

PART 1 GENERAL

1.1 CONTRACT DESCRIPTION

- A. The Contract Documents are intended to identify one complete project. The divisions and sections of the specifications, identification of any drawing or naming of any subcontractor is not intended to delineate work performed by any specific trade. The Contractor shall be responsible for assignment of work. The work is further defined as:

College Courts Roof Replacement: Consisting of removal of existing shingled roofs and installing new roofs and accessories in accordance with the Cedar Falls building code on twenty-four (24) duplex style buildings located between 30th and 31st Street in Cedar Falls. Each building is approximately 22 square.

- B. Contract Type: stipulated price.

1.2 WORK BY OWNER

Not Used.

1.3 OWNER SUPPLIED PRODUCTS

Not Used.

1.4 CONTRACTOR USE OF SITE AND PREMISES

(Reference General Conditions 3.13 and Supplementary Conditions Article 6)

- A. Limit use of site and premises to allow:
1. Owner occupancy.
 2. Use of site and premises by the public.
- B. Maintain use of all emergency building exits during construction for building occupants.
- C. Minor utility outages (less than 4 hours) may be scheduled with the OCR. There is no guarantee that these shut downs can be done when requested, but some time will be found that is acceptable. Holiday, weekend or evening work may be required. This will require a minimum of two weeks notice, the exact length of time will vary depending on circumstances.
- D. Existing facilities and site shall be maintained and protected by the Contractor as outlined in section 01 50 00 and the General Conditions.

- E. No signs of any type are permitted on the job site. Only project signs supplied by the Owner or directional signs required by the Owner due to obstructions caused by construction.
- F. The Contractor shall not ship materials to the Owner's central receiving facility or any other department. All shipments to the site must be sent to the project field office. The Owner will reject all contractor material.
- G. When construction will affect exits and access to existing buildings, the Contractor shall develop and submit an emergency fire and rescue plan for review by the Owner and Cedar Falls emergency personnel. The plan shall be revised until acceptable by all parties.

1.5 FUTURE WORK

Not Used.

1.6 WORK SEQUENCE

- A. Construct work in phases to accommodate Owner's occupancy requirements during the construction period, coordinate construction schedule and operations with Owner: The Owner will select which roofs are to be completed first.

1.7 OWNER OCCUPANCY (Reference General Conditions 9.7)

- A. The Owner will occupy the site/facility during the entire period of construction for the conduct of normal operations.
- B. Cooperate with Owner to minimize conflict, and to facilitate Owner's operations. Develop alternative plans to coordinate occupancy and construction.
- C. Schedule the Work to accommodate owner occupancy and use.

1.8 CONSTRUCTION KEYING

Not Used.

1.9 WORK PROCEDURES

- A. Normal work hours at the job site are Monday thru Saturday, 8:00 AM to 5:00 PM. Any exceptions must be approved by the Owner.
- B. No Smoking is permitted.
- C. Radios and boom boxes are permitted on the construction site as long as the volume is controlled. If the Owner receives any complaints, the radio or boom box must be removed from the site.
- D. The Contractor is responsible for the conduct of all workers on the project. Workers exhibiting inappropriate conduct shall be removed from Campus.

END OF SECTION

01 10 00

9/2008

01 20 00 PRICE AND PAYMENT PROCEDURES 01 20 00

PART I GENERAL

1.1 CASH ALLOWANCES

Not Used.

1.2 SCHEDULE OF VALUES

- A. Submit Schedule of Values in duplicate within ten (10) days after date of Notice of Award.
- B. The Schedule of Values must include as a minimum labor and material dollar values for each of the following items:
- The Project Bond
 - Project Startup and Mobilization
 - Division 1 – General Requirements
 - Project Closeout
 - A line item for each applicable specification section. The schedule shall be further broken itemized by floors or areas as designated by the Design Professional and Owner. Identify each line item by specification number.
 - Each allowance or unit price item included in the Contract.
- C. Material values will include only anticipated bare costs of materials needed for the project and will not include any markup for overhead or profit.
- D. Labor values for each line item will include all costs not considered to be material bare costs and will include the appropriate markup for overhead and profit.
- E. Equipment, tools, engineering shop drawings and other items as necessary for clarity shall be itemized separately.
- F. Revise schedule to list approved Change Orders, with each Application for Payment.

1.3 APPLICATIONS FOR PAYMENT

- A. The Owner and Contractor will meet at the project site prior to the construction progress meeting for a pay request meeting. The meeting will be at the project site and all parties must be present. No requests for payment (telephone conversations, faxes, etc.) prior to this meeting will be acknowledged or accepted except stored materials. This will be the only time during the course of a month that the Contractor will have the opportunity to make a request for payment.

