

SECTION 011100
SUMMARY OF THE WORK

PART 1 GENERAL

1.1 DESCRIPTION OF WORK

- A. This Section summarizes construction operations required by the Contract Documents, defines aspects of Prime Contractor's relationship with City and lists special City requirements.

1.2 RELATED WORK SPECIFIED ELSEWHERE

- A. Applicable provisions of Bidding Requirements, Contract Requirements in Division 0 and all applicable Division 1 sections.

1.3 PROJECT DESCRIPTION

- A. The Work covers the renovation of Engines 43, 54, 61 & 64 for structural repairs located at Engine 43: 2108-14 Market Street, Engine 54: 1913 N. 63rd Street, Engine 61: 5334 Rising Sun Avenue, and Engine 64: 6100 Rising Sun Avenue.

1.4 CONTRACTS

- A. Construct Work under **General Contractor** for all General Construction Work, Plumbing Work, Mechanical Work and Electrical Work. The scope of Work for the Contract shall be as indicated below.

1. Incidental Work provided by one Prime Contractor but specified in a Division mainly the responsibility of a different Prime Contractor shall conform to the applicable specifications (i.e., earthwork required for Plumbing Work shall comply with the requirements of Division 2).

- B. General Construction Work: Provide all the Work of the Contract, no matter where the information is located, except as specifically indicated to be performed by one of the other Prime Contractors.

1. Selective demolition and new construction as required for new Mechanical, Plumbing and Electrical Work but only if indicated on the Demolition or Architectural Drawings. Cutting and patching required by the other Prime Contractors and not specifically indicated on the drawings are the responsibility of the respective Prime.

a. Remove conduit runs with wiring, boxes and devices built into existing walls, floors or roof slabs which are to be removed.

b. Install access doors and panels, anchors, embedments, bolts, plates, sleeves, boxes, etc. furnished under other Contracts.

c. Provide blocking, backing, box-outs, openings, recesses, etc. required for the Work of other Contracts.

2. Provide a dumpster for the use of all Contractors.

3. Provide periodic and final cleaning of building and site.

4. Normal patching of sprayed-on fireproofing required because of the installation of Work required in other Contracts.

5. Provide control lines and elevation benchmarks at central locations for the extension by other Prime Contractors.
 6. Provide temporary site perimeter fence and sidewalk cover if required.
 7. Provide temporary toilet facilities for all Contractors.
 8. Provide base flashing of roof-mounted curbs and rails provided under other Prime Contracts.
 9. Provide painting of all surfaces and equipment exposed to view in the finished Work, regardless of which Prime Contractor provided the surface or equipment.
 10. Furnish starters and disconnects for electrical components of systems included in the General Construction Work for installation under the Electrical Contract.
- C. Mechanical Work, Plumbing Work, Electrical Work: In addition to the Work listed under Articles D, E, and F below:
1. All the Work including administrative and managerial procedures included in Divisions 0 and 1, indicated to be performed by each Prime Contractor.
 2. Excavation, bedding, de-watering, shoring, sheeting, backfill, and rough grading to indicated sub-grade plus removal of excess material as required for the Work of this Contract.
 3. Cutting and patching required to complete the Work of each respective Prime Contract, except where selective demolition and new construction are indicated in the General Contractors Work.
 4. Coordinate, layout and furnish to others for installation all anchors, embedments, bolts, plates, sleeves, boxes, etc. required for the Work of each respective Prime Contract.
 5. Coordinate and layout all blocking, backing, box-outs, openings, recesses, etc. required for the Work of each respective Prime Contract but located in the Work of others.
 6. Provide firesafing of fire-rated assemblies at penetrations caused by each respective Prime Contract. Provide sealant at all other penetrations.
 7. Provide concrete housekeeping pads, bases, thrust blocks, grouting, etc. required for the Work of each respective Prime Contract.
 8. Remove trash and debris created by the Work of each respective Prime Contract to the dumpster provided by the General Contractor. Provide daily clean-up of each area in which Work of each respective Prime Contract is performed.
 9. Provide lay-out and coordination of the Work of each respective Prime Contract from control points established by the General Contractor.
 10. Provide on-site temporary office and storage facilities required for the Work of each respective Prime Contract.
 11. Provide temporary drinking water for the Work of each respective Prime Contract.

12. Provide miscellaneous steel framing, channels, supports, bracing, hangers, etc. required for the Work of each respective Prime Contract.
 13. Provide all curbs and rails required to support roof-mounted equipment required for the Work of each respective Prime Contract. Base flashings shall be by the General Contractor. Provide counterflashing required to make watertight the installation of equipment furnished under each respective Prime Contract.
- D. Mechanical Work: All the Work indicated in the “M” series drawings and all the Work indicated except as specifically indicated to be performed by the General Contractor and as follows:
1. All the Work listed in Article C above.
 2. All the Work including administrative and managerial procedures included in Divisions 0 and 1 indicated to be the Work of this Contract.
 3. Demolition of all existing mechanical equipment and systems which is associated with and/or determined to be part of the Work of this Contract.
 4. Furnish starters and disconnects for electrical components of systems included in the Mechanical Work for installation under the Electrical Contract.
- E. Plumbing Work: All the Work indicated in the “P” series drawings and all the Work indicated in specification sections except as specifically indicated to be performed by the General Contractor and as follows.
1. All the Work listed in Article C above.
 2. All the Work including administrative and managerial procedures included in Divisions 0 and 1 indicated to be the Work of this Contract.
 3. Demolition of all existing plumbing and fire protection equipment and systems which is associated with and/or determined to be part of the Work of this Contract.
 4. Provide both interior below grade Plumbing Work and all below-grade site utilities with their above grade accessories, including but not limited to the following:
 - a. Site domestic water service.
 - b. Site storm drainage service
 - c. Site sanitary sewer service.
 - d. Site combined sewer service.
 - e. Site natural gas service.
 - f. Building sub-drainage and foundation drainage system.
 5. Provide the temporary water service required in Division 1.
 6. Furnish starters and disconnects for electrical components of systems included in the Plumbing Work for installation under the Electrical Contract.

- F. Electrical Work: All the Work indicated in the “E” series drawings and all the Work indicated in the Division 16 Specifications except as specifically indicated to be performed by the General Contractor and as follows:
1. All the Work listed in Article C above.
 2. All the Work including administrative and managerial procedures included in Divisions 0 and 1 indicated to be the Work of this Contract.
 3. Demolition of all existing electrical equipment and systems, except conduit runs with wiring, boxes and devices built into existing walls, which is associated with and/or determined to part of the Work of this Contract.
 4. Install starters and disconnects furnished under other Prime Contracts.
 5. Provide the electrical service to the building.
 6. Provide all site lighting including foundations.
 7. Provide the temporary lighting and power systems required in Division 1.

1.5 PHASING

- A. Construct work in phases to accommodate City’s use of premises during construction period.
1. Provide temporary interior separators (i.e., wood stud and plastic sheets) between areas of work and areas to remain in operation by the City during construction.
- B. Coordinate the construction schedule and operations with the Project Coordinator.
- C. Construct the work in phases to provide for public safety and convenience.
- D. Use of facility by the public cannot be cut off during any phase of construction.
- E. Phases
1. Phases of construction are indicated on drawings.
- F. Construct Work in phases to accommodate work of other contractors. Coordinate the sequence of Work with Project Coordinator and separate Contractors.

1.9 CONTRACTOR'S USE OF PREMISES

- A. General Contractor shall limit use of the premises for Work and for storage to allow:
1. Work by others
 2. Owner occupancy
 3. Public use
- C. Coordinate use of premises with Project Coordinator
- D. Protect products stored on-site

- E. Store products to avoid interference with operations of City or other Prime Contractors
- F. Secure and pay for additional storage and work areas if required by Contractor.
- G. Do not overload structure with stored materials.

1.10 PARTIAL CITY OCCUPANCY

- A. Schedule early completion of designated areas for City's use prior to completion of the entire project.
- B. City will occupy areas for purposes of Philadelphia Fire Department operations.
- C. Provide for City's use:
 - 1. Access for employees.
 - 2. Operation of necessary utilities.
- D. Prior to occupancy by City, execute Certificate of Substantial Completion for the area of occupancy.
- E. For the area of partial occupancy, the City will provide custodial services.

PART 2 PRODUCTS Not Used

PART 3 EXECUTION Not Used

- END -

SECTION 01210
ALLOWANCES

PART 1 GENERAL

1.1 DESCRIPTION OF WORK

- A. This Section specifies each Prime Contractor's administrative and procedural requirements governing handling and processing allowances

1.2 RELATED WORK SPECIFIED ELSEWHERE

- A. Applicable provisions of Bidding Requirements, Contract Requirements in Division 0 and all applicable Division 1 sections.
- B. Each section of the specifications including an allowance.

1.3 COORDINATION

- A. Designate required selection and delivery dates for products under each allowance in the Contractor's Construction Schedule.
- B. Designate each allowance with extensions based on estimated quantities for unit price allowances on Contractor's Schedule of Values.

1.4 DEFINITIONS

- A. Refer to Section 00700.

1.5 ALLOWANCES

- A. Include in Total Base Bid Amount, an amount equal to Two Percent (2%) of the base bid amount for payment of permit fees. This is a direct cost; no mark-ups will be permitted.
- B. Amount of each allowance (excluding 1.5.A above) shall include:
 - 1. Net cost of product.
 - 2. Delivery to site.
 - 3. Applicable taxes.
 - 4. Preparing submittals.
- C. In addition to amounts of allowances (excluding 1.5.A above), include in the base bid amount, the Contractor's cost for:
 - 1. Assisting in selection and obtaining proposals from suppliers and subcontractors.
 - 2. Processing submittals.
 - 3. Handling at site, including unloading, uncrating and storage.
 - 4. Protection from elements and from damage.
 - 5. Labor, installation and finishing.
 - 6. Other expenses required to complete installation.
 - 7. Overhead and profit.

1.6 SELECTION OF PRODUCTS

- A. Design Professional shall issue by Change Order a full specification for the final selected product.
- B. Contractor's Duties
 - 1. Notify Design Professional of deadlines for specification of final products, allowing for Contractor's required submissions as required to meet Date of Completion.
 - 2. Provide cost proposals for products being considered when requested by Design Professional.
 - 3. Notify Design Professional of any effect anticipated by selection of product or supplier under consideration as it relates to:
 - a. Construction Schedule.
 - b. Contract Sum.
 - c. On notification of selection, enter into purchase agreement with designated supplier.

1.7 INSTALLATION

- A. Comply with requirements of applicable specification section, including warranties/guarantees.

1.8 ADJUSTMENT OF COSTS

- A. Should actual purchase cost be more or less than specified amount of allowance, Contract Sum shall be adjusted by Change Order equal to amount of difference. A percentage to cover Contractor's overhead and profit, as stated in Standard Contract Requirements, will be applied to difference in cost.
- B. For products specified under unit cost allowance unit cost applies to quantity required to complete the Work as determined by the Contractor.
 - 1. Submit invoices or other data to substantiate quantity actually used.
- C. Submit request for other costs, claimed for additional work caused by increase over amount of allowance, prior to required submission for product.

PART 2 PRODUCTS Not Used

PART 3 EXECUTION Not Used

- END -

SECTION 012200
UNIT PRICES

*Unit Prices submitted with this bid will be utilized by the City for **additional work (change orders)** not otherwise specified in this bid due to unforeseen conditions not known at the time of contract award. The City reserves the right to negotiate or otherwise bid additional work items in the event the Unit Prices submitted with this bid are not competitive. Unit Prices shall include all associated costs such as material, delivery, installation, applicable permit fees, taxes, bonds, overhead and/or profit, etc.*

PART 1 GENERAL

1.1 DESCRIPTION OF WORK

- A. This Section identifies Unit Prices and describes the method of pricing the change in quantity of the item of work for which the price is stated. Unit prices may be used to price additions and subtractions to the contract amount.

1.2 RELATED REQUIREMENTS SPECIFIED ELSEWHERE

- A. Applicable provisions of Bidding Requirements, Contract Requirements in Division 0 and all applicable Division 1 sections.
- B. Field Engineering - Division 1.
- C. Referenced Section of Specifications stipulate pertinent requirements for products and methods to achieve the work required for each Unit Price.

1.3 SUBMITTALS

- A. Submit completed Schedule of Unit Prices not later than 15 days after the Notice to Proceed.

1.4 SCHEDULE OF UNIT PRICES

- A. Payment for additional work and credit for deductions in work caused by modifications to the Contract, shall be computed in accordance with the following Schedule of Unit Prices, which schedule shall remain in effect until all Work of the Contract has been completed and accepted.
- B. The Unit Prices shall be firm lump sums all-inclusive cost of the materials, work, layout, drafting, balancing, testing, tools, sundries, scaffolding, trucking, transportation, cleaning, supervision, overhead, profit, and any and all other costs for each of the items listed.
- C. The calculations for determining the number of units of work shall be of actual surface, volume, length, hours or number of individual items listed for the class of work, complete in place and accepted or omitted. No allowance for waste, loss, breakage, damage, or difficulties shall be made.
- D. Determination of number of units of work for work performed under Division 2 specification sections is specified in Field Engineering.
- E. Number of units of work for all other work will be determined by Contractor. The City reserves the right to independently verify units of Work.

1.4 UNIT PRICE SCHEDULE

	PRODUCT	UNIT OF MEASURE	UNIT PRICE
1.	Concrete Topping Slab Crack Repair: Repair of large cracks in concrete topping slab with Miracote RM-1 repair mortar, not otherwise indicated in the Contract Documents	Crack length in linear feet, for one full day of Crack repairs.	\$
2.	Terrazzo Crack Repair: Repair of cracks in terrazzo, not otherwise indicated in the Contract Documents	Crack length in linear feet, for one full day of Crack repairs.	
3.	Caulk Joints: Removal and replacement of damaged or deteriorated caulk joints in concrete slabs	Linear feet of caulk joint, for one full day of caulk repairs.	
4.	Cleaning and painting of miscellaneous steel	Square feet of surface area to be painted, for one full day of cleaning and painting.	
5.	Overhead Concrete Slab Repair: Repair of overhead concrete slab, not otherwise indicated in the Contract Documents	Square feet of slab repair, for one full day of slab repairs.	
6.	Concrete Slab Spall Repair: Repair of concrete spalls up to 3" deep with Miracote RM-1 repair mortar, not otherwise indicated in the Contract Documents	Square feet of spalled concrete, for one full day of concrete spall repairs.	
7.	Overhead Exposed Rebar: Repair of overhead exposed rebar, not otherwise indicated in the Contract Documents	Linear feet of exposed rebar, for one full day of exposed rebar repairs.	
8.	SGT Block Replacement: Removal and replacement of cracked or damaged SGT, not otherwise indicated in the Contract Documents	Each SGT removed and replaced, for one full day of SGT removal and replacements.	
9.	Masonry Repointing: Raking and tuckpointing missing or damaged mortar, not otherwise indicated in the Contract Documents	Linear feet of mortar joint, for one full day of masonry repointing.	

-END-

SECTION 012500
SUBSTITUTION PROCEDURES

PART 1 GENERAL

1.1 DESCRIPTION OF WORK

- A. This Section specifies each Prime Contractor's administrative and procedural requirements for handling requests for substitutions made after award of the Contract. Procedural requirements governing the Contractor's selection of products and product options are included under Section 016001 "Products and Materials".

1.2 RELATED WORK SPECIFIED ELSEWHERE

- A. Applicable provisions of Bidding Requirements, Contract Requirements in Division 0 and all applicable Division 1 sections.

1.3 DEFINITIONS

- A. Definitions used in this Article are not intended to change or modify the meaning of other terms used in the Contract Documents.
- B. Substitutions - Requests for changes in products, materials, equipment, and construction required by Contract Documents proposed by the Contractor after award of the Contract are considered requests for "substitutions". The following shall not be considered substitutions:
 - 1. Substitutions requested by Bidders during the bidding period, and accepted in Addenda prior to award of Contract.
 - 2. Revisions to Contract Documents requested by the City or Design Professional.
 - 3. Specified options of products and construction methods included in Contract Documents.
 - 4. The Contractor's determination of and compliance with governing regulations and orders issued by governing authorities.
- C. "Or equal", "or equivalent", "approved equal", "approved equivalent", "equivalent substitution" and all other similar terms shall be interpreted as "substitution" as defined above.

1.4 SUBMITTALS

- A. Submit three (3) copies of each request for substitution. Submit requests with the form attached at the end of this Section and in accordance with procedures required for Change Order proposals. Attach all other data and certification.
- B. Identify the product, or the fabrication or installation method to be replaced in each request. Include related Specification Section and Drawing numbers. Provide complete documentation showing compliance with the requirements for substitutions, and the following information, as appropriate.
- C. Product Data, including Drawings and descriptions of products, fabrication and installation procedures.

