

**Bid Set**

**Newton North High School Turf  
and Track Replacement Project,  
Newton, Massachusetts**

**Contract Documents and  
Technical Specifications**



**Prepared for:**  
*City of Newton,  
Massachusetts*

**Issue Date:**  
March 2024



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## SECTION 011000 - SUMMARY

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

#### 1.2 SUMMARY

- A. Section Includes:

1. Project information.
2. Work covered by Contract Documents.
3. Work performed by Owner.
4. Work under Owner's separate contracts.
5. Future work not part of this Project.
6. Owner's product purchase contracts.
7. Owner-furnished/Contractor-installed (OFICI) product.
8. Contractor's use of site and premises.
9. Coordination with occupants.
10. Work restrictions.
11. Specification and Drawing conventions.
12. Miscellaneous provisions.

- B. Related Requirements:

1. Section 015000 "Temporary Facilities and Controls" for limitations and procedures governing temporary use of Owner's facilities.
2. Section 017300 "Execution" for coordination of Owner-installed products.

#### 1.3 DEFINITIONS

- A. Work Package: A group of specifications, drawings, and schedules prepared by the design team to describe a portion of the Project Work for pricing, permitting, and construction.

#### 1.4 PROJECT INFORMATION

- A. Project Identification: Newton North High School Turf and Track Replacement Project.

1. Project Location: Newton North High School, 457 Walnut Street, Newton, MA 02460.

- B. Owner: City of Newton, MA.

1. Owner's Representative: Luis Perez Demorizi, Director of Parks, Recreation & Culture Department, (617) 796-1500.

C. Engineer: CDM Smith.

1. Engineer's Representative: Michael Dodson, Project Manager, (603) 222-8311.

## 1.5 WORK COVERED BY CONTRACT DOCUMENTS

A. The Work of Project is defined by the Contract Documents and includes, but is not limited to, the following:

1. The project consists of the removal and replacement of the synthetic turf system at Dickinson Field and recoating of track surfacing (if Alternate 1 is approved by City) as specified in plans and in accordance with Project Manual. The project includes excavation and restoration of top stone and base stone in wet area of field, as identified and dimensioned on drawings, and expose area for investigation by the Owner and Engineer to diagnose existing drainage problem (see Subsurface Investigation Notes on sheet C-1). The contractor is responsible for coordinating all permits, and all work required for site preparation and removals including removal and recycling of synthetic turf, removal of infill material for reuse, power washing and recoating of track surfacing (if Alternate 1 is approved by City), furnishing and installation of erosion and sedimentation controls, manhole and trench drain cleaning, installation of new Owner furnished synthetic turf and infill system and other Work indicated in the Contract Documents.

B. Type of Contract:

1. Project will be constructed under a single prime contract.

## 1.6 OWNER-FURNISHED/CONTRACTOR-INSTALLED (OFCI) PRODUCTS

A. Owner's Responsibilities: Owner will furnish products indicated and perform the following, as applicable:

1. Provide to Contractor Owner-reviewed Product Data, Shop Drawings, and Samples.
2. Provide for delivery of Owner-furnished products to Project site.
3. Upon delivery, inspect, with Contractor present, delivered items.
  - a. If Owner-furnished products are damaged, defective, or missing, arrange for replacement.
4. Obtain manufacturer's inspections, service, and warranties.
5. Inform Contractor of earliest available delivery date for Owner-furnished products.

B. Contractor's Responsibilities: The Work includes the following, as applicable:

1. Designate delivery dates of Owner-furnished products in Contractor's construction schedule, utilizing Owner-furnished earliest available delivery dates.

2. Review Owner-reviewed Product Data, Shop Drawings, and Samples, noting discrepancies and other issues in providing for Owner-furnished products in the Work.
3. Receive, unload, handle, store, protect, and install Owner-furnished products.
4. Make building services connections for Owner-furnished products.
5. Protect Owner-furnished products from damage during storage, handling, and installation and prior to Substantial Completion.
6. Repair or replace Owner-furnished products damaged following receipt.

C. Owner-Furnished/Contractor-Installed (OFCI) Products:

1. Synthetic turf system including turf and infill as specified in Section 321813 “Synthetic Grass Surfacing”.

## 1.7 CONTRACTOR’S USE OF SITE AND PREMISES

- A. Restricted Use of Site: Contractor shall have limited use of Project site for construction operations as indicated on Drawings by the Contract limits and as indicated by requirements of this Section.
- B. Limits on Use of Site: Limit use of Project site to areas within the Contract limits indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.
  1. Limits on Use of Site: Confine construction operations to areas indicated on plans and approved by Owner.
- C. Condition of Existing Grounds: Maintain portions of existing grounds, landscaping, and hardscaping affected by construction operations throughout construction period. Repair damage caused by construction operations.

## 1.8 COORDINATION WITH OCCUPANTS

- A. Partial Owner Occupancy: Owner will occupy the premises during entire construction period, with the exception of areas under construction. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's operations. Maintain existing exits unless otherwise indicated.
  1. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Owner and authorities having jurisdiction.
  2. Provide not less than 72 hours' notice to Owner of activities that will affect Owner's operations.

## 1.9 WORK RESTRICTIONS

- A. Comply with restrictions on construction operations.
  1. Comply with limitations on use of public streets, work on public streets, rights of way, and other requirements of authorities having jurisdiction.

- B. On-Site Work Hours: Limit work to between 7:00 a.m. to 7:00 p.m., Monday through Friday, unless otherwise indicated. Work hours may be modified to meet Project requirements if approved by Owner and authorities having jurisdiction.
- C. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after arranging for temporary utility services according to requirements indicated:
  - 1. Notify Owner not less than two days in advance of proposed utility interruptions.
  - 2. Obtain Owner's written permission before proceeding with utility interruptions.
- D. Noise, Vibration, Dust, and Odors: Coordinate operations that may result in high levels of noise and vibration, dust, odors, or other disruption to Owner occupancy with Owner.
  - 1. Notify Owner not less than two days in advance of proposed disruptive operations.
  - 2. Obtain Owner's written permission before proceeding with disruptive operations.
- E. Smoking and Controlled Substance Restrictions: Use of tobacco products, alcoholic beverages, and other controlled substances on Project site is not permitted.
- F. Employee Identification: Provide identification tags for Contractor personnel working on Project site. Require personnel to use identification tags at all times.
- G. Employee Screening: Comply with Owner's requirements for drug and background screening of Contractor personnel working on Project site.
  - 1. Maintain list of approved screened personnel with Owner's representative.

#### 1.10 SPECIFICATION AND DRAWING CONVENTIONS

- A. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:
  - 1. Imperative mood and streamlined language are generally used in the Specifications. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.
  - 2. Text Color: Text used in the Specifications, including units of measure, manufacturer and product names, and other text may appear in multiple colors or underlined as part of a hyperlink; no emphasis is implied by text with these characteristics.
  - 3. Hypertext: Text used in the Specifications may contain hyperlinks. Hyperlinks may allow for access to linked information that is not residing in the Specifications. Unless otherwise indicated, linked information is not part of the Contract Documents.
  - 4. Specification requirements are to be performed by Contractor unless specifically stated otherwise.
- B. Division 00 Contracting Requirements: General provisions of the Contract, including General and Supplementary Conditions, apply to all Sections of the Specifications.

- C. Division 01 General Requirements: Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.
- D. Drawing Coordination: Requirements for materials and products identified on Drawings are described in detail in the Specifications. One or more of the following are used on Drawings to identify materials and products:
  - 1. Terminology: Materials and products are identified by the typical generic terms used in the individual Specifications Sections.
  - 2. Abbreviations: Materials and products are identified by abbreviations.
  - 3. Keynoting: Materials and products are identified by reference keynotes referencing Specification Section numbers found in this Project Manual.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION 011000

## SECTION 012001 - PRICE AND PAYMENT

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

#### 1.2 SECTION INCLUDES

- A. Lump sum prices.

#### 1.3 LUMP SUM PRICES

- A. Payment of the lump sum price bid for Item No.1 shall constitute full compensation for all labor, materials, tools, equipment and incidentals necessary for constructing the Newton North High School Turf and Track Replacement Project complete, as shown and as specified in Divisions 01 through 46, except that required under Item No. 2.
- B. Payment of the lump sum price bid for Item No. 2 shall constitute full compensation for all labor, materials, tools, equipment and incidentals necessary to perform the subsurface investigation, as identified on the Subsurface Investigation Notes on Drawing C-1, complete, as shown and as specified in Divisions 01 through 46, except that required under Item No. 1.

#### 1.4 PAYMENT

- A. Payment of the total price bid in the Form for General Bid shall fully compensate the Contractor for furnishing all labor, materials, equipment and incidentals required to complete the work as outlined above and under Section 011000. Payment shall also include compensation for all other work required to complete the Project as described in the Contract Documents and not specifically mentioned in Section 011000..

#### 1.5 EXTRA WORK

- A. Extra work, if any, will be performed in accordance with Article 11 of the General Conditions and will be paid for in accordance with the provisions of Article 13 of the General Conditions.



PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION 012001

## SECTION 012300 - ALTERNATES

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

#### 1.2 SUMMARY

- A. Section includes administrative and procedural requirements for alternates.

#### 1.3 DEFINITIONS

- A. Alternate: An amount proposed by bidders and stated on the Bid Form for certain work defined in the bidding requirements that may be added to or deducted from the base bid amount if the Owner decides to accept a corresponding change either in the amount of construction to be completed or in the products, materials, equipment, systems, or installation methods described in the Contract Documents.
  - 1. Alternates described in this Section are part of the Work only if enumerated in the Agreement.
  - 2. The cost or credit for each alternate is the net addition to or deduction from the Contract Sum to incorporate alternates into the Work. No other adjustments are made to the Contract Sum.

#### 1.4 PROCEDURES

- A. Coordination: Revise or adjust affected adjacent work as necessary to completely integrate work of the alternate into Project.
  - 1. Include as part of each alternate, miscellaneous devices, accessory objects, and similar items incidental to or required for a complete installation whether or not indicated as part of alternate.
- B. Execute accepted alternates under the same conditions as other Work of the Contract.
- C. Schedule: A Part 3 "Schedule of Alternates" Article is included at the end of this Section. Specification Sections referenced in schedule contain requirements for materials necessary to achieve the work described under each alternate.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION

3.1 SCHEDULE OF ALTERNATES

- A. The General Bidder is required to provide a Bid for each add alternate listed below. If selected by Owner, the alternate will be added to the Total Base Bid. The Bid for each add alternate includes the price of the General Bidder and all selected sub-bidders.
- B. Alternate No. 1: Track Resurfacing.
  - 1. Base Bid: Protect existing track surface as indicated on Drawing C-1 "Erosion and Sedimentation Control and Removals Plan".
  - 2. Alternate: Resurface track as indicated on Drawing C-2 "Layout and Materials Plan" and as specified in Section 321823.41 "Polyurethane Track Re-Surfacing."

END OF SECTION 012300

## SECTION 012600 - CONTRACT MODIFICATION PROCEDURES

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

#### 1.2 SUMMARY

- A. Section includes administrative and procedural requirements for handling and processing Contract modifications.
- B. Related Requirements:
  - 1. Section 013100 “Project Management and Coordination” for requirements for forms for contract modifications provided as part of web-based Project management software.

#### 1.3 MINOR CHANGES IN THE WORK

- A. Engineer will issue Field Orders authorizing minor changes in the Work, not involving adjustment to the Contract Price or the Contract Time, on EJCDC Form C-942 or other form acceptable to Owner.

#### 1.4 PROPOSAL REQUESTS

- A. Owner-Initiated Proposal Requests: Engineer will issue a detailed description of proposed changes in the Work that may require adjustment to the Contract Price or the Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.
  - 1. Requests For Proposal (RFP) issued by Engineer are not instructions either to stop work in progress or to execute the proposed change.
  - 2. Within time specified in Proposal Request or 20 days, when not otherwise specified, after receipt of RFP, submit a quotation estimating adjustments to the Contract Price and the Contract Time necessary to execute the change.
    - a. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
    - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
    - c. Include costs of labor and supervision directly attributable to the change.
    - d. Include an updated Contractor's construction schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and

finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.

- e. Quotation Form: Use forms acceptable to Engineer.
- B. Contractor-Initiated Proposals: If latent or changed conditions require modifications to the Contract, Contractor may initiate a claim by submitting a request for a change to Engineer.
1. Include a statement outlining reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Price and the Contract Time.
  2. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
  3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
  4. Include costs of labor and supervision directly attributable to the change.
  5. Include an updated Contractor's construction schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
  6. Comply with requirements in paragraph 7.05 of the General Conditions if the proposed change requires substitution of one product or system for product or system specified.
  7. Proposal Request Form: Use form acceptable to Engineer.

## 1.5 CHANGE ORDER PROCEDURES

- A. On Owner's approval of a Change Order Request, Engineer will issue a Change Order for signatures of Owner and Contractor on EJCDC Form C-941 or other form acceptable to Owner.

## 1.6 WORK CHANGE DIRECTIVE

- A. Work Change Directive: Engineer may issue a Work Change Directive on EJCDC Document C-940 or other form acceptable to Owner. Work Change Directive instructs Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.
1. Work Change Directive contains a complete description of change in the Work. It also designates method to be followed to determine change in the Contract Price or the Contract Time.
- B. Documentation: Maintain detailed records on a time and material basis of work required by the Work Change Directive.
1. After completion of change, submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION 012600

## SECTION 012900 - PAYMENT PROCEDURES

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

#### 1.2 SUMMARY

- A. Section includes administrative and procedural requirements necessary to prepare and process Applications for Payment.
- B. Related Requirements:
  - 1. Section 012600 "Contract Modification Procedures" for administrative procedures for handling changes to the Contract.

#### 1.3 DEFINITIONS

- A. Schedule of Values: A statement furnished by Contractor allocating portions of the Contract Sum to various portions of the Work and used as the basis for reviewing Contractor's Applications for Payment.

#### 1.4 SCHEDULE OF VALUES

- A. Coordination: Coordinate preparation of the schedule of values with preparation of Contractor's construction schedule.
  - 1. Coordinate line items in the schedule of values with items required to be indicated as separate activities in Contractor's construction schedule.
  - 2. Submit the schedule of values to Engineer at earliest possible date, but no later than ten days before the date scheduled for submittal of initial Applications for Payment.
  - 3. Subschedules for Phased Work: Where the Work is separated into phases requiring separately phased payments, provide subschedules showing values coordinated with each phase of payment.
  - 4. Subschedules for Separate Elements of Work: Where the Contractor's construction schedule defines separate elements of the Work, provide subschedules showing values coordinated with each element.
  - 5. Subschedules for Separate Design Contracts: Where the Owner has retained design professionals under separate contracts who will each provide certification of payment requests, provide subschedules showing values coordinated with the scope of each design services contract, as described in Section 011000 "Summary."

- B. Format and Content: Use Project Manual table of contents as a guide to establish line items for the schedule of values. Provide at least one line item for each Specification Section.
1. Identification: Include the following Project identification on the schedule of values:
    - a. Project name and location.
    - b. Owner's name.
    - c. Owner's Project number.
    - d. Name of Engineer.
    - e. Engineer's Project number.
    - f. Contractor's name and address.
    - g. Date of submittal.
  2. Arrange schedule of values consistent with format of EJCDC Document C-620.
  3. Arrange the schedule of values in tabular form, with separate columns to indicate the following for each item listed:
    - a. Related Specification Section or division.
    - b. Description of the Work.
    - c. Name of subcontractor.
    - d. Name of manufacturer or fabricator.
    - e. Name of supplier.
    - f. Change Orders (numbers) that affect value.
    - g. Dollar value of the following, as a percentage of the Contract Sum to nearest one-hundredth percent, adjusted to total 100 percent. Round dollar amounts to whole dollars, with total equal to Contract Sum.
      - 1) Labor.
      - 2) Materials.
      - 3) Equipment.
  4. Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Provide multiple line items for principal subcontract amounts in excess of five percent of the Contract Sum.
  5. Provide a separate line item in the schedule of values for each part of the Work where Applications for Payment may include materials or equipment purchased or fabricated and stored, but not yet installed.
  6. Purchase Contracts: Provide a separate line item in the schedule of values for each Purchase contract. Show line-item value of Purchase contract. Indicate Owner payments or deposits, if any, and balance to be paid by Contractor.
  7. Overhead Costs, Proportional Distribution: Include total cost and proportionate share of general overhead and profit for each line item.
  8. Overhead Costs, Separate Line Items: Show cost of temporary facilities and other major cost items that are not direct cost of actual work-in-place as separate line items.
  9. Temporary Facilities: Show cost of temporary facilities and other major cost items that are not direct cost of actual work-in-place as separate line items.
  10. Closeout Costs. Include separate line items under Contractor and principal subcontracts for Project closeout requirements in an amount totaling five percent of the Contract Sum and subcontract amount.



11. Schedule of Values Revisions: Revise the schedule of values when Change Orders or Construction Change Directives result in a change in the Contract Sum. Include at least one separate line item for each Change Order and Construction Change Directive.

## 1.5 APPLICATIONS FOR PAYMENT

- A. Each Application for Payment following the initial Application for Payment shall be consistent with previous applications and payments as certified by Engineer and paid for by Owner.
- B. Payment Application Times: The date for each progress payment is indicated in the Owner/Contractor Agreement. The period of construction work covered by each Application for Payment is the period indicated in the Agreement.
- C. Payment Application Times: Submit Application for Payment to Engineer by the last day of the month. The period covered by each Application for Payment is one month, ending on the last day of the month.
  1. Submit draft copy of Application for Payment twenty days prior to due date for review by Engineer.
- D. Application for Payment Forms: Use EJCDC Document C-620 as form for Applications for Payment.
  1. Other Application for Payment forms proposed by the Contractor may be acceptable to Engineer and Owner. Submit forms for approval with initial submittal of schedule of values.
- E. Application Preparation: Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of Contractor. Engineer will return incomplete applications without action.
  1. Entries shall match data on the schedule of values and Contractor's construction schedule. Use updated schedules if revisions were made.
  2. Include amounts for work completed following previous Application for Payment, whether or not payment has been received. Include only amounts for work completed at time of Application for Payment.
  3. Include amounts of Change Orders and Construction Change Directives issued before last day of construction period covered by application.
  4. Indicate separate amounts for work being carried out under Owner-requested project acceleration.
- F. Stored Materials: Include in Application for Payment amounts applied for materials or equipment purchased or fabricated and stored, but not yet installed.
  1. Provide certificate of insurance, evidence of transfer of title to Owner, and consent of surety to payment.
  2. Provide supporting documentation that verifies amount requested, such as paid invoices. Match amount requested with amounts indicated on documentation; do not include overhead and profit on stored materials.
  3. Provide summary documentation for stored materials indicating the following:

- a. Value of materials previously stored and remaining stored as of date of previous Applications for Payment.
  - b. Value of previously stored materials put in place after date of previous Application for Payment and on or before date of current Application for Payment.
  - c. Value of materials stored since date of previous Application for Payment and remaining stored as of date of current Application for Payment.
- G. Transmittal: Submit three signed and notarized original copies of each Application for Payment to Engineer by a method ensuring receipt within 24 hours. One copy shall include waivers of lien and similar attachments if required.
1. Transmit each copy with a transmittal form listing attachments and recording appropriate information about application.
- H. Maintain an updated set of drawings to be used as record drawings in accordance with Section 017839 “Project Record Documents.” As a prerequisite for monthly progress payments, exhibit the updated record drawings for review by Owner and Engineer for completeness and accuracy.
- I. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:
1. List of subcontractors.
  2. Schedule of values.
  3. Contractor's construction schedule.
  4. Combined Contractor's construction schedule incorporating Work of multiple contracts, with indication of acceptance of schedule by each Contractor.
  5. Products list (preliminary if not final).
  6. Submittal schedule.
  7. List of Contractor's staff assignments.
  8. List of Contractor's principal consultants.
  9. Copies of building permits.
  10. Copies of authorizations and licenses from authorities having jurisdiction for performance of the Work.
  11. Initial progress report.
  12. Report of preconstruction conference.
- J. Application for Payment at Substantial Completion: After Engineer issues the Certificate of Substantial Completion, submit an Application for Payment showing 100 percent completion for portion of the Work claimed as substantially complete.
1. Include documentation supporting claim that the Work is substantially complete and a statement showing an accounting of changes to the Contract Sum.
    - a. Complete administrative actions, submittals, and Work proceeding this application, as described in Section 017700 “Closeout Procedures.”
  2. Include initial submittal of closeout record drawings in accordance with Section 017839 “Project Record Documents.”
  3. This application shall reflect Certificate(s) of Substantial Completion issued previously for Owner occupancy of designated portions of the Work.

- K. Final Payment Application: After completing Project closeout requirements, submit final Application for Payment with releases and supporting documentation not previously submitted and accepted, including, but not limited, to the following:
1. Evidence of completion of Project closeout requirements.
  2. Certification of completion of final punch list items.
  3. Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid.
  4. Final submittal of closeout record drawings in accordance with Section 017839 "Project Record Documents."
  5. Updated final statement, accounting for final changes to the Contract Sum.
  6. Evidence that claims have been settled.
  7. Final meter readings for utilities, a measured record of stored fuel, and similar data as of date of Substantial Completion or when Owner took possession of and assumed responsibility for corresponding elements of the Work.
  8. Final liquidated damages settlement statement.
  9. Proof that taxes, fees, and similar obligations are paid.
  10. Waivers and releases.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION 012900

## SECTION 013100 - PROJECT MANAGEMENT AND COORDINATION

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

#### 1.2 SUMMARY

- A. Section includes administrative provisions for coordinating construction operations on Project, including, but not limited to, the following:
  - 1. General coordination procedures.
  - 2. Coordination drawings.
  - 3. RFIs.
  - 4. Digital project management procedures.
  - 5. Web-based Project management software package.
  - 6. Project meetings.
- B. Related Requirements:
  - 1. Section 017300 "Execution" for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.
  - 2. Section 017700 "Closeout Procedures" for coordinating closeout of the Contract.

#### 1.3 DEFINITIONS

- A. BIM: Building Information Modeling.
- B. RFI: Request for Information. Request from Owner, Engineer, or Contractor seeking information required by or clarifications of the Contract Documents.

#### 1.4 INFORMATIONAL SUBMITTALS

- A. Subcontract List: Prepare a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design. Include the following information in tabular form:
  - 1. Name, address, telephone number, and email address of entity performing subcontract or supplying products.
  - 2. Number and title of related Specification Section(s) covered by subcontract.
  - 3. Drawing number and detail references, as appropriate, covered by subcontract.

- B. Key Personnel Names: Within 15 days of starting construction operations, submit a list of key personnel assignments, including superintendent and other personnel in attendance at Project site. Identify individuals and their duties and responsibilities; list addresses, cellular telephone numbers, and e-mail addresses. Provide names, addresses, and telephone numbers of individuals assigned as alternates in the absence of individuals assigned to Project.
  - 1. Post copies of list in Project meeting room, in temporary field office, and in prominent location. Keep list current at all times.

## 1.5 GENERAL COORDINATION PROCEDURES

- A. Coordination: Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations included in different Sections that depend on each other for proper installation, connection, and operation.
  - 1. Schedule construction operations in sequence required to obtain the best results, where installation of one part of the Work depends on installation of other components, before or after its own installation.
  - 2. Coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair.
  - 3. Make adequate provisions to accommodate items scheduled for later installation.
- B. Prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and list of attendees at meetings.
  - 1. Prepare similar memoranda for Owner and separate contractors if coordination of their Work is required.
- C. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
  - 1. Preparation of Contractor's construction schedule.
  - 2. Preparation of the schedule of values.
  - 3. Installation and removal of temporary facilities and controls.
  - 4. Delivery and processing of submittals.
  - 5. Progress meetings.
  - 6. Preinstallation conferences.
  - 7. Project closeout activities.
  - 8. Startup and adjustment of systems.

## 1.6 COORDINATION DRAWINGS

- A. Coordination Drawings, General: Prepare coordination drawings according to requirements in individual Sections, and additionally where installation is not completely indicated on Shop Drawings, where limited space availability necessitates coordination, or if coordination is

required to facilitate integration of products and materials fabricated or installed by more than one entity.

1. Content: Project-specific information, drawn accurately to a scale large enough to indicate and resolve conflicts. Do not base coordination drawings on standard printed data. Include the following information, as applicable:
  - a. Use applicable Drawings as a basis for preparation of coordination drawings. Prepare sections, elevations, and details as needed to describe relationship of various systems and components.
  - b. Coordinate the addition of trade-specific information to coordination drawings in a sequence that best provides for coordination of the information and resolution of conflicts between installed components before submitting for review.
  - c. Indicate functional and spatial relationships of components of architectural, structural, civil, mechanical, and electrical systems.
  - d. Indicate space requirements for routine maintenance and for anticipated replacement of components during the life of the installation.
  - e. Show location and size of access doors required for access to concealed dampers, valves, and other controls.
  - f. Indicate required installation sequences.
  - g. Indicate dimensions shown on Drawings. Specifically note dimensions that appear to be in conflict with submitted equipment and minimum clearance requirements. Provide alternative sketches to Engineer indicating proposed resolution of such conflicts. Minor dimension changes and difficult installations will not be considered changes to the Contract.

B. Coordination Drawing Organization: Organize coordination drawings as follows:

1. Review: Engineer will review coordination drawings to confirm that, in general, the Work is being coordinated, but not for the details of the coordination, which are Contractor's responsibility. If Engineer determines that coordination drawings are not being prepared in sufficient scope or detail, or are otherwise deficient, Engineer will so inform Contractor, who shall make suitable modifications and resubmit.
2. Coordination Drawing Prints: Prepare coordination drawing prints according to requirements in Section 013300 "Submittal Procedures."

C. Coordination Drawing Process: Prepare coordination drawings in the following manner:

1. Perform the final coordination review. As each coordination drawing is completed, Contractor will meet with Engineer to review and resolve conflicts on the coordination drawings.

D. Coordination Digital Data Files: Prepare coordination digital data files according to the following requirements:

1. File Preparation Format: Same digital data software program, version, and operating system as original Drawings.
2. File Preparation Format: DWG, Version 2013 or later, operating in Microsoft Windows operating system.
3. File Submittal Format: Submit or post coordination drawing files using PDF format.

4. BIM File Incorporation: Develop and incorporate coordination drawing files into BIM established for Project.
  - a. Perform three-dimensional component conflict analysis as part of preparation of coordination drawings. Resolve component conflicts prior to submittal. Indicate where conflict resolution requires modification of design requirements by Engineer.
5. Engineer will furnish Contractor one set of digital data files of Drawings for use in preparing coordination digital data files.
  - a. Engineer makes no representations as to the accuracy or completeness of digital data files as they relate to Drawings.
  - b. Digital Data Software Program: Drawings are available in DWG format, Version 2013 or later.
  - c. Contractor shall execute a data licensing agreement in the form of Agreement form acceptable to Owner and Engineer.

#### 1.7 REQUEST FOR INFORMATION (RFI)

- A. General: Immediately on discovery of the need for additional information, clarification, or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI in the form specified.
  1. Engineer will return without response those RFIs submitted to Engineer by other entities controlled by Contractor.
  2. Coordinate and submit RFIs in a prompt manner to avoid delays in Contractor's work or work of subcontractors.
- B. Content of the RFI: Include a detailed, legible description of item needing information or interpretation and the following:
  1. Project name.
  2. Owner name.
  3. Owner's Project number.
  4. Name of Engineer.
  5. Engineer's Project number.
  6. Date.
  7. Name of Contractor.
  8. RFI number, numbered sequentially.
  9. RFI subject.
  10. Specification Section number and title and related paragraphs, as appropriate.
  11. Drawing number and detail references, as appropriate.
  12. Field dimensions and conditions, as appropriate.
  13. Contractor's suggested resolution. If Contractor's suggested resolution impacts the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
  14. Contractor's signature.

15. Attachments: Include sketches, descriptions, measurements, photos, Product Data, Shop Drawings, coordination drawings, and other information necessary to fully describe items needing interpretation.
  - a. Include dimensions, thicknesses, structural grid references, and details of affected materials, assemblies, and attachments on attached sketches.
- C. RFI Forms: Software-generated form with substantially the same content as indicated above, acceptable to Engineer.
  1. Attachments shall be electronic files in PDF format.
- D. Engineer's Action: Engineer will review each RFI, determine action required, and respond. Allow seven days for Engineer's response for each RFI. RFIs received by Engineer after 1:00 p.m. will be considered as received the following working day.
  1. The following Contractor-generated RFIs will be returned without action:
    - a. Requests for approval of submittals.
    - b. Requests for approval of substitutions.
    - c. Requests for approval of Contractor's means and methods.
    - d. Requests for coordination information already indicated in the Contract Documents.
    - e. Requests for adjustments in the Contract Time or the Contract Sum.
    - f. Requests for interpretation of Engineer's actions on submittals.
    - g. Incomplete RFIs or inaccurately prepared RFIs.
  2. Engineer's action may include a request for additional information, in which case Engineer's time for response will date from time of receipt by Engineer of additional information.
  3. Engineer's action on RFIs that may result in a change to the Contract Time or the Contract Sum may be eligible for Contractor to submit Change Proposal according to Section 012600 "Contract Change Procedures."
    - a. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Engineer in writing within 5 days of receipt of the RFI response.
- E. RFI Log: Prepare, maintain, and submit a tabular log of RFIs organized by the RFI number. Submit log weekly. Software log with not less than the following:
  1. Project name.
  2. Name and address of Contractor.
  3. Name and address of Engineer.
  4. RFI description.
  5. Date the RFI was submitted.
  6. Date Engineer's response was received.
  7. Identification of related Field Order, Work Change Directive, and Proposal Request, as appropriate.



- F. On receipt of Engineer's action, update the RFI log and immediately distribute the RFI response to affected parties. Review response and notify Engineer within seven days if Contractor disagrees with response.

## 1.8 DIGITAL PROJECT MANAGEMENT PROCEDURES

- A. Use of Engineer's Digital Data Files: Digital data files of Engineer's CAD drawings will be provided by Engineer for Contractor's use during construction.
  - 1. Digital data files may be used by Contractor in preparing coordination drawings, Shop Drawings, and Project Record Drawings.
  - 2. Engineer makes no representations as to the accuracy or completeness of digital data files as they relate to Contract Drawings.
  - 3. Digital Drawing Software Program: Contract Drawings are available in DWG format, Version 2013 or greater.
  - 4. Contractor shall execute a data licensing agreement in the form of Agreement form acceptable to Owner and Engineer.
    - a. Subcontractors, and other parties granted access by Contractor to Engineer's digital data files shall execute a data licensing agreement in the form of Agreement acceptable to Owner and Engineer.
- B. PDF Document Preparation: Where PDFs are required to be submitted to Engineer, prepare as follows:
  - 1. Assemble complete submittal package into a single indexed file incorporating submittal requirements of a single Specification Section and transmittal form with links enabling navigation to each item.
  - 2. Name file with submittal number or other unique identifier, including revision identifier.
  - 3. Certifications: Where digitally submitted certificates and certifications are required, provide a digital signature with digital certificate on where indicated.

## 1.9 PROJECT MEETINGS

- A. General: Schedule and conduct meetings and conferences at Project site unless otherwise indicated.
  - 1. Attendees: Inform participants and others involved, and individuals whose presence is required, of date and time of each meeting. Notify Owner and Engineer of scheduled meeting dates and times a minimum of 10 working days prior to meeting.
  - 2. Agenda: Prepare the meeting agenda. Distribute the agenda to all invited attendees.
  - 3. Minutes: Entity responsible for conducting meeting will record significant discussions and agreements achieved. Distribute the meeting minutes to everyone concerned, including Owner and Engineer, within three days of the meeting.

- B. Preconstruction Conference: Engineer will schedule and conduct a preconstruction conference before starting construction, at a time convenient to Owner and Engineer, but no later than 15 days after execution of the Agreement.
1. Attendees: Authorized representatives of Owner Engineer, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the conference. Participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
  2. Agenda: Discuss items of significance that could affect progress, including the following:
    - a. Responsibilities and personnel assignments.
    - b. Tentative construction schedule.
    - c. Phasing.
    - d. Critical work sequencing and long lead items.
    - e. Designation of key personnel and their duties.
    - f. Lines of communications.
    - g. Use of web-based Project software.
    - h. Procedures for processing field decisions and Change Orders.
    - i. Procedures for RFIs.
    - j. Procedures for testing and inspecting.
    - k. Procedures for processing Applications for Payment.
    - l. Distribution of the Contract Documents.
    - m. Submittal procedures.
    - n. Preparation of Record Documents.
    - o. Use of the premises.
    - p. Work restrictions.
    - q. Working hours.
    - r. Owner's occupancy requirements.
    - s. Responsibility for temporary facilities and controls.
    - t. Procedures for moisture and mold control.
    - u. Procedures for disruptions and shutdowns.
    - v. Construction waste management and recycling.
    - w. Parking availability.
    - x. Office, work, and storage areas.
    - y. Equipment deliveries and priorities.
    - z. First aid.
    - aa. Security.
    - bb. Progress cleaning.
    - cc. List of major subcontractors and suppliers.
  3. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes.
  4. Attendees: Authorized representatives of Owner, Engineer, and their consultants; Contractor and its superintendent and sustainable design coordinator; major subcontractors; suppliers; and other concerned parties shall attend the conference. Participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
  5. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes.

- C. Preinstallation Conferences: Conduct a preinstallation conference at Project site before each construction activity when required by other Sections and when required for coordination with other construction.
1. Attendees: Installer and representatives of manufacturers and fabricators involved in or affected by the installation and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise Engineer of scheduled meeting dates.
  2. Agenda: Review progress of other construction activities and preparations for the particular activity under consideration, including requirements for the following:
    - a. Contract Documents.
    - b. Options.
    - c. Related RFIs.
    - d. Related Change Orders.
    - e. Purchases.
    - f. Deliveries.
    - g. Submittals.
    - h. Review of mockups.
    - i. Possible conflicts.
    - j. Compatibility requirements.
    - k. Time schedules.
    - l. Weather limitations.
    - m. Manufacturer's written instructions.
    - n. Warranty requirements.
    - o. Compatibility of materials.
    - p. Acceptability of substrates.
    - q. Temporary facilities and controls.
    - r. Space and access limitations.
    - s. Regulations of authorities having jurisdiction.
    - t. Testing and inspecting requirements.
    - u. Installation procedures.
    - v. Coordination with other work.
    - w. Required performance results.
    - x. Protection of adjacent work.
    - y. Protection of construction and personnel.
  3. Record significant conference discussions, agreements, and disagreements, including required corrective measures and actions.
  4. Reporting: Distribute minutes of the meeting to each party present and to other parties requiring information.
  5. Do not proceed with installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the Work and reconvene the conference at earliest feasible date.
- D. Project Closeout Conference: Schedule and conduct a project closeout conference, at a time convenient to Owner and Engineer, but no later than 30 days prior to the scheduled date of Substantial Completion.
1. Conduct the conference to review requirements and responsibilities related to Project closeout.

2. Attendees: Authorized representatives of Owner, Engineer, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the meeting. Participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.
  3. Agenda: Discuss items of significance that could affect or delay Project closeout, including the following:
    - a. Preparation of Record Documents.
    - b. Procedures required prior to inspection for Substantial Completion and for final inspection for acceptance.
    - c. Procedures for completing and archiving web-based Project software site data files.
    - d. Submittal of written warranties.
    - e. Requirements for preparing operations and maintenance data.
    - f. Requirements for delivery of material samples, attic stock, and spare parts.
    - g. Requirements for demonstration and training.
    - h. Preparation of Contractor's punch list.
    - i. Procedures for processing Applications for Payment at Substantial Completion and for final payment including final change order.
    - j. Submittal procedures.
    - k. Coordination of separate contracts.
    - l. Owner's partial occupancy requirements including certificate of occupancy and closeout of permits.
    - m. Installation of Owner's furniture, fixtures, and equipment.
    - n. Responsibility for removing temporary facilities and controls.
    - o. Final cleaning.
  4. Minutes: Entity conducting meeting will record and distribute meeting minutes.
- E. Progress Meetings: Conduct progress meetings at weekly intervals.
1. Coordinate dates of meetings with preparation of payment requests.
  2. Attendees: In addition to representatives of Owner and Engineer, each contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.
  3. Agenda: Review and correct or approve minutes of previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
    - a. Contractor's Construction Schedule: Review progress since the last meeting. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to Contractor's construction schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
      - 1) Review schedule for next period.
    - b. Review present and future needs of each entity present, including the following:

- 1) Interface requirements.
  - 2) Sequence of operations.
  - 3) Resolution of BIM component conflicts.
  - 4) Status of submittals.
  - 5) Deliveries.
  - 6) Off-site fabrication.
  - 7) Access.
  - 8) Site use.
  - 9) Temporary facilities and controls.
  - 10) Progress cleaning.
  - 11) Quality and work standards.
  - 12) Status of correction of deficient items.
  - 13) Field observations.
  - 14) Status of RFIs.
  - 15) Status of Proposal Requests.
  - 16) Pending changes.
  - 17) Status of Change Orders.
  - 18) Pending claims and disputes.
  - 19) Documentation of information for payment requests.
4. Minutes: Entity responsible for conducting the meeting will record and distribute the meeting minutes to each party present and to parties requiring information.
- a. Schedule Updating: Revise Contractor's construction schedule after each progress meeting, where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with the report of each meeting.
- F. Coordination Meetings: Conduct Project coordination meetings at weekly intervals. Project coordination meetings are in addition to specific meetings held for other purposes, such as progress meetings and preinstallation conferences.
1. Attendees: In addition to representatives of Owner and Engineer, each contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the meetings shall be familiar with Project and authorized to conclude matters relating to the Work.
  2. Agenda: Review and correct or approve minutes of the previous coordination meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
    - a. Combined Contractor's Construction Schedule: Review progress since the last coordination meeting. Determine whether each contract is on time, ahead of schedule, or behind schedule, in relation to combined Contractor's construction schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
    - b. Schedule Updating: Revise combined Contractor's construction schedule after each coordination meeting, where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with report of each meeting.

- c. Review present and future needs of each contractor present, including the following:
  - 1) Interface requirements.
  - 2) Sequence of operations.
  - 3) Status of submittals.
  - 4) Deliveries.
  - 5) Off-site fabrication.
  - 6) Access.
  - 7) Site use.
  - 8) Temporary facilities and controls.
  - 9) Work hours.
  - 10) Hazards and risks.
  - 11) Progress cleaning.
  - 12) Quality and work standards.
  - 13) Status of RFIs.
  - 14) Proposal Requests.
  - 15) Change Orders.
  - 16) Pending changes.
3. Reporting: Record meeting results and distribute copies to everyone in attendance and to others affected by decisions or actions resulting from each meeting.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION 013100

## SECTION 013233 - PHOTOGRAPHIC DOCUMENTATION

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

#### 1.2 SUMMARY

- A. Section includes administrative and procedural requirements for the following:
  - 1. Preconstruction photographs.
  - 2. Concealed Work photographs.
  - 3. Periodic construction photographs.
  - 4. Final Completion construction photographs.
- B. Related Requirements:
  - 1. Section 017700 "Closeout Procedures" for submitting photographic documentation as Project Record Documents at Project closeout.
  - 2. Section 311000 "Site Clearing" for photographic documentation before site clearing operations commence.

#### 1.3 INFORMATIONAL SUBMITTALS

- A. Key Plan: Submit key plan of Project site and building with notation of vantage points marked for location and direction of each photograph. Indicate elevation or story of construction. Include same information as corresponding photographic documentation.
- B. Digital Photographs: Submit image files within three days of taking photographs.
  - 1. Submit photos on CD-ROM or thumb-drive. Include copy of key plan indicating each photograph's location and direction.
  - 2. Identification: Provide the following information with each image description in file metadata tag:
    - a. Name of Project.
    - b. Name and contact information for photographer.
    - c. Name of Engineer.
    - d. Name of Contractor.
    - e. Date photograph was taken.
    - f. Description of location, vantage point, and direction.
    - g. Unique sequential identifier keyed to accompanying key plan.

#### 1.4 FORMATS AND MEDIA

- A. Digital Photographs: Provide color images in JPG format, produced by a digital camera with minimum sensor size of 12 megapixels, and at an image resolution of not less than 3200 by 2400 pixels. Use flash in low light levels or backlit conditions.
- B. Digital Images: Submit digital media as originally recorded in the digital camera, without alteration, manipulation, editing, or modifications using image-editing software.
- C. Metadata: Record accurate date and time from camera.
- D. File Names: Name media files with date and sequential numbering suffix.
- E. Usage Rights
  - 1. Obtain and transfer copyright usage rights from photographer to Owner for unlimited reproduction of photographic documentation.

#### 1.5 CONSTRUCTION PHOTOGRAPHS

- A. Photographer: Engage a qualified photographer to take construction photographs.
- B. General: Take photographs with maximum depth of field and in focus.
  - 1. Maintain key plan with each set of construction photographs that identifies each photographic location.
- C. Preconstruction Photographs: Before commencement of the Work take photographs of Project site and surrounding properties, including existing items to remain during construction, from different vantage points, as directed by Engineer.
  - 1. Flag construction limits before taking construction photographs.
  - 2. Take 20 photographs to show existing conditions adjacent to property before starting the Work.
  - 3. Take 20 photographs of existing buildings either on or adjoining property to accurately record physical conditions at start of construction.
  - 4. Take additional photographs as required to record settlement or cracking of adjacent structures, pavements, and improvements.
- D. Concealed Work Photographs: Before proceeding with installing work that will conceal other work, take photographs sufficient in number, with annotated descriptions, to record nature and location of concealed Work, including, but not limited to, the following:
  - 1. Underground utilities.
  - 2. Piping.
  - 3. Electrical conduit.
- E. Periodic Construction Photographs: Take 20 photographs weekly. Select vantage points to show status of construction and progress since last photographs were taken.



- F. Final Completion Construction Photographs: Take 20 photographs after date of Substantial Completion for submission as Project Record Documents. Engineer will inform photographer of desired vantage points.
- G. Additional Photographs: Engineer may request photographs in addition to periodic photographs specified. Additional photographs will be paid for by Change Order and are not included in the Contract Sum.
  - 1. Three days' notice will be given, where feasible.
  - 2. In emergency situations, take additional photographs within 24 hours of request.
  - 3. Circumstances that could require additional photographs include, but are not limited to, the following:
    - a. Special events planned at Project site.
    - b. Immediate follow-up when on-site events result in construction damage or losses.
    - c. Photographs shall be taken at fabrication locations away from Project site. These photographs are not subject to unit prices or unit-cost allowances.
    - d. Substantial Completion of a major phase or component of the Work.
    - e. Extra record photographs at time of final acceptance.
    - f. Owner's request for special publicity photographs.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION 013233

## SECTION 013300 - SUBMITTAL PROCEDURES

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

#### 1.2 SUMMARY

- A. Section Includes:

- 1. Submittal schedule requirements.
- 2. Administrative and procedural requirements for submittals.

- B. Related Requirements:

- 1. Section 012900 "Payment Procedures" for submitting Applications for Payment and the schedule of values.
- 2. Section 013100 "Project Management and Coordination" for submitting coordination drawings and subcontract list and for requirements for web-based Project software.
- 3. Section 013233 "Photographic Documentation" for submitting preconstruction photographs, periodic construction photographs, and Final Completion construction photographs.
- 4. Section 014000 "Quality Requirements" for submitting test and inspection reports, and schedule of tests and inspections.
- 5. Section 017700 "Closeout Procedures" for submitting closeout submittals and maintenance material submittals.
- 6. Section 017839 "Project Record Documents" for submitting record Drawings, record Specifications, and record Product Data.

#### 1.3 DEFINITIONS

- A. Action Submittals: Written and graphic information and physical samples that require Engineer's responsive action. Action submittals are those submittals indicated in individual Specification Sections as "action submittals."
- B. Informational Submittals: Written and graphic information and physical samples that do not require Engineer's responsive action. Submittals may be rejected for not complying with requirements. Informational submittals are those submittals indicated in individual Specification Sections as "informational submittals."
- C. Mass Submittals: Six or more submittals or items in one day or 20 or more submittals or items in one week.

#### 1.4 SUBMITTAL SCHEDULE

- A. Submittal Schedule: Submit, as an action submittal, a list of submittals, arranged in chronological order by dates required by construction schedule. Include time required for review, ordering, manufacturing, fabrication, and delivery when establishing dates. Include additional time required for making corrections or revisions to submittals noted by Engineer and additional time for handling and reviewing submittals required by those corrections.
1. Coordinate submittal schedule with list of subcontracts, the schedule of values, and Contractor's construction schedule.
  2. Final Submittal Schedule: Submit concurrently with the first complete submittal of Contractor's construction schedule.
    - a. Submit revised submittal schedule as required to reflect changes in current status and timing for submittals.
  3. Format: Arrange the following information in a tabular format:
    - a. Scheduled date for first submittal.
    - b. Specification Section number and title.
    - c. Submittal Category: Action; informational.
    - d. Name of subcontractor.
    - e. Description of the Work covered.
    - f. Scheduled date for Engineer's final release or approval.
    - g. Scheduled dates for purchasing.
    - h. Scheduled date of fabrication.
    - i. Scheduled dates for installation.
    - j. Activity or event number.

#### 1.5 SUBMITTAL FORMATS

- A. Numbering System: Utilize the following example submittal identification numbering system to identify submittals and as file names for PDF submissions:
1. First Identifier - Alphabet Character: D, S, M or I which represents Shop Drawing (including working drawings and product data), Sample, Manual (Operating & Maintenance) or Informational, respectively.
  2. Second Identifier - Next 6 or 8 Digits: Applicable Specification Section Number. Do not mix submittals from different specification sections into a single submittal.
  3. Third Identifier - Next Three Digits: Sequential number of each separate item or drawing submitted under each Specification Section, in chronological order submitted, starting at 001.
  4. Fourth Identifier - Last Alphabet Character: A to Z, indicating the submission (or resubmission) of the same submittal, i.e., "A" = 1st submission, "B" = 2nd submission, "C" = 3rd submission, etc.
  5. EXAMPLE: D-033000.13-008-B.
    - a. D = Shop Drawing.
    - b. 03 30 00.13 = Section; use only 6 digits for sections that do not include 8 digits.
    - c. 008 = the eighth different submittal under this Section.

d. B = the second submission (first resubmission) of that particular shop drawing.

B. Submittal Information: Include the following information in each submittal:

1. Project name.
2. Date.
3. Name of Engineer.
4. Name of Contractor.
5. Name of firm or entity that prepared submittal.
6. Names of subcontractor, manufacturer, and supplier.
7. Unique submittal number, including revision identifier. Include Specification Section number with sequential alphanumeric identifier and alphanumeric suffix for resubmittals.
8. Category and type of submittal.
9. Submittal purpose and description.
10. Number and title of Specification Section, with paragraph number and generic name for each of multiple items.
11. Drawing number and detail references, as appropriate.
12. Indication of full or partial submittal.
13. Location(s) where product is to be installed, as appropriate.
14. Other necessary identification.
15. Remarks.
16. Signature of transmitter.

C. Options: Identify options requiring selection by Engineer.

D. Deviations and Additional Information: On each submittal, clearly indicate deviations from requirements in the Contract Documents, including minor variations and limitations; include relevant additional information and revisions, other than those requested by Engineer on previous submittals. Indicate by highlighting on each submittal or noting on attached separate sheet.

E. Electronic Submittals: Prepare submittals as PDF package, incorporating complete information into each PDF file. Name PDF file with submittal number.

## 1.6 SUBMITTAL PROCEDURES

A. Prepare and submit submittals required by individual Specification Sections. Types of submittals are indicated in individual Specification Sections.

1. Email: Prepare submittals as PDF package and transmit to Engineer by sending via email. Include PDF transmittal form. Include information in email subject line as requested by Engineer.
  - a. Engineer will return annotated file. Annotate and retain one copy of file as a digital Project Record Document file.

B. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.

1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
  2. Submit all submittal items required for each Specification Section concurrently unless partial submittals for portions of the Work are indicated on approved submittal schedule.
  3. Submit action submittals and informational submittals required by the same Specification Section as separate packages under separate transmittals.
  4. Coordinate transmittal of submittals for related parts of the Work specified in different Sections, so processing will not be delayed because of need to review submittals concurrently for coordination.
    - a. Engineer reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
- C. Processing Time: Allow time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Engineer's receipt of submittal. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.
1. Initial Review: Allow 30 days for initial review of each submittal (and 45 days for multi-discipline reviews). Allow additional time if coordination with subsequent submittals is required. Engineer will advise Contractor when a submittal being processed must be delayed for coordination.
  2. Intermediate Review: If intermediate submittal is necessary, process it in same manner as initial submittal.
  3. Resubmittal Review: Allow 15 days for review of each resubmittal.
  4. Sequential Review: Where sequential review of submittals by Engineer's consultants, Owner, or other parties is indicated, allow 21 days for initial review of each submittal.
  5. Concurrent Consultant Review: Where the Contract Documents indicate that submittals may be transmitted simultaneously to Engineer and to Engineer's consultants, allow 30 days for review of each submittal. Submittal will be returned to Engineer before being returned to Contractor.
    - a. Submit one copy of submittal to concurrent reviewer in addition to specified number of copies to Engineer.
- D. Resubmittals: Make resubmittals in same form and number of copies as initial submittal.
1. Note date and content of previous submittal.
  2. Note date and content of revision in label or title block and clearly indicate extent of revision.
  3. Resubmit submittals until they are marked with approval notation from Engineer's action stamp.
  4. Repetitive Reviews: Shop drawings, O&M manuals, and other submittals will be reviewed no more than twice at the Owner's expense. All subsequent reviews will be performed at the Contractor's expense. Reimburse the Owner for all costs invoiced by Engineer for the third and subsequent reviews.
- E. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.

- F. Use for Construction: Retain complete copies of submittals on Project site. Use only final action submittals that are marked with approval notation from Engineer's action stamp.

## 1.7 SUBMITTAL REQUIREMENTS

- A. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
  - 1. If information must be specially prepared for submittal because standard published data are unsuitable for use, submit as Shop Drawings, not as Product Data.
  - 2. Mark each copy of each submittal to show which products and options are applicable.
  - 3. Include the following information, as applicable:
    - a. Manufacturer's catalog cuts.
    - b. Manufacturer's product specifications.
    - c. Standard color charts.
    - d. Statement of compliance with specified referenced standards.
    - e. Testing by recognized testing agency.
    - f. Application of testing agency labels and seals.
    - g. Notation of coordination requirements.
    - h. Availability and delivery time information.
  - 4. For equipment, include the following in addition to the above, as applicable:
    - a. Wiring diagrams that show factory-installed wiring.
    - b. Printed performance curves.
    - c. Operational range diagrams.
    - d. Clearances required to other construction, if not indicated on accompanying Shop Drawings.
  - 5. Submit Product Data before Shop Drawings, and before or concurrently with Samples.
- B. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data.
  - 1. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
    - a. Identification of products.
    - b. Schedules.
    - c. Compliance with specified standards.
    - d. Notation of coordination requirements.
    - e. Notation of dimensions established by field measurement.
    - f. Relationship and attachment to adjoining construction clearly indicated.
    - g. Seal and signature of professional engineer if specified.
- C. Samples: Submit Samples for review of type, color, pattern, and texture for a check of these characteristics with other materials.

