

SECTION 013100 - PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:
 - 1. Project meetings.
- B. Each contractor shall participate in coordination requirements. Certain areas of responsibility will be assigned to a specific contractor.
- C. Related Sections include the following:
 - 1. Division 1 Section "Construction Progress Documentation" for preparing and submitting Contractor's Construction Schedule.

1.3 COORDINATION

- A. Coordination: Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations, included in different Sections, that depend on each other for proper installation, connection, and operation.
 - 1. Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
 - 2. Coordinate installation of different components with other contractors to ensure maximum accessibility for required maintenance, service, and repair.
 - 3. Make adequate provisions to accommodate items scheduled for later installation.
 - 4. Where availability of space is limited, coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair of all components, including mechanical and electrical.
- B. Prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and list of attendees at meetings.

1. Prepare similar memoranda for Owner and separate contractors if coordination of their Work is required.
- C. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities and activities of other contractors to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
1. Preparation of Contractor's Construction Schedule.
 2. Preparation of the Schedule of Values.
 3. Installation and removal of temporary facilities and controls.
 4. Delivery and processing of submittals.
 5. Progress meetings.
 6. Preinstallation conferences.
 7. Project closeout activities.
 8. Startup and adjustment of systems.
 9. Project closeout activities.
- CI. Conservation: Coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials.
1. Salvage materials and equipment involved in performance of, but not actually incorporated into, the Work.

1.4 SUBMITTALS

- A. Submit electronic submittals directly to extranet specifically established for Project.

1.5 PROJECT MEETINGS

- A. General: Schedule and conduct meetings and conferences at Project site, unless otherwise indicated.
1. Attendees: Inform participants and others involved, and individuals whose presence is required, of date and time of each meeting. Notify Owner and Architect of scheduled meeting dates and times.
 2. Agenda: Prepare the meeting agenda. Distribute the agenda to all invited attendees.
 3. Minutes: Record significant discussions and agreements achieved. Distribute the meeting minutes to everyone concerned, including Owner and Architect, within three days of the meeting.
 4. Frequency of Attendance by Architect: Limited by Architect/Owner Contract.
- B. Preconstruction Conference: Schedule a preconstruction conference before starting construction, at a time convenient to Owner and Architect, but no later than 15 days after execution of the Agreement. Hold the conference at Project site or another convenient location. Conduct the meeting to review responsibilities and personnel assignments.
1. Attendees: Authorized representatives of Owner, Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the conference. All participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
 2. Agenda: Discuss items of significance that could affect progress, including the following:

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- a. Tentative construction schedule.
 - b. Phasing, if any.
 - c. Critical work sequencing and long-lead items.
 - d. Designation of key personnel and their duties.
 - e. Procedures for processing field decisions and Change Orders.
 - f. Procedures for RFIs.
 - g. Procedures for testing and inspecting.
 - h. Procedures for processing Applications for Payment.
 - i. Distribution of the Contract Documents.
 - j. Submittal procedures.
 - k. Preparation of Record Documents.
 - l. Use of the premises.
 - m. Work restrictions.
 - n. Owner's occupancy requirements.
 - o. Responsibility for temporary facilities and controls.
 - p. Construction waste management and recycling.
 - q. Parking availability.
 - r. Office, work, and storage areas.
 - s. Equipment deliveries and priorities.
 - t. First aid.
 - u. Security.
 - v. Progress cleaning.
 - w. Working hours.
3. Minutes: Record and distribute meeting minutes electronically.
- C. Preinstallation Conferences: Conduct a preinstallation conference at Project site before each construction activity that requires coordination with other construction.
1. Attendees: Installer and representatives of manufacturers and fabricators involved in or affected by the installation and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise Architect of scheduled meeting dates.
 2. Agenda: Review progress of other construction activities and preparations for the particular activity under consideration, including requirements for the following:
 - a. The Contract Documents.
 - b. Options.
 - c. Related RFIs.
 - d. Related Change Orders.
 - e. Purchases.
 - f. Deliveries.
 - g. Submittals.
 - h. Review of mockups.
 - i. Possible conflicts.
 - j. Compatibility problems.
 - k. Time schedules.
 - l. Weather limitations.
 - m. Manufacturer's written recommendations.
 - n. Warranty requirements.
 - o. Compatibility of materials.
 - p. Acceptability of substrates.
 - q. Temporary facilities and controls.
 - r. Space and access limitations.

- s. Regulations of authorities having jurisdiction.
 - t. Testing and inspecting requirements.
 - u. Installation procedures.
 - v. Coordination with other work.
 - w. Required performance results.
 - x. Protection of adjacent work.
 - y. Protection of construction and personnel.
3. Record significant conference discussions, agreements, and disagreements, including required corrective measures and actions.
 4. Reporting: Distribute minutes of the meeting to each party present and to parties who should have been present.
 5. Do not proceed with installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the Work and reconvene the conference at earliest feasible date.
- D. Progress Meetings: Conduct progress meetings at regular intervals. Coordinate dates of meetings with preparation of payment requests.
1. Attendees: In addition to representatives of Owner and Architect, each contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
 2. Agenda: Review and correct or approve minutes of previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
 - a. Contractor's Construction Schedule: Review progress since the last meeting. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to Contractor's Construction Schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
 - 1) Review schedule for next period.
 - b. Review present and future needs of each entity present, including the following:
 - 1) Interface requirements.
 - 2) Sequence of operations.
 - 3) Status of submittals.
 - 4) Deliveries.
 - 5) Off-site fabrication.
 - 6) Access.
 - 7) Site utilization.
 - 8) Temporary facilities and controls.
 - 9) Work hours.
 - 10) Hazards and risks.
 - 11) Progress cleaning.
 - 12) Quality and work standards.
 - 13) Status of correction of deficient items.
 - 14) Field observations.
 - 15) RFIs.
 - 16) Status of proposal requests.
 - 17) Pending changes.
 - 18) Status of Change Orders.

- 19) Pending claims and disputes.
- 20) Documentation of information for payment requests.
3. Minutes: Record the meeting minutes electronically.
4. Reporting: Distribute minutes of the meeting to each party present and to parties who should have been present.
 - a. Schedule Updating: Revise Contractor's Construction Schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with the report of each meeting.

1.6 RFIs:

A. General:

1. Contractor may submit a RFI to the Owner seeking clarification or interpretation of the contract documents. If in the Contractor's opinion the nature of the RFI requires a discussion, rather than simply an answer, the Contractor shall call the Owner to have such a discussion. The results of that discussion as well as all other RFI's must be presented in writing on a form approved in advanced by the Owner/Architect along with any supporting information or data, as well as the Contractor's recommended resolution. An oral RFI or a RFI presented on an unapproved form, or without adequate supporting information and Contractor's recommended solution, will be attributed solely to the contractor. Owner/Architect's review of or responses to RFI's shall not constitute an approval, direction, or procedure related to the construction means, methods, techniques, sequences, or procedures of the Contractor.
2. Owner/Architect's review of or responses to RFI's shall not constitute an approval, direction, or procedure related to the construction site safety precautions, procedures, or methodology of the Contractor.
3. The use of a RFI is limited to clarification of the contract documents. Contractor will limit each RFI to a single issue. Information which is discernable from the contract documents; construction means and methods; product substitution submittals; product submittals; and construction site safety will not be addressed in responding to a RFI.
4. Owner/Architect's response to a RFI is not a change order or directive authorizing an increase in construction cost or time.

B. Procedure: Immediately on discovery of the need for interpretation of the Contract Documents, and if not possible to request interpretation at Project meeting, prepare and submit an RFI in the form specified.

1. RFIs shall originate with Contractor. RFIs submitted by entities other than Contractor will be returned with no response.
2. Coordinate and submit RFIs in a prompt manner so as to avoid delays in Contractor's work or work of subcontractors.

C. Electronic RFIs: Follow Procore software instruction.

1. Attachments shall be electronic files in Adobe Acrobat PDF format.

D. Representative Action: Owner/Architect will review each RFI, determine action required, and return it. Allow 7 days for response for each RFI. RFIs received after 1:00 p.m. will be considered as received the following working day.

1. The following RFIs will be returned without action:
 - a. Requests for approval of submittals.
 - b. Requests for approval of substitutions.

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- c. Requests for coordination information already indicated in the Contract Documents.
 - d. Requests for adjustments in the Contract Time or the Contract Sum.
 - e. Requests for interpretation of Architect's actions on submittals.
 - f. Incomplete RFIs or RFIs with numerous errors.
- 2. Representative action may include a request for additional information, in which case time for response will start again.
 - 3. Architect's action on RFIs that may result in a change to the Contract Time or the Contract Sum may be eligible for Contractor to submit Change Proposal according to Division 1 Section "Contract Modification Procedures."
 - a. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Owner and Architect in writing within 10 days of receipt of the RFI response.
- E. RFI Log: Prepare, maintain, and submit as instructed by electronic submittal vendor.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 FORMS

- A. Use form provided by Procore software.

END OF SECTION 013100

SECTION 013200 - CONSTRUCTION PROGRESS DOCUMENTATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for documenting the progress of construction during performance of the Work, including the following:
 1. Contractor's Construction Schedule.
 2. Submittals Schedule.
 3. Three Week Look-Ahead Schedule.
 4. Daily construction reports.

1.3 SUBMITTALS

- A. Submittals Schedule: Submit three copies of schedule within 30 days of executed contract with Owner. In addition, full project submittal schedule to be updated monthly. Arrange the following information in a tabular format:
 1. Scheduled date for first submittal.
 2. Specification Section number and title.
 3. Submittal category (action or informational).
 4. Name of subcontractor.
 5. Description of the Work covered.
 6. Scheduled date for Architect's final release or review.
- B. Contractor's Construction Schedule: Submit three copies of schedule, large enough (minimum 11 x 17) to show entire schedule for entire construction period.
- C. Removed

1.4 COORDINATION

- A. Coordinate preparation and processing of schedules and reports with performance of construction activities and with scheduling and reporting of separate contractors.
- B. Coordinate Contractor's Construction Schedule with the Schedule of Values, list of subcontracts, Submittals Schedule, progress reports, payment requests, and other required schedules and reports.
 1. Secure time commitments for performing critical elements of the Work from parties involved.

2. Coordinate each construction activity in the network with other activities and schedule them in proper sequence.

PART 2 - PRODUCTS

2.1 Removed

A. Removed

- B. Prepare the schedule in chronological order; include submittals required during the first 90 days of construction. Provide the following information:
 1. Scheduled date for the first submittal.
 2. Related Section number.
 3. Submittal category.
 4. Name of subcontractor.
 5. Description of the part of the Work covered.
 6. Scheduled date for resubmittal.
 7. Scheduled date the Owner/Architect's final release or review.
- C. Distribution: Following response to initial submittal, print and distribute copies to the Architect, Owner, subcontractors, and other parties required to comply with submittal dates indicated. Post copies in the project meeting room and field office.
 1. When revisions are made, distribute to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in construction activities.
- D. Schedule Updating: Revise the schedule after each meeting or activity, where revisions have been recognized or made. Issue the updated schedule concurrently with report of each meeting.

2.2 CONTRACTOR'S CONSTRUCTION SCHEDULE

- A. Bar-Chart Schedule: Prepare a fully developed, horizontal bar-chart type Contractor's construction schedule. Submit within 15 days of the date established for "Commencement of the Work". The Construction Schedule must be submitted and accepted prior to approval of first pay application.
 1. Provide a separate time bar for each significant construction activity. Provide a continuous vertical line to identify the first working day of each week. Use the same breakdown of units of the Work as identified in the "Schedule of Values".
 2. Within each time bar indicate estimated completion percentage in 10 percent increments. As work progresses indicate Actual Completion.
 3. Prepare the schedule on a sheet, or series of sheets, of stable reproducible media, of sufficient width to show data for the entire construction period.
 4. Coordinate each element on the schedule with other construction activities; include minor elements involved in the sequence of the Work. Show each activity in proper sequence. Indicate graphically sequences necessary for completion of related portions of the Work.
 5. Coordinate the Contractor's construction schedule with the progress reports, payment requests and other schedules.