- D. Samples, where applicable or requested.
- E. A detailed comparison of salient features and qualities of the proposed substitution with those of the Work specified. Salient features and qualities may include elements such as size, weight, durability, performance and visual effect as determined by the Design Professional. Submit documentation of salient features and qualities from independent testing agencies performing industry recognized tests. The manufacturer's claims of performance may or may not be used in evaluation of substitutions at the discretion of the Design Professional.
- F. Coordination information, including a list of changes or modifications needed to other parts of the Work and to construction performed by the City and separate Contractors, that will become necessary to accommodate the proposed substitution.
- G. A statement indicating the substitution's effect on the Contractor's Construction Schedule compared to the schedule without approval of the substitution. Indicate the effect of the proposed substitution on overall Contract Time.
- H. Cost information, including a proposal of the net change, if any in the Contract Sum. The Contractor shall certify that the cost data presented is complete and includes all related costs under this Contract, but excludes the Design Professional's redesign costs.
- I. Certification by the Contractor that the substitution proposed is equal-to or better in every significant respect to that required by the Contract Documents, and that it will perform adequately in the application indicated. Include the Contractor's waiver of rights to additional payment or time, that may subsequently become necessary because of the failure of the substitution to perform adequately.
- J. Certification that the Contractor will reimburse the City for all costs for additional services by the Design Professional and/or the Department of Public Property relating to any substitution that necessitates a design change and related documentation.
- K. Design Professional's Action - The Design Professional will notify the Contractor of acceptance or rejection of the proposed substitution. The Design Professional will be the sole judge of the acceptability of the proposed substitution. Acceptance will be in the form of a Change Order. The Change Order will include a deduction from the Contract Sum for additional costs incurred by the City because of the substitution including, but not limited to, Design Professional's fees.

PART 2 PRODUCTS

2.1 SUBSTITUTIONS

- A. Conditions - The Contractor's substitution request will be received and considered by the Design Professional when one or more of the following conditions are satisfied, as determined by the Design Professional; otherwise requests will be returned without action except to record noncompliance with these requirements.
 - 1. Extensive revisions to Contract Documents are not required.
 - 2. Proposed changes are in keeping with the general intent of Contract Documents.

3. The request is timely, fully documented and properly submitted.
 4. The request is directly related to an “or approved substitution” clause or similar language in the Contract Documents.
 5. The specified product or method of construction cannot be provided within the Contract Time. The request will not be considered if the product or method cannot be provided as a result of failure to pursue the Work promptly or coordinate activities properly.
 6. The specified product or method of construction cannot receive necessary approval by a governing authority, and the requested substitution can be approved.
 7. A substantial advantage is offered the City, in terms of cost, time, energy conservation or other considerations of merit, after deducting offsetting responsibilities the City may be required to bear. Additional responsibilities for the City may include additional compensation to the Design Professional for redesign and evaluation services, increased cost of other construction by the City or separate Contractors, and similar considerations.
- B. The specified product or construction cannot be provided in a manner that is compatible with other materials, and where the Contractor certifies that the substitution will overcome the incompatibility.
 - C. The specified product or construction cannot be coordinated with other materials, and where the Contractor certifies that the proposed substitution can be coordinated.
 - D. The specified product or method of construction cannot provide a warranty required by the Contract Documents and where the Contractor certifies that the proposed substitution provide the required warranty.
 - E. Where a proposed substitution involves more than one Prime Contractor, each Contractor shall cooperate with the other Contractors involved to coordinate the Work, provide uniformity and consistency, and to assure compatibility of products.
 - F. The Contractor’s submittal and Design Professional acceptance of Shop Drawings, Product Data or Samples that relate to construction activities not complying with the Contract Documents does not constitute an acceptable or valid request for substitution, nor does it constitute approval.

PART 3 EXECUTION Not Applicable

Attachment - Substitution Request Form (4 pages)

- END -

CITY OF PHILADELPHIA SUBSTITUTION REQUEST FORM

PROJECT No. 13-21-4726-04
012500-3
SUBSTITUTION PROCEDURES

INSTRUCTIONS:

- A. This request must be submitted and signed by the Prime Contractor.
- B. A request for each substitution must be exactly in this form, including all items. (One (1) item of substitution per form).
- C. Attach complete information on changes to Drawings and Specifications that proposed substitution will require for its proper installation.
- D. Submit with request, all necessary samples and substantiating data to prove quality and performance is equal to that which is specified. Clearly mark manufacturer's literature to indicate equality in performance

CONTRACT AWARD DATE: _____ DATE OF REQUEST: _____

CONTRACTOR: _____

PROJECT: _____

We hereby submit for your consideration the following substitution in lieu of the specified item for the above project:

SPEC. SECTION NO.: _____ PARAGRAPH: _____ SPECIFIED ITEM: _____

PROPOSED
SUBSTITUTION: _____

REASON
FOR
REQUEST: _____

ITEMIZED COMPARISON OF SPECIFIED ITEM WITH THE PROPOSED SUBSTITUTION:
PERFORMANCE: _____

APPEARANCE: _____

WHAT EFFECT DOES SUBSTITUTION HAVE ON OTHER CONTRACTS OR TRADES? _____

WHAT EFFECT DOES SUBSTITUTION HAVE ON CONSTRUCTION SCHEDULE? _____

CONTRACTORS CERTIFICATION OF EQUAL PERFORMANCE

The undersigned certifies that:

He/she has investigated the proposed substitution and has determined that it is equal to or better than the product specified.

He/she will guarantee the substitution in the same manner as the product specified.

He/she will coordinate and make other changes as required in the Work as a result of the substitution.

He/she waives all claims for additional costs as a result of the substitution, with the exception of those identified above under "cost data".

He/she will reimburse the City for all costs for design change resulting from the substitution.

Submitted by:

Signature _____

Name: _____ Title: _____

Firm: _____ Date: _____

Street: _____

City _____ State _____ Zip Code _____

Telephone: _____

Signature shall be by person having authority to legally bind his firm to the above terms. Failure to provide legally binding signature will result in rejection without further review by Design Professional.

Design Professional's Action

Accepted []

Accepted as noted []

Not accepted []

Received too late []

Signature: _____

-END-]

SECTION 012600

CONTRACT MODIFICATION PROCEDURES

PART 1 GENERAL

1.1 CHANGE ORDER PROCEDURE

- A. If a change in the design of any portion of the work or the requirements of the Project Manual is deemed necessary by the Department of Public Property, the Department may order an alteration to, or a change in, the work covered by the Contract Documents, and the contractor shall comply with such orders. If such changes increase the cost of the work to the Contractor, the City will allow additional compensation. If such changes diminish the cost of the work to the Contractor the City may deduct the amount of the diminution. No consequential loss or profit due to reduction in the scope of work will be allowed the Contractor, but the Contractor may be entitled to an extension of time in these instances. No changes shall be made except upon a Department of Public Property standard Change Order Form, signed and executed by the Contractor and the Department of Public Property authorizing the change and fixing the method of compensation or deduction. This Section specifies administrative and procedural requirements for handling and processing Change Orders.
- B. The execution of a change order (increase or decrease) will require a proposal from the Contractor on company letterhead. Such proposal will include a complete description of the change and schedule impact and a complete cost breakdown including such items as Labor, Materials, Equipment, Crew Composition, Sub-Contractor costs, and associated Insurance and Bonding costs (if applicable). The contractor is entitled to percentage mark-ups on some of these items as stated in the Standard Contract Requirements. The proposal is to be submitted to the identified Department of Public Property Project Coordinator. Upon review and approval by the Department of Public Property Project Team, a signed Department of Public Property standard Change Order Form will be forwarded to the Contractor for final execution.

1.2 RELATED WORK SPECIFIED ELSEWHERE

- A. Applicable provisions of Bidding Requirements, Contract Requirements and other Division 1 sections including Sections 47 through 51 of the Standard Contract Requirements (007200).

1.3 CONTRACTOR'S RESPONSIBILITY TO INFORM

- A. Communication, either verbal or written, between the City or Design Professional and the Contractor, Subcontractors, or other parties involved, during the normal course of administration of the Contract, does not in any way constitute acceptance of a Change Order or direction to modify the Contract unless said communication is in the form of a written Change Order or Construction Change Directive as specified herein.
- B. Communication from the City or Design Professional including, but not limited to the following, does not constitute approval of a Change Order:
 - 1. Submittal review including submittals returned with notations and corrections;
 - 2. Site observation, conversation and reports;
 - 3. Participation in pre-construction, pre-installation, progress or other meetings;

4. Clarification sketches or drawings.
 - C. It is the responsibility of the Contractor to inform the City that any communication has, in the Contractor's opinion, caused reason to modify the Contract. The Contractor shall not undertake work which, in his opinion, requires a Change Order without completing procedures outlined herein.
 - D. Work done without completing Change Order procedures is entirely at the Contractor's own risk, even if the Contractor believes that communications from the City or Design Professional contain instructions to do work outside of the Contract scope.
 - E. The City and Design Professional will not willfully instruct work to be done that differs from the contract except through the Change Order procedures contained herein.
- 1.4 MINOR CHANGES IN THE WORK
- A. Supplemental instructions, not involving an adjustment to the Contract Sum or Contract Time, may be issued in writing by the City.
- 1.5 CHANGE ORDER PROPOSALS
- A. City-Initiated Change Order Proposal - Proposed changes in the Work that will require adjustment to the Contract Sum or Contract Time will be issued by the City, with a detailed description of the proposed change and supplemental or revised Drawings and Specifications, if necessary.
 1. Change Order Proposal requests issued by the City are for information only. Do not consider them as instruction either to stop work in progress, accelerate the work or to execute the proposed change.
 2. Unless otherwise indicated in the Change Order Proposal request, within 20 days of receipt of the Change Order Proposal request, submit to the City for review, an estimate of cost necessary to execute the proposed change.
 - a. Include a list of quantities of products to be purchased and unit costs, along with the total amount of purchases to be made. Separate labor and material charges. Where requested, furnish survey data to substantiate quantities.
 - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
 - c. Include a statement indicating the effect the proposed change in the Work will have on the Contract Time or any special efforts of the Contractor that will be employed to reduce the delay.
 - d. Indicate that the Change Order Proposal is in response to a City request and submit it to the City as stated in 1.1 (B) of this section.
 - B. Contractor-Initiated Change Order Proposal – When Contractor claims latent or other unforeseen conditions require modifications to the Contract, the Contractor may propose changes by submitting a Change Order Proposal.
 1. Include a statement outlining the reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and Contract Time.
 2. Include a list of quantities of products to be purchased and unit costs along with the total amount of purchases to be made. Where requested, furnish survey data to substantiate quantities.

3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
4. Comply with requirements in Section 012500 "Substitution Procedures" if the proposed change in the Work requires the substitution of one product or system for a product or system specified.
5. Submit the proposal to the City as stated in 1.1 (B) of this section.

1.6 ALLOWANCES

- A. Refer to Section 012100, Allowances.

1.7 CONSTRUCTION CHANGE DIRECTIVE (Force Account)

- A. When the City and Contractor are not in total agreement on the terms of a Change Order Proposal, the City may issue a Construction Change Directive instructing the Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.
- B. The Construction Change Directive will contain a complete description of the change in the Work.
- C. Documentation - Maintain detailed records on a time and material basis of work required by the Construction Change Directive. After completion of the change, submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract.
 1. Contractor's documentation will not, by itself, establish the final cost.
 2. The City reserves the right to determine the value of the change in Work per the requirements of this Section.


1.8 DETERMINATION OF COST

- A. City reserves the right to use established estimating methods (including but not limited to industry standards and unit prices listed in this manual) to determine a fair and reasonable cost for changes in the Work.

PART 2 PRODUCTS Not used.

PART 3 EXECUTION

- 3.1 Sample Change Order Form, contact Project Coordinator for actual document.

CHANGE ORDER		CITY OF PHILADELPHIA Department of Public Property 1400 JFK BLVD, CITY HALL 7TH FLOOR PHILADELPHIA, PA 19107		
Change Order No.:		Date:		
Project No.:		Contractor Name:		
Contract No.:		Contractor Address:		
Bid Number:				
Project Title:				
Facility Name:		Contact Person:		
Facility Address:		Phone No.:		Fax:
JUSTIFICATION:				
I) Description of Specified Work (What is Required By the Contract?) - <i>Do not simply write "See Attached"</i>				
II) Explanation of Why Change is Necessary (What is the Problem?) Include CO Code below - <i>Do not simply write "See Attached"</i>				
III) Description of Changes and Cost (What is the Solution?) - <i>Do not simply write "See Attached"</i>				
CO Category Codes: Unforeseen Condition (UF), Design Error/Omission (EO), User Scope Change (UC), DPP Scope Change (DPP), Time Extension Only (TO), Other (explain)				
CO Type: <input type="checkbox"/> Negotiated <input type="checkbox"/> Force Account		Cost Impact (CO\$)		Time Impact (days)
This Change Order shall cover all of Contractor's costs associated with the change reflected by this change order, including all costs incurred by the Contractor for time, material, labor, and/or overhead. The contract time extension granted by the City for this Change Order shall be the sole time extension granted for this change and for which contractor is entitled, and no other time extension shall be granted by the City. Contractor agrees that this Change Order shall operate as a complete waiver and release of all claims related to the change, whether such is considered individually or cumulatively, including, but not limited to, any claim by Contractor for extended home office overhead, extended field office overhead, time-impact costs, schedule delay costs, acceleration costs, compression, loss of productivity costs, extra work, additional work, and/or interference costs. This Change Order shall supersede the proposal of the contractor to the extent that it conflicts with the proposal.				
REVIEW BY		Additional Funding Required		Cost Recap:
5. Contractor		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Date		Source:		(a) Original Contract Limit
		Amount:		\$125,000.00
1. Construction Representative		Source:		(b) Prior Amendment(s)
Date		Amount:		(c) Bid Amount
		Source:		\$100,000.00
		Amount:		(d) Contingency (a+b)-c
		Source:		\$25,000.00
		Amount:		(e) CO's Approved to date
		Source:		(f) Contingency Available (d-e)
		Amount:		\$21,000.00
		Source:		(g) Cost of this CO
		Amount:		\$5,000.00
		Add'l Funding Approval:		(h) Total COs After this CO (e+g)
		Budget Office		\$9,000.00
		Date		(i) Contin. Bal. After CO (f-g)
				\$16,000.00
				(j) Contin. Orig % (d/c) =max 25%
				25%
				(k) Contin. % After CO (e+g)/c
				9%
4. Deputy Commissioner		Date		Change Order Category Amount
				Release Contingency
				Amend Contract

cc: Original to File (4.10), Project Director, Project Coord./Manager, Construction Representative, Budget Coord., Contractor, Contracts Management (with Invoice)

-END-

PROJECT No 13-21-4726-04
012600-4
CONTRACT MODIFICATION PROCEDURES

SECTION 012900
PAYMENT PROCEDURES

PART 1 GENERAL

1.1 DESCRIPTION OF WORK

- A. This Section specifies administrative and procedural requirements governing each Prime Contractor's submission of invoices for Payment. These may also be referred to as "Current Estimates" in the Standard Contract Requirements (007200).
- B. Coordinate the Contractor's Construction Schedule, List of Subcontracts, and Submittal Schedule with the Standard Cost Breakdown.

1.2 RELATED WORK SPECIFIED ELSEWHERE

- A. Applicable provisions of Bidding Requirements, Contract Requirements and other Division 1 sections including Sections 53 through 57 of the Standard Contract Requirements (007200).

1.3 GENERAL REQUIREMENTS

- A. Each invoice for payment shall be consistent with previous applications and payments.
- B. The initial submission of the Standard Cost Breakdown at time of Substantial Completion, and the final Standard Cost Breakdown involve additional requirements.
- C. Withholding Payment - Any payment may be withheld in accordance with the Contract Documents
 - 1. Any payment may be withheld if the procedural requirements including submittal of current administrative items listed including Certificates of Insurance are incomplete or outdated.
 - 2. Portions of payment requested for Work installed without approved submittals may be withheld.
- D. Use Department of Public Property, "Standard Cost Breakdown".
- E. Standard Cost Breakdown Preparation - Complete every entry on the Standard Cost Breakdown:
 - 1. Contractor (name and address)
 - 2. Contract number (from Notice to Proceed);
 - 3. Requisition No. (sequential number);
 - 4. Date Prepared;
 - 5. Project (title of project);
 - 6. Project No. (project number).
 - 7. STANDARD COST BREAKDOWN
 - a. No. (sequentially numbering);

- b. Item (phases of scope of work);
- c. Unit (each, sq. ft., etc.);
- d. Material;
- e. Labor;
- f. Unit Cost;
- g. Total (total of Material and Labor).

8. PAYMENT APPLICATION

- a. Previous Billing (as billed previous application);
- b. Percent Complete (completed to date);
- c. Total Completed (Total column under COST BREAKDOWN multiplied by Percent Complete column under PAYMENT APPLICATION.)

