

PART 1 GENERAL

1.1 SUMMARY

- A. Section Includes:
1. Description of Work
 2. Contractor Use of Site and Premises
 3. Work Sequence
 4. Owner Occupancy
 5. Rain Day, Interior Inspection and Exterior Inspection Forms
 6. Submittal Schedule

1.2 DESCRIPTION OF WORK

A. PROJECT IDENTIFICATION

1. Project Name: City Hall at Crescent City
 2. Project Location: 3 Summit Street
Crescent City, FL 32112
- Project Description: Roof Replacement

B. PROJECT SCOPE

1. Roof Areas 1/A and 1/C:
 - a. *Removal:* Remove the existing roof system (perlite and L.W.I.C) down to the existing concrete deck. Remove existing metal panel along interior of parapet walls. Remove coping, edge metal, gutters, reglet, counterflashing, and skirt metal.
 - b. *Remove/Reinstall:* Mansard metal ridge cap to be partially removed and reinstalled as required to insert new counterflashing. Existing electrical conduit disconnected, removed and reinstalled.
 - c. *Replacement:* Prep deck to install preliminary roof to concrete deck.
 - 1) Fully adhere new 3/16" tapered rigid insulation system to create a finished 1/4" per foot slope. Adhere 1/4" thick gypsum coverboard to rigid insulation
 - 2) Torch apply two layers of smooth surfaced modified bitumen interply sheets over the roof board. Apply a two-ply, granular surfaced, SBS modified bitumen base flashing system at all curbs, edge metal, parapets and roof-to-wall transitions reglet receivers per the project details. Torch apply a granular surfaced modified bitumen cap sheet to the interplies.
2. Roof Areas 1/B and 1/D:
 - a. *Removal:* Remove the existing roof system (perlite and base sheet) down to the existing plywood deck. Remove existing metal panel along

SUMMARY OF WORK
SECTION 01 11 00

- interior of parapet walls. Remove edge metal, gutters, counterflashing, and skirt metal. Abandon and infill existing roof drain.
- b. *Remove/Reinstall:* Mansard metal ridge cap to be partially removed and reinstalled as required to insert new counterflashing.
 - c. *Replacement:* Prep deck to install preliminary roof to plywood deck.
 - 1) Fully adhere new 3/16" tapered rigid insulation system to create a finished 1/4" per foot slope. Adhere 1/4" thick gypsum coverboard to rigid insulation.
 - 2) Torch apply two layers of smooth surfaced modified bitumen interply sheets over the roof board. Apply a two-ply, granular surfaced, SBS modified bitumen base flashing system at all curbs, parapets and roof-to-wall transitions per the project details. Torch apply a granular surfaced modified bitumen cap sheet to the interplies.
3. Roof Area 1/E:
 - a. *Refurbishment:* Clean and prep surface for application of coating.
4. Additional Items:
 - a. *Antennas:* Confirm status of wall antennas with owner. Remove and reinstall at existing locations as required and reconnect.
 - b. *Area Divider Wall:* To compensate for increased slope at roof area D construct curb indicated per plans to create a proper flashing condition.
 - c. *HVAC Equipment:* Relocate existing units on new support post stands at existing locations. Reconnect units to power source.
 - d. *Wall Penetrations:* Construct two-sided curb with weatherhead fabrication and reroute electrical conduit and chiller lines.
 - e. *Vent Stacks:* Raise vent stack as required to 8" minimum above finished roof system.
 - f. *Gooseneck Vent:* Existing gravity vent without curb support, remove and install new equipment curb with new curb mounted gooseneck vent fabrication.
 - g. *Roof Access Ladders:* Install new metal deck ladder as shown on the plans and details provided.
 - h. *Door Access:* Remove existing door, raise sill height and install new frame, door and sill pan fabrication. Field verify door size.
 - i. *Gutter and Downspouts:* Install new as indicated per plans. Confirm locations do not obstruct with building access.
 - j. *Sacrificial Layer:* Install where indicated and additional layer of modified bitumen cap sheet along edge to roof drainage.
 - k. *Repair Mansard Ridge:* Replace missing or damaged fasteners along mansard panel ridge cap with new, one size larger st. stl. screws with neoprene back washers.

1.3 CONTRACTOR USE OF SITE AND PREMISES

- A. Limit use of site and premises to allow:
 - 1. Owner occupancy
 - 2. Use of site and premises by the public
- B. Emergency Building Exits During Construction:
 - 1. Maintain accesses at all times.
- C. Construction Operations:
 - 1. Limited to areas noted on Drawings
- D. Time Restrictions for Performing Interior Work:
 - 1. Contractor's work shall be performed inside building if needed after building is no longer used for the day.

1.4 WORK SEQUENCE

- A. Construct Work in phases to accommodate Owner's occupancy requirements during the construction period, coordinate construction schedule and operations with Owner and Architect.

1.5 OWNER OCCUPANCY

- A. The Owner will occupy the site and premises during the entire period of construction
- B. Cooperate with Owner to minimize conflict, and to facilitate Owner's operations.
- C. Schedule the Work to accommodate this requirement.

1.6 PROJECT RAIN DAY FORM

- A. Rain Delays: The Contractor may be entitled to a contract time extension due to delays caused by weather. The Contractor shall maintain on a daily basis to keep track of days that affect the submitted construction schedule. Project Rain Day Form shall be signed by the Owner's Representative or Architect when this occurs.

1.7 INTERIOR INSPECTION FORM

- A. Prior to beginning work, inspect with Owner's Representative or Architect, building interior(s). Log conditions of ceiling tiles, lights, walls and flooring materials using the Interior Inspection Form attached at the end of this Section. Confirmation of existing conditions shall be made and recorded onto a video disk.
- B. Submit two copies of the form signed by the Contractor, Owner's Representative or Architect and one copy of video disk.

1.8 EXTERIOR INSPECTION FORM

- A. Prior to beginning work, inspect with Owner's Representative or Architect, existing building exterior(s) and site conditions. Log, as required, conditions of exterior walls, building attachments, sidewalks, miscellaneous paving and landscaping using the Exterior Inspection Form attached at the end of this Section. Confirmation of existing conditions shall be made and recorded onto a video disk.
- B. Submit two copies of form signed by the Contractor, Owner's Representative or Architect and one copy of video disk.

1.9 SUBMITTAL SCHEDULE

- A. Project Rain Day Form: Completed for current payment application period (monthly)
- B. Interior Inspection Form: Submit prior to commencement of construction.
- C. Exterior Inspection Form: Submit prior to commencement of construction.

PART 2 PRODUCTS

(Not Used)

PART 3 EXECUTION

(Not Used)

END OF SECTION

PROJECT RAIN DAY FORM

Month:
Project Name:
Project No:
Contractor:
Owner's Authorized Rep.:

DAY	MORNING COND./TIME	AFTERNOON COND./TIME	SUPERINTENDENT SIGNATURE	AUTH. OWNER'S REP. SIGNATURE
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PART 1 GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Identification of each unit price by letter and description.

- B. Related Sections:
 - 1. Agreement: Monetary values of established Unit Prices and Percentage allowances for Contractor's overhead and profit
 - 2. General Conditions: Governing requirements for changes in the Work, in Contract Sum/Price and Contract Time.
 - 3. Supplementary Conditions: Percentage allowances for Contractor's overhead and profit.
 - 4. Section 01 29 00 – Payment Application Procedures
 - 5. Section 01 33 00 – Submittal Procedures: Schedule of Values
 - 6. Section 01 70 00 – Project Closeout Requirements

1.2 UNIT PRICE CONDITIONS

- A. Drawings and general provisions of Contract, including General Conditions, Supplementary Conditions and other Division 01 specification sections apply to work of this section.

- B. Unit Prices for products shall be stated in the blank spaces provided in the proposal form and the cost of the estimated quantities of products shall be included in the Base Bid.

- C. The Owner reserves the right to reject or accept any Unit Price based solely on his judgment of what constitutes a "fair price". The fairness of any unit price will be affected by the potential for Owner credit for unused Unit Price quantities.

1.3 UNIT PRICES FOR PRODUCTS

- A. The amount of each Unit Price is to be based on the actual quantity of existing material removed and/or replaced and shall include the following:
 - 1. The cost of the product to the Contractor or Subcontractor, less any applicable trade discounts.
 - 2. Delivery to the Site.
 - 3. All equipment and labor required.
 - 4. Applicable taxes and necessary bonds or insurance.
 - 5. Handling at the Site, including unloading, uncrating, and storage.
 - 6. Protection from the elements and from damage.
 - 7. Labor for installation and finishing, and other expenses required to complete the installation.

8. Contractor's and Subcontractor's overhead and profit.
 9. Excess material used due to waste, overlap of materials, purchase quantity limitations and similar factors.
- B. Adjustments for Costs:
1. Should the quantities be more or less than the specified quantity in the base bid, the Contract Sum will be adjusted accordingly by Change Order.
 2. The Unit Price shall apply to the quantities actually used as determined by periodic field inspections by the Owner and Architect.
 3. Unit Price material and the quantities used shall be recorded on a daily basis within the Contractor's Daily Report, and be accompanied by photographs of the conditions prior to removal of the old material, and conditions after installation of the new replacement material.
 4. The Unit Price quantity records are to be reviewed with the Owner and Architect at each Project Progress Meeting. Acceptances of quantities used to date are to be documented in the Meeting Minutes.
 5. If these documentation and approval procedures are not followed by the contractor, a later request for award of Unit Price Costs may be denied by the Owner and Architect.

1.4 DESCRIPTION OF UNIT PRICES

- A. **Unit Price A:** Cost per linear foot to replace any existing deteriorated **2 x 8** pressure treated wood nailers along roof edge or within roof system or accessories. The exact locations and extent of replacement to be determined in the field by the Owner and Architect. Base proposal shall include the replacement of **150 linear feet** of pressure treated wood nailers, one layer thick. If this quantity is not used, the Owner will receive a credit for the unused quantity based on this same unit cost.
- B. **Unit Price B:** Cost per square foot to remove and replace deteriorated existing **plywood sheathing deck** matching grade and thickness of existing deck. The exact locations and extent of replacement to be determined in the field by the Owner and Architect. The base proposal shall include removal and replacement of **220 square feet** of plywood deck. If any of this quantity is not used, the Owner shall receive a credit for that quantity based on the unit price.

PART 2 PRODUCTS

(Not Used)

PART 3 EXECUTION

(Not Used)

END OF SECTION

CONTRACT MODIFICATION PROCEDURES / CHANGE ORDERS
SECTION 01 26 00

PART 1 GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Architect's Supplemental Instructions
 - 2. Construction Change Directives
 - 3. Proposal Requests
 - 4. Change Orders

- B. Related Sections:
 - 1. Agreement Form, General Conditions and Supplementary Conditions
 - 2. Section 01 29 00 – Payment Application Procedures
 - 3. Section 01 33 00 – Submittals
 - 4. Section 01 60 00 – Product Substitution Procedures
 - 5. Section 01 70 00 – Closeout Requirements

1.2 DEFINITIONS

- A. **Architects Supplemental Instructions:** Supplemental instructions or interpretations of an order for minor modification in the Work wherein there is **no** change in the Contract Time or Contract Price.

- B. **Construction Change Directive:** Authorizes a change based upon an understanding concerning changes in Contract Time and/or Contract Sum which is issued expeditiously to avoid delay.

- C. **Proposal Request:** Requests an itemized quotation for proposed changes in Contract Sum or Contract Time but which is neither a directive, or authorization nor a change order.

- D. **Change Order:** Authorizes a change to the Contract which may involve a change in Contract Sum or Contract Time.

1.3 SUBMITTALS

- A. Responsible Individual: Submit the name of the individual authorized to accept changes and who is responsible for informing others in Contractor's employ of the Changes in Work.

- B. Schedule of Values Revisions: Revise Schedule of Values and Application for Payment forms to record each authorized Change Order as a separate line item and adjust Contract Sum and re-submit.

**CONTRACT MODIFICATION PROCEDURES / CHANGE ORDERS
SECTION 01 26 00**

- C. Progress Schedule Revisions: Revise Progress Schedules to reflect any change in Contract Time, revise subcontractor schedules to adjust times for other items of work affected by the change and re-submit.

PART 2 PRODUCTS (Not Used)

PART 3 EXECUTION

3.1 ARCHITECT'S SUPPLEMENTAL INSTRUCTIONS

- A. The Architect may issue supplemental instructions, interpretations or minor modifications in the Work, with supplementary or revised Drawings and Specifications, for acceptance by the Contractor pursuant to Definitions.
- B. Should later circumstances produce changes to Contract Sum or Contract Time, procedures for a Change Orders shall be followed.
- C. The Architect will advise the Contractor of minor changes by issuing supplemental instructions on **AIA Form G710, "Architect's Supplemental Instructions"**.

3.2 CONSTRUCTION CHANGE DIRECTIVE

- A. The architect may issue a Construction Change Directive signed by the Owner, with supplementary or revised Drawings and Specifications, instructing the Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.
- B. The Directive will describe changes in the Work and will designate method of determining any change in Contract Sum or Contract Time.
- C. The Architect will substantiate instructions on **AIA G714, "Construction Change Directive"**.
- D. Contractor shall promptly execute changes.

3.3 CHANGE ORDER PROPOSALS

- A. The Architect may submit a "Proposal Request" which includes a detailed description of a proposed change with supplementary or revised Drawings and Specifications, projected time for executing the change, a stipulation of any overtime work required, and period of time during which requested price will be considered valid.
- B. The Architect will initiate the proposal request on **AIA Form G709, "Proposal Request"**.
- C. The Contractor may propose changes by submitting a request for change to the Architect describing the reason for the proposed change and its full effect on the Work.

CONTRACT MODIFICATION PROCEDURES / CHANGE ORDERS SECTION 01 26 00

Include a statement describing the effect on the Contract Sum and Contract Time with full documentation. Document any substitutions requested in accordance with Section 01 60 00 – Product Requirements.

3.4 DOCUMENTATION OF CHANGE IN CONTRACT SUM AND CONTRACT TIME

- A. Document each quotation for a change in contract cost or time with sufficient data to allow evaluation of the quotation by the Owner and the Architect.
- B. On request, provide additional data to support computations:
 - 1. Quantities and costs of products, labor and equipment.
 - 2. Taxes, insurance and bonds.
 - 3. Overhead and profit.
 - 4. Justification for any change in Contract Time.
 - 5. Credit for any deletions from Contract, similarly documented.

3.5 CHANGE ORDER

- A. The Change Order amount/time will be based upon one or more of the following:
 - 1. (Change in Scope) Stipulated sum based upon an approved “Proposal Request”.
 - 2. (Change in Scope) Stipulated sum or Unit Cost sum resulting from Construction Change Directive.
 - 3. (Change in Scope) Time and Material
 - a. Contractor to submit itemized account and supporting data after completion of change, within time limits indicated in Conditions of Contract.
 - b. Architect will determine change allowable in Contract Sum and Contract Time as provided in Contract Documents.
 - 4. (Reconciliation of Unit Costs) Fixed unit price basis for unit costs or quantities of units of work which are reconciled upon substantial completion of the contract work.
- B. Execution of Change Order
 - 1. The Architect will issue the change order on **AIA Form G701, “Change Order”** for signatures of parties as provided in the Conditions of the Contract.
- C. Correlation of Contractor Submittals
 - 1. Upon execution of Change Order the Contractor shall promptly revise Schedule of Values and Application for Payment forms to record each authorized Change Order as separate line item and adjust Contract Sum.
 - 2. Contractor shall promptly revise progress schedules to reflect change in Contract Time, revise sub-schedules to adjust times for other items of work affected by the change, and resubmit.
 - 3. The Contractor shall promptly enter changes in Project Record Documents.

END OF SECTION

PART 1 GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Request for Information Procedures
 - 2. Request for Information (RFI) Form
- B. Related Sections
 - 1. Instruction To Bidders
 - 2. General Conditions
 - 3. Section 01 11 00 – Summary of Work

1.2 PROJECT / SITE CONDITIONS

- A. The Owner assumes no responsibility for actual conditions on the structure.
- B. Conditions existing at time of inspection for cost proposal purpose will be maintained by the Owner in so far as practicable. However, variations may occur by Owner's Operations.
- C. Prior to Proposal Submittal: The Contractor shall inspect and verify visible existing conditions of the Project, including elements subject to damage or to movement during the work.
 - 1. Conflicts and problems shall be reported to the Architect, in writing, for resolution prior to bidding. Failure to report these conflicts places the responsibility on the Contractor to complete the Work in accordance with the Documents at no additional cost to the Owner.
- D. During Construction: The Contractor shall inspect conditions affecting installation of Products, or performance of Work.
 - 1. Report unsatisfactory or questionable conditions to the Architect, in writing. Do not proceed with the Work until the Architect has provided further instructions.

1.3 REQUEST FOR INFORMATION (RFI) FORMAT

- A. When questions and/or conflicts arise the Contractor shall submit a copy of the attached Request for Information (RFI) Form. The form is to be prepared by the Contractor or Subcontractor and shall include all relevant information to facilitate a prompt response by the Architect/Engineer. Include a suggested solution when applicable.
- B. It is recommended that the RFI be submitted electronically via e-mail. All RFI's shall be submitted through the Contractor to the Architect with the Owner's Representative copied in the correspondence.

REQUEST FOR INFORMATION (RFI)
SECTION 01 26 13

- C. An electronic copy of the RFI form is available from the Architect upon request.

PART 2 PRODUCTS (Not Used)

PART 3 EXECUTION

3.1 REQUEST FOR INFORMATION PROCEDURES

- A. Submit completed copy of the attached RFI form. Include:
1. RFI No. (Consecutive until Project Completion)
 2. A/E Project No.
 3. Owner's Project No.
 4. Name of Project
 5. Issue Date
 6. Subject
 7. Required Response Date allow three (3) to five (5) days after receipt by Architect
 8. Reference Specification Section and/or Drawing No. and any attachments.
 9. State Question
 10. Provide suggested solution when appropriate. Include cost or schedule implications, if applicable.
- B. Contractor shall allow three (3) to five (5) days after receipt by Architect for response.
- C. If suggestion is included and a substitution is indicated, follow procedures of Section 01 60 00 – Product Requirements (Substitutions). Include information as attachments to RFI.

END OF SECTION

REQUEST FOR INFORMATION (RFI)
SECTION 01 26 13

REQUEST FOR INFORMATION (RFI)



TO: A/R/C Associates, Incorporated
601 N. Fern Creek Avenue, Suite 100
Orlando, Florida 32803

FROM: _____

RFI NO. _____	A/R/C PROJECT NO: 16001.01 OWNER'S PROJECT NO: _____
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PROJECT: Roof Replacement of City Hall at Crescent City	ISSUE: _____ DATE: _____
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SUBJECT:

REQUIRED RESPONSE DATE: _____ REF:SPEC SECTION: _____
DWG NO: _____
ATTACHMENTS: _____

QUESTION:

SUGGESTION: (Include cost or schedule considerations, if any)

RESPONSE DATE:

RESPONSE:

BY
Copies:

PART 1 GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Procedures for preparation and submittal of applications for payment.
- B. Related Sections
 - 1. Agreement: Contract Sum and unit prices, amounts of progress payments and retainages and time schedule for submittals.
 - 2. General Conditions: Progress payments and final payment.
 - 3. Section 01 26 00 – Contract Modification Procedures – Change Orders: Procedures for changes in the Work.
 - 4. Section 01 33 00 – Submittal Procedures
 - 5. Section 01 70 00 – Project Closeout Requirements: Final Payment

1.2 FORMAT

- A. **AIA G702 – Application and Certificate for Payment** (Current Edition)
- B. **AIA G703 – Continuation Sheet** (Current Edition)
- C. Contractors may purchase Application Forms on-line directly from the AIA. Link to the following: <https://documentsondemand.aia.org/>.

1.3 PREPARATION OF APPLICATIONS

- A. Present required information in handwritten form for field verification by the Architect. Once approved, supply in typewritten form.
- B. Each Application and Certificate for Payment must have authentic signatures and seals of all parties signing the document. Photocopies of signatures or seals will not be accepted.
- C. Application Form:
 - 1. Printed Application for Payment: One of the **AIA G702** and **AIA G703** forms must be an original printed document with a red label. The completed original application may be copied as required prior to signing and sealing.
 - 2. Electronic Documents: Electronic documents must be produced under license from The American Institute of Architects and may be photocopied as required prior to signing and sealing. Include registration number on submitted document.
 - 3. Electronic copies, computer reproductions, or photocopies of authentic documents will not be accepted.
- D. Execute certification by signature of authorized officer.

PAYMENT APPLICATION PROCEDURES
SECTION 01 29 00

- E. Use data from approved Schedule of Values. Provide dollar value in each column for each line item for portion of work performed and for stored products.
- F. List each authorized Change Order as an extension on **AIA G703 – Continuation Sheet**, listing Change Order number and dollar amount as an original item of work.
- G. Retainage: Unless otherwise stipulated, an amount equal to ten (10) per cent of the total completed work and stored materials shall be retained by the Owner until the project has been completed.
- H. Final Payment: Prepare Application for Final Payment as specified above and in Section 01 70 00 – Project Closeout Requirements. Final payment shall include completed work value plus retainage.