1. Transmit Samples that contain multiple, related components such as accessories together in one submittal package.
2. Identification: Permanently attach label on unexposed side of Samples that includes the following:
  - a. Project name and submittal number.
  - b. Generic description of Sample.
  - c. Product name and name of manufacturer.
  - d. Sample source.
  - e. Number and title of applicable Specification Section.
  - f. Specification paragraph number and generic name of each item.
3. Email Transmittal: Provide PDF transmittal. Include digital image file illustrating Sample characteristics and identification information for record.
4. Disposition: Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.
  - a. Samples that may be incorporated into the Work are indicated in individual Specification Sections. Such Samples must be in an undamaged condition at time of use.
  - b. Samples not incorporated into the Work, or otherwise designated as Owner's property, are the property of Contractor.
5. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units, showing the full range of colors, textures, and patterns available.
  - a. Number of Samples: Submit one full set(s) of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Engineer will return submittal with options selected.
6. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from same material to be used for the Work, cured and finished in manner specified, and physically identical with material or product proposed for use, and that show full range of color and texture variations expected. Samples include, but are not limited to, the following: partial sections of manufactured or fabricated components; small cuts or containers of materials; complete units of repetitively used materials; swatches showing color, texture, and pattern; color range sets; and components used for independent testing and inspection.
  - a. Number of Samples: Submit three sets of Samples. Engineer will retain two Sample sets; remainder will be returned. Mark up and retain one returned Sample set as a project record Sample.
    - 1) Submit a single Sample where assembly details, workmanship, fabrication techniques, connections, operation, and other similar characteristics are to be demonstrated.
    - 2) If variation in color, pattern, texture, or other characteristic is inherent in material or product represented by a Sample, submit at least three sets of paired units that show approximate limits of variations.

- D. **Product Schedule:** As required in individual Specification Sections, prepare a written summary indicating types of products required for the Work and their intended location. Include the following information in tabular form:
1. Type of product. Include unique identifier for each product indicated in the Contract Documents or assigned by Contractor if none is indicated.
  2. Manufacturer and product name, and model number if applicable.
  3. Number and name of room or space.
  4. Location within room or space.
- E. **Qualification Data:** Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, contact information of architects and owners, and other information specified.
- F. **Design Data:** Prepare and submit written and graphic information indicating compliance with indicated performance and design criteria in individual Specification Sections. Include list of assumptions and summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Number each page of submittal.
- G. **Certificates:**
1. **Certificates and Certifications Submittals:** Submit a statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity. Provide a notarized signature where indicated.
  2. **Contractor's Certification:** Each shop drawing, working drawing, product data, and sample shall have affixed to it the following Certification Statement:
    - a. "Certification Statement: by this submittal, I hereby represent that I have determined and verified all field measurements, field construction criteria, materials, dimensions, catalog numbers and similar data and I have checked and coordinated each item with other applicable approved shop drawings and all Contract requirements. "
  3. **Installer Certificates:** Submit written statements on manufacturer's letterhead, certifying that Installer complies with requirements in the Contract Documents and, where required, is authorized by manufacturer for this specific Project.
  4. **Manufacturer Certificates:** Submit written statements on manufacturer's letterhead, certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.
  5. **Material Certificates:** Submit written statements on manufacturer's letterhead certifying that material complies with requirements in the Contract Documents.
  6. **Product Certificates:** Submit written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.
  7. **Welding Certificates:** Prepare written certification that welding procedures and personnel comply with requirements in the Contract Documents. Submit record of AWS B2.1/B2.1M on AWS forms. Include names of firms and personnel certified.
- H. **Test and Research Reports:**



1. Compatibility Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for substrate preparation and primers required.
2. Field Test Reports: Submit written reports indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements in the Contract Documents.
3. Material Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements in the Contract Documents.
4. Preconstruction Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements in the Contract Documents.
5. Product Test Reports: Submit written reports indicating that current product produced by manufacturer complies with requirements in the Contract Documents. Base reports on evaluation of tests performed by manufacturer and witnessed by a qualified testing agency, or on comprehensive tests performed by a qualified testing agency.
6. Research Reports: Submit written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for Project. Include the following information:
  - a. Name of evaluation organization.
  - b. Date of evaluation.
  - c. Time period when report is in effect.
  - d. Product and manufacturers' names.
  - e. Description of product.
  - f. Test procedures and results.
  - g. Limitations of use.

## 1.8 DELEGATED-DESIGN SERVICES

- A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.
  1. If criteria indicated are insufficient to perform services or certification required, submit a written request for additional information to Engineer.
- B. Delegated-Design Services Certification: In addition to Shop Drawings, Product Data, and other required submittals, submit digitally signed PDF file and three paper copies of certificate, signed and sealed by the responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by a design professional.
  1. Indicate that products and systems comply with performance and design criteria in the Contract Documents. Include list of codes, loads, and other factors used in performing these services.

## 1.9 PROPOSED PRODUCT LIST

- A. Within 15 days after date of Notice to Proceed, submit list of major products proposed for use, with name of manufacturer, trade name, and model number of each product.
- B. For products specified only by reference standards, indicate manufacturer, trade name, model or catalog designation, and reference standards.

## 1.10 CONTRACTOR'S REVIEW

- A. Action Submittals and Informational Submittals: Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to Engineer.
- B. Contractor Responsible for:
  - 1. Determination and verification of materials including manufacturer's catalog numbers.
  - 2. Determination and verification of field measurements and field construction criteria.
  - 3. Checking and coordinating information in submittal with requirements of Work and of Contract Documents.
  - 4. Determination of accuracy and completeness of dimensions and quantities.
  - 5. Confirmation and coordination of dimensions and field conditions at Site.
  - 6. Construction means, techniques, sequences, and procedures.
  - 7. Safety precautions.
  - 8. Coordination and performance of Work of all trades.
  - 9. Other requirements enumerated in Contract Documents.
- C. Contractor's Approval: Indicate Contractor's approval for each submittal with a uniform approval stamp. Include name of reviewer, date of Contractor's approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.
  - 1. Engineer will not review submittals received from Contractor that do not have Contractor's review and approval.

## 1.11 ENGINEER'S REVIEW

- A. Do not make mass submittals to Engineer. If mass submittals are received, Engineer's review time stated above will be extended as necessary to perform proper review. Engineer will review mass submittals based on priority determined by Engineer after consultation with Owner and Contractor.
- B. Action Submittals: Engineer will review each submittal, indicate corrections or revisions required.
  - 1. PDF Submittals: Engineer will indicate, via markup on each submittal, the appropriate action[.]

- C. Informational Submittals: Engineer will review each submittal and will not return it, or will return it if it does not comply with requirements. Engineer will forward each submittal to appropriate party.
- D. Partial submittals prepared for a portion of the Work will be reviewed when use of partial submittals has received prior approval from Engineer.
- E. Incomplete submittals are unacceptable, will be considered nonresponsive, and will be returned for resubmittal without review.
- F. Engineer will discard submittals received from sources other than Contractor.
- G. Submittals not required by the Contract Documents will be returned by Engineer without action.
- H. Shop drawings will be returned to the Contractor with one of the following codes.
  - 1. "APPROVED" - This code is assigned when there are no notations or comments on the submittal. When returned under this code the Contractor may release the equipment and/or material for manufacture.
  - 2. "APPROVED AS NOTED" - This code is assigned when a confirmation of the notations and comments IS NOT required by the Contractor. The Contractor may release the equipment or material for manufacture; however, all notations and comments must be incorporated into the final product.
  - 3. "APPROVED AS NOTED/RESUBMIT" - This combination of codes is assigned when notations and comments are extensive enough to require a resubmittal of the package. The Contractor may release the equipment or material for manufacture; however, all notations and comments must be incorporated into the final product. The resubmittal is to address all comments, omissions and non-conforming items that were noted. An additional box is checked to indicate whether the resubmission is for the complete package, or for parts of the package. If no box is checked, a complete resubmittal shall be provided. Review code may designate if a partial or full submittal is required. If full submittal is required, a complete resubmittal package addressing all comments shall be provided. If a partial submittal is designated, resubmittal shall only include information pertaining to those items noted in review comments requiring clarification and any portions of submittal impacted as a result of the response. Resubmittal is to be received by the Engineer within 30 calendar days of the date of the Engineer's transmittal requiring the resubmittal.
  - 4. "REJECTED" - This code is assigned when the submittal does not meet the intent of the Contract Documents. The Contractor must resubmit the entire package revised to bring the submittal into conformance. It may be necessary to resubmit using a different manufacturer/vendor to meet the requirements of the Contract Documents.
  - 5. "RECEIPT ACKNOWLEDGED (Not subject to Engineer's Approval)" - This code is assigned to acknowledge receipt of a submittal that is not subject to the Engineer's approval. This code is generally used with submittals involving the Contractor's means and methods of construction work plans, and health and safety plans.

#### 1.12 ELECTRONIC CAD FILES OF PROJECT DRAWINGS

- A. Electronic CAD Files of Project Drawings: May only be used to expedite production of Shop Drawings for the Project. Use for other Projects or purposes is not allowed.

B. Electronic CAD Files of Project Drawings: Distributed only under the following conditions:

1. Use of files is solely at receiver's risk. Engineer does not warrant accuracy of files. Receiving files in electronic form does not relieve receiver of responsibilities for measurements, dimensions, and quantities set forth in Contract Documents. In the event of ambiguity, discrepancy, or conflict between information on electronic media and that in Contract Documents, notify Engineer of discrepancy and use information in hard-copy Drawings and Specifications.
2. CAD files do not necessarily represent the latest Contract Documents, existing conditions, and as-built conditions. Receiver is responsible for determining and complying with these conditions and for incorporating addenda and modifications.
3. User is responsible for removing information not normally provided on Shop Drawings and removing references to Contract Documents. Shop Drawings submitted with information associated with other trades or with references to Contract Documents will not be reviewed and will be immediately returned.
4. Receiver shall not hold Engineer responsible for data or file clean-up required to make files usable, nor for error or malfunction in translation, interpretation, or use of this electronic information.
5. Receiver shall understand that even though Engineer has computer virus scanning software to detect presence of computer viruses, there is no guarantee that computer viruses are not present in files or in electronic media.
6. Receiver shall not hold Engineer responsible for such viruses or their consequences, and shall hold Engineer harmless against costs, losses, or damage caused by presence of computer virus in files or media.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION 013300

## SECTION 013526 - GOVERNMENTAL SAFETY REQUIREMENTS

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

#### 1.2 SUMMARY

- A. Section includes:

- 1. Preparing and implementing a Health and Safety (H&S) Plan to establish in detail the protocols necessary for protecting workers from potential hazards during the work specified in the Contract Documents.

- B. Related Requirements:

- 1. Potential chemical hazards include lead-based paint, PCBs, mercury, oils, and incinerator ash. Potential biological hazard includes pigeon guano (avian excrement).
  - 2. Laboratory analysis of previously landfilled ash indicates the presence of PAHs, arsenic, lead and dioxin above MCP Method 1 standards.

#### 1.3 DEFINITIONS

- A. CIH is a certified industrial hygienist.

- B. SSHO is the site safety & health officer. The Contractor shall provide a responsible individual, competent through experience and training, to be able to identify hazards associated with the Contractor's Work and has overall responsibility for the safety and health performance of contractor's activities, including lower tier subcontractors. The person shall be present on-site during all contractor activities and shall ensure that the requirements of the Project Specific Safety and Health Plan are fully implemented. This person shall also:

- 1. Attend pre-work conferences and site safety and health orientations and briefings. The Contractor is expected to supplement the site orientation with information related to the Contractor's scope of work.
  - 2. Document weekly tool box safety meetings for the Contractor's employee's onsite.
  - 3. Submit weekly safety and health inspection reports of the construction site as it relates to the Contractor's scope of work. Record hazards identified, and corrective actions taken. The weekly inspection report shall be provided to the Site Manager.
  - 4. Report all job-related accidents/illness related to the Contractor's employees and lower tier subcontractors as soon as practical to the Site Manager and perform site accident and incident investigations associated with the Contractor's scope of work and fully cooperate with any other accident or incident investigations which may be required.

5. Maintain safety and health statistical information and provide monthly reports to the Site Manager. Reports shall include, employee hours worked, the number of first aid cases, the number of medical treatment cases, the number of restricted and lost workday cases as defined by the US Occupational Health and Safety Administration. These reports shall include statistical information related to all of the Contractor's activities and the activities of lower tier subcontractors.
6. Provide Site Manager with the immediate notification of any regulatory inspection and a copy of all resulting citations or notice of deficiencies.

#### 1.4 ACTION SUBMITTALS

- A. Qualifications of the CIH and the SSHO.
- B. Prior to commencing work at the jobsite, Contractors must file with the Site Manager all required documents, such as: A copy of the **Contractor's Project Specific Safety and Health Plan** and copies of employee training certificates, insurance certificates, construction permits, blasting permits, crane certifications and operator licenses, Steam Boiler Certifications, Elevator Certifications and any approved "OSHA Variances," or other approvals as required to safely and legally perform the Contractor's Scope of Work. The **Contractor's Project Specific Safety and Health Plan** shall as a minimum include the following:
  1. Letter of corporate commitment to Safety and Health signed by CEO or President of the contractor's organization.
  2. Brief description of the contractor's scope of work.
  3. Project safety and health organization, responsibilities and accountability procedures.
  4. Project safety and health goals and objectives.
  5. Project hazard communication and safety training. (This section shall include a minimum requirement for a site hazard communication program and weekly safety meetings.)
  6. Activity hazard analyses covering activities within the contractor's scope of work describing the steps of each principle activity, the hazards associated with each activity and procedures to be used to eliminate or control the hazards.
  7. Personal protective equipment. (Note: Minimum site PPE requirements shall include hard hats, safety glasses with side shields and sturdy work boots.)
  8. Specialized medical surveillance and/or air monitoring procedures, if required.
  9. Safe work procedures. These may be incorporated by reference to the Contractor's Corporate Safety and Health Program.
  10. Safety inspections and audits.
  11. Project emergency response and preparedness procedures including provisions for providing first aid and notification of emergency services.
  12. The Contractor (and any of its subcontractors), must submit, a Hazardous Waste Management Plan that addresses the handling, labeling, transpiration and disposal of hazardous waste. The Contractor shall be held solely responsible for compliance with the provisions of all applicable regulations associated with hazardous waste generated as a consequence of the Contractor's activities.

#### 1.5 INFORMATIONAL SUBMITTALS

- A. Listed below are general conditions related to Safety and Health which the Contractor is required to comply with.

1. Should a specific interpretation be required concerning special and/or unusual safety, fire protection, or environmental concerns not covered by, the National Fire Protection Association Codes, and current OSHA/EPA or other local regulations the contractor shall contact the Site Manager's Safety and Health Representative or Corporate Safety and Health Office for guidance.
2. The practices, procedures, and requirements set forth in this Appendix shall apply equally to all Contractors, and it is mandatory that each Contractor inform and enforce the provisions of this Appendix in all contracts with its Subcontractors.
3. The Site Manager shall have the right to direct the removal from the jobsite any Contractor or Contractor personnel for violation of safety, health, fire protection, or environmental rules and regulations.
4. Fighting or horseplay is strictly prohibited and shall be considered grounds for removal from the project.
5. The illegal use, possession, purchase, sale or diversion of a drug or controlled substance is prohibited. The use or possession of alcoholic beverages at the jobsite is prohibited.
6. The Site Manager shall have the right to direct the removal from the jobsite any defective tools and equipment, the use of which may create a hazardous situation.
7. The Site Manager reserves the right to delete, modify, or supplement these procedures at any time without prior notice, but in such event, will notify all contractors affected by such change in procedures.
8. The Site Manager reserves the right to evaluate the Contractor's, and any of its subcontractor's, overall safety performance, compliance with these procedures, and any established supplements, at intervals the Site Manager deems appropriate.
9. Prior to starting work in any jobsite area, each Contractor must first obtain permission and instructions from the Site Manager, or designee

## 1.6 TRAINING

- A. Certify that all Contractor personnel assigned for the purpose of performing or supervising work in accordance with the provisions of the H&S plan have received appropriate safety training in accordance with 29 CFR 1926.65. Training shall consist of a minimum of 40 hours of health and safety training and 8 hours refresher training annually. In addition, Contractor's supervisory personnel shall have a minimum of 8 hours additional specialized training for managing hazardous waste operations.
- B. Additionally, the Contractor shall be responsible for, and shall guarantee that, only personnel successfully completing the required training are permitted to enter designated areas of the site where worker protection is required.

## 1.7 MEDICAL SURVEILLANCE

- A. Certify that the services of an occupational physician will be provided and utilized to provide the minimum medical examinations and surveillance specified herein for all workers performing or supervising work in accordance with the provisions of the H&S plan.
- B. The entire medical surveillance program shall meet the requirements of OSHA standard 29 CFR 1926.65(f) including the provision requiring the Contractor to obtain a physician's written medical opinion based on site specific information furnished by the Contractor.

- C. Maintain all medical surveillance records in accordance with 29 CFR 1926.65 and make these records available to the Engineer or other regulatory agencies as required.

## 1.8 DESCRIPTION OF REQUIREMENTS

- A. This Section describes the minimum health and safety requirements for this project. Develop a detailed H&S Plan using this Section as a basis and delineating additional details and requirements as deemed necessary. The H&S plan shall establish in detail the protocols necessary for protecting workers from potential hazards encountered during demolition activities.
- B. Utilize the services of a certified industrial hygienist (CIH) by the American Board of Industrial Hygienists (ABIH) to develop and implement the H&S plan, including any on-site air monitoring program, conducting initial site-specific training and provide continued support for all health and safety activities as needed, including the upgrading or downgrading of the level of personnel protection.
- C. In addition, a Site Safety and Health Officer (SSHO) shall assist and represent the CIH in the continued implementation and enforcement of the H&S Plan. The SSHO shall be assigned to the site on a full-time basis during performance of activities covered by the H&S plan and shall be either the Contractor's employee or a subcontractor who reports to the Contractor and the CIH in matters pertaining to site safety and health.
- D. The H&S Plan shall include but not necessarily be limited to, the following components as required by OSHA 29 CFR 1926.65(b)4 and 1926.65(p)(1)(2):
  - 1. Site Description and Evaluation.
  - 2. Names of key personnel and alternate responsible for site safety and health (responsibilities and chain of command).
  - 3. Safety and health hazard assessment and risk analysis for each site task and operator (Accident Prevention Plan).
  - 4. Education and Training.
  - 5. Personnel Protective Equipment.
  - 6. Medical Surveillance.
  - 7. Air Monitoring (Environmental).
  - 8. Standard Operating Procedures, Engineering Controls and Work Practices.
  - 9. Site Control Measures (Work Zones, Communications and Security).
  - 10. Personnel Hygiene and Decontamination.
  - 11. Equipment Decontamination.
  - 12. Logs, Reports and Record Keeping.
  - 13. Heat/Cold Stress Monitoring.
  - 14. Pre-emergency planning.
  - 15. Personnel roles, lines of authority, training and communication.
  - 16. Emergency recognition and prevention.
  - 17. Safe distances and places of refuge.
  - 18. Site security and control.
  - 19. Evacuation routes and procedures.
  - 20. Decontamination.
  - 21. Emergency Medical treatment and first aid.
  - 22. Emergency alerting and response procedures.



23. Critique of response and follow-up.
24. Personnel Protection Equipment and emergency equipment.

## 1.9 REGULATORY REQUIREMENTS

- A. The Contractor is responsible for awareness, knowledge and full compliance with all applicable rules, regulations, laws and practices applicable to the Contractor's Scope of Work, including lower tier subcontractors, prescribed by the site owner, and any other government or agency governing the safety and health of employees, other site personnel, the general public and protection of the environment. Within the United States and its Territories these include, but are not limited to regulations promulgated by the following:
1. Occupational Safety and Health Administration (OSHA)
  2. Environmental Protection Agency (EPA)
  3. Department of Transportation (DOT)
  4. Department of Energy, Nuclear Regulatory Commission (NRC)
  5. Mine Safety and Health Administration (MSHA)
- B. Additional rules required by the Site Manager include:
1. Each Contractor has the responsibility for instructing its employees in safe practices for the operation of tools and equipment and for the maintenance of safe conditions.
  2. Contractors shall furnish for their employees' personal safety equipment such as, ANSI Z89.1 approved hard hats, ANSI Z87.1 approved eye protection with fixed side shields, ear protection, foot protection, NIOSH approved respiratory protection, fall protection and other equipment as required for safe performance of their particular work assignment. All personnel on the job site shall be required at a minimum to wear hard hats, safety glasses with side shields and proper and sturdy footwear.
  3. Danger tags and locks shall be utilized to prevent personal injury and equipment damage in accordance with project electrical and mechanical tagging procedures.
  4. Scaffolding and other structures utilized for elevated work platforms shall have the required decking, handrails, mid-rails, toe boards, proper access, and nets or screens.
  5. Catwalks shall conform to a two-plank width minimum and, if elevated, shall have handrails and toe boards.
  6. Areas in which "overhead" work is to be performed shall be blocked, decked, barricaded, netted, posted, or evacuated as instructed by project supervision.
  7. Pits, trenches, and other excavations shall be shored/shielded or sloped to the proper angle of repose, barricaded, and provided with proper access.
  8. When not in use, blades of bulldozers and buckets of front-end loaders shall be lowered to the ground. Also, beds of dump trucks shall be lowered when traveling or not in use. Project parking and traffic regulations shall be complied with.
  9. Crane booms shall be lowered at the end of single shifts or secured against movement by attaching the hoist line to a fixed structure.
  10. Specific air sampling shall be performed to determine the presence of toxic materials or dusts, flammable atmosphere and adequate oxygen content, in accordance with project procedures. Respirators, safety harnesses, lifelines, standby personnel, and permits shall be used when appropriate.
  11. Personnel involved in activities which require the use of an Air Purifying Respirator (APR) shall not have facial hair which interferes with the respirator's face seal.

12. The Contractor shall provide to the Site Manager a copy of MSDSs for all hazardous materials prior to their use at the site.
13. Back-up alarms shall be provided on all construction vehicles and equipment and shall alarm continuously while the vehicle or equipment is in reverse motion. For equipment not equipped with a back-up alarm, a spotter shall be used.
14. All portable generators shall have frames externally grounded or other means to ensure there is no potential for circuit to frame conductivity.
15. All electrical services used in conjunction with field activities shall be equipped with Ground Fault Circuit Interrupters (GFCI).
16. Compliance with the following fire prevention measures is mandatory:
  - a. Smoking is permitted only in specific areas as designated in project rules and procedures.
  - b. Open fires are prohibited. Temporary gas-fired heaters shall not be used in enclosed areas. Only UL and NFPA approved petroleum and/or electrically fired heating devices will be authorized for use.
  - c. Hot work permits shall be required for all flame and spark producing work tasks.
  - d. Debris, scrap, and refuse shall be segregated and controlled in metal containers and removed at appropriate intervals. Any potential fire hazard shall be controlled.
  - e. Each Contractor is responsible for maintaining and cleaning their work area. All walkways shall be kept clean and free of obstructions. Broken/spilled, scrap or other waste materials shall be placed in appropriate containers or waste areas as soon as practical after they are generated.
  - f. Flammable liquids shall be kept in UL approved safety containers and properly labeled as to contents.
  - g. Flammable and combustible materials shall be stored in designated locations that meet Federal, State and local regulations.
  - h. All equipment such as cranes, trucks, bulldozers, graders, loaders and backhoes shall be equipped with proper fire extinguishers.
  - i. The use of heavy equipment with internal combustion engines is prohibited within enclosed areas.
17. Only the number of persons provided with proper seats shall ride in a vehicle. No one shall ride on running boards, stand on moving equipment or ride on a vehicle other than in a proper seated position.
18. The swing radius of all heavy equipment such as cranes, back hoes, etc. shall be clearly barricaded.
19. The contractor shall provide 100% fall protection for fall exposures greater than 6 ft in accordance with project procedures.

## PART 2 - PRODUCTS (NOT USED)

## PART 3 - EXECUTION

### 3.1 CERTIFICATION OF COMPLIANCE WITH OSHA SEC. 1926.62 LEAD

- A. Execute the following form as required by this Specification.

CERTIFICATION OF COMPLIANCE WITH OSHA SEC. 1926.62 LEAD

The undersigned hereby certifies that he/she is certified as an industrial hygienist (CIH) by the American Board of Industrial Hygiene and that he/she has been employed by (Name of Contractor) \_\_\_\_\_ to perform an exposure assessment and develop a compliance program in accordance with OSHA Sec. 1926.62 Lead for the (Name of Project) \_\_\_\_\_.

The undersigned further certifies that he/she has performed the exposure assessment and developed and implemented the compliance program in strict accordance with OSHA Sec. 1926.62 and in conformance with all applicable local, state and federal codes, rules and regulations and that his/her signature has been affixed to all documents required.

The undersigned hereby agrees to make available all originals of the exposure assessment, compliance program including but not limited to training documentation, lead removal work plan and any other records/documents required to comply with OSHA Sec. 1926.62 to the (Insert Name of Owner) \_\_\_\_\_ or Owner's representative within seven (7) days following written request therefor by the Owner.

Certified Industrial Hygienist

Signature

Address

Contractor's Name

Signature

Title

Address

END OF SECTION 013526

## SECTION 014000 - QUALITY REQUIREMENTS

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

#### 1.2 SUMMARY

- A. Section includes administrative and procedural requirements for quality assurance and quality control.
- B. Testing and inspection services are required to verify compliance with requirements specified or indicated. These services do not relieve Contractor of responsibility for compliance with the Contract Document requirements.
  - 1. Specific quality-assurance and quality-control requirements for individual work results are specified in their respective Specification Sections. Requirements in individual Sections may also cover production of standard products.
  - 2. Specified tests, inspections, and related actions do not limit Contractor's other quality-assurance and quality-control procedures that facilitate compliance with the Contract Document requirements.
  - 3. Requirements for Contractor to provide quality-assurance and quality-control services required by Engineer, Owner, or authorities having jurisdiction are not limited by provisions of this Section.

