

PROJECT MANUAL

Construction Documents

FEH Project No. 2023406

Volume 1
Divisions 01 - 28

Construction of the Edgerton Public Library Study Rooms

Edgerton Public Library Study Rooms
101 Albion St
Edgerton, Wisconsin 53534

08-08-2023



Architects / Engineers / Interiors

Sioux City, IA
712 252 3889

Des Moines, IA
515 288 2000

Dubuque, IA
563 583 4900

Oconomowoc, WI
262 968 2055

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**SECTION 00 01 01
PROJECT TITLE PAGE**

PROJECT MANUAL

FOR

EDGERTON PUBLIC LIBRARY STUDY ROOMS

FEH DESIGN PROJECT NUMBER: 2023406

**CITY OF EDGERTON / EDGERTON PUBLIC LIBRARY
101 ALBION ST
EDGERTON , WISCONSIN 53534**

DATE: 08-08-2023

PREPARED BY: SARAH JANSEN

FEH DESIGN

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**SECTION 00 01 02
PROJECT INFORMATION**

PART 1 GENERAL

1.01 PROJECT IDENTIFICATION

- A. Project Name: Edgerton Public Library Study Rooms, located at:
101 Albion Street.
Edgerton, Wisconsin 53534.
- B. The Owner, hereinafter referred to as Owner / Library: City of Edgerton Public Library

1.02 NOTICE TO PROSPECTIVE BIDDERS

- A. These documents constitute an Invitation to Bid to General Contractors for the construction of the project described below.

1.03 PROJECT DESCRIPTION

- A. Summary Project Description: Adding two Study Rooms to the second floor of Edgerton Public Library consisting of 235 sq. ft.

1.04 PROJECT CONSULTANTS

- A. The Architect, hereinafter referred to as Architect:
 - 1. Company: FEH DESIGN
 - 2. Address: 1241 Corporate Center Drive
 - 3. City, State, Zip: Oconomowoc , WI 53066 .
 - 4. Contact: Kevin Eipperle, Christy Monk, Sarah Jansen.
 - 5. Phone/Fax: 563.583.4900.
 - 6. E-mail: kevine@fehdesign.com, christym@fehdesign.com, sarahjj@fehdesign.com.
- B. Structural Engineer
 - 1. Company: FEH DESIGN
 - 2. Address: 1241 Corporate Center Drive
 - 3. City, State, Zip: Oconomowoc , WI 53066
 - 4. Contact: Elliot Carlovsky
 - 5. Phone/Fax: 563.583.4900
 - 6. E-mail: elliotc@fehdesign.com
- C. Mechanical Engineer
 - 1. Company: Henneman Engineering, Inc.
 - 2. Address: 1232 Fourier Drive , Suite 101
 - 3. City, State, Zip: Madison , WI 53717
 - 4. Contact: Michael Wimmer
 - 5. Phone/Fax: 608.833.7000
 - 6. E-mail: mwimmer@henneman.com
- D. Electrical Engineer
 - 1. Company: Henneman Engineering, Inc.
 - 2. Address: 1232 Fourier Drive , Suite 101
 - 3. City, State, Zip: Madison , WI 53717
 - 4. Contact: Adam Abston
 - 5. Phone/Fax: 608.833.7000
 - 6. E-mail: aabston@henneman.com

1.05 PROCUREMENT TIMETABLE

- A. Pre-Bid Meeting/Tour: August 15th, 2023 10:00 AM
- B. Last Request for Substitution Due: 14 days prior to due date of bids.
- C. Last Request for Information Due: 14 days prior to due date of bids.

- D. Bid Due Date: September 8th, 2023, 10:00 AM
- E. Bid Opening: Same day, after 2:00 PM local time bids due.
- F. Bids May Not Be Withdrawn Until: 60 days after due date.
- G. Desired Substantial Completion Date: March 29th, 2024
- H. Desired Final Completion Date: Not later than 30 calendar days past Substantial Completion.
- I. The Owner / Library reserves the right to change the schedule or terminate the entire procurement process at any time.

1.06 PROCUREMENT DOCUMENTS

- A. Availability of Documents: Complete sets of procurement documents may be obtained electrically from FEH Design:
 - 1. At the following address:
 - a. Sarah Jansen
 - b. sarahjj@FEHDesign.com
- B. Documents are available via:
 - 1. VendorNet: <https://vendornet.wi.gov/>

1.07 BID SECURITY

- A. Bids shall be accompanied by a security deposit as follows:
 - 1. Bid Bond of a sum no less than 5 percent of the Bid Amount on AIA A310 Bid Bond Form.
Or
 - 2. Certified check in the amount of no less than 5 percent of the Bid Amount. Send to
 - a. Beth Krebs-Smith
 - b. Edgerton Public Library
 - c. 101 Albion St
 - d. Edgerton, WI 53534

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION (NOT USED)

END OF SECTION

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END OF SECTION

**SECTION 00 11 13
ADVERTISEMENT FOR BIDS**

FROM:

1.01 THE OWNER / LIBRARY (HEREINAFTER REFERRED TO AS OWNER / LIBRARY):

- A. City of Edgerton / Edgerton Public Library
- B. Address:
 - 101 Albion Street
 - Edgerton, Wisconsin 53534

1.02 AND THE ARCHITECT (HEREINAFTER REFERRED TO AS ARCHITECT):

- A. FEH DESIGN
- B. Address:
 - 1241 Corporate Center Drive
 - Oconomowoc , WI 53066
- C. Architect's Project Number: 2023406

1.03 BIDS DUE

- A. Date: September 8th, 2023
- B. Time: Until 10:00 AM local time
- C. Submitted Electronically to:
 - Wendy Loveland
 - wloveland@edgerton.wi.gov
 - Subject line must include: Bidders Name and "Library Study Rooms Bid Attached"