6. Indicate completion in advance of the date established for Substantial Completion. Indicate Substantial Completion on the schedule to allow time for the Architect's procedures necessary for certification of Substantial Completion.
- B. Phasing: Provide notations on the schedule to show how the sequence of the Work is affected by requirements for phased completion to permit work by separate Contractors and partial occupancy by the Owner prior to Substantial Completion.
- C. Work Stages: Indicate important stages of construction for each major portion of the Work, including testing and installation.
- D. Area Separations: Provide a separate time bar to identify each major construction area for each major portion of the Work. Indicate where each element in an area must be sequenced or integrated with other activities.

2.3 THREE WEEK LOOK-AHEAD SCHEDULE

- A. Prepare weekly (or as determined by scheduled meeting times), prior to Project meetings, a computer-generated 3-week look-ahead schedule (bar chart) which is consistent with the Contractors schedule and depicts daily labor activities. The schedule will consist of the prior week, current week and the following 3 weeks.

2.4 REPORTS

- A. Daily Construction Reports: Prepare a daily construction report recording the following information concerning events at Project site:
 1. List of subcontractors at Project site.
 2. List of separate contractors at Project site.
 3. Approximate count of personnel at Project site.
 4. Equipment at Project site.
 5. Material deliveries.
 6. High and low temperatures and general weather conditions.
 7. Accidents.
 8. Meetings and significant decisions.
 9. Unusual events (refer to special reports).
 10. Stoppages, delays, shortages, and losses.
 11. Meter readings and similar recordings.
 12. Emergency procedures.
 13. Orders and requests of authorities having jurisdiction.
 14. Change Orders received and implemented.
 15. Construction Change Directives received and implemented.
 16. Services connected and disconnected.
 17. Equipment or system tests and startups.
 18. Partial Completions and occupancies.
 19. Substantial Completions authorized.

PART 3 - EXECUTION

3.1 CONTRACTOR'S CONSTRUCTION SCHEDULE

- A. Contractor's Construction Schedule Updating: At monthly intervals, update schedule to reflect actual construction progress and activities. Issue schedule one week before each regularly scheduled progress meeting.
 - 1. Revise schedule immediately after each meeting or other activity where revisions have been recognized or made. Issue updated schedule concurrently with the report of each such meeting.
 - 2. Include a report with updated schedule that indicates changes, including, but not limited to, changes in durations, actual starts and finishes, and activity durations.
 - 3. As the Work progresses, indicate Actual Completion percentage for each activity.
- B. Distribution: Distribute copies of reviewed schedule to Architect/Owner, separate contractors, testing and inspecting agencies, and other parties identified by Contractor with a need-to-know schedule responsibility.
 - 1. Post copies in Project meeting rooms and temporary field offices.
 - 2. When revisions are made, distribute updated schedules to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in performance of construction activities.

3.2 FORMS

- A. Electronic versions of attached forms will be provided upon request.
 - 1. Submittals Schedule Form.

END OF SECTION 013200

SECTION 013300 - SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for electronically submitting Shop Drawings, Product Data, Samples, and other submittals.
- B. Consult individual sections of specifications for specific submittals required under those sections and for further details and descriptions of requirements.
- C. Related Sections include the following:
 - 1. Division 1 Section "Project Management and Coordination" for submitting and distributing meeting and conference minutes and for submitting Coordination Drawings.
 - 2. Division 1 Section "Construction Progress Documentation" for submitting schedules and reports, including Contractor's Construction Schedule and the Submittals Schedule.
 - 3. Warranties.
 - 4. Other Sections for specific requirements for submittals in those Sections.

1.3 DEFINITIONS

- A. Action Submittals: Written and graphic information that requires Architect's responsive action.
- B. Informational Submittals: Written information that does not require Architect's responsive action. Submittals may be rejected for not complying with requirements.

1.4 SUBMITTAL PROCEDURES

- A. Processing: All costs for electronic submittal, printing, preparing, packaging, mailing, or delivering submittals for initial submittals and all costs for re-printing, re-drawing, re-drafting, re-packaging, re-submitting, and re-mailing or re-delivering as required for all re-submittals shall be included in Contract Sum.

- B. Sequence: Transmit each submittal in sequence which will not result in Owner/Architect's approval having to be later modified or rescinded by reason of subsequent submittals which should have been processed earlier or concurrently for coordination.
- C. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
 - 1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
 - 2. Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination.
 - a. Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
- D. Submittals Schedule: Comply with requirements in Division 1 Section "Construction Progress Documentation" for list of submittals and time requirements for scheduled performance of related construction activities.
- E. Multiple Reviews: The Contractor shall also be responsible for all costs to Architect or Architect consultants for reviews requiring more than 2 reviews for same specification section.
- F. Processing Time: Allow enough time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Architect's receipt of submittal. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.
 - 1. Review: Allow 21 days for review of each submittal. Architect will request for more time if needed.
- G. Deviations: Highlight, encircle, or otherwise specifically identify deviations from the Contract Documents on submittals.
- H. Resubmittals: Make resubmittals in same form and number of copies as initial submittal.
 - 1. Note date and content of previous submittal.
 - 2. Note date and content of revision in label or title block and clearly indicate extent of revision.
 - 3. Resubmit submittals until they are marked "Approved" or "Furnish as Noted".
- I. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.
- J. Use for Construction: Use only final submittals with mark indicating approval by Architect.

1.5 CONTRACTOR'S USE OF ARCHITECT'S CAD FILES

- A. General: At Contractor's written request, copies of Architect's CAD files will be provided to Contractor for Contractor's use in connection with Project, subject to the following conditions:
 - 1. Submit request using attached form at end of section.
 - a. Indicate date, project name, contractor name, address, and specific drawing (sheet number) required.

- b. Signed by Contractor agreeing with terms and conditions.