- B. The Owner and Contractor will use the pay request meeting to agree on the appropriate percentage of completion for each line item listed in the Schedule of Values. The meeting will not conclude until all issues on items for payment have been resolved. One week in advance the Contractor shall submit photocopies of priced invoices for all material included in Stored Materials on the pay request. Invoices shall contain a reference to the project and a specific description of materials included. If invoices are not received and approved in advance, stored materials will be deleted from the application. No invoices will be accepted after the conclusion of that meeting until the next regularly scheduled pay request meeting. The Contractor is required to verify all quantities claimed on request.
- C. No payment will be made for materials stored off site unless the storage facilities have been approved by the Owner prior to the pay request meeting, and the Contractor has provided an insurance certificate listing UNI as loss payee and written statement giving UNI ownership without possession or control of the item(s). Off-site storage approval will not be granted during the course of a pay request meeting.
- D. Submit four (4) copies of each application to the Owner, in accordance with Section 9.3 of the General Conditions and the Supplementary Conditions.
- E. Pay Applications may be submitted monthly.

1.4 CHANGE PROCEDURES

- A. Changes in the Work shall be processed according to General Conditions Article 7 and as modified below.
- B. The Owner's Construction Representative (OCR) will advise of minor changes in the work not involving an adjustment to Contract Price or Contract Time by responding to a RFI.
- C. The OCR may issue a Proposal Request (PR) to the Contractor, which includes a detailed description of a proposed change with supplementary or revised Drawings and specifications. Contractor will prepare and submit a price within fifteen (15) calendar days. Price shall include a detailed break down of costs including: labor, materials, equipment, tools, overhead and profit and quantity take offs of materials used for estimating. Labor costs shall be itemized to indicate exact cost and burden. Once accepted, PR's shall be included in a Change Order monthly.
- D. The Contractor may propose changes by submitting a request for change to the OCR, describing the proposed change and its full effect on the work. Include a statement describing the reason for the change and its full effect on the Contract Price and Contract Time with full documentation and a statement describing the effect on work by separate or other Contractors. Document any requested substitutions in accordance with Section 01 60 00.
- E. Construction Change Directive (CCD): Owner may issue a CCD instructing the Contractor to proceed with a change in the work, for subsequent inclusion in a Change Order. Document will describe changes in the work, and designate method of determining any change in Contract Price or Contract Time. Promptly

execute the change. The price for a CCD must be agreed to by all parties before it is included on a payment application. A CCD can only be added to an application for payment if the Change Order is delayed for an unreasonable amount of time and approval for inclusion in the application is granted by the Associate Director of Construction Administration. A CCD can be used to allow work to proceed immediately or if no agreement can be reached on the price of a PR.

- F. All cost proposals must be itemized to indicate unit price and unit quantity for materials; equipment; and man hours and hourly rate for labor. Credits and deducts applicable to each change should be separately identified. Taxes, insurance, overhead, and profit must be separately identified. Pricing which is not itemized will slow the approval process and will not be acceptable.

The pricing of changes in the work which result in an adjustment to the Contract Sum shall be limited to the direct expenses of the Contractor and subcontractors plus the applicable percentage of overhead and profit as described below:

1. Net costs of labor, including social security, old age, and unemployment insurance, fringe benefits, and workmen's compensation insurance. Labor cost shall be itemized to indicate trade, hourly rate, man hours, and total cost. Certified payroll sheets must be submitted on request.
2. Net costs of materials, supplies and equipment, including cost of transportation, whether incorporated or consumed. Material costs shall be itemized to include unit cost, quantity, and total cost for each item.
3. Net rental costs of machinery and equipment, exclusive of hand tools, used solely for the Change Order work whether rented from the Contractor or others. Equipment costs shall be itemized to include equipment type, number of each, hourly rate, and total cost for each item.
4. Costs of premiums for all bonds and insurance, permit fees, and sales, use or similar taxes related to the Work.
5. Costs of supervision and field office personnel directly attributable to the change.
6. Net costs of all work to be performed by the Contractor's subcontractors. Subcontractors costs shall be appropriately itemized and the Contractors shall furnish copies of all subcontractor quotations and an itemization for all cost included. It is the responsibility of the General Contractor to review and approve all pricing of additional work required of its subcontractors and suppliers.
7. A percentage mark-up for overhead and profit subject to the following limits:
 - a) Fifteen (15) percent maximum for Work directly performed by employees of the Contractor, subcontractor, or sub-subcontractor.

- b) Five (5) percent maximum for Work performed or passed through by a subcontractor and passed through to the Owner by the Contractor.
 - c) Five (5) percent maximum subcontractor's mark-up for Work performed by a sub-contractor and passed through to the Owner by the subcontractor and Contractor.
 - d) The maximum allowable mark-up shall be twenty-five (25) percent passed through to the Owner by the Contractor under any circumstances. Each percentage shall be applied to the base amount. Percentages shall not be taken on previously calculated percentages.
- G. All completed CCD's and approved PR's will be included in Change Orders on a monthly basis.
 - H. Maintain detailed records of work done on time and material basis. Provide full information required for evaluation of proposed changes, and to substantiate costs for changes in the work.
 - I. Material invoices, time sheets and pay stubs may be required to verify costs.