1.04 NOTICE IS HEREBY GIVEN:

- A. Bids for the Edgerton Public library will be received by the City of Edgerton electrically.
- B. Bids will be publicly opened by the Owner / Library and publicly read by the Owner / Library or designee, on said date and will be acted upon by the Owner / Library at such later time and place as may then be fixed. Award of the Contract shall be to the lowest responsive, responsible bidder determined on the basis of a combination of the Base Bid and selected Alternates. Neither the Owner / Library nor its agents will assume liability for the inability of the bidder to submit a bid in a timely manner. Bids received after the deadline will be rejected. Bidders bear full and complete responsibility for the timely submission of such bid. Time of receipt shall be the time recorded and determined by the Library or designee.
 - 1. Regulatory Requirements: Bidder certifies that all laws of the State of Wisconsin and ordinances of the City of Edgerton in effect at the date of bidding shall be observed by bidder.
 - 2. Bids are anticipated to be reviewed by the City of Edgerton on September 18th, 2023.
 - 3. Bids are anticipated to be reviewed and the project potentially awarded September 18th, 2023.
- C. **ALL BIDDERS ARE REQUIRED TO OBTAIN AND COMPLY WITH THE REQUIREMENTS IN THE INVITATION TO BID DOCUMENTS.**

1.05 TO: POTENTIAL BIDDERS

- A. Project: Edgerton Public Library Study Rooms
- B. Project Scope: The Work of the Project is defined by the Contract Documents and consists of the following:
 - 1. Adding two study rooms to the second floor.
- C. Bids will be received for the following:

1. General Contract, including Architectural, Structural, Mechanical, Electrical, Technology, and Fire Protection .
- D. All bids shall be in accordance with Contract Documents prepared by FEH Design, Which Contract Documents are made a part of this Advertisement by reference thereto.
- E. Bidders can obtain digital bidding documents, from VendorNet: <https://vendornet.wi.gov>
The contractor is responsible for purchasing hard copies upon request of a printing company.
- F. Bidding documents are on file at the Architect 's Office, 1241 Corporate Center Dr, Ononomowoc, WI 53066

Some plan centers may include the documents on their respective electronic sites. Check with the individual plan centers to verify.

A. BIDDING REQUIREMENTS

1. Each Bid shall be made on a form furnished by the Architect , and must be accompanied by a certified check or cashier's check drawn on an Wisconsin bank, or Bid Bond to be executed by corporation authorized to contract as a surety in the State of Wisconsin , in the amount equal to five percent (5%) of the amount of the Bid, made payable to the City of Edgerton , Edgerton , WI and may be cashed by the Owner / Library as liquidated damages in the event that the successful bidder fails to enter into a Contract and file a bond satisfactory to the Owner / Library assuring the faithful fulfillment of the Contract and maintenance of said improvements as required by the law, the provisions of this Notice and Contract Documents within (10) days after acceptance of the lowest responsive, responsible bid. All bids shall be sealed and plainly marked. Any alteration of the Bid Form may be cause for rejection of the bid.
2. **State Sales Tax:** This project is tax exempt. **Do Not** include State Sales Tax in any calculation of Bid totals. Contractor will be provided with WI sales tax exemption number for this project.

B. BIDDER'S QUALIFICATIONS

1. Bidders must be properly licensed under the laws governing their respective trades and be able to obtain insurance and bonds required for the Work. A Performance Bond, separate Labor and Material Payment Bond, and Insurance in a form acceptable to Owner will be required of the successful Bidder.
2. Bidders may qualify to submit bids or proposals, only if they are a legal entity authorized to do business in Wisconsin prior to submitting the bid, offer, or proposal. This applies to both in-state and out-of-state firms.

C. BASIS OF BIDS

1. The successful Bidder will be required to furnish a Performance Bond and Labor and Material Payment Bond in an amount equal to one hundred percent (100%) of the Contract Sum, issued by a responsible Surety approved by the Owner / Library and shall guarantee the faithful performance of the Contract and terms and conditions therein contained and the maintenance of said improvements pursuant to the provisions of the Contract Document. Bid Security shall be made payable to City of Edgerton , Edgerton , WI .
2. Bid Security of two lowest Bidders will be retained until a contract has been awarded and executed, but no longer than 60 days. No Bidder may withdraw their bid within 60 days after opening of bids.
3. City of Edgerton , reserves the right to reject any and all bids, re-advertise for new bids, and to waive informalities that may be in the best interest of City of Edgerton .
4. The bidder shall insert the prices on the Bid Form. The prices inserted shall be net and shall be the full, delivered cost, including all factors whatsoever. No permits shall be waived. The contractor shall be responsible to pay for all required permits to accomplish the work.

5. The City of Edgerton reserves the right to negotiate with the apparent low bidder to reduce the overall project cost.
6. Payment will be made by the City of Edgerton from cash-on-hand from such sources as may be legally available.
7. Monthly estimates will be paid to the Contractor as the work progresses in amounts equal to ninety-five percent (95%) of the Contract value of the work completed during the preceding calendar month, including the actual cost (exclusive of overhead or profit to the Contractor) of materials and equipment of a permanent nature to be incorporated in the work and delivered to and stored at the job site. Such monthly payments shall in no way be construed as an act of acceptance for any part of the work, partially or totally completed. Final payment of the five percent (5%) due each Contractor will be made upon final acceptance of the work under the respective Contract by the Owner / Library, and after receipt of satisfactory evidence that all claims pertaining to such Contract have been paid in full as provided in the Contract Document for said work.
8. The work under the Contract shall be commenced on or before a date to be specified in the Contract or written Notice to Proceed of the Owner and shall achieve Substantial Completion by March 29th, 2024. Start date to be coordinated with Edgerton Public Library, it is required that work will be continuous until completion.
9. The successful bidder is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of the contract to be signed or its rights, title, or interest therein or its power to execute such Agreement to any other person, company or corporation without the previous consent and approval, in writing, by the Edgerton Public Library Board of Trustees.
10. All bids will be governed by applicable provisions in the WI Code and City Policies.