PART 2 PRODUCTS (Not Used)

PART 3 EXECUTION

3.1 SUBMITTAL PROCEDURES

- A. Submit three copies of each Application for Payment to the Architect for Certification.
- B. Submit an updated construction schedule with each Application for Payment.
- C. Payment Period: on or before the first day of each month and no more than five (5) days prior thereto, the contractor may submit applications for payment for the work performed during such month covering the portion of the work completed as of the date indicated, and payments on account of this contract shall be due within thirty (30) days after the last day of the period for which payment is requested.
- D. Submit with transmittal letter as specified in Section 01 33 00 – Submittals.
- E. Submit waivers and release of liens.

3.2 SUBSTANTIATING DATA

- A. When Architect requires substantiating information, submit data justifying dollar amounts in question.
- B. Provide one copy of data with cover letter for each copy of submittal. Show application number and date, and line item by number and description.

END OF SECTION

SCHEDULE OF VALUES FORMAT

A	B	C
Item No.	Work Description	Scheduled Value
1	Mobilization	\$0.00
2	Demolition	\$0.00
3	Preliminary Roof Material	\$0.00
4	Preliminary Roof Labor	\$0.00
5	Insulation Material	\$0.00
6	Insulation Labor	\$0.00
7	Roofing Material	\$0.00
8	Roofing Labor	\$0.00
9	Sheet Metal Material	\$0.00
10	Sheet Metal Labor	\$0.00
11	Painting	\$0.00
12	Mechanical (Plumbing) - Labor and Material	\$0.00
13	Electrical (Misc)	\$0.00
14	Electrical (Lightning Protection)	\$0.00
15	Unit Costs	
15A	2x (blocking/nailers) - cost/lf	\$0.00
15B	Decking (wood, metal or concrete) - cost/sf	\$0.00
15C	LWIC - cost/sf	\$0.00
15D	Etc.	\$0.00
16	Alternate No. 1	\$0.00
17	Alternate No. 2	\$0.00
TOTALS		\$0.00

The above table is included as a suggested format for the development a Schedule of Values. The Schedule of Values is to be submitted for approval using the standard **AIA Document G703 - Continuation Sheet**.
Submit in accordance with Section 01 33 00 - SUBMITTALS.

Upon approval, the continuation sheet is to be attached to **AIA Document G702 - Application and Certificate for Payment**, in accordance with Section 01 29 00 - APPLICATION FOR PAYMENT.

PART 1 GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Coordination and project conditions.
 - 2. Coordination with Owner Requirements
 - 3. Preconstruction meeting.
 - 4. Site mobilization meeting.
 - 5. Progress meetings.
 - 6. Pre-installation meetings.
 - 7. Cutting and patching.
 - 8. Special procedures.

1.2 COORDINATION AND PROJECT CONDITIONS

- A. Coordinate scheduling, submittals, and Work of various sections of Project Manual to ensure efficient and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later.
- B. Verify utility requirements and characteristics of operating equipment are compatible with building utilities. Coordinate work of various sections having interdependent responsibilities for installing, connecting to, and placing in service, operating equipment.
- C. Coordinate space requirements, supports, and installation of mechanical and electrical Work indicated diagrammatically on Drawings. Follow routing shown for pipes, ducts, and conduit, as closely as practicable; place runs parallel with lines of building. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.
- D. In finished areas except as otherwise indicated, conceal pipes, ducts, and wiring within construction. Coordinate locations of fixtures and outlets with finish elements.
- E. Coordinate completion and clean-up of Work of separate sections in preparation for Substantial Completion and for portions of Work designated for Owner's occupancy.
- F. After Owner occupancy of premises, coordinate access to site for correction of defective Work and Work not in accordance with Contract Documents, to minimize disruption of Owner's activities.

1.3 COORDINATION WITH OWNER REQUIREMENTS

- A. The Owner will be occupying the building during the work. All existing exits and any existing fire protection/life safety systems shall be continuously maintained and operational unless other measures are taken which provide equivalent safety per the Florida Building Code requirements. The contractor is to submit a "Construction Safety

**ADMINISTRATIVE REQUIREMENTS
SECTION 01 30 00**

Plan” depicting how they will keep exit ways protected and in a safe condition while the buildings are occupied. Stipulate how the fresh air and exhaust fans will be kept in continued use while the buildings are occupied.

- B. Stipulate in the “Construction Safety Plan” how the contractor will keep the building(s) occupied during the roof replacement operations.
- C. Roof loading and overhead crane operations shall be scheduled as much as practicable during times the facilities are unoccupied.
- D. HVAC exhaust and fresh air equipment are not to be shut down while the buildings are occupied without Owner’s prior knowledge and permission.
- E. Contractor shall consult with local governing authorities having jurisdiction regarding noise abatement requirements and construction operations, if applicable.
- F. A copy of all required city, county and state licenses that are applicable to this project shall be supplied to the Owner’s representative prior to the appropriate work commencing.
- G. The Contractor shall perform any trimming, pruning or relocation of trees or significant landscape materials as needed to fulfill the requirements of work on this project. Failure to adequately protect the existing landscaping material will require replacement of these materials at no additional cost to the Owner.
- H. The Contractor and contractor personnel shall observe the following rules of conduct prescribed by the owner in regard to work on this project. They include but are not limited to:
 - 1. Workmen are not to traverse any walkway between buildings or buildings that are not included in this contract as well as new work that has been completed.
 - 2. All contractor and subcontractor vehicles are to be parked in designated areas only. This will be determined during the pre-construction meeting.
 - 3. No smoking is permitted on the project site.
 - 4. Radios, tape or CD players (“boom boxes) are not to be utilized at the site.
 - 5. No firearms or other weapons are to be brought to the site
 - 6. Contractor shall coordinate project access, parking and egress of all personnel and tradesmen with the Owner and the Owner’s administrative personnel.

1.4 PRECONSTRUCTION MEETING

- A. Owner will schedule meeting after Notice of Award.
- B. Attendance Required: Owner, Architect/Engineer, Contractor and any subcontractors and suppliers the contractor may wish to include.
- C. Agenda:
 - 1. Execution of Owner-Contractor Agreement.
 - 2. Submission of executed bonds and insurance certificates.
 - 3. Distribution of Contract Documents.

ADMINISTRATIVE REQUIREMENTS
SECTION 01 30 00

4. Submission of list of Subcontractors, list of products, schedule of values, and progress schedule.
 5. Designation of personnel representing parties in Contract, and Architect/Engineer.
 6. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal requests, Change Orders, and Contract closeout.
 7. Scheduling.
- D. Contractor shall record minutes and distribute copies within three days after meeting to participants, with two copies to Architect/Engineer, Owner, and those affected by decisions made.

1.5 SITE MOBILIZATION MEETING

- A. Owner will schedule meeting at Project site prior to Contractor occupancy.
- B. Attendance Required: Owner, Architect/Engineer, Special Consultants, Contractor, Contractor's Superintendent, and major Subcontractors.
- C. Agenda:
1. Use of premises by Owner and Contractor.
 2. Owner's requirements and occupancy.
 3. Construction facilities and controls provided by Owner.
 4. Temporary utilities provided by Owner.
 5. Security and housekeeping procedures.
 6. Schedules.
 7. Application for payment procedures.
 8. Procedures for testing.
 9. Procedures for maintaining record documents.
- D. Contractor shall record minutes and distribute copies within three days after meeting to participants, with two copies to Architect/Engineer, Owner, and those affected by decisions made.

1.6 PROGRESS MEETINGS

- A. Schedule and administer meetings throughout progress of the Work with a maximum span of time between at bi-weekly intervals.
- B. Contractor shall make arrangements for meetings, prepare agenda with copies for participants and preside at meetings.
- C. Attendance Required: Job superintendent, major subcontractors and suppliers, Owner, Architect/Engineer, as appropriate to agenda topics for each meeting.
- D. Agenda:
1. Review minutes of previous meetings.
 2. Review of Work progress.

3. Field observations, problems, and decisions.
 4. Identification of problems impeding planned progress.
 5. Review of submittals schedule and status of submittals.
 6. Review of off-site fabrication and delivery schedules.
 7. Maintenance of progress schedule.
 8. Corrective measures to regain projected schedules.
 9. Planned progress during succeeding work period.
 10. Coordination of projected progress.
 11. Maintenance of quality and work standards.
 12. Effect of proposed changes on progress schedule and coordination.
 13. Other business relating to Work.
- E. Contractor shall record minutes and distribute copies within three days after meeting to participants, with two copies to Architect/Engineer, Owner, and those affected by decisions made.

1.7 PRE-INSTALLATION MEETINGS

- A. When required in individual specification sections, convene pre-installation meetings at Project site prior to commencing work of specific section.
- B. Require attendance of parties directly affecting, or affected by, Work of specific section.
- C. Notify Architect/Engineer four days in advance of meeting date.
- D. Prepare agenda and preside at meeting:
 1. Review conditions of installation, preparation and installation procedures.
 2. Review coordination with related work.
- E. Record minutes and distribute copies within three days after meeting to participants, with two copies to Architect/Engineer, Owner, and those affected by decisions made.

PART 2 PRODUCTS – (Not Used)

PART 3 EXECUTION

3.1 CUTTING AND PATCHING

- A. Employ skilled and experienced personnel to perform cutting and patching.
- B. Submit written request in advance of cutting or altering elements affecting:
 1. Structural integrity of element.
 2. Integrity of weather-exposed or moisture-resistant elements.
 3. Efficiency, maintenance, or safety of element.
 4. Visual qualities of sight exposed elements.
 5. Work of Owner or separate contractor.

- C. Execute cutting, fitting, and patching to complete Work, and to:
 - 1. Fit the several parts together, to integrate with other Work.
 - 2. Uncover Work to install or correct ill-timed Work.
 - 3. Remove and replace defective and non-conforming Work.
 - 4. Remove samples of installed Work for testing.
 - 5. Provide openings in elements of Work for penetrations of mechanical and electrical Work.
- D. Execute work by methods to avoid damage to other Work, and to provide proper surfaces to receive patching and finishing.
- E. Cut masonry and concrete materials using masonry saw or core drill.
- F. Restore Work with new products in accordance with requirements of Contract Documents.
- G. Fit Work tight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
- H. Maintain integrity of wall, ceiling, or floor construction; completely seal voids.
- I. At penetrations of fire rated walls, partitions, ceiling, or floor construction, completely seal voids with fire rated material to full thickness of penetrated element.
- J. Refinish surfaces to match adjacent finishes. For continuous surfaces, refinish to nearest intersection or natural break; for an assembly, refinish entire unit.
- K. Identify hazardous substances or conditions exposed during the Work to Architect/Engineer for decision or remedy.