1.5 CHANGE IN TIME

- A. Any request for a change in time must be accompanied by a justification for the change and a description of the impact on the critical path for the project as a minimum. Additional information may be requested by the Owner.
- B. A revised schedule showing the effect of the change shall be submitted with the change. No time extension will be granted without detailed documentation.

1.6 MEASUREMENT AND PAYMENT – UNIT PRICES

- A. Measurement methods are delineated in the individual specification sections.
- B. The OCR will take measurements and compute quantities accordingly. The Contractor shall assist in the taking of measurements.
- C. Unit Quantities: Quantities and measurements indicated in the Bid Form are for contract purposes only. Quantities and measurements supplied or placed in the work shall determine payment.
- D. Payment includes: Full compensation for required labor, Products, tools, equipment, plant and facilities, transportation, services and incidentals; erection, application or installation of an item of the work; overhead and profit.
- E. The unit price for work may be reevaluated if the quantity for that item varies by more than 20% from the estimated quantity.
- F. Measurements of Quantities:

1. Measurement by Weight: Concrete reinforcing steel, rolled or formed steel, or other metal shapes will be measured by handbook weights. Welded assemblies will be measured by handbook or scale weight.
2. Measurement by Volume: Measured by cubic dimension using mean length, width, and height or thickness.
3. Measurement by Area: Measured by square dimension using mean length and width or radius.
4. Linear Measurement: Measured by linear dimension, at the item centerline or mean chord.

PART 2 PRODUCTS

Not Used.

PART 3 EXECUTION

Not Used.

END OF SECTION

PART 1 GENERAL

1.1 COORDINATION

- A. Coordinate completion and clean-up of work of separate sections in preparation for Substantial Completion and for portions of work designated for Owner's partial occupancy.
- B. If a regulatory agency (OSHA or others) is inspecting the job site both the Associate Director of Construction Administration and the University Safety Officer must be notified and will attend the inspection.

1.2 FIELD ENGINEERING

Not Used.

1.3 PRECONSTRUCTION CONFERENCE

- A. OCR will schedule a meeting after Notice of Award.
- B. Attendance Required: Owner, Contractors, and major subcontractors.
- C. During the pre-construction conference or before starting the work, the Contractor shall conduct a survey of the proposed construction area to locate and document existing damage on video and provide a copy of the documentation to the OCR. On completion of the project any damage found that is not documented shall be repaired by the Contractor at no cost to the Owner.

1.4 PROGRESS MEETINGS

- A. The Contractor shall schedule and administer meetings throughout progress of the work at minimum of every two weeks. More frequently if deemed necessary by the OCR.
- B. Attendance Required: Job superintendent, major Subcontractors and suppliers, Owner, as appropriate to agenda topics for each meeting.
- C. Agenda:
 - 1. Review minutes of previous meetings.
 - 2. Review of work progress.
 - 3. Field observations, problems, and decisions.
Identification of problems which impede planned progress.

4. Planned progress during succeeding work period and coordination of projected progress – utility shutdowns, road closings, etc. required during the next work period.
5. Review of submittals schedule, status of submittals.
6. Review of schedule status and corrective measures to regain projected schedules if needed.
7. Status of PR's, CCD's., CO's. and RFI's.
8. Safety and security.
9. Outstanding issues to be resolved.

1.5 SUBCONTRACTORS MEETING

Not Used.

1.6 PREINSTALLATION MEETING

Not Used.

PART 2 PRODUCTS

Not Used.

PART 3 EXECUTION

3.1 CUTTING AND PATCHING

- A. The Contractor shall be responsible for cutting and patching surfaces to make the work fit in accordance with General Conditions Section 3.14.
- B. Employ skilled and experienced installer to perform cutting and patching.
- C. Submit written request in advance of cutting or altering elements which affect:
 1. Structural integrity of element. All beams, columns or other structural elements must be reviewed by the Design Professional prior to cutting.
 2. Integrity of weather-exposed or moisture-resistant elements.
 3. Efficiency, maintenance, or safety of element.
 4. Visual qualities of sight exposed elements.
 5. Work of Owner or separate Contractor.

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

3.2 ALTERATION PROJECT PROCEDURES

- A. Materials: As specified in Product sections; match existing Products and Work for patching and extending work.
- B. Employ skilled and experienced installer to perform alteration Work.
- C. Close openings in exterior surfaces to protect existing Work from weather and extremes of temperature and humidity.
- D. Remove, cut, and patch Work in a manner to minimize damage and to provide means of restoring Products and finishes to original condition.
- E. Refinish existing visible surfaces to remain in renovated rooms and spaces, to specified condition of each material, with a neat transition to adjacent finishes.