D. PRE-BID MEETING/TOUR:

1. A Pre-Bid Meeting/Tour for interested bidders will be on August 15th, 2023 at 10:00 AM local time at 101 Albion Street , Edgerton , WI 53534 in the Edgerton Public Library . All prospective bidders are encouraged to be present at this Pre-Bid Meeting/Tour. A walk through tour will follow.
2. Each bidder shall visit the site to familiarize themselves with the conditions under which they will operate. All interested parties in attendance at the pre-bid meeting will sign the attendance form. There are no provisions for any additional dates for site visits.

E. REJECTIONS

1. The Owner / Library reserves the right to accept or reject any or all offers.

END OF SECTION

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**SECTION 00 21 13
INSTRUCTIONS TO BIDDERS**

SUMMARY

1.01 INSTRUCTIONS TO BIDDERS

- A. AIA Document A701, "Instructions to Bidders," is hereby incorporated into the Procurement and Contracting Requirements by reference.
- B. This form can be purchased from the American Institute of Architect's State office at cost. Wisconsin Chapter - 321 S Hamilton Street, Madison, WI 53703
- C. Refer to Document 00 2213 Supplemental Instructions to Bidders for additional information that supplements, modifies or adds to the AIA Instructions to Bidders. Where any part of the Instructions for Bidders is modified, the unaltered provision of that part shall remain in effect.
- D. Refer to the Procurement and Contracting Documents for specific information regarding the following:
 - 1. Bid Submittal information and Bid Form
 - 2. Required Bid Submittals
 - 3. Bid Pricing - Terms and Conditions
 - 4. Certifications and Registrations
 - 5. Responsible Bidder Requirements
 - 6. Special Conditions as it relates to Bidding

END OF SECTION

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**SECTION 00 22 13
SUPPLEMENTAL INSTRUCTIONS TO BIDDERS**

1.01 INSTRUCTIONS TO BIDDERS

- A. The "Instructions to Bidders" AIA Document A701, 2018 Edition, Articles 1 through 8 inclusive, is a part of this Contract, a copy of which is available at cost from the office of the American Institute of Architects, Wisconsin Chapter, 321 S Hamilton Street, Madison, WI 53703.

1.02 SUPPLEMENTARY INSTRUCTIONS TO BIDDERS

- A. The following supplements modify or add to the AIA Instructions to Bidders. Where any part of the Instructions to Bidders is modified, the unaltered provisions of that part shall remain in effect.

1.03 MODIFIED INSTRUCTIONS

- A. Article 1: Definitions
 - 1. Modify paragraph 1.1 to include the Notice to Bidders as part of the Bidding Documents.

- B. Article 2: Bidder's Representations
 - 1. Add the following clause 2.1.3.1
 - a. 2.1.3.1 The Bidder has investigated all the required fees, permits, and regulatory requirements of authorities having jurisdiction and has properly included in the submitted Bid, the cost of such fees, permits and requirements not otherwise indicated as provided by Owner.
 - 2. Add the following subparagraph 2.1.5
 - a. 2.1.5 The Bidder is a properly licensed Contractor according to the laws and regulations of the State of Wisconsin and meets qualifications indicated in the Procurement and Contracting Documents.
 - 3. Add the following subparagraph 2.1.6
 - a. 2.1.6 The Bidder has incorporated into the Bid adequate sums for work performed by installers whose qualifications meet those indicated in the Procurement and Contracting Documents.

- C. Article 3: Bidding Documents
 - 1. 3.2 Interpretation or Correction of Bidding Documents - Add the following subparagraphs:
 - a. 3.2.4 in the case of errors, inconsistencies, or ambiguities in the Bidding documents not interpreted or clarified by addendum or discovered too late for an addendum, the following applies:
 - 1) The better quality or greater quantity of Work shall be provided.
 - 2) To the best of their ability, the Bidders shall determine the proper methods or materials to fulfill the design intent of the Bidding Documents and include the cost of providing such methods in the Bid.
 - 3) Failure to request clarification will not waive the responsibility of comprehension of the documents and performance of the Work in accordance with the intent of the documents. Signing the Agreement will be considered as thorough comprehension of intent of the Bidding Documents.
 - b. 3.2.5 The following consultants to the Architect were involved or responsible for the indicated phases or divisions of the Work, and are listed herein as a convenience to the Bidders.

- 1) Mechanical Engineering:
 - (a) Henneman Engineering, Inc.
 - (b) 1232 Fourier Drive
 - (c) Suite 101
 - (d) Madison , WI 53717
 - (e) 608.833.7000
 - (f) Attention: Michael Wimmer
 - 2) Electrical Engineering:
 - (a) Henneman Engineering, Inc.
 - (b) 1232 Fourier Drive
 - (c) Suite 101
 - (d) Madison , WI 53717
 - (e) 608.833.7000
 - (f) Attention: Adam Abston
2. Add the following paragraph:
- a. 3.5 Contracts
 - 1) 3.5.1 The Owner invites the following Bids: Single Prime Contract
- D. Article 4: Bidding Procedures
1. 4.1
 - a. Delete the first sentence in Subparagraph 4.1.6.
 - b. Delete the word "additional" in the second sentence of 4.1.6.
 2. 4.2 Bid Security
 - a. Add the following to Subparagraph 4.2.1:
 - 1) Each Bid shall be accompanied by a certified check, cashier's check, certified share draft or Bid Bond in the amount equal to five percent (5%) of the amount of the Bid as a guarantee that the Bidder will furnish a one hundred percent (100%) Performance Bond and a Labor and Material Payment Bond, and will enter into a Contract with the Owner in accordance with the terms of the Bid within (10) calendar days after receipt of the notice of award. Bid security shall be made payable to the City of Edgerton . Bidders shall use AIA Document A310 - Bid Bond, or another corporate form approvable to the City of Edgerton
 - b. Add the following to Subparagraph 4.2.2:
 - 1) As soon as the Bids have been checked and compared, the Owner may, at its discretion, return the bid security accompanying those Bids that in Owner's judgment would not be considered in making the award. When award is made, the Bid security of the two (2) lowest responsive, responsible Bidders will be retained until the Contract and Bonds have been executed and the Contract approved by the Owner. Should the award be delayed more than sixty (60) days after opening of the Bids, all Bid security will be returned, unless such delay is from cause beyond the control of the Owner.
 3. 4.3 Submission of Bids
 - a. Add the following to Subparagraph 4.3.1:
 - 1) Submit Bid Electronically to:
Wendy Loveland
wloveland@edgerton.wi.gov
Subject line must include: Bidders Name and "Library Study Room Bid Attached"

- b. Submit Bid security in a sealed envelope with (1) Project name and (2) name of Bidder. Label "Bid Security."
 - 1) ADDRESS BIDS TO:
 - 2) Edgerton Public Library
 - 3) Beth Krebs-Smith
 - 4) 101 Albion Street
 - 5) Edgerton, WI 53534

BIDS DUE: September 8th, 2023, at 10:00 AM local time

- c. MAILED BIDS: Sent to address indicated above.
- d. HAND CARRIED BIDS: Deliver to address indicated above.
- e. Bids will be publicly opened and read September 8th, 2023 2:00 AM by the City Clerk.
- f. Add the following Subparagraph 4.3.6
 - 1) Bidders are hereby given notice to check carefully the accuracy and arithmetic of their bids before submission. Errors in bids may result in rejection of that bid and award to the next low bidder and disposition of bid security is at the discretion of the Owner.
- 4. 4.4 Modification or Withdrawal of Bid
 - a. Add the following to Subparagraph 4.4.1:
 - 1) No Bid may be withdrawn within sixty (60) days from the scheduled date for receipt of Bids.
- E. Article 5: Consideration of Bids
 - 1. Acceptance of Bid (Award)
 - a. Amend the first sentence to read as follows: "It is the intent of the Owner to award a Contract to the lowest responsive, responsible Bidder determined on the basis of a combination of the base bid and selected alternates provided the Bid has been submitted in accordance with the requirements of the Bidding Documents and does not exceed the funds available."
- F. Article 6: Post Bid Information
 - 1. 6.3 Submittals
 - a. 6.3.1 Delete the words "as soon as practicable after" (in the first line) and substitute the words "within seven (7) days of".
- G. Article 7: Performance Bond and Labor and Material Payment Bond
 - 1. Modify Subparagraph 7.1.1 as follows:
 - a. 7.1.1 The Contractor shall furnish in duplicate a Performance Bond, Maintenance Bond and Labor and Material Payment Bond, each in the amount of one hundred percent (100%) of the Contract Sum, issued by a responsible surety approved by the Owner. Bidders shall use bid bond forms included in the specifications or of a corporate form approvable to the City of Edgerton . Performance Bond and Payment Bond AIA Document A312.
 - b. Modify the first sentence of Subparagraph 7.2.1 as follows:
 - 1) .1 The Bidder shall deliver the required bonds to the Owner, together with the executed Owner-Contractor Agreements, not later than seven (7) days following the date of the Contract award.

1.04 ADDITIONAL PROVISIONS

- A. Add the following provisions, as indicated:
 - 1. Article 9: Additional Instructions

1. Article 9: Additional Instructions
 - a. 9.1 Preparation of Bids
 - 1) 9.1.1 Bids shall be submitted on the prescribed form and shall be subject to all requirements of the Contract Documents and these INSTRUCTION TO BIDDERS. The Bidder must bid all of the Alternates, if any are listed. Special care shall be exercised in the preparation of Bids. All Bids must be regular in every respect and no interlineations, excisions, or special conditions shall be made or included in the bid form of the Bidder.
 - 2) 9.1.2 Each Bid shall furnish the full business name, business address, and treasury member of the person, firm, or corporation submitting the Bid. The signature of the person signing a Bid shall be the usual signature of that person, and the name of each person signing a Bid shall be typed or printed below the signature.
 - 3) 9.1.3 A Bid by an Individual shall furnish their full name and complete address.
 - 4) 9.1.4 A bid by a Partnership shall furnish the full name and complete home address of each partner. A Bid by a partnership shall be signed with the partnership's name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the person signing the Bid.
 - 5) 9.1.5 A Bid by a Corporation shall be signed with the legal name of the corporation, followed by the State of Incorporation and by the signature of the president, secretary, or other person authorized to bind it in the matter. When requested by the Owner, satisfactory evidence of authority of the officer signing on behalf of a corporation shall be furnished. Attached to a Bid by a corporation shall be a list containing the name and complete home address of each principal officer of the corporation.
 - 6) 9.1.6 The Owner may consider as irregular any Bid on which there is an alteration of or departure from the Bid Form hereto attached and at its option may reject the same.
 - 7) 9.1.7 Bidders shall carefully examine the Bidding Documents and construction site to obtain firsthand knowledge of existing conditions. The Contractors will not be given extra payments for conditions which can be determined by examining the site and Bidding Documents.
 - b. 9.2 Errors In Bid
 - 1) 9.2.1 Bidders or their authorized agents are expected to examine all Contract Documents, Drawings, Specifications, circulars, schedules, and other instructions pertaining to the Work. Failure to do so will be at the Bidder's own risk and he cannot secure relief on the plea of error in the Bid.
 - c. 9.3 Disqualification of Bidder
 - 1) 9.3.1 Any one or more of the following causes may be considered as sufficient for the disqualification of a Bidder and the rejection of his Bid:
 - 2) 9.3.1.1 More than one bid for the same work from an individual, firm, partnership, or corporation under the same or different names.
 - 3) 9.3.1.2 Evidence of collusion among Bidders. (Participants in such collusion may receive no recognition as Bidders for any future work.)
 - 4) 9.3.1.3 Lack of responsibility as evidenced by poor workmanship and progress of past work.
 - 5) 9.3.1.4 Incomplete work that in the judgment of the Owner might hinder or prevent the prompt completion of additional work if awarded.
 - 6) 9.3.1.5 For being in arrears on existing contracts, in litigation with the Owner, or having defaulted on a previous contract.
 - 7) 9.3.1.6 The attention of Bidders is directed to the Wisconsin Administrative Code regarding unlawful combinations in making public contracts.
 - d. 9.4 Approval of Contract

- 1) 9.4.1 No contract is binding upon the Owner until it has been executed by and approved by the Owner and delivered to the Contractor and the Contract Bond has been filed with the City of Edgerton , and approved.
- e. 9.5 Award
 - 1) 9.5.1 The Owner will select the Bid that it deems most reasonable and in its best interest in terms of cost, quality, appearance, performance of the Contractor and the Contractor's proximity to the site and his ability to service the Project after it has been completed.
 - 2) 9.5.2 The Contract will be awarded based on the above qualifications to the lowest responsive, responsible Bidder for the lowest combination of Base Bid and selected Alternates.
 - 3) 9.5.3 The City of Edgerton , Edgerton , WI , reserves the right to reject any and/or all Bids and waive any or all informalities, as authorized by law, in connection therewith and shall award the Bid based on the best interests of the Owner.
- f. 9.6 Contract Time
 - 1) 9.6.1 Bidder agrees to commence Work as soon as possible on or before 10 days after receiving a written "Notice to Proceed" from the Owner, and to substantially complete the Project as soon as possible. The dates of substantial completion shall be so stated by the Construction Bidder in the space provided on the BID FORM and in compliance with project schedule. **A flexible start date is allowed, within 90 days fo the Notice to Proceed letter, but the substantial completion date is not flexible.**
- g. Sales and Use Tax
 - 1) 9.7 The Bidder shall not include in the bid State of Wisconsin Tax for building materials that will be incorporated into real property for this project. Each Contractor shall provide a list of subcontractors and sub-sub contractors with their Federal Identification Number to the Owner, The Owner will issue exemption certificates to contractors, subcontractors, sub-sub contractors and suppliers in order to eliminate tax from the construction materials following award of contracts. If material is purchased outside the state of Wisconsin and the other State requires that the contractors, subcontractors, and sub-sub contractors and suppliers pay sales tax they are recommended to include this price in their Bid unless they are able to obtain a sales tax refund from said State.
- h. Law and Regulations
 - 1) 9.8 The Bidder's attention is directed to the fact that all applicable state laws, municipal ordinances and the rules and regulations of all authorities having jurisdiction over construction of the Contract are applicable the same as though herein written out in full.

END OF SECTION

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**SECTION 00 31 00
AVAILABLE PROJECT INFORMATION**

PART 1 GENERAL

1.01 EXISTING CONDITIONS

- A. Certain information relating to existing surface and subsurface conditions and structures is available to bidders for convenience and information, but will not be part of Contract Documents, as follows:

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION (NOT USED)

3.01 OBTAINMENT OF PERMITS

- A. Contractor to obtain the following required permits, at no cost to Owner / Library:
1. Building Permit for all trades. The permit fees will be waived by the City of Edgerton. A permit application submission is required by the contractor.
 2. Any other permit required to conduct work outlined in the bid documents.

END OF SECTION

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**SECTION 00 41 00
BID FORM**

THE PROJECT AND THE PARTIES

1.01 TO:

- A. City of Edgerton (Owner / Library)
101 Albion Street
Edgerton , WI 53534

1.02 FOR:

- A. Project: Edgerton Public Library Study Rooms
- B. Project Number: 2023406
- C. BIDS DUE: Friday, September 8th, 2023 at 10:00 AM local time.
- D. BID LOCATION:
 - 1. Edgerton Public Library
 - 2. Beth Krebs-Smith
 - 3. 101 Albion St
 - 4. Edgerton, WI 53534

1.03 SUBMITTED BY: (BIDDER TO ENTER NAME AND ADDRESS)

- A. Bidder's Full Name _____
 - 1. Address _____
 - 2. City, State, Zip _____
 - 3. Date _____
 - 4. Phone _____

1.04 OFFER

- A. The Bidder, in compliance with Advertisement for Bid for the Edgerton Public Library Study Rooms , having examined the drawings and specifications with related documents and the site of the proposed work, and being familiar with all of the conditions surrounding the construction of the proposed Project, including the availability of materials and labor, hereby proposes to furnish all labor, materials, equipment and supplies and to construct the Project in accordance with the Contract Documents, within the time set forth therein, and at the prices stated below.
- B. Bidder agrees to perform all of the Contract Work, including architectural, structural, mechanical, electrical, civil, and utility work, described in the Specifications and shown on the Drawings for the sum of:

- 1. _____ Dollars
(Bidder to write out amount in text)
- 2. \$ _____
(Bidder to write out amount in numbers)

In the case the sums listed above differ, the lowest amount listed will be used.

- C. Accompanying this Bid is a certified check, cashier's check, or Bid Bond as Bid Security, as required by the Bidding Documents.
- D. All Cash and Contingency Allowances described in Section 01 21 00 - Allowances are **INCLUDED** in the Bid Sum.

1.05 ACCEPTANCE

- A. This offer shall be open to acceptance and is irrevocable for Sixty days from the bid closing date.

- B. If this bid is accepted by Owner / Library within the time period stated above, we will:
 - 1. Execute the Agreement within seven days of receipt of Notice of Award.
 - 2. Furnish the required bonds within seven days of receipt of Notice of Award.
- C. If this bid is accepted within the time stated, and we fail to commence the Work or we fail to provide the required Bond(s), the security deposit shall be forfeited as damages to Owner / Library by reason of our failure, limited in amount to the lesser of the face value of the security deposit or the difference between this bid and the bid upon which a Contract is signed.
- D. In the event our bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.
- E. The Owner / Library reserves the right to reject any or all bids submitted, re-advertise for new bids, and to waive any informalities therein in the best interest of City of Edgerton and the Edgerton Public Library Board of Trustees.

1.06 CONTRACT TIME

- A. Substantial Completion:
 - 1. All work required by the Contract Documents for Edgerton Public Library Study Rooms shall achieve Substantial Completion by March 29th, 2024.
- B. In lieu of date indicated above, Bidder proposes that all work required by the Contract Documents shall achieve Substantial Completion by the date indicated below.
 - 1. Bidder Proposed Substantial Completion Date: _____

1.07 IN KIND CONTRIBUTIONS

- A. The base bid includes and reflects in-kind contributions from the following contractors and suppliers:
 - 1. Contractor _____ In-Kind Amount: \$ _____.
 - 2. Contractor _____ In-Kind Amount: \$ _____.
 - 3. Contractor _____ In-Kind Amount: \$ _____.
 - 4. Contractor _____ In-Kind Amount: \$ _____.
 - 5. Contractor _____ In-Kind Amount: \$ _____.

1.08 ALLOWANCE

- A. The base bid includes those allowances described in the Contract Documents which is scheduled in section 01 21 00 "Allowances".

1.09 ADDENDA

- A. The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.
 - 1. Addendum # _____ Dated _____.
 - 2. Addendum # _____ Dated _____.

1.10 CONTRACTOR'S LICENSE

- A. The undersigned further states that it is a duly licensed contractor, for the type of work proposed, in Edgerton, WI and that all fees, permits, etc pursuant to submitting this proposal have been paid in full.

1.11 INSURANCE

- A. The undersigned agrees to provide Liability Insurance, Workmen's Compensation Insurance, Employer's Liability, as required by applicable Federal, State, and Local Laws, and in the amounts specified. Certificates shall be filed with the Owner prior to commencement of the Work.

1.12 TAXES

- A. The undersigned certifies that all of the prices stated above do not include Wisconsin State Sales and Retailers Occupational Tax.

1.13 SUBCONTRACTOR IDENTIFICATION

- A. Heating, Ventilation, & Air Conditioning Subcontractor _____.
- B. Plumbing Subcontractor _____.
- C. Electrical Subcontractor _____.
- D. Fire Protection Subcontractor _____.

1.14 BID FORM SIGNATURE(S)

- A. The Corporate Seal of
- B. _____
- C. (Bidder - print the full name of your firm)
- D. was hereunto affixed in the presence of:
- E. _____
- F. (Authorized signing officer, Title)
- G. Signed and sealed this _____ day of _____, 2023 .
- H. Legal Classification: The undersigned does hereby declare that the Proposer has the legal status checked below.
 - 1. _____ Individual
 - 2. _____ Co-Partnership
 - 3. _____ Corporation Incorporated under the Laws of the State of Wisconsin .

END OF SECTION

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**SECTION 00 50 00
CONTRACTING FORMS AND SUPPLEMENTS**

PART 1 GENERAL

1.01 CONTRACTOR IS RESPONSIBLE FOR OBTAINING A VALID LICENSE TO USE ALL COPYRIGHTED DOCUMENTS SPECIFIED BUT NOT INCLUDED IN THE PROJECT MANUAL.

- A. AIA Forms can be purchased from the American Institute of Architect's State office at cost.
 - 1. American Institute of Architects - Wisconsin
 - a. 321 S Hamilton Street, Madison, WI 53703

1.02 AGREEMENT AND CONDITIONS OF THE CONTRACT

- A. AIA Document A101-2017 "Standard Form of Agreement between Owner and Contractor Where the Basis of Payment is a Stipulated Sum"
- B. See Section 00 72 00 - General Conditions for the General Conditions incorporated by reference.
- C. See Section 00 73 00 - Supplementary Conditions for the Supplementary Conditions.

1.03 FORMS

- A. Use the following forms for the specified purposes unless otherwise indicated elsewhere in Contract Documents.
- B. Bond Forms:
 - 1. Bid Bond Form: AIA A310.
 - 2. Performance and Payment Bond Form: AIA A312.
- C. Post-Award Certificates and Other Forms:
 - 1. Certificate of Insurance Form: ACORD Certificate of Insurance 25.
 - a. Supplemental Attachment: AIA G715
 - 2. Schedule of Values Form: AIA G703.
 - 3. Application for Payment Forms: AIA G702 with AIA G703 (for Contractors).
- D. Clarification and Modification Forms:
 - 1. Architect's Supplemental Instructions Form: AIA G710-1992.
 - 2. Construction Change Directive Form: AIA G714.
 - 3. Work Changes Proposal Request Form: AIA G709-2001.
 - 4. Change Order Form: AIA G701.
- E. Closeout Forms:
 - 1. Closeout Form: See Section 01 77 10 included in this Project Manual.
 - 2. Contractor's Affidavit of Release of Liens Form: AIA G706A
 - 3. Consent of Surety to Final Payment Form: AIA G707.

1.04 REFERENCE STANDARDS

- A. AIA A310 - Bid Bond 2010.
- B. AIA A312 - Performance Bond and Payment Bond 2010.
- C. AIA G701 - Change Order 2017.
- D. AIA G702 - Application and Certificate for Payment 1992.
- E. AIA G703 - Continuation Sheet 1992.
- F. AIA G706A - Contractor's Affidavit of Release of Liens 1994.
- G. AIA G707 - Consent of Surety to Final Payment 1994.
- H. AIA G709 - Proposal Request 2018.
- I. AIA G709-2001 - Proposal Request 2001.
- J. AIA G715 - Supplemental Attachment for ACORD Certificate of Insurance 25 2017.

- K. AIA G710-1992 - Architect's Supplemental Instructions 1992.
- L. AIA G710 - Architect's Supplemental Instructions 2017.
- M. AIA G714 - Construction Change Directive 2017.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

**SECTION 00 72 00
GENERAL CONDITIONS
FORM OF GENERAL CONDITIONS
INCLUDED AS PART OF THE CONTRACT BY REFERENCE.**

GENERAL CONDITIONS OF THE CONTRACT FOR CONSTRUCTION
American Institute of Architects -AIA Form A201-2017

**STANDARD AMERICAN INSTITUTE OF ARCHITECT'S FORMS TO BE INCLUDED BY
REFERENCE.**

**THE FOLLOWING STANDARD FORMS PRODUCED BY THE AMERICAN INSTITUTE OF
ARCHITES ARE A PART OF THESE BID DOCUMENTS AND WILL BE INCLUDED AS PART OF
THE SIGNED CONTRACT.**

NOTE: THIS FORM IS THE 2017 EDITION

**GENERAL CONDITIONS OF THE CONTRACT FOR CONSTRUCTION
AMERICAN INSTITUTE OF ARCHITECTS - AIA FORM A201**

**THIS FORM CAN BE PURCHASED FROM THE AMERICAN INSTITUTE OF ARCHITECT'S
STATE OFFICE AT COST.**

**AMERICAN INSTITUTE OF ARCHITECTS
AIA WISCONSIN**

RELATED REQUIREMENTS

2.01 SECTION 01 42 16 - DEFINITIONS.

END OF SECTION

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**SECTION 00 72 10
SUPPLEMENTARY CONDITIONS**

PART 1 GENERAL

1.01 SUMMARY

- A. These Supplementary Conditions amend and supplement the General Conditions defined in Document 00 72 00 - General Conditions and other provisions of the Contract Documents as indicated below. Provisions that are not so amended or supplemented remain in full force and effect.
- B. The terms used in these Supplementary Conditions that are defined in the General Conditions have the meanings assigned to them in the General Conditions.

1.02 RELATED SECTIONS

- A. Section 00 50 00 - Contracting Forms and Supplements.
- B. Section 00 72 00 - General Conditions of the Contract, AIA Document A201-2017 by reference.
- C. Section 01 42 16 - Definitions.

1.03 MODIFICATIONS TO GENERAL CONDITIONS

- A. Article 1: General Provisions
 - 1. Change Paragraph 1.1 as follows:
 - a. 1.1.1 The Contract Documents
 - 1) Delete the last sentence of Paragraph 1.1.1 and replace with the following:
 - (a) The Contract Documents also include the bidding requirements (Notice to Bidders and Instruction to Bidders). Unless specifically enumerated in the agreements, the Contract Documents do not include sample forms and the Contractor's Bid Form. The Contract Documents executed or identified in accordance with Subparagraph 1.5.1 shall prevail in case of an inconsistency with subsequent versions made through manipulatable electronic operations involving computers.
 - b. 1.1.2 The Contract
 - 1) Create subparagraph 1.1.2.1
 - (a) The Contract Documents shall be signed by the Owner and Contractor. If either the Owner or Contractor or both do not sign all the Contract Documents, the Architect shall identify such unsigned Documents. No Contract shall be formed between parties until all Contract Documents are executed by both parties.
 - c. Modify the second sentence in Section 1.1.8 to read as follows:
 - 1) "The Initial Decision Maker shall not be liable for results of interpretations or decisions rendered in good faith."
 - d. Add Section 1.1.9:
 - 1) Terms: The terms indicated below shall be defined as having the meanings assigned to them as follows:
 - (a) .1 Products: Means new material, machinery, components, equipment, fixtures, and systems forming the Work, but does not include machinery and equipment used for preparation, fabrication, conveying and erection of the Work. Products may also include existing materials or components required for reuse.
 - (b) .2 Furnish: To supply and deliver, unload, inspect for damage.
 - (c) .3 Install: To unpack, assemble, erect, apply, place, finish, cure, protect, clean, and make ready for use.
 - (d) .4 Provide: To furnish and install.
 - (e) .5 Substitute the word "Architect/Engineer" for "Architect" each time the latter word appears.
 - 2. Add the following sentences to the end of Section 1.2.1:

- a. In the case of an inconsistency between Drawings and Specifications, or within either Document itself, not clarified by Addendum, the better quality or greater quantity of Work shall be provided in accordance with the Architect's interpretation. In any case of discrepancy, the facts are to be brought to the attention of the Architect for a decision or interpretation.
 3. Add Section 1.2.4
 - a. Sections of Division 1 - General Requirements govern the execution of the Work of all sections of the specifications.
 4. Add Paragraph 1.4.1 to Paragraph 1.4:
 - a. 1.4.1 In the event of conflict among the various provisions of the Contract Documents, the terms shall be interpreted in the following order of propriety:
 - 1) Modifications to the Contract
 - 2) The Contract
 - 3) Special Conditions
 - 4) General Conditions
 - 5) Drawings & Specifications
 5. Section 1.5 Ownership and Use of Drawings, Specifications, and Other Instruments of Service
 - a. Delete Section 1.5.1 and substitute the following:
 - 1) Design Documents or other Instruments of Service are Architect's / Engineer's exclusive property. Architect/Engineer retains all common law, statutory and other reserved rights in the Design Documents or other Instruments of Service, including all copyrights in and to Design Documents and other Instruments of Service. Contractor, Subcontractors, Sub-subcontractors, and material or equipment suppliers shall not own or claim copyright in Design Documents or other Instruments of Service. Submittal or distribution to meet official regulatory requirements, or for other purposes in connection with Project are not to be construed as publication in derogation of Architect's / Engineer's reserved rights.
 6. Modify Section 1.6.1 by replacing the words "to whom the notice is addressed" with the words "listed in the Contract".
 7. Modify Section 1.6.2 by replacing the words "to whom the notice is addressed" with the words "listed in the Contract".
 8. 1.7 Digital Data Use and Transmission
 - a. Delete Section 1.7.1 and substitute the following:
 - 1) The Architect/Engineer may, with the concurrence of the Owner, furnish to the Contractor versions of Instruments of Service in electronic form. The Contract Documents executed or identified in accordance with Subparagraph 1.5.1 shall prevail in case of an inconsistency with subsequent versions made through manipulatable electronic operations involving computers.
- B. Article 2: Owner
1. Delete Sections 2.1.2 and 2.2.
 2. 2.3 Information and Services Required Of The Owner
 - a. Modify Section 2.3.3 to read as follows:
 - 1) If the employment of the Architect terminates, the Owner shall employ a successor whose status under the Contract Documents shall be that of the Architect.
 - b. Add the following language to the end of Paragraph 2.3.4:
 - 1) The Contractor shall compare information furnished by the Owner (including observable physical conditions) and the Contract Documents and on the basis of such review, shall report to the Owner and Architect any conflicts, errors or omissions. Contractor shall be responsible for any additional costs, delays and damages resulting from the Contractor's failure to immediately report any such errors, inconsistencies or omissions.
 3. Change Paragraph 2.5 by deleting the current language and replacing with the following:

- a. Create subparagraph 2.5.1
 - 1) If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents, and fails within a seven (7) day period, or such shorter time period as may be reasonable under circumstances, after receipt of written notice from the Owner to the Contractor, to commence and continue correction of such default or neglect with diligence and promptness, the Owner may notify the Surety and request it to assume the obligations of the Contractor within seven (7) days following receipt by Contractor and Surety of written notice or the Owner may, without prejudice to any other remedies the Owner may have, correct such deficiencies. In such case an appropriate Change Order or Construction Change Directive shall be issued deducting from the payments then or thereafter due the Contractor, the cost of correction of such deficiencies, including reasonable attorney's fees and compensation for the Architect/Engineer's additional services incurred as result of such default, neglect or failure. Such action by Owner, and amounts charged to the Contractor are both subject to prior concurrence with Architect/Engineer. If current or future payments thereafter due Contractor are not sufficient to cover such amounts, Contractor, or Surety, shall pay difference to Owner.
- C. Article 3: Contractor
1. Add the following at the end of Paragraph 3.1.1:
 - a. Contractor shall at request of Owner prior to execution of Agreement and promptly from time to time as requested by the Owner, thereafter furnish Owner an update and current financial statement and/or Contractor Qualification Statement on AIA Document A305.
 2. Add Sub-paragraph 3.1.2.1 as follows:
 - a. 3.1.2.1 The Contractor shall supervise and direct Work in excellent and workmanlike manner, complete the work and everything properly incidental thereto as stated in the Project Manual and Drawings or reasonably implied therefrom and otherwise in accordance with Contract Documents. In no case shall the Contractor proceed with any portion of the Work in any uncertainty.
 3. Add at the end of Paragraph 3.1.3 as follows:
 - a. The Contractor shall not be relieved of its obligations to perform the Work in accordance with the Contract Documents either by activities or duties of the Architect in the Architect's administration of the Contract, or by tests, inspections or approvals required or performed by persons or entities other than the Contractor. To the extent permitted by law, the Contractor waives any rights, claims, or causes of action against Owner as a result of activities or duties or intentional or negligent misconduct by the Architect in the Architect's administration of the Contract, or representations made by Architect/Engineer in Instruments of Service.
 4. 3.2 Review Of Contract Documents and Field Conditions By Contractor
 - a. Add the following new language to the end of Paragraph 3.2.1:
 - 1) The Contractor also represents that all Contract Documents for the Project have been examined; including those intended for work of trades not normally performed by the Contractor's own forces, and that it has become thoroughly familiar with all conditions which may pertain to or affect the Work under the Contract.
 - b. Add the following language to Paragraph 3.2.2.:
 - 1) Modify Section 3.2.2 to add the words:
 - (a) including any ordering of materials' in line two after the word "Work".
 - 2) Any costs associated with Contractor's failure to immediately notify the Architect and the Owner of items listed above shall be borne by the Contractor.
 - c. Add to the end of Section 3.2.3 the following:
 - 1) 3.2.3 The Contractor must take field measurements and verify Site conditions, and must carefully compare such field measurements and Site conditions and

- other information known to the Contractor with the Contract Documents, before ordering any material or doing any Work at the Site.
- d. Delete Section 3.2.4 and substitute the following:
 - 1) Contractor shall make frequent inspections during progress of Work to confirm that Work previously performed by Contractor is in compliance with Contract Documents and applicable laws and regulations bearing on performance of Work and Referenced Standards and that portion of Work previously performed by Contractor or by others are in proper condition to receive subsequent Work.
 - e. Add the following Paragraphs 3.2.5 - 3.2.8 to Section 3.2:
 - 1) 3.2.5 If the Contractor believes that any portions of the Contract Documents do not comply with applicable laws, statutes, ordinances, building codes, and rules and regulations, or any orders by code enforcement officials or the Owner or its designee acting in the capacity of building code inspectors or Referenced Standards, the Contractor must promptly notify the Owner and the Architect of the non-compliance as provided in Section 3.2.6 and request direction before proceeding with the affected Work.
 - 2) 3.2.6 Contractor shall promptly notify Owner and Architect/Engineer in writing of any apparent errors, inconsistencies, omission, ambiguities, construction impracticalities or code violations discovered as result of Contractor's review of Contract Documents including any differences between actual and indicated dimensions, locations and descriptions, and shall give Owner and Architect/Engineer timely notice in writing of same and any corrections, clarifications, additional Drawings or Specifications, or other information required to define Work in greater detail or to permit proper progress of Work. Contractor shall provide similar notice with respect to any variance between its review of Site and physical data and Site conditions observed.
 - 3) 3.2.7 If Contractor performs any Work involving an apparent error, inconsistency, ambiguity, construction impracticality, omission or code violation in Contract Documents of which Contractor is aware, or which could reasonably have been discovered by review required by Section 3.2, without promptly written notice to Owner and Architect/Engineer and request for correction, clarification or additional information, as appropriate, Contractor does so at its own risk and expense and all claims relating thereafter are specifically waived.
 - 4) 3.2.8 The Owner is entitled to reimbursement from the Contractor for amounts paid to the Architect/Engineer for evaluating and responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where the requested information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, or other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation.
 5. Change Section 3.3.1 to add the word "written" between the words "timely" and "notice" in line 7.
 6. Add Section 3.3.4 as follows:
 - a. The Contractor acknowledges that it is Contractor's responsibility to hire all personnel for the proper and diligent prosecution of the Work and the Contractor shall use its best efