

SECTION 01 11 13
SUMMARY OF WORK

PART 1 – GENERAL

1.1 REQUIREMENTS INCLUDED

- A. Related Requirements.
- B. Work covered by Contract Documents.
- C. Description of Work.
- D. Contract Method.
- E. Work by Others.
- F. Coordination.
- G. Access for Testing and Inspection.

1.2 RELATED REQUIREMENTS

- A. Section 00 70 00 – General Conditions.
- B. Section 00 80 00 – Supplementary Conditions.
- C. Section 01 29 73 - Schedule of Values.

1.3 WORK COVERED BY CONTRACT DOCUMENTS

- A. The primary purpose of this Project is to replace older diesel engines with new Tier 3 marine diesel engines in the communities of Chignik Lake, Circle, and Takotna, Alaska.
- B. Work under this Contract generally consists of:
 - 1. Installation of new engine-generator sets (gensets) powered by Tier 3 marine diesel engines.
 - 2. Modification and/or replacement of switchgear to restore full manual and automatic paralleling control of the new and the existing gensets.
 - 3. Minor modifications to the plant mechanical and electrical systems.
 - 4. Testing, and commissioning of the completed work.
 - 5. See paragraphs 1.4, 1.5, and 1.6 Description of Work below, for specific

- C. The intent of the Contract is to provide for the construction and completion of every detail of work described in the Contract Documents. The Contractor shall furnish all labor, materials, supervision, equipment, tools, transportation, quality control, and supplies required to complete the work in accordance with the Contract Documents.

1.4 CHIGNIK LAKE DESCRIPTION OF WORK

- A. Mobilize all required materials, equipment, tools, supplies, etc. and all required personnel to the project site in Chignik Lake, AK.
- B. Furnish one sealed drum of glycol solution delivered to the project site.
- C. Remove two existing diesel engine-generator sets (gensets) and associated mechanical and electrical systems as indicated in the Drawings. Take care to avoid damage to existing systems not being demolished and to equipment being salvaged
- D. Install two new Tier 3 marine diesel engine powered gensets with all ancillary equipment and mechanical and electrical connections as indicated in the Drawings.
- E. Renovate existing switchgear as indicated in the Drawings.
- F. Modify existing plant mechanical and electrical systems as indicated in the Drawings.
- G. Maintain prime power in the community with limited outages scheduled in advance with the local utility.
- H. Functionally test and commission the completed work. Testing shall coincide with Substantial Completion. Provide written notice to the Authority a minimum of 14 days prior to beginning testing. Note that upon notification, or sooner, the Authority will provide the Contractor a detailed checklist to be used in testing. Tasks shall include but not be limited to:
 - 1. The Authority will furnish at no cost to the Contractor one portable 100kW load bank to be utilized during functional testing. Contractor shall be responsible for transportation and all cables and connectors as required.
 - 2. Prior to beginning functional testing, complete all required tests of mechanical and electrical systems as required by the Contract Documents.
 - 3. Functionally test all mechanical and electrical equipment and all associated controls to demonstrate proper operation.
 - 4. Test and calibrate all mechanical and electrical instrumentation devices.
 - 5. Run through a complete functional test of the generation system including automatic and manual start/stop, paralleling, load sharing, demand control, and safety shut downs.
 - 6. Test all data and communication systems including PLC, operator interface

screens, and other devices. Demonstrate proper operation of SCADA system on all devices within the plant and also on a remote computer via Ethernet connection.

- I. Upon completion of commissioning: clean up the jobsite, remove and dispose of all trash and debris, turn over all salvaged materials to the Owner as indicated in the Drawings, and remove all Contractor tools and equipment from the project site.

1.5 CIRCLE DESCRIPTION OF WORK

- A. Mobilize all required materials, equipment, tools, supplies, etc. and all required personnel to the project site in Circle, AK.
- B. Furnish two sealed drums of glycol solution delivered to the project site.
- C. Install two new Tier 3 marine diesel engine powered gensets with all ancillary equipment and mechanical and electrical connections as indicated in the Drawings.
- D. Relocate and install one existing diesel engine-generator set and associated mechanical and electrical systems as indicated in the Drawings.
- E. Install new switchgear as indicated in the Drawings.
- F. Modify existing and provide new plant mechanical and electrical systems as indicated in the Drawings.
- G. Maintain prime power in the community with limited outages scheduled in advance with the local utility.
- H. Functionally test and commission the completed work. Testing shall coincide with Substantial Completion. Provide written notice to the Authority a minimum of 14 days prior to beginning testing. Note that upon notification, or sooner, the Authority will provide the Contractor a detailed checklist to be used in testing. Tasks shall include but not be limited to:
 1. The Authority will furnish at no cost to the Contractor one portable 100kW load bank to be utilized during functional testing. Contractor shall be responsible for transportation, and all cables and connectors as required.
 2. Prior to beginning functional testing, complete all required tests of mechanical and electrical systems as required by the Contract Documents.
 3. Functionally test all mechanical and electrical equipment and all associated controls to demonstrate proper operation.
 4. Test and calibrate all mechanical and electrical instrumentation devices.
 5. Run through a complete functional test of the generation system including automatic and manual start/stop, paralleling, load sharing, demand control, and safety shut downs.

- I. Upon completion of commissioning: clean up the jobsite, remove and dispose of all trash and debris, turn over all salvaged materials to the Owner as indicated in the Drawings, and remove all Contractor tools and equipment from the project site.
- J. Exclusions: The Drawings show a hydronic piping and cooling system that is not in the scope of this contract. The cooling system will be provided by the utility prior to Contractor installation of new engines.

1.6 TAKOTNA DESCRIPTION OF WORK

- A. Mobilize all required materials, equipment, tools, supplies, etc. and all required personnel to the project site in Takotna, AK.
- B. Furnish one sealed drum of glycol solution delivered to the project site.
- C. Remove two existing diesel engine-generator sets (gensets) and associated mechanical and electrical systems as indicated in the Drawings. Take care to avoid damage to existing systems not being demolished and to equipment being salvaged
- D. Install two new Tier 3 marine diesel engine powered gensets with all ancillary equipment and mechanical and electrical connections as indicated in the Drawings.
- E. Renovate existing switchgear as indicated in the Drawings.
- F. Modify existing plant mechanical and electrical systems as indicated in the Drawings.
- G. Maintain prime power in the community with limited outages scheduled in advance with the local utility.
- H. Functionally test and commission the completed work. Testing shall coincide with Substantial Completion. Provide written notice to the Authority a minimum of 14 days prior to beginning testing. Note that upon notification, or sooner, the Authority will provide the Contractor a detailed checklist to be used in testing. Tasks shall include but not be limited to:
 - 1. The Authority will furnish at no cost to the Contractor one portable 100kW load bank to be utilized during functional testing. Contractor shall be responsible for transportation, and all cables and connectors as required.
 - 2. Prior to beginning functional testing, complete all required tests of mechanical and electrical systems as required by the Contract Documents.
 - 3. Functionally test all mechanical and electrical equipment and all associated controls to demonstrate proper operation.
 - 4. Test and calibrate all mechanical and electrical instrumentation devices.
 - 5. Run through a complete functional test of the generation system including automatic and manual start/stop, paralleling, load sharing, demand control, and safety shut downs.

6. Test all data and communication systems including PLC, operator interface screens, and other devices. Demonstrate proper operation of SCADA system on all devices within the plant and also on a remote computer via Ethernet connection.
- I. Upon completion of commissioning: clean up the jobsite, remove and dispose of all trash and debris, turn over all salvaged materials to the Owner as indicated in the Drawings, and remove all Contractor tools and equipment from the project site.

1.7 CONTRACT METHOD

- A. This Contract is lump sum as shown on the Section 00 32 00 – Bid Schedule. This work shall be measured and paid for in accordance with Section 00 70 00 – General Conditions, Article 13 – Payment to Contractors and Completion and Section 01 29 73 - Schedule of Values.

1.8 WORK BY OTHERS

- A. All work shall be included in this Contract except for tasks specifically indicated in the Drawings as being performed by others.

1.9 COORDINATION

- A. Coordinate Work to assure efficient and orderly sequence of installation.
- B. Prior to procurement, verify that characteristics of interrelated equipment are compatible.
- C. Coordinate space requirements and installation of components. Utilize spaces efficiently to maximize accessibility for other installations, maintenance, and repairs.

1.10 ACCESS FOR TESTING AND INSPECTION

- A. Provide access for the Authority and the Engineer to the site. Provide on-site transportation, ladders, lifts, etc. for inspection and testing of the work.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

END OF SECTION

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SECTION 01 12 19

CONTRACTOR'S CERTIFICATION OF SUBCONTRACTS

PART 1 – GENERAL

1.1 SECTION INCLUDES

- A. Procedures for preparing, submitting and accepting subcontracts.

1.2 RELATED REQUIREMENTS

- A. Section 00 10 00 – Information to Bidders.
- B. Section 00 43 00 – Subcontractor List.
- C. Section 00 70 00 – General Conditions: Subcontractor Certification and Approval.
- D. Section 00 80 00 – Supplementary Conditions: Subcontract Provisions.
- E. Section 01 33 00 – Submittal Procedures.

1.3 PREPARATION OF CERTIFICATION

- A. Certification Forms: Use forms provided by the Authority.
- B. Contractor shall prepare certification form and submit to the Authority prior to the start of work. Where required, attach additional information to the certification form.
- C. Substitute certification forms will not be considered.

1.4 SUBMITTAL OF CERTIFICATION

- A. The CONTRACTOR shall submit certification forms for all subcontractors for review and approval by the Authority.

1.5 CONSIDERATION OF CERTIFICATION

- A. Following receipt of submitted subcontractor certification forms, the Authority will review for the following, at minimum:
 - 1. Completeness of forms and attachments
 - 2. Proper execution (signatures) of forms and attachments
- B. Incomplete or improperly executed subcontractor certification forms will be returned to the Contractor for revision and resubmittal.

- C. Contractor shall remove its subcontractor from the project site until its subcontractor certification form is submitted, reviewed, and approved.
- D. The Authority will not process payments for work performed by a non-certified subcontractor.

1.6 ACKNOWLEDGMENT OF CERTIFICATION

- A. Submittals which have been examined by the Authority and are determined to be complete and properly executed shall be acknowledged as such by the Project Manager's signature.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

END OF SECTION

Note: The Contractor shall provide this form for ALL subcontractors working on this project. This form is applicable to all projects, including Small Procurement Contracts, and must be completed in full.