- F. Where new Work abuts or aligns with existing, provide a smooth and even transition. Patch Work to match existing adjacent work in texture and appearance.
- G. When finished surfaces are cut so that a smooth transition with new Work is not possible, terminate existing surface along a straight line at a natural line of division and submit recommendation to OCR for review.
- H. Where a change of plane of $\frac{1}{4}$ -inch (6 mm) or more occurs, submit recommendation for providing a smooth transition; to OCR for review.
- I. Patch or replace portions of existing surfaces which are damaged, lifted, discolored, or showing other imperfections.
- J. Finish surfaces as specified in individual Product sections.

END OF SECTION

PART 1 GENERAL

- 1.1 CONSTRUCTION PROGRESS SCHEDULES in accordance with General Conditions 3.10, Supplementary Conditions Article 3 and the following:
- A. The initial construction progress schedule shall be submitted with, or prior to, the first application for payment. The schedule must be approved before an application for payment will be processed. When accepted by the Owner, the schedule will become an official contract document to be modified only by Change Order.
 - B. The schedule shall be marked up to reflect actual progress relative to original projection. Each line shall indicate approximate percentage complete. A marked up schedule shall be submitted with each application for payment or more frequently if deemed necessary by the Owner.
- 1.2 SUBMITTAL PROCEDURES
- A. Submittals shall be processed in accordance with Sections 3.10, 3.11 and 3.12 of the General Conditions.
 - B. The Contractor shall submit shop drawings and product data to the Owner and Design Professional for review as follows:
 - 1. Owner – 3 copies.
 - C. Submit color and material samples to Owner.
 - D. The Owner shall review submittals, shall respond as follows:
 - 1. No Exceptions Taken.
 - 2. Make Corrections Noted.
 - 3. Revise and Re-Submit.
 - 4. Rejected.
 - E. The Design Professional shall distribute reviewed shop drawing copies as follows:
 - 1. Owner – 2 copies.
 - 2. Contractor – 1 copy (or additional as submitted).
 - F. Revised submittals shall be renumbered in sequence with an R1, R2, etc. noted on each revision.

- G. Shop Drawings, Product Data and samples shall be submitted in accordance with General Conditions 3.12. Shop Drawings will be reviewed by Owner and the Design Professional within fourteen (14) calendar days of receipt, in accordance with the approved schedule.

1.3 PRODUCT DATA

- A. Product Data For Review:
 - 1. Submitted to Design Professional and Owner for review for the limited purpose of checking for conformance with information given and the design concept expressed in the contract documents.
- B. Product Data For Information:
 - 1. Submitted as file information for the Design Professional and the Owner.
- C. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturers' standard data to provide information specific to this Project.
- D. Indicate Product utility and electrical characteristics, utility connection requirements, and location of utility outlets for service for functional equipment and appliances.
- E. Submit Manufacturers Safety Data Sheets with each product to be used. MSDS sheets to be kept on file with Contractor and Owner.
- F. If any products contain one of the following chemicals, the product and amount of chemical shall be reported to the OCR; ammonium nitrate, nitric acid, nitric oxide, potassium nitrate, potassium permanganate or sodium nitrate. The amounts of these specific chemicals must be recorded and reported to the OCR.

1.4 SHOP DRAWINGS (Reference General Conditions 3.12)

Not Used.

1.5 SAMPLES

- A. Samples For Review:
 - 1. Submitted to Owner for review for the limited purpose of checking for conformance with information given and the design concept expressed in the contract documents. Samples for Owner review shall be maintained at the Contractor's job site trailer/office until completion of the project.
- B. Samples For Information:

1. Submitted as file information for the Design Professional and the Owner.

C. Samples For Selection:

1. Submitted to Design Professional and Owner for aesthetic, color, or finish selection.
2. Submit samples of finishes from the full range of manufacturers' standard colors, textures, and patterns for Owner selection.

D. Submit samples to illustrate functional and aesthetic characteristics of the Product, with integral parts and attachment devices. Coordinate sample submittals for interfacing work.

E. Include identification on each sample, with full Project information.

F. Submit the number of samples specified in individual specification sections; one (1) of which will be retained by Design Professional and one (1) by Contractor, on site, for the Owner.

G. Reviewed samples which may be used in the Work are indicated in individual specification sections.

H. Samples will not be used for testing purpose unless specifically stated in the specification section.

1.6 DESIGN DATA

Not Used.

1.7 TEST REPORTS

Not Used.

1.8 CERTIFICATES

Not Used.

1.9 MANUFACTURER'S INSTRUCTIONS

Not Used.

1.10 MANUFACTURER'S FIELD REPORTS

Not Used.

1.11 ERECTION DRAWINGS

Not used.

1.12 DAILY LOGS

Not Used.