3.2 SPECIAL PROCEDURES

- A. Materials: As specified in product sections; match existing with new products for patching and extending work.
- B. Employ skilled and experienced personnel to perform alteration work.
- C. Cut, move, or remove items as necessary for access to alterations and renovation Work. Replace and restore at completion.
- D. Remove unsuitable material not marked for salvage, including rotted wood, corroded metals, and deteriorated masonry and concrete. Replace materials as specified for finished Work.
- E. Remove debris and abandoned items from area and from concealed spaces.
- F. Prepare surface and remove surface finishes to permit installation of new work and finishes.

ADMINISTRATIVE REQUIREMENTS
SECTION 01 30 00

- G. Close openings in exterior surfaces to protect existing work from weather and extremes of temperature and humidity.
- H. Remove, cut, and patch Work in manner to minimize damage and to permit restoring products and finishes to original or specified condition.
- I. Where new Work abuts or aligns with existing, provide smooth and even transition. Patch Work to match existing adjacent Work in texture and appearance.
- J. When finished surfaces are cut so that smooth transition with new Work is not possible, terminate existing surface along straight line at natural line of division and submit recommendation to Architect/Engineer for review.
- K. Where change of plane of 1/4 inch or more occurs, submit recommendation for providing smooth transition; to Architect/Engineer for review. Request instructions from Architect/Engineer.
- L. Trim existing doors to clear new floor finishes. Refinish trim to original or specified condition.
- M. Patch or replace portions of existing surfaces which are damaged, lifted, discolored, or showing other imperfections.
- N. Finish surfaces as specified in individual product sections.

END OF SECTION

PART 1 GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Submittal procedures.
 - 2. Construction Progress Schedules
 - 3. Product Data
 - 4. Shop Drawings
 - 5. Samples
 - 6. Manufacturer's Certificates
 - 7. Manufacturer's Instructions
 - 8. Manufacturer's Field Reports
 - 9. Schedule of Values

- B. Related Sections:
 - 1. Section 01 29 00 - Application for Payment – Schedule of Values associated with application for payment.
 - 2. Section 01 40 00 - Quality Control: Manufacturer's Field Services and Test Reports.
 - 3. Section 01 70 00 – Contract Closeout: Contract warranties, bonds, manufacturers' certificates and closeout submittals.

1.2 SUBMITTAL PROCEDURES

- A. General:
 - 1. Unless stipulated otherwise in the "Instructions to Bidders" Section of these specifications the project submittal procedures apply only to post award submittals and do not apply to any bid submittals.
 - 2. The following submittals shall be received and approved by the Project Architect before the occurrence of the "pre-construction" meeting and prior to the commencement of any project work: (Refer to article I.3 for additional descriptions)
 - a. Construction Progress Schedule
 - b. Product Data
 - c. Shop Drawings
 - d. Samples
 - e. Manufacturer's Installation Instructions
 - f. Manufacturer's Certification
 - g. Schedule of Values
 - 3. Submittals not requested will not be recognized or processed.

- B. Submittal Format:
 - 1. Submittals may be electronically submitted by email to the Project Architect as an 'attachment'. The 'attachment' shall be in a **.pdf** format. Alternately,

SUBMITTAL PROCEDURES
SECTION 01 33 00

submittals may be delivered to the Project Architect on a compact disc for review also in a .pdf format.

2. A fully completed “**Submittal Cover Form**” shall be attached to each individual submittal item within the submittal package indicating the following information: (A copy of the “**Submittal Cover Form**” is included at the end of this Section)

 - a. Submittal Number
 - b. Project Identification, Project Number
 - c. Contractor
 - d. Subcontractor/Supplier/Manufacturer
 - e. Pertinent Drawing and Detail Number
 - f. Specification Section
 - g. Signature or initial of contractor certifying that review, verification of products required, field dimensions, adjacent construction work, and coordination of information is in accordance with the requirements of the work and contract documents.
 - h. Identify variations from Contract Documents and product or system limitations which may be detrimental to successful performance of completed Work.

3. The “**Submittal Record**” (**checklist/log**) also attached at the end of this Section is intended to assist the contractor in organizing and referencing submittal documents. The attempt has been made to make the list as complete as possible; however, additional submittals not included on the list may be required.
4. Sequentially number “**Submittal Cover Forms**” as indicated by the “**Submittal Record (checklist/log)**” (attached at the end of this Section).
5. Revised submittals shall be re-submitted with original number and sequential alphabetic suffix.

C. Review Process:

1. Allow **15 days** for Submittal Package review excluding delivery time to and from the contractor.
2. Upon receipt, the Project Architect will review the submitted documents to ensure conformance to the intent of the project plans and specification requirements.
3. **Review Action Codes:**
 - a. **APP** – Approved (as submitted) – No variance permitted.
 - b. **A/C** – Approved with Comments or Corrections – Contractor accepts the noted revisions if work proceeds – No variance permitted.
 - c. **R/R** – Revise and Resubmit – No work may proceed until data is revised as noted or discussed, reviewed and approved.
 - d. **REJ** – Rejected, Not Approved – No work may proceed, revise and resubmit as appropriate

D. Distribution Upon Review Completion:

1. The Project Architect shall make appropriate distributions to the Owner.
2. The Project Architect shall return to the contractor the reviewed submittal package(s) electronically by email with attachments or by compact disc. (single copy)

SUBMITTAL PROCEDURES
SECTION 01 33 00

3. The Contractor is responsible for providing copies for distribution to subcontractors and suppliers as required.
 4. A copy of the “**Submittal Record (checklist/log)**” will accompany the reviewed submittal package(s) indicating current status of all submittals and include additional comments as may be appropriate.
- E. Resubmittals:
1. When submittals are revised for resubmission, identify changes made since previous submission. Resubmit as described above in article 1.2, B. 5.

1.3 SUBMITTALS

A. Construction Progress Schedules

1. Submit initial schedules within 15 days after date established in Notice to Proceed. After review, resubmit required revised data within ten days.
2. Submit revised Progress Schedules with each Application for Payment.
3. Distribute copies of reviewed schedules to Project site file, subcontractors, suppliers, and other concerned parties.
4. Instruct recipients to promptly report, in writing, problems anticipated by projections indicated in schedules.
5. Submit computer generated horizontal bar chart with separate line for each major portion of Work or operation, identifying first work day of each week.
6. Show complete sequence of construction by activity, identifying Work of separate stages and other logically grouped activities. Indicate early and late start, early and late finish, float dates, and duration.
7. Indicate estimated percentage of completion for each item of Work at each submission.
8. Submit separate schedule of submittal dates for shop drawings, product data, and samples, including Owner furnished products and products identified under Allowances.

B. Product Data:

1. Submit Product Data to Architect/Engineer for review for limited purpose of checking for conformance with information given and design concept expressed in Contract Documents.
2. Mark the submittal to identify applicable products, models, options, and other data. Supplement manufacturers' standard data to provide information specific to this Project.
3. Indicate product utility and electrical characteristics, utility connection requirements, and location of utility outlets for service for functional equipment and appliances.
4. After receipt of reviewed submittals from the Architect, the Contractor shall produce copies and distribute as required in accordance with this section, Submittal Procedures article 1.2, D. 3 and for record documents described in Section 01 70 00 - Project Closeout Requirements article 1.3, Final Submittals.

C. Shop Drawings:

SUBMITTAL PROCEDURES
SECTION 01 33 00

1. Submit 1/8" (minimum) scaled plans (shop drawings) for review. Indicate special utility and electrical characteristics, utility connection requirements, and location of utility outlets for service for functional equipment and appliances. When required by individual specification sections, provide shop drawings signed and sealed by professional engineer responsible for designing components shown on shop drawings.
 - a. Include signed and sealed calculations to support design.
 - b. Submit drawings and calculations in form suitable for submission to and approval by authorities having jurisdiction.
 - c. Make revisions and provide additional information when required by authorities having jurisdiction.
2. Submit number of opaque reproductions Contractor requires, plus two copies Architect/Engineer will retain. Drawings may be delivered electronically.
3. After receipt of reviewed submittals from the Architect, the Contractor shall produce copies and distribute as required in accordance with this section, Submittal Procedures article 1.2, D. 3 and for record documents described in Section 01 70 00 - Project Closeout Requirements article 1.3 Final Submittals.

D. Samples:

1. Submit Samples to Architect/Engineer for review for limited purpose of checking for conformance with information given and design concept expressed in Contract Documents.
2. Submit samples to illustrate functional and aesthetic characteristics of Products, with integral parts and attachment devices. Coordinate sample submittals for interfacing work.
3. Include identification on each sample, with full Project information.
4. Submit number of samples specified in individual specification sections; Architect/Engineer will retain samples.
5. Reviewed samples which may be used in the Work are indicated in individual specification sections.

E. Manufacturer's Certificates:

1. When specified in individual specification sections, submit certification by manufacturer, installation/application subcontractor, or Contractor to Architect/Engineer, in quantities specified for Product Data.
2. Indicate material or product conforms to or exceeds specified requirements. Submit supporting reference data, affidavits, and certifications as appropriate.
3. Certificates may be recent or previous test results on material or Product, but must be acceptable to Architect/Engineer.

F. Manufacturer's Installation Instructions:

1. When specified in individual specification sections, submit printed instructions for delivery, storage, assembly, installation, start-up, adjusting, and finishing, to Architect/Engineer for delivery to Owner in quantities specified for Product Data.
2. Indicate special procedures, perimeter conditions requiring special attention, and special environmental criteria required for application or installation.

SUBMITTAL PROCEDURES
SECTION 01 33 00

- G. Manufacturer's Field Reports:
1. Submit reports for Architect/Engineer's benefit as contract administrator or for Owner.
 2. Submit report in duplicate within 5 days of observation to Architect/Engineer and Owner's Representative for information.
 3. Submit for information for limited purpose of assessing conformance with information given and design concept expressed in Contract Documents.
- H. Schedule of Values:
1. Submit typed Schedule of Values on **AIA Form G703**.
 2. Refer to Schedule of Values format attached to Section 01 29 00- Application for Payment.
 3. Submit for approval prior to submitting first Application for Payment.

PART 2 PRODUCTS - (Not Used)

PART 3 EXECUTION - (Not Used)

END OF SECTION

Attachments to Section 01 33 00

SUBMITTAL COVER FORM

The "Submittal Cover Form" shall be attached to each copy of each submittal.