PROJECT: FFY17-18 DERA Project, ITB #20053 PROJ. #: TBD

PRIME CONTRACTOR: _____

Pursuant to the Contract Documents, we hereby stipulate the following concerning the award of Work to the last Subcontractor on the following list:

1. First Tier Subcontractor: _____ DBE? **Yes** **No**
Second Tier: _____ DBE? **Yes** **No**
Third Tier: _____ DBE? **Yes** **No**
Fourth Tier: _____ DBE? **Yes** **No**

2. Date of Subcontract: _____

3. Amount of Subcontract: \$ _____

4. Scope of Work: _____

5. Are the following documents kept on file by both the Contractor and the Subcontractor (check the appropriate answer)?
Contract Minimum Wage Schedule **Yes** **No**

6. Does the Subcontract contain provisions for prompt payment, release of retainage, and interest on late payment and retainage conforming to AS 36.90.210?
Yes **No**

7. Does the Subcontract specifically bind the Subcontractor to the applicable terms and conditions of the Contract Documents for the benefit of the Authority and does it contain waiver provisions and termination provisions as required by the Contract Documents?
Yes **No**

8. a. Does the Subcontractor have adequate insurance coverages as specified in the Contract Documents?
Yes **No**

If not, does the Contractor stipulate that the insurance limits of the Subcontractor are acceptable to the Contractor and that he has notified his insurance carrier of the reduced insurance limits?
Yes **No**

b. Does the evidence of insurance certify that the policies described thereon comply with all aspects of the insurance requirements for this project?
Yes **No**

Subcontractor Name: _____

c. Does the evidence of insurance list the Authority as an "Additional Insured" or "Certificate Holder"?

Yes No

d. Does the evidence of insurance commit to providing 30 day written notice of cancellation or reduction of any coverage?

Yes No

e. Insurance Expiration dates:

Comprehensive or Commercial General Liability: _____

Automobile: _____ Workers' Compensation: _____

(Other): _____

9. Copies of the following professional certifications, licenses, and registrations are attached (circle all that apply):

- Business License (mandatory)
- Contractor License (mandatory)
- Land Surveyor's License
- Electrical Administrator's License (mandatory for electrical subs)
- Mechanical Administrator's License (mandatory for mechanical subs)
- Engineer/Architect
- Other: _____

10. Exceptions to any of the above are explained as follows: _____

CERTIFICATION (to be completed and signed by PRIME CONTRACTOR): I certify all the above to be true and correct.

Signature: _____

Printed Name: _____

Company: _____

Date: _____

AUTHORITY'S APPROVAL/DISAPPROVAL

The subject subcontract is **APPROVED**. Nothing in this approval should be construed as relieving the Prime Contractor of the responsibility for complete performance of the work or as a waiver of any right of the Approval to reject defective work.

Signature: _____ Date: _____
Project Manager

The subject subcontract is **NOT APPROVED** for the following reasons:

Signature: _____ Date: _____
Project Manager

SECTION 01 26 63
CHANGE PROCEDURES

PART 1 – GENERAL

1.1 RELATED REQUIREMENTS

- A. Section 00 32 00 – Bid Schedule.
- B. Section 00 51 00 – Construction Contract.
- C. Section 00 70 00 – General Conditions.
- D. Section 00 80 00 – Supplementary Conditions.
- E. Section 01 29 73 – Schedule of Values.
- F. Section 01 29 76 – Application for Payment.
- G. Section 01 32 16 – Construction Progress Schedule.
- H. Section 01 73 00 – Execution Requirements.

1.2 SUBMITTALS

- A. Submit the name of the individual authorized to accept changes, and to be responsible for informing others in the Contractor's employ of changes in the Work.
- B. Submit with each price proposal a complete, detailed, itemized cost breakdown defining all impacts on Contract Price and Contract Time, in sufficient detail to fully explain the basis for the proposal.
- C. All change forms shall be provided by the Authority.

1.3 CHANGE AUTHORIZATION

- A. In accordance with Section 00 70 00 – General Conditions, Article 9 Changes, the Authority may authorize changes to the Work. The Authority may authorize changes in one of the following ways:
 - 1. Directive (Section 00 70 00, Article 9.3).
 - 2. Change Order (CO) (Section 00 70 00, Article 9.4).
 - 3. Acceptance of Shop Drawing variations, which have been identified by the Contractor. (Section 00 70 00, Article 9.5).

4. Interim Work Authorization (IWA) (Section 00 70 00, Article 9.10).

1.4 CHANGE PROCEDURES

- A. The Authority may initiate change to the contract by issuing to the Contractor a Request for Proposal (RFP) document. The RFP may include:
 1. Change narrative.
 2. Supplementary revised drawings, specifications, additional details, or sketches.
 3. Other information as deemed appropriate.
- B. The Contractor shall request a change to the contract by submitting to the Authority a written Change Notice on a form provided by the Authority. The Authority may respond by rejecting it, or with an RFP to initiate contract change. The Contractor's Change Notice shall include, at minimum:
 1. A description of the proposed change with a statement of the justification of the change.
 2. Statement of the effect of the change on Contract Price and Contract Time.
 3. The information required in Section 00 70 00 – General Conditions, Article 15 Claims and Disputes.
- C. Upon receipt of a Request for Proposal (RFP) from the Authority, the Contractor shall respond with a price proposal. The Contractor shall make every effort to return its price proposal in response to the RFP within the time frame requested by the Authority, but in no event later than 14 calendar days from date the RFP is issued. For work to be performed after the execution of a Change Order, the basis of pricing shall be estimated. For work performed prior to the execution of a Change Order, the pricing shall be based upon documentation of actual incurred costs. The price proposal shall include:
 1. A complete, detailed, itemized price breakdown.
 2. For the prime contractor and subcontractors, detailed documentation of costs for direct costs, labor, equipment, consultants, sub-contractor markups, overhead and profit, and other items set forth in General Conditions Section 00 70 00, Article 10.
 3. Other information as required by the Authority.

- D. Upon receipt of pricing response to an RFP, the Authority may execute a change to the contract. The issuance of an RFP or the receipt of pricing response to an RFP shall not obligate the Authority to execute a change to the contract.

1.5 DIRECTIVES

- A. The Authority may issue Directives as per Section 00 70 00 – General Conditions, Article 9.3.

1.6 INTERIM WORK AUTHORIZATIONS (IWA)

- A. The Authority may issue Interim Work Authorizations in accordance with Section 00 70 00 – General Conditions, Article 9.10.

1.7 CHANGE ORDER

- A. Any change in Contract Time, Contract Price, or associated responsibility within the general scope of the Contract, shall be made by Change Order.
- B. The Contractor shall use forms furnished by the Authority for Change Orders.

1.8 CHANGE PRICING AND TIME ANALYSIS

- A. Unless specified elsewhere, Section 00 70 00 – General Conditions, Article 10 shall be applied to the negotiation of all changes to the scope of the contract.
 - 1. Unit Price, when unit prices are contained in the Contract.
 - 2. Mutually acceptable Lump Sum Price, including overhead and profit.
 - 3. Cost of the Work.
- B. **UNIT PRICE CHANGE** – For unit price **CHANGE PROCEDURES**, prices shall be determined by multiplying the contractual unit price(s) by the estimated quantities of Work associated with changed scope. Payment will be based on the actual installed quantities. Document actual installed quantities and submit information requested by the Authority on a daily basis for its approval and certification. Refer to Section 00 70 00 – General Conditions, Article 10 for additional requirements.
- C. **LUMP SUM PRICE CHANGE** – The Contractor and the Authority shall negotiate an equitable price (and time adjustment if appropriate) in good faith. If negotiations do not result in a mutually acceptable lump sum price, the Authority may, at its discretion, direct the Contractor to perform the work under Cost of the Work Change Order.
- D. **COST OF THE WORK CHANGE** – The Contractor shall document Cost of the Work on forms acceptable to the Authority, and shall submit documented costs to the

Authority daily for verification and certification. Cost of the Work pricing proposals shall be supported by invoices for substantiation of purchase and rental costs and with additional data as may be requested by Authority.

- E. Time Analysis: NOT USED.
- F. The Authority shall have the right to audit all records in possession of the Contractor relating to activities covered by the Contractor's pricing of Contract CHANGE ORDER PROCEDURES, including Cost of the Work pricing, as set forth in Section 00 70 00 – General Conditions. If the Contractor is a joint venture, the right of Authority shall apply collaterally to the same extent to the records of joint venture sponsor, and of each individual joint venture member.

1.9 FORM EXECUTION

- A. Contract forms issued under this section shall be effective the date the Authority's authorized person signs the form.
- B. For Change Orders, Contractor signature will indicate acceptance of the terms or acknowledgment of order, depending on box checked. Acknowledgment of Change Order does not substitute for notification requirements of Section 00 70 00 – General Conditions, Article 15.1.

1.10 PAYMENT

- A. The Contractor shall promptly revise its Schedule of Values and Application for Payment forms to record each authorized Change Order as a separate line item. For Change Orders, adjust the Contract Price as shown on the Change Order.
- B. The Contractor shall promptly revise and resubmit its progress schedules to reflect any change in Contract Time, including adjustments for other items of Work affected by the change.
- C. Payment for contract changes shall be made only following the execution of Change Orders and the inclusion of the Change Order by reference on the Application for Payment form.
- D. Payment shall not be made for Work authorized via Interim Work Authorization until such work is formalized in a Change Order.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

END OF SECTION

SECTION 01 29 73
SCHEDULE OF VALUES

PART 1 – GENERAL

1.1 SECTION INCLUDES

- A. Requirements for preparing and submitting the schedule of values.

1.2 RELATED REQUIREMENTS

- A. Section 00 70 00 – General Conditions.
- B. Section 01 11 13 – Summary of Work.
- C. Section 01 26 63 – Change Procedures.
- D. Section 01 29 76 – Application for Payment.
- E. Section 01 32 16 – Construction Progress Schedule.
- F. Section 01 33 00 – Submittal Procedures.
- G. Section 01 77 00 – Contract Closeout Procedures.

1.3 FORMAT

- A. Form and content must be acceptable to the Authority.
- B. Form shall have a signature block for submission by Contractor and a signature block for approval by the Authority.
- C. Content shall include the following column headings.
 - 1. Pay Item Activity Number.
 - 2. Pay Item Activity Description.
 - 3. Pay Item Activity Dollar Value.
 - 4. Current Percent Complete.
 - 5. Current Dollar Complete.
 - 6. Previous Percent Complete.
 - 7. Previous Dollar Complete.