1.13 GROUPING OF SUBMITTALS

Not Used.

PART 2 PRODUCTS

Not Used.

PART 3 EXECUTION

Not Used.

END OF SECTION

PART 1 GENERAL

1.1 QUALITY ASSURANCE – CONTROL OF INSTALLATION

- A. Monitor quality control over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce work of specified quality.
- B. Comply with manufacturers' instructions, including each step in sequence.
- C. Should manufacturers' instructions conflict with Contract Documents, request clarification from OCR before proceeding.
- 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 required and specified quality.
- F. Verify that field measurements are as indicated on shop drawings or as instructed by the manufacturer.
- G. Secure Products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion, or disfigurement.

1.2 TOLERANCES

- A. Monitor fabrication and installation tolerance control of Products to produce acceptable work. Do not permit tolerances to accumulate.
- B. Comply with manufacturers' tolerances. Should manufacturers' tolerances conflict with Contract Documents, request clarification from OCR before proceeding.

1.3 INSPECTION AND TESTING LABORATORY SERVICES (GC 13.5)

Not Used.

1.4 MANUFACTURERS' FIELD SERVICES

Not Used.

1.5 STATE FIRE MARSHAL

Not Used.

PART 2 PRODUCTS

Not Used.

PART 3 EXECUTION

3.1 EXAMINATION

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

3.2 PREPARATION

- A. Clean substrate surfaces prior to applying next material or substance.
- B. Seal cracks or openings of substrate prior to applying next material or substance.

END OF SECTION

PART 1 GENERAL

Refer to General Condition Paragraph 2.2.1, 3.3, 3.4, 3.9, 3.13, and 9.8

1.1 CONSTRUCTION AREA

- A. It is the intent of the Owner to keep the construction area as inconspicuous as possible and the campus attractive and pleasant for the public and students. The Contractor's understanding of this policy and cooperation in carrying it out is vital to the successful promotion and preservation of the Owner's property. Specific requirements are contained throughout the contract documents that govern use of this site.
- B. The Contractor shall limit his construction activities, including materials storage, to the areas shown on the drawings or otherwise designated by the OCR. Contractor personnel may not enter or use buildings or facilities adjacent to the construction site. Where the project requires work within an existing building, contractor personnel shall be limited to the construction area designated. The Contractor shall maintain all facility exits and passageways in a continually usable condition and promptly inform the OCR of any activities that may interfere with exits or passageways.
- C. Smoking is not permitted anywhere on campus.
- D. The Owner reserves the right to have work done to comply with these site and maintenance standards if the Contractor fails to respond to requests from the OCR the same day. Cost to perform this work will be deducted from the Contract by Change Order in accordance with the established fee schedule.
- E. All gas, oil and vehicle maintenance areas shall be isolated from storm drains and provided with means for containment.

1.2 UNDERGROUND UTILITIES

- A. The Contractor shall contact Iowa One Call for both on campus and off campus utility location services a minimum of forty-eight (48) hours prior to starting the Project (excluding weekends and holidays), in accordance with Supplementary Conditions. The Contractor shall comply with all standard Iowa One Call procedures for remarking and maintenance.
- B. Any utility damaged by the Contractor shall be repaired immediately at no cost to the Owner. Repairs shall be continuous until service is restored.

- C. The Contractor shall document the location and elevation of all utilities uncovered during the course of the work, and include their location on the record documents.
- D. No utility shall be shutdown by the Contractor. Shut downs require a two week advance notice minimum. Certain utilities will require long term notification based on service. The Owner will perform all shut downs and restarting of utilities.
- E. The Contractor shall not assume that all utilities are shown on the drawings.
- F. The Contractor shall keep record of the location of all utilities uncovered whether active or abandoned and notify the OCR each time a utility is uncovered. All utilities shall be recorded on record documents.
- G. A separate set of utility record documents shall be provided to the Owner on completion of all utility work or 1 month prior to substantial completion, whichever comes first.

1.3 TEMPORARY ELECTRICITY

- A. Cost: By Owner; Contractor to connect to Owner's existing power service where directed by Owner. Do not disrupt Owner's use of service. Owner will only pay cost of energy used in lieu of General Conditions section 3.4.1. Exercise measures to conserve energy.
- B. Complement existing power service capacity and characteristics as required.
- C. Permanent convenience receptacles may be utilized during construction.

1.4 TEMPORARY LIGHTING FOR CONSTRUCTION PURPOSES

Not Used.

1.5 TEMPORARY HEATING/COOLING

Not Used.

1.6 TEMPORARY VENTILATION

Not Used.

1.7 TELEPHONE SERVICE

- A. Provide, maintain, and pay for telephone service to field office or provide cellular phone on the jobsite. Contact UNI Voice Services at 273-7778 to coordinate installation and billing.

1.8 FACSIMILE SERVICE

Not Used.

1.9 INTERNET

Not Used.

1.10 TEMPORARY WATER SERVICE

Not Used.

1.11 TEMPORARY SANITARY FACILITIES

- A. Provide and maintain required facilities and enclosures. Existing facility use is not permitted. Provide at time of project mobilization. Provide for spill containment.
- B. At end of construction, return facilities to same or better condition as originally found. Document preconstruction conditions as part of video required by 01 30 00 1.4D.

1.12 BARRIERS

- A. Provide barriers to prevent unauthorized entry to construction area, to allow for Owner's use of site, and to protect existing facilities and adjacent properties from damage from construction operations and demolition.
- B. Provide barricades and covered walkways to maintain public rights-of-way and for public access to existing building.
- C. Provide barriers and warning devices at the edges of all construction operations until conditions are fully restored.
- D. Protect vehicular traffic, stored materials, site, and structures from damage.

* 1.13 FENCING

Not Used.

1.14 CONSTRUCTION SIGNAGE

Not Used.

1.15 WATER CONTROL

Not Used.

1.16 DUST CONTROL

Not Used.

1.17 EXTERIOR ENCLOSURES

A. Provide temporary weathertight closure of exterior openings.

1.18 INTERIOR ENCLOSURES

Not Used.

1.19 PROTECTION OF INSTALLED WORK

- A. Protect installed work and provide special protection where specified in individual specification section.
- B. Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage.
- C. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings.
- D. Protect finished floors, stairs, and other surfaces including concrete from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials, plywood or other measures as required.
- E. 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. As a minimum provide a layer of separation material and a layer of rigid walkway or work surface.
- F. Prohibit traffic from landscaped areas.

1.20 SECURITY

Not Used.

1.21 EXISTING FACILITIES

- A. Prior to the start of construction, the Contractor's superintendent shall inspect the construction area and paths of travel to and from the area. If damage exists the Contractor shall notify the OCR and they will photograph or otherwise document conditions of the existing damages. If no damage is reported the existing facilities will be considered to be in good undamaged condition. The Contractor will be responsible for repair of all damage to existing facilities prior to project closeout. Provide the OCR with one copy of the damage documentation.
- B. The Contractor is responsible for maintenance, protection and restoration of the site and structures within the construction area and areas crossed

over in transit to or from the construction area. All facilities shall be restored to original condition at completion of the work.

- C. Protect underground utilities, tunnels and other structures from heavy equipment traffic and storage of heavy materials. Damage to any existing utility or structure shall be repaired by the Contractor at no expense to the Owner. If existing utilities or structures are found that are not shown on the drawings, stop work immediately and contact the OCR.

The Contractor shall not operate any valve, switch or contact on any existing utility without prior approval of the Owner. Generally UNI employees will open and close all utilities.

- D. Lawn and landscape areas within the confines of the Contractor's operations and along both sides of fence lines shall be maintained on a weekly basis to maintain an appearance similar to the surrounding area. If the area is not maintained, the Owner reserves the right to give twenty-four (24) hours notice of the problem and then maintain the site and deduct costs from the Contract.
- E. Any tree, shrubbery or planting damaged during construction shall be replaced by the Contractor at no cost to the Owner.
- F. No material shall be stored or vehicles parked within the drip line of trees that are to remain. All trees within the construction limits shall be protected by snow fence or safety fence at their drip line.
- G. Trash shall be disposed of regularly and not allowed to accumulate on the site. The site shall be cleaned at least weekly of all trash, debris and construction material.

1.22 FIRE PROTECTION

Not Used.

1.23 SAFETY

- A. The Contractor shall observe all safety laws and regulations as noted in Article 10 of the General Conditions.
- B. The Owner has lock-out tag-out (LOTO) and confined space (CS) procedures that the Contractor must be familiar with. Any operations that require LOTO or CS shall be coordinated with Owner. Contact the OCR to coordinate review of these procedures.
- C. When working in existing facilities, the Contractor can review MSDS sheets for any hazardous material in the building by contacting the University Safety office at 273-5855.

1.24 ACCESS ROADS/SITE TRAFFIC

Not Used.

1.25 PARKING

- A. No parking on grass.
- B. No parking on sidewalks.
- C. Parking needs must be addressed through Public Safety. All vehicles must be permitted through Public Safety. All vehicles must park in the designated remote parking lot, assigned by Public Safety. No parking will be allowed at the site unless approved by Public Safety and the OCR.
- D. Parking tickets will be issued to illegally parked vehicles. Unpaid tickets will be deducted from the General Contractor's payment at project closeout, or more frequently if required.