SUBMITTAL RECORD
(checklist/log)

The attached "Submittal Record (checklist/log)" is intended to assist the contractor in organizing and referencing submittal documents. The attempt has been made to make the list as complete as possible, however, additional submittals not included on the list may be required.

SUBMITTAL COVER FORM



A/R/C
Associates
Incorporated

SUBMITTAL NO. _____	A/R/C PROJECT NO: 16001.01
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PROJECT: Roof Replacement of City Hall at Crescent City	OWNER'S PROJECT NO.
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ITEM: _____ *	DATE:
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SPEC. SECTION: _____ PARAGRAPH NO: _____

PRIME CONTRACTOR

<u>CHECKED AND APPROVED FOR SUBMISSION</u> BY: _____ DATE _____
--

SUBCONTRACTOR: _____ MANUFACTURER: _____

(RESERVE THE SPACE BELOW FOR COMMENTS OR DATE & SHOP DRAWING REVIEW STAMPS)

<u>COMMENTS / REVIEW STAMPS</u>	<u>SUBMITTAL REVIEW BY</u> <u>A/R/C ASSOCIATES, INCORPORATED</u>
	Date: _____ By: _____ Approved - APP () Approved as Corrected - A/C () If checked above, fabrication <u>MAY</u> be undertaken. Approval does not authorize changes in contract Sum unless stated in separate letter or Change Order. If checked below, fabrication <u>MAY NOT</u> be undertaken. Resubmit corrected copies for final approval. Correction shall be limited to items marked. Revise and resubmit - R/R () Not Approved - REJ () Reviewing is only for conformance with the design concept of the Project and compliance with the information given in the Contract Documents. The contractor is responsible for dimensions to be confirmed and correlated at the site; for information that pertains solely to the fabrication processes or to the means, methods, techniques, sequences and procedures of construction; and for coordination of the Work of all trades.

THIS PAGE SHALL BE ATTACHED
TO EACH COPY OF EACH
SUBMITTAL

* If Substitution, submittal shall include information required by the General Conditions and Section 012500.

A/R/C Associates, Incorporated

601 North Fern Creek Avenue
 Suite 100
 Orlando, Florida 32803
 (407) 896-7875 FAX (407) 898-6043

SUBMITTAL RECORD (checklist / log)

Action Code	APP - Approved	A/C - Approved with Comments
	R/R - Revise and Re-submit	REJ - Not Approved

The Submittal Checklist/Log represents the minimum submittal requirements for this project. The Contractor may submit any additional information beyond what is requested for review. If there is an item on the Checklist that does not apply to the project do not submit it.

PROJECT:	Public Safety Building	Architect's Project No.	16001.01
CONTRACTOR:		Notice to proceed issued:	Substantial Completion Date:

Spec. Section	Submittal No.	Title/Description	Date Rec'vd	No. of Copies Rec'vd	ACTION	Date Returned	Comments
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00 50 00		Agreement Forms					
	001	Agreement: (Copies only)					
	-1	Agreement Form:					
	-2	Purchase Order					
00 60 00		Bonds and Certificates					
	001	Bonds and Certificates: (Copies only)					
	-1	Bid Bond					
	-2	Performance Bond					
	-3	Labor and Materials Payment Bond					
	-4	Certificate of Liability Insurance					
01 11 00		Summary of Work					
	001	Reports:					
	-1	Rain Day Report (Required for Project Closeout)					Submit Updated Report with each Payment Application
	-2	Interior Inspection Report (Photo/Video Record Supplement)					
	-3	Exterior Inspection Report (Photo/Video Record Supplement)					
01 30 00		Administrative Requirements					
	001	Documents					
	-1	Notice to Proceed (Copy)					
	-2	Contractor / Supplier List					
	-3	Contact (Emergency) List					
01 33 00		Submittals					
	001	Schedules:					
	-1	Construction Progress Schedule					Submit Revised Schedule with each Payment Application
	-2	Schedule of Values					Submit Revised Schedule with each Payment Application
01 60 00		Product Substitution Requirements					
	001	Product Substitution					
	-1	Product Substitution Request Form/Product Information Form					
01 77 00		Project Closeout					
	001	Project Completion Forms					Submit at Closeout
	-1	Written Request for Substantial Inspection					
	-2	Certificate of Substantial Completion - AIA Document G704					Issued by Architect
	-3	Contractor's Certification of Project Completion or Owner's Certificate of Final Completion/Inspection					Issued by Architect
	002	Final Submittals					
	-1	Record Documents					Submit at Closeout
		Drawings (As-builts)					
		Specifications					
		Addenda					
		Change Orders and Other Modifications					

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PROJECT:		Public Safety Building		Architect's Project No.		16001.01	
CONTRACTOR:				Notice to proceed issued:		Substantial Completion Date:	
Spec. Section	Submittal No.	Title/Description	Date Rec'vd	No. of Copies Rec'vd	ACTION	Date Returned	Comments
		Submittals (Shop Drawings, Product Data and Samples)					
		Manufactures instruction for Assembly, Installation and Adjusting					
	-2	Operation and Maintenance Documents					Submit at Closeout
	-3	Warranties					Submit at Closeout
	-4	Spare Parts and Maintenance Materials					Submit at Closeout
	003	Final Application for Payment					
	-1	Application for Payment - AIA G702 and G703					Submit at Closeout
	-2	Contractor's Affidavit of Payment of Debts and Claims- AIA Document G706					Submit at Closeout
	-3	Consent of Surety to Final Payment - AIA Document G707					Submit at Closeout
	-4	Contractor's Affidavit of Release of Liens - AIA Document B706A					Submit at Closeout
06 10 00		Rough Carpentry					
	001	Product Data:					
	-1	Wood Product Information					
	-2	Wood Preservative Materials, Application Instructions					
	-3	Fasteners/Anchors					
	002	MSDS					
	-1						
07 52 16.13		SBS Modified Bitumenous Sheet Roofing (Torch Applied)					
		Product Data (Sheet Materials)					
	001	-1 Cap Sheet					
		-2 Interply					
		-3 Vented Base Sheet					
		-4 Base Ply Felt					
		-5 Perimeter Envelope,					
		-6 Sheathing Paper					
		-7 Dry-in felt					
		-8 Ply Felt Flashing					
		-9 Preliminary Roof					
	002	Product Data (Bituinous Materials)					
		-1 Asphalt Primer					
		-2 Mod Bid Adhesive Cement					
		-3 Plastic Cement					
	003	Product Data: Fastener System					
		-1 Mechanical Fasteners					
		-2 Adhesive					
		-3 FM Test Data for Specific System Used (Engineer Certified / Product Approvals)					
	004	Insulation System					
		-1 Polyisocyanurate					
		-2 EPS					
		-3 Roof Coverboard					
	005	Shop Drawings					

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PROJECT:	Public Safety Building	Architect's Project No.	16001.01
		Notice to proceed issued:	Substantial Completion Date:
CONTRACTOR:			

Spec. Section	Submittal No.	Title/Description	Date Rec'vd	No. of Copies Rec'vd	ACTION	Date Returned	Comments
	-1	Tapered Layout					
	-2	Special Joint / Termination Conditions					
	-3	Samples:					
006		Accessories					
	-1	Paver Blocks,					
	-2	Adhesive Tape					
	-3	Traffic Pads					
	-4	Protective Cover Coating: Fibrated Aluminum					
	-5	Pitch Pan Filler/Grout					
	-6	Expansion Joint Covers					
	-7	Vent Pipe Flashing					
	-8	Lead Drain Pipe Flashing					
	-9	Cant Strips					
	-10	Tapered Edge Strips					
	-11	Pre-Fab Curbs or Supports					
	-12	Samples (As may be directed)					
007		Qualifications					
	-1	Applicator's Experience					
	-2	Manufacturer's Approval					
008		Warranties					
	-1	Mfg's Intent to Issue Roof Warranty					
	-2	Mfg's Sample Warranty Form					
	-3	Applicator's Warranty					
07 62 00		Sheet Metal Flashing and Trim					
	001	Product Data:					
	-1	Sheet Materials:					
	-2	Accessories: Fasteners, Primer, Plastic Cement, Solder/Flux/Cleaner					
	002	Shop Drawings:					
	-1	Any Condition Not Shown on the Drawings					
	003	Samples/Mock-ups					
	-1	Only as Directed by the Architect. (Mock-ups will be in-place, typically)					
07 92 00		Joint Protection					
	001	Product Data:					
	-1	Joint Sealer Information, Color Charts, Installation Instructions, warranty, etc.					
	002	Accessories-					
	-1	Primer, Joint Cleaner, Backer Rod, etc.					
09 90 00		Painting					
	001	Product Data:					
	-1	Information on All Finishing Products, Application Instructions, Surface Preparation, etc.					
	-2	Manufacturer's Color Chart for Each Product Required					
	002	Samples:					
	-1	Field Samples as May be Directed by the Architect					
	003	Qualifications					
	-1	Applicator's Experience					

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SUBMITTAL RECORD (checklist / log)

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	R/R - Revise and Re-submit	REJ - Not Approved

The Submittal Checklist/Log represents the minimum submittal requirements for this project. The Contractor may submit any additional information beyond what is requested for review. If there is an item on the Checklist that does not apply to the project do not submit it.

PROJECT:	Public Safety Building	Architect's Project No.	16001.01
		Notice to proceed issued:	Substantial Completion Date:
CONTRACTOR:			

Spec. Section	Submittal No.	Title/Description	Date Rec'vd	No. of Copies Rec'vd	ACTION	Date Returned	Comments
23 00 00		Mechanical Equipment					
	001	Equipment Data:					
	-1	Exhaust Fan Performance Log Data Sheet					
	-2	Air Conditioning Equipment Performance Log Data Sheet					
26 00 00		Basic Electrical Requirements					
	001	As May Be Directed by the Architect/Engineer					

PART 1 GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Quality Control, Supervision and Control of Installation.
 - 2. Tolerances'
 - 3. References
 - 4. Mock-up Requirements
 - 5. Testing and Inspection Services
 - 6. Manufacturer's Field Services
 - 7. Examination
 - 8. Preparation.

1.2 QUALITY CONTROL, SUPERVISION AND CONTROL OF INSTALLATION

- A. Supervision: Maintain a qualified full-time non-working supervisor on the job site while work is in progress.
- B. The Supervisor shall monitor quality control over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce Work of specified quality.
- C. Comply with manufacturers' instructions, including each step in sequence.
- D. When manufacturers' instructions conflict with Contract Documents, request clarification from Architect/Engineer before proceeding.
- E. Comply with specified standards as minimum quality for the Work except where more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.
- F. Perform Work by persons qualified to produce required and specified quality.
- G. Verify field measurements are as indicated on Shop Drawings or as instructed by manufacturer.
- H. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion, or disfigurement.