Incomplete Standard Cost Breakdowns will be returned without action.

- F. Entries shall match data on the Contractor's Construction Schedule. Use updated schedules if revisions have been made.
- G. Include amounts of Change Orders issued prior to the last day of the construction period covered by the Standard Cost Breakdown.
- H. Submit original plus 2 copies of each Standard Cost Breakdown to Robert LaBrum, Director of Design and Construction, PHDC, Robert.labrum@phdc.phila.gov
- I.

1.4 INITIAL STANDARD COST BREAKDOWN

- A. Actions and submittals that shall precede or coincide with submittal of the first Standard Cost Breakdown include the following:
 - 1. List of subcontractors.
 - 2. List of principal suppliers and fabricators.
 - 3. Schedule of Values.
 - 4. Contractor's Construction Schedule (preliminary if not final).
 - 5. Schedule of unit prices.
 - 6. Submittal Schedule (preliminary if not final).
 - 7. List of Contractor's staff assignments.
 - 8. List of Contractor's principal consultants.
 - 9. Copies of building permits.
 - 10. Copies of authorizations and licenses from governing authorities for performance of the Work.
 - 11. Report of pre-construction meeting.
 - 12. Certificates of insurance.
 - 13. Performance and payment bonds.

14. Complete Submittals for each product or system included in the Application.
15. Initial settlement survey and damage report.
16. Reference Point Survey.
17. Current Daily and Monthly Reports.
18. Initial Construction Photographs and/or videos.

1.5 STANDARD COST BREAKDOWN AT SUBSTANTIAL COMPLETION

- A. This Standard Cost Breakdown shall reflect any Certificates of Partial Substantial Completion issued previously for City occupancy of designated portions of the Work.
- B. Actions and submittals which shall proceed or coincide with this Standard Cost Breakdown include:
 1. Occupancy permits and similar approvals.
 2. Warranties (guarantees) and maintenance agreements.
 3. Test/adjust/balance records.
 4. Maintenance instructions.
 5. Utility meter readings.
 6. Start-up performance reports.
 7. Certified improvement survey.
 8. Change-over information related to City's occupancy, use, operation and maintenance.
 9. Final cleaning.
 10. Final progress photographs.
 11. List of incomplete Work (punchlist), recognized as exceptions to Certificate of Substantial Completion.
 12. Record Documents.

1.6 FINAL STANDARD COST BREAKDOWN

- A. Actions and submittals which shall precede or coincide with submittal of the final Standard Cost Breakdown include the following:
 1. Project Closeout Form fully executed (signed).
 2. Completion of items specified for completion after Substantial Completion (punchlist).
 3. Assurance that unsettled claims will be settled.
 4. Assurance that Work not complete and accepted will be completed without undue delay.
 5. Transmittal of required Project construction records to City.
 6. Proof that taxes, fees and similar obligations have been paid.
 7. Removal of temporary facilities and services.
 8. Removal of surplus materials, rubbish and similar elements.

9. Change of door locks to City's access.

- END -

SECTION 012973
SCHEDULE OF VALUES (CURRENT ESTIMATE)

PART 1 GENERAL

1.1 DESCRIPTION OF WORK

- A. This Section describes administrative requirements for each Prime Contractor's Schedule of Values, referred to as "Current Estimate" in the Standard Contract requirements.

1.2 RELATED REQUIREMENTS SPECIFIED ELSEWHERE

- A. Applicable provisions of Bidding Requirements, Contract Requirements in Division 0 and all applicable Division 1 sections.

1.3 COORDINATION

- A. Correlate line items in the Schedule of Values with other required administrative schedules and forms, including:
 - 1. Contractor's Construction Schedule.
 - 2. Standard Cost Breakdown
 - 3. List of subcontractors.
 - 4. Schedule of allowances.
 - 5. Schedule of alternates.
 - 6. Schedule of submittals.
- B. Submit the Schedule of Values to the City no later than ten (10) days after receipt of the Notice to Proceed. Submit six (6) copies.

1.4 FORMAT AND CONTENT

- A. Arrange the Schedule of Values in a tabular form with separate columns to indicate the following for each item listed:
 - 1. Generic name.
 - 2. Related Specification Section.
 - 3. Name of subcontractor.
 - 4. Name of manufacturer or fabricator.
 - 5. Name of supplier.
 - 6. Change Orders (numbers) that have affected value.
 - 7. Dollar value.
 - 8. Percentage of Contract Sum to the nearest one-hundredth percent, adjusted to total 100 percent.
 - 9. Margins of Cost - Show line items for indirect costs, and margins on actual costs, only to the extent that such items will be listed individually in Standard Cost Breakdown. Each item in the Schedule of Values and Standard Cost Breakdown shall be complete including its total cost and

proportionate share of general overhead and profit margin unless otherwise indicated.

10. At the Contractor's option, temporary facilities and other major cost items that are not direct cost of actual work-in-place may be shown as separate line items in the Schedule of Values or distributed as general overhead expense.
11. Itemize separate line item cost for the following items under Division 1:
 - a. Field Engineering.
 - b. Construction Photographs.
 - c. Mock-up.
12. Itemize separate line item cost for each of the construction cost items under all applicable specification sections.
13. Itemize separate line item cost for each service contract.
14. Breakdown costs into:
 - a. Delivered cost of material, with taxes paid, with overhead and profit.
 - b. Installation cost, with overhead and profit.
 - c. If requested, break down high value line items to list major materials or operations.
 - d. Round off figures to nearest ten dollars.
 - e. Submit separate schedule of values for each location.
 - f. Make sum total costs of all items listed in Schedule equal to Contract Limit.

1.5 UPDATING

- A. After review by the City, revise and resubmit schedules as required.
- B. Update and resubmit the Schedule of Values when change orders or construction change directions result in a change in the Contract Limit.

PART 2 PRODUCTS Not Used

PART 3 EXECUTION Not Used

- END -

SECTION 013113
PROJECT COORDINATION

PART 1 GENERAL

1.1 DESCRIPTION OF WORK

- A. This Section describes each Prime Contractor's responsibilities to coordinate the work and related administrative procedures.

1.2 RELATED REQUIREMENTS SPECIFIED ELSEWHERE

- A. Applicable provisions of Bidding Requirements, Contract Requirements in Division 0 and all applicable Division 1 sections.

1.3 SUBMITTALS

- A. Submit the following prior to or coincidental with the initial application for payment.
 - 1. List of contractor's staff assigned to the project and responsibilities including personnel on and off-site. Include mailing address, delivery address, phone, fax, mobile phone, etc. For at least three (3) staff, list phones where personnel can be reached during non-work hours for emergencies.
 - 2. List of contractor's consultants and sub-contractors with similar requirements as above.
 - 3. List of principal suppliers and fabricators with similar requirements as above. No emergency phone number required.

1.4 OBSERVATION OF WORK BY OTHERS

- A. Observation of the Work by the City, Design Professional, Inspection and Testing Agencies or any other party shall not be interpreted as relieving the Contractor from responsibility for coordination of all Work, superintendence of the Work, and scheduling and direction of the Work or any other requirement of the Contract.

1.5 GENERAL CONTRACTOR'S RESPONSIBILITIES

- A. Coordinate the Work and Schedules of each separate Prime Contractor.
- B. Coordinate construction activities included under each Prime Contractor to assure efficient and orderly installation of each part of the Work. Coordinate construction operations included under different Contracts that are dependent upon each other for proper installation, connection, and operation.
- C. Where installation of one part of the Work is dependent on installation of other components by other Prime Contractors, either before or after its own installation, schedule construction activities in the sequence required to obtain the best results.
- D. Where availability of space is limited, coordinate installation by each Prime Contractor of different components to assure maximum accessibility for required maintenance, service and repair.

- E. Make adequate provisions to accommodate items scheduled for later installation.
 - F. Where necessary, prepare memoranda for distribution to each Prime Contractor outlining special procedures required for coordination. Include such items as required notices, reports, and attendance at meetings. Copy memoranda to City and Design Professional.
 - G. Coordinate compatibility of products furnished by each Prime Contractor. Refer to Section 016001 Products and Materials, Division 1.
 - H. Administrative Procedures - Coordinate scheduling and timing of each Prime Contractor's required administrative procedures with other construction activities to avoid conflicts and ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
 - 1. Preparation of Contractors Construction Schedules and Schedules of submittals.
 - 2. Installation and removal of temporary facilities.
 - 3. Delivery and processing of submittals.
 - 4. Progress meetings.
 - 5. Project Closeout activities.
- 1.6 EACH PRIME CONTRACTOR'S RESPONSIBILITIES (including the General Contractor)
- A. Cooperate with the General Contractor's coordination efforts for orderly progress of the Work without delay or covering work which needs to be accessible to other Primes.
 - B. Coordinate the Work of associated sub-contractors.
 - C. Establish a Contractor's Construction Schedule and coordinate with General Contractor.
 - D. Maintain on the job-site at all times during the performance of the Work, a competent, English speaking superintendent.
 - E. Coordinate construction activities included under various Sections of these Specifications to assure efficient and orderly installation of each part of the work. Coordinate construction operations included under different Sections of the Specifications that are dependent upon each other for proper installation, connection, and operation.
 - F. Where availability of space is limited, coordinate installation of different components to assure maximum accessibility for required maintenance, service and repair.
 - G. Make adequate provisions to accommodate items scheduled for later installation.
 - H. When necessary, prepare memoranda for distribution to each party involved outlining special procedures required for coordination. Include such items as required notices, reports, and attendance at meetings. Copy memoranda to City and Design Professional.
 - I. Coordinate compatibility of products. Refer to Products and Materials, Division 1.

J. Administrative Procedures - Coordinate scheduling and timing of required administrative procedures with other construction activities to avoid conflicts and ensure orderly progress of the work. Such administrative activities include, but are not limited to, the following:

1. Preparation of schedules.
2. Installation and removal of temporary facilities.
3. Delivery and processing of submittals.
4. Progress meetings.
5. Project Closeout activities.

1.7 LACK OF COOPERATION BETWEEN CONTRACTORS

- A. Delays attributable to lack of cooperation between the separate Prime Contractors and their sub-contractors shall not be recognized as a claim for delay. Claims by a contractor for costs due to such delays shall not be paid by the City.
- B. Delays, including delays caused by lack of cooperation, shall result in penalties by the City as stipulated under paragraph 25e of the Standard Contract Requirements.

1.8 SUBCONTRACTOR'S RESPONSIBILITIES

- A. Comply with the direction of each Prime Contractor in coordination efforts listed above.

PART 2 PRODUCTS Not Used

PART 3 EXECUTION Not Used

- END -

SECTION 013119
PROJECT MEETINGS

PART 1 GENERAL

1.1 DESCRIPTION OF WORK

- A. This Section specifies each Prime Contractor's administrative and procedural requirements for project meetings. Requirements contained herein in no way limit each Prime Contractor's responsibility to effectively communicate with parties involved in order to meet the requirements of the Contract.

1.2 RELATED WORK SPECIFIED ELSEWHERE

- A. Applicable provisions of Bidding Requirements, Contract Requirements in Division 0 and all applicable Division 1 sections.
- B. Project Coordination: Division 1.
- C. Construction Scheduling: Division 1.

1.3 ADMINISTRATION

- A. The Project Coordinator will schedule and administer the pre-construction meetings, periodic project meetings, pre-installation, coordination and other specially called meetings throughout the progress of the work. She/he will also:
 - 1. Prepare agenda for meetings.
 - 2. Distribute written notice of each meeting four (4) days in advance of meeting date.
 - 3. Make physical arrangements for meetings.
 - 4. Preside at meetings.
- B. During the course of the pre-construction meetings, periodic project meetings, pre-installation, coordination and other specially called meetings throughout the progress of the work, the Design Professional will:
 - 1. Record the minutes, including all significant proceedings and decisions.
 - 2. Reproduce and distribute copies of minutes within three (3) days after each meeting to: all participants in the meeting; and all parties affected by decisions made at the meeting.
- C. Representatives of Contractors, subcontractors and suppliers attending the meetings shall be qualified and authorized to act on behalf of the entity each represents.

1.4 PRE-CONSTRUCTION MEETING

- A. Attendance
 - 1. Project Coordinator.
 - 2. Design Professional's Representative.
 - 3. Prime Contractor's Representatives.
 - 4. Major subcontractors.
- B. Suggested Agenda

1. Discussion of coordination of Prime Contracts.
2. Discussion on major subcontracts and suppliers and projected construction schedules.
3. Critical work sequencing.
4. Major equipment deliveries and priorities.
5. Project Coordination and designation of responsible personnel.
6. Procedures and processing of field decisions, proposal requests, submittals, change orders and applications for payment.
7. Procedures for maintaining Record Documents.
8. Use of premises, office, work and storage areas, and City's requirements.
9. Construction facilities.
10. Temporary utilities.
11. Housekeeping procedures.
12. Dispute resolution.

1.5 PROGRESS, PRE-INSTALLATION AND COORDINATION MEETINGS

- A. Schedule regular and special meetings, as required by progress of the Work.
- B. Location of the Meetings - The Project field office of the Contractor [or as otherwise directed].
- C. Attendance
 1. Project Coordinator.
 2. Design Professional's Representative.
 3. Contractor's Representatives.
 4. Subcontractors as appropriate to the agenda.
 5. Suppliers as appropriate to the agenda.
 6. Others as appropriate.
- D. Suggested Agenda
 1. Review and approval of minutes of previous meeting.
 2. Review of work progress since previous meeting.
 3. Field observations, problems, conflicts.
 4. Problems which impede Construction Schedule.
 5. Coordination issues between Prime Contractors.
 6. Review of off-site fabrication, delivery schedules.
 7. Corrective measures and procedures to regain projected schedule.
 8. Revisions to Construction Schedule.
 9. Plan progress, schedule, during succeeding work period.
 10. Coordination of schedules.
 11. Review submittal schedules; expedite as required.

12. Maintenance of quality standards.
13. Review proposed changes for:
 - a. Effect on Construction Schedule and on completion date.
 - b. Effect on other contracts of the Project.
14. Review record drawings.
15. Other business.

PART 2 PRODUCTS Not Used

PART 3 - EXECUTION Not Used

- END -

SECTION 013216
CONSTRUCTION SCHEDULING

PART 1 GENERAL

1.1 DESCRIPTION OF WORK

- A. This Section specifies administrative and procedural requirements for schedules prepared by each Prime Contractor.

1.2 RELATED WORK SPECIFIED ELSEWHERE

- A. Applicable provisions of Bidding Requirements, Contract Requirements in Division 0 and all applicable Division 1 sections.

1.3 CONSTRUCTION SCHEDULE

- 1. Final Construction Schedule - Within 14 calendar days after Notice to Proceed, submit a complete detailed construction schedule showing each activity having impact upon the timely completion of the Project. Activities shall be broken down generally similar to the individual specification sections but not less than 20 separate operations. The schedule shall include, but not be limited to the following:
 - a. Schedule each activity with a time limit per activity not to exceed ten (10) working days.
 - b. Time frames for testing of materials.
 - c. Time frames for shop fabrication and delivery of all parts of the work. Identify by specification section number and title. Coordinate with Schedule of Submittals. Allow time for reviews, resubmissions and approval.
 - d. Decision dates for selection of finishes and colors.
 - e. Decision dates for selection of products specified by allowances.
 - f. Deadlines for submissions of substitutions.
 - g. Identification for work of separate buildings, separate phases or other logically grouped activities.
 - h. Separate network for each trade or operation.

1.4 FORMAT

- A. Final Construction Schedule - Horizontal bar chart form showing each trade or operation.

1.5 SCHEDULE OF SUBMITTALS

- A. Submit a preliminary Schedule of Submittals within 30 days after the Notice to Proceed. Submit the final schedule with the final Contractor's Construction Schedule.
- B. Coordinate submittal schedule with the list of subcontracts, schedule of values, submittal register and the Contractor's construction schedule.
- C. Coordinate scheduling of interrelated submissions to allow for review of required data and to avoid delays in reviewing submittals caused by lack of coordinated submission.

1.6 COORDINATION

- A. All Prime Contractors shall submit their schedules to the General Contractor.
- B. The General Contractor shall prepare an overall schedule including all trades and contracts.
- C. The City will resolve conflicts among schedules of various Prime Contractors.
- D. The General Contractor shall distribute copies of the approved final Construction Schedule to other Prime Contractors involved.

1.7 UPDATING

- A. Updating of the final Construction Schedule and Schedule of Submittals shall be required on a Monthly basis.
- B. Show all changes occurring since previous submission of updated schedules.
- C. Indicate progress of each activity, show completion dates.
- D. Include major changes in scope, activities modified since previous updating, revised projections due to changes and other identifiable changes.