8. Percent Complete this Period.

9. Dollar Complete this Period.

1.4 CONTENT

A. List installed value of each activity shown on the submitted and approved CPM Schedule.

B. For items on which payments will be requested for stored products, list sub values for cost of stored products with taxes paid.

C. Limits for specific line item values shall be as specified below and shall be included on all approved Schedules of Values and Applications for Payment.

1. Mobilization and Demobilization: NOT APPLICABLE

2. Contract Closeout Procedures: Unless specified elsewhere, the assigned values for tasks specified under Contract Closeout Procedures shall be based upon the estimated value of each task. The breakdown shall include separate amounts for the requirements of Final Completion and Final Acceptance, as set forth below:

<u>Contract Price</u>	<u>Value for Final Completion</u>	<u>Value for Final Acceptance</u>
Less than \$200,000	\$2,000	\$2,000
\$200,000 - \$500,000	\$5,000	\$5,000
\$500,001 - \$1,000,000	\$10,000	\$10,000
\$1,000,001 - \$5,000,000	\$20,000	\$20,000
Greater than \$5,000,000	\$30,000	\$30,000

D. The sum of values listed on the Schedule of Values shall equal total Contract Price.

1.5 A Schedule of Values containing costs for early activities in excess of actual value (“front end loading”) will be rejected by the Authority until the Contractor corrects the deficiency. The Authority shall not be obligated to pay the Contractor until front end loading is eliminated and the Schedule of Values is approved.

1.6 SUBMITTAL

- A. Submit proposed Schedule of Values with updated CPM Schedule per specification sections for Summary of Work, Construction Progress Schedule, and Submittals.
- B. Submit Schedule of Values with updated completion percentages sufficiently in advance of each Application for Payment to enable the Authority to resolve differences.

1.7 SUBSTANTIATING DATA

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

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

END OF SECTION

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SECTION 01 29 76

APPLICATION FOR PAYMENT

PART 1 – GENERAL

1.1 SECTION INCLUDES

- A. Procedures for preparation and submittal of Application for Payment.

1.2 RELATED REQUIREMENTS

- A. Section 00 32 00 – Bid Schedule.
- B. Section 00 70 00 – General Conditions.
- C. Section 00 80 00 – Supplementary Conditions.
- D. Section 01 11 13 – Summary of Work.
- E. Section 01 26 63 – Change Procedures.
- F. Section 01 29 73 – Schedule of Values.
- G. Section 01 32 16 - Construction Progress Schedule
- H. Section 01 33 00 – Submittal Procedures.
- I. Section 01 45 00 – Quality Control.
- J. Section 01 51 00 – Construction Facilities.
- K. Section 01 77 00 – Contract Closeout Procedures.
- L. Section 01 78 39 – Project Record Documents.

1.3 FORMAT

- A. Submit Application for Payment on form approved by the Authority.

1.4 PREPARATION OF APPLICATIONS

- A. Type required information on Application for Payment form acceptable to the Authority.
- B. Execute certification by original signature of authorized officer upon each copy of the Application for Payment.

- C. Show breakdown of costs for each item of the Work on accepted Schedule of Values as specified in Section 01 29 73 – Schedule of Values.
- D. List each authorized Change Order as an extension on continuation sheet, listing Change Order number and dollar amount as for an original item of Work.
- E. Submit Stored Materials Worksheet with every Application for Payment requesting payment for stored materials. Show only direct costs of materials and freight. Submit documentation in accordance with Section 00 70 00 – General Conditions, Article 13.5 Stored Materials and Equipment, for materials shown in column titled “New Material This Pay Request Period.”

1.5 SUBMITTAL PROCEDURES

- A. Submit two originals of each Application for Payment at one-month intervals. Each document shall bear original signature of authorized executive.
- B. Submit with Authority-approved transmittal letter bearing Authority’s project number.

1.6 SUBSTANTIATING DATA

- A. When Authority requires substantiating information, submit all requested data justifying line item amounts in question.
- B. Provide one copy of data with cover letter for each copy of Application for Payment. Show Application for Payment number and date, and line item by number and description.

1.7 SUBMITTALS WITH APPLICATION FOR PAYMENT

- A. Submit the following for review sufficiently in advance of Application for Payment to allow detailed review by Authority and resolution of differences.
 - 1. Schedule of Values with updated percentages of completion as required by Section 01 29 73 – Schedule of Values.
- B. Submit the following with each Application for Payment.
 - 1. Updated construction schedule as required by Section 01 32 16 - Construction Progress Schedule.
 - 2. Updated Project Record Documents as required by Section 01 78 39 – Project Record Documents.
 - 3. Letter certifying that all Project Record Documents, including as-built drawings and submittals are current.

1.8 ADDITIONAL REQUIREMENTS FOR FIRST APPLICATION FOR PAYMENT

- A. The first Application for Payment will be processed after the Project Manager has received all of the following:
1. Superintendent Data (Section 00 70 00 – General Conditions, Article 6.2).
 2. Progress Schedule (Section 00 70 00 – General Conditions, Paragraph 6.6.1, and Section 01 32 16 - Construction Progress Schedule).
 3. Schedule of Values (Section 00 70 00 – General Conditions, Paragraph 6.6.2, and Section 01 29 73 – Schedule of Values).
 4. Submittal Schedule (Section 00 70 00 – General Conditions, Paragraph 6.6.2).
 5. Safety Representative Designation (Section 00 70 00 – General Conditions, Article 6.18).
 6. Building Permits (Section 00 70 00 – General Conditions, Article 7.2).
 7. Name of Individual Authorized to Accept Changes (Section 01 26 63 – Change Procedures).
 8. Contractor Quality Control Plan (Section 01 45 00 – Quality Control).
 9. Freeze Protection Plan (Section 01 51 00 – Construction Facilities).

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

END OF SECTION

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SECTION 01 31 19
PROJECT MEETINGS

PART 1 – GENERAL

1.1 SECTION INCLUDES

- A. Requirements for various meetings during the construction project.

1.2 RELATED REQUIREMENTS

- A. Section 01 11 13 – Summary of Work.
- B. Section 01 32 16 - Construction Progress Schedule.
- C. Section 01 33 23 – Shop Drawings, Product Data, and Samples.
- D. Section 01 45 00 – Quality Control.
- E. Section 01 73 00 – Execution Requirements.

1.3 PRECONSTRUCTION CONFERENCES

- A. The Authority will administer preconstruction conference for execution of Contract and exchange of preliminary submittals. Attendance by all key Contractor and Subcontractor project personnel is required.
- B. The Authority will document the meeting and distribute minutes within 48-hours of adjournment. Minutes will be typed, reflecting date, list of attendees and in a format to facilitate correction of previous meeting minutes. Distribution will be to all attendees and those affected by discussions or decisions made at meeting.

1.4 PREINSTALLATION CONFERENCES

- A. When required in an individual Specification section, and as shown in the Contractor's quality control plan, or as directed by the Authority, convene a pre-installation conference prior to commencing Work for a specific item.
- B. Require attendance of entities directly affecting, or affected by, Work of the section.
- C. Review conditions of installation, preparation and installation procedures, and coordination with related Work.
- D. Record significant discussions and agreements and disagreements of each conference, and approved schedule. Distribute record of conference to all attendees within 24-hours of adjournment.

1.5 PROGRESS MEETINGS

- A. The Contractor shall attend Progress Meetings when scheduled by the Project Manager or requested by the Contractor. Progress Meetings will be held on a day and time which is mutually convenient to both the Authority and the Contractor. These meetings shall be documented by the Contractor as well as the Project Manager.
- B. Progress Meeting shall be attended by all key Contractor personnel and, as appropriate, Subcontractor project personnel.
- C. The Contractor shall furnish copies of its updated schedule, per Section 01 32 16 - Construction Progress Schedule, to all attendees of the meeting. This schedule will be reviewed in detail during the meeting and will be used for the coordination of activities by others.
- D. Progress Meetings will also be used to review other key aspects of the Work, such as safety, quality, critical items, etc.
- E. Meeting Minutes: The Contractor shall document the meetings and distribute minutes within 48-hours of adjournment. Minutes shall be typed, reflecting date, attendees followed by company or organization, who stated each item, and in format to facilitate correction of previous meeting minutes. Distribution shall be to all attendees and those affected by discussions or decisions made at meeting.

1.6 SAFETY MEETING

- A. The Contractor shall conduct Safety Meetings as required by its project Safety Program.
- B. The Contractor shall invite the Authority to attend Safety Meetings.

1.7 OTHER MEETINGS

- A. At various times throughout the duration of the Contract, the Contractor will be required to attend meetings as requested by the Authority. It is anticipated that such meetings will involve coordination with others, project schedule review, problem resolution, change order negotiations, and other topics of mutual importance.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

END OF SECTION

SECTION 01 32 16

CONSTRUCTION PROGRESS SCHEDULE

PART 1 – GENERAL

1.1 SECTION INCLUDES

- A. Preliminary schedule.
- B. Construction progress schedule, bar chart type.

1.2 RELATED REQUIREMENTS

- A. Section 00 70 00 – General Conditions.
- B. Section 00 80 00 – Supplementary Conditions.
- C. Section 01 11 13 – Summary of Work.
- D. Section 01 26 63 – Change Procedures.
- E. Section 01 29 73 – Schedule of Values.
- F. Section 01 29 76 – Application for Payment.
- G. Section 01 31 19 – Project Meetings.
- H. Section 01 33 00 – Submittal Procedures.

1.3 SUBMITTALS

- A. Within fifteen (15) days after date established in Notice to Proceed, submit preliminary schedule.
- B. Within ten (10) days after joint review, submit complete schedule.
- C. Submit updated schedule with each Application for Payment.

1.4 SCHEDULE FORMAT

- A. Listings: In chronological order according to the start date for each activity. Identify each activity with the applicable specification section number.
- B. Diagram Sheet Size: Maximum 22 x 17 inches.
- C. Scale and Spacing: To allow for notations and revisions.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION

3.1 PRELIMINARY SCHEDULE

- A. Prepare preliminary schedule in the form of a horizontal bar chart.

3.2 CONTENT

- A. Show complete sequence of construction by activity, with dates for beginning and completion of each element of construction.
- B. Identify each item by Specification section number.
- C. Show accumulated percentage of completion of each item, and total percentage of Work completed, as of the first day of each month.
- D. Provide legend for symbols and abbreviations used.