#### 1.3 DEFINITIONS

- A. Experienced: When used with an entity or individual, "experienced," unless otherwise further described, means having successfully completed a minimum of five previous projects similar in nature, size, and extent to this Project; being familiar with special requirements indicated; and having complied with requirements of authorities having jurisdiction.
- B. Field Quality-Control Tests and Inspections: Tests and inspections that are performed on-site for installation of the Work and for completed Work.
- C. Installer/Applicator/Erector: Contractor or another entity engaged by Contractor as an employee, subcontractor, or sub-subcontractor, to perform a particular construction operation, including installation, erection, application, assembly, and similar operations.
  - 1. Use of trade-specific terminology in referring to a Work result does not require that certain construction activities specified apply exclusively to specific trade(s).
- D. Mockups: Full-size physical assemblies that are constructed either as freestanding temporary built elements or as part of permanent construction. Mockups are constructed to verify

selections made under Sample submittals; to demonstrate aesthetic effects and qualities of materials and execution; to review coordination, testing, or operation; to show interface between dissimilar materials; and to demonstrate compliance with specified installation tolerances. Mockups are not Samples. Unless otherwise indicated, approved mockups establish the standard by which the Work will be judged.

- E. Preconstruction Testing: Tests and inspections performed specifically for Project before products and materials are incorporated into the Work, to verify performance or compliance with specified criteria. Unless otherwise indicated, copies of reports of tests or inspections performed for other than the Project do not meet this definition.
- F. Product Tests: Tests and inspections that are performed by a nationally recognized testing laboratory (NRTL) according to 29 CFR 1910.7, by a testing agency accredited according to NIST's National Voluntary Laboratory Accreditation Program (NVLAP), or by a testing agency qualified to conduct product testing and acceptable to authorities having jurisdiction, to establish product performance and compliance with specified requirements.
- G. Source Quality-Control Tests and Inspections: Tests and inspections that are performed at the source (e.g., plant, mill, factory, or shop).
- H. Testing Agency: An entity engaged to perform specific tests, inspections, or both. The term "testing laboratory" shall have the same meaning as the term "testing agency."
- I. Quality-Assurance Services: Activities, actions, and procedures performed before and during execution of the Work, to guard against defects and deficiencies and substantiate that proposed construction will comply with requirements.
- J. Quality-Control Services: Tests, inspections, procedures, and related actions during and after execution of the Work, to evaluate that actual products incorporated into the Work and completed construction comply with requirements. Contractor's quality-control services do not include contract administration activities performed by Engineer.

#### 1.4 DELEGATED-DESIGN SERVICES

- A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.
  - 1. If criteria indicated are not sufficient to perform services or certification required, submit a written request for additional information to Engineer.
- B. Delegated-Design Services Statement: Submit a statement signed and sealed by the responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by a design professional, indicating that the products and systems are in compliance with performance and design criteria indicated. Include list of codes, loads, and other factors used in performing these services.

## 1.5 CONFLICTING REQUIREMENTS

- A. **Conflicting Standards and Other Requirements:** If compliance with two or more standards or requirements is specified and the standards or requirements establish different or conflicting requirements for minimum quantities or quality levels, inform the Engineer regarding the conflict and obtain clarification prior to proceeding with the Work. Refer conflicting requirements that are different, but apparently equal, to Engineer for clarification before proceeding.
- B. **Minimum Quantity or Quality Levels:** The quantity or quality level shown or specified shall be the minimum provided or performed. The actual installation may comply exactly with the minimum quantity or quality specified, or it may exceed the minimum within reasonable limits. To comply with these requirements, indicated numeric values are minimum or maximum, as appropriate, for the context of requirements. Refer uncertainties to Engineer for a decision before proceeding.

## 1.6 INFORMATIONAL SUBMITTALS

- A. **Contractor's Quality-Control Plan:** For quality-assurance and quality-control activities and responsibilities.
- B. **Qualification Data:** For Contractor's quality-control personnel and Delegated-Designer.
- C. **Contractor's Statement of Responsibility:** When required by authorities having jurisdiction, submit copy of written statement of responsibility submitted to authorities having jurisdiction before starting work on the following systems:
  - 1. Seismic-force-resisting system, designated seismic system, or component listed in the Statement of Special Inspections.
  - 2. Primary wind-force-resisting system or a wind-resisting component listed in the Statement of Special Inspections.
- D. **Testing Agency Qualifications:** For testing agencies specified in "Quality Assurance" Article to demonstrate their capabilities and experience. Include proof of qualifications in the form of a recent report on the inspection of the testing agency by a recognized authority.
- E. **Schedule of Tests and Inspections:** Prepare in tabular form and include the following:
  - 1. Specification Section number and title.
  - 2. Entity responsible for performing tests and inspections.
  - 3. Description of test and inspection.
  - 4. Identification of applicable standards.
  - 5. Identification of test and inspection methods.
  - 6. Number of tests and inspections required.
  - 7. Time schedule or time span for tests and inspections.
  - 8. Requirements for obtaining samples.
  - 9. Unique characteristics of each quality-control service.
- F. **Reports:** Prepare and submit certified written reports and documents as specified.

- G. Permits, Licenses, and Certificates: For Owner's record, submit copies of permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgments, correspondence, records, and similar documents established for compliance with standards and regulations bearing on performance of the Work.

## 1.7 CONTRACTOR'S QUALITY-CONTROL PLAN

- A. Quality-Control Plan, General: Submit quality-control plan within 10 days of Notice of Award, and not less than five days prior to preconstruction conference. Submit in format acceptable to Engineer. Identify personnel, procedures, controls, instructions, tests, records, and forms to be used to carry out Contractor's quality-assurance and quality-control responsibilities and to coordinate Owner's quality-assurance and quality-control activities. Coordinate with Contractor's Construction Schedule.
- B. Quality-Control Personnel Qualifications: Engage qualified personnel trained and experienced in managing and executing quality-assurance and quality-control procedures similar in nature and extent to those required for Project.
  - 1. Project quality-control manager may also serve as Project superintendent.
  - 2. Project quality-control manager: documented experience of 3 projects of similar scope and complexity within the past 5 years.
- C. Submittal Procedure: Describe procedures for ensuring compliance with requirements through review and management of submittal process. Indicate qualifications of personnel responsible for submittal review.
- D. Testing and Inspection: In quality-control plan, include a comprehensive schedule of Work requiring testing or inspection, including the following:
  - 1. Contractor-performed tests and inspections, including subcontractor-performed tests and inspections. Include required tests and inspections and Contractor-elected tests and inspections. Distinguish source quality-control tests and inspections from field quality-control tests and inspections.
  - 2. Special inspections required by authorities having jurisdiction and indicated on the Statement of Special Inspections.
  - 3. Owner-performed tests and inspections indicated in the Contract Documents.
- E. Continuous Inspection of Workmanship: Describe process for continuous inspection during construction to identify and correct deficiencies in workmanship in addition to testing and inspection specified. Indicate types of corrective actions to be required to bring the Work into compliance with standards of workmanship established by Contract requirements and approved mockups.
- F. Monitoring and Documentation: Maintain testing and inspection reports including log of approved and rejected results. Include Work Engineer has indicated as nonconforming or defective. Indicate corrective actions taken to bring nonconforming Work into compliance with requirements. Comply with requirements of authorities having jurisdiction.

## 1.8 REPORTS AND DOCUMENTS

- A. Test and Inspection Reports: Prepare and submit certified written reports specified in other Sections. Include the following:
1. Date of issue.
  2. Project title and number.
  3. Name, address, telephone number, and email address of testing agency.
  4. Dates and locations of samples and tests or inspections.
  5. Names of individuals making tests and inspections.
  6. Description of the Work and test and inspection method.
  7. Identification of product and Specification Section.
  8. Complete test or inspection data.
  9. Test and inspection results and an interpretation of test results.
  10. Record of temperature and weather conditions at time of sample-taking and testing and inspection.
  11. Comments or professional opinion on whether tested or inspected Work complies with the Contract Document requirements.
  12. Name and signature of laboratory inspector.
  13. Recommendations on retesting and reinspecting.
- B. Manufacturer's Technical Representative's Field Reports: Prepare written information documenting manufacturer's technical representative's tests and inspections specified in other Sections. Include the following:
1. Name, address, telephone number, and email address of technical representative making report.
  2. Statement on condition of substrates and their acceptability for installation of product.
  3. Statement that products at Project site comply with requirements.
  4. Summary of installation procedures being followed, whether they comply with requirements and, if not, what corrective action was taken.
  5. Results of operational and other tests and a statement of whether observed performance complies with requirements.
  6. Statement of whether conditions, products, and installation will affect warranty.
  7. Other required items indicated in individual Specification Sections.
- C. Factory-Authorized Service Representative's Reports: Prepare written information documenting manufacturer's factory-authorized service representative's tests and inspections specified in other Sections. Include the following:
1. Name, address, telephone number, and email address of factory-authorized service representative making report.
  2. Statement that equipment complies with requirements.
  3. Results of operational and other tests and a statement of whether observed performance complies with requirements.
  4. Statement of whether conditions, products, and installation will affect warranty.
  5. Other required items indicated in individual Specification Sections.



## 1.9 QUALITY ASSURANCE

- A. Qualifications paragraphs in this article establish the minimum qualification levels required; individual Specification Sections specify additional requirements.
- B. **Manufacturer Qualifications:** A firm experienced in manufacturing products or systems similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units. As applicable, procure products from manufacturers able to meet qualification requirements, warranty requirements, and technical or factory-authorized service representative requirements.
- C. **Fabricator Qualifications:** A firm experienced in producing products similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.
- D. **Installer Qualifications:** A firm or individual experienced in installing, erecting, applying, or assembling work similar in material, design, and extent to that indicated for this Project, whose work has resulted in construction with a record of successful in-service performance.
- E. **Design Professional Qualifications:** A professional engineer / registered architect who is legally qualified to practice in jurisdiction where Project is located and who is experienced in providing engineering services of the kind indicated. Design / engineering services are defined as those performed for installations of the system, assembly, or product that is similar in material, design, and extent to those indicated for this Project.
- F. **Specialists:** Certain Specification Sections require that specific construction activities shall be performed by entities who are recognized experts in those operations. Specialists shall satisfy qualification requirements indicated and shall be engaged in the activities indicated.
  - 1. Requirements of authorities having jurisdiction shall supersede requirements for specialists.
- G. **Testing and Inspecting Agency Qualifications:** An NRTL, an NVLAP, or an independent agency with the experience and capability to conduct testing and inspection indicated, as documented in accordance with ASTM E329, and with additional qualifications specified in individual Sections; and, where required by authorities having jurisdiction, that is acceptable to authorities.
- H. **Manufacturer's Technical Representative Qualifications:** An authorized representative of manufacturer who is trained and approved by manufacturer to observe and inspect, demonstrate, repair and perform service on installations of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.
- I. **Factory-Authorized Service Representative Qualifications:** An authorized representative of manufacturer who is trained and approved by manufacturer to inspect installation of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.
- J. **Preconstruction Testing:** Where testing agency is indicated to perform preconstruction testing for compliance with specified requirements for performance and test methods. Contractor responsibilities include the following:

1. Provide test specimens representative of proposed products and construction.
2. Submit specimens in a timely manner with sufficient time for testing and analyzing results to prevent delaying the Work.
3. Provide sizes and configurations of test assemblies, mockups, and laboratory mockups to adequately demonstrate capability of products to comply with performance requirements.
4. Build site-assembled test assemblies and mockups, using installers who will perform same tasks for Project.
5. When testing is complete, remove test specimens and test assemblies, and mockups; do not reuse products on Project.
6. Testing Agency Responsibilities: Submit a certified written report of each test, inspection, and similar quality-assurance service to Engineer, with copy to Contractor. Interpret tests and inspections and state in each report whether tested and inspected Work complies with or deviates from the Contract Documents.

K. Mockups: Before installing portions of the Work requiring mockups, build mockups for each form of construction and finish required to comply with the following requirements, using materials indicated for the completed Work:

1. Build mockups of size indicated.
2. Build mockups in location indicated or, if not indicated, as directed by Engineer.
3. Notify Engineer seven days in advance of dates and times when mockups will be constructed.
4. Employ supervisory personnel who will oversee same tasks during construction. Employ workers who will be employed to perform same tasks during the construction at Project.
5. Demonstrate the proposed range of aesthetic effects and workmanship.
6. Obtain Engineer's approval of mockups before starting corresponding Work, fabrication, or construction.
  - a. Allow seven days for initial review and each re-review of each mockup.
7. Promptly correct unsatisfactory conditions noted by Architect's preliminary review, to the satisfaction of the Architect, before completion of final mockup.
8. Approval of mockups by the Architect does not constitute approval of deviations from the Contract Documents contained in mockups unless Architect specifically approves such deviations in writing.
9. Maintain mockups during construction in an undisturbed condition as a standard for judging the completed Work.
10. Demolish and remove mockups when directed unless otherwise indicated.

#### 1.10 QUALITY CONTROL

A. Owner Responsibilities: Where quality-control services are indicated as Owner's responsibility, Owner will engage a qualified testing agency to perform these services.

1. Owner will furnish Contractor with names, addresses, and telephone numbers of testing agencies engaged and a description of types of testing and inspection they are engaged to perform.
2. Costs for retesting and reinspecting construction that replaces or is necessitated by Work that failed to comply with the Contract Documents will be charged to Contractor, and the Contract Sum will be adjusted by Change Order.

- B. Contractor Responsibilities: Tests and inspections not explicitly assigned to Owner are Contractor's responsibility. Perform additional quality-control activities, whether specified or not, to verify and document that the Work complies with requirements.
1. Unless otherwise indicated, provide quality-control services specified and those required by authorities having jurisdiction. Perform quality-control services required of Contractor by authorities having jurisdiction, whether specified or not.
  2. Engage a qualified testing agency to perform quality-control services.
    - a. Contractor shall not employ same entity engaged by Owner, unless agreed to in writing by Owner.
  3. Notify testing agencies at least 24 hours in advance of time when Work that requires testing or inspection will be performed.
  4. Where quality-control services are indicated as Contractor's responsibility, submit a certified written report, in duplicate, of each quality-control service.
  5. Testing and inspection requested by Contractor and not required by the Contract Documents are Contractor's responsibility.
  6. Submit additional copies of each written report directly to authorities having jurisdiction, when they so direct.
- C. Retesting/Reinspecting: Regardless of whether original tests or inspections were Contractor's responsibility, provide quality-control services, including retesting and reinspecting, for construction that replaced Work that failed to comply with the Contract Documents.
- D. Testing Agency Responsibilities: Cooperate with Engineer and Contractor in performance of duties. Provide qualified personnel to perform required tests and inspections.
1. Notify Engineer and Contractor promptly of irregularities or deficiencies observed in the Work during performance of its services.
  2. Determine the locations from which test samples will be taken and in which in-situ tests are conducted.
  3. Conduct and interpret tests and inspections and state in each report whether tested and inspected Work complies with or deviates from requirements.
  4. Submit a certified written report, in duplicate, of each test, inspection, and similar quality-control service through Contractor.
  5. Do not release, revoke, alter, or increase the Contract Document requirements or approve or accept any portion of the Work.
  6. Do not perform duties of Contractor.
- E. Manufacturer's Field Services: Where indicated, engage a factory-authorized service representative to inspect field-assembled components and equipment installation, including service connections. Report results in writing as specified in Section 013300 "Submittal Procedures."
- F. Manufacturer's Technical Services: Where indicated, engage a manufacturer's technical representative to observe and inspect the Work. Manufacturer's technical representative's services include participation in preinstallation conferences, examination of substrates and conditions, verification of materials, observation of Installer activities, inspection of completed portions of the Work, and submittal of written reports.

- G. Contractor's Associated Requirements and Services: Cooperate with agencies and representatives performing required tests, inspections, and similar quality-control services, and provide reasonable auxiliary services as requested. Notify agency sufficiently in advance of operations to permit assignment of personnel. Provide the following:
1. Access to the Work.
  2. Incidental labor and facilities necessary to facilitate tests and inspections.
  3. Adequate quantities of representative samples of materials that require testing and inspection. Assist agency in obtaining samples.
  4. Facilities for storage and field curing of test samples.
  5. Delivery of samples to testing agencies.
  6. Preliminary design mix proposed for use for material mixes that require control by testing agency.
  7. Security and protection for samples and for testing and inspection equipment at Project site.
- H. Coordination: Coordinate sequence of activities to accommodate required quality-assurance and quality-control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspection.
1. Schedule times for tests, inspections, obtaining samples, and similar activities.

#### 1.11 SPECIAL TESTS AND INSPECTIONS

- A. Special Tests and Inspections: Owner will engage a qualified testing agency to conduct special tests and inspections required by authorities having jurisdiction as the responsibility of Owner, and as follows:
1. Verifying that manufacturer maintains detailed fabrication and quality-control procedures, and reviewing the completeness and adequacy of those procedures to perform the Work.
  2. Notifying Engineer and Contractor promptly of irregularities and deficiencies observed in the Work during performance of its services.
  3. Submitting a certified written report of each test, inspection, and similar quality-control service to Engineer with copy to Contractor and to authorities having jurisdiction.
  4. Submitting a final report of special tests and inspections at Substantial Completion, which includes a list of unresolved deficiencies.
  5. Interpreting tests and inspections, and stating in each report whether tested and inspected Work complies with or deviates from the Contract Documents.
  6. Retesting and reinspecting corrected Work.

## PART 2 - PRODUCTS (NOT USED)

## PART 3 - EXECUTION

### 3.1 TEST AND INSPECTION LOG

- A. Test and Inspection Log: Prepare a record of tests and inspections. Include the following:
  - 1. Date test or inspection was conducted.
  - 2. Description of the Work tested or inspected.
  - 3. Date test or inspection results were transmitted to Engineer.
  - 4. Identification of testing agency or special inspector conducting test or inspection.
- B. Maintain log at Project site. Post changes and revisions as they occur. Provide access to test and inspection log for Engineer's reference during normal working hours.
  - 1. Submit log at Project closeout as part of Project Record Documents.

### 3.2 REPAIR AND PROTECTION

- A. General: On completion of testing, inspection, sample taking, and similar services, repair damaged construction and restore substrates and finishes.
  - 1. Provide materials and comply with installation requirements specified in other Specification Sections or matching existing substrates and finishes. Restore patched areas and extend restoration into adjoining areas with durable seams that are as invisible as possible. Comply with the Contract Document requirements for cutting and patching in Section 017300 "Execution."
- B. Protect construction exposed by or for quality-control service activities.
- C. Repair and protection are Contractor's responsibility, regardless of the assignment of responsibility for quality-control services.

END OF SECTION 014000

## SECTION 015000 - TEMPORARY FACILITIES AND CONTROLS

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

#### 1.2 SUMMARY

- A. Section includes requirements for temporary utilities, support facilities, and security and protection facilities.
- B. Related Requirements:
  - 1. Section 011000 "Summary" for work restrictions and limitations on utility interruptions.

#### 1.3 USE CHARGES

- A. Installation, removal, and use charges for temporary facilities shall be included in the Contract Sum unless otherwise indicated. Allow other entities engaged in the Project to use temporary services and facilities without cost, including, but not limited to, Engineer, testing agencies, and authorities having jurisdiction.
- B. Sewer Service: Owner will pay sewer-service use charges for sewer usage by all entities for construction operations.
- C. Water Service: Owner will pay water-service use charges for water used by all entities for construction operations.
- D. Electric Power Service: Owner will pay electric-power-service use charges for electricity used by all entities for construction operations.
- E. Water and Sewer Service from Existing System: Water from Owner's existing water system is available for use without metering and without payment of use charges. Provide connections and extensions of services as required for construction operations.
- F. Electric Power Service from Existing System: Electric power from Owner's existing system is available for use without metering and without payment of use charges. Provide connections and extensions of services as required for construction operations.

#### 1.4 INFORMATIONAL SUBMITTALS

- A. Site Utilization Plan: Show temporary facilities, temporary utility lines and connections, staging areas, construction site entrances, vehicle circulation, and parking areas for construction personnel.
- B. Implementation and Termination Schedule: Within 15 days of date established for commencement of the Work, submit schedule indicating implementation and termination dates of each temporary utility.
- C. Project Identification and Temporary Signs: Show fabrication and installation details, including plans, elevations, details, layouts, typestyles, graphic elements, and message content.
- D. Fire-Safety Program: Show compliance with requirements of NFPA 241 and authorities having jurisdiction. Indicate Contractor personnel responsible for management of fire-prevention program.
- E. Moisture- and Mold-Protection Plan: Describe procedures and controls for protecting materials and construction from water absorption and damage and mold. Describe delivery, handling, storage, installation, and protection provisions for materials subject to water absorption or water damage.
  - 1. Indicate procedures for discarding water-damaged materials, protocols for mitigating water intrusion into completed Work, and requirements for replacing water-damaged Work.
  - 2. Indicate sequencing of work that requires water, such as sprayed fire-resistive materials, plastering, and terrazzo grinding, and describe plans for dealing with water from these operations. Show procedures for verifying that wet construction has dried sufficiently to permit installation of finish materials.
  - 3. Indicate methods to be used to avoid trapping water in finished work.

#### 1.5 QUALITY ASSURANCE

- A. Temporary facilities shall comply with all applicable state and local ordinances, codes and regulations.
- B. Electric Service: Comply with NECA, NEMA, and UL standards and regulations for temporary electric service. Install service to comply with NFPA 70.
- C. Tests and Inspections: Arrange for authorities having jurisdiction to test and inspect each temporary utility before use. Obtain required certifications and permits.
- D. Accessible Temporary Egress: Comply with applicable provisions in the United States Access Board's ADA-ABA Accessibility Guidelines.

#### 1.6 PROJECT CONDITIONS

- A. Temporary Use of Permanent Facilities: Engage Installer of each permanent service to assume responsibility for operation, maintenance, and protection of each permanent service during its

use as a construction facility before Owner's acceptance, regardless of previously assigned responsibilities.

## PART 2 - PRODUCTS

### 2.1 MATERIALS

- A. Portable Chain-Link Fencing: Minimum 2-inch (50-mm), 0.148-inch- (3.8-mm-) thick, galvanized-steel, chain-link fabric fencing; minimum 6 feet (1.8 m) high with galvanized-steel pipe posts; minimum 2-3/8-inch- (60-mm-) OD line posts and 2-7/8-inch- (73-mm-) OD corner and pull posts, with 1-5/8-inch- (42-mm-) OD top and bottom rails. Provide concrete bases for supporting posts.

### 2.2 TEMPORARY FACILITIES

- A. Portable Rest Room: Provide and maintain temporary rest room facility for the duration of the project.

## PART 3 - EXECUTION

### 3.1 SUPPORT FACILITIES INSTALLATION

- A. Comply with the following:
  - 1. Maintain support facilities until Engineer schedules Final Completion inspection. Remove just before Final Completion.
- B. Traffic Controls: Comply with requirements of authorities having jurisdiction.
  - 1. Protect existing site improvements to remain including curbs, pavement, and utilities.
  - 2. Maintain access for fire-fighting equipment and access to fire hydrants.
- C. Parking: Use designated areas of Owner's existing parking areas for construction personnel.
- D. Storage and Staging: Use designated areas of Project site for storage and staging needs.
- E. Project Signs: Provide Project signs as indicated. Unauthorized signs are not permitted.
  - 1. Identification Signs: Provide Project identification signs as indicated on Drawings. Signs shall be constructed of A-A Ext – APA grade plywood, 1-in thick. Posts and braces shall be of pressure treated lumber.
  - 2. Temporary Signs: Provide other signs as indicated and as required to inform public and individuals seeking entrance to Project.
    - a. Provide temporary, directional signs for construction personnel and visitors.
  - 3. Maintain and touch up signs, so they are legible at all times.



- F. Waste Disposal Facilities: Provide waste-collection containers in sizes adequate to handle waste from construction operations. Comply with requirements of authorities having jurisdiction. Comply with progress cleaning requirements in Section 017300 "Execution."

### 3.2 SECURITY AND PROTECTION FACILITIES INSTALLATION

- A. Protection of Existing Facilities: Protect existing vegetation, equipment, structures, utilities, and other improvements at Project site and on adjacent properties, except those indicated to be removed or altered. Repair damage to existing facilities.
  - 1. Where access to adjacent properties is required in order to affect protection of existing facilities, obtain written permission from adjacent property owner to access property for that purpose.
- B. Environmental Protection: Provide protection, operate temporary facilities, and conduct construction as required to comply with environmental regulations and that minimize possible air, waterway, and subsoil contamination or pollution or other undesirable effects.
  - 1. Comply with work restrictions specified in Section 011000 "Summary."
- C. Temporary Erosion and Sedimentation Control: Provide measures to prevent soil erosion and discharge of soil-bearing water runoff and airborne dust to undisturbed areas and to adjacent properties and walkways, according to requirements of EPA Construction General Permit or authorities having jurisdiction, whichever is more stringent.
  - 1. Verify that flows of water redirected from construction areas or generated by construction activity do not enter or cross tree- or plant-protection zones.
  - 2. Inspect, repair, and maintain erosion- and sedimentation-control measures during construction until permanent vegetation has been established.
  - 3. Clean, repair, and restore adjoining properties and roads affected by erosion and sedimentation from Project site during the course of Project.
  - 4. Remove erosion and sedimentation controls and restore and stabilize areas disturbed during removal.
- D. Stormwater Control: Comply with requirements of authorities having jurisdiction. Provide barriers in and around excavations and subgrade construction to prevent flooding by runoff of stormwater from heavy rains.
- E. Tree and Plant Protection: Install temporary fencing located as indicated or outside the drip line of trees to protect vegetation from damage from construction operations. Protect tree root systems from damage, flooding, and erosion.
- F. Site Enclosure Fence: Before construction operations begin, furnish and install site enclosure fence in a manner that will prevent people from easily entering site except by entrance gates.
  - 1. Extent of Fence: As required to enclose entire Project site or portion determined sufficient to accommodate construction operations.
  - 2. Maintain security by limiting number of keys and restricting distribution to authorized personnel. Furnish one set of keys to Owner.