1.8 DISTRIBUTION

- A. Distribute copies of revised schedules to:
 - 1. Project Coordinator.
 - 2. Design Professional.
 - 3. Other Prime Contractors.
 - 4. Subcontractors.
 - 5. Other Concerned Parties (surety, insurance, etc.).
 - 6. Instruct recipients to report any inability to comply, and provide detailed explanation, with suggested remedies.

PART 2 PRODUCTS Not Used

PART 3 EXECUTION Not Used

- END -

SECTION 013226
PROGRESS REPORTS

PART 1 GENERAL

1.1 DESCRIPTION OF WORK

- A. This Section specifies administrative and procedural requirements for progress reports prepared by each Prime Contractor.

1.2 RELATED WORK SPECIFIED ELSEWHERE

- A. Applicable provisions of Bidding Requirements, Contract Requirements in Division 0 and all applicable Division 1 sections.

1.3 DAILY REPORT

- A. Each Prime Contractor shall prepare a Daily Report including:
1. Name of project.
 2. City Project number.
 3. Date of report.
 4. Weather conditions.
 5. Manpower status on each type of work being performed, by building.
 6. Overtime worked and planned.
 7. Work progress.
 8. Environmental problems and corrections.
 9. Other information, such as special events or occurrences, accidents, recommendations, suggestions, visitors, major equipment or materials received, tests, inspections, equipment start-up and check out, occupancy.
- B. Submit copies of reports weekly to Project Coordinator and Design Professional.

1.4 MONTHLY REPORT

- A. Each Prime Contractor shall prepare a synopsis of the previous month's activities, including:
1. Name of project.
 2. City Project number.
 3. Date of report.
 4. Weather conditions for the month compared to normal.
 5. Work progress from previous month.
 6. Copies of all previous month's schedules.
 7. Updated schedules with explanations of deviation from previous.
 8. Milestone schedule events for the upcoming month.

9. Corrective measures and procedures to regain projected construction schedule.
10. Review of status of submittals.
11. Review of status of Change Orders and/or requested Change Orders.
12. Other information of importance from previous month or forecasted for upcoming month.
13. Bind in submission of Construction Photographs.

B. Submit copies of reports monthly to Project Coordinator and Design Professional.

PART 2 PRODUCTS Not Used

PART 3 EXECUTION Not Used

- END -

SECTION 013233
CONSTRUCTION PHOTOGRAPHS

PART 1 GENERAL

1.1 DESCRIPTION OF WORK

- A. This Section describes photographic services provided by the General Contractor required to record the progress of the work of all Prime Contractors.

1.2 RELATED WORK SPECIFIED ELSEWHERE

- A. Applicable provisions of Bidding Requirements, Contract Requirements in Division 0 and all applicable Division 1 sections.

1.3 SUBMITTALS

- A. Digital images – Three (3) hard copies of each view. Forward one(1) print each to City and Design Professional and retain one(1) for Contractor's files. Submit also catalog of all views on PC-Formatted Compact Disc (s).
- B. Submit PC-formatted disc with each Standard Cost Breakdown.

PART 2 PRODUCTS

2.1 DIGITAL IMAGES (HARDCOPY)

- A. Color
- B. 1 image/ 8.5 x 11” sheet.
- C. Minimum image size shall be 3 inches by 5 inches.
- D. Identify each image listing:
 - 1. Name of project.
 - 2. Orientation of view.
 - 3. Date and time recorded.

PART 3 EXECUTION

3.1 DIGITAL IMAGES (HARDCOPY)

- A. Take 72 initial photographs and 36 photographs once monthly, from points designated by the Design Professional, for the length of the Contract. First photographs shall be taken prior to start of construction.
- B. Video tape progress of job once monthly. Record minimum 60 minutes of tape. Contractor's superintendent shall accompany photographer and from off-camera location, describe for audio recording, what is being recorded on video. Before start of construction record existing site conditions emphasizing recording of condition of elements to remain which are adjacent to new construction. Monthly progress recording shall give an overview of progress and emphasize recording of utilities and services that shall be concealed by future work. Include a surveyor rod or other similar large readable measuring device in recording to indicate actual size.

- C. Retain [electronic files on PC-Formatted Compact Disc for three (3) years and make additional copies as may be requested by City or Design Professional at cost of reproduction.

- END -

SECTION 013330

SUBMITTALS

PART 1 GENERAL

1.1 DESCRIPTION OF WORK

- A. This Section describes each Prime Contractor's administrative and procedural requirements for submission of shop drawings, product data, samples and other required information.

1.2 RELATED WORK SPECIFIED ELSEWHERE

- A. Applicable provisions of Bidding Requirements, Contract Requirements in Division 0 and all applicable Division 1 sections.
- B. Submittal Schedule specified in Construction Scheduling, Section 013216.

1.3 WORK WITHOUT APPROVED SUBMITTALS

- A. City may withhold payment for the value of Work installed without first obtaining approved submittals, when submittal is required by individual specification sections. Refer to section 012900 "Payment Procedures".

1.4 SHOP DRAWINGS

- A. Shop drawings are Contractor's or subcontractor's Drawings made specifically for this Project, for use in fabrication and installation.
- B. Shop drawings must show sufficient data including layout, fabrication and erection details to establish evidence of conformance with design concept and compliance with the Contract Documents. Shop drawings must show relationships with adjacent construction.
- C. Do not use reproductions of Contract Drawings as Shop Drawings unless specifically permitted in the Contract Documents.
- D. Identify details by reference to sheet and detail numbers shown on Contract Drawings and by reference to paragraphs and specification section.
- E. Orient Shop Drawings in same manner as drawings.
- F. Manufacturer's Standard Schematic Drawings
 - 1. Modify drawings to delete information that is not applicable to Project. Drawings showing information which is not applicable or unaltered standard drawings shall be returned without review.
 - 2. Add supplemental information applicable to Project.

1.5 PRODUCT DATA

- A. Manufacturer's Catalog Sheets, Brochures, Diagrams, Schedules, Performance Charts, Illustrations and Other Standard Descriptive Data.
- B. Clearly mark each copy to identify materials, products or models applicable to this Project. Submittals not marked shall be returned without review.
- C. Show colors when required for evaluation, record or other purpose. Where product data is printed in color, submit all copies in original colors as published.

- D. Show dimensions and clearances required.
 - E. Show performance, characteristics and capacities.
 - F. Show wiring and piping diagrams, and controls.
 - G. Show by reference to paragraphs and specification section.
- 1.6 SAMPLES
- A. Samples: Actual samples of products proposed for use. Samples must be of sufficient size and quantity to clearly illustrate:
 - 1. Functional characteristics of product or material, with integrally related parts and attachment devices.
 - 2. Full range of color, texture and patterns.
- 1.8 COORDINATION
- A. Coordinate preparation and processing of submittals with performance of construction activities. Transmit each submittal sufficiently in advance of performance of related construction activities to avoid delay.
 - B. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals and related activities that require sequential activity.
 - C. Coordinate transmittal of different types of submittals for related elements of the Work so processing will not be delayed by the need to review submittals concurrently for coordination.
 - D. The City reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
- 1.9 SUBMISSION REQUIREMENTS
- A. Comply with Schedule of Submittals.
 - B. Accompany each submission with a transmittal indicating project name, location, City's project number, referenced specification number, submission number, date, item submitted, Contractor's name, Sub-contractor, supplier or manufacturer.
 - 1. Transmittal shall include Contractors certification that information complies with Contract Documents.
 - 2. Indicate on transmittal or on submittal deviations from Contract Documents requirements.
 - C. Copies
 - 1. Submit one (1) reproducible digital and two (2) prints of each shop drawing. Transparency will be returned to Contractor.
 - 2. Submit five (5) copies of product data. One(1) copy will be retained by Design Professional.
 - 3. For sample selections, submit one(1)set. For sample approval, submit three (3)sets. The Design Professional will retain one (1) set.
 - D. Where product data is printed in color and requires color for evaluation, record, or other purpose, all copies submitted shall be in original colors as published.
 - E. In addition to information required on the transmittal, submittals shall include:

1. Relation to adjacent structure or materials.
2. Field dimensions, clearly identified as such.
3. Finishes.
4. Shipping and operating weights
5. Gauges, fastenings, reinforcements, welding details.
6. Applicable standards, such as ASTM or Federal Specification numbers.
7. A blank space, 3 inches by 10 inches for action stamp.

F. Contractor's Review:

1. Contractor shall review each submittal and indicate approval with a stamp, dated, initialed and/or signed. Review shall include but not be limited to; verification of field measurements, coordination with all trades involved and compliance with Contract Documents. The Contractor shall not be relieved of responsibility for any deviation from the requirements of the Contract Documents by the City's or Design Professional's action on submittals unless the Contractor has given specific notice of deviation at the time of submission and written approval of the specific deviation is given. The Contractor shall not be relieved from responsibility for errors or omissions in submittals by the City's or Design Professional's approval thereof.
2. If Contractor does not review submittals and provide the signed approval stamp before sending them to the Design Professional, they will be returned unchecked.

1.10 SUBMISSION ROUTING

- A. Forward submittal direct to Design Professional and fax copy of transmittal letter to Project Coordinator.
- B. Design Professional will forward Submittals marked as "Approved" or Approved as Noted to Project Coordinator.
- C. Design Professional will forward Submittals marked as "Revise and Resubmit" or "Rejected" back to Contractor and will fax copy of transmittal to Project Coordinator.
- D. Project Coordinator will forward Submittals back to Contractor and will fax copy of transmittal to Design Professional.

1.11 DESIGN PROFESSIONAL'S DUTIES

- A. Review submittals within 10 working days of receipt.
- B. Review for conformance to design concept of Project and for compliance with information given in Contract Documents. Review of separate item does not constitute review of an assembly in which item functions.
- C. Affix stamp and initials or signature certifying to review of submittal.
- D. Design Professional's action on submittals will result in the making of one of the following notations with related meanings:
 1. APPROVED: The work involved may proceed, and no further submission is required.

2. APPROVED AS NOTED: The work involved may proceed incorporating comments. Annotations do not authorize changes to Contract Sum.
 3. REVISE AND RESUBMIT: The work involved may not proceed. Submittal must be corrected and resubmitted.
 4. REJECTED: The submittal is not in accordance with the Contract Documents, and a completely new submittal is required.
- E. In the event any comment made to the Submittal results in a claim for a change in the Contract, the Project Coordinator shall be notified immediately and fabrication may not be undertaken until contract modification procedures are completed.

1.12. CITY'S RESPONSIBILITY

- A. Review submittals within 5 working days of receipt.
- B. Review for compliance Contract Documents. Review of separate item does not constitute review of an assembly in which item functions.
- C. Affix stamp and initials or signature certifying to review of submittal.
- D. City's action on submittals will result in the making of one of the following notations with related meanings:
 1. APPROVED FOR CONSTRUCTION: The work involved may proceed, and no further submission is required.
 2. APPROVED AS NOTED: The work involved may proceed incorporating comments. Annotations do not authorize changes to Contract Sum.
 3. REVISE AND RESUBMIT: The work involved may not proceed. Submittal must be corrected and resubmitted.

1.13 RESUBMISSION REQUIREMENTS

- A. Identification of Changes - Clearly identify changes made from the initial submittal other than those requested by the Design Professional. The Design Professional will review only those changes requested and those identified by the Contractor.

1.14 DISTRIBUTION OF APPROVED SUBMITTALS

- A. Contractor shall reproduce and distribute copies of submittals having the Design Professional's and City's stamp ("Approved" or "Approved as Noted") as required to coordinate and complete the Work and to records documents file.

1.15 SUBSTITUTIONS

- A. Substitutions submitted as a shop drawing, product data or sample will be returned without action.

PART 2	PRODUCTS	Not Used
PART 3	EXECUTION	Not Used

- END -

SECTION 014100
CODES, REGULATIONS AND STANDARDS

PART 1 GENERAL

1.1 DESCRIPTION OF WORK

- A. This Section describes each Prime Contractor's responsibilities regarding codes, regulations and standards included in the Contract Documents by reference.

1.2 RELATED REQUIREMENTS

- A. Applicable provisions of Bidding Requirements, Contract Requirements in Division 0 and all applicable Division 1 sections.
- B. All technical sections.

1.3 APPLICABLE CODES AND REGULATIONS

- A. The following codes and regulations are applicable to the project. The list does not represent all codes, regulations and standards:
 - 1. The Philadelphia Building Construction and Occupancy Code
 - a. The Philadelphia Administrative Code
 - b. The Philadelphia Building Code
 - c. The Philadelphia Electrical Code
 - d. The Philadelphia Fire Prevention Code
 - e. The Philadelphia Mechanical Code
 - f. The Philadelphia Plumbing Code
 - g. The Philadelphia Property Management Code
- B. It is not the intent of the Contract Documents to conflict with any Code, or Regulation. Report any conflicts to Design Professional for clarification.

1.4 REFERENCED STANDARDS

- A. For products or workmanship specified by association, trade, or Federal Standards, comply with requirements of the standard, except when more rigid requirements are specified or are required by applicable codes or intended use.
- B. The referenced standards shall have the same force and effect as if bound or copied directly into the Contract Documents to the extent referenced. Such standards are made a part of the Contract Documents by reference.
- C. Should specified reference standards conflict with Contract Documents, request clarification from Design Professional before proceeding but generally the more stringent requirement shall apply.
- D. In the absence of specific instructions in the specifications, materials, products, equipment, and their installation shall conform to the applicable codes, regulations and standards specified herein.

- E. The contractual relationship of the parties to the Contract shall not be altered from the Contract Documents by mention or inference otherwise in any referenced document.
- F. Dates of codes, regulations and standards specified shall be the latest date prior to the date of issue of this Project Manual, except where, prior to the date of issue of this Project Manual, modified or otherwise directed by the applicable codes and their supplements and amendments adopted by the code authorities having jurisdiction.
- G. Each entity engaged in construction of the Project shall be familiar with industry standards applicable to its construction activity. If unfamiliar, obtain copies and review with all workers. Obtain copies of standards when required by individual specification sections. Maintain copy at job site until Substantial Completion.

1.5 ASSOCIATIONS, INSTITUTIONS AND SOCIETIES

- A. Associations, Institutions, and Societies and their abbreviations if any, appearing in the Project Manual or elsewhere in the Contract Documents, shall be as generally recognized in the industry. Refer to the “Encyclopedia of Associations” published by Gale Research Company for abbreviations, addresses and phone numbers.

PART 2 PRODUCTS Not Used

PART 3 PRODUCTS Not Used

- END -

SECTION 014516.13
CONTRACTOR'S QUALITY CONTROL

PART 1 – GENERAL

1.1 DESCRIPTION OF WORK

- A. This section describes each Prime Contractor's requirements for quality assurance including:
 - 1. Control of installation
 - 2. Tolerances
 - 3. Mockups
 - 4. Inspection and Testing services
 - 5. Manufacturer's field services

1.2 RELATED WORK SPECIFIED ELSEWHERE

- A. Applicable provisions of Bidding Requirements, Contract Requirements in Division 0 and all applicable Division 1 sections.
- B. Each technical section required for materials and products in mockup
- C. Each technical section requiring independent inspection and testing.

1.3 QUALITY ASSURANCE – CONTROL OF INSTALLATION

- A. Each Prime Contractor is responsible to deliver Work of quality specified regardless Contractor's sub-contracting or purchasing arrangements.
- B. Monitor quality control over suppliers, manufacturer's products, services, site conditions and workmanship to produce Work of specified quality.
- C. Comply with manufacturers written instructions, including preparation and each step in sequence.
 - 1. Should manufacturer instructions differ from Contract Documents, request clarification but assume the more stringent will apply.
- D. 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.
- E. Perform work by persons qualified to produce workmanship of specified quality.

1.4 TOLERANCES

- A. Monitor tolerance control of installed products to produce acceptable Work. Do not allow tolerances to accumulate.
- B. Comply with manufacturers written tolerances.
 - 1. Should manufacturer tolerances differ from Contract Documents, request clarification but assume the more stringent will apply.
- C. Adjust products to appropriate dimensions; position before securing products in place.

1.5 INSPECTION AND TESTING SERVICES

- A. Each Prime Contractor shall retain independent inspection and testing services when required by individual specification sections or by building code authority.
- B. The independent agency shall perform inspection and testing services on and off site as required by individual specification sections and as required to comply with requirements of the building code authority.
- C. Independent agency shall submit reports to Prime Contractor and direct to City indicating compliance or non-compliance. Notify City the same day of non-compliance.
- D. Cooperate with independent agency; furnish samples, mix designs, equipment, tools, storage, safe access, and assistance by incidental labor.
- E. Inspection and testing does not relieve Contractor to perform Work to contract requirements.
- F. Retesting required because of non-conformance to specified requirements shall be performed by the original agency at no additional cost to City.