3.3 BAR CHARTS

- A. Include a separate bar for each major portion of Work or operation.
- B. Identify the first work day of each week.

3.4 REVIEW AND EVALUATION OF SCHEDULE

- A. Participate in joint review and evaluation of schedule with Project Manager at each submittal.
- B. Evaluate project status to determine work behind schedule and work ahead of schedule.
- C. After review, revise as necessary as result of review, and resubmit within 10 days.

3.5 UPDATING SCHEDULE

- A. Maintain schedules to record actual start and finish dates of completed activities.
- B. Indicate progress of each activity to date of revision, with projected completion date of each activity.
- C. Indicate changes required to maintain Date of Substantial Completion.

3.6 DISTRIBUTION OF SCHEDULE

- A. Distribute copies of updated schedules to Contractor's project site file, to subcontractors, suppliers, Engineer, Authority, and other concerned parties.
- B. Instruct recipients to promptly report, in writing, problems anticipated by projections indicated in schedules.

END OF SECTION

SECTION 01 33 00

SUBMITTAL PROCEDURES

PART 1 – GENERAL

1.1 SECTION INCLUDES

- A. Procedures for the preparation, tracking, and review of submittals for the project.

1.2 RELATED REQUIREMENTS

- A. Section 00 70 00 – General Requirements.
- B. Section 00 80 00 – Supplementary Conditions.
- C. Section 01 11 13 – Summary of Work.
- D. Section 01 12 19 – Contractor’s Certification of Subcontracts.
- E. Section 01 29 73 – Schedule of Values.
- F. Section 01 29 76 – Application for Payment.
- G. Section 01 32 16 - Construction Progress Schedule.
- H. Section 01 33 23 – Shop Drawings, Product Data, and Samples.
- I. Section 01 45 00 – Quality Control.
- J. Section 01 60 00 – Material and Equipment.
- K. Section 01 73 00 – Execution Requirements.
- L. Section 01 77 00 – Contract Closeout Procedures.
- M. Technical Specifications.
- N. Operations and Maintenance Manuals.
- O. Equipment Installation Data.

1.3 SUBMITTAL REGISTER

- A. Submit preliminary Submittal Register as required by Section 00 70 00 – General Conditions. In addition to manufacturer’s data and shop drawing submissions, include all submittals required by the Contract Documents in the Submittal Register.

- B. Submittal Register shall portray an orderly sequence of submittals, early submittals for long lead-time items, and submittals which require extensive review.
- C. Preliminary Submittal Register shall be provided to the Authority within 7 calendar days of the contract award.
- D. Submittal Register shall be reviewed by the Authority and shall be revised and resubmitted until accepted by the Authority.

1.4 SUBMITTAL PREPARATION

- A. The Contractor shall prepare all submittals as required by the provisions of Section 00 70 00 – General Conditions, Section 00 80 00 – Supplementary Conditions, the technical specifications, and the drawings.
- B. The Contractor shall review submittals for accuracy and completeness prior to submitting.
- C. All Submittals shall be provided to the Authority within 28 calendar days of the contract award.

1.5 SUBMITTAL REQUIREMENTS

- A. Unless otherwise directed in these documents or by Authority, provide each submittal as an electronic portable document format (PDF) file, transmitted via email. If file is too large to be received by Authority via email, provide a download link, deliver in portable USB drive, or as otherwise instructed by Authority.
- B. Submit each submittal with a Submittal Summary form as its face document. Use a Submittal Summary form provided by the Authority, or a substitute approved by the Authority.
- C. Label submittals with a numbering system approved by the Authority. Identify the project by title and Authority's project number; identify Work and product by Specification section and Article number.
- D. Submit items required by individual Specification sections together. Do not mix items specified in different sections in the same submittal. Sequence the submission of submittals to correspond with the approved Submittal Register.
- E. Before the submission of each submittal, the Contractor shall have determined and verified all quantities, dimensions, specified performance criteria, installation requirements, materials, catalog numbers and similar data with respect thereto and reviewed or coordinated each submittal with other submittals and with the requirements of the Work and the Contract Documents, upon which the Contractor shall certify in writing on each submittal that it has made this determination. The

failure to review and certify a submittal shall be cause for the Authority to return the submittal without review.

- F. On the submittal, notify the Authority in writing of any deviations from requirements of the Contract Documents.
- G. Organize the submittals into logical groupings to facilitate the processing of related submittals, such as:
 - 1. By Specification Section number. Sequentially number each submittal. Resubmittals shall be identified with the original submittal number followed by a sequential alphabetic suffix.
 - 2. Finishes which involve Authority selection of colors, textures, or patterns.
 - 3. Items required by the individual Technical Product Specification Sections.
 - 4. Associated items, which require correlation for efficient function or for installation.
- H. Submit all required color and finish samples in order to receive approval for colors and finishes.

1.6 RESUBMITTALS

- A. Provide complete copies of re-submittals. Do not re-submit partial copies of submittals for incorporation into the Authority's retained submittals from the prior submission.
- B. If drawings, product submittals, samples, mockups, or other required submittals are incomplete or not properly submitted, the Authority will not review the submittal and will return it to the Contractor. The Authority will review a submittal no more than 2 times without additional charge to the Contractor (incomplete or improperly submitted submittals count as one of these submittals). The Contractor shall pay all review costs associated with more than 2 reviews.

1.7 AUTHORITY REVIEW

- A. The Authority will review submittals and re-submittals, and return submittal comments within 7 calendar days of receipt.
- B. The Authority or authorized agent will receive, review and return submittals to the Contractor with one of the following dispositions noted:

“No Exceptions Taken” – denotes that the submittal is generally consistent with the requirements of the Contract Documents. A resubmittal is not required.

“Approved as Noted” – denotes that the submittal is generally consistent with the requirements of the Contract Documents but only as conditioned by notes and corrections made on the submittal. A resubmittal is not required provided the Contractor understands the review comments and desires no further clarification.

“Revise and Resubmit” – denotes that revisions are required in the submittal in order for the submittal to be generally consistent with the requirements of the Contract Documents. The Authority will indicate on the returned submittal what revisions are necessary. A resubmittal is required.

“Rejected” – denotes that the submittal does not meet the requirements of the Contract Documents and shall not be used in the Work. The Authority will indicate on the returned submittal the reasons for its rejection. A resubmittal is required.

- C. Review by the Authority of submittals shall not be construed as a complete check, but will indicate only that the general method of construction and detailing is consistent with the requirements of the Contract Documents. Review of submittals shall not relieve the Contractor of the responsibility for compliance with the requirements of the Contract Documents or for errors, dimensions, and quantities unless specific exception is requested and approved on the submittal.
- D. The Authority’s review shall not extend to the means, methods, techniques, sequences or procedures of construction or to safety precautions or programs incident thereto. The review and approval of a separate item as such will not indicate approval of the assembly in which the item functions.

1.8 DISTRIBUTION

- A. The Contractor shall be responsible for making and distributing any reproductions of approved submittals that it may require for its use.
- B. The Contractor shall perform work in accordance with approved submittals.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

END OF SECTION

SECTION 01 33 23

SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES

PART 1 – GENERAL

1.1 RELATED REQUIREMENTS

- A. Section 00 70 00 – General Conditions.
- B. Section 01 11 13 – Summary of Work.
- C. Section 01 31 19 – Project Meetings.
- D. Section 01 33 00 – Submittal Procedures.
- E. Section 01 45 00 – Quality Control.
- F. Section 01 60 00 – Material and Equipment.
- G. Section 01 73 00 – Execution Requirements.
- H. Section 01 78 39 – Project Record Documents.
- I. Technical Specifications: Identification of submittal requirements.

1.2 SHOP DRAWINGS

- A. Present in a clear and thorough manner. Label each Shop Drawing with Authority's Project name, Project number and date of submittal. Identify each element of the Shop Drawings by reference to specification section, sheet number and detail, schedule, or Area of Work.
- B. The data shown on the Shop Drawings shall be complete with respect to specified performance and design criteria, materials and similar data to show the Authority materials and equipment the Contractor proposes to provide.
- C. Identify dimensions; show relation to adjacent or critical features or Work or products.
- D. Designation of work “by others”, if shown in submittals, shall mean that work will be responsibility of Contractor rather than subcontractor or supplier who has prepared submittals.
- E. Minimum Sheet Size: 11"x17".

1.3 PRODUCT DATA

- A. Submit only pages which are pertinent; mark each copy of standard printed data to identify pertinent products, referenced to Specification section and Article number. Show reference standards, performance characteristics and capacities; wiring, piping and control diagrams; component parts; finishes; dimensions; and required clearances.
- B. Modify manufacturer's standard schematic drawings and diagrams to supplement standard information and to provide information specifically applicable to the Work. Delete information not applicable.
- C. Submit manufacturer's instructions for storage, preparation, assembly, installation, start-up, adjusting, commissioning, and finishing.

1.4 SAMPLES

- A. Submit full range of manufacturer's standard finishes except when more restrictive requirements are specified, indicating colors, textures and patterns for Authority selection as specified in technical product sections.
- B. Submit samples to illustrate functional characteristics of products, including parts and attachments.
- C. Approved samples which may be used in the Work are indicated in the Specification section.
- D. Samples shall be identified clearly as to material, supplier, pertinent data such as catalog numbers and the use for which they are intended, and otherwise as the Authority may require, to enable the Authority to review the submittal.
- E. Label each sample with identification required for transmittal letter.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

END OF SECTION

SECTION 01 42 19

REFERENCE STANDARDS

PART 1 – GENERAL

1.1 RELATED SECTION

- A. Section 00 70 00 – General Conditions.

1.2 QUALITY ASSURANCE

- A. For Products or workmanship specified by association, trade, or other technical standards: comply with requirements of the standard, except when more rigid requirements are specified or are required by applicable codes.
- B. Conform to reference standard by date of issue current on date of bid advertisement, unless otherwise stated in the Contract Documents.
- C. Provide copies of standards through the submittal process when required by the Contract Documents. Maintain a copy of each reference standard on site during construction.
- D. Should specified reference standards conflict with Contract Documents, request clarification from the Authority before proceeding. Local code requirements, where more stringent than referenced standards, shall govern.
- E. Neither the contractual relationship, duties, and responsibilities of the parties to the Contract, nor those of the Engineer, shall be altered by the Contract Documents by mention or inference otherwise in any reference document.