1.3 TOLERANCES

- A. Monitor fabrication and installation tolerance control of products to produce acceptable Work. Do not permit tolerances to accumulate.
- B. Comply with manufacturers' tolerances. When manufacturers' tolerances conflict with Contract Documents, request clarification from Architect/Engineer before proceeding.

QUALITY REQUIREMENTS / REFERENCES
SECTION 01 40 00

- C. Adjust products to appropriate dimensions; position before securing products in place.

1.4 REFERENCES

- A. For products or workmanship specified by associations, trades, or other consensus standards, comply with requirements of standard, except when more rigid requirements are specified or are required by applicable codes.
- B. Conform to reference standard (latest edition) concurrent with the date of the Contract Documents.
- C. The roof system shall include all affiliated electrical, mechanical, architectural and structural work, meeting the following Building Codes:
1. The **Florida Building Code, Fifth Edition (2014)**
 2. The **Florida Fire Prevention Code**
 3. Any local amendments to these codes which can be obtained from the **Florida Department of Community Affairs**, the **Florida Department of Insurance**, and/or the **State Fire Marshall**, respectively.
 4. The following Building Codes are hereby incorporated by reference and made a part of this rule. If there should be conflicting requirements between these codes the more or most stringent requirement shall apply.
 - a. **AHERA** Asbestos Hazard Emergency Response Act, 40 CFR, Part 763, Subpart E, December 14, 1987..
 - b. **ANSI** American National Standards Institute. References shall be the latest edition of the ANSI Standards
 - c. **ASCE 7-2010** American Society of Civil Engineers. References shall be the latest edition listed in the current "Florida Building Code"
 - d. **ASHRAE** American Society of Heating, Refrigeration, and Air Conditioning Engineers.
 - e. **ASTM** American Society for Testing Materials. References shall be the latest edition of the ASTM Standards.
 - f. **FEMA** Federal Emergency Management Agency. Rules and Regulations 44 CFR, Parts 59 and 60, and subsequent revisions thereto for flood plain criteria governing insurability of facilities constructed in flood plain areas.
 - g. **NEC** National Electrical Code
 - h. **NFPA** National Fire Protection Association. References shall be the latest edition
 - i. **NRCA** National Roofing Contractors Association. References shall be to the latest edition of the NRCA Roofing and Waterproofing Manual.
 - j. **SMACNA** Sheet Metal and Air Conditioning Contractors National Association. References shall be made to the latest edition.
 - k. **SREF** State Requirements for Educational Facilities (2012).
 - l. **TMS** The Masonry Society (2011)

QUALITY REQUIREMENTS / REFERENCES
SECTION 01 40 00

- D. Obtain copies of standards where required by product specification sections or as necessary to complete the work properly. Maintain copies at project site during submittals, planning and progress of the specific work, until Substantial Completion.
- E. When specified reference standards conflict with Contract Documents, request clarification from Architect/Engineer before proceeding.
- F. The contractual relationships, duties, or responsibilities of parties in the Contract or those of the Architect/Engineer shall not be altered from the Contract Documents by mention or inference otherwise in reference documents.

1.5 MOCK-UP REQUIREMENTS

- A. Tests will be performed under provisions identified in this section and identified in respective product specification sections.
- B. Assemble and erect specified items with specified attachment and anchorage devices, flashings, seals, and finishes.
- C. Accepted mock-ups shall be comparison standard for remaining Work.
- D. Where mock-up has been accepted by Architect/Engineer and is specified in product specification sections to be removed; remove mock-up and clear area when directed to do so by Architect/Engineer.

1.6 TESTING AND INSPECTION SERVICES

- A. Owner will employ and pay for specified services of an independent firm to perform testing and inspection.
- B. The independent firm will perform tests, inspections and other services specified in individual specification sections and as may be required by Owner.
 - 1. Laboratory: Authorized to operate at Project location.
 - 2. Laboratory Staff: Maintain full time specialist on staff to review services.
 - 3. Testing Equipment: Calibrated at reasonable intervals with devices of accuracy traceable to National Bureau of Standards or accepted values of natural physical constants.
- C. Testing, inspections and source quality control may occur on or off project site. Perform off-site testing as required by Architect/Engineer or Owner.
- D. Reports will be submitted by independent firm to Architect/Engineer, Contractor, and authority having jurisdiction, in duplicate, indicating observations and results of tests and indicating compliance or non-compliance with Contract Documents.
 - 1. Submit final report indicating correction of Work previously reported as non-compliant.

QUALITY REQUIREMENTS / REFERENCES
SECTION 01 40 00

- E. Cooperate with independent firm; furnish samples of materials, design mix, equipment, tools, storage, safe access, and assistance by incidental labor as requested.
 - 1. Notify Architect/Engineer and independent firm [24] hours prior to expected time for operations requiring services.
 - 2. Make arrangements with independent firm and pay for additional samples and tests required for Contractor's use.

- F. Testing and employment of testing agency or laboratory shall not relieve Contractor of obligation to perform Work in accordance with requirements of Contract Documents.

- G. Re-testing or re-inspection required because of non-conformance to specified requirements shall be performed by same independent firm on instructions by Architect/Engineer. Payment for re-testing or re-inspection will be charged to Contractor by deducting testing charges from Contract Sum/Price.

- H. Agency Responsibilities:
 - 1. Test samples of mixes submitted by Contractor.
 - 2. Provide qualified personnel at site. Cooperate with Architect/Engineer and Contractor in performance of services.
 - 3. Perform specified sampling and testing of products in accordance with specified standards.
 - 4. Ascertain compliance of materials and mixes with requirements of Contract Documents.
 - 5. Promptly notify Architect/Engineer and Contractor of observed irregularities or non-conformance of Work or products.
 - 6. Perform additional tests required by Architect/Engineer.
 - 7. Attend preconstruction meetings and progress meetings.

- I. Agency Reports: After each test, promptly submit [two] copies of report to Architect/Engineer, Contractor, and authority having jurisdiction. When requested by Architect/Engineer, provide interpretation of test results. Include the following:
 - 1. Date issued.
 - 2. Project title and number.
 - 3. Name of inspector.
 - 4. Date and time of sampling or inspection.
 - 5. Identification of product and specifications section.
 - 6. Location in Project.
 - 7. Type of inspection or test.
 - 8. Date of test.
 - 9. Results of tests.
 - 10. Conformance with Contract Documents.

- J. Limits On Testing Authority:
 - 1. Agency or laboratory may not release, revoke, alter, or enlarge on requirements of Contract Documents.
 - 2. Agency or laboratory may not approve or accept any portion of the Work.
 - 3. Agency or laboratory may not assume duties of Contractor.

QUALITY REQUIREMENTS / REFERENCES
SECTION 01 40 00

4. Agency or laboratory has no authority to stop the Work.

1.7 MANUFACTURERS' FIELD SERVICES

- A. When specified in individual specification sections, require material or product suppliers or manufacturers to provide qualified staff personnel to observe site conditions, conditions of surfaces and installation, quality of workmanship, as applicable, and to initiate instructions when necessary.
- B. Submit qualifications of observer to Architect/Engineer [30] days in advance of required observations.
- C. Report observations and site decisions or instructions given to applicators or installers that are supplemental or contrary to manufacturers' written instructions.
- D. Refer to Section 01 33 00 - Submittal Procedures, MANUFACTURERS' FIELD REPORTS article.

PART 2 PRODUCTS - (Not Used)

PART 3 EXECUTION

3.1 EXAMINATION

- A. Verify existing site conditions and substrate surfaces are acceptable for subsequent Work. Beginning new Work means acceptance of existing conditions.
- B. Verify existing substrate is capable of structural support or attachment of new Work being applied or attached.
- C. Examine and verify specific conditions described in individual specification sections.
- D. Verify utility services are available, of correct characteristics, and in correct locations.

3.2 PREPARATION

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

END OF SECTION

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Temporary Utilities:
 - 1. Temporary electricity.
 - 2. Temporary lighting for construction purposes.
 - 3. Temporary heating and cooling.
 - 4. Temporary ventilation.
 - 5. Telephone service.
 - 6. Temporary water service.
 - 7. Temporary sanitary facilities.

- B. Construction Facilities:
 - 1. Vehicular access.
 - 2. Parking.
 - 3. Progress cleaning and waste removal.
 - 4. Project identification.
 - 5. Fire prevention facilities.

- C. Temporary Controls:
 - 1. Barriers.
 - 2. Enclosures and fencing.
 - 3. Security.
 - 4. Water control.
 - 5. Noise control.

- D. Removal of utilities, facilities, and controls.

1.2 TEMPORARY ELECTRICITY

- A. Owner will pay cost of energy used. Exercise measures to conserve energy. Utilize Owner's existing power service.

- B. Provide temporary electric feeder from existing building or electrical service at location as directed by Owner. Do not disrupt Owner's use of service.

- C. Complement existing power service capacity and characteristics as required for construction operations.

- D. Provide power outlets, with branch wiring and distribution boxes located as required for construction operations. Provide GFI protected flexible power cords as required for portable construction tools and equipment.

- E. Provide main service disconnect and over-current protection at convenient location.

- F. Permanent convenience receptacles may be utilized during construction.

TEMPORARY FACILITIES AND CONTROLS
SECTION 01 50 00

- G. Provide distribution equipment, wiring, and outlets to provide single phase branch circuits for power and lighting.
 - 1. Provide 20 ampere duplex outlets, single phase circuits for power tools for every active work area.
 - 2. Provide 20 ampere, single phase branch circuits for lighting.

1.3 TEMPORARY LIGHTING FOR CONSTRUCTION PURPOSES

- A. Provide and maintain adequate lighting for construction operations.
- B. Provide branch wiring from power source to distribution boxes with lighting conductors, pigtails, and lamps as required.
- C. Maintain lighting and provide routine repairs.
- D. Permanent building lighting may not be utilized during construction.

1.4 TEMPORARY HEATING AND COOLING

- A. When required by the Owner, provide heating and cooling devices needed to maintain existing conditions in buildings. The Owner will pay cost of energy used. Exercise measures to conserve energy.
- B. Prior to operation of permanent equipment for temporary heating and cooling purposes, verify installation is approved for operation, equipment is lubricated and filters are in place. Provide and pay for operation, maintenance, and regular replacement of filters and worn or consumed parts.