1.6 MANUFACTURERS FIELD SERVICES

- A. When specified in individual specification sections, require manufacturer to provide qualified technical staff personnel to observe site conditions, quality of workmanship, start-up or training of City personnel as specified.
- B. Technical staff shall not be the local sales staff or independent manufacturers sales representatives.
- C. Manufacturers technical representative shall submit written reports of findings to Contractor and direct to City. Notify City the same day of non-compliance

PART 2 PRODUCTS Not Used

PART 3 EXECUTION Not Used

END

SECTION 015000
TEMPORARY FACILITIES AND CONTROLS

PART 1 GENERAL

1.1 DESCRIPTION OF WORK

- A. This Section describes each Prime Contractor's construction facilities and services required for performance of the Work but not a permanent part of the finished construction. Included are temporary utilities, temporary construction and support facilities and security and protection services.

1.2 RELATED WORK SPECIFIED ELSEWHERE

- A. Applicable provisions of Bidding Requirements, Contract Requirements in Division 0 and all applicable Division 1 sections.
- B. Environmental Controls: Division 1.

1.3 SUBMITTALS

- A. Submit reports of tests, inspection, meter readings and similar procedures performed on temporary utilities.

1.4 INSPECTION

- A. Arrange for authorities having jurisdiction to inspect and test each temporary utility before use. Obtain required certificates and permits.

PART 2 PRODUCTS

2.1 TEMPORARY MATERIALS

- A. Materials may be new or used but must be adequate in capacity for the required usage and must not violate requirements of applicable codes and standards. Generally, temporary materials shall comply with related specification sections for materials to be incorporated into final work.

PART 3 EXECUTION

3.1 TEMPORARY UTILITIES

- A. Provide temporary utilities including water, drainage, electrical power, communications, lighting, and steam where applicable.
- B. City will not charge Contractor for utilities used. Contractor shall not waste or misuse utilities.

3.2 TEMPORARY ELECTRICITY

- A. Provide electrical service adequate for work of all trades and terminate in fused safety switch and circuit breaker distribution panels.
- B. For welding at site or electrical requirements beyond the capacity of temporary system, supply generator, fuel, maintenance, and other incidentals required.

3.3 TEMPORARY LIGHTING

- A. Provide temporary lighting required for construction operations
 - B. Provide temporary lighting for exterior staging and storage areas for security purposes.
 - C. Provide temporary lighting in interior work areas after dark for security purposes.
 - D. Provide lighting at each landing of each stair or ladder run.
 - E. Permanent building lighting may [not] be utilized during construction.
- 3.4 HEATING AND VENTILATING
- A. Provide temporary heat as required for construction operations. Temporary sources of heat shall be direct vented and thermostatically controlled. Open flame devices or solid fuels are not allowed.
 - B. Provide forced ventilation by portions of the permanent system or by portable units, to cure materials, to disperse humidity, and to prevent accumulations of dust, fumes, vapors, or gases. Provide ductwork with temporary filters to prevent the broadcasting of dust and debris.
 - C. In occupied facilities, while performing operations that generate fumes or dust, provide both fresh air intake and fan powered ventilation to control spread of fumes or dust to occupied areas of the building.
- 3.5 TEMPORARY TELEPHONE
- A. Provide telephone service and a facsimile machine on-site for Contractor's, City's, and Design Professional's use. Contractor shall pay cost service.
 - B. City telephones on-site may not be used by Contractors.
- 3.6 TEMPORARY WATER SUPPLY
- A. Provide temporary water service of adequate size as required for fire protection and construction operations.
 - B. Provide drinking water, paper cups, and waste receptacles for personnel.
- 3.7 SANITARY FACILITIES
- A. Provide sanitary facilities according to law at locations approved by the City. Provide privacy enclosures, toilet paper, waste receptacles, and daily janitorial services.
 - B. Enforce use of sanitary facilities. Evidence to the contrary shall require removal, disinfecting, and reconstruction of defaced work.
 - C. The use of the Owner's toilet facilities by construction personnel will [not] be permitted.
- 3.8 FIRE PROTECTION
- A. Provide temporary fire protection and portable fire extinguishers according to law.
- 3.9 CONSTRUCTION AIDS
- A. Provide construction aids required for execution of the work, including scaffolds, staging, ladders, stairs, ramps, runways, platforms, railings, hoists, cranes, chutes, and other facilities and equipment.
- 3.10 STAIRS AND ELEVATORS

- A. Existing stairs shall be used by Construction personnel as coordinated and approved by the Project Manager and PFD.

3.11 BARRIERS

- A. Provide barriers to prevent unauthorized entry to construction areas and to allow for City's use of site, and to protect existing facilities and adjacent properties from damage from construction and demolition operations.
- B. Provide covered walkways required by governing authorities for public rights of ways and for public access to existing buildings. Construct using scaffold or shoring framing, waterproofed wood plank overhead decking, protective plywood enclosure walls, handrails, barricades, warning signs, lights, safe and well-drained walkways and similar provisions for protection and safe passage. Extend the backwall beyond to complete the enclosure fence. Paint with colors approved by City.
- C. Protect non-owned vehicular traffic, stored materials, site, and structures from damage.

3.12 FENCING

- A. Construction – Commercial grade chain link fence.
- B. Provide 6-foot-high fence around construction site; equip with vehicular and pedestrian gates with locks.

3.13 EXTERIOR ENCLOSURES

- A. Provide temporary weather tight closure of exterior openings to accommodate acceptable working conditions and protection for Products, to allow for temporary heating and maintenance of required ambient temperatures identified in individual specification sections, and to prevent entry of unauthorized persons. Provide access doors with self-closing hardware and locks.
- B. Provide temporary tarps or other protection to roofs made open to weather by construction operations.

3.14 INTERIOR ENCLOSURES

- A. Provide temporary partitions and ceilings to separate work areas from City occupied areas, to prevent penetration of dust and moisture into City occupied areas, to prevent damage to existing materials and equipment and as indicated.
- B. Construction - Steel stud framing and gypsum board with closed joints and sealed edges at intersections with existing surfaces.

3.15 PROTECTION OF INSTALLED WORK

- A. Protect installed Work and provide special protection where specified in individual specification sections.
- B. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings.
- C. Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by covering with durable sheet materials.
- D. Prohibit traffic or storage upon waterproofed or roofed surfaces. If traffic or activity is necessary, obtain recommendations for protection from waterproofing or roofing material manufacturer.

- E. Prohibit traffic from landscaped areas.

3.16 SITE SECURITY

- A. The City assumes no responsibility for loss, theft, or damage to the work, tools, equipment, and construction. In the instance of any such loss, theft, or damage, the Contractor shall be responsible to renew, restore, or remedy the work, tools, equipment, and construction in accordance with requirements of the Contract Documents without additional cost to the City.
- B. The Contractor, at his own cost, may provide watchman services, and other means of site security.
- C. Site parked equipment, operable machinery, and hazardous parts of the new construction subject to mischief and accidental operation, shall be inaccessible, locked, or otherwise made inoperable when left unattended.
- D. Liability - The City is not responsible for damage, liability, theft, casualty, or other hazard to the automobiles or other vehicles, nor to injury including death to occupants of automobiles or other vehicles on the City's property. Provide signs to this effect in the designated parking area.

3.17 ACCESS ROADS AND PARKING AREAS

- A. Access Roads
 - 1. Use existing roads on Site for access. Protect roads from damage from extra heavy loading by use of timbers or other approved means.
- B. Parking Areas
 - 1. City cannot provide parking on site. Provide temporary parking areas as indicated or approved. Construct parking areas of compacted stone ballast of sufficient thickness to stay reasonably rut and mud free.

3.18 PROJECT SIGN

- A. Provide project identification sign, and temporary information and direction signs as required and approved. See Specification section 015800 for requirements.

3.19 FIELD OFFICE

- A. Contractor shall provide a field office on the site where directed, as required to complete the Work.

3.20 TERMINATION AND REMOVAL

- A. Remove each temporary facility when the need has ended, or when replaced by authorized use of a permanent facility, but no later than Substantial Completion. Complete or restore permanent construction that may have been delayed because of interference with the temporary facility. Repair damaged Work, clean exposed surfaces and replace construction that cannot be satisfactorily repaired.
- B. Materials and facilities that constitute temporary facilities are property of the Contractor
- C. Remove temporary paving that is not intended for or acceptable for integration into permanent paving. Where the area is intended for landscape development, remove soil and aggregate fill that does not comply with requirements for fill or subsoil in the area. Remove materials contaminated with road oil, asphalt and

other petrochemical compounds, and other substances which might impair growth of plant materials or lawns. Repair or replace street paving, curbs, and sidewalks at the temporary entrances, as required by the governing authority.

- END -

SECTION 015719
ENVIRONMENTAL CONTROLS

PART 1 GENERAL

1.1 DESCRIPTION OF WORK

- A. This Section describes each Prime Contractors requirement for protection of the atmosphere, waterways, groundwater, plants, animal habitats, soils, etc., both on and off site.

1.2 RELATED WORK SPECIFIED ELSEWHERE

- A. Applicable provisions of Bidding Requirements, Contract Requirements in Division 0 and all applicable Division 1 sections.
- B. Earthwork in Division 2.

1.3 REGULATORY AGENCIES AND CODES

- A. Comply with the following in accordance with Division 1:
 - 1. United States Department of Agriculture (USDA)
 - 2. Urban Hydrology for Small Watersheds, Technical Release No. 55, Engineering Division, Soil Conservation Service.
 - 3. National Engineering Handbooks, Section 4 (Hydrology); Section 5 (Hydraulics); Section 16 (Drainage), Soil Conservation Service.
 - 4. City of Philadelphia

1.4 DEFINITIONS

- A. Sediment - Soil that has been eroded and transported by runoff water.
- B. Degradable Debris - Debris which can undergo biodegradation or combustion, or which can be dissolved in or suspended by water.
- C. Nondegradable Debris - Inorganic debris which will not disintegrate nor dissolve when exposed to moisture or water.
- D. Chemicals - Petroleum or cementitious products, bituminous materials, salts, acids, alkalis, herbicides and pesticides.
- E. Waste - Sewage, including domestic sanitary sewage, garbage, and trash.

PART 2 PRODUCTS

3.1 MATERIALS

- A. Silt Fences: Three (3) foot wide fabric designed to filter sediment, as manufactured by Mirafi, Inc. Amoco, or Exxon.
- B. Earth Stabilizer: Rye grass seed, hay, straw mulch, chemical stabilizer, or other devices approved by the environmental protection agency having jurisdiction and by the Design Professional.

- C. RipRap: Sizes as shown on drawings.

PART 3 EXECUTION

3.1 GENERAL

- A. Establish and enforce ecological preservation measures which will avoid pollution of the atmosphere, waterways, groundwater, plants, soils, animal habitats, landfills, wetlands, the site, adjacent sites, roadways, etc.
- B. Prevent spillage of chemicals or waste. Provide emergency plans and methods for abatement of accidental spills of toxic substances.

3.2 SEDIMENT CONTROL

- A. Until permanent work establishes sediment control, provide temporary control, using vegetative cover with seeding, mulch, and binder within [ten (10)] days after completion of grading of any given area.
- B. As a temporary measure, provide silt fences, arranged along the toe of surface drainage ways and inlets, in such a manner that water will pass through the silt fences and filter the sediment. Embed silt fence in ground 6 inches deep and anchor to the ground with posts, as shown on the drawings. Replace silt fences when they become clogged and ineffective.
- C. During pipe laying work, prevent silt from entering the piping systems by use of hay bales, silt fence, temporary closures of pipe ends, or other means as best suited to the conditions.

3.3 CONTROLS DURING EARTH MOVING

- A. Perform earth moving in phases to minimize the area and extent of exposed land.
- B. Control the rate of water runoff by diversion ditches, benches, berms, and other earth-formed shaping so that the rate of flow is retarded and silting shall be minimized. Reshape and restore conditions showing evidence of earth erosion.

3.4 DUST CONTROL

- A. Keep dust down at all times, including non-working days, weekends, and holidays. Wet down or treat disturbed soil with dust suppressers as required and approved.
- B. Do not leave areas of disturbed earth unworked for long periods of time. Provide temporary or permanent earth stabilization promptly.
- C. In sandblasting operations, confine the dust.
- D. Use wet-cutting methods for cutting concrete, asphalt, and masonry.
- E. Do not shake out bags containing dust-causing substances.

3.5 VERMIN CONTROL

- A. Control the influx and spread of vermin. Employ the services of an approved extermination firm until Substantial Completion.

3.6 NOISE CONTROL

- A. Provide mufflers on internal combustion engine equipment. Maximum noise level shall be 90 dbA at 50 feet.
- B. Where blasting is permitted, special permit and other requirements of the governing authorities regarding blasting shall govern.
- 3.7 C. Limit hours of operation of noisy construction to limits set by City ordinance.

DISPOSAL OF DEBRIS, CHEMICALS AND WASTE

- A. Legally dispose of debris, chemicals, and waste off the site
 - B. Collect and contain materials before disposal in orderly fashion and by means which prevent contamination of air, water and soil.
 - C. Store chemicals in watertight containers.
 - D. Do not burn materials on the site.
- 3.8 TRUCKS

- A. Dump trucks shall be tarpaulin-covered so that spillage does not occur.
- B. Provide a gravel surfaced truck wheel washing area at entrances. Clean all truck wheels of mud and debris before the trucks leave the site.

3.9 MAINTENANCE AND TERMINATION

- A. Maintain in working order environmental protection measures until they are no longer required.
- B. Terminate environmental control measures when there is no longer a threat of pollution. Remove temporary control measures. Complete or, if necessary, restore permanent construction that may have been delayed or damaged because of interference with environmental controls.

- END -

SECTION 015800

PROJECT IDENTIFICATION AND SIGNS

PART 1 GENERAL

1.1 DESCRIPTION OF WORK

Requirements include the following which shall be provided by the Contractor for General Construction:

- A. Furnish, install and maintain project identification sign.
- B. Provide temporary on-site information signs to identify Owner's temporary relocation.
- C. Remove signs on completion of construction.
- D. Allow no other signs to be displayed without approval of owner.

1.2 RELATED REQUIREMENTS

- A. Section 011100 – Summary of Work
- B. Section 015000 – Temporary Facilities and Controls
- C. Section 015719 – Environmental Controls

1.3 PROJECT IDENTIFICATION SIGN

- A. Two (2) painted signs, not less than 4 feet x 8 feet, with painted graphic content as shown on sample exhibit attached on page 3 of this section.
- B. Erect on the site at location shown on drawing or as directed by the owner.

1.4 INFORMATIONAL SIGNS

- A. Provide at all public entrances, stairways and temporary gates painted signs with painted lettering indicating the building's access locations. Each sign to be 3 feet by 3 feet with up to 100 letters. Allow for a total of eight [8] signs.
- B. Erect at appropriate locations to provide required information. Coordinate location with owner/owner's representative.

1.5 QUALITY ASSURANCE

- A. Sign Painter: Professional experience in type of work required.
- B. Finishes, Painting: Adequate to resist weathering and fading for scheduled construction period.

PART 2 PRODUCTS

2.1 SIGN MATERIALS

- A. Structure and framing: May be new or used, wood or metal, in sound condition structurally adequate to work and suitable for specified finish.
- B. Sign surfaces: Exterior softwood plywood with medium density overlay, standard large sizes to minimize joints.
 - 1. Thickness: As required by standards to span framing members (not less than $\frac{3}{4}$ inch thick), to provide even, smooth surface without knots, waves or buckles.
- C. Rough hardware: Galvanized.
- D. Paint: Manufacturer's Best Exterior quality as approved by architect.
 - 1. Use exhibit for colors and graphics.
 - 2. Colors for structure, framing, sign surfaces and graphics: As selected by Architect.

PART 3 EXECUTION

3.1 PROJECT IDENTIFICATION SIGN

- A. Paint exposed surfaces of supports, framing and surface material; one coat of primer and one coat of exterior paint.
- B. Paint graphics in style, sizes and colors shown on exhibit attached on page 4 of this section.

3.2 INFORMATION SIGNS

- A. Paint exposed surfaces: One coat of primer and one coat of exterior paint.
- B. Paint graphics in style, sizes and colors selected by the architect.
- C. Install at a height for optimum visibility, on ground-mounted poles or attached to temporary structural surfaces.