1.3 CODES, STANDARDS, AND REGULATORY REQUIREMENTS

- A. All work shall be in accordance with the latest edition of governing Codes, Standards and regulatory requirements, including but are not limited to:
 - 1. International Fire Code (IFC).
 - 2. National Fire Protection Association (NFPA) NFPA 30.
 - 3. International Building Code (IBC).
 - 4. National Electrical Code (NEC).
 - 5. American National Standards Institute/American Society of Mechanical Engineers (ANSI/ASME).
 - 6. American Petroleum Institute (API).

7. American Society of Testing and Materials (ASTM).
8. American Society of Mechanical Engineers (ASME).
9. American Welding Society (AWS).
10. American Institute of Steel Construction (AISC).
11. Manufacturers Standardization Society of the Valve and Fitting Industry (MSS).
12. Alaska Department of Environmental Conservation (ADEC) 18 AAC 75.
13. Steel Structures Painting Council (SSPC).
14. Occupational Safety and Health Administration (OSHA) 29 CFR 1910.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

END OF SECTION

SECTION 01 45 00
QUALITY CONTROL

PART 1 – GENERAL

1.1 SECTION INCLUDES

- A. Contractor's quality assurance program and control procedures for executing the Work.
- B. Contractor's technical qualifications to be able to execute the Work in accordance with the Contract Documents.

1.2 RELATED REQUIREMENTS

- A. Section 00 70 00 – General Conditions.
- B. Section 01 33 00 – Submittal Procedures.
- C. Section 01 33 23 – Shop Drawings, Product Data, and Samples.
- D. Section 01 42 19 – Reference Standards.
- E. Section 01 60 00 – Material and Equipment.
- F. Technical Specifications: Contractor and Fabricator Qualifications and Testing.

1.3 SUBMITTALS

- A. As part of the Submittal process submit proposed testing forms as required by the Technical Specifications. Note that upon request the Authority can provide the Contractor forms for common tests such as tank and piping pressure test, phase rotation, continuity and insulation, etc.
- B. During construction submit completed test reports immediately upon completion of each test. Daily reports shall document each test performed including tests that were unsuccessful and had to be repeated.

1.4 GENERAL

- A. The Contractor shall provide and maintain an effective Quality Control Program related to testing and inspection. The Contractor shall perform Quality Control Testing as specified and shall provide copies of all results to the Authority for use in observing contract compliance.

- B. The Contractor's Quality Control Program shall include, but is not limited to: administration, management, supervision, reports, record-keeping, submittals, services of independent testing agencies and labs, and other related services.
- C. Quality Control is the sole responsibility of the Contractor.
- D. Specific Quality Control requirements are included in the Technical Specifications. General Quality Control requirements entail ensuring that all aspects of the Work conform to the technical requirements of the Contract Documents.
- E. The Contractor's Quality Control Program described herein is not intended to limit the Contractor's Quality Control activities, which may be necessary to achieve compliance with the Contract Documents.

1.5 JOB CONDITIONS

- A. Where Specifications require work to be field-tested or approved, it shall be tested in the presence of the Authority after timely notice of its readiness for inspection and testing, and the work after testing shall be concealed only upon approval of Authority.
- B. The Authority shall have the right to witness all tests. The Contractor shall notify the Authority at least seven (7) calendar days prior to testing.
- C. The results of tests are for use by the Authority to evaluate the acceptability of Work with respect to specified testing requirements. Regardless of the test results, Contractor is solely responsible for quality of workmanship and materials and for compliance with requirements of Contract Documents.
- D. Maintain quality control over sub-contractors, suppliers, manufacturers, products, services, site conditions, and workmanship to produce work of specified quality. Verify applicability and follow all manufacturers' recommendations and instructions for assembly, installation and testing of materials and equipment. In any case where the Contractor believes that such recommendations or instructions are not applicable, the Contractor shall so notify the Authority and state the reasons for the Contractor's determination. The Contractor shall then follow the Authority's written direction on whether to follow manufacturer's recommendations and instructions.
- E. Upon failure of Work which has been tested or inspected, previous acceptance may be withdrawn and Work be subject to removal and replacement with Work in accordance with the Contract Documents, at no cost to the Authority.

1.6 MANUFACTURER'S FIELD SERVICES

- A. Required when technical specifications require the manufacturer or fabricator to provide qualified personnel to observe field conditions, installation, quality of workmanship, and to start, test, and adjust equipment as applicable.

- B. Submit to the Authority the manufacturer or fabricator representative's written reports containing observations and recommendations within five (5) calendar days of manufacturer's field services.

PART 2 – PRODUCTS

2.1 CONTRACTOR QUALIFICATION TECHNICAL REQUIREMENTS

- A. The Contractor shall meet all technical requirements of the Contract Documents. The Contractor may use sub-contractors as required to meet the requirements. The Authority may request documentation of all required qualifications after the bid opening and prior to award in order to verify Contractor qualifications.
- B. In accordance with Alaska statutes and regulations, all Electrical work falling under the scope of 12 AAC 32.165 shall be performed under the supervision of an Electrical Administrator with a current license in the State of Alaska in the Unlimited Commercial Wiring Category.
- C. Fabricators for specialty equipment such as engine-generators or switchgear shall meet the minimum requirements of the technical specifications.

PART 3 – EXECUTION

3.1 GENERAL

- A. The Contractor shall provide full and complete documentation of Quality Control procedures and activities.

3.2 QUALITY CONTROL

- A. The Contractor shall establish the methodology to perform the Contractor's inspection and tests of all items including that of its subcontractors. The Contractor shall ensure conformance to applicable technical specifications and drawings with respect to the materials, Codes, workmanship, storage, installation, construction, finishes, functional performance, and identification. The Contractor shall ensure quality for all construction work performed under this Contract, including assigned subcontract work. The Contractor shall specifically include surveillance and tests required in the technical specifications.
- B. The Contractor shall coordinate all work requiring Special Inspection, where specified, to ensure full access by Special Inspectors and Quality Assurance testing personnel.
- C. The Contractor shall provide, as a minimum, the following components for all definable features of work:

1. **Preparatory Inspection Meeting:** Contractor shall schedule and attend a preparatory meeting to review testing procedures a minimum of a week prior to beginning work on any element of Work which has been identified in the Contract Documents to require testing and inspection by the Contractor and Code-required Special Inspection. Subsequent meetings shall be conducted as necessary to ensure continued accuracy of testing and inspection procedures.
2. **Document Control:** Contractor shall have and follow a procedure for ensuring that all Work is performed in accordance with the following:
 - a. Conformed sets of Contract Drawings and Specifications.
 - b. Contract Change Order documents.
 - c. Approved Submittals.
 - d. Applicable Requests for Information (RFI's) or Design Clarification Verifications (DCVR's).
 - e. Manufacturer's Instruction.
3. **In Progress Inspection:** Contractor shall perform in-progress inspections as work progresses on the Work which shall include, but not be limited to:
 - a. Examination of the quality of workmanship with respect to Contract Drawings, Technical Specifications and Approved Submittals.
 - b. Review of control testing for compliance with Contract requirements.
 - c. Inspection for use of defective or damaged materials, omissions and dimensional requirements.
 - d. Review of timeliness and scheduling requirements for all tests, retests and eventual approvals.
 - e. Contractor Deficiency Reports and punch lists as appropriate to the level of completion of the Work.
4. **Non-Conformance Procedure:** Contractor shall have and follow a procedure for identifying, documenting, tracking, and resolving items in the Work which do not comply with Contract Documents, Specifications, Approved Submittals, or Manufacturer's Instructions. If a quality control test indicates that the tested material does not conform to the requirements of the Contract Documents, the Contractor shall take supplemental tests at the same location from which the non-conforming result was obtained, after correction of the work, to document conformance with the Contract Documents. Otherwise,

the Authority reserves the right to reject materials for which final Quality Control tests indicate non-conformance with the Contract Documents.

5. Code Required Inspection: Contractor shall coordinate and make timely requests for inspections, tests and other activities required by Codes and Regulations as specified.

3.3 RECORD KEEPING

- A. The Contractor shall maintain current Quality Control records, on forms acceptable to the Authority, of all inspections and tests performed. The records shall include factual evidence that the required inspections or tests have been performed, including, but not limited to, the following information for each such test and inspection: Specification reference, date, type and number of inspections or test involved; results of the inspections, tests or retests; the nature of defect, causes for rejection, proposed remedial action, corrective action(s) taken, and similar information related to any re-inspection.
- B. The Contractor shall maintain and submit to the Authority the following Quality Control records and reports:
 1. Daily Reports: The Contractor shall maintain a daily log of all inspections performed for both Contractor and subcontractor operations. The Daily Log shall include compliance with shop drawings submittals, identification by Specification section and schedule activity of inspections, tests, and retests conducted, results of inspections and tests, location and nature of defects found, causes for rejection, and remedial or corrective actions taken or proposed. One copy of each Daily Report shall be submitted to the Authority on a weekly basis.
 2. Immediate Notification of Deficiencies: Contractor shall provide immediate notification to the Authority whenever a failed or nonconforming test or inspection occurs. This immediate notification shall be followed up with the required written reports.
 3. Non-Conformance Report: Contractor shall submit a weekly Non-Conformance Report to the Authority identifying all substandard inspections and tests taken during the week, including identification by Specification section and schedule activity of the inspection or test, location and nature of defects, causes for rejection and remedial actions taken or proposed. The Non-Conformance Report shall also identify corrective actions taken or proposed for any open items on prior Non-Conformance Reports including a scheduled date for resolution of each item. The Non-Conformance Report shall be submitted and discussed in Progress Meetings.

4. Inspection Control Log: Contractor shall maintain an inspection control log chronologically recording each inspection and test performed by the Contractor, including the nature of the inspection, test or retest, the date performed, the results, causes for rejection, remedial action or corrective action taken and dates of subsequent inspections and retests, and final acceptance. The Contractor shall submit the updated Inspection Control Log weekly to the Authority; the Log will be discussed in Progress Meetings.

3.4 ORGANIZATION

- A. Staffing Levels: Provide sufficient qualified personnel to monitor the work quality at all times. The scheduling and coordinating of all inspection and testing must match the type and pace of work activity.
 1. In cases where multiple trades, disciplines or subcontractors are on site at the same time, each activity shall be inspected and tested by personnel skilled in that portion of the work.
 2. In cases where multiple shifts are employed, the Quality Control staff shall be increased as required to monitor the work on each shift.