PART 2 - PRODUCTS

2.1 ELECTRONIC SUBMITTALS

- A. General: Prepare and submit Submittals required by individual Specification Sections.
 1. Submit electronic submittals directly to extranet specifically established for Project.
 2. Vendor:
 - a. Procore. (Basis of Design)
 - b. Submittal Exchange.
 - c. Newforma.
 - d. Or equal.
 3. Contractor shall pay for all-inclusive use of Procore by all project team members; data storage, security, and backup; setup, training, and support; and archiving once construction is complete.
 - a. Documentation processed, housed and archived shall include but not limited to: Submittals, Addendum, Plans, Specs, Field Reports, Photos, Weekly Reports, Notice of deviations, Punch List, RFI's RFP's ASI's, CCD's, Cost Proposals, Test Reports, Meeting Notes., and Close Out.
 - b. General Contractor before implementation of the Procore contract is to request "pre-packaging" of submittal items for the Submittal Log.

2.2 ELECTRONIC SUBMITTAL PROCEDURES

- A. Summary:
 1. Shop drawing and product data submittals shall be transmitted to Architect in electronic (PDF) format using Procore or equal pre-approved website service designed specifically for transmitting submittals between all construction team members.
 2. The intent of electronic submittals is to expedite the construction process by reducing paperwork, improving information flow, and decreasing turnaround time.
 3. The electronic submittal process is not intended for color samples, color charts, or physical material samples.
- B. Procedures:
 1. Create submittal log in Procore by inserting required submittals listed in individual specification sections.
 2. Submittal Preparation - Contractor may use any or all of the following options:
 - a. Subcontractors and Suppliers provide electronic (PDF) submittals to Contractor via the Procore website.
 - b. Subcontractors and Suppliers provide electronic (PDF) submittals to Contractor via email.
 - c. Subcontractors and Suppliers provide paper submittals to Scanning Service which electronically scans and converts to PDF format.
 3. Printed Submittals: Provide two printed sets of submittals for shop drawings for structural framing in addition to electronic submittals.

4. Contractor shall review and apply electronic stamp certifying that the submittal complies with the requirements of the Contract Documents including verification of manufacturer / product, dimensions and coordination of information with other parts of the work.
5. Contractor shall transmit each submittal to Architect using the Procore website, www.submittalexchange.com.
6. Architect / Engineer review comments will be made available on the Procore website for downloading. Contractor will receive email notice of completed review.
7. Distribution of reviewed submittals to subcontractors and suppliers is the responsibility of the Contractor.
8. Submit paper copies of any reviewed submittals not submitted electronically at project closeout for record purposes.

C. Costs:

1. General Contractor shall include the full cost of project subscription in their proposal. This cost is included in the Contract Amount.
2. The intent is for Procore service cost to be in lieu of postage or shipping costs typically paid for paper submittals. Service cost is a net cost savings to Contractor because submittals sent electronically do not need to be shipped physically.
3. After award of contract, training will be provided by Procore regarding use of website and PDF submittals.
4. Internet Service and Equipment Requirements:
 - a. Email address and Internet access at Contractor's main office.
 - b. Adobe Acrobat (www.adobe.com), Bluebeam PDF Revu (www.bluebeam.com), or other similar PDF review software for applying electronic stamps and comments.

D. Products:

1. Basis of specification is Procore website system for electronic construction submittals or equal.
2. Substitution may be considered if submitted prior to bid date for pre-approval. Product requirements:
 - a. Independently hosted, web-based system for automated tracking, storage, and distribution of contract submittals, RFI, and other contract related documents. FTP sites, e-mail exchanges, and server-based systems hosted from inside a contractor's office will not be considered are not acceptable.
 - b. Utilize 256-bit SSL encryption and hosted at SSAE 16 compliant data centers.
 - c. Minimum five years documented experience of use on comparable commercial construction projects. "Comparable commercial construction projects" shall be defined as documented use on a minimum of five hundred governmental, public-entity, or private sector projects each of \$1 million construction value or greater.
 - d. Minimum five years documented 99.5% website uptime.
 - e. Unlimited individual user accounts and system access for all project subcontractors, general contractor, owner staff, architect, design consultants, and sub-consultants, with no additional fees for those parties to access the system.
 - f. Separate locations for owner, architect, design consultant, and sub-consultant review comments with contractors restricted from viewing comments until final review or release by owner or primary design consultant.
 - g. Full version histories and dates of exchanges automatically tracked and available for viewing, searching, and reporting in a linear log format compatible with AIA G712.
 - h. Functionality to group submittals as required packages and apply forms and review comments to entire package simultaneously.

- i. Functionality for integrated online PDF viewing and review, including graphical markups and stamps, for owner, architect, design consultants, sub-consultants, and general contractor without need for additional software purchase.
- j. Automatic, configurable email notifications for each project team member for new and reviewed submittals and other items.
- k. Automatic, configurable email reminders of past due items.
- l. Customized, automated PDF form generation for submittals, RFIs, and other documents matching standard templates used by owner, design consultants, sub-consultants, and general contractor. Documentation and demonstration of automatic form generation using each entity's templates must be submitted as part of any substitution request.
- m. Prior to project start, system vendor shall create submittal log with all required items from project manual or submittal register. Owner or primary design consultant shall have full control over required items list and access to edit, add, or remove items during project.
- n. System vendor shall provide minimum one-hour live web meeting training sessions to contractors, design consultants, sub-consultants, and owners staff prior to project start.
- o. System vendor shall make available minimum thirty-minute live web meeting training sessions for subcontractors at least twice weekly for the entire duration of the project.
- p. System vendor shall provide access for owner, design consultants, sub-consultants, general contractor, and subcontractors to live technical support by phone and email minimum of 7 AM to 6 PM CST on standard business days at no additional cost.
- q. Allowance for scanning and printing services provided by local third-party reprographic vendor to assist with obtaining documents electronically and online print ordering.
- r. At completion of project closeout, system vendor shall provide minimum of four archival discs that include all documents and tracking logs, or the ability to download this information from the live website in a single complete archive package.