- G. Security Enclosure and Lockup: Install temporary enclosure around partially completed areas of construction. Provide lockable entrances to prevent unauthorized entrance, vandalism, theft, and similar violations of security. Lock entrances at end of each workday.
- H. Barricades, Warning Signs, and Lights: Comply with requirements of authorities having jurisdiction for erecting structurally adequate barricades, including warning signs and lighting.
- I. Temporary Fire Protection: Install and maintain temporary fire-protection facilities of types needed to protect against reasonably predictable and controllable fire losses. Comply with NFPA 241; manage fire-prevention program.
  - 1. Prohibit smoking in construction areas. Comply with additional limits on smoking specified in other Sections.
  - 2. Supervise welding operations, combustion-type temporary heating units, and similar sources of fire ignition in accordance with requirements of authorities having jurisdiction.
  - 3. Develop and supervise an overall fire-prevention and -protection program for personnel at Project site. Review needs with local fire department and establish procedures to be followed. Instruct personnel in methods and procedures. Post warnings and information.
  - 4. Provide temporary standpipes and hoses for fire protection. Hang hoses with a warning sign, stating that hoses are for fire-protection purposes only and are not to be removed. Match hose size with outlet size and equip with suitable nozzles.
- J. Weather protection shall comply with M.G.L. Chapter 149 Section 44G.

### 3.3 OPERATION, TERMINATION, AND REMOVAL

- A. Supervision: Enforce strict discipline in use of temporary facilities. To minimize waste and abuse, limit availability of temporary facilities to essential and intended uses.
- B. Maintenance: Maintain facilities in good operating condition until removal.
  - 1. Maintain operation of temporary enclosures, heating, cooling, humidity control, ventilation, and similar facilities on a 24-hour basis where required to achieve indicated results and to avoid possibility of damage.
- C. Temporary Facility Changeover: Do not change over from using temporary security and protection facilities to permanent facilities until Final Completion.
- D. Termination and Removal: Remove each temporary facility when need for its service has ended, when it has been replaced by authorized use of a permanent facility, or no later than Final Completion. Complete or, if necessary, restore permanent construction that may have been delayed because of interference with temporary facility. Repair damaged Work, clean exposed surfaces, and replace construction that cannot be satisfactorily repaired.
  - 1. Materials and facilities that constitute temporary facilities are property of Contractor. Owner reserves right to take possession of Project identification signs.
  - 2. Remove temporary roads and paved areas not intended for or acceptable for integration into permanent construction. Where area is intended for landscape development, remove soil and aggregate fill that do not comply with requirements for fill or subsoil. Remove materials contaminated with road oil, asphalt and other petrochemical compounds, and

other substances that might impair growth of plant materials or lawns. Repair or replace street paving, curbs, and sidewalks at temporary entrances, as required by authorities having jurisdiction.

3. Just prior to Final Completion, repair, renovate, and clean permanent facilities used during construction period. Comply with final cleaning requirements specified in Section 017700 "Closeout Procedures."

END OF SECTION 015000

## SECTION 016000 - PRODUCT REQUIREMENTS

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

#### 1.2 SUMMARY

- A. Section includes administrative and procedural requirements for selection of products for use in Project; product delivery, storage, and handling; manufacturers' standard warranties on products; special warranties; and comparable products.
- B. Related Requirements:
  - 1. Section 011000 "Summary" for Contractor requirements related to Owner-furnished products.
  - 2. Section 017700 "Closeout Procedures" for submitting warranties.

#### 1.3 DEFINITIONS

- A. Products: Items obtained for incorporating into the Work, whether purchased for Project or taken from previously purchased stock. The term "product" includes the terms "material," "equipment," "system," and terms of similar intent.
  - 1. Named Products: Items identified by manufacturer's product name, including make or model number or other designation shown or listed in manufacturer's published product literature that is current as of date of the Contract Documents.
  - 2. New Products: Items that have not previously been incorporated into another project or facility. Salvaged items or items reused from other projects are not considered new products. Items that are manufactured or fabricated to include recycle contract materials are considered new products, unless indicated otherwise.
  - 3. Comparable Product: Product by named manufacturer that is demonstrated and approved through the comparable product submittal process described in PART 2 "Comparable Products" Article, to have the indicated qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics that equal or exceed those of specified product.
- B. Basis-of-Design Product Specification: A specification in which a single manufacturer's product is named and accompanied by the words "basis-of-design product," including make or model number or other designation. Published attributes and characteristics of basis-of-design product establish salient characteristics of products.
  - 1. Evaluation of Comparable Products: In addition to the basis-of-design product description, product attributes and characteristics may be listed to establish the significant

qualities related to type, function, in-service performance and physical properties, weight, dimension, durability, visual characteristics, and other special features and requirements for purposes of evaluating comparable products of additional manufacturers named in the specification. Manufacturer's published attributes and characteristics of basis-of-design product also establish salient characteristics of products for purposes of evaluating comparable products.

- C. Subject to Compliance with Requirements: Where the phrase "Subject to compliance with requirements" introduces a product selection procedure in an individual Specification Section, provide products qualified under the specified product procedure. In the event that a named product or product by a named manufacturer does not meet the other requirements of the specifications, select another named product or product from another named manufacturer that does meet the requirements of the specifications; submit a comparable product request or substitution request, if applicable.
- D. Comparable Product Request Submittal: An action submittal requesting consideration of a comparable product, including the following information:
  - 1. Identification of basis-of-design product or fabrication or installation method to be replaced, including Specification Section number and title and Drawing numbers and titles.
  - 2. Data indicating compliance with the requirements specified in PART 2 "Comparable Products" Article.
- E. Basis-of-Design Product Specification Submittal: An action submittal complying with requirements in Section 013300 "Submittal Procedures."

#### 1.4 QUALITY ASSURANCE

- A. Compatibility of Options: If Contractor is given option of selecting between two or more products for use on Project, select product compatible with products previously selected, even if previously selected products were also options.
- B. Identification of Products: Except for required labels and operating data, do not attach or imprint manufacturer or product names or trademarks on exposed surfaces of products or equipment that will be exposed to view in occupied spaces or on the exterior.
  - 1. Labels: Locate required product labels and stamps on a concealed surface, or, where required for observation following installation, on a visually accessible surface that is not conspicuous.
  - 2. Equipment Nameplates: Provide a permanent nameplate on each item of service- or power-operated equipment. Locate on a visually accessible but inconspicuous surface. Include information essential for operation, including the following:
    - a. Name of product and manufacturer.
    - b. Model and serial number.
    - c. Capacity.
    - d. Speed.
    - e. Ratings.

## 1.5 COORDINATION

- A. Modify or adjust affected work as necessary to integrate work of approved comparable products and approved substitutions.

## 1.6 PRODUCT DELIVERY, STORAGE, AND HANDLING

- A. Deliver, store, and handle products, using means and methods that will prevent damage, deterioration, and loss, including theft and vandalism. Comply with manufacturer's written instructions.
- B. Delivery and Handling:
  - 1. Schedule delivery to minimize long-term storage at Project site and to prevent overcrowding of construction spaces.
  - 2. Coordinate delivery with installation time to ensure minimum holding time for items that are flammable, hazardous, easily damaged, or sensitive to deterioration, theft, and other losses.
  - 3. Deliver products to Project site in an undamaged condition in manufacturer's original sealed container or other packaging system, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.
  - 4. Inspect products on delivery to determine compliance with the Contract Documents and that products are undamaged and properly protected.
- C. Storage:
  - 1. Provide a secure location and enclosure at Project site for storage of materials and equipment.
  - 2. Store products to allow for inspection and measurement of quantity or counting of units.
  - 3. Store materials in a manner that will not endanger Project structure.
  - 4. Store products that are subject to damage by the elements, under cover in a weathertight enclosure above ground, with ventilation adequate to prevent condensation and with adequate protection for wind.
  - 5. Protect foam plastic from exposure to sunlight, except to extent necessary for period of installation and concealment.
  - 6. Comply with product manufacturer's written instructions for temperature, humidity, ventilation, and weather-protection requirements for storage.
  - 7. Protect stored products from damage and liquids from freezing.
  - 8. Provide a secure location and enclosure at Project site for storage of materials and equipment by Owner's construction forces. Coordinate location with Owner.

## 1.7 PRODUCT WARRANTIES

- A. Warranties specified in other Sections shall be in addition to, and run concurrent with, other warranties required by the Contract Documents. Manufacturer's disclaimers and limitations on product warranties do not relieve Contractor of obligations under requirements of the Contract Documents.

1. **Manufacturer's Warranty:** Written standard warranty form furnished by individual manufacturer for a particular product and issued in the name of the Owner or endorsed by manufacturer to Owner.
  2. **Special Warranty:** Written warranty required by the Contract Documents to provide specific rights for Owner and issued in the name of the Owner or endorsed by manufacturer to Owner.
- B. **Special Warranties:** Prepare a written document that contains appropriate terms and identification, ready for execution.
1. **Manufacturer's Standard Form:** Modified to include Project-specific information and properly executed.
  2. **Specified Form:** When specified forms are included in the Project Manual, prepare a written document, using indicated form properly executed.
  3. See other Sections for specific content requirements and particular requirements for submitting special warranties.
- C. **Submittal Time:** Comply with requirements in Section 017700 "Closeout Procedures."

## PART 2 - PRODUCTS

### 2.1 PRODUCT SELECTION PROCEDURES

- A. **General Product Requirements:** Provide products that comply with the Contract Documents, are undamaged and, unless otherwise indicated, are new at time of installation.
1. Provide products complete with accessories, trim, finish, fasteners, and other items needed for a complete installation and indicated use and effect.
  2. **Standard Products:** If available, and unless custom products or nonstandard options are specified, provide standard products of types that have been produced and used successfully in similar situations on other projects.
  3. Owner reserves the right to limit selection to products with warranties meeting requirements of the Contract Documents.
  4. Where products are accompanied by the term "as selected," Engineer will make selection.
  5. Descriptive, performance, and reference standard requirements in the Specifications establish salient characteristics of products.
  6. **Or Equal:** For products specified by name and accompanied by the term "or equal," "or approved equal," or "or approved," comply with requirements in "Comparable Products" Article to obtain approval for use of an unnamed product.
    - a. Submit additional documentation required by Engineer in order to establish equivalency of proposed products. Unless otherwise indicated, evaluation of "or equal" product status is by the Engineer, whose determination is final.
- B. **Product Selection Procedures:**
1. **Sole Product:** Where Specifications name a single manufacturer and product, provide the named product that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.

- a. Sole product may be indicated by the phrase "Subject to compliance with requirements, provide the following."
2. Sole Manufacturer/Source: Where Specifications name a single manufacturer or source, provide a product by the named manufacturer or source that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.
  - a. Sole manufacturer/source may be indicated by the phrase "Subject to compliance with requirements, provide products by the following."
3. Limited List of Products: Where Specifications include a list of names of both manufacturers and products, provide one of the products listed that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered unless otherwise indicated.
  - a. Limited list of products may be indicated by the phrase "Subject to compliance with requirements, provide one of the following."
4. Non-Limited List of Products: Where Specifications include a list of names of both available manufacturers and products, provide one of the products listed, or an unnamed product that complies with requirements.
  - a. Non-limited list of products is indicated by the phrase "Subject to compliance with requirements, available products that may be incorporated in the Work include, but are not limited to, the following."
  - b. Provision of an unnamed product is not considered a substitution, if the product complies with requirements.
5. Limited List of Manufacturers: Where Specifications include a list of manufacturers' names, provide a product by one of the manufacturers listed that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered unless otherwise indicated.
  - a. Limited list of manufacturers is indicated by the phrase "Subject to compliance with requirements, provide products by one of the following."
6. Non-Limited List of Manufacturers: Where Specifications include a list of available manufacturers, provide a product by one of the manufacturers listed, or a product by an unnamed manufacturer that complies with requirements.
  - a. Non-limited list of manufacturers is indicated by the phrase "Subject to compliance with requirements, available manufacturers whose products may be incorporated in the Work include, but are not limited to, the following."
  - b. Provision of products of an unnamed manufacturer is not considered a substitution, if the product complies with requirements.
7. Basis-of-Design Product: Where Specifications name a product, or refer to a product indicated on Drawings, and include a list of manufacturers, provide the specified or indicated product or a comparable product by one of the other named manufacturers. Drawings and Specifications may additionally indicate sizes, profiles, dimensions, and



other characteristics that are based on the product named. Comply with requirements in "Comparable Products" Article for consideration of an unnamed product by one of the other named manufacturers.

- C. Visual Matching Specification: Where Specifications require the phrase "match Engineer's sample," provide a product that complies with requirements and matches Engineer's sample. Engineer's decision will be final on whether a proposed product matches.
  - 1. If no product available within specified category matches and complies with other specified requirements, comply with requirements in Paragraph 7.05 of the General Conditions for proposal of product.
- D. Visual Selection Specification: Where Specifications include the phrase "as selected by Engineer from manufacturer's full range" or a similar phrase, select a product that complies with requirements. Engineer will select color, gloss, pattern, density, or texture from manufacturer's product line that includes both standard and premium items.

## 2.2 COMPARABLE PRODUCTS

- A. Conditions for Consideration of Comparable Products: Engineer will consider Contractor's request for comparable product when the following conditions are satisfied. If the following conditions are not satisfied, Engineer may return requests without action, except to record noncompliance the following requirements:
  - 1. Evidence that proposed product does not require revisions to the Contract Documents, is consistent with the Contract Documents, will produce the indicated results, and is compatible with other portions of the Work.
  - 2. Detailed comparison of significant qualities of proposed product with those of the named basis-of-design product. Significant product qualities include attributes, such as type, function, in-service performance and physical properties, weight, dimension, durability, visual characteristics, and other specific features and requirements.
  - 3. Evidence that proposed product provides specified warranty.
  - 4. List of similar installations for completed projects, with project names and addresses and names and addresses of Engineers and owners, if requested.
  - 5. Samples, if requested.
- B. Engineer's Action on Comparable Products Submittal: If necessary, Engineer will request additional information or documentation for evaluation, as specified in Section 013300 "Submittal Procedures."
  - 1. Form of Approval of Submittal: As specified in Section 013300 "Submittal Procedures."
  - 2. Use product specified if Engineer does not issue a decision on use of a comparable product request within time allocated.
- C. Submittal Requirements, Two-Step Process: Approval by the Engineer of Contractor's request for use of comparable product is not intended to satisfy other submittal requirements. Comply with specified submittal requirements.

PART 3 - EXECUTION (NOT USED)

END OF SECTION 016000

## SECTION 017300 - EXECUTION

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

#### 1.2 SUMMARY

- A. Section includes general administrative and procedural requirements governing execution of the Work, including, but not limited to, the following:

1. Construction layout.
2. Field engineering and surveying.
3. Installation of the Work.
4. Cutting and patching.
5. Coordination of Owner's portion of the Work.
6. Coordination of Owner-installed products.
7. Progress cleaning.
8. Leaf blowing.
9. Starting and adjusting.
10. Protection of installed construction.

- B. Related Requirements:

1. Section 011000 "Summary" for coordination of Owner-furnished products, and limits on use of Project site.
2. Section 013300 "Submittal Procedures" for submitting surveys.
3. Section 017700 "Closeout Procedures" for submitting final property survey with Project Record Documents, recording of Owner-accepted deviations from indicated lines and levels, replacing defective work, and final cleaning.

#### 1.3 DEFINITIONS

- A. Cutting: Removal of in-place construction necessary to permit installation or performance of subsequent work.
- B. Patching: Fitting and repair work required to restore construction to original conditions after installation of subsequent work.

#### 1.4 PREINSTALLATION MEETINGS

- A. Layout Conference: Conduct conference at Project site.

1. Review meanings and intent of dimensions, notes, terms, graphic symbols, and other layout information indicated on the Drawings.
2. Review requirements for including layouts on Shop Drawings and other submittals.
3. Review areas of potential interference and conflict. Coordinate procedures and resolve potential conflicts before proceeding.

#### 1.5 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For land surveyor.
- B. Certified Surveys: Submit two copies signed by land surveyor.
- C. Certificates: Submit certificate signed by land surveyor, certifying that location and elevation of improvements comply with requirements.

#### 1.6 CLOSEOUT SUBMITTALS

- A. Final Property Survey: Submit 3 copies showing the Work performed and record survey data.

#### 1.7 QUALITY ASSURANCE

- A. Land Surveyor Qualifications: A professional land surveyor who is legally qualified to practice in jurisdiction where Project is located and who is experienced in providing land-surveying services of the kind indicated.
- B. Professional Engineer Qualifications: Refer to Section 014000 "Quality Requirements."
- C. Manufacturer's Installation Instructions: Obtain and maintain on-site manufacturer's written recommendations and instructions for installation of specified products and equipment.

### PART 2 - PRODUCTS

#### 2.1 MATERIALS

- A. Comply with requirements specified in other Sections.
- B. In-Place Materials: Use materials for patching identical to in-place materials. For exposed surfaces, use materials that visually match in-place adjacent surfaces to the fullest extent possible.
  1. If identical materials are unavailable or cannot be used, use materials that, when installed, will provide a match acceptable to Engineer for the visual and functional performance of in-place materials. Use materials that are not considered hazardous.
- C. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- A. Existing Conditions: The existence and location of underground and other utilities and construction indicated as existing are not guaranteed. Before beginning sitework, investigate and verify the existence and location of underground utilities, and other construction affecting the Work.
  - 1. Before construction, verify the location and invert elevation at points of connection of sanitary sewer, storm sewer, gas service piping, and water-service piping; underground electrical services; and other utilities.
  - 2. Furnish location data for work related to Project that must be performed by public utilities serving Project site.
- B. Examination and Acceptance of Conditions: Before proceeding with each component of the Work, examine substrates, areas, and conditions, with Installer or Applicator present where indicated, for compliance with requirements for installation tolerances and other conditions affecting performance. Record observations.
  - 1. Examine roughing-in for mechanical and electrical systems to verify actual locations of connections before equipment and fixture installation.
  - 2. Examine walls, floors, and roofs for suitable conditions where products and systems are to be installed.
  - 3. Verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.
- C. Proceed with installation only after unsatisfactory conditions have been corrected. Proceeding with the Work indicates acceptance of surfaces and conditions.

### 3.2 PREPARATION

- A. Existing Utility Information: Furnish information to local utility that is necessary to adjust, move, or relocate existing utility structures, utility poles, lines, services, or other utility appurtenances located in or affected by construction. Coordinate with authorities having jurisdiction.
- B. Field Measurements: Take field measurements as required to fit the Work properly. Recheck measurements before installing each product. Where portions of the Work are indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication. Coordinate fabrication schedule with construction progress to avoid delaying the Work.
- C. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Drawings.
- D. Review of Contract Documents and Field Conditions: Immediately on discovery of the need for clarification of the Contract Documents, submit a request for information to Engineer in accordance to requirements in Section 013100 "Project Management and Coordination."

### 3.3 CONSTRUCTION LAYOUT

- A. Verification: Before proceeding to lay out the Work, verify layout information shown on Drawings, in relation to the property survey and existing benchmarks and existing conditions. If discrepancies are discovered, notify Engineer promptly.
- B. Engage a land surveyor experienced in laying out the Work, using the following accepted surveying practices.
  - 1. Establish benchmarks and control points to set lines and levels at each story of construction and elsewhere as needed to locate each element of Project.
  - 2. Establish limits on use of Project site.
  - 3. Establish dimensions within tolerances indicated. Do not scale Drawings to obtain required dimensions.
  - 4. Inform installers of lines and levels to which they must comply.
  - 5. Check the location, level and plumb, of every major element as the Work progresses.
  - 6. Notify Engineer when deviations from required lines and levels exceed allowable tolerances.
  - 7. Close site surveys with an error of closure equal to or less than the standard established by authorities having jurisdiction.
- C. Site Improvements: Locate and lay out site improvements, including pavements, grading, fill and topsoil placement, utility slopes, and rim and invert elevations.
- D. Building Lines and Levels: Locate and lay out control lines and levels for structures, building foundations, column grids, and floor levels, including those required for mechanical and electrical work. Transfer survey markings and elevations for use with control lines and levels. Level foundations and piers from two or more locations.
- E. Record Log: Maintain a log of layout control work. Record deviations from required lines and levels. Include beginning and ending dates and times of surveys, weather conditions, name and duty of each survey party member, and types of instruments and tapes used. Make the log available for reference by Engineer.

### 3.4 FIELD ENGINEERING

- A. Identification: Owner will identify existing benchmarks, control points, and property corners.
- B. Reference Points: Locate existing permanent benchmarks, control points, and similar reference points before beginning the Work. Preserve and protect permanent benchmarks and control points during construction operations.
  - 1. Do not change or relocate existing benchmarks or control points without prior written approval of Engineer. Report lost or destroyed permanent benchmarks or control points promptly. Report the need to relocate permanent benchmarks or control points to Engineer before proceeding.
  - 2. Replace lost or destroyed permanent benchmarks and control points promptly. Base replacements on the original survey control points.

- C. Benchmarks: Establish and maintain a minimum of two permanent benchmarks on Project site, referenced to data established by survey control points. Comply with authorities having jurisdiction for type and size of benchmark.
  - 1. Record benchmark locations, with horizontal and vertical data, on Project Record Documents.
  - 2. Where the actual location or elevation of layout points cannot be marked, provide temporary reference points sufficient to locate the Work.
  - 3. Remove temporary reference points when no longer needed. Restore marked construction to its original condition.
  
- D. Final Property Survey: Engage a land surveyor to prepare a final property survey showing significant features (real property) for Project. Include on the survey a certification, signed by land surveyor, that principal metes, bounds, lines, and levels of Project are accurately positioned as shown on the survey.
  - 1. Show boundary lines, monuments, streets, site improvements and utilities, existing improvements and significant vegetation, adjoining properties, acreage, grade contours, and the distance and bearing from a site corner to a legal point.
  - 2. Recording: At Substantial Completion, have the final property survey recorded by or with authorities having jurisdiction as the official "property survey."

### 3.5 INSTALLATION

- A. Locate the Work and components of the Work accurately, in correct alignment and elevation, as indicated.
  - 1. Make vertical work plumb and make horizontal work level.
  - 2. Where space is limited, install components to maximize space available for maintenance and ease of removal for replacement.
  
- B. Comply with manufacturer's written instructions and recommendations for installing products in applications indicated.
  
- C. Install products at the time and under conditions that will ensure satisfactory results as judged by Engineer. Maintain conditions required for product performance until Substantial Completion.
  
- D. Conduct construction operations so no part of the Work is subjected to damaging operations or loading in excess of that expected during normal conditions of occupancy of type expected for Project.
  
- E. Sequence the Work and allow adequate clearances to accommodate movement of construction items onsite and placement in permanent locations.
  
- F. Tools and Equipment: Select tools or equipment that minimize production of excessive noise levels.
  
- G. Templates: Obtain and distribute to the parties involved templates for Work specified to be factory prepared and field installed. Check Shop Drawings of other portions of the Work to

confirm that adequate provisions are made for locating and installing products to comply with indicated requirements.

- H. Attachment: Provide blocking and attachment plates and anchors and fasteners of adequate size and number to securely anchor each component in place, accurately located and aligned with other portions of the Work. Where size and type of attachments are not indicated, verify size and type required for load conditions with manufacturer.
  - 1. Mounting Heights: Where mounting heights are not indicated, mount components at heights directed by Engineer.
  - 2. Allow for building movement, including thermal expansion and contraction.
  - 3. Coordinate installation of anchorages. Furnish setting drawings, templates, and directions for installing anchorages, including sleeves, concrete inserts, anchor bolts, and items with integral anchors, that are to be embedded in concrete or masonry. Deliver such items to Project site in time for installation.
- I. Joints: Make joints of uniform width. Where joint locations in exposed Work are not indicated, arrange joints for the best visual effect, as judged by Engineer. Fit exposed connections together to form hairline joints.
- J. Repair or remove and replace damaged, defective, or nonconforming Work.
  - 1. Comply with Section 017700 "Closeout Procedures" for repairing or removing and replacing defective Work.

### 3.6 CUTTING AND PATCHING

- A. General: Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time, and complete without delay.
  - 1. Cut in-place construction to provide for installation of other components or performance of other construction, and subsequently patch as required to restore surfaces to their original condition.
- B. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during installation or cutting and patching operations, by methods and with materials so as not to void existing warranties.
- C. Temporary Support: Provide temporary support of Work to be cut.
- D. Protection: Protect in-place construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of Project that might be exposed during cutting and patching operations.
- E. Adjacent Occupied Areas: Where interference with use of adjoining areas or interruption of free passage to adjoining areas is unavoidable, coordinate cutting and patching in accordance with requirements in Section 011000 "Summary."
- F. Cutting: Cut in-place construction by sawing, drilling, breaking, chipping, grinding, and similar operations, including excavation, using methods least likely to damage elements retained or



adjoining construction. If possible, review proposed procedures with original Installer; comply with original Installer's written recommendations.

1. In general, use hand or small power tools designed for sawing and grinding, not hammering and chopping. Cut holes and slots neatly to minimum size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.
2. Finished Surfaces: Cut or drill from the exposed or finished side into concealed surfaces.
3. Concrete and Masonry: Cut using a cutting machine, such as an abrasive saw or a diamond-core drill.
4. Excavating and Backfilling: Comply with requirements in applicable Sections where required by cutting and patching operations.
5. Mechanical and Electrical Services: Cut off pipe or conduit in walls or partitions to be removed. Cap, valve, or plug and seal remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after cutting.
6. Proceed with patching after construction operations requiring cutting are complete.