3.5 QUALITY SURVEILLANCE BY THE AUTHORITY

- A. All items of materials and equipment shall be subject to surveillance testing and inspection by the Authority at the point of production, manufacture or shipment to determine if the producer, manufacturer or shipper maintains an adequate inspection system which insures conformance to the applicable specifications and drawings with respect to materials, workmanship, construction, finish, functional performance and identification. In addition, all items or materials, equipment and work in place shall be subject to surveillance testing and inspection by the Authority at the site for the same purposes. Surveillance by the Authority does not relieve the Contractor of performing Quality Control inspections and testing of either onsite or offsite Contractor's or subcontractor's workplace or manufacturing assembly plant.

END OF SECTION

SECTION 01 51 00
CONSTRUCTION FACILITIES

PART 1 – GENERAL

1.1 SECTION INCLUDES

- A. Requirements for furnishing and maintaining construction facilities during the project.

1.2 RELATED REQUIREMENTS

- A. Section 01 11 13 – Summary of Work.
- B. Section 01 29 76 – Application for Payment.
- C. Section 01 73 00 – Execution Requirements.

1.3 TEMPORARY ELECTRICITY

- A. Unless specified elsewhere, the Contractor shall make their own provisions for temporary electrical service.
- B. Provide lighting for construction operations.
- C. Provide additional lighting for inspections if requested by Authority or Engineer.

1.4 TEMPORARY HEAT

- A. Provide and pay for heat devices, insulated enclosure, tenting, and heat as required to maintain specified conditions for construction operations, to protect materials and finishes from damage due to temperature or humidity.

1.5 TEMPORARY VENTILATION

- A. Provide and pay for ventilation of enclosed areas to cure materials, to disperse humidity, to prevent accumulations of dust, fumes, vapors, or gases, and to maintain a safe work environment.

1.6 TEMPORARY WATER SERVICE

- A. Unless specified elsewhere, the Contractor shall make its own provisions for temporary water service.

1.7 TEMPORARY SANITARY FACILITIES

- A. Unless specified elsewhere, provide and maintain required sanitary facilities and enclosures.

1.8 TEMPORARY TELEPHONE AND INTERNET SERVICE

- A. Unless specified elsewhere, provide, maintain and pay for telephone and internet service to the Contractor field offices.

1.9 FREEZE PROTECTION

- A. Provide freeze protection for temporary water service piping, valves, batteries, and other components.

1.10 PROTECTION OF INSTALLED WORK

- A. Protect installed Work and provide special protection where required and where Work is installed in unsecure areas.
- B. Provide temporary and removable protection for installed Products. Control activity in immediate work area to prevent damage.

1.11 SECURITY

- A. Provide security and facilities to protect Work from unauthorized entry, vandalism, or theft.

1.12 REMOVAL OF UTILITIES AND FACILITIES

- A. Remove Construction Facilities, Services, Utilities and other related materials, prior to Substantial Completion inspection.
- B. Clean and repair damage caused by installation or use of temporary work.
- C. Restore permanent facilities used during construction to a 'like new' condition if it was provided by Contract, or the condition the facility was found prior to construction of this project for existing facilities.

1.13 COST RESPONSIBILITY

- A. Except as otherwise noted, the cost of construction facilities and utilities shall be the responsibility of Contractor.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

END OF SECTION

SECTION 01 60 00

MATERIAL AND EQUIPMENT

PART 1 – GENERAL

1.1 SECTION INCLUDES

- A. Requirements for transportation and handling, storage and protection, substitutions, and product options.

1.2 RELATED REQUIREMENTS

- A. Section 00 70 00 – General Conditions.
- B. Section 01 11 13 – Summary of Work.
- C. Section 01 33 00 – Submittal Procedures.
- D. Section 01 33 23 – Shop Drawings, Product Data, and Samples.
- E. Section 01 42 19 – Reference Standards.
- F. Section 01 45 00 – Quality Control.
- G. Section 01 51 00 – Construction Facilities.
- H. Section 01 60 00 – Material and Equipment.
- I. Section 01 73 00 – Execution Requirements.

1.3 TRANSPORTATION AND HANDLING

- A. Transport products by methods to avoid product damage; deliver in dry, undamaged condition, in manufacturer's unopened containers or packaging.
- B. Provide equipment and personnel to handle products by methods to prevent soiling or damage.
- C. Immediately on delivery, inspect shipment to assure:
 - 1. Product complies with requirements of Contract Documents and reviewed submittals.
 - 2. Quantities are correct.
 - 3. Accessories and installation hardware are correct.

4. Containers and packages are intact and labels legible.
5. Products are protected and undamaged.

1.4 STORAGE AND PROTECTION

- A. Handle and store materials for construction, products of demolition, and other items to avoid damage to existing buildings, and infrastructure.
- B. Store products in accordance with manufacturer's instructions, with seals and labels intact and legible. Store sensitive products in weather tight enclosures; maintain within temperature and humidity ranges required by manufacturer's instructions.
- C. For exterior storage of fabricated products, place on sloped supports above ground. Cover products subject to deterioration with impervious sheet covering; provide ventilation to avoid condensation.
- D. Store loose granular materials on solid surfaces in a well-drained area; prevent mixing with foreign matter. Cover such material to prevent material from being blown or transported away from the stockpile.
- E. Arrange storage to provide access for inspection. Periodically inspect to assure products are undamaged, and are maintained under required conditions.

1.5 SUBSTITUTIONS

- A. Prior to the bid opening, the Bidder shall make his own determination in selecting which specified or substitute equipment to base his proposal upon. Substituted items shall be equal to or better than that specified or indicated in regards to quality, workmanship, finish, space requirements, electrical requirements, performance, and warranties.
- B. After the bid opening, the Contractor shall submit sufficient data in accordance with this Section to establish equality. The Authority shall be the sole judge of equality and acceptability.
- C. Acceptance of substitute materials will not relieve the Contractor of the responsibility for any changes in his own Work or in the Work of other crafts caused by the substitution. Any additional costs resulting from substitutions are the responsibility of the Contractor.
- D. Only one request for substitution will be considered for each product. When substitution is not accepted, provide specified product.
- E. The Authority will consider requests for Substitutions only within 90 days after date established by the Notice to Proceed.

- F. Substitutions may be considered when a Product becomes unavailable through no fault of the Contractor.
- G. Document each request with complete data substantiating compatibility of proposed Substitution with Contract Documents.
- H. 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.

1.6 SUBSTITUTION SUBMITTAL PROCEDURE:

- A. Submit Request for Substitution for consideration on Substitution Request Form provided by the Authority (Section 01 60 00-A). Limit each request to one proposed Substitution.
- B. Submit certification signed by the Contractor, that the Contractor:
 - 1. Has investigated proposed Product and determined that it meets or exceeds the quality level of the specified Product. List similar projects using proposed product, dates of installation and user telephone number.
 - 2. Will provide an equivalent 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 the Authority.
 - 4. Waives claims for additional costs or time extension, which may subsequently become apparent from indirect costs.
 - 5. Will reimburse the Authority for review or redesign services associated with re-approval by Authorities.
- C. Submit shop drawings, manufacturers' product data, and certified test results attesting to the proposed Product equivalence and variations between substitute and specified product. The burden of proof is on proposer.
- D. The Authority will notify the Contractor in writing of decision to accept or reject request.

PART 2 – PRODUCTS

2.1 PRODUCTS

- A. Products include material, equipment, and systems.
- B. Comply with Specifications and referenced standards as minimum requirements.

- C. Components required to be supplied in quantity within a Specification section shall be the same, and shall be interchangeable.
- D. Do not use materials and equipment removed from existing structure, except as specifically required, or allowed, by Contract Documents.

2.2 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 followed by the term "No Substitutions": use only specified manufacturers, no 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 specifically named that meets the description specifications of the named manufacturers, equal in substance, function, dimension, appearance, and quality.

PART 3 – EXECUTION (NOT USED)

END OF SECTION



Project: FFY17-18 DERA Project, ITB #20053

Project No.: TBD

Contractor: _____

Specified item for which substitution is requested: _____
(reference specification section and paragraph)

The following product is submitted for substitution: _____
(describe proposed substitution and differences from specified item; attach complete technical, performance, and test data; state whether substitution affects dimensions and functional clearances shown on drawings or affects other trades, and include complete information for changes to drawings and/or specifications which proposed substitution will require for its proper installation.)

I certify the following:

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | The substitute will perform adequately and achieve the results called for by the general design. |
| <input type="checkbox"/> | <input type="checkbox"/> | The substitute is similar, of equal substance, suited to the same use, and will provide the same warranty as the product specified. |
| <input type="checkbox"/> | <input type="checkbox"/> | An equivalent source of replacement parts is available. |
| <input type="checkbox"/> | <input type="checkbox"/> | The evaluation and approval of the proposed substitute will not delay the Substantial or Final Completion of the project. |
| <input type="checkbox"/> | <input type="checkbox"/> | Any change in the design necessitated by the proposed substitution will not delay the Substantial or Final Completion of the project. |
| <input type="checkbox"/> | <input type="checkbox"/> | The cost of any change in the design necessitated by the proposed substitution, including engineering and detailing costs, and construction costs caused by the substitution will be paid by the Contractor at no cost to the Authority. |
| <input type="checkbox"/> | <input type="checkbox"/> | The cost of any license fee or royalty necessitated by the proposed substitution will be paid by the Contractor at no cost to the Authority. |

The undersigned states that the function, appearance and quality are equivalent or superior to the specified item.

Signed: _____ Date: _____
Authorized Contractor Signature

Architect/Engineer Recommendation:

- Accepted
 Accepted as Noted
 Not Accepted
 Received Too Late

Remarks:

Signed: _____ Date: _____
Architect/Engineer

Accepted
 Rejected
 _____ Date: _____
 Project Manager

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SECTION 01 71 13

MOBILIZATION AND DEMOBILIZATION

PART 1 – GENERAL

1.1 SECTION INCLUDES

- A. Requirements for mobilization and demobilization.

1.2 RELATED REQUIREMENTS

- A. Section 01 11 13 – Summary of Work.
- B. Section 01 29 73 – Schedule of Values.
- C. Section 01 29 76 – Application for Payment.
- D. Section 01 51 00 – Construction Facilities.
- E. Section 01 77 00 – Contract Closeout Procedures.