2.3 ACTION SUBMITTALS

- A. General: Prepare and submit Action Submittals required by individual Specification Sections.
- B. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
 1. If information must be specially prepared for submittal because standard printed data are not suitable for use, submit as Shop Drawings, not as Product Data.
 2. Mark each copy of each submittal to show which products and options are applicable.
 - a. Circle items applicable.
 - b. Cross-out items not applicable.
 - c. Select item number if required.
 3. Submittal data must include complete documentation relating to all the specified features
 4. Include the following information, as applicable:
 - a. Manufacturer's Submittal Form with all the options selected when available.
 - b. Manufacturer's written recommendations.
 - c. Manufacturer's product specifications.
 - d. Manufacturer's installation instructions.

- e. Standard color charts.
 - f. Manufacturer's catalog cuts.
 - g. Wiring diagrams showing factory-installed wiring.
 - h. Printed performance curves.
 - i. Operational range diagrams.
 - j. Mill reports.
 - k. Standard product operation and maintenance manuals.
 - l. Compliance with specified referenced standards.
 - m. Testing by recognized testing agency.
 - n. Application of testing agency labels and seals.
 - o. Notation of coordination requirements.
5. Submit Product Data before or concurrent with Samples.
- C. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data.
1. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
 - a. Dimensions.
 - b. Do not use words "by others." Identify exactly who is responsible for the work.
 - c. Identification of products.
 - d. Fabrication and installation drawings.
 - e. Roughing-in and setting diagrams.
 - f. Wiring diagrams showing field-installed wiring, including power, signal, and control wiring.
 - g. Shopwork manufacturing instructions.
 - h. Templates and patterns.
 - i. Schedules.
 - j. Design calculations.
 - k. Compliance with specified standards.
 - l. Notation of coordination requirements.
 - m. Notation of dimensions established by field measurement.
 - n. Relationship to adjoining construction clearly indicated.
 - o. Seal and signature of professional engineer if specified.
 - p. Wiring Diagrams: Differentiate between manufacturer-installed and field-installed wiring.
- D. Samples: Submit Samples for review of kind, color, pattern, and texture for a check of these characteristics with other elements and for a comparison of these characteristics between submittal and actual component as delivered and installed.
1. Transmit Samples that contain multiple, related components such as accessories together in one submittal package.
 2. Identification: Attach label on unexposed side of Samples that includes the following:
 - a. Generic description of Sample.
 - b. Product name and name of manufacturer.
 - c. Sample source.
 - d. Number and title of appropriate Specification Section.
 3. Disposition: Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.

- a. Samples that may be incorporated into the Work are indicated in individual Specification Sections. Such Samples must be in an undamaged condition at time of use.
- b. Samples not incorporated into the Work, or otherwise designated as Owner's property, are the property of Contractor.
4. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available.
 - a. Number of Samples: Submit 1 full set of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Architect will return submittal with options selected.
5. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from same material to be used for the Work, cured and finished in manner specified, and physically identical with material or product proposed for use, and that show full range of color and texture variations expected. Samples include, but are not limited to, the following: partial sections of manufactured or fabricated components; small cuts or containers of materials; complete units of repetitively used materials; swatches showing color, texture, and pattern; color range sets; and components used for independent testing and inspection.
 - a. Number of Samples: Submit three sets of Samples. Architect will retain two Sample sets; remainder will be returned. Mark up and retain one returned Sample set as a Project Record Sample.
 - 1) Submit a single Sample where assembly details, workmanship, fabrication techniques, connections, operation, and other similar characteristics are to be demonstrated.
 - 2) If variation in color, pattern, texture, or other characteristic is inherent in material or product represented by a Sample, submit at least three sets of paired units that show approximate limits of variations.
- E. Product Schedule or List: As required in individual Specification Sections, prepare a written summary indicating types of products required for the Work and their intended location. Include the following information in tabular form:
 1. Type of product. Include unique identifier for each product.
 2. Number and name of room or space.
 3. Location within room or space.
- F. Submittals Schedule: Comply with requirements specified in Division 1 Section "Construction Progress Documentation."

2.4 INFORMATIONAL SUBMITTALS

- A. General: Prepare and submit Informational Submittals required by other Specification Sections.
 1. Certificates and Certifications: Provide a notarized statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity.

- B. Coordination Drawings: Comply with requirements specified in Division 1 Section "Project Management and Coordination."
- C. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, names and addresses of architects and owners, and other information specified.
- D. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements in the Contract Documents. Submit record of Welding Procedure Specification (WPS) and Procedure Qualification Record (PQR) on AWS forms. Include names of firms and personnel certified.
- E. Installer Certificates: Prepare written statements on manufacturer's letterhead certifying that Installer complies with requirements in the Contract Documents and, where required, is authorized by manufacturer for this specific Project.
- F. Manufacturer Certificates: Prepare written statements on manufacturer's letterhead certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.
- G. Product Certificates: Prepare written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.
- H. Material Certificates: Prepare written statements on manufacturer's letterhead certifying that material complies with requirements in the Contract Documents.
- I. Material Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements in the Contract Documents.
- J. Product Test Reports: Prepare written reports indicating current product produced by manufacturer complies with requirements in the Contract Documents. Base reports on evaluation of tests performed by manufacturer and witnessed by a qualified testing agency, or on comprehensive tests performed by a qualified testing agency.
- K. Research/Evaluation Reports: Prepare written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for Project. Include the following information:
 - 1. Name of evaluation organization.
 - 2. Date of evaluation.
 - 3. Time period when report is in effect.
 - 4. Product and manufacturers' names.
 - 5. Description of product.
 - 6. Test procedures and results.
 - 7. Limitations of use.
- L. Schedule of Tests and Inspections: Comply with Code and other stated requirements within specifications