1.26 PROGRESS CLEANING AND WASTE REMOVAL

- A. Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition. Cleaning shall be done daily and shall include sweeping to remove all dust and dirt.
- B. Collect and remove waste materials, debris, and rubbish from site weekly and dispose off-site.
- C. If the Project or project site is not maintained in a clean condition, the Owner reserves the right to have cleaning done. Costs will be deducted from the contract in accordance with General Conditions Section 3.15. All debris and discarded items shall be cleaned from the site weekly.
- D. If the Contractor fails to maintain the area adjacent to the site in a clean condition, the Owner reserves the right to clean the area and charge the Contractor according to the fee schedule established.

1.27 USE OF ELEVATOR

Not Used.

1.28 FIELD OFFICES AND SHEDS

Not Used.

1.29 REMOVAL OF UTILITIES, FACILITIES, AND CONTROL

Not Used.

1.30 SEDIMENT AND EROSION CONTROL

Not Used.

1.31 FEE SCHEDULE

Not Used.

PART 2 PRODUCTS

Not Used.

PART 3 EXECUTION

Not Used.

END OF SECTION

PART 1 GENERAL

1.1 PRODUCTS

- A. Do not use materials and equipment removed from existing premises, except as specifically permitted by the Contract Documents.
- B. Provide interchangeable components of the same manufacturer for components being replaced.

1.2 TRANSPORTATION AND HANDLING

- A. Transport and handle products in accordance with manufacturer's instructions.
- B. Contractor shall be responsible for receiving all shipments of materials to the job site. Shipments will not be accepted by Owner.
- C. Promptly inspect shipments to ensure that products comply with requirements, quantities are correct, and products are undamaged. Provide MSDS sheets to OCR and maintain copy on site.
- D. Provide equipment and personnel to handle products by methods to prevent soiling, disfigurement or damage.

1.3 STORAGE AND PROTECTION

- A. Store and protect product in accordance with manufacturer's instructions.
- B. Store with seals and labels intact and legible.
- C. Store all hazardous or potentially hazardous materials with provision for secondary containment to prevent pollution of ground or water.
- D. Store sensitive products in weathertight, climate controlled, enclosures in an environment favorable to product.
- E. For exterior storage of fabricated products, place on sloped supports above ground.
- F. Provide off-site storage and protection when site does not permit on-site storage or protection.
- G. Cover products subject to deterioration with impervious sheet covering. Provide ventilation to prevent condensation and degradation of products.

- H. Store loose granular materials on solid flat surface in a well-drained area. Prevent mixing with foreign matter.
- I. Provide equipment and personnel to store products by methods to prevent soiling, disfigurement or damage.
- J. Arrange storage of products to permit access for inspection. Periodically inspect to verify products are undamaged and are maintained in acceptable condition.

1.4 PRODUCT OPTIONS

- A. Products Specified by Reference Standards or by Description Only: Any Product meeting those standards or description.
- B. Products Specified by Naming One or More Manufacturers: Products of manufacturers named and meeting specifications, no options or substitutions allowed.
- C. Products Specified by Naming One or More Manufacturers with a Provision for Substitutions: Submit a request for substitution for any manufacturer not named in accordance with the following article.
- D. Products Specified by Naming One Manufacturer as the Basis of Design with Other Manufacturers as Potential Acceptable Alternates: Products of other manufacturers must be approved to be equal to the basis of design project.

1.5 SUBSTITUTIONS

- A. Owner will consider requests for Substitutions only prior to bid as outlined in Article 12 of Instructions to Bidder.
- B. After receipt of bids, substitutions may be considered when a Product becomes unavailable through no fault of the Contractor or if it is an advantage, in cost or time, to the Owner.
- C. Document each request with complete data substantiating compliance of proposed Substitution with Contract Documents.
- D. A request constitutes a representation that the Contractor:
 - 1. Has investigated proposed Product and determined that it meets or exceeds the quality level of the specified Product.
 - 2. Will provide the same warranty for the Substitution as for the specified Product.
 - 3. Will coordinate installation and make changes to other Work which may be required for the Work to be complete with no additional cost to Owner.

4. Waives claims for additional costs or time extension which may subsequently become apparent.
 5. Will reimburse Owner and Design Professional for review or redesign services associated with re-approval by authorities.
- E. Substitutions will not be considered when they are indicated or implied on shop drawing or product data submittals, without separate written request, or when acceptance will require revision to the Contract Documents.
- F. If substitutions are made on shop drawings without formal notification and request, the Contractor will be liable for removal and replacement with originally specified product.
- G. Proposed Post Bid Substitution Submittal Procedure;
1. Submit three (3) copies of request for Substitution, two (2) copies to Design Professional and one (1) copy to Owner, for consideration. Limit each request to one proposed Substitution.
 2. Submit shop drawings, product data, and certified test results attesting to the proposed product equivalence. Burden of proof is on Contractor.
 3. Indicate advantage to Owner if substitution is allowed, including cost and/or time savings.
 4. The OCR will notify Contractor in writing of decision to accept or reject request.

PART 2 PRODUCTS

Not Used.