G. Patching: Patch construction by filling, repairing, refinishing, closing up, and similar operations following performance of other Work. Patch with durable seams that are as invisible as practicable, as judged by Engineer. Provide materials and comply with installation requirements specified in other Sections, where applicable.

1. Inspection: Where feasible, test and inspect patched areas after completion to demonstrate physical integrity of installation.
2. Exposed Finishes: Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will eliminate evidence of patching and refinishing.
  - a. Clean piping, conduit, and similar features before applying paint or other finishing materials.
  - b. Restore damaged pipe covering to its original condition.
3. Floors and Walls: Where walls or partitions that are removed extend one finished area into another, patch and repair floor and wall surfaces in the new space. Provide an even surface of uniform finish, color, texture, and appearance. Remove in-place floor and wall coverings and replace with new materials, if necessary, to achieve uniform color and appearance.
  - a. Where patching occurs in a painted surface, prepare substrate and apply primer and intermediate paint coats appropriate for substrate over the patch, and apply final paint coat over entire unbroken surface containing the patch, corner to corner of wall and edge to edge of ceiling. Provide additional coats until patch blends with adjacent surfaces.

H. Cleaning: Clean areas and spaces where cutting and patching are performed. Remove paint, mortar, oils, putty, and similar materials from adjacent finished surfaces.

### 3.7 PROGRESS CLEANING

A. Clean Project site and work areas daily, including common areas. Enforce requirements strictly. Dispose of materials lawfully.

1. Comply with requirements in NFPA 241 for removal of combustible waste materials and debris.
  2. Do not hold waste materials more than seven days during normal weather or three days if the temperature is expected to rise above 80 deg F.
  3. Containerize hazardous and unsanitary waste materials separately from other waste. Mark containers appropriately and dispose of legally, according to regulations.
    - a. Use containers intended for holding waste materials of type to be stored.
  4. Coordinate progress cleaning for joint-use areas where Contractor and other contractors are working concurrently.
- B. Site: Maintain Project site free of waste materials and debris.
- C. Work Areas: Clean areas where Work is in progress to the level of cleanliness necessary for proper execution of the Work.
1. Remove liquid spills promptly.
  2. Where dust would impair proper execution of the Work, broom-clean or vacuum the entire work area, as appropriate.
- D. Installed Work: Keep installed work clean. Clean installed surfaces according to written instructions of manufacturer or fabricator of product installed, using only cleaning materials specifically recommended. If specific cleaning materials are not recommended, use cleaning materials that are not hazardous to health or property and that will not damage exposed surfaces.
- E. Concealed Spaces: Remove debris from concealed spaces before enclosing the space.
- F. Exposed Surfaces: Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.
- G. Waste Disposal: Do not bury or burn waste materials on-site. Do not wash waste materials down sewers or into waterways. Comply with waste disposal requirements in Section 015000 "Temporary Facilities and Controls."
- H. During handling and installation, clean and protect construction in progress and adjoining materials already in place. Apply protective covering where required to ensure protection from damage or deterioration at Substantial Completion.
- I. Clean and provide maintenance on completed construction as frequently as necessary through the remainder of the construction period. Adjust and lubricate operable components to ensure operability without damaging effects.
- J. Limiting Exposures: Supervise construction operations to ensure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period.

3.8 LEAF BLOWING

- A. All leaf blowers or related equipment must comply with the City's Noise Ordinance Section 20-13. Gas blowers are only permissible from Labor Day to Memorial Day and must not exceed 65 decibels. From Memorial Day to Labor Day only battery powered blowers will be allowed.

3.9 STARTING AND ADJUSTING

- A. Manufacturer's Field Service: Comply with qualification requirements in Section 014000 "Quality Requirements."

3.10 PROTECTION AND REPAIR OF INSTALLED CONSTRUCTION

- A. Provide final protection and maintain conditions that ensure installed Work is without damage or deterioration at time of Substantial Completion.
- B. Repair Work previously completed and subsequently damaged during construction period  
Repair to like-new condition.
- C. Protection of Existing Items: Provide protection and ensure that existing items to remain undisturbed by construction are maintained in condition that existed at commencement of the Work.
- D. Comply with manufacturer's written instructions for temperature and relative humidity.

END OF SECTION 017300

## SECTION 017700 - CLOSEOUT PROCEDURES

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

#### 1.2 SUMMARY

- A. Section includes administrative and procedural requirements for Contract closeout, including, but not limited to, the following:
  - 1. Substantial Completion procedures.
  - 2. Final completion procedures.
  - 3. Warranties.
  - 4. Final cleaning.
- B. Related Requirements:
  - 1. Section 012900 "Payment Procedures" for requirements for Applications for Payment for Substantial Completion and Final Completion.
  - 2. Section 013233 "Photographic Documentation" for submitting Final Completion construction photographic documentation.
  - 3. Section 017839 "Project Record Documents" for submitting Record Drawings, Record Specifications, and Record Product Data.

#### 1.3 DEFINITIONS

- A. List of Incomplete Items: Contractor-prepared list of items to be completed or corrected, prepared for the Engineer's use prior to Engineer's inspection, to determine if the Work is substantially complete.

#### 1.4 ACTION SUBMITTALS

- A. Product Data: For each type of cleaning agent.
- B. Contractor's List of Incomplete Items: Initial submittal at Substantial Completion.
- C. Certified List of Incomplete Items: Final submittal at Final Completion.

#### 1.5 CLOSEOUT SUBMITTALS

- A. Certificates of Release: From authorities having jurisdiction.

- B. Certificate of Insurance: For continuing coverage.

## 1.6 MAINTENANCE MATERIAL SUBMITTALS

- A. Schedule of Maintenance Material Items: For maintenance material submittal items required by other Sections.

## 1.7 SUBSTANTIAL COMPLETION PROCEDURES

- A. Contractor's List of Incomplete Items: Prepare and submit a list of items to be completed and corrected (Contractor's "punch list"), indicating the value of each item on the list and reasons why the Work is incomplete.

- B. Submittals Prior to Substantial Completion: Complete the following a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.

1. Certificates of Release: Obtain and submit releases from authorities having jurisdiction, permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
2. Submit closeout submittals specified in other Division 01 Sections, including Project Record Documents, operation and maintenance manuals, damage or settlement surveys, property surveys, and similar final record information.
3. Submit closeout submittals specified in individual Sections, including specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
4. Submit maintenance material submittals specified in individual Sections, including tools, spare parts, extra materials, and similar items, and deliver to location designated by Engineer. Label with manufacturer's name and model number.

- a. Schedule of Maintenance Material Items: Prepare and submit schedule of maintenance material submittal items, including name and quantity of each item and name and number of related Specification Section. Obtain Engineer's signature for receipt of submittals.

5. Submit testing, adjusting, and balancing records.
6. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.

- C. Procedures Prior to Substantial Completion: Complete the following a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.

1. Participate with Owner in conducting inspection and walkthrough with local emergency responders.
2. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
3. Complete final cleaning requirements.

4. Touch up paint and otherwise repair and restore marred exposed finishes to eliminate visual defects.
- D. Inspection: Submit a written request for inspection to determine Substantial Completion a minimum of 10 days prior to date the Work will be completed and ready for final inspection and tests. On receipt of request, Engineer will either proceed with inspection or notify Contractor of unfulfilled requirements. Engineer will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Engineer, that must be completed or corrected before certificate will be issued.
1. Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.
  2. Results of completed inspection will form the basis of requirements for Final Completion.

## 1.8 FINAL COMPLETION PROCEDURES

- A. Submittals Prior to Final Completion: Before requesting final inspection for determining Final Completion, complete the following:
1. Submit a final Application for Payment in accordance with Section 012900 "Payment Procedures."
  2. Certified List of Incomplete Items: Submit certified copy of Engineer's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Engineer. Certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
  3. Certificate of Insurance: Submit evidence of final, continuing insurance coverage complying with insurance requirements.
  4. Submit Final Completion photographic documentation.
- B. Inspection: Submit a written request for final inspection to determine acceptance a minimum of 10 days prior to date the Work will be completed and ready for final inspection and tests. On receipt of request, Engineer will either proceed with inspection or notify Contractor of unfulfilled requirements. Engineer will prepare a final Certificate for Payment after inspection or will notify Contractor of construction that must be completed or corrected before certificate will be issued.
1. Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.

## 1.9 LIST OF INCOMPLETE ITEMS

- A. Organization of List: Include name and identification of each area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction.
1. Include the following information at the top of each page:
    - a. Project name.

- b. Date.
  - c. Name of Engineer.
  - d. Name of Contractor.
  - e. Page number.
2. Submit list of incomplete items in the following format:
- a. PDF Electronic File. Engineer will return annotated file.

#### 1.10 SUBMITTAL OF PROJECT WARRANTIES

- A. Time of Submittal: Submit written warranties on request of Engineer for designated portions of the Work where warranties are indicated to commence on dates other than date of Substantial Completion, or when delay in submittal of warranties might limit Owner's rights under warranty.
- B. Partial Occupancy: Submit properly executed warranties within 15 days of completion of designated portions of the Work that are completed and occupied or used by Owner during construction period by separate agreement with Contractor.
- C. Organize warranty documents into an orderly sequence based on the table of contents of Project Manual.
- D. Warranty Electronic File: Provide warranties and bonds in PDF format. Assemble complete warranty and bond submittal package into a single electronic PDF file with bookmarks enabling navigation to each item. Provide bookmarked table of contents at beginning of document.
  1. Submit on digital media acceptable to Engineer.
- E. Warranties in Paper Form:
  1. Bind warranties and bonds in heavy-duty, three-ring, vinyl-covered, loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-1/2-by-11-inch paper.
  2. Provide heavy paper dividers with plastic-covered tabs for each separate warranty. Mark tab to identify the product or installation. Provide a typed description of the product or installation, including the name of the product and the name, address, and telephone number of Installer.
  3. Identify each binder on the front and spine with the typed or printed title "WARRANTIES," Project name, and name of Contractor.
- F. Provide additional copies of each warranty to include in operation and maintenance manuals.

## PART 2 - PRODUCTS

### 2.1 MATERIALS

- A. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.

## PART 3 - EXECUTION

### 3.1 FINAL CLEANING

- A. General: Perform final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.
- B. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.
  - 1. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a designated portion of Project:
    - a. Clean Project site of rubbish, waste material, litter, and other foreign substances.
    - b. Sweep paved areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.
    - c. Rake grounds that are not planted, mulched, or paved to a smooth, even-textured surface.
    - d. Remove tools, construction equipment, machinery, and surplus material from Project site.
    - e. Remove snow and ice to provide safe access.
    - f. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
- C. Construction Waste Disposal: Comply with waste disposal requirements in Section 015000 "Temporary Facilities and Controls."

### 3.2 REPAIR OF THE WORK

- A. Complete repair and restoration operations required by Section 017300 "Execution" before requesting inspection for determination of Substantial Completion.

END OF SECTION 017700



## SECTION 017839 - PROJECT RECORD DOCUMENTS

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

#### 1.2 SUMMARY

- A. Section includes administrative and procedural requirements for Project Record Documents, including the following:
  - 1. Record Drawings.
  - 2. Record Specifications.
  - 3. Record Product Data.
  - 4. Miscellaneous record submittals.
- B. Related Requirements:
  - 1. Section 012900 "Payment Procedures" for maintaining and exhibiting project record documents as a prerequisite for progress payments.
  - 2. Section 017300 "Execution" for final property survey.
  - 3. Section 017700 "Closeout Procedures" for general closeout procedures.

#### 1.3 CLOSEOUT SUBMITTALS

- A. Record Drawings: Comply with the following:
  - 1. Number of Copies: Submit one set of marked-up record prints.
  - 2. Number of Copies: Submit copies of Record Drawings as follows:
    - a. Initial Submittal:
      - 1) Submit one paper-copy set of marked-up record prints.
      - 2) Submit PDF electronic files of scanned record prints and one set of file prints.
      - 3) Submit Record Digital Data Files and one set of plots.
      - 4) Engineer will indicate whether general scope of changes, additional information recorded, and quality of drafting are acceptable.
    - b. Final Submittal:
      - 1) Submit three paper-copy sets of marked-up record prints.
      - 2) Submit PDF electronic files of scanned Record Prints and three sets of file prints.

- 3) Print each drawing, whether or not changes and additional information were recorded.
- c. Final Submittal:
  - 1) Submit one paper-copy set of marked-up record prints.
  - 2) Submit Record Digital Data Files and three sets of Record Digital Data File plots.
  - 3) Plot each drawing file, whether or not changes and additional information were recorded.
- B. Record Specifications: Submit annotated PDF electronic files and 3 paper copies of Project's Specifications, including addenda and Contract modifications.
- C. Record Product Data: Submit annotated PDF electronic files and directories and 3 paper copies of each submittal.
  1. Where record Product Data are required as part of operation and maintenance manuals, submit duplicate marked-up Product Data as a component of manual.
- D. Miscellaneous Record Submittals: See other Specification Sections for miscellaneous record-keeping requirements and submittals in connection with various construction activities. Submit annotated PDF electronic files and directories and 3 paper copies of each submittal.
- E. Reports: Submit written report weekly indicating items incorporated into Project Record Documents concurrent with progress of the Work, including revisions, concealed conditions, field changes, product selections, and other notations incorporated.

#### 1.4 RECORD DRAWINGS

- A. Record Prints: Maintain one set of marked-up paper copies of the Contract Drawings and Shop Drawings, incorporating new and revised drawings as modifications are issued.
  1. Preparation: Mark record prints to show the actual installation, where installation varies from that shown originally. Require individual or entity who obtained record data, whether individual or entity is Installer, subcontractor, or similar entity, to provide information for preparation of corresponding marked-up record prints.
    - a. Give particular attention to information on concealed elements that would be difficult to identify or measure and record later.
    - b. Accurately record information in an acceptable drawing technique.
    - c. Record data as soon as possible after obtaining it.
    - d. Record and check the markup before enclosing concealed installations.
    - e. Cross-reference record prints to corresponding photographic documentation.
  2. Content: Types of items requiring marking include, but are not limited to, the following:
    - a. Dimensional changes to Drawings.
    - b. Revisions to details shown on Drawings.
    - c. Depths of foundations.

- d. Locations and depths of underground utilities.
  - e. Revisions to routing of piping and conduits.
  - f. Revisions to electrical circuitry.
  - g. Actual equipment locations.
  - h. Duct size and routing.
  - i. Locations of concealed internal utilities.
  - j. Changes made by Change Order or Work Change Directive.
  - k. Changes made following Engineer's written orders.
  - l. Details not on the original Contract Drawings.
  - m. Field records for variable and concealed conditions.
  - n. Record information on the Work that is shown only schematically.
3. Mark the Contract Drawings and Shop Drawings completely and accurately. Use personnel proficient at recording graphic information in production of marked-up record prints.
  4. Mark record prints with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at same location.
  5. Mark important additional information that was either shown schematically or omitted from original Drawings.
  6. Note Construction Change Directive numbers, alternate numbers, Change Order numbers, and similar identification, where applicable.
- B. Record Digital Data Files: Immediately before inspection for Certificate of Substantial Completion, review marked-up record prints with Engineer. When authorized, prepare a full set of corrected digital data files of the Contract Drawings, as follows:
1. Format: DWG, Version 2013, Microsoft Windows operating system.
  2. Format: Annotated PDF electronic file.
  3. Incorporate changes and additional information previously marked on record prints. Delete, redraw, and add details and notations where applicable.
  4. Refer instances of uncertainty to Engineer for resolution.
  5. Engineer will furnish Contractor with one set of digital data files of the Contract Drawings for use in recording information.
    - a. See Section 013100 "Project Management and Coordination" for requirements related to use of Engineer's digital data files.
    - b. Engineer will provide data file layer information. Record markups in separate layers.
- C. Format: Identify and date each Record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location.
1. Record Prints: Organize record prints into manageable sets. Bind each set with durable paper cover sheets. Include identification on cover sheets.
  2. Format: Annotated PDF electronic file.
  3. Record Digital Data Files: Organize digital data information into separate electronic files that correspond to each sheet of the Contract Drawings. Name each file with the sheet identification. Include identification in each digital data file.
  4. Identification: As follows:
    - a. Project name.

- b. Date.
- c. Designation "PROJECT RECORD DRAWINGS."
- d. Name of Engineer.
- e. Name of Contractor.

## 1.5 RECORD SPECIFICATIONS

- A. Preparation: Mark Specifications to indicate the actual product installation, where installation varies from that indicated in Specifications, addenda, and Contract modifications.
  - 1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
  - 2. Mark copy with the proprietary name and model number of products, materials, and equipment furnished, including substitutions and product options selected.
  - 3. Record the name of manufacturer, supplier, Installer, and other information necessary to provide a record of selections made.
  - 4. For each principal product, indicate whether Record Product Data has been submitted in operation and maintenance manuals instead of submitted as Record Product Data.
  - 5. Note related Change Orders and Record Drawings where applicable.
- B. Format: Submit Record Specifications as annotated PDF electronic file.

## 1.6 RECORD PRODUCT DATA

- A. Recording: Maintain one copy of each submittal during the construction period for Project Record Document purposes. Post changes and revisions to Project Record Documents as they occur; do not wait until end of Project.
- B. Preparation: Mark Product Data to indicate the actual product installation where installation varies substantially from that indicated in Product Data submittal.
  - 1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
  - 2. Include significant changes in the product delivered to Project site and changes in manufacturer's written instructions for installation.
  - 3. Note related Change Orders, Record Specifications, and Record Drawings where applicable.
- C. Format: Submit Record Product Data as annotated PDF electronic file.
  - 1. Include Record Product Data directory organized by Specification Section number and title, electronically linked to each item of Record Product Data.

## 1.7 MISCELLANEOUS RECORD SUBMITTALS

- A. Assemble miscellaneous records required by other Specification Sections for miscellaneous record keeping and submittal in connection with actual performance of the Work. Bind or file miscellaneous records and identify each, ready for continued use and reference.

- B. Format: Submit miscellaneous record submittals as PDF electronic file.
  - 1. Include miscellaneous record submittals directory organized by Specification Section number and title, electronically linked to each item of miscellaneous record submittals.

#### 1.8 MAINTENANCE OF RECORD DOCUMENTS

- A. Maintenance of Record Documents: Store Record Documents in the field office apart from the Contract Documents used for construction. Do not use Project Record Documents for construction purposes. Maintain Record Documents in good order and in a clean, dry, legible condition, protected from deterioration and loss. Provide access to Project Record Documents for Engineer's reference during normal working hours. As a prerequisite for monthly progress payments, exhibit the updated record documents for review by Owner and Engineer for accuracy and completeness.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION 017839

## SECTION 310515 - SOILS AND AGGREGATES FOR EARTHWORK

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

#### 1.2 SUMMARY

- A. Section Includes:

- 1. Soils: Topsoil materials as needed for restoration of lawn areas utilized for construction access and storage.
- 2. Aggregates: Coarse aggregate materials as utilized for aggregate bases and for creation of construction entrance.

- B. Related Sections:

- 1. Section 312500 "Erosion and Sedimentation Control."
- 2. Section 329200 "Turf and Grasses."

#### 1.3 ACTION SUBMITTALS

- A. Section 013300 "Submittal Procedures" for requirements of submittals.

#### 1.4 INFORMATIONAL SUBMITTALS

- A. Materials Source: Submit name and location of imported materials suppliers.
- B. Source's Certificate: Certify materials meet or exceed specified requirements.
- C. Material Test Reports: For each on-site and borrow soil and aggregate material proposed for fill and backfill as follows:
  - 1. Classification according to ASTM D2487.
  - 2. Laboratory compaction curve according to ASTM D698.
  - 3. Test Reports: Submit any test reports required by this Section to the Engineer.

#### 1.5 QUALITY ASSURANCE

- A. Furnish each subsoil and topsoil material from single source throughout the Work, unless an alternate source is approved by the Engineer.

- B. Furnish each coarse and fine aggregate material from single source throughout the Work, unless an alternate source is approved by the Engineer.
- C. Perform Work according to the Commonwealth of Massachusetts Standard Specifications for Highways and Bridges latest edition.
- D. Quality Control and Quality Assurance consists of laboratory conformance testing of samples supplied from each coarse and fine aggregate source and quality control during installation.
  - 1. Geotechnical Testing Agency Qualifications: Qualified according to ASTM E329 and ASTM D3740 for testing indicated.
- E. Maintain one copy of each standard affecting Work of this Section on Site.

## 1.6 FIELD CONDITIONS

- A. Traffic: Minimize interference with adjoining roads, streets, walks, and other adjacent occupied or used facilities during earth-moving operations.
  - 1. Do not close or obstruct streets, walks, or other adjacent occupied or used facilities without permission from Owner and authorities having jurisdiction.
  - 2. Provide alternate routes around closed or obstructed traffic ways if required by Owner or authorities having jurisdiction.

## PART 2 - PRODUCTS

### 2.1 TOPSOIL MATERIALS

- A. Topsoil:
  - 1. Loam mix: classified as a *sandy loam* by the USDA textural classification system based on the percentage of clay (<0.002 mm), silt (0.05 to 0.002mm) and sand (2 mm to 0.05mm) shall comprise less than 8 percent of the material. The material shall have the following additional limitations within the USDA *sandy loam* soil classification:
    - a. Clay: 15-20%.
    - b. Silt: 10-30%.
    - c. Sand: 55-75%.
  - 2. The textural classification of the loam shall be determined by a qualified laboratory using the USDA Soil Survey Laboratory Manual.
  - 3. Loam shall be free of stumps, roots, heavy or still clay, lumps, coarse sand, noxious weeds, sticks, brush, or other foreign matter.
  - 4. Screening: Double Screened.
  - 5. Acidity Range (pH): 6.0 to 7.0.
  - 6. The organic matter content shall be between 5.0 to 8.0 percent by weight as determined by loss of ignition of moisture free text samples oven dried to a constant weight at a temperature of 100 degrees, centigrade. To adjust organic matter content, the soil may be amended, prior o delivery to the site, by the addition of leaf compost or peat moss or

other approved organic matter. Use of organic amendment is acceptable only if random sampling indicates thorough incorporation. It shall contain no toxic materials. Soluble salts shall be no greater than 75 parts per million. Add soil amendments if required at no additional cost to the owner.

7. If loam furnished by Contractor is manufactured, Landscape Architect/Engineer may require additional testing to confirm material meets requirements.

## 2.2 COARSE AGGREGATE MATERIALS

- A. Coarse Aggregate - Crushed stone for synthetic turf aggregate base: Natural stone; free of clay, shale, organic matter; conforming to the Commonwealth of Massachusetts Standard Specifications for Highways and Bridges section M2.01.4; to the following limits:

1. Percent Passing per Sieve Size

- a. 1-inch: 100 percent.
- b. 3/4-inch: 90 to 100 percent.
- c. 1/2-inch: 10 to 50 percent.
- d. 3/8-inch: 0 to 20 percent.

- B. No. 4: 0 to 5 percent Coarse Aggregate - Screened Gravel: Natural stone; washed, hard, durable, rounded, or sub-angular particles of proper size and gradation, and shall be free from sand, loam, clay, excess fines, and other deleterious materials; to the following limits:

1. Percent Passing per Sieve Size:

- a. 5/8- inch: 100 percent.
- b. 1/2-inch: 40 to 100 percent.
- c. 3/8-inch: 15 to 45 percent.
- d. No. 10: 0 to 5 percent.

## 2.3 SOURCE QUALITY CONTROL

- A. Section 014000 "Quality Requirements": Testing and inspection services. Submit test result reports to the Engineer.
- B. Topsoil Material - Testing and Analysis: Perform in accordance with ASTM D698.
- C. Coarse Aggregate Material - Testing and Analysis: Perform according to ASTM D698.
- D. When tests indicate materials do not meet specified requirements, change material and retest.
- E. Furnish materials of each type from same source throughout the Work.



## PART 3 - EXECUTION

### 3.1 STOCKPILING

- A. Stockpile materials on site at locations designated by Engineer and approved by Owner.
- B. Stockpile in sufficient quantities to meet Project schedule and requirements.
- C. Separate different soil and aggregate materials with dividers or stockpile individually to prevent mixing. Prevent intermixing of soil types or contamination.
- D. Stockpile topsoil 8-feet high maximum.
- E. Direct surface water away from stockpile site to prevent erosion or deterioration of materials.

### 3.2 STOCKPILE CLEANUP

- A. Remove stockpile, leave area in clean and neat condition. Grade site surface to prevent free standing surface water.

END OF SECTION 310515

## SECTION 311000 - SITE CLEARING, DRAINAGE INSPECTION, PROTECTIONS AND REMOVALS

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

#### 1.2 SUMMARY

- A. Section Includes:

1. Protecting existing vegetation to remain.
2. Removing existing vegetation.
3. Clearing and grubbing.
4. Stripping and stockpiling topsoil.
5. Stripping and stockpiling rock.
6. Removing above- and below-grade site improvements.
7. Disconnecting, capping or sealing, and removing site utilities abandoning site utilities in place.
8. Temporary erosion and sedimentation control.
9. Drainage structure inspection and system flushing.
10. Track protection.
11. Synthetic turf and infill removal.

- B. Related Requirements:

1. Section 015000 "Temporary Facilities and Controls" for temporary erosion- and sedimentation-control measures.
2. Section 312500 "Erosion and Sedimentation Controls" for temporary protection of erosion and sedimentation.