1.5 TEMPORARY VENTILATION

- A. Ventilate enclosed areas to achieve curing of materials, to dissipate humidity, and to prevent accumulation of dust, fumes, vapors, or gases.
- B. Utilize existing ventilation equipment. Extend and supplement equipment with temporary fan units as required to maintain clean air for construction operations.

1.6 TELEPHONE SERVICE

- A. If a field office is required provide, maintain, and pay for telephone service to contractor's field office at time of project mobilization.
- B. If a field office is not required establish a continuous cellular phone connection with site personnel during construction operations.

1.7 TEMPORARY WATER SERVICE

- A. Owner will pay cost of temporary water used except for water required for use in mixing of construction materials or flushing of equipment and systems. Exercise measures to conserve water.

- B. Contractor shall provide metering device acceptable to the Owner at the Owner's designated location.
- C. Extend branch piping with outlets located so water is available by hoses with threaded connections.

1.8 TEMPORARY SANITARY FACILITIES

- A. Provide and maintain required facilities and enclosures. Existing facility use is not permitted. Provide facilities at time of project mobilization.

1.9 FIELD OFFICES AND SHEDS

- A. When separate construction Office facilities are required provide: Weather tight facility, with lighting, electrical outlets, heating/cooling/ and ventilating equipment, and equipped with sturdy furniture drawing rack, and drawing display table.
- B. Location of offices and sheds shall be coordinated with the Owner at the Pre-Construction meeting. When possible maintain a minimum distance of minimum distance of **30 feet** from existing structures.
- C. When permanent facilities are enclosed with operable utilities, relocate offices and storage into building, with written agreement of Owner, and remove temporary buildings.
- D. Storage Areas and Sheds (when required): Size to storage requirements for products of individual Sections, allowing for access and orderly provision for maintenance and for inspection of products to requirements of Section 01 60 00 - Product Requirements.
- E. Removal: At completion of Work remove temporary buildings, utility services, and debris. Restore areas.

1.10 VEHICULAR ACCESS

- A. Extend and relocate vehicular access as Work progress requires, provide detours as necessary for unimpeded traffic flow.
- B. Provide unimpeded access for emergency vehicles.
- C. Provide and maintain access to fire hydrants and control valves free of obstructions.

1.11 PARKING

- A. Arrange with Owner for temporary parking areas to accommodate construction personnel.
- B. Locate as approved by Owner.
- C. When site space is not adequate, provide additional off-site parking.

1.12 PROGRESS CLEANING AND WASTE REMOVAL

- A. Maintain areas free of waste materials, debris, and rubbish. Maintain site and roof areas in clean and orderly condition.
- B. Collect and remove waste materials, debris, and rubbish from site periodically and dispose off-site.
- C. Open free-fall chutes are not permitted. Terminate closed chutes into appropriate containers with lids.
- D. Contractor shall provide portable trash containers for construction debris. Use of Owner's on-site containers is prohibited.
- E. Owner is requesting the use of their exclusive solid waste hauler (WastePro) for removal of any construction related debris. Include their services in the base bid.

1.13 PROJECT IDENTIFICATION

- A. At Owner's option, Contractor shall provide a Project Identification Sign with the following characteristics:
 - 1. Size: 4'x8' (maximum)
 - 2. Material: Three-quarter inch exterior grade plywood and wood frame construction.
 - 3. Finish and Lettering: Painted with exhibit lettering by professional sign painter or die-cut vinyl self-adhesive letters and self-adhesive corporate logo. Design and colors shall be approved by the Architect.
 - 4. Content:
 - a. Project title, logo and name of Owner as indicated on Contract Documents.
 - b. Names and titles of authorities.
 - c. Names and titles of Architect/Engineer and Consultants.
 - d. Name of Prime Contractor and major Subcontractors.
- B. Maintenance: Maintain signs and supports clean, repair deterioration and damage.
- C. Removal: Remove signs, framing, supports, and foundations at completion of Project and restore area.

1.14 FIRE PREVENTION FACILITIES

- A. Prohibit smoking within construction areas.
- B. If allowed by Owner, a designated smoking area on site where smoking is permitted may be established. Provide approved ashtrays in designated smoking areas.
- C. Establish fire watch for cutting and welding and other hazardous operations capable of starting fires. Maintain fire watch before, during, and after hazardous operations until threat of fire does not exist.

TEMPORARY FACILITIES AND CONTROLS
SECTION 01 50 00

- D. Standpipes: Maintain existing standpipes in usable condition in all active construction areas.
- E. Portable Fire Extinguishers: NFPA 10; 10 pound capacity, 4A-60B: C UL rating.
 - 1. Provide one fire extinguisher for each active construction area.
 - 2. Provide minimum one fire extinguisher in every construction trailer and storage shed.
 - 3. Provide minimum one fire extinguisher on roof during roofing operations using heat producing equipment, the fire extinguisher shall remain within a 25'-0" minimum radius of any open flame at all times.
 - 4. Contractor shall maintain a daily "fire watch" for a minimum of two (2) hours after torch down shift has been completed.
 - 5. After the "fire watch" and prior to leaving the roof area any day after work was performed utilizing any torch installation or work with open flames, review areas of work with a thermal imaging device to ensure the areas have cooled.

1.15 BARRIERS

- A. Provide barriers to prevent unauthorized entry to construction areas and to protect existing facilities and adjacent properties from damage from construction operations and demolition.
- B. Provide barricades and covered walkways required by authorities having jurisdiction for public rights-of-way and for public access to existing buildings.
- C. Provide protection for trees and landscaping designated to remain. Replace damaged trees and landscaping.
- D. Protect non-owned vehicular traffic, stored materials, site, and structures from damage.

1.16 ENCLOSURES AND FENCING

- A. Provide security fencing, six (6) feet high, around staging areas and storage locations; equip the fence enclosure with vehicular and pedestrian gates with locks.
- B. Fence Construction: Nine (9) gage galvanized commercial grade two (2) inch chain link fabric, knuckle down, top and bottom. Provide tension bars and one and five eighths (1 5/8) inch top rails, two (2) inch line posts and three (3) inch corner and gate posts.

1.17 SECURITY

- A. Security Program:
 - 1. Protect Work premises and Owner's operations from theft, vandalism, and unauthorized entry.
 - 2. Initiate program in coordination with Owner's existing security system at project mobilization.
 - 3. Maintain program throughout construction period until Owner acceptance precludes need for Contractor security.

TEMPORARY FACILITIES AND CONTROLS
SECTION 01 50 00

- B. Entry Control:
 - 1. Restrict entrance of persons and vehicles into Project site.
 - 2. Allow entrance only to authorized persons with proper identification.
 - 3. Maintain daily log of workers and visitors, make available to Owner on request.
 - 4. Coordinate access of Owner's personnel to site in coordination with Owner's security forces.

- C. Personnel Identification:
 - 1. Provide identification badge to each person authorized to enter premises.
 - 2. Badge to Include: Personal photograph, name expiration date and employer.
 - 3. Maintain list of accredited persons, submit copy to Owner on request.
 - 4. Require return of badges at expiration of their employment on the Work.

1.18 WATER (SITE DRAINAGE) CONTROL

- A. Maintain site drainage affected by construction operations. Grade site to drain as required.

- B. Protect site from puddling or running water. Provide water barriers as required to protect site from soil erosion.

1.19 NOISE CONTROL

- A. Provide methods, means, and facilities to minimize noise produced by construction operations.

1.20 REMOVAL OF UTILITIES, FACILITIES, AND CONTROLS

- A. Remove temporary utilities, equipment, facilities, materials, prior to Substantial Completion inspection.

- B. Clean and repair damage caused by installation or use of temporary work.

- C. Restore existing facilities used during construction to original condition. Restore permanent facilities used during construction to specified condition.

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION - Not Used

END OF SECTION

PART 1 GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Products.
 - 2. Transportation and Handling
 - 3. Storage and Protection
 - 4. Product Options
 - 5. Substitutions
 - 6. Product Substitution Request Form and Product Substitution Information Form

1.2 PRODUCTS

- A. Furnish products of qualified manufacturers suitable for intended use. Furnish products of each type by single manufacturer unless specified otherwise.
- B. Do not use materials and equipment removed from existing premises, except as specifically permitted by the Contract Documents.
- C. Provide interchangeable components of the same manufacture, for components being replaced.

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, or damage.

1.4 STORAGE AND PROTECTION

- A. Store and protect Products in accordance with manufacturers' instructions, with seals and labels intact and legible.
- B. Store sensitive Products in weather tight, climate controlled enclosures.
- C. For exterior storage of fabricated Products, place on sloped supports, above ground.
- D. Cover Products subject to deterioration with impervious sheet covering. Provide ventilation to avoid condensation or potential degradation of Product.

- E. Store loose granular materials on solid flat surfaces in a well drained area. Prevent mixing with foreign matter.
- F. Provide equipment and personnel to store Products by methods to prevent soiling, disfigurement, or damage.
- G. Provide equipment and personnel to store Products by methods to prevent soiling, disfigurement, or damage.

1.5 PRODUCT OPTIONS

- A. Products Specified by Reference Standards or by Description Only: Any Product meeting those standards or description.
- B. Products Specified by Naming One or More Manufacturers: Products of manufacturers named and meeting specifications, no options or substitutions allowed.
- C. Products Specified by Naming One or More Manufacturers with a Provision for Substitutions: Submit a request for substitution for any manufacturer not named in accordance with the following article.

1.6 SUBSTITUTIONS

- A. Architect/Engineer will consider requests for Substitutions only within **15 days** after date established in Notice to Proceed.
- B. Substitutions may be considered when a Product becomes unavailable through no fault of the Contractor.
- C. Document each request with complete data substantiating compliance of proposed Substitution with Contract Documents.
- D. A request constitutes a representation that the Contractor or Bidder:
 - 1. Has investigated proposed Product and determined that it meets or exceeds the quality level of the specified Product.
 - 2. Will provide the same warranty for the Substitution as for the specified Product.
 - 3. Will coordinate installation and make changes to other Work which may be required for the Work to be complete with no additional cost to Owner.
 - 4. Waives claims for additional costs or time extension which may subsequently become apparent.
 - 5. Will reimburse Owner and Architect for review or redesign services associated with substitution.
- E. Substitutions will not be considered when they are indicated or implied on shop drawing or product data submittals, without separate written request, or when acceptance will require revision to the Contract Documents.
- F. Substitution Submittal Procedure:

**PRODUCT REQUIREMENTS
SECTION 01 60 00**

1. Submit three (3) copies of request for Substitution for consideration. Limit each request to one proposed Substitution.
2. Submit shop drawings, product data, and certified test results attesting to the proposed Product equivalence. Burden of proof is on proposer.
3. The Architect will notify Contractor in writing of decision to accept or reject request.
4. See "Substitution Request Forms" attached to this section

PART 2 PRODUCTS (Not Used)

PART 3 EXECUTION

3.1 SUBSTITUTION REQUEST FORMS (ATTACHED)

- A. Product Substitution Request Form
- B. Product Substitution Information Form

END OF SECTION

Product Substitution Request

To: _____

We hereby submit for your consideration the following product in lieu of that specified for this project:

DRAWING NO. _____ DRAWING NAME _____

SPEC. SECTION _____ SPEC NAME _____ PARAGRAPH _____ SPECIFIED ITEM _____

Proposed Substitution: _____

Why Substitution Requested: _____

Attach complete information on changes to Drawings or Specifications which proposed substitution will require for its proper installation.