- M. Preconstruction Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements in the Contract Documents.
- N. Compatibility Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for primers and substrate preparation needed for adhesion.
- O. Field Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements in the Contract Documents.
- P. Maintenance Data: Prepare written and graphic instructions and procedures for operation and normal maintenance of products and equipment.
- Q. Design Data: Prepare written and graphic information, including, but not limited to, performance and design criteria, list of applicable codes and regulations, and calculations. Include list of assumptions and other performance and design criteria and a summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Include page numbers.
- R. Manufacturer's Instructions: Prepare written or published information that documents manufacturer's recommendations, guidelines, and procedures for installing or operating a product or equipment. Include name of product and name, address, and telephone number of manufacturer. Include the following, as applicable:
 - 1. Preparation of substrates.
 - 2. Required substrate tolerances.
 - 3. Sequence of installation or erection.
 - 4. Required installation tolerances.
 - 5. Required adjustments.
 - 6. Recommendations for cleaning and protection.
- S. Manufacturer's Field Reports: Prepare written information documenting factory-authorized service representative's tests and inspections. Include the following, as applicable:
 - 1. Name, address, and telephone number of factory-authorized service representative making report.
 - 2. Statement on condition of substrates and their acceptability for installation of product.
 - 3. Statement that products at Project site comply with requirements.
 - 4. Summary of installation procedures being followed, whether they comply with requirements and, if not, what corrective action was taken.
 - 5. Results of operational and other tests and a statement of whether observed performance complies with requirements.
 - 6. Statement whether conditions, products, and installation will affect warranty.
 - 7. Other required items indicated in individual Specification Sections.
- T. Insurance Certificates and Bonds: Prepare written information indicating current status of insurance or bonding coverage. Include name of entity covered by insurance or bond, limits of coverage, amounts of deductibles, if any, and term of the coverage.

2.5 DEFERRED APPROVALS AND DELEGATED DESIGN

- A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.
 - 1. If criteria indicated are not sufficient to perform services or certification required, submit a written request for additional information to Architect.
- B. Delegated-Design Submittal: In addition to Shop Drawings, Product Data, and other required submittals, submit 3 copies of a statement, signed and sealed by Structural Engineer Licensed in California, for each product and system specifically assigned to Contractor to be designed or certified by a design professional.
 - 1. Indicate that products and systems comply with performance and design criteria in the Contract Documents. Include list of codes, loads, and other factors used in performing these services.
- C. Deferred Agency Having Jurisdiction (AHJ) Approvals:
 - 1. The Contractor shall provide 3 copies with original stamps and signatures of design drawings, engineering calculations material specifications prepared by a Structural Engineer Licensed in California. Cut sheets of all materials used in the design/ installation of the system shall be identified and provided with the submittals as required by Agency Having Jurisdiction (AHJ) approval and the requirements of the specifications and governing codes for this work.
 - 2. TIME IS OF THE ESSENCE – The Contractor shall provide all required documents for review by the Architect and submittal to Agency Having Jurisdiction (AHJ).
 - 3. Failure to provide submittal materials within the days specified shall be grounds to withhold further progress payments until the submittals is submitted and accepted by the Architect for submission to Agency Having Jurisdiction (AHJ).
 - 4. Delays due to Agency Having Jurisdiction (AHJ) checking schedules, or Architect required re-submittals shall not be grounds for construction delay claims or time extensions.

PART 3 - EXECUTION

3.1 CONTRACTOR'S REVIEW

- A. Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to Architect.
 - 1. Coordinate the work; do not delegate responsibility for coordination to any subcontractor.
 - 2. Anticipate the interrelationship of all subcontractors and their relationship with the total work.
 - 3. Resolve differences or disputes between subcontractors and materials suppliers concerning coordination, interference, or extent of work between sections.
 - 4. Trade submittals with “By Others”, “By General Contractor”, or similar coordination and work scope are not allowed. Identify, acknowledge, and resolve scope of work prior to submittal by Contractor. No extras will be allowed. Provide complete and coordinated submittals.

- B. Approval Stamp: Stamp each submittal with a uniform, approval stamp. Include Project name and location, submittal number, Specification Section title and number, name of reviewer, date of Contractor's approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.

3.2 ARCHITECT'S ACTION

- A. General: Architect will not review submittals that do not bear Contractor's approval stamp and will return them without action.
- B. Action Submittals: Architect will review each submittal, make marks to indicate corrections or modifications required, and return it. Architect will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action taken.
- C. Informational Submittals: Architect will review each submittal and will not return it, or will return it if it does not comply with requirements. Architect will forward each submittal to appropriate party.
- D. Partial submittals are not acceptable, will be considered nonresponsive, and will be returned without review.
- E. Submittals not required by the Contract Documents may not be reviewed and may be discarded.
- F. Architect's and Consultant's review shall neither be construed as complete check nor relieve the Contractor, Subcontractor, manufacturer, fabricator, or supplier from responsibility for any deficiency that may exist or from any departures or deviations from the requirements of the Contract unless the Contractor has, in writing, called the Architect's attention to the deviations at the time of submission as specified.

3.3 FORMS

- A. Electronic versions of attached forms will be provided upon request.
 - 1. Electronic Files Transfer - Architectural Form.

END OF SECTION 013300

SECTION 01 45 16

FIELD TESTING OF MATERIALS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Field testing of compaction of backfill, embankment, pavement subgrade, and pavement base.
- B. Sampling and testing concrete strength and slump.
- C. Sampling and analysis of asphalt for paving.

1.02 SUBMITTALS

- A. Two certified copies of the laboratory report to ENGINEER.
- B. Reports shall include date issued, project title and number, name of inspector, date and time of sampling/inspection, standard designation of the test method and work performed, ambient conditions at the time of sampling, appropriate retest recommendation, identification of product and specifications section, location in the project, type of inspection or test, date of tests, and conformance with Contract Documents.

1.03 QUALIFICATIONS

- A. Test laboratory accredited by the Construction Materials Engineering Council, Inc.

PART 2 PRODUCTS – NOT USED

PART 3 EXECUTION

3.01 COORDINATION

- A. Cooperate with laboratory personnel, and provide access to the work and to manufacturer's facilities.
- B. Provide incidental labor and facilities to provide access to work to be tested to obtain and handle samples at the site or at source of products to be tested, to facilitate tests and inspections, storage and cutting of test samples.
- C. Notify laboratory 24 hours prior to expected time for operations requiring inspection and testing services.

3.02 TESTING FREQUENCY

- A. Wastewater Systems
 - 1. Sanitary Laterals – check compaction of backfill at 200 foot intervals beginning 1 foot above the top of the pipe and then every 200 feet thereafter.

- B. Water Systems
 - 1. Fire Mains – check compaction of backfill 1 foot above the top of the pipe at 200 foot intervals horizontally.

- C. Drainage Systems
 - 1. Roof Drains and Gutter Pipe – check compaction of backfill beginning at the springline and then at 2 foot vertical intervals and 200 foot horizontal intervals.

- D. Roadways - Where applicable
 - 1. Subgrade – check compaction at 200 foot intervals.
 - 2. Stabilized Subgrade – check compaction at 200 foot intervals.
 - 3. Curb and Gutter – check compaction at 300 foot intervals but stagger from one side of the road to the other. Check concrete slump and obtain a set of test cylinders every 800-1000 feet.
 - 4. Base Rock – analyze material when it is delivered to the site for compliance with the specifications. Check compaction at 300 foot intervals but alternate left side to right side.
 - 5. Asphalt – verify asphalt temperature.

END OF SECTION

SECTION 015000 - TEMPORARY FACILITIES AND CONTROLS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes requirements for temporary utilities, support facilities, and security and protection facilities.

1.3 DEFINITIONS

- A. Permanent Enclosure: As determined by Architect, permanent or temporary roofing is complete, insulated, and weathertight; exterior walls are insulated and weathertight; and all openings are closed with permanent construction or substantial temporary closures.

1.4 USE CHARGES

- A. General: Allow other entities to use temporary services and facilities without cost, including, but not limited to, Owner's construction forces, Architect, occupants of Project, testing agencies, and authorities having jurisdiction.
- B. Sewer Service:
 - 1. Pay sewer service use charges for sewer usage by all entities for construction operations.
- C. Water Service:
 - 1. Pay water service use charges for water used by all entities for construction operations.
- D. Electric Power Service:
 - 1. Pay electric power service use charges for electricity used by all entities for construction operations.
- E. Sanitary Facilities:
 - 1. Pay sanitary service use charge for temporary toilets, wash facilities, and drinking water for use of construction personnel.

1.5 SUBMITTALS

- A. Site Plan: Show temporary facilities, utility hookups, staging areas, and parking areas for construction personnel.

1.6 QUALITY ASSURANCE

- A. Electric Service: Comply with NECA, NEMA, and UL standards and regulations for temporary electric service. Install service to comply with 2010 CEC.
- B. Tests and Inspections: Arrange for authorities having jurisdiction to test and inspect each temporary utility before use. Obtain required certifications and permits.

1.7 PROJECT CONDITIONS

- A. Temporary Use of Permanent Facilities: Installer of each permanent service shall assume responsibility for operation, maintenance, and protection of each permanent service during its use as a construction facility before Owner's acceptance, regardless of previously assigned responsibilities.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Wind Screen Fabric: Green.

2.2 TEMPORARY FIELD OFFICES

- A. Sufficient size to accommodate needs of construction personnel. Keep office clean and orderly.

2.3 EQUIPMENT

- A. Fire Extinguishers: Portable, UL rated; with class and extinguishing agent as required by locations and classes of fire exposures. Minimum rated at Class 2A-10B:C.
- B. HVAC Equipment: Unless Owner authorizes use of permanent HVAC system, provide vented, self-contained, electric, liquid-propane-gas or fuel-oil heaters with individual space thermostatic control.
 - 1. Use of gasoline-burning space heaters, open-flame heaters, or salamander-type heating units is prohibited.
 - 2. Heating Units: Listed and labeled for type of fuel being consumed, by a testing agency acceptable to authorities having jurisdiction, and marked for intended use.
 - 3. Permanent HVAC System: If Owner authorizes use of permanent HVAC system for temporary use during construction, provide filter with MERV of 8 at each return air grille in system and remove at end of construction.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

- A. Locate facilities where they will serve Project adequately and result in minimum interference with performance of the Work. Relocate and modify facilities as required by progress of the Work.
- B. Provide each facility ready for use when needed to avoid delay. Do not remove until facilities are no longer needed or are replaced by authorized use of completed permanent facilities.

3.2 TEMPORARY UTILITY INSTALLATION

- A. General: Install temporary service or connect to existing service.
 - 1. Arrange with utility company, Owner, and existing users for time when service can be interrupted, if necessary, to make connections for temporary services.
- B. Sewers and Drainage: Provide temporary utilities to remove effluent lawfully.
- C. Water Service: Install water service and distribution piping in sizes and pressures adequate for construction.
- D. Sanitary Facilities: Install temporary toilets, wash facilities, and drinking water for use of construction personnel. Comply with authorities having jurisdiction for type, number, location, operation, and maintenance of fixtures and facilities.
- E. Heating and Cooling: Install temporary heating and cooling required by construction activities for curing or drying of completed installations or for protecting installed construction from adverse effects of low temperatures or high humidity. Select equipment that will not have a harmful effect on completed installations or elements being installed.
- F. Ventilation and Humidity Control: Install temporary ventilation required by construction activities for curing or drying of completed installations or for protecting installed construction from adverse effects of high humidity. Select equipment that will not have a harmful effect on completed installations or elements being installed. Coordinate ventilation requirements to produce ambient condition required and minimize energy consumption.
- G. Electric Power Service: Install electric power service and distribution system of sufficient size, capacity, and power characteristics required for construction operations.
- H. Lighting: Install temporary lighting with local switching that provides adequate illumination for construction operations, observations, inspections, and traffic conditions.
 - 1. Install and operate temporary lighting that fulfills security and protection requirements without operating entire system.
 - 2. Install lighting for Project identification sign.