#### 1.3 DEFINITIONS

- A. Subsoil: Soil beneath the level of subgrade; soil beneath the topsoil layers of a naturally occurring soil profile, typified by less than one percent organic matter and few soil organisms.
- B. Surface Soil: Soil that is present at the top layer of the existing soil profile. In undisturbed areas, surface soil is typically called "topsoil," but in disturbed areas such as urban environments, the surface soil can be subsoil.
- C. Topsoil: Top layer of the soil profile consisting of existing native surface topsoil or existing in-place surface soil; the zone where plant roots grow. Its appearance is generally friable, pervious, and black or a darker shade of brown, gray, or red than underlying subsoil; reasonably free of

subsoil, clay lumps, gravel, and other objects larger than 2 inches in diameter; and free of weeds, roots, toxic materials, or other nonsoil materials.

- D. Plant-Protection Zone: Area surrounding individual trees, groups of trees, shrubs, or other vegetation to be protected during construction.
- E. Tree-Protection Zone: Area surrounding individual trees or groups of trees to be protected during construction.
- F. Vegetation: Trees, shrubs, groundcovers, grass, and other plants.

#### 1.4 PREINSTALLATION MEETINGS

- A. Preinstallation Conference: Conduct conference at Project site.

#### 1.5 MATERIAL OWNERSHIP

- A. Except for materials indicated to be stockpiled or otherwise remain Owner's property, cleared materials shall become Contractor's property and shall be removed from Project site.

#### 1.6 INFORMATIONAL SUBMITTALS

- A. Existing Conditions: Documentation of existing trees and plantings, adjoining construction, and site improvements that establishes preconstruction conditions that might be misconstrued as damage caused by site clearing.
  - 1. Use sufficiently detailed photographs or video recordings.
- B. Record Drawings: Identifying and accurately showing locations of capped utilities and other subsurface structural, electrical, and mechanical conditions.

#### 1.7 QUALITY ASSURANCE

- A. Conform to Massachusetts Department of Environmental Protection code for environmental requirements, disposal of debris, use of herbicides,.
- B. Perform Work in accordance with the Commonwealth of Massachusetts Standard Specifications for Highways and Bridges, latest edition.

#### 1.8 FIELD CONDITIONS

- A. Traffic: Minimize interference with adjoining roads, streets, walks, and other adjacent occupied or used facilities during site-clearing operations.
  - 1. Do not close or obstruct streets, walks, or other adjacent occupied or used facilities without permission from Owner and authorities having jurisdiction.

2. Provide alternate routes around closed or obstructed roadways if required by Owner or authorities having jurisdiction.
- B. Salvageable Improvements: Carefully remove items indicated to be salvaged and store on Owner's premises where indicated.
- C. Utility Locator Service: Notify Dig Safe System for area where Project is located before site clearing.
- D. Do not commence site clearing operations until temporary erosion- and sedimentation-control measures are in place.
- E. Soil Stripping, Handling, and Stockpiling: Perform only when the soil is dry or slightly moist.

## PART 2 - PRODUCTS

### 2.1 MATERIALS

- A. Satisfactory Soil Material: Requirements for satisfactory soil material are specified in Section 312000 "Earthwork."
  1. Obtain approved borrow soil material off-site when satisfactory soil material is not available on-site.

## PART 3 - EXECUTION

### 3.1 PREPARATION

- A. Protect and maintain benchmarks and survey control points from disturbance during construction.
- B. Verify that trees, shrubs, and other vegetation to remain or to be relocated have been flagged and that protection zones have been identified and enclosed according to requirements in Section 015639 "Temporary Tree and Plant Protection."
- C. Protect existing site improvements to remain from damage during construction.
  1. Restore damaged improvements to their original condition, as acceptable to Owner.
- D. Call Local Utility Line Information service not less than three working days before performing Work.
  1. Request underground utilities to be located and marked within and surrounding construction areas.

### 3.2 TEMPORARY EROSION AND SEDIMENTATION CONTROL

- A. Provide temporary erosion- and sedimentation-control measures to prevent soil erosion and discharge of soil-bearing water runoff or airborne dust to adjacent properties and walkways, according to erosion- and sedimentation-control Drawings and requirements of authorities having jurisdiction.
- B. Inspect, maintain, and repair erosion- and sedimentation-control measures during construction until permanent vegetation has been established.
- C. Remove erosion and sedimentation controls and restore and stabilize areas disturbed during removal.

### 3.3 EXISTING UTILITIES

- A. Locate, identify, disconnect, and seal or cap utilities indicated to be removed or abandoned in place.
  - 1. Arrange with utility companies to shut off indicated utilities.
  - 2. Owner will arrange to shut off indicated utilities when requested by Contractor.
- B. Locate, identify, and disconnect utilities indicated to be abandoned in place.
- C. Interrupting Existing Utilities: Do not interrupt utilities serving facilities occupied by Owner or others, unless permitted under the following conditions and then only after arranging to provide temporary utility services according to requirements indicated:
  - 1. Notify Owner not less than two days in advance of proposed utility interruptions.
  - 2. Do not proceed with utility interruptions without Engineer's written permission.
- D. Excavate for and remove underground utilities indicated to be removed.

### 3.4 SITE IMPROVEMENTS

- A. Remove existing above- and below-grade improvements as indicated and necessary to facilitate new construction.
- B. Remove slabs, paving, curbs, gutters, and aggregate base as indicated.
  - 1. Unless existing full-depth joints coincide with line of demolition, neatly saw-cut along line of existing pavement to remain before removing adjacent existing pavement. Saw-cut faces vertically.
  - 2. Paint cut ends of steel reinforcement in concrete to remain with two coats of antirust coating, following coating manufacturer's written instructions. Keep paint off surfaces that will remain exposed.

### 3.5 DISPOSAL OF SURPLUS AND WASTE MATERIALS

- A. Remove surplus soil material, unsuitable topsoil, obstructions, demolished materials, and waste materials including trash and debris, and legally dispose of them off Owner's property.

### 3.6 DRAINAGE STRUCTURE INSPECTION AND SYSTEM FLUSHING

- A. Conduct a visual inspection of manholes, catch basins and cleanouts that discharge from field and trench/slot drain areas to the first common manhole that receives discharge from the field collector drains and trench/slot drains. Cleanout visible debris and sediment buildup within these manholes, catch basins and cleanouts to maintain the flow of surface water into the storm system. Flush collector drains within field areas and trench/slot drains to confirm proper storm drain function.

### 3.7 TRACK PROTECTION

- A. Contractor shall be responsible for protecting existing track surface and 'D' areas and take all measures necessary to ensure that the track and base pavement are free from heavy loading throughout the duration of the project. Prior to the start of construction contractor shall submit to Engineer and Owner method of track protection for approval. A temporary 'road' over the track and 'D' areas with crushed stone, plywood, or other fabrics will not be considered acceptable 'track protection'. The track protection system shall be slightly elevated to prevent loading directly on track surface.

### 3.8 SYNTHETIC TURF AND INFILL REMOVAL

- A. Remove and recycle synthetic turf and remove infill material for re use as specified in Section 321813 'Synthetic Grass Surfacing'.

END OF SECTION 311000

## SECTION 312500 - EROSION AND SEDIMENTATION CONTROLS

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

#### 1.2 SUMMARY

- A. Section Includes:

- 1. Construction Entrances.
- 2. Filter Bags.
- 3. Straw Wattle.

- B. Related Sections:

- 1. Section 310515 "Soils and Aggregates for Earthwork."
- 2. Section 311000 "Site Clearing, Drainage Inspection, Protections and Removals."
- 3. Section 329200 "Turf and Grasses."

#### 1.3 ACTION SUBMITTALS

- A. Section 013300 "Submittal Procedures": Requirements for submittals.

- 1. Submit, within 10 days after award of Contract, technical product literature for all commercial products.

- B. Product Data: Product Data: Submit data on geotextile.

- C. Samples:

- 1. Submit two samples of rock, minimum 5 tons (22,000 kg) each or one-half total project quantity, whichever is smaller. Provide one sample in place at construction site and provide another sample at quarry. Construction site sample may be incorporated into the Work. Samples will be used as reference for judging size, and gradation of rock supplied and placed.

- D. Test Reports: Indicate certified tests results for precast concrete at manufacturing facility, cast-in-place concrete in field, and granular backfill.

- E. Manufacturer's Certificate: Certify Products meet or exceed specified requirements.

- F. Certificate: Certified statement as specified in "Erosion Control Blanket" Article.

#### 1.4 INFORMATIONAL SUBMITTALS

- A. Stormwater Pollution Prevention Plan (SWPPP) as specified in “Quality Assurance” article.
- B. Copy of EPA NPDES Notice of Intent to Discharge submitted to the EPA as specified in “Quality Assurance” article.

#### 1.5 CLOSEOUT SUBMITTALS

- A. Section 017700 “Closeout Procedures”: Requirements for submittals.

#### 1.6 QUALITY ASSURANCE

- A. Adhere to EPA document “Stormwater Management for Construction Activities – Developing Pollution Prevention Plans and Best Management Practices” document number EPA 832-R-92-005, dated 1992, or most recent edition. State or appropriate Conservation Commission standards can be substituted for the EPA standard if the State or Conservation Commission standard is equal to, or more detailed than, the EPA standard.
- B. Prepare and submit a Stormwater Pollution Prevention Plan (SWPPP) in accordance with the U.S. Environmental Protection Agency (EPA) National Pollution Discharge Elimination System (NPDES) General Permit applicable to this work) document number EPA 832-R-92-005, dated 1992, or most recent edition.
- C. Prepare and submit the EPA NPDES Notice of Intent to Discharge to the applicable EPA office in accordance with EPA regulations.
- D. Perform Work according to the Commonwealth of Massachusetts Standard Specifications for Highways and Bridges, latest edition.

#### 1.7 PRE-INSTALLATION MEETINGS

- A. Section 013100 “Project Management and Coordination”: Pre-installation meeting.
- B. Convene minimum one week prior to commencing work of this section.

#### 1.8 ENVIRONMENTAL REQUIREMENTS

- A. Do not place grout when air temperature is below freezing.
- B. Do not place concrete when base surface temperature is less than 40 degrees F ( degrees C), or surface is wet or frozen.



## PART 2 - PRODUCTS

### 2.1 ROCK AND GEOTEXTILE MATERIALS

- A. Furnish materials according to the Commonwealth of Massachusetts Standard Specifications for Highways and Bridges, latest edition, and as specified in Section 310515.
- B. Geotextile Fabric: Furnish according to the Commonwealth of Massachusetts Standard Specifications for Highway and Bridges, latest edition.

### 2.2

### 2.2 FILTER BAGS

- A. Filter Bags: Sized with manufacturer recommendations based on pumped discharge rate.
- B. Geotextile Material for Bags: Meet the following minimum requirements:

Minimum Grab Tensile Strength	200 lbs
Minimum Grab Tensile Elongation	50%
Minimum Trapezoidal Tear Strength	80 lbs
Mullen Burst Strength	380 psi
Minimum Puncture Strength	130 lbs
Apparent Opening Size	40-80 US Sieve
Minimum Flow Through	70 gpm/square foot

- C. Bag shall have openings large enough to accommodate 4-inch (100 mm) diameter discharge hose.

### 2.3 STRAW WATTLE

- A. Straw Wattle: Prefabricated commercial product with outside casing made up of organic hessian.
  - 1. Effective Height: 12 inches (305 mm) plus or minus 1 inch (25 mm).
  - 2. Effective Circumference: 38 inches (965 mm).
- B. Product:
  - 1. Straw wattle by Phase II Stormwater Products, Wrentham MA.
  - 2. Straw wattle as produced by U.S Construction Fabrics LLC, Windham, NH; [www.usconstructionfabrics.com](http://www.usconstructionfabrics.com).
  - 3. Straw wattle as produced by East Coast Erosion Control, Bernville, PA, [www.eastcoasterosion.com](http://www.eastcoasterosion.com).
  - 4. or approved equal.

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- A. Section 013100 "Project Management and Coordination": Verification of existing conditions before starting work.
- B. Verify compacted subgrade granular base stabilized soil is acceptable and ready to support devices and imposed loads.
- C. Verify gradients and elevations of base or foundation for other work are correct.

### 3.2 CONSTRUCTION ENTRANCE

- A. Construct entrance with minimum of 6 inch of course aggregate at all points of ingress/egress.
- B. Width: Minimum 20 feet, increased as needed for typical construction vehicles.
- C. Minimum Length: 50 feet.
- D. Install filter fabric below aggregate.
- E. Maintain entrance throughout construction, adding more aggregate or increasing length as needed.

### 3.3 FILTER BAG

- A. Locate filter bag at least 50 feet from all wetlands, streams or other surface waters.
- B. Install bag on a 2 inch gravel bed to allow water to flow in all directions.
- C. Bag is full when remaining flow area is reduced by 75%. Replace full bags with new bags.

### 3.4 STRAW WATTLE

- A. Position straw wattles as indicated on the Drawings and as necessary to prevent off site movement of sediment produced by construction activities as directed by the Engineer.
- B. Drive wooden stakes, 5 feet on center (maximum) at back edge of wattle. Drive stakes 2 feet (minimum) into ground.
- C. Install pre-fabricated straw wattle according to manufacturer's instructions.

### 3.5 SITE STABILIZATION

- A. Incorporate erosion control devices indicated on the Drawings into the Project at the earliest practicable time.

- B. Construct, stabilize and activate erosion controls before site disturbance within tributary areas of those controls.
- C. Stockpile and waste pile heights shall not exceed 35 feet. Slope stockpile sides at 2: 1 or flatter.
- D. Stabilize any disturbed area of affected erosion control devices on which activity has ceased and which will remain exposed for more than 20 days.
  - 1. During non-germinating periods, apply mulch at recommended rates.
  - 2. Stabilize disturbed areas which are either at finished grade or will not be disturbed within one year in accordance with Section 329200 “Turf and Grasses” permanent seeding specifications.
- E. Stabilize diversion channels, sediment traps, and stockpiles immediately.

### 3.6 FIELD QUALITY CONTROL

- A. Section 014000 “Quality Requirements” and 017300 “Execution”: Field inspecting, testing, adjusting, and balancing.
- B. Inspect erosion control devices on a weekly basis and after each runoff event. Make necessary repairs to ensure erosion and sediment controls are in good working order.
- C. Compaction Testing: In accordance with ASTM D1557.
- D. When tests indicate Work does not meet specified requirements, remove Work, replace and retest.
- E. Frequency of Compaction Testing: One for each lift.

### 3.7 CLEANING

- A. Section 017300 “Execution” and Section 017700 “Closeout Procedures”: Requirements for cleaning.
- B. When sediment accumulation in sedimentation structures has reached a point one-third depth of sediment structure or device, remove and dispose of sediment.
- C. Do not damage structure or device during cleaning operations.
- D. Do not permit sediment to erode into construction or site areas or natural waterways.
- E. Clean channels when depth of sediment reaches approximately one-half channel depth.

### 3.8 PROTECTION

- A. Section 017300 “Execution”: Requirements for protecting finished Work.

- B. Immediately after placement, protect paving from premature drying, excessive hot or cold temperatures, and mechanical injury.
- C. Do not permit construction traffic over paving for 7 days minimum after finishing.
- D. Protect paving from elements, flowing water, or other disturbance until curing is completed.

END OF SECTION 312500

## SECTION 321813 - SYNTHETIC TURF SURFACING

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

#### 1.2 SUMMARY

- A. This Section includes removal of and installation of the synthetic turf surfacing system at the Dickinson Field at Newton North High School, 457 Walnut Street, Newton, MA.
- B. The City is pre-purchasing the synthetic turf product outside of this contract, through the Sourcewell Cooperative Contract.
- C. The synthetic turf product and infill materials will be delivered to the site by the City's turf vendor for installation by this projects' Contractor, under this contract.
  - 1. The synthetic turf product provided by the City will be Shaw Legion Pro, 2.25" pile height Game On system.
  - 2. The new infill system materials provide by the City will be Bio-based Guardian TPE with sand.
- D. The Contractor will hire a certified installer of the City-provided turf product.
- E. No shock attention pad is in place on the current field and no new pad will be utilized as part of the upgraded system.
- F. Work includes, but is not limited to the following:
  - 1. Removal and recycling of the existing synthetic turf system. The existing turf system is 2.5" synthetic turf system with SBR rubber/ sand infill.
  - 2. Review and approval of final grading of laser graded top stone and installation of the synthetic turf surfacing system, after removal of the existing synthetic turf system.
  - 3. Coordination of installation of the synthetic turf surfacing system with the Limit of Work to ensure smooth installation and project completion, in accordance with approved project schedules and without interruptions or delays.
  - 4. Field painting.
  - 5. Perform field grooming two times in the first year after Substantial Completion. Coordinate with the Owner regarding dates and times for grooming.
  - 6. G-Max testing after field installation. Coordinate with the Owner regarding dates and times for G-Max testing.

### 1.3 PRE-INSTALLATION MEETING

- A. Prior to installation of synthetic turf surfacing and after top stone laser grading installation has been accepted by the synthetic turf surfacing system manufacturer's representative as per the Certificate of Materials Acceptance form, Contractor shall schedule meetings with Engineer to review the aggregate surface. Synthetic turf surfacing shall not be installed until Engineer and Owner have reviewed and approved the grading of base and drainage mat installation.

### 1.4 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For Installer and testing agency.

- 1. Supervisory Personnel and Installer:

- a. Written certification from the Manufacturer that the designated supervisory personnel (Installation foremen) on the project is fully competent to install the manufacturer's material and that the contractor is certified by the manufacturer to install the turf system.
    - b. Submit a list of previously installed projects by installer and line painter while certified to install manufacturer's turf system for Engineer's review at least 30 days prior to start of work.

- B. Certificate of Base Material Acceptance: Provide executed copy of certificate included at end of the Specification.

- C. Material Certificates:

- 1. "Certificate of Materials Acceptance Form" attesting that all areas and aggregate surfaces designated to receive synthetic turf surfacing materials have been inspected and found satisfactory for the reception of materials and Work covered under this Section and are not in conflict with the "Guarantee" requirements. Application of the synthetic turf surfacing materials on top of stone base layers will be construed as acceptance of the layers. Testing to establish compaction and density requirements shall be reviewed by the Manufacturer's representative and Engineer before commencing with installation of turf field surface.
  - 2. G-max testing: Prior to final acceptance, the Manufacturer will provide, arrange, pay for, and submit written results for G-max testing on the installed surface in accordance with ASTM F355 and ASTM F1936, subject to the approval of the Engineer. If measurement thresholds as specified herein are not met, Manufacturer/installer shall solicit recommendations from the manufacturer. Any modifications required will be paid for by the Manufacturer at no cost to the Owner.

### 1.5 CLOSEOUT SUBMITTALS

- A. Maintenance Data: For synthetic turf surfacing, including maintenance cleaning instructions, to include in maintenance manuals.

## 1.6 MAINTENANCE MATERIAL SUBMITTALS

- A. Furnish extra materials that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
  - 1. Turf Fabric: Minimum of 300 sq. ft. Provide turf fabric that are clean linear sections useable to the Owner, stacked on a palette.
  - 2. Seaming Tape and Adhesive: One roll of seaming tape and one gallon of adhesive.
  - 3. One new set of maintenance tools, of type recommended by synthetic turf surfacing manufacturer for installation.

## 1.7 QUALITY ASSURANCE

- A. Synthetic Turf Installer for the Contractor is a certified installer of the synthetic turf product being supplied by the City and has installed a minimum of one Game On system manufactured by Shaw Turf, including the following installers:
  - 1. R.A.D. Sports.
  - 2. Nationwide Turf.
  - 3. Applied Landscape Technologies.
  - 4. GTR Turf Inc. (US).
  - 5. Superior Turf Supply.
  - 6. Or approved equal.
- B. The Line painter shall possess be familiar with manufacturer's requirements for line painting and requirements of MIAA, NFHS and NCAA for painted field lines and have a minimum 3 years' experience with synthetic turf line painting. All designs, markings, layouts, and materials shall conform to all currently applicable NFHS and MIAA and other standards as specified that may apply to this type of synthetic turf surfacing system installation and as approved by Engineer and Owner prior to installation.

## 1.8 DELIVERY, STORAGE, AND HANDLING

- A. Store materials in location and manner to allow installation of synthetic turf surfacing without excess disturbance of granular base.

## 1.9 WARRANTY

- A. Provide a written warranty naming "Owner", stating all work executed under this section will be free from defects of materials and workmanship for a period of eight (8) years from date of project acceptance and that any defects will be remedied on written notice at no additional cost to the Owner within 48 hours from receipt of written notification, and during times of year that outdoor synthetic turf surfacing system is normally in use. Warranty shall include removal, repair/replacement of defective materials as required to repair/replace synthetic turf surfacing to its original condition at no cost to the Owner.
  - 1. Submitted warranty shall cover, but not be limited to, the following characteristics:

- a. Provide full coverage for eight years from the date of substantial completion and “project acceptance” by Owner.
- b. Warrant materials and workmanship, including but not necessarily limited to, fading of turf color, turf strength and integrity, backing to hold fibers, porosity of the system’s ability to drain, seam strength and integrity, shock absorbency indicated by G-max value described herein and repair of base settlement based on observations and certification by manufacturer.
- c. Warrant that materials installed meet or exceed the product specifications.
- d. Warrant that manufacturer’s onsite representative has inspected the installation and that Work conforms to the manufacturer’s requirements.
- e. A provision to either make a repair, or replacement of such portions of installed materials deemed no longer serviceable to maintain a safe, serviceable, and playable surface, as approved by Owner.
- f. A warranty from a single source covering full field installation, workmanship and all self-manufactured or procured materials.
- g. Guarantee of availability of replacement materials for the synthetic turf surfacing system installed for the full warranty period.
- h. Warranty shall be insured by an approved company. The insured warranty shall also name “Owner” in policy with value of total replacement. Warranty shall not be prorated, rather it shall provide for full repair/replacement value of the defective aspect(s) of installation throughout the life of the 8-year warranty.

## PART 2 - PRODUCTS

### 2.1 SYNTHETIC TURF SURFACING

- A. Synthetic Turf Surfacing will be Shaw Legion Pro-2.25” Game On system as provided by the City through purchase via the Sourcewell Cooperative Contract.
- B. The Contractor will hire a certified installer of the City-provided turf and infill products.
- C. Generally, layout of game lines should be as indicated on the Drawings.
- D. Game Lines and Markings:
  1. Provide game lines and markers in widths and colors according to MIAA requirements.
  2. Inlaid field lines will be performed to the maximum extent practicable by Shaw Sports Turf utilizing the “GameOn” factory inlay system.
  3. For Football, factory inlaid lines will include all yard markers, hash marks and numbers.
  4. For Soccer, factory inlaid lines will include all game lines.
  5. Provide Team Logo/Graphic in colors and design indicated, inlaid in the field.
- E. Seaming Method shall be a combination of sewn and adhesive and seaming tape.



## 2.2 MATERIALS

- A. Infill will be Bio-based Guardian TPE provided by the City through purchase via the Massachusetts Statewide Contract.
- B. Sand infill will be provided by the City through purchase via the Massachusetts Statewide Contract as specified:
  - 1. Sand provided with be a silica sand, well-rounded to sub-rounded angularity with medium to high sphericity per ASTM F1632.
  - 2. Sieve Analysis

Mesh Size	
Sieve	Portion of Total
18	<5%
20	10-40%
25	20-50%
30	20-60%
35	20-50%
40	10-40%
50	<5%
pan	<2%

- C. Infill ratio: 80% Bio-based Guardian TPE / 20% sand.
- D. Seam Adhesive: One- or two-part urethane, recommended or approved by synthetic turf surfacing manufacturer, and suitable for ambient conditions at time of installation.
- E. Seam Tape: Synthetic turf manufacturer's recommended seam tape, minimum 12 inches wide, 18 inches wide for inlaid game lines.
- F. Seaming Cord: Seaming cord or thread, recommended by the synthetic turf surfacing manufacturer.
- G. Game Line Paint: Permanent paint as recommended or approved by synthetic turf surfacing manufacturer.

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- A. Examine base and other conditions, with Installer present, for compliance with requirements for installation tolerances, permeability, and other conditions affecting performance of the Work.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

### 3.2 EXISTING SYNTHETIC TURF SURFACING SYSTEMS REMOVAL AND RECYCLING

- A. The existing synthetic turf and infill materials will be completely removed and recycled by the Contractor. Recycle both the turf and infill systems removed from the existing field, to the maximum extent practicable.
- B. Submit a minimum of two (2) recycling facilities for approval by the Owner.
- C. Provide chain of custody documentation from removal of the field and infill materials to receiving source(s).
- D. Contractor to proceed with caution when removing existing turf from existing nailer.
- E. Remove existing glue on nailer as necessary to provide positive bond for new adhesive.

### 3.3 GRANULAR SURFACING PREPARATION

- A. Adjust the existing granular surfacing base as necessary to receive the selected synthetic turf surfacing and meet existing grades. The existing synthetic turf system being removed is a 2.5" high system. The synthetic turf system being replaced is a 2.25" high system.
- B. Laser grade top stone layer with a low ground pressure dual plane laser.
- C. The Engineer reserves the right to suggest minor adjustments or revisions in lines or grades should be made if found necessary as the Work progresses, due to discrepancies on the Drawings or in order to obtain satisfactory construction.
- D. Notify the Engineer in advance of laser grading activities and make prepared surfaces available to the Engineer for observation.
- E. Prepare an as-built survey of the completed field surface on a 25-ft grid for review by the Engineer prior to installation of the field surfacing.
- F. Prior to installation of synthetic turf surfacing and after aggregate base has been laser graded, schedule a meeting with the Engineer to review the base.

### 3.01 NEW SYNTHETIC TURF SURFACING INSTALLATION

- A. Install synthetic turf and infill system as provided by the City.
- B. Avoid disturbance of aggregate base during installation of synthetic turf system.
- C. Roll out carpet rolls directly over the prepared aggregate base. Take extreme care to avoid disturbing the aggregate base with regards to compaction or planarity.
- D. Provide seams flat and snug, with no gaps or fraying. Remove yarns that are trapped within seams. Attach turf fabric to perimeter restraint system as recommended by the manufacturer.
- E. Install inlaid game lines and markings by cutting through turf fabric and installing snugly fitting game line turf fabric. Provide seaming tape that extends minimum 6 inches beyond seam.