Submit with request necessary samples and substantiating data to prove equal quality and performance to that which is specified. Clearly mark manufacturer's literature to indicate equality in performance.

The undersigned certifies that the function, appearance and quality are of equal performance and assumes liability for equal performance, equal design and compatibility with adjacent materials.

Submitted by: _____
Signature (Contractor) Title Date

Firm Telephone

Address Fax Number

Signature shall be by person having authority to legally bind the Contractor to the above terms, failure to provide legally binding signature will result in retraction of approval.

<p>For use by the Architect:</p> <p><input type="checkbox"/> Recommended <input type="checkbox"/> Recommended as Noted</p> <p><input type="checkbox"/> Not Recommended <input type="checkbox"/> Received too late</p> <p><input type="checkbox"/> Insufficient data received</p> <p>By _____</p> <p>Date _____</p>	<p>For use by the Owner:</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Not Approved</p> <p><input type="checkbox"/> Approved as noted</p> <p>By _____</p> <p>Date _____</p>
--	--

Product Substitution Information

Fill in blanks below:

- A. Does the substitution affect dimensions shown on Drawings?
Yes _____ No _____ If yes, clearly indicate changes.

- B. Will the undersigned pay for changes to the building design, including engineering and detailing costs caused by the requested substitutions?
Yes _____ No _____ If no, fully explain:

- C. What effect does substitution have on other Contracts or other trades?

- D. What effect does substitution have an construction schedule?

- E. Manufacturer's warranties of the proposed and specified items are:
_____ Same _____ Different. If different, fully explain:

- F. Reason for Request:

- G. Itemized comparison of specified item(s) with the proposed substitution; list significant variations:

- H. This substitution will amount to a credit to the Owner of:
_____ dollars (\$ _____)

- I. Designation of maintenance services and sources:

- J. Attachments: (Attach additional sheets if required.)

PART 1 GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Closeout procedures.
 - a. Substantial Completion
 - b. Final Cleaning
 - c. Adjusting
 - d. Final Completion
 - 2. Project Record Documents
 - 3. Closeout Submittal
 - 4. Final Change Order
 - 5. Final Application for Payment
- B. Related Sections
 - 1. Section 01 29 00 – Payment Application Procedures
 - 2. Section 01 50 00 – Temporary Facilities and Controls: Progress Cleaning and Waste Removal

1.2 CLOSEOUT PROCEDURES

- A. Substantial Completion
 - 1. At such time that the project is considered substantially complete the Contractor shall request, in writing, that a substantial completion inspection be scheduled.
 - 2. If the contract work is deemed to be substantially complete the contractor shall receive a certification of substantial completion with, if applicable, a list of deficient items yet to be completed. **AIA Document G704 “Certification of Substantial Completion”** is to be issued unless another standard form is required by the Owner.
 - 3. The Owner will occupy all of the building as specified in Section 01 11 00 – Summary of Work.
- B. Final Cleaning
 - 1. Execute final cleaning prior to final project acceptance.
 - 2. Clean interior and exterior surfaces and finishes soiled by construction work. Replace any materials or finishes unable to be cleaned to its original condition.
 - 3. Clean equipment and fixtures to a sanitary condition with cleaning materials appropriate to the surface and material being cleaned.
 - 4. Clean debris from roofs, gutters, downspouts and interior roof drainage systems.
 - 5. Clean site, sweep paved areas, rake clean landscaped surfaces.
 - 6. Remove waste and surplus materials, rubbish and construction facilities from site.
- C. Adjusting

PROJECT CLOSEOUT REQUIREMENTS
SECTION 01 70 00

1. Adjust operating products and equipment to ensure smooth and unhindered operation.
- D. Final Completion
1. Upon completion of the specific requirements set forth during the Substantial Completion Inspection and all other requirements of the contract documents, the Contractor shall submit written certification (on Contractor's letterhead) that Contract Documents have been reviewed, Work has been inspected, and that Work is complete in accordance with contract requirements and is ready for the Architect's review.
 2. Schedule a final walk-thru inspection with the Architect and Owner.

1.3 FINAL SUBMITTALS

- A. Project Record Documents
1. Project Record Documents include the following:
 - a. Drawings
 - b. Specifications.
 - c. Addenda.
 - d. Change Orders and other modifications to the Contract.
 - e. Reviewed Shop Drawings, Product Data and Samples.
 - f. Manufacturer's Instruction for assembly, installation, and adjusting.
 2. Maintain on site, one (1) set of the above record documents; record actual revisions to the Work.
 3. Ensure entries are complete and accurate, enabling future reference by Owner.
 4. Store record documents separate from documents used for construction.
 5. Record information concurrent with construction progress.
 6. Specifications: Legibly mark and record at each product section description of actual products installed, including the following:
 - a. Manufacturer's name and product model and number.
 - b. Product substitutions or alternates utilized.
 - c. Changes made by Addenda and modifications.
 7. Record Documents and Shop Drawings: Legibly mark each item to record actual construction including:
 - a. Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of the Work.
 - b. All modifications, additions, deletions, etc. to construction which are at variance with or in addition to the information shown on the original drawings.
 - c. All modifications, additions, deletions, etc. to utilities, pipes, conduits, etc. for all site work and construction which are at variance with or in addition to the information shown on the original drawings.
 - d. Field changes of dimension and detail.
 - e. Details not on original Contract drawings.
 8. Upon completion of the work and as a prerequisite to Final Payment, the Contractor shall submit to the Architect one (1) set of drawings showing all exact and appropriate information as noted above.

PROJECT CLOSEOUT REQUIREMENTS
SECTION 01 70 00

1.4 CLOSEOUT SUBMITTAL

A. Submittal Format:

1. Submit data on 8-1/2 x 11 inch (A4) text pages bound in "D" ring binders (of appropriate size) with durable plastic covers.
2. Prepare binder cover with printed title "CLOSEOUT DOCUMENTS", title of project, and subject matter of binder when multiple binders are required.
3. Internally subdivide binder contents with permanent page dividers, logically organized as suggested below; with tab titling clearly printed under reinforced laminated plastic tabs.
4. Drawings: Marked-up as-built drawings if larger than the 8 1/2" x 11" format shall be folded to the approximate size of the text pages and inserted into a "packet" in the binder or inserted into the back cover vinyl pocket of the binder.
5. Closeout Binder Content:
 - a. Prepare a detailed Table of Contents briefly describing each item contained in each volume(s). If there is more than one volume provide contents of each volume.
 - b. The Closeout Binder shall consist of two (2) or three (3) parts (as may be applicable),
 - 1) **Part 1**: Directory: list names, addresses, and telephone numbers of Architect/Engineer, Owner Project Manager, Contractor, Subcontractors, and major equipment suppliers.
 - 2) **Part 2**: Project documents and certificates, including the following:
 - a) Certificates:
 - i. Certificate of Substantial Completion
 - ii. Contractors Certificate of Contract Completion
 - iii. Certificate of Final Completion
 - b) Project Record Documents: (As-Built documents)
 - i. Change Orders
 - ii. Addenda
 - iii. Specifications (as-built mark-up)
 - iv. RFI's
 - v. Submittal Package (approved)
 - vi. Plans (as-built mark-up)
 - c) Product and system Warranties and/or bonds.
 - i. Manufacturer's Roof Warranty
 - ii. Manufacturer's recommended maintenance procedures for various products and systems installed.
 - iii. Applicator's Warranty
 - iv. Applicable Product Warranties
 - v. Applicable Lightning Protection certifications and "letter of findings"
 - 3) **Part 3**: Operation and maintenance instructions arranged by system and subdivided by specification section. For each category, identify names, addresses, and telephone numbers of Subcontractors and suppliers. Identify the following:

PROJECT CLOSEOUT REQUIREMENTS
SECTION 01 70 00

- a) Equipment List
 - b) Parts List for each component
 - c) Operating instructions.
 - d) Manufacturer's maintenance instructions
 - e) Maintenance instructions for special finishes, including recommended cleaning methods and materials, and special precautions identifying detrimental agents.
6. Note: Unless the scope of work extends beyond roof replacement and includes mechanical, electrical and plumbing work **Part 3** of the closeout document requirements may not apply. If so, the closeout binder will consist of only 2 Parts.
7. Submit **two (2) sets** of closeout documents in their respective binders to the project architect for review and approval.

1.5 FINAL CHANGE ORDER

- A. Prior to submitting for final payment, if applicable to the contract, a "reconciliation" change order will be issued adjusting Unit Price quantities and any pending time extensions.
- B. Upon execution of the final change order, the final application for payment may be prepared.

1.6 FINAL APPLICATION FOR PAYMENT

- A. Submit final Application for Payment identifying the total adjusted Contract Sum, previous payments, and sum remaining due. Refer to Section 01 29 00 – Payment Application Procedures regarding application preparation.
- B. Attach to the final Application for Payment the following documents
 - 1. *'Contractor's Affidavit of Payment of Debts and Claims'* – **AIA Document G706 (current edition)**.
 - 2. *'Contractor's Affidavit of Release of Liens'* – **AIA Document G706A (current edition)**
 - 3. *'Consent of Surety to Final Payment'* – **AIA Document G707 (current edition)**
- C. Printed (Copyrighted) Documents: One of each of the above forms (**AIA 706, 706A and 707**) must be prepared on an original document with a red label. The completed original application may be copied as required prior to signing and sealing.
- D. Forms may be purchased on-line directly from the AIA. Link to the following:
<https://documentsondemand.aia.org/>.
- E. Electronic Documents: An electronic version of the AIA Documents must be produced under licensed agreement from the American Institute of Architects and may be photocopied as required prior to signing and sealing.

PROJECT CLOSEOUT REQUIREMENTS
SECTION 01 70 00

- F. Electronic (scanned) copies, computer reproductions, or photocopies of authentic documents will not be accepted

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION - Not Used

END OF SECTION