1.3 DEFINITIONS

- A. Mobilization and Demobilization includes:
 - 1. CONTRACTOR's work to prepare Site for Work under Contract and to marshal workers, materials and equipment, and those of subcontractors, to accomplish the Work.
 - 2. Mobilization of all construction equipment, materials, suppliers, appurtenances, and the like, staffed and ready for commencing and prosecuting the Work, and the subsequent demobilization and removal from the site of said equipment, appurtenances, and the like upon completion of the Work.
 - 3. Assembly and delivery to the site equipment, materials, and supplies necessary for the prosecution of Work which are not intended to be incorporated in the Work; the clearing of and preparation of the Contractor's work area; the complete assembly, in working order, of equipment necessary to perform the required work; personnel services preparatory to commencing actual work; all other preparatory work required to permit commencement of the actual work on construction items for which payment is provided under the Contract.

1.4 REQUIREMENTS

- A. Haul routes, staging areas, and equipment positioning at the project site will be subject to approval by Authority, who will coordinate with Contractor to determine requirements and locations.

- B. Cooperate with Authority in allocation and use of Mobilization and Demobilization areas of Site, field offices and sheds, materials storage, traffic, and parking facilities.
- C. During construction, coordinate use of Site and facilities through the Authority.
- D. Comply with Authority's procedures of contract communications; submittals, reports and records, schedules, coordination drawings, and recommendations; and resolution of ambiguities and conflicts.
- E. Comply with instructions of Authority for use of utilities and construction facilities.
- F. Coordinate field engineering and layout Work under instructions of Authority.
- G. Walk through Site with Authority prior to start of Work.

1.5 SUBMITTALS

- A. Refer to Section 01 33 00 – Submittal Procedures, for submittal requirements.
- B. If requested by Authority, submit a plan of the proposed layout of the construction site, including equipment, access ways, temporary facilities, staging, and storage areas, within thirty (30) days after Notice to Proceed.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION

3.1 EXECUTION REQUIREMENTS

- A. Delivery to the jobsite of construction tools, equipment, materials, and supplies shall be accomplished in conformance with local governing body, ordinances, regulations, and the requirements of the Contract Documents.
- B. Upon completion of the Work, remove construction tools, apparatus, equipment, unused materials and supplies, and personnel from the jobsite.

END OF SECTION

SECTION 01 73 00

EXECUTION REQUIREMENTS

PART 1 – GENERAL

1.1 SECTION INCLUDES

- A. Requirements for addressing defects, cleaning, operating and maintenance manuals, spare parts, training, warranties and bonds, and maintenance service.

1.2 RELATED REQUIREMENTS

- A. Section 00 70 00 – General Conditions: Fiscal provisions, legal submittals, and other administrative requirements.
- B. Section 01 26 63 – Change Procedures.
- C. Section 01 31 19 – Project Meetings.
- D. Section 01 33 00 – Submittal Procedures.
- E. Section 01 33 23 – Shop Drawings, Product Data, and Samples.
- F. Section 01 60 00 – Material and Equipment.
- G. Section 01 74 00 – Cleaning and Waste Management.

1.3 CLOSEOUT PROCEDURES

- A. Comply with Section 01 77 00 - Contract Closeout Procedures.

1.4 DEFECTS

- A. Product defects shall be all items that affect the visual appearance or function of the Products. Defects shall be as identified below unless more stringent requirements are specified within specific sections.
- B. Products shall typically be viewed from a distance of 30.0 inches (760 mm).
- C. Defects shall be solely determined by the Authority.
- D. Defects, Product:
 - 1. Cuts, Scrapes, Gouges Abrasions 0.250 inch (6 mm) long or longer, and 0.03125 inches (0.79375 mm) wide or wider that are visible at a distance of 30.0 inches (762 mm) shall be considered defects.

2. Abrasions less than the above shall be accepted.
 3. Burns of any size that permanently discolor the surface material shall be considered defects.
 4. Product color variation.
- E. Defects, Joint:
1. Non-alignment of Products. Visual defects and non-alignment of joints shall be considered defective.
- F. Defects, Structural:
1. Bent members or other structural damage shall be considered defective.
 2. Incorrectly manufactured members shall be considered defective.
- G. Defects, Corrosion:
1. Surface corrosion not exceeding one percent (1%) of the surface area shall be considered a visual defect.
 2. Surface corrosion exceeding one percent (1%) and not exceeding five percent (5%) of the surface area shall be evaluated by the Authority to determine defect type.
 3. Surface corrosion exceeding five percent (5%) of the surface area shall be considered a structural defect.
- H. Defects shall be repaired or replaced at no additional cost to the Authority.
1. Structural defects shall be replaced, no exceptions.
 2. Visual defects shall be repaired or replaced as solely determined by the Authority.

1.5 PROGRESS CLEANING AND WASTE REMOVAL

- A. Maintain work and storage areas free of waste materials, debris, and rubbish. Maintain site in a neat and orderly condition to maintain safe passage and exits and to avoid fire and tripping hazards. Provide covered containers for deposit of waste materials.
- B. Collect and remove waste materials, debris, and rubbish from site periodically and at least weekly, and dispose off-site. Have equipment and personnel available on-site daily to sweep and clean work sites and interior work areas.

- C. Comply with Section 01 74 00 – Cleaning and Waste Management.

1.6 FINAL CLEANING

- A. Execute final cleaning prior to Substantial Completion inspection.
- B. Clean interior and exterior surfaces exposed to view; remove temporary labels, stains and foreign substances.
- C. Use materials which will not create hazards to health or property, and which will not damage surfaces. Follow manufacturer's recommendations.
- D. Maintain cleaning until the Authority issues certificate of Substantial Completion.
- E. Remove waste, debris and surplus materials from site. Clean work site and interior work areas; remove stains, spills, and foreign substances from all areas and sweep clean. Rake clean work site. Comply with Section 01 74 00 – Cleaning and Waste Management.

1.7 ADJUSTING

- A. Adjust operating Products and equipment to ensure smooth and unhindered operation.

1.8 OPERATION AND MAINTENANCE (O&M) DATA

- A. Provide Operation and Maintenance Manuals for specific equipment as described in the Technical Specifications. For this project O&M Manuals are only required for the engine-generators and the switchgear.
- B. Unless otherwise directed in these documents or by Authority, provide each submittal as an electronic portable document format (PDF) file, transmitted via email. If file is too large to be received by Authority via email, provide a download link, deliver in portable USB drive, or as otherwise instructed by Authority

1.9 TRAINING

- A. Before Substantial Completion, instruct the Authority's designated personnel in operation, adjustment, and maintenance of products, equipment, and systems, at agreed upon times.

1.10 SPARE PARTS AND MAINTENANCE PRODUCTS

- A. Provide spare parts, maintenance, and extra Products in quantities specified in the Technical Specifications. These shall be labeled and stored per manufacturer's recommendations and as specified.

- B. Deliver to Project site and place in location as directed; obtain receipt prior to Substantial Completion payment.

1.11 WARRANTIES AND BONDS

- A. Provide duplicate notarized copies.
- B. Execute and assemble transferable warranty documents from Subcontractors, suppliers, and manufacturers.
- C. Provide Table of Contents and assemble in three D side ring binder with durable plastic cover, similar to O&M Manual.
- D. For items of Work delayed beyond date of Substantial Completion, provide updated submittal within 10 days after acceptance, listing date of acceptance as start of warranty period.

1.12 MAINTENANCE SERVICE

- A. Furnish service and maintenance of all equipment, products, components, specialties and appurtenances provided for this project for one year from date of Substantial Completion.
- B. Examine system components at a frequency consistent with reliable operation. Clean, adjust, and lubricate as required.
- C. Include systematic examination, adjustment, and lubrication of components. Repair or replace parts whenever required. Use parts produced by the manufacturer of the original component.
- D. Maintenance service shall not be assigned or transferred to any agent or Subcontractor without prior written consent of the Authority.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

END OF SECTION

SECTION 01 74 00

CLEANING AND WASTE MANAGEMENT

PART 1 – GENERAL

1.1 GENERAL

- A. During the term of this Contract, the Contractor shall remove as promptly as possible any materials and equipment which are not required for the completion of the Work. All debris shall be removed from the site and disposed of daily. The Contractor shall take particular care to eliminate any hazards created by these operations.

1.2 RELATED REQUIREMENTS

- A. Section 01 73 00 – Execution Requirements.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION

3.1 PROGRESS CLEANING

- A. At the completion of the project, or prior thereto if so directed by the Authority, the Contractor shall be responsible for completely cleaning those portions of the project which his work affects.
 - 1. Contractor shall remove from the facility all tools, equipment, surplus materials, debris, temporary structures, and other material not incorporated in the permanent installation.
- B. Restoration of Damaged Property: To the extent that any roads, vegetation, structures, utilities, or other items are damaged or displaced by the Contractor's operations, these shall be restored to their original or better condition prior to Substantial Completion inspection. This shall include both on-site and off-site items. Any damage which is severe enough to disrupt community travel or utilities shall be repaired by the Contractor immediately.
- C. Cleaning, repair, and restoration must be accomplished prior to Final Inspection, to the satisfaction of, and at no additional cost to the Authority.
- D. Disposal of hazardous and construction materials shall be accomplished as specified in Section 00 70 00 – General Conditions and this Section.

3.2 WASTE DISPOSAL

- A. Salvaged Material.
 - 1. All salvaged items not being reinstalled shall be turned over to the Owner or Utility as indicated in the Drawings.

- B. General Construction Waste.
 - 1. General construction waste generated during the process of completing the project scope of work shall be removed from the limits of the project site and disposed of. All general construction waste shall be disposed of as required by local, state and federal laws, rules, regulations and requirements.

END OF SECTION

SECTION 01 77 00

CONTRACT CLOSEOUT PROCEDURES

PART 1 – GENERAL

1.1 SECTION INCLUDES

- A. Requirements for Substantial Completion.
- B. Requirements for Final Completion.
- C. Requirements for Final Acceptance and Payment.

1.2 RELATED REQUIREMENTS

- A. Section 00 70 00 – General Conditions: Substantial Completion, Final Completion, Final Payment, Final Acceptance.
- B. Section 01 11 13 – Summary of Work.
- C. Section 01 29 73 – Schedule of Values.
- D. Section 01 29 76 – Application for Payment.
- E. Section 01 33 00 – Submittal Procedures.
- F. Section 01 73 00 – Execution Requirements
- G. Section 01 78 39 – Project Record Documents.

1.3 SUBSTANTIAL COMPLETION SUBMITTALS

Submit the following prior to requesting the Substantial Completion Inspection:

- A. Evidence of Compliance with Requirements of the Authority Having Jurisdiction:
 - 1. Certificate of Occupancy.
 - 2. Required Certificates of Inspection.
 - 3. Other approvals as may be required.
- B. Project Record Documents.
- C. Operation and Maintenance Data.
- D. Spare Parts and Maintenance Materials.