- F. Repair loose seams and bubbles formed due to expansion of turf fabric prior to installation of infill.
- G. Evenly broadcast and groom infill by machine in proportions and depth after settling as recommended by the manufacturer, and to meet indicated performance requirements. Rake fibers trapped by infill to surface.
- H. Painted Game Lines: Apply lines and markings as recommended by the game line paint manufacturer.

### 3.4 FIELD QUALITY CONTROL

- A. Testing Agency: Contractor will a qualified testing agency to perform tests and inspections.
- B. Perform the following tests and inspections:
  - 1. Perform impact attenuation testing per ASTM F355 and F1963 on the completed fields.
  - 2. Utilize test point locations as specified in ASTM F1936 for impact attenuation testing.
  - 3. No greater reading than 130 Gmax at time of installation is allowed for the project.
  - 4. Measure infill depths as indicated in ASTM F1936 – Part 9.3.1.
  - 5. In addition to test points indicated for impact attenuation testing, Testing Agency will measure infill depths along end zone lines and each 5-yard line (21 lines total) at the intersection of sidelines, at intersections of hash marks, and at centerline, (5 points long each line) for a total of 105 additional depth measurements. Provide field diagram with additional depths identified and tabulated.

### 3.5 DEMONSTRATION

- A. Train Owner's maintenance personnel in proper maintenance procedures for synthetic turf surfacing.

### 3.6 ATTACHMENTS

- A. CERTIFICATE OF MATERIAL ACCEPTANCE
- B. CENTER FIELD LOGO DETAIL FOR DICKENSON FIELD

ATTACHMENT A. CERTIFICATE OF MATERIAL ACCEPTANCE

*The Contractor shall coordinate with the Synthetic Turf Manufacturer/ Installer to confirm and accept the following items. It is the responsibility of the Contractor to receive all sign-offs as indicated below and present completed form to Engineer with payment application.*

Project: Newton North High School Turf and Track Replacement Project

Synthetic Turf Manufacturer: Shaw Sports Turf

Contractor: <Insert Name of Contractor>

1. Laser Graded Top Stone Acceptability:

All laser graded top stone surfaces designated to receive synthetic turf surfacing materials have been inspected and found satisfactory for the placement of materials and are not in conflict with the "Guarantee" requirements per project specifications. Application of the synthetic turf surfacing materials on top of laser graded top stone will be construed as acceptance of the aggregate base layers.

Material	Print Name	Signature	Date
Re-graded Top Stone			

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

ATTACHMENT B CENTER FIELD LOGO DETAIL FOR DICKENSON FIELD



END OF SECTION 321813

SECTION 321823.41 - SYNTHETIC TRACK RESURFACING AND APPURTENANCES  
(ADD ALTERNATE 1)

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes, but shall not be necessarily limited to the following:
  1. Surface preparation of the full track areas and D areas (2) through cleaning by pressure washer.
  2. Synthetic track resurfacing system for the existing track, D areas and long jump areas for re-surfacing over an existing MONDO vulcanized track surfacing system.
  3. Repair of formerly patched areas as identified on the drawings.
  4. Track line striping to NFHS regulations, including striping of two additional lanes.
  5. Striping of pole vault, and long jumps (2).

1.3 ACTION SUBMITTALS

- A. Submit to the Engineer for review and approval, in accordance with Section 013300 "Submittal Procedures", shop drawings and product data on materials and installation procedures.
- B. Submit to the Engineer, the name, contact person, telephone number, qualifications, list of existing installations and references of the track surfacing installer, and the track line striper.
- C. Installation crew and foreman shall submit a list of previously installed projects for the Engineer's inspection prior to start of work.
- D. Shop Drawings for:
  1. Installation details of all field event appurtenances as shown on the Drawings.
  2. Track and field event markings layout, in accordance with MIAA standards for dual and class meets.
- E. Warranty certificates as required by this Section.
- F. Track surfacing installer shall furnish a specific list of previously installed projects for the Engineer's inspection prior to start of work.
- G. Existing track system acceptability: submit (1) certified statement issued by the track surfacing installer attesting that all areas and surfaces designated to receive the synthetic track resurfacing system has been inspected and found to be satisfactory for receiving the track resurfacing

covered under this Section; and are not in conflict with the installation or guarantee/warranty requirements.

- H. Statement of installation: Upon completion of the work, submit a written statement signed by the track surfacing installer stating that the field supervision of the track surfacing project was sufficient to ensure proper application of the materials, that the work was installed in accordance with the track resurfacing project installation procedures and the Contract Documents, and that the installation is in accordance with to the manufacturer's guarantee/warranty requirements. Supply all necessary computations and drawings as well as a letter of certification attesting to the accuracy of the markings.
- I. Prior to final acceptance, submit to the owner three (3) copies of maintenance information, which shall include all necessary instructions for the proper care and preventative maintenance of the completed track system.

#### 1.4 QUALITY ASSURANCE

- A. Builder of track surfacing is a member in good standing with the Americans Sports Builders Association with Certification as a Certified Track Builder (CTB), holding specific qualifications in building and constructing synthetic track resurfacing systems. Approved installer is fully knowledgeable and completely experienced with the installation of synthetic track resurfacing systems for outdoor use. Approved manufacturer and installer have demonstrated at least 10 years' experience in the manufacture and successful installation of at least five (5) completed resurfacing of track systems, using two-component elastomeric polyurethane synthetic track surfacing in areas with climate conditions similar to this project site.
- B. The line painter is familiar with the manufacture's requirement for line painting and requirements of MIAA and NFHS for painted line markings and track and field events and have a minimum 3 years' experience with polyresin track surface line painting. All designs, markings, layouts, and materials conform to all currently applicable NFHS and MIAA and other standards as specified that may apply to this type of surfacing system installation and as approved by Engineer and Owner prior to installation.
- C. The Contractor and Manufacturer must have a minimum of 10 years' experience in the installation of poured-in-place, two-component elastomeric polyurethane synthetic track surfacing.
- D. To ensure the highest quality materials, all polyurethane components must be manufactured in the United States in the manufacturers' ISO 9001:2015 Certified QMS Facility.
- E. Prior to commencement of track construction, employ the approved track construction company to review the layout of the existing track facility and work areas, at the expense of the Contractor. Notify Engineer when this track review will occur.

#### 1.5 WARRANTY AND GUARANTEE

- A. Request, receive and forward to the Owner two (2) copies of a written warranty and guarantee from the manufacturer and track construction company stating that all work executed under this

Section will be free from defects of material and workmanship for a period of 5 (five) years from the date of substantial completion and project acceptance by Owner and that all defects will be remedied on written notice at no additional cost to the Owner for the track system.

1. The warranty/guarantee submitted shall have the following characteristics:
  - a. Provide full coverage for 5 (five) years from the date of substantial completion and project acceptance by Owner.
  - b. Warrant materials and workmanship.
  - c. Warrant that the materials installed meet or exceed the product specifications.
  - d. Include a provision to repair or replace defective portions.
  - e. Include a warranty from a single source covering workmanship and all self-manufactured or procured materials.
  - f. Guarantee the availability of replacement material for the track system.
  - g. Provide a third-party insured, non-prorated warranty, prepaid for the 5-year warranty term insurance policy.

## PART 2 - PRODUCTS

### 2.1 SYNTHETIC TRACK RESURFACING SYSTEM FOR RUNNING TRACK, 'D' AREAS, LONG JUMP AREAS, AND SAND PIT COVERS

- A. Synthetic track resurfacing system is a two-component elastomeric polyurethane running track resurfacing system that must be compatible with the existing MONDO vulcanized track surfacing system currently installed at the existing facility.
- B. Provide a track re-surfacing system that is compatible with the existing track surfacing system and meets the criteria as set forth below, as provided by:
  1. Beynon Sports; [www.beynonsports.com](http://www.beynonsports.com), 443-610-4661.
  2. Polycoat Products; <https://www.polycoatusa.com/index.php>, 562-802-8834.
  3. Stockmeier Urethanes USA, Inc; [www.stockmeier-urethanes.com](http://www.stockmeier-urethanes.com) ; 304-634-7002.
  4. or approved equal.
- C. Provide a track resurfacing system that has a thickness of 5 mm.
- D. Supply all liquid products by one manufacturer. The following components refer to the Beynon Sports Surfaces specifications.
- E. Elastomeric Polyurethane
  1. Two-component ultraviolet stabilized elastomeric polyurethane compounded from polyol and isocyanate components, based on one hundred percent Methylene Diphenyl Isocyanate (MDI). No Toluene Diisocyanate Isocyanate (TDI) will be allowed.
  2. Color of elastomeric polyurethane: Red.
- F. EPDM Granulate
  1. EPDM granulates size: Approximately 1 to 4 mm in size.
  2. Color of EPDM granulates: Match the color of the elastomeric polyurethane.



- G. Line Marking Paint: Supply line and event marking paint that is single component, moisture cured aliphatic polyurethane paint compatible with the elastomeric polyurethane and EPDM granulate surfacing, as approved by manufacturer.

### PART 3 - EXECUTION

#### 3.1 PREPARATION

- A. Examine existing track for areas of previous repairs, and areas in need of repair. Repair areas identified on the drawings with synthetic track system compatible materials. Repair areas to provide seamless and indiscernible repair of areas after track resurfacing is completed.
- B. Inspect existing track surface for conformity to planarity requirements. The surface must not deviate more than 1/8 inch in 10 feet from the specified grade when checked with a 10-foot straightedge. An impermeable polyurethane surface may also be flooded with water to determine if any “bird baths” or low areas exist.
- C. Preparation: Clean existing track surface of all dirt, grease, oil, food or gum, or other potential bond breakers. Power wash surface and allow surface to dry prior to re-spraying.

#### 3.2 TRACK RE-SURFACING SYSTEM

- A. Prior to application of synthetic track surfacing materials, the entire site shall be fully secured with plastic sheeting to prevent track surfacing materials getting onto adjacent surfaces. Adequately cover the synthetic turf field, concrete turf curb and trench drain, adjacent bituminous concrete, concrete surfaces, and field events not intended to be covered with track surfacing materials, adjacent chain link fencing, and adjacent bleachers. Secure plastic sheeting securely fastened as required to provide optimum protection for overspray. Where plastic sheeting is taped to existing completed surfaces, fully remove tape residue upon completion.
- B. Do not install if adjacent or concurrent construction generates excessive dust, abrasives or any other byproduct that, in the opinion of the installer, would be harmful to the track material, until completion of such works.
- C. If, in the opinion of the installer of the synthetic track resurfacing material, the weather or climatic conditions are detrimental to the proper installation of the surfacing materials, delay work until conditions are acceptable. Preferred installation temperature is 50 degrees Fahrenheit and rising. Execute installation only in dry conditions.
- D. Installation
  1. The 1 to 4 millimeter granules shall be mechanically integrated with a UV stabilized elastomeric polyurethane to the full depth of the 5mm surfacing into the ultraviolet stabilized elastomeric polyurethane to the full depth of the 5 millimeter resurfacing. The resilient textured finish must be a dense matrix of embedded EPDM granules.
  2. The synthetic track resurfacing system components shall be processed and installed by specially designed machinery with automatic electronic

portioning, which provides continuous mixing, feeding and finishing for accurate quality-controlled installation. No hand mixing is allowed.

3. The total thickness of the finished synthetic track resurfacing system shall average 5mm.

### 3.3 CALIBRATING AND MARKING

- A. Apply line striping to meet MIAA standards for dual and class meets. Discussions on specifics related to this shall occur at the pre-installation meeting with Owner including track coach, Athletic Director, and Engineer.
- B. Calibrating and marking shall be applied by a specialist with a minimum five years' experience and five previous successful installations.
- C. The work shall be guaranteed to be accurate and correct and meet the standards required by MIAA or the appropriate governing body as determined in the pre-installation meeting.
- D. Re-striping of the existing track with all running events.
- E. Re-striping of the long/ triple jumps and pole vault.
- F. As indicated on the drawings, stripe an additional straightaway lane line on both existing straightaways for a total of seven lanes each side.

### 3.4 CLEAN UP

- A. Upon completion of the work under this Section, all excess materials and debris resulting from work which has previously not been cleaned up shall be cleaned up and removed from the site.

END OF SECTION 321823.41

## SECTION 329200 - TURF AND GRASSES

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

#### 1.2 SUMMARY

- A. Section Includes:

- 1. Seeding.
- 2. Hydroseeding.
- 3. Turf renovation.
- 4. Erosion-control material(s).

- B. Related Requirements:

- 1. Section 310515 "Soil and Aggregates for Earthwork" for loam.

#### 1.3 DEFINITIONS

- A. Finish Grade: Elevation of finished surface of planting soil.
- B. Pesticide: A substance or mixture intended for preventing, destroying, repelling, or mitigating a pest. Pesticides include insecticides, miticides, herbicides, fungicides, rodenticides, and molluscicides. They also include substances or mixtures intended for use as a plant regulator, defoliant, or desiccant.
- C. Pests: Living organisms that occur where they are not desired or that cause damage to plants, animals, or people. Pests include insects, mites, grubs, mollusks (snails and slugs), rodents (gophers, moles, and mice), unwanted plants (weeds), fungi, bacteria, and viruses.
- D. Planting Soil: Existing, on-site soil; imported soil; or manufactured soil that has been modified with soil amendments and perhaps fertilizers to produce a soil mixture best for plant growth.
- E. Subgrade: The surface or elevation of subsoil remaining after excavation is complete, or the top surface of a fill or backfill before planting soil is placed.

#### 1.4 PRE-INSTALLATION MEETINGS

- A. Pre-installation Conference: Conduct conference at Project site.

## 1.5 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For landscape Installer.
- B. Certification of Grass Seed: From seed vendor for each grass-seed monostand or mixture, stating the botanical and common name, percentage by weight of each species and variety, and percentage of purity, germination, and weed seed. Include the year of production and date of packaging:
  - 1. Certification of each seed mixture for [turfgrass. Include identification of source and name and telephone number of supplier.
- C. Product Certificates: For fertilizers, from manufacturer.
- D. Pesticides and Herbicides: Product label and manufacturer's application instructions specific to Project.

## 1.6 CLOSEOUT SUBMITTALS

- A. Maintenance Data: Recommended procedures to be established by Owner for maintenance of turf during a calendar year. Submit before expiration of required maintenance periods.

## 1.7 DELIVERY, STORAGE, AND HANDLING

- A. Seed and Other Packaged Materials: Deliver packaged materials in original, unopened containers showing weight, certified analysis, name and address of manufacturer, and indication of compliance with state and Federal laws, as applicable.
- B. Sod: Harvest, deliver, store, and handle sod according to requirements in the Turfgrass Producers International's (TPI) "Specifications for Turfgrass Sod Materials" and "Specifications for Turfgrass Sod Transplanting and Installation" sections in TPI's "Guideline Specifications to Turfgrass Sodding." Deliver sod within 24 hours of harvesting and in time for planting promptly. Protect sod from breakage and drying.
- C. Bulk Materials:
  - 1. Do not dump or store bulk materials near structures, utilities, walkways and pavements, or on existing turf areas or plants.
  - 2. Provide erosion-control measures to prevent erosion or displacement of bulk materials; discharge of soil-bearing water runoff; and airborne dust reaching adjacent properties, water conveyance systems, or walkways.
  - 3. Accompany each delivery of bulk materials with appropriate certificates.

## 1.8 FIELD CONDITIONS

- A. Planting Restrictions: Plant during one of the following periods. Coordinate planting periods with initial maintenance periods to provide required maintenance from date of Substantial Completion:

1. Spring Planting: April 1 to June 1.
  2. Fall Planting: August 15 to October 1.
- B. Weather Limitations: Proceed with planting only when existing and forecasted weather conditions permit planting to be performed when beneficial and optimum results may be obtained. Apply products during favorable weather conditions according to manufacturer's written instructions.

## PART 2 - PRODUCTS

### 2.1 SEED

- A. Grass Seed: Fresh, clean, dry, new-crop seed complying with Association of Official Seed Analysts (AOSA's) "Rules for Testing Seeds" for purity and germination tolerances.
- B. Seed Species:
1. Quality: State-certified seed of grass species as listed below for solar exposure.
  2. Quality: Seed of grass species as listed below for solar exposure, with not less than 85 percent germination, not less than 95 percent pure seed, and not more than 0.5 percent weed seed:
- C. Lawn Area Seed Mix (LASM) shall be the following mix:
1. "Rebel II" Tall Fescue 70 Percent.
  2. "Baron" Kentucky Bluegrass 10 Percent.
  3. "Palmer" Perennial Ryegrass 20 Percent.

### 2.2 FERTILIZERS

- A. Commercial mixed free flowing granules or pelleted fertilizer, 10-20-10 (N10-P20-K10) grade for lawn. Fertilizer shall be delivered to the site in original unopened containers each showing the manufacturer's guaranteed analysis conforming to applicable state fertilizer laws. At least 50 percent of nitrogen in the fertilizer used shall be in slowly available organic form.

### 2.3 LIME

- A. Lime shall be ground limestone containing not less than 85 percent calcium and magnesium carbonates and be ground to such fineness that at least 50 percent shall pass a 100-mesh sieve and at least 90 percent shall pass a 20-mesh sieve.

### 2.4 MULCHES

- A. Straw Mulch: Provide air-dry, clean, mildew- and seed-free, salt hay or threshed straw of wheat, rye, oats, or barley.

- B. Compost Mulch: Well-composted, stable, and weed-free organic matter, pH range of 5.5 to 8; moisture content 35 to 55 percent by weight; 100 percent passing through 1-inch sieve; soluble salt content of 2 to 5 decisiemens/m; not exceeding 0.5 percent inert contaminants and free of substances toxic to plantings; and as follows:
  - 1. Organic Matter Content: 50 to 60 percent of dry weight.
  - 2. Feedstock: Agricultural, food, or industrial residuals; biosolids; yard trimmings; or source-separated or compostable mixed solid waste.
- C. Fiber Mulch: Biodegradable, dyed-wood, cellulose-fiber mulch; nontoxic and free of plant-growth or germination inhibitors; with a maximum moisture content of 15 percent and a pH range of 4.5 to 6.5.
- D. Nonasphaltic Tackifier: Colloidal tackifier recommended by fiber-mulch manufacturer for slurry application; nontoxic and free of plant-growth or germination inhibitors.

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- A. Examine areas to be planted for compliance with requirements and other conditions affecting installation and performance of the Work:
  - 1. Verify that no foreign or deleterious material or liquid such as paint, paint washout, concrete slurry, concrete layers or chunks, cement, plaster, oils, gasoline, diesel fuel, paint thinner, turpentine, tar, roofing compound, or acid has been deposited in soil within a planting area.
  - 2. Suspend planting operations during periods of excessive soil moisture until the moisture content reaches acceptable levels to attain the required results.
  - 3. Uniformly moisten excessively dry soil that is not workable or which is dusty.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.
- C. If contamination by foreign or deleterious material or liquid is present in soil within a planting area, remove the soil and contamination as directed by Architect and replace with new planting soil.

### 3.2 PREPARATION

- A. Protect structures; utilities; sidewalks; pavements; and other facilities, trees, shrubs, and plantings from damage caused by planting operations:
  - 1. Protect adjacent and adjoining areas from hydroseeding and hydromulching overspray.
  - 2. Protect grade stakes set by others until directed to remove them.

### 3.3 TURF AREA PREPARATION

- A. Moisten prepared area before planting if soil is dry. Water thoroughly and allow surface to dry before planting. Do not create muddy soil.
- B. Before planting, obtain Architect's acceptance of finish grading; restore planting areas if eroded or otherwise disturbed after finish grading.

### 3.4 SEEDING

- A. Sow seed with spreader or seeding machine. Do not broadcast or drop seed when wind velocity exceeds 5 mph:
  - 1. Evenly distribute seed by sowing equal quantities in two directions at right angles to each other.
  - 2. Do not use wet seed or seed that is moldy or otherwise damaged.
  - 3. Do not seed against existing trees. Limit extent of seed to outside edge of planting saucer.
- B. Sow seed at a total rate of 3 to 4 lb/1000 sq. ft.
- C. Rake seed lightly into top 1/8 inch of soil, roll lightly, and water with fine spray.
- D. Protect seeded areas with slopes 3H to 1V or steeper with erosion-control blankets installed and stapled according to manufacturer's written instructions.
- E. Protect seeded areas with erosion-control mats where indicated on Drawings; install and anchor according to manufacturer's written instructions.
- F. Protect seeded areas with slopes not exceeding 1:6 by spreading straw mulch. Spread uniformly at a minimum rate of 2 tons/acre to form a continuous blanket 1-1/2 inches in loose thickness over seeded areas. Spread by hand, blower, or other suitable equipment:
  - 1. Anchor straw mulch by crimping into soil with suitable mechanical equipment.
  - 2. Bond straw mulch by spraying with asphalt emulsion at a rate of 10 to 13 gal./1000 sq. ft.. Take precautions to prevent damage or staining of structures or other plantings adjacent to mulched areas. Immediately clean damaged or stained areas.
- G. Protect seeded areas from hot, dry weather or drying winds by applying compost mulch within 24 hours after completing seeding operations. Soak areas, scatter mulch uniformly to a thickness of 3/16 inch, and roll surface smooth.

### 3.5 HYDROSEEDING

- A. Hydroseeding: Mix specified seed, commercial fertilizer, and fiber mulch in water, using equipment specifically designed for hydroseed application. Continue mixing until uniformly blended into homogeneous slurry suitable for hydraulic application:
  - 1. Mix slurry with nonasphaltic tackifier.

2. Spray-apply slurry uniformly to all areas to be seeded in a one-step process. Apply slurry at a rate so that mulch component is deposited at not less than 1500-lb/acre dry weight, and seed component is deposited at not less than the specified seed-sowing rate.
3. Spray-apply slurry uniformly to all areas to be seeded in a two-step process. Apply first slurry coat at a rate so that mulch component is deposited at not less than 500-lb/acre dry weight, and seed component is deposited at not less than the specified seed-sowing rate. Apply slurry cover coat of fiber mulch (hydromulching) at a rate of 1000 lb/acre.

### 3.6 TURF RENOVATION

- A. Renovate existing turf where indicated.
- B. Renovate turf damaged by Contractor's operations, such as storage of materials or equipment and movement of vehicles:
  1. Reestablish turf where settlement or washouts occur or where minor regrading is required.
  2. Install new planting soil as required.
- C. Remove sod and vegetation from diseased or unsatisfactory turf areas; do not bury in soil.
- D. Remove topsoil containing foreign materials, such as oil drippings, fuel spills, stones, gravel, and other construction materials resulting from Contractor's operations, and replace with new planting soil.
- E. Mow, dethatch, core aerate, and rake existing turf.
- F. Remove weeds before seeding. Where weeds are extensive, apply selective herbicides as required. Do not use pre-emergence herbicides.
- G. Remove waste and foreign materials, including weeds, soil cores, grass, vegetation, and turf, and legally dispose of them off Owner's property.
- H. Till stripped, bare, and compacted areas thoroughly to a soil depth of 6 inches.
- I. Apply soil amendments and initial fertilizer required for establishing new turf and mix thoroughly into top 4 inches of existing soil. Install new planting soil to fill low spots and meet finish grades:
  1. Soil Amendment(s): Apply according to recommendations of soil report
  2. Initial Fertilizer: Commercial fertilizer applied according to manufacturer's recommendations.
- J. Apply seed or hydroseed as specified above and protect with straw mulch as required for new turf.
- K. Water newly planted areas and keep moist until new turf is established.



### 3.7 TURF MAINTENANCE

- A. General: Maintain and establish turf by watering, fertilizing, weeding, mowing, trimming, replanting, and performing other operations as required to establish healthy, viable turf. Roll, regrade, and replant bare or eroded areas and re-mulch to produce a uniformly smooth turf. Provide materials and installation the same as those used in the original installation.
  - 1. Fill in as necessary soil subsidence that may occur because of settling or other processes. Replace materials and turf damaged or lost in areas of subsidence.
  - 2. In areas where mulch has been disturbed by wind or maintenance operations, add new mulch and anchor as required to prevent displacement.
  - 3. Apply treatments as required to keep turf and soil free of pests and pathogens or disease. Use integrated pest management practices whenever possible to minimize the use of pesticides and reduce hazards.
- B. Watering: Install and maintain temporary piping, hoses, and turf-watering equipment to convey water from sources and to keep turf uniformly moist to a depth of 4 inches:
  - 1. Schedule watering to prevent wilting, puddling, erosion, and displacement of seed or mulch. Lay out temporary watering system to avoid walking over muddy or newly planted areas.
  - 2. Water turf with fine spray at a minimum rate of 1 inch per week unless rainfall precipitation is adequate.

### 3.8 SATISFACTORY TURF

- A. Turf installations shall meet the following criteria as determined by Architect:
  - 1. Satisfactory Seeded Turf: At end of maintenance period, a healthy, uniform, close stand of grass has been established, free of weeds and surface irregularities, with coverage exceeding 90 percent over any 10 sq. ft. and bare spots not exceeding 5 by 5 inches.
- B. Use specified materials to reestablish turf that does not comply with requirements, and continue maintenance until turf is satisfactory.

### 3.9 CLEANUP AND PROTECTION

- A. Promptly remove soil and debris created by turf work from paved areas. Clean wheels of vehicles before leaving site to avoid tracking soil onto roads, walks, or other paved areas.
- B. Remove surplus soil and waste material, including excess subsoil, unsuitable soil, trash, and debris, and legally dispose of them off Owner's property.
- C. Erect temporary fencing or barricades and warning signs as required to protect newly planted areas from traffic. Maintain fencing and barricades throughout initial maintenance period and remove after plantings are established.
- D. Remove nondegradable erosion-control measures after grass establishment period.

END OF SECTION 329200