3.3 SUPPORT FACILITIES INSTALLATION

- A. Traffic Controls: Comply with requirements of authorities having jurisdiction.
 - 1. Protect existing site improvements to remain including curbs, pavement, and utilities.
 - 2. Maintain access for fire-fighting equipment and access to fire hydrants.
- B. Parking: Provide temporary parking areas for construction personnel.
- C. Dewatering Facilities and Drains: Comply with requirements of authorities having jurisdiction. Maintain Project site, excavations, and construction free of water.
 - 1. Dispose of rainwater in a lawful manner that will not result in flooding Project or adjoining properties nor endanger permanent Work or temporary facilities.
 - 2. Remove snow and ice as required to minimize accumulations.
- D. Project Identification and Temporary Signs: Provide Project identification. Install signs where directed to inform public and individuals seeking entrance to Project. Unauthorized signs are not permitted.
 - 1. Provide temporary, directional signs for construction personnel.
 - 2. Maintain and touchup signs so they are legible at all times.
 - 3. Provide a 4'-0" x 8'-0" project sign constructed of 1/2 inch plywood or 10 mil corrugated mounted to 4"x4" posts 8'-0" long set 2'-0" deep into earth.
 - 4. Project sign shall include a graphic of the building (available from the Architect), Architect, Consultants, Owner, project, funding members with titles, and Contractor with contact information for the contractor. Text and layout shall be submitted for approval prior to installation.
 - 5. Location of project sign shall be coordinated with Owner's representative.
- E. Waste Disposal Facilities: Provide waste-collection containers in sizes adequate to handle waste from construction operations. Comply with requirements of authorities having jurisdiction.
- F. Lifts and Hoists: Provide facilities necessary for hoisting materials and personnel.
 - 1. Truck cranes and similar devices used for hoisting materials are considered "tools and equipment" and not temporary facilities.
- G. Temporary Stairs: Until permanent stairs are available, provide temporary stairs where ladders are not adequate.

3.4 SECURITY AND PROTECTION FACILITIES INSTALLATION

- A. Environmental Protection: Provide protection, operate temporary facilities, and conduct construction in ways and by methods that comply with environmental regulations and that minimize possible air, waterway, and subsoil contamination or pollution or other undesirable effects.
 - 1. Comply with work restrictions specified in Division 1 Section "Summary."

- B. Temporary Erosion and Sedimentation Control (As Applicable): Provide measures to prevent soil erosion and discharge of soil-bearing water runoff and airborne dust to adjacent properties and walkways, according to requirements of authorities having jurisdiction.
 - 1. Inspect, repair, and maintain erosion- and sedimentation-control measures during construction until permanent vegetation has been established.
- C. Stormwater Control: Comply with authorities having jurisdiction. Provide barriers in and around excavations and subgrade construction to prevent flooding by runoff of stormwater from heavy rains.
- D. Tree and Plant Protection: Install temporary fencing located as indicated or outside the drip line of trees to protect vegetation from damage from construction operations. Protect tree root systems from damage, flooding, and erosion.
- E. Site Enclosure Fence: Before construction operations begin, furnish and install site enclosure fence in a manner that will prevent people and animals from easily entering site except by entrance gates.
 - 1. Extent of Fence: As required to enclose Project site or portion determined sufficient to accommodate construction operations or as indicated on Drawings.
 - 2. Maintain security by limiting number of keys and restricting distribution to authorized personnel.
- F. Install full coverage with green wind screen fabric on temp. fencing to block viewing through construction fencing. Wind screen fabric shall be anchored or weighted sufficiently to resist design wind loads indicated on Drawings.
- G. Security Enclosure and Lockup: Install substantial temporary enclosure around partially completed areas of construction. Provide lockable entrances to prevent unauthorized entrance, vandalism, theft, and similar violations of security.
- H. Barricades, Warning Signs, and Lights: Comply with requirements of authorities having jurisdiction for erecting structurally adequate barricades, including warning signs and lighting.
- I. Temporary Enclosures: Provide temporary enclosures for protection of construction, in progress and completed, from exposure, foul weather, other construction operations, and similar activities. Provide temporary weathertight enclosure for building exterior.
 - 1. Where heating or cooling is needed and permanent enclosure is not complete, insulate temporary enclosures.
- J. Not Used.

- L. Temporary Fire Protection: Install and maintain temporary fire-protection facilities of types needed to protect against reasonably predictable and controllable fire losses. Comply with 2010 CFC Chapter 14.
 - 1. Prohibit smoking in construction areas.
 - 2. Supervise welding operations, combustion-type temporary heating units, and similar sources of fire ignition according to requirements of authorities having jurisdiction.
 - 3. Develop and supervise an overall fire-prevention and -protection program for personnel at Project site. Review needs with local fire department and establish procedures to be followed. Instruct personnel in methods and procedures. Post warnings and information.
 - 4. Provide temporary standpipes and hoses for fire protection. Hang hoses with a warning sign stating that hoses are for fire-protection purposes only and are not to be removed. Match hose size with outlet size and equip with suitable nozzles.

3.5 OPERATION, TERMINATION, AND REMOVAL

- A. Supervision: Enforce strict discipline in use of temporary facilities. To minimize waste and abuse, limit availability of temporary facilities to essential and intended uses.
- B. Maintenance: Maintain facilities in good operating condition until removal.
 - 1. Maintain operation of temporary enclosures, heating, cooling, humidity control, ventilation, and similar facilities on a 24-hour basis where required to achieve indicated results and to avoid possibility of damage.
- C. Temporary Facility Changeover: Do not change over from using temporary security and protection facilities to permanent facilities until Substantial Completion.
- D. Termination and Removal: Remove each temporary facility when need for its service has ended, when it has been replaced by authorized use of a permanent facility, or no later than Substantial Completion. Complete or, if necessary, restore permanent construction that may have been delayed because of interference with temporary facility. Repair damaged Work, clean exposed surfaces, and replace construction that cannot be satisfactorily repaired.
 - 1. Materials and facilities that constitute temporary facilities are property of Contractor. Owner reserves right to take possession of Project identification signs.
 - 2. At Substantial Completion, clean and renovate permanent facilities used during construction period.

Palm Beach Gardens Fire Rescue
Fire Station No. 6

END OF SECTION 015000