PART 3 EXECUTION

Not Used.

END OF SECTION

01 70 00 EXECUTION AND CLOSEOUT REQUIREMENTS 01 70 00

PART 1 GENERAL

1.1 CLOSEOUT PROCEDURES

- A. Contractor shall submit written certification to the OCR that Contract Documents have been reviewed, work has been inspected, and that work is complete in accordance with Contract Documents and ready for review in accordance with Article 9.6 of the General Conditions. Submit a list of known incomplete items.
- B. Provide one copy of all warranties bound and indexed in a three ring binder.
- C. Return all construction keys. Furnish all TSB reporting data.
- D. Owner will occupy portions of the building as specified in Section 01 10 00.
- E. Conduct a post construction survey with the OCR to evaluate conditions. Any damage found as a result of the construction operations shall be repaired at no cost to Owner.

1.2 FINAL CLEANING

- A. Clean debris from roofs, gutters downspouts, and drainage systems.
- B. Clean site; sweep paved areas, rake clean landscaped surfaces.
- C. Remove waste and surplus materials, rubbish, and construction facilities from the site.
- D. Remove all tire marks from curbs and sidewalks.

1.3 ADJUSTING

Not Used.

1.4 PROJECT RECORD DOCUMENTS

Not Used.

1.5 OPERATION AND MAINTENANCE DATA

Not Used.

1.6 COMMISSIONING MANUAL

Not Used.

1.7 SUBSTANTIAL COMPLETION

- A. The Contractor's one year warranty and all other manufacturer's warranties will go into effect on the date of Substantial Completion.
- B. When all project documentation is submitted and the work is substantially completed and ready for Owner Occupancy, the Contractor may request a final observation. With the request, the Contractor shall prepare and submit a comprehensive list of incomplete items to be completed or corrected including the date each item will be completed or corrected. The Contractor shall continue his work while the Owner and Design Professional schedule and conduct a final observation to determine if the work is substantially complete. If the contractor's list is not accurate the Owner may elect to stop the inspection until an accurate list is provided.
- C. If the Contractor's list or the inspection contain a significant amount of items that in the opinion of the Owner and Design Professional can not be completed in the standard 30 day time frame the project will not be considered to be substantially complete. The inspection may be completed for record purposes but a Certificate will not be issued and the warranties will not go into effect.

1.8 OWNER OCCUPANCY

Not Used.

1.9 SPARE PARTS AND MAINTENANCE PRODUCTS

Not Used.

1.10 WARRANTIES AND BONDS

- A. Provide one (1) notarized copy.
- B. Execute and assemble transferable warranty documents from Subcontractors, suppliers, and manufacturers.
- C. Provide Table of Contents and assemble in suitable binders of appropriate size with durable plastic cover.
- D. Submit prior to final Application for Payment.
- E. For items of work delayed beyond date of Substantial Completion, provide updated submittal within ten (10) days after acceptance, listing date of acceptance as start of warranty period.

1.11 REDUCTION OF RETAINAGE

- A. At any time, 30 days or more after Substantial Completion the Contractor can request a Reduction in Retainage based on the amount of work remaining to be completed. The Contractor shall request in writing by submitting a revised Application for Payment, a completed Consent of Surety to Reduction in Retainage form and lien waivers from all subcontractors and an updated copy of the current punchlist with completed items checked off.
- A. On receipt of this information the Owner and Design Professional shall schedule a follow up inspection of punchlist times. On completion of the inspection, an updated punchlist will be prepared with values assigned to all items that have not been satisfactorily completed. Values will be 200% of the estimated cost to complete the item, including Owner's cost.

1.12 PROJECT COMPLETION

- A. The Design Professional and Owner will conduct on-site observations for the purpose of closing out the project. The first observation will be scheduled when the Contractor completes all requirements for the project to be considered to be substantially complete. The Contractor will notify both the Owner and the Design Professional that the project is substantially complete. At that time the Contractor shall provide a list of items that he knows are not complete along with dates when they will be completed in accordance with Section 9.6.
- B. If the second observation finds that the items were not successfully completed the Owner and Design Professional will establish a date where all work must be completed. An additional observation will be conducted on that date to verify completion. If the items are still not complete the Owner reserves the right to complete the punchlist without further notice to the Contractor or their Surety.
- C. Cost for additional observations required due to: failure to complete punchlist items, failure to be substantially complete when requesting the observation or any other reason that requires additional observations by any of the Design Professionals will be the Contractor's responsibility.

1.13 FINAL ACCEPTANCE

- A. On successful completion of all punchlist items the Contractor shall submit a Final Application for Payment in accordance with Section 9.8 of the General Conditions. A consent of surety to release of retainage form along with final lien waivers and any other close out documentation not previously submitted.

PART 2 PRODUCTS

Not Used.

PART 3 EXECUTE
Not Used.

END OF SECTION