- E. Warranties and Bonds.
- F. Keys and Keying Schedule.
- G. No progress payments will be made for Substantial Completion until all required submittals have been submitted and accepted by the Authority.

1.4 SUBSTANTIAL COMPLETION

- A. In accordance with Section 00 70 00 – General Conditions, Article 13.10 Substantial Completion, the Contractor shall notify the Authority in writing that the Work or a portion of the Work which has been specifically identified in the Contract Documents (except for items specifically listed by the Contractor as incomplete) is substantially complete and request that the Authority issue a Certificate of Substantial Completion. The Authority will consider the Contractor's request for Substantial Completion only when:
 - 1. Written request for Substantial Completion is provided at least fourteen (14) calendar days in advance of the Authority's scheduled Substantial Completion inspection date.
 - 2. List of items to be completed or corrected is submitted.
 - 3. All Operation and Maintenance Manuals are submitted and approved by the Authority.
 - 4. All commissioning requirements have been met.
 - 5. All equipment and systems have been tested, adjusted, are properly operating and fully operational.
 - 6. All demonstration and training requirements have been completed, or the date(s) for required demonstration and training have been scheduled with the Authority.
 - 7. All automated and manual controls are fully operational.
 - 8. Operation of all equipment and systems has been demonstrated to the Authority or their designated representative.
 - 9. Certificate of Occupancy is submitted.
 - 10. Certificates of Inspection for required inspections have been submitted for all required inspections.
 - 11. Project Record Documents for the Work or the portion of the Work being accepted are submitted and approved.

12. Spare parts and maintenance materials are turned over to the Authority.
 13. All keys are turned over to the Authority.
 14. All warranties and bonds are submitted and approved.
 15. Final cleaning has been completed to the satisfaction of the Authority.
- B. When all of the preceding requirements for the consideration of Substantial Completion have been met, the Authority will conduct a scheduled Substantial Completion inspection with its Architect/Engineers and other required representatives. If upon the completion of the inspection, the Authority should find that the Work is not substantially complete, the Authority will promptly notify the Contractor in writing, listing observed deficiencies.
- C. The Contractor shall remedy deficiencies and send a second written notice of Substantial Completion.
- D. When the Authority finds the Work is substantially complete, it will have fourteen (14) days to issue a certificate of Substantial Completion with an attached punch list of deficiencies, all in accordance with the provisions of the General Conditions.
- E. The Contractor shall be responsible for scheduling the activities required for Substantial Completion to enable completion within the Contract Time.

1.5 FINAL COMPLETION

- A. In accordance with Section 00 70 00 – General Conditions, Article 13.13 Final Completion, when the Contractor considers that it has completed all the deficiencies listed on the Substantial Completion punch list, and that the Work is otherwise complete, it shall submit written certification that:
1. Contract Documents have been reviewed.
 2. Work has been completed in accordance with Contract Documents, and deficiencies listed with certificate of Substantial Completion have been corrected.
 3. Work is complete and ready for final inspection.
- B. Upon the receipt of the preceding written notice, the Authority will conduct a Final Completion inspection. If the Authority should then find the Work to be incomplete, it will promptly notify the Contractor in writing with a list of observed deficiencies.
- C. The Contractor shall remedy deficiencies and transmit to the Authority a second certification of Final Completion.

- D. When the Authority determines the Work is complete, all in accordance with the General Conditions article, “Final Completion and Application for Payment”, the Contractor may make application for Final Payment.

1.6 REINSPECTION FEES

- A. In accordance with Section 00 70 00 – General Conditions, Articles 13.10 Substantial Completion and 13.12 Final Inspection, the Contractor shall pay for all costs incurred by the Authority for re-inspection.
- B. The Authority may deduct the re-inspection costs from the application for final payment.

1.7 FINAL ACCEPTANCE

- A. Following the issuance of Final Completion, and subject to the completion of requirements specified in Section 00 70 00 – General Conditions, Articles 13.14 Final Payment and 13.15 Final Acceptance, the Authority will review the project files for completeness. The Authority may require the Contractor to submit or re-submit any of the following documents, upon request:
 - 1. Contractor’s transmittal letter: O&M Manuals.
 - 2. Contractor’s transmittal letter: Warranty/Bonds.
 - 3. Contractor’s transmittal letter: Record Documents.
 - 4. Spare parts, maintenance materials receipts.
 - 5. Contractor’s transmittal letter: Keys & keying schedule.
 - 6. Contractor’s certification of insurance.
 - 7. EEO compliance certification (Federally funded projects only).
 - 8. Submittals and miscellaneous registers.
 - 9. Original final pay estimate.
 - 10. Contractor’s release.
 - 11. Authority of Labor Notice of Completion (NOC).
 - 12. Other documentation as required by the Authority.
- B. Statement of Adjustment of Accounts – The Authority may require the Contractor to submit a final statement reflecting adjustments to the Contract Price showing:

1. Original Contract Price.
 2. Previous Change Orders.
 3. Changes under Allowances.
 4. Changes under Unit Prices.
 5. Deductions for uncorrected Work.
 6. Penalties and Bonuses.
 7. Deductions for Liquidated Damages.
 8. Deductions for Re-inspection Fees.
 9. Other adjustments to Contract Price.
 10. Total Contract Price as adjusted.
 11. Previous payments.
 12. Sum remaining due.
- C. The Authority will issue a final Change Order reflecting all remaining adjustments to Contract Price not previously made by Change Orders.
- D. See Section 01 29 73 – Schedule of Values for minimum value that shall be assigned for Final Acceptance.
- E. The Contractor shall cooperate with the Authority and shall provide the requested documentation.
- F. When the Authority determines its files are complete, it may make final payment and issue a letter of Final Acceptance.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

END OF SECTION

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SECTION 01 78 39

PROJECT RECORD DOCUMENTS

PART 1 – GENERAL

1.1 SECTION INCLUDES

- A. Maintenance of Record Documents and Samples.
- B. Submittal of Record Documents and Samples.

1.2 RELATED REQUIREMENTS

- A. Section 00 70 00 - General Conditions: Record Documents.
- B. Section 01 11 13 – Summary of Work.
- C. Section 01 29 76 – Application for Payment.
- D. Section 01 33 23 – Shop Drawings, Product Data, and Samples.
- E. Section 01 77 00 – Contract Closeout Procedures.
- F. Technical Specifications: Manufacturer's certificates and certificates of inspection.

1.3 MAINTENANCE OF DOCUMENTS AND SAMPLES

- A. In addition to requirements in General Conditions, maintain at the site for the Authority one accurate and up to date record copy of:
 - 1. Contract Drawings.
 - 2. Specifications.
 - 3. Addenda.
 - 4. Change Orders and other modifications to the Contract.
 - 5. Reviewed Shop Drawings, product data, and samples.
 - 6. Field test records.
 - 7. Inspection certificates.
 - 8. Manufacturer's certificates.

- B. Prior to Substantial Completion, provide original or legible copies of each item maintained by the Contractor in other Sections, as listed by spec section in Paragraph 1.2.B, C, and D above.
- C. Delegate responsibility for management of maintenance of Record Documents to one person on the Contractor's staff as approved in advance by the Authority.
- D. Promptly following award of Contract, secure from the Authority, at no cost to the Contractor, one complete set of all Documents comprising the Contract.
- E. Immediately upon receipt of job set described above, identify each Document with title "RECORD DOCUMENTS – JOB SET".
- F. Store record documents and samples in field office apart from documents used for Construction. Provide files, racks, and secure storage for Record Documents and samples.
- G. Label and file Record Documents and samples in accordance with Section number listings in table of contents of this Project manual. Label each document "PROJECT RECORD" in neat, large, printed letters.
- H. Maintain Record Documents in a clean, dry and legible condition. Do not use record documents for construction purposes.
- I. Use all means necessary to maintain job set of Record Documents completely protected from deterioration and from loss and damage until completion of Work and transfer of recorded data to the Authority.
- J. Keep record documents and samples available for inspection by the Authority.
- K. Upon request by the Authority, and at time of each Application for Payment, enable inspection of Record Documents by the Authority for review as to completeness.
- L. The Authority's approval of the current status of Record Documents will be prerequisite to the Authority's approval of requests for progress payments and request for final payment.
 - 1. Prior to submitting each request for progress payment, secure the Authority's approval of Record Documents as currently maintained.
 - 2. Prior to submitting request for Final Payment, obtain the Authority's approval of final Record Documents.
- M. Do not use job set for any purpose except entry of new data and for review and copying by the Authority.

1.4 RECORDING

- A. Record information on a set of 'black-line' opaque Drawings, and in a copy of a Project manual, provided by the Authority.
- B. Using felt tip marking pens or colored pencil, maintaining separate colors for each major system, clearly describe changes by note and by graphic line, as required. Date all entries. Call attention to entry by a "cloud" around area or areas affected.
- C. Thoroughly coordinate all changes within Record Documents, making adequate and proper entries on each Specification Section and each sheet of Drawings and other Documents where such entry is required to properly show change or selection.
- D. When a change within Record Documents is referenced to another document, such as a RFI's, Shop Drawing or Change Order, attach a copy of the referenced document to the respective Record Drawing or Record Specification where the entry is made.
- E. Contract Drawings and Shop Drawings: Legibly mark each item to record actual construction, including:
 - 1. Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of construction.
 - 2. Field changes of dimension and detail.
 - 3. Changes made by modifications.
 - 4. Details not on original Contract Drawings.
 - 5. References to related Shop Drawings and modifications.
 - 6. Clearly label all changes and show dimensions to establish size and location. All identifications shall be sufficiently descriptive to relate reliably to Specifications.
- F. Other Documents: Maintain manufacturer's certifications, inspection certifications, and field test records required by individual Specifications sections.

1.5 SUBMITTALS

- A. Upon submittal of the completed Record Documents, make changes in Record Documents as required by the Authority.
- B. Transmit with cover letter in duplicate, listing:
 - 1. Date.
 - 2. The Authority's Project title and number.

3. Contractor's name, address, and telephone number.
 4. Number and title of each record document.
 5. Signature of the Contractor or authorized representative.
- C. Final Record Documents shall include both hard copies and digitally scanned copies in *.PDF format (high quality grayscale scans, minimum 200 pixels/inch). Scans shall include front and back of drawings/documents where information occurs on both sides.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

END OF SECTION