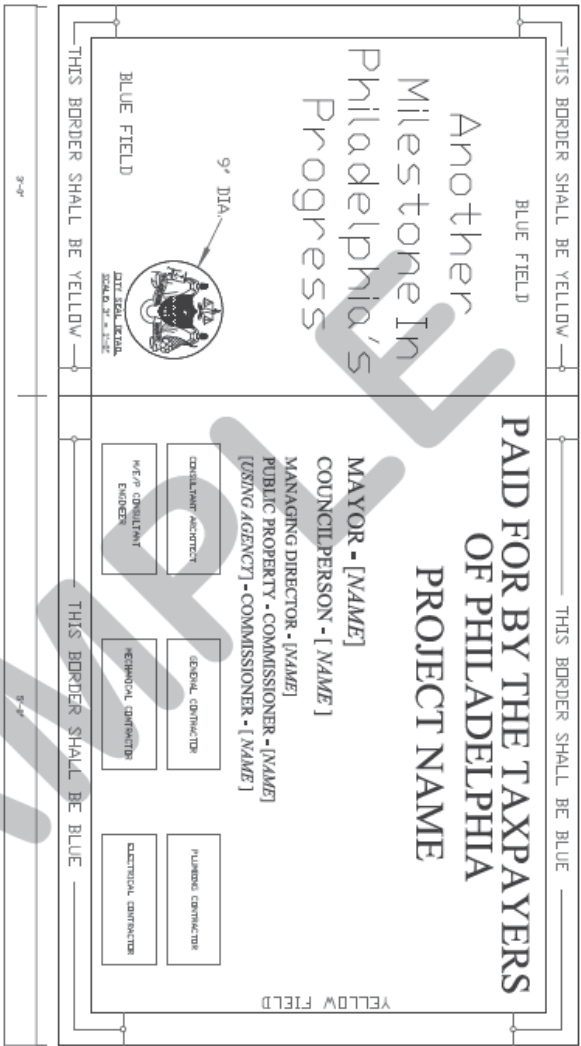
3.3 MAINTENANCE

- A. Maintain signs and supports in a neat, clean condition; repair damages to structure, framing or sign.
- B. Relocate informational signs as required by progress of work.

3.4 REMOVAL

- A. Remove signs, framing, supports and foundations at completion of project.

END OF SECTION



NOTE:
ALL LETTERING ON BLUE FIELD
SHALL BE YELLOW

NOTE:
ALL LETTERING ON YELLOW FIELD
SHALL BE BLUE

NOTE:
CITY SEAL SHALL BE BLUE
ON YELLOW FIELD

SPECIFICATIONS FOR SIGNS

THIS SIGN MAY BE MADE OF WOOD OR METAL. IF WOOD IS TO BE USED THE SIGN FACE SHALL BE 3/4" GLUED EXTERIOR GRADE PLYWOOD, REINFORCED WITH FOUR (4) BATTENS 2"x4" EQUALLED SPACED, TOP AND BOTTOM RAILS TO BE 2"x4", SURFACED FOUR (4) SIDES AND SCREWED TO THE FACE BOARD ON 12" CENTERS. IF METAL IS TO BE USED, THE SIGN FACE SHALL BE GALVANIZED STEEL, 24 GAUGE, LAPPED AND SECURED ON ALL SIDES.

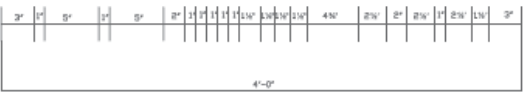
BLOCK TYPE LETTERING TO BE USED

PAINT

1. BLUE-M.A.BRUDERS RUST-D-LASTIC 074-508 'PRECAUTION BLUE' OR EQUAL
2. YELLOW-M.A.BRUDERS RUST-D-LASTIC 074-326 'CAUTION YELLOW' OR EQUAL

S I G N L A Y O U T

scale 1" = 1'-0"



SECTION 016001
PRODUCTS AND MATERIALS

PART 1 GENERAL

1.1 DESCRIPTION OF WORK

- A. This Section describes administrative procedures regarding each Prime Contractor's selection of products, materials, and equipment required for the completion of the Work. Requirements for handling, storing and installing products are also included.

1.2 RELATED REQUIREMENTS SPECIFIED ELSEWHERE

- A. Applicable provisions of Bidding Requirements, Contract Requirements in Division 0 and all applicable Division 1 sections.

1.3 DEFINITIONS

- A. Definitions used in this Article are not intended to change the meaning of other terms used in the Contract Documents, such as "specialties", "structure", "finishes", "accessories", and similar terms. Such terms are self-explanatory and have well recognized meanings in the construction industry.
- B. "Products" are items purchased for incorporation in the Work, whether purchased for the Project or taken from previously purchased stock. The term "product" includes the terms "material", "equipment", "system", and terms of similar intent.
- C. "Named Products" are items identified by manufacturer's product name, including make or model designation, indicated in the manufacturer's published product literature.
- D. "Materials" are products that are substantially shaped, cut, worked, mixed, finished, refined or otherwise fabricated, processed, or installed to form a part of the Work.
- E. "Equipment" is a product with operational parts, whether motorized or manually operated, that require service connections such as wiring or piping.
- F. "System" is an integrated assembly of materials and/or equipment which when combined form an integral whole to serve a function.

1.4 QUALITY ASSURANCE

- A. Source Limitations - To the fullest extent possible, provide products of the same kind, from a single source.
- B. Compatibility of Options - When the Contractor is given the option of selecting between two or more products for use on the Project, the product selected shall be compatible with products previously selected, even if previously selected products were also options.
- C. Each Prime Contractor is responsible for providing products and construction methods that are compatible with products and construction methods of other prime or separate Contractors.

- D. If a dispute arises between prime Contractors over concurrently selectable, but incompatible products, the Design Professional will determine which products shall be retained and which are incompatible and must be replaced.
- E. Nameplates - Except for required labels and operating data, do not attach or imprint manufacturer's or producer's nameplates or trademarks on exposed surfaces of products which will be exposed to view in occupied spaces or on the exterior.
- F. Labels - Locate required product labels and stamps on a concealed surface or, where required for observation after installation, on an accessible surface that is not conspicuous.
- G. Equipment Nameplates - Provide a permanent nameplate on each item of service-connected or power-operated equipment. Locate on an easily accessible surface that is inconspicuous in occupied spaces. The nameplate shall contain the following information and other essential operating data:
 - 1. Name of product and manufacturer.
 - 2. Model and serial number.
 - 3. Capacity.
 - 4. Speed.
 - 5. Ratings.

1.5 PRODUCT DELIVERY, STORAGE, AND HANDLING

- A. Deliver, store and handle products in accordance with the manufacturer's recommendations, using means and methods that will prevent damage, deterioration and loss, including theft.
- B. Schedule delivery in accordance with the Construction Schedule and to minimize long-term storage at the site and to prevent overcrowding of construction spaces.
- C. Coordinate delivery with installation time to ensure minimum holding time for items that are flammable, hazardous, easily damages, or sensitive to deterioration, theft and other losses.
- D. Deliver products to the site in the manufacturer's original sealed container or other packaging system, complete with legible labels and instructions for handling, storing, unpacking, protecting and installing.
- E. Inspect products upon delivery to ensure compliance with the Contract Documents, and to ensure that products are undamaged and properly protected.
- F. Store products at the site in a manner that will facilitate inspection and measurement of quantity of counting of units.
- G. Store heavy materials away from the Project structure in a manner that will not endanger the supporting construction.
- H. Store product subject to damage by the elements above ground, under cover in a weathertight enclosure, with ventilation adequate to prevent condensation. Maintain temperature and humidity within range required by manufacturer's instructions.

1.6 OPERATION, MAINTENANCE, TRAINING AND CALIBRATION

- A. Furnish manuals and services specified and as required to start-up, operate and maintain all equipment and systems.

PART 2 PRODUCTS

2.1 GENERAL PRODUCT REQUIREMENTS

- A. Provide products that comply with the Contract Documents, that are undamaged and, unless otherwise indicated, unused at the time of installation. All products shall be certified asbestos-free.
- B. Provide products complete with all accessories, trim, finish, safety guards and other devices and details needed for a complete installation and for the intended use and effect.
- C. Where the work requires testing for assurance of performance, that portion of the work shall not proceed until such testing has been completed and written test report has been approved.
- D. Do not use material or equipment for any purpose other than for which it is designed or specified.
- E. Certification of Compatibility: If indicated, the material and equipment manufacturers shall certify in writing that:
 - 1. Other manufacturer's materials or equipment coming into contact with their product are compatible with their product in every way and that the intended performance of the system in which their product is incorporated will not be affected as a result of such contact. Also, physical breakdown of their product by chemical reaction or otherwise will not occur as a result of such contact.
 - 2. The combination of products by one (1) manufacturer to make up the manufacturer's specified system, will contribute to the performance of the system as intended, and will remain operational, reliable and durable. The manufacturer will be the source of routine maintenance and replacement parts.
- F. Reuse of Existing Material
 - 1. Except where indicated or otherwise approved in writing, materials and equipment removed from an existing structure shall not be used in the work.
 - 2. Where use of existing material is indicated or approved, use special care in removing, handling, storing, and reinstallation to assure proper function in the completed work.

2.2 PRODUCT SELECTION PROCEDURES

- A. Product selection is governed by the Contract Documents and governing regulations, not by previous Project experience. Procedures governing product selection include the following:
- B. Where products or manufacturers are specified by name, description, or performance accompanied by the term "or equivalent substitution", "or approved substitution", "or approved equal" or similar terms comply with the Contract Document provisions concerning "substitutions" to obtain approval for use of an unnamed product.

- C. Proprietary Specification Requirements - Where products or manufacturers are named, provide the product indicated or submit a substitution request.
- D. Descriptive Specification Requirements - Where Specifications describe a product or assembly, listing exact characteristics required, without use of a brand or trade name, provide a product or assembly that provides the characteristics and otherwise complies with Contract requirements. If descriptive specification also includes manufacturers or products, provide product indicated or submit a substitution request.
- E. Performance Specification Requirements - Where Specifications require compliance with performance requirements, provide products that comply with these requirements, and are recommended by the manufacturer for the application indicated. Compliance shall be certified by independent testing agencies furnished by manufacturer. General overall performance of a product is implied where the product is specified for a specific application.
- F. Manufacturer's recommendations may be contained in published product literature, or by the manufacturer's certification of performance.
- G. Compliance with Standards, Codes and Regulations - Where the Specifications require compliance with an imposed code, standard or regulation, select a product that complies with the standards, codes or regulations specified. Compliance shall be certified by independent testing agencies furnished by manufacturer.
- H. Visual Matching - Where Specifications require matching an established sample or existing construction, the Design Professional's decision will be final on whether a proposed product matches satisfactorily.
- I. Visual Selection - Where specified product requirements include the phrase "...as selected from manufacturer's standard colors, patterns, textures..." or a similar phrase, select a product and manufacturer that complies with other specified requirements. The Design Professional will select the color, pattern and texture from the product line selected.
- J. Allowances - Refer to individual Specification Sections and "Allowance" provisions in Division 1 for allowances that control product selection, and for procedures required for processing such selections.

PART 3 EXECUTION

3.1 ACCEPTABLE INSTALLERS

- A. Installers shall be familiar with products and experienced in their installation. Comply with more stringent requirements of individual sections for installer qualifications.

3.2 EXAMINATION OF SUBSTRATE

- A. Each installer shall examine substrate onto which the product will be installed. Inspect for any condition which would in any way reduce the quality, performance or durability of the product including but not limited to; dimensional or location tolerances, dampness, dryness, installation not meeting specified criteria for substrate, poor workmanship, etc. Do not proceed with installation over unacceptable substrates. Notify Contractor to have substrate repaired. Work installed over unacceptable substrates shall be redone after substrate is repaired at no cost to the City.
- 3.3 PREPARATION
- A. Protect adjacent work from possible damage which installation could cause including but not limited to staining, overspray, denting, gouging, displacement, etc.
 - B. Clean and prepare substrates to receive products with primers, bonding agents, barrier coats, etc. as per manufacturer's instructions.
- 3.4 PASSAGE OF MATERIALS AND EQUIPMENT
- A. Establish passage clearances required to deliver and install materials and equipment.
 - B. Where there will be insufficient clearance for passage of materials and equipment, deliver and protect such equipment before confining construction is installed.
 - C. If existing structures, equipment and systems must be altered to provide passage of new materials and equipment, engage those skilled in the respective trade to restore structures, equipment, and systems to their original condition at no additional cost. Do not alter structure, equipment, or systems without written approval.
 - D. In lieu of altering structures to provide passage of materials and equipment, provide materials and equipment that can be disassembled, brought into the building, and reassembled.
 - E. If exterior windows or doors must be removed to provide passage of materials and equipment into the building, store and protect removed work at the site and reinstall as soon as possible. If any damage occurs to the work during their removal, transit, storage or reinstallation, replace or repair the work to like new condition at no cost to Owner.
- 3.5 INSTALLATION
- A. Comply with manufacturer's instructions and recommendations and requirements of individual specification sections in the applications indicated. If manufacturer's instructions and specifications indicate differing installation techniques, request clarification from Design Professional but generally comply with more stringent requirement.
 - B. Anchor each product securely in place accurately located and aligned with other Work.
 - C. Coordinate installation with surrounding Work to allow for optimum end product.
- 3.6 FIELD QUALITY CONTROL

- A. Have manufacturer's technical representative on-site to observe crucial installation steps as required by individual specification sections or as required to meet manufacturer's warranty or to meet other indicated criteria.

3.7 ADJUSTING

- A. Adjust installed products for proper operation and fit.

- END -

SECTION 017123
FIELD ENGINEERING

PART 1 GENERAL

1.1 DESCRIPTION OF WORK

- A. The General Contractor shall engage the services of a Surveyor to establish grades, lines and levels.
- B. Each separate Prime Contractor shall be responsible for layout of their own work, from grades, lines and levels established by the General Contractor.

1.2 RELATED REQUIREMENTS

- A. Applicable provisions of Bidding Requirements, Contract Requirements in Division 0 and all applicable Division 1 sections.

1.3 QUALITY ASSURANCE

- A. Surveyor shall be licensed in the Commonwealth of Pennsylvania.

1.4 SUBMITTALS

- A. Submit name, address, and telephone number of Surveyor prior to starting survey work.
- B. On request, submit documentation verifying accuracy of survey work.
- C. Submit reference point survey including field notes for record.
- D. Submit certification, signed and sealed by the Surveyor showing that elevations and locations of all improvements are or are not in conformance with Contract Documents.

1.5 PROJECT RECORD DOCUMENTS

- A. Maintain complete, accurate log of control and survey work as it progresses.
- B. Record on record documents all pertinent information under provisions of Division 1.

PART 2 PRODUCTS Not Used

PART 3 EXECUTION

3.1 INSPECTION

- A. Verify locations of survey control points prior to starting work. Promptly notify Design Professional of any discrepancies discovered.

3.2 SURVEY REFERENCE POINTS

- A. Protect survey control points prior to starting site work; preserve permanent reference points during construction. Make no changes without prior written notice to Design Professional.

- B. Promptly report to Project Coordinator destruction of any reference point or relocation required because of changes in grades or other reasons. Replace dislocated survey control points based on original survey control.

3.3 SURVEY REQUIREMENTS

- A. Use instruments to establish a minimum of two (2) permanent bench marks on the site. Reference benchmarks to data established by survey control points. Record bench mark locations with horizontal and vertical data for Project Record Documents. Reference these benchmarks to finish floor lines. Provide accurate alignment and level of the work, and correct slope and curvatures as required.
- B. Periodically verify layouts by same means. No extra charges will be allowed for differences between dimensions shown and actual measurements. Advise the Project Coordinator of any differences.
- C. Prepare as-built site utility plan showing all utilities including stormwater, sanitary, water, gas and electric lines for permanent record.

3.4 SETTLEMENT SURVEY

- A. Prior to the start of construction operations, fix elevation targets to adjacent historic stone structure. Targets shall be located minimum at each corner of building and maximum 100 feet on center.
- B. Perform surveys to determine elevation of targets in relation to benchmarks which will not be disturbed by construction.
- C. During excavation operations, perform surveys daily to determine elevation of targets. Report results to Contractor in writing. If settlement over 1/4 inch has occurred, notify Contractor and Owner's Representative/ Project Manager immediately.

- END -

SECTION 017329
CUTTING, PATCHING, SLEEVES AND INSERTS

PART 1 GENERAL

1.1 DESCRIPTION OF WORK

- A. This Section describes each Prime Contractor's cutting, fitting, patching, sleeves, and inserts required to complete the Work and to:
 - 1. Make the parts come together properly.
 - 2. Uncover or remove portions of the Work to provide for installation of ill-timed work.
 - 3. Remove and replace defective work.
 - 4. Remove samples of installed work for testing as specified.
 - 5. Provide penetrations for installation of piping and electrical conduit.
 - 6. Repair surfaces shown to remain in the finished work, which are damaged in the process of demolition.
 - 7. Coordinate penetrations, sleeves, and inserts that are specified in one specification section and installed by another.

1.2 RELATED WORK SPECIFIED ELSEWHERE

- A. Applicable provisions of Bidding Requirements, Contract Requirements in Division 0 and all applicable Division 1 sections.

1.3 REGULATORY REQUIREMENTS

- A. All cutting, fitting and patching shall be performed in compliance with governing code regulations relative to firestopping and smoke penetration.

PART 2 PRODUCTS

2.1 MATERIALS

- A. Use materials that exactly match materials being cut or patched. If exact materials are not available, match with new materials with installed performance matching or exceeding cut or patched material. Comply with specifications and standards for each material involved.
- B. Sleeves and Inserts: as specified in the Trade Sections requiring inserts and sleeves for the installation of their work.

PART 3 EXECUTION

3.1 INSPECTION

- A. Inspect existing conditions, including work subject to damage or movement during cutting and patching.
- B. Report unsatisfactory conditions to the City. Do not proceed until directed.

3.2 PREPARATION

- A. Provide temporary support as required to maintain the structural integrity of work.
- B. Provide materials and methods to protect other work from damage, including exposure to the elements.

3.3 PERFORMANCE

- A. Do not cut or alter the work of another Prime Contractor without written consent of the City.
- B. Perform cutting of structural steel, structural concrete or load bearing unit masonry only after approval of the City.
- C. Execute cutting and demolition by methods that will prevent damage to other work, and provide proper surfaces to receive installation of repairs.
- D. Remove excess materials resulting from cutting and patching and dispose of legally off site.
- E. Perform excavating and backfilling by methods that will prevent settlement or damage to other work. Maintain excavations free of water.
- G. Execute fitting and adjustment of products to provide a finished installation to comply with specified products, functions, tolerances and finishes.
- H. Restore work to remain, or be reused, which has been cut or removed. Install new products to provide complete work in accordance with Contract Documents.
- I. Refinish entire surface to provide an even finish to match adjacent surfaces. For continuous surfaces, refinish to nearest intersection. For an assembly, refinish the entire unit.
- J. Furnish sleeves and inserts required under individual specification sections to Contractor installing the Work to be sleeved or to have insert embedded. Be responsible for their correct location and installation.
- K. Penetrations required, but not shown on the Drawings, shall be cut into the work.

- END -

SECTION 017419
CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL

PART 1 - GENERAL

1.01 SUMMARY

- A. This Section includes administrative and procedural requirements for the following:
 - 1. Salvaging nonhazardous demolition and construction waste.
 - 2. Recycling nonhazardous demolition and construction waste.
 - 3. Disposing of nonhazardous demolition and construction waste.

1.02 DEFINITIONS

- A. Construction Waste: Building and site improvement materials and other solid waste resulting from construction, remodeling, renovation, or repair operations. Construction waste includes packaging.
- B. Demolition Waste: Building and site improvement materials resulting from demolition or selective demolition operations.
- C. Disposal: Removal off-site of demolition and construction waste and subsequent sale, recycling, reuse, or deposit in landfill or incinerator acceptable to authorities having jurisdiction.
- D. Recycle: Recovery of demolition and construction waste for subsequent processing in preparation for reuse.
- E. Salvage: Recovery of demolition and construction waste and subsequent sale or reuse in another facility.
- F. Salvage and Reuse: Recovery of demolition and construction waste and subsequent incorporation into the Work.

1.03 PERFORMANCE REQUIREMENTS

- A. General: Develop waste management plan that results in end-of-Project minimum rates for salvage/recycling of 75 percent by weight of total waste generated by the Work.
 - 1. Identify materials targeted for salvage and recycling.

1.04 SUBMITTALS

- A. Waste Management Plan: Submit via e-Builder within 7 days of date established for the Notice to Proceed.
 - 1. Plan shall identify the diversion goals of the project, relevant construction debris

and materials diverted, implementation protocols, and parties responsible for implementation

- B. Waste Reduction Progress Reports: Concurrent with each Application for Payment, submit via e-Builder. Include separate reports for demolition and construction waste. Include the following information:
1. Material category.
 2. Generation point of waste.
 3. Total quantity of waste in tons.
 4. Quantity of waste salvaged, both estimated and actual in tons.
 5. Quantity of waste recycled, both estimated and actual in tons.
 6. Total quantity of waste recovered (salvaged plus recycled) in tons.
 7. Total quantity of waste recovered (salvaged plus recycled) as a percentage of total waste.
- C. Waste Reduction Calculations: Before request for Substantial Completion, submit 3 copies of calculated end-of-Project rates for salvage, recycling, and disposal as a percentage of total waste generated by the Work.
- D. Records of Donations: Indicate receipt and acceptance of salvageable waste donated to individuals and organizations. Indicate whether organization is tax exempt.
- E. Records of Sales: Indicate receipt and acceptance of salvageable waste sold to individuals and organizations. Indicate whether organization is tax exempt.
- F. Recycling and Processing Facility Records: Indicate receipt and acceptance of recyclable waste by recycling and processing facilities licensed to accept them. Include manifests, weight tickets, receipts, and invoices.
- G. Landfill and Incinerator Disposal Records: Indicate receipt and acceptance of waste by landfills and incinerator facilities licensed to accept them. Include manifests, weight tickets, receipts, and invoices.
- H. LEED Submittals:
1. Construction Waste Management Plan as outlined above.
 - a. Included LEED requirements for Credit MR 2 as defined in the LEED 2009 BD+C Reference Manual.
 2. For commingled waste, provide documentation verifying the diversion rate of the waste. Documentation can be either a project-specific diversion rate provided by the sorting facility or the average annual recycling rate for the sorting facility

provided by the regulating local or state government authority.

3. Complete LEED letter template on LEED Online for Credit MR 2, tabulating total waste material, quantities diverted and means by which it is diverted. Upon request submit a statement that requirements for the LEED Credit have been met.
 - a. Land clearing debris such as soil, vegetation and rocks are to be excluded from the calculations.
 - b. Hazardous materials are the responsibility of the Owner and are to be excluded from calculations.
 - c. Units to be consistent for all calculations (either tons or cubic yards).

I. Qualification Data: For refrigerant recovery technician.

J. Statement of Refrigerant Recovery: Signed by refrigerant recovery technician responsible for recovering refrigerant, stating that all refrigerant that was present was recovered and that recovery was performed according to EPA regulations. Include name and address of technician and date refrigerant was recovered.

1.05 QUALITY ASSURANCE

A. Refrigerant Recovery Technician Qualifications: Certified by EPA-approved certification program.

B. Regulatory Requirements: Comply with hauling and disposal regulations of authorities having jurisdiction.

C. Waste Management Conference: Conduct conference at Project site to comply with requirements in Division 01 Section "Project Management and Coordination." Review methods and procedures related to waste management.

1.06 WASTE MANAGEMENT PLAN

A. General: Develop plan consisting of waste identification, waste reduction work plan, and cost/revenue analysis. Indicate quantities by weight or volume, but use same units of measure throughout waste management plan.

1. Include separate sections in plan for demolition and construction waste.

B. Waste Identification: Indicate anticipated types and quantities of demolition and construction waste generated by the Work. Include estimated quantities and assumptions for estimates.

C. Waste Reduction Work Plan: List each type of waste and whether it will be salvaged, recycled, or disposed of in landfill or incinerator. Include points of waste generation, total quantity of each type of waste, quantity for each means of recovery, and handling and transportation procedures.

1. Salvaged Materials for Reuse: For materials that will be salvaged and reused in this Project, describe methods for preparing salvaged materials before

incorporation into the Work.

2. Salvaged Materials for Sale: For materials that will be sold to individuals and organizations, include list of their names, addresses, and telephone numbers.
3. Salvaged Materials for Donation: For materials that will be donated to individuals and organizations, include list of their names, addresses, and telephone numbers.
4. Recycled Materials: Include list of local receivers and processors and type of recycled materials each will accept. Include names, addresses, and telephone numbers.
5. Disposed Materials: Indicate how and where materials will be disposed of. Include name, address, and telephone number of each landfill and incinerator facility.
6. Handling and Transportation Procedures: Include method that will be used for separating recyclable waste including sizes of containers, container labeling, and designated location on Project site where materials separation will be located.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.01 PLAN IMPLEMENTATION

- A. General: Implement waste management plan as approved by Owner. Provide handling, containers, storage, signage, transportation, and other items as required to implement waste management plan during the entire duration of the Contract.
- B. Waste Management Coordinator: Engage a waste management coordinator to be responsible for implementing, monitoring, and reporting status of waste management work plan. Coordinator shall be present at Project site full time for duration of Project.
- C. Training: Train workers, subcontractors, and suppliers on proper waste management procedures, as appropriate for the Work occurring at Project site.
 1. Distribute waste management plan to everyone concerned within three days of submittal return.
 2. Distribute waste management plan to entities when they first begin work on-site. Review plan procedures and locations established for salvage, recycling, and disposal.
- D. Site Access and Temporary Controls: Conduct waste management operations to ensure minimum interference with roads, streets, walks, walkways, and other adjacent occupied and used facilities.

1. Designate and label specific areas on Project site necessary for separating materials that are to be salvaged, recycled, reused, donated, and sold.
2. Comply with Division 01 Section "Temporary Facilities and Controls" for controlling dust and dirt, environmental protection, and noise control.

3.02 SALVAGING DEMOLITION WASTE

A. Salvaged Items for Reuse in the Work:

1. Clean salvaged items.
2. Pack or crate items after cleaning. Identify contents of containers.
3. Store items in a secure area until installation.
4. Protect items from damage during transport and storage.
5. Install salvaged items to comply with installation requirements for new materials and equipment. Provide connections, supports, and miscellaneous materials necessary to make items functional for use indicated.

B. Salvaged Items for Sale and Donation: Not permitted on Project site.

C. Salvaged Items for Owner's Use:

1. Clean salvaged items.
2. Pack or crate items after cleaning. Identify contents of containers.
3. Store items in a secure area until delivery to Owner.
4. Transport items to Owner's storage area designated by Owner.
5. Protect items from damage during transport and storage.

3.03 RECYCLING DEMOLITION AND CONSTRUCTION WASTE, GENERAL

A. General: Recycle paper and beverage containers used by on-site workers.

B. Recycling Incentives: Revenues, savings, rebates, tax credits, and other incentives received for recycling waste materials shall accrue to Contractor.

C. Procedures: Separate recyclable waste from other waste materials, trash, and debris. Separate recyclable waste by type at Project site to the maximum extent practical.

1. Provide appropriately marked containers or bins for controlling recyclable waste until they are removed from Project site. Include list of acceptable and unacceptable materials at each container and bin.

- a. Inspect containers and bins for contamination and remove contaminated materials if found.
- 2. Stockpile processed materials on-site without intermixing with other materials. Place, grade, and shape stockpiles to drain surface water. Cover to prevent windblown dust.
- 3. Stockpile materials away from construction area. Do not store within drip line of remaining trees.
- 4. Store components off the ground and protect from the weather.
- 5. Remove recyclable waste off Owner's property and transport to recycling receiver or processor.

3.04 RECYCLING DEMOLITION WASTE

- A. Asphaltic Concrete Paving: Break up and transport paving to asphalt-recycling facility.
- B. Concrete: Remove reinforcement and other metals from concrete and sort with other metals.
- C. Masonry: Remove metal reinforcement, anchors, and ties from masonry and sort with other metals.
 - 1. Clean and stack undamaged, whole masonry units on wood pallets.
- D. Wood Materials: Sort and stack members according to size, type, and length. Separate lumber, engineered wood products, panel products, and treated wood materials.
- E. Metals: Separate metals by type.
 - 1. Structural Steel: Stack members according to size, type of member, and length.
 - 2. Remove and dispose of bolts, nuts, washers, and other rough hardware.
- F. Asphalt Shingle Roofing: Separate organic and glass-fiber asphalt shingles and felts. Remove and dispose of nails, staples, and accessories.
- G. Gypsum Board: Stack large clean pieces on wood pallets and store in a dry location. Remove edge trim and sort with other metals. Remove and dispose of fasteners.
- H. Acoustical Ceiling Panels and Tile: Stack large clean pieces on wood pallets and store in a dry location.
 - 1. Separate suspension system, trim, and other metals from panels and tile and sort with other metals.
- I. Carpet and Pad: Roll large pieces tightly after removing debris, trash, adhesive, and tack strips.

1. Store clean, dry carpet and pad (if present) in a closed container or trailer provided by Carpet Reclamation Agency or carpet recycler.
- J. Equipment: Drain tanks, piping, and fixtures. Seal openings with caps or plugs. Protect equipment from exposure to weather.
- K. Plumbing Fixtures: Separate by type and size.
- L. Piping: Reduce piping to straight lengths and store by type and size. Separate supports, hangers, valves, sprinklers, and other components by type and size.
- M. Lighting Fixtures: Separate lamps by type and protect from breakage.
- N. Electrical Devices: Separate switches, receptacles, switchgear, transformers, meters, panelboards, circuit breakers, and other devices by type.
- O. Conduit: Reduce conduit to straight lengths and store by type and size.

3.05 RECYCLING CONSTRUCTION WASTE

- A. Packaging:
 1. Cardboard and Boxes: Break down packaging into flat sheets. Bundle and store in a dry location.
 2. Polystyrene Packaging: Separate and bag materials.
 3. Pallets: As much as possible, require deliveries using pallets to remove pallets from Project site. For pallets that remain on-site, break down pallets into component wood pieces and comply with requirements for recycling wood.
 4. Crates: Break down crates into component wood pieces and comply with requirements for recycling wood.
- B. Site-Clearing Wastes: Chip brush, branches, and trees on-site or at landfill facility. Do not include land clearing debris such as soil, vegetation and rocks in LEED calculations.
- C. Wood Materials:
 1. Clean Cut-Offs of Lumber: Grind or chip into small pieces.
 2. Clean Sawdust: Bag sawdust that does not contain painted or treated wood.
- D. Gypsum Board: Stack large clean pieces on wood pallets and store in a dry location.

3.06 DISPOSAL OF WASTE

- A. General: Except for items or materials to be salvaged, recycled, or otherwise reused, remove waste materials from Project site and legally dispose of them in a landfill or incinerator acceptable to authorities having jurisdiction.

1. Except as otherwise specified, do not allow waste materials that are to be disposed of accumulate on-site.
 2. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.
- B. Burning: Do not burn waste materials.
- C. Disposal: Transport waste materials off Owner's property and legally dispose of them.

- END -

SECTION 017423

CLEANING

PART 1 GENERAL

1.1 DESCRIPTION OF WORK

- A. This Section specifies each Prime Contractor's cleaning of the Work during construction and before completion.

1.2 RELATED WORK SPECIFIED ELSEWHERE

- A. Applicable provisions of Bidding Requirements, Contract Requirements in Division 0 and all applicable Division 1 sections.
- B. Additional cleaning is specified under the technical sections for that work.

PART 2 PRODUCTS

2.1 MATERIALS

- A. Use only cleaning materials recommended by manufacturer of surface to be cleaned.
- B. Use cleaning materials only on surfaces recommended by cleaning material manufacturer.

PART 3 EXECUTION

3.1 PERIODIC CLEANING

- A. Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition.
- B. Broom clean paved surfaces. Rake clean other surfaces of grounds. Remove snow and ice from access to building.
- C. Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, prior to enclosing the space.
- D. Broom and vacuum clean interior areas prior to start of surface finishing and continue cleaning to eliminate dust.
- E. Collect and remove waste materials, debris, and rubbish from site daily and dispose of legally off-site.
- F. Open free-fall chutes not permitted. Terminate closed chutes into appropriate containers with lids.
- G. Clean mechanical equipment, ductwork and replace filters as specified under Division 23.
- H. Clean electrical work including lighting fixtures as specified under Division 26.
- I. Maintain cleaning until Project or portion thereof is accepted by Certificate of Substantial Completion. If minor work is required after Substantial Completion, clean affected areas afterwards.

3.2 FINAL CLEANING

- A. Immediately before observation of the Work for Substantial Completion, clean all sight-exposed surfaces. Clean all ledges and other horizontal or near horizontal surfaces that may not be sight-exposed but are contiguous to finished spaces.
- B. At Substantial Completion, clean and renovate permanent facilities that have been used during the construction period, including but not limited to:
 - 1. Replace air filters and clean inside of ductwork and housings.
 - 2. Replace significantly worn parts and parts that have been subject to unusual operating conditions.
 - 3. Replace lamps that are burned out or noticeably dimmed by substantial hours of use.

- END -

SECTION 017700
CLOSEOUT PROCEDURES

PART 1 GENERAL

1.1 DESCRIPTION OF WORK

- A. This Section specifies each Prime Contractor's administrative and procedural requirements for project closeout.

1.2 RELATED WORK SPECIFIED ELSEWHERE

- A. Applicable provisions of Bidding Requirements, Contract Requirements in Division 0 and all applicable Division 1 sections.

1.3 SUBSTANTIAL COMPLETION

- A. When the work is considered substantially complete, submit a written notice to Project Coordinator that the Work, or a designated portion thereof, is substantially complete. Include a list of all items that require completion or correction.
- B. Within a reasonable time after receipt of such notice, an inspection by the City will be made to determine the status of completion.
- C. If the Work is not considered substantially complete; the Contractor will be notified in writing, giving the reasons therefore.
- D. Contractor shall remedy the deficiencies in the Work, and send a second written notice of substantial completion. This notice shall include a statement of action taken on each item noted as requiring correction or completion to achieve "Substantial Completion" status.
- E. The Work will be inspected a second time and if not considered substantially complete, the two steps in paragraphs A and B above will be repeated.
- F. When the Project Coordinator concurs that the Work is substantially complete, he/she will:
1. Prepare a Certificate of Substantial Completion on City form, accompanied by Contractor's list of items to be completed or corrected, as verified and amended by the Project Coordinator.
 2. Submit the Certificate to Contractor for written notice of the responsibilities assigned in the Certificate.
- G. Contractor shall prepare Application for Payment at Substantial Completion and complete administrative and submittal requirements per Section 012900 Payment Procedures.

1.4 FINAL OBSERVATION

- A. When the Work is considered complete, submit written certification that:
1. Contract Documents have been reviewed.
 2. Work has been inspected by the Contractor and has been completed in compliance with Contract Documents.

3. Equipment and systems have been tested in the presence of the Project Coordinator and are operational.
 4. Work is ready for final observation.
- B. Inspection by the City will be made to verify the status of completion with reasonable promptness after receipt of such certification.
 - C. If the Work is not considered complete; the Contractor will be notified in writing, listing the incomplete or defective Work.
 - D. Contractor shall take immediate steps to remedy the stated deficiencies, and, after correcting deficiencies, he shall send a second written certification that the Work is complete. This certification shall itemize each deficiency noted and a statement of action taken to remedy or complete the Work.
 - E. The Work will be observed a second time and if not considered substantially complete, the two steps in paragraphs A and B above will be repeated.
 - F. When the Work is acceptable under the Contract Documents, the Contractor shall be requested to make closeout submittals.

1.5 ADDITIONAL OBSERVATION FEES

- A. Should more than two observations at substantial or final completion and/or for required mock ups be required due to failure of the Work to comply with the claims of status of completion made by the Contractor:
 1. City will compensate the Design Professional for such additional services.
 2. City will deduct the amount of such compensation from the final payment to the Contractor.

1.6 CLOSEOUT SUBMITTALS

- A. When the Work is complete submit the following:
 1. Evidence of compliance with requirement of governing authorities as follows:
 - a. Certificate of Occupancy.
 - b. Certificates of Inspection for Work requiring Certificate of Inspection by governing authority.
 - c. Certificate and Reports of Inspection, Testing and Approval.
 2. Project Record Documents as specified under Division 1.
 3. Operation and Maintenance Manuals as specified under Division 1.
 4. Warranties as specified under Division 1.
 5. Keys and Keying Schedule as specified under Finish Hardware - Division 8.
 6. Spare Parts and Maintenance Materials as specified.
 7. Evidence of Payment and Release of Liens to the requirements of General and Supplementary Conditions.
 8. Requirements for Final Payment Application per Section 012900 Payment Procedures, Division 1.
 9. Consent of Surety.

- 1.7 SPARE PARTS AND MAINTENANCE MATERIALS
 - A. Furnish spare parts and maintenance materials as specified under various Sections of the Specifications.
 - B. Package and label parts and materials as directed and store in area of the building where directed by the Project Coordinator.
- 1.8 FINAL ADJUSTMENT OF ACCOUNTS
 - A. Submit a final statement of accounting.
 - B. Statement shall reflect all adjustments to the Contract Sum:
 - 1. The original Contract Sum.
 - 2. Additions and deductions resulting from:
 - a. Previous Change Orders.
 - b. Change Orders caused by substitutions including deductions for review.
 - 3. Deductions for uncorrected Work.
 - 4. Deductions for re-inspection payments.
 - 5. Other adjustments.
 - 6. Total Contract Sum, as adjusted.
 - 7. Previous payments.
 - 8. Sum remaining due.
 - C. The Project Coordinator will prepare a final Change Order, reflecting approved adjustments to the Contract Sum which were not previously made by Change Orders.
- 1.9 FINAL APPLICATION FOR PAYMENT
 - A. Submit the final Application for Payment in accordance with procedures and requirements stated herein.

PART 2 PRODUCTS Not Used

PART 3 EXECUTION

- 3.1 Sample Certificate of Substantial Completion Form, see Project Coordinator for actual form.

**CERTIFICATE OF
SUBSTANTIAL COMPLETION**

CITY OF PHILADELPHIA
DEPARTMENT OF PUBLIC PROPERTY
CITY HALL, 1400 JOHN F KENNEDY BLVD
7TH FLOOR, PHILADELPHIA, PA 19107

Architect/Engineer:

[Design Consultant
Street Address
City, State, Zip Code]

Owner:

City of Philadelphia
Department of Public Property
City Hall / 1400 John F Kennedy Blvd
Philadelphia, PA 19107

Location:

[Using Agency Name
Name of Facility
Address of Facility
Philadelphia, PA Zip Code]

Inspection Date: [Date]

DPP Project Number: [00-00-0000-00]

Contract Number: [00-0000]

Purchase Order Number: [POXX000000000]

Contractor:

[Name of Company
Address of Company
City, State, Zip Code]

Contract Description (Project Title):

The Work performed under this contract or designated portion of the contract has been observed by the Architect/ Engineer and to the best of his/her knowledge, information and belief the Work is hereby found to be substantially completed on the above date in accordance to the contract documents.

This certificate does not denote final acceptance. The date of Substantial Completion is the date of the start of the warranty and guarantee periods required by the contract documents, except as listed below:

[Enter Information or None]

The list of items to be completed or corrected is attached as exhibit "A". All items listed are to be completed no later than [00/00/00.] The completion of these items on the proposed date constitutes the effective warranty date for said items.

A list of items to be completed or corrected, commonly known as a punch list, is attached hereto. This list may not be exhaustive, and the failure to include an item on it does not alter the responsibility of the Contractor to complete all of the work in accordance with the contract documents.

[Design Consultant

**Street Address
City, State, Zip Code]**

Authorized Representative

Date

The Contractor accepts this Certificate of Substantial Completion and agrees to complete and/or correct the items on the list by [00/00/00].

[Name of Contractor

**Address of Company
City, State, Zip Code]**

Authorized Representative

Date

The Owner accepts the Work as substantially complete and will assume full possession of the building on the date of [00/00/00]. The Owner accepts responsibility for utilities, security and insurance hereafter. All applicable warranties required by the contract documents become effective on the above date.

City of Philadelphia
Department of Public Property
Philadelphia City Hall
1400 John F Kennedy Blvd
Philadelphia, PA 19107

Authorized Representative (Project Coordinator)

Date

Definition of Substantial Completion

The date of substantial completion of a project or specified area of a project is the date when the contract is sufficiently completed, in accordance with the contract documents, as modified by any change orders agreed to by the parties, so that the Owner can occupy or utilize the project or specified area of the project for the use for which it was intended.

cc. Jason Stevens-Project Director QA/PC, Mardi Ditze-MOTU, File-Project #

Sect. 4.18

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Revised: 03/1/2013

- END -

PROJECT No. 13-21-4726-04
017700-4
CLOSEOUT PROCEDURES

SECTION 017823
OPERATION AND MAINTENANCE MANUALS

PART 1 GENERAL

1.1 DESCRIPTION OF WORK

- A. This Section describes each Prime Contractor's procedural requirements for compiling and submitting operation and maintenance data.

1.2 RELATED WORK SPECIFIED ELSEWHERE

- A. Applicable provisions of Bidding Requirements, Contract Requirements in Division 0 and all applicable Division 1 sections.
- B. Individual Specifications Sections: Specific requirements for operation and maintenance data.

1.3 QUALITY ASSURANCE

- A. Prepare instructions and data by personnel experienced in maintenance and operation of described products.

1.4 FORMAT

- A. Prepare data in the form of an instructional manual.
- B. Binders: Commercial quality, 8-1/2 by 11 inch three ring binders with plastic covers. When multiple binders are used, correlate data into related consistent groupings.
- C. Cover: Identify each binder with typed or printed title OPERATION AND MAINTENANCE INSTRUCTIONS; identify title of Project; identify subject matter of contents.
- D. Provide tabbed flyleaf, indexed for each separate product and system, with typed description of product and major component parts of equipment.
- E. Text: Manufacturer's printed data or typewritten data.
- F. Drawings: Provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.
- G. Contents: Prepare a Table of Contents for each volume, with each Product or system description identified, in three parts as follows:
 - 1. Part 1: Directory, listing names, addresses, and telephone numbers of Design Professional, Contractor, Subcontractors, and major equipment suppliers.
 - 2. Part 2: 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:
 - a. Significant design criteria.
 - b. List of equipment.
 - c. Parts list for each component.

- d. Operating instructions.
 - e. Maintenance equipment for equipment and systems.
 - f. Maintenance instructions for [special] finishes, including recommended cleaning methods and materials, and special precautions identifying detrimental agents.
3. Part 3 - Project documents and certificates, including the following:
- a. Shop drawings and product data.
 - b. Air and water balance reports.
 - c. Certificates.
 - d. Photocopies of warranties.

H. Data

- 1. For Each Product or System - List names, addresses and telephone numbers of Subcontractors and suppliers, including local source of supplies and replacement parts.
- 2. Product Data - Mark each sheet to clearly identify specific products and component parts, and data applicable to installation. Delete inapplicable information.
- 3. Drawings - Supplement product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams. Do not use Project Record Documents as maintenance drawing.

1.5 MANUAL FOR MATERIALS AND FINISHES

- A. Building Products, Applied Materials, and Finishes: Include product data, with catalog number, size, composition, and color and texture designations. Provide information for re-ordering custom manufactured products.
- B. Instructions for Care and Maintenance: Include manufacturer's recommendations for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.
- C. Moisture Protection and Weather Exposed Products: Include product data listing applicable reference standards, chemical composition, and details of installation. Provide recommendations for inspections, maintenance, and repair.
- D. Additional Requirements: As specified in individual Product Specification sections.

1.6 MANUAL FOR EQUIPMENT AND SYSTEMS

- A. Each Item of Equipment and Each System: Include description of unit or system, and component parts. Identify function, normal operating characteristics, and limiting conditions. Include performance curves, with engineering data and tests, and complete nomenclature and model number of replaceable parts.
- B. Panelboard Circuit Directories - Provide electrical service characteristics, controls, and communications.
- C. Include color-coded wiring diagrams as installed.

- D. Operating Procedures - Include start-up, break-in, and routine normal operating instructions and sequences. Include regulation, control, stopping, shutdown and emergency instructions. Include summer, winter, and any special operating instructions.
- E. Maintenance Requirements: Include routine procedures and guide for disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.
- F. Troubleshooting: Include step-by-step chart listing common problems with appropriate repairs.
- G. Provide servicing and lubrication schedule, and list of lubricants required.
- H. Include manufacturer's printed operation and maintenance instructions.
- I. Include sequences of operation by controls manufacturer.
- J. Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.
- K. Provide control diagrams by controls manufacturer as installed.
- L. Provide charts of valve tag numbers, with location and function of each valve, keyed to flow and control diagrams.
- M. Provide list of original manufacturer's spare parts, current prices, and recommended quantities to be maintained in storage.
- N. Include test and balancing reports as specified.
- O. Additional Requirements - As specified in individual Product specification sections.
- P. Where the complexity of machinery is such that regular maintenance by a specialty service company is normal, or may be required by law, give notice thereof in writing.

1.7 INSTRUCTION OF CITY PERSONNEL

- A. Before final inspection, instruct City's designated personnel in operation, adjustment, and maintenance of products, equipment, and systems, at agreed upon times.
- B. For equipment requiring seasonal operation, perform instructions for other seasons within six (6) months.
- C. Use operation and maintenance manuals as basis for instruction. Review contents of manual with personnel in detail to explain all aspects of operation and maintenance.
- D. Prepare and insert additional data in Operation and Maintenance Manual when need for such data becomes apparent during instruction.

1.8 SUBMITTALS

- A. For equipment, or component parts of equipment put into service during construction and operated by City, submit documents within ten days after acceptance.

- B. Submit 2 copies of completed volumes 14 days prior to final inspection. This copy will be reviewed and returned after final observation, with comments. Revise content of all document sets as required prior to final submission.
- C. Submit six(6) sets of revised final volumes in final form prior to or coincidental with Final Application for Payment.

PART 2 - PRODUCTS Not Used

PART 3 - EXECUTION Not Used

- END -

SECTION 017836

WARRANTIES

PART 1 GENERAL

1.1 DESCRIPTION OF WORK

- A. This Section describes each Prime Contractor's procedural requirements for executing, assembling and submitting warranties.

1.2 RELATED WORK SPECIFIED ELSEWHERE

- A. Applicable provisions of Bidding Requirements, Contract Requirements in Division 0 and all applicable Division 1 sections.
- B. Individual Specification sections requiring warranties or service/maintenance contracts.

1.3 SUBMITTAL REQUIREMENTS

- A. Submit two (2) sets of original signed copies of warranties, bonds, service and maintenance contracts, executed by the respective manufacturers, suppliers, and subcontractors.
- B. Contents - Neatly type, in orderly sequence, the following information for each item.
 - 1. Product or work item.
 - 2. Subcontractor supplier and manufacturers names, addresses, and telephone numbers.
 - 3. Date of beginning and duration time of warranty, bond, or service and maintenance contract.
 - 4. Proper procedure in case of failure.
 - 5. Instances which might affect the validity of warranty or bond.
- C. Bind each set in 8 1/2 inch by 11 inch commercial quality, three-ring binders with plastic covers. Identify each binder with typed or printed title "Warranties" with title of project and location.

1.4 TIME OF SUBMITTALS

- A. For equipment or component parts of equipment placed into service during progress of construction, submit documents within ten (10) days after inspection and acceptance.
- B. Make other submittals within ten (10) days after Date of Substantial Completion, prior to final request for payment.
- C. For items of work, where acceptance is delayed materially beyond the Date of Substantial Completion, provide updated submittal within ten (10) days after acceptance, listing the date of acceptance as the start of the warranty period.

PART 2 PRODUCTS Not Used

PART 3 EXECUTION Not Used

- END -

SECTION 017839
PROJECT RECORD DOCUMENTS

PART 1 GENERAL

1.1 DESCRIPTION OF WORK

- A. This Section describes each Prime Contractor's administrative and procedural requirements for recording final product and material selections, changes to the Contract, and recording Work concealed by subsequent construction.

1.2 RELATED WORK SPECIFIED ELSEWHERE

- A. Applicable provisions of Bidding Requirements, Contract Requirements in Division 0 and all applicable Division 1 sections.

1.3 MAINTENANCE OF DOCUMENTS

- A. Maintain at job site, one (1) copy of record documents including Drawings, Specifications, Addenda, Change Orders and other modifications, Shop Drawings, product data and samples.
- B. In addition, maintain one (1) copy of field orders or written instructions, field test records, testing and inspection reports, progress reports, meeting minutes and construction photographs.
- C. Maintain documents in a clean, dry, legible condition and in good order.
- D. Make documents available at all times for inspection.
- E. Review documents at progress meetings.

1.4 RECORDING

- A. Neatly label each document and binder with "Project Record" and project name and location.
- B. Record information concurrently with construction progress.
- C. Do not conceal any work until required information is recorded.
- D. Record Construction Drawings and Shop Drawings: Mark the set to show the actual installation where the installation varies substantially from the Work as originally shown. Mark whichever drawing is most capable of showing conditions fully and accurately; where Shop Drawings are used, record a cross-reference at the corresponding location on the Contract Drawings. Give particular attention to concealed elements that would be difficult to measure and record at a later date.
 - 1. Note horizontal and vertical locations of concealed elements, referenced to permanent, visible features.
 - 2. Note field changes of dimension and detail.
 - 3. Note details not on original Contract Drawings.

- E. Record Project Manual: Mark to show substantial variations in actual Work performed in comparison with the text of the original. Give particular attention to substitutions, selection of options and similar information on elements that are concealed or cannot otherwise be readily discerned later by direct observation. Note related record drawing information and Product Data.

1.5 SUBMITTALS

- A. Preceding or coincidental with the final pay application, submit the following:
- B. Record Construction Drawings: [One (1) set] of reproducible mylar transparencies showing all notations specified above. Transparencies of the Design Professional's drawings may be used for this purpose upon reimbursement of the printing costs to the Design Professional.
- C. Record Shop Drawings: One (1) copy of any shop drawings.
- D. Record Project Manual: One (1) copy bound in 3 ring binders.
- E. Record Product Data: One (1) copy organized by CSI format bound in 3 ring binders.
- F. If review of Record Documents reveals noncompliance with Contract Documents, Contractor shall correct deficiencies and resubmit.

PART 2 PRODUCTS Not Used

PART 3 EXECUTION Not Used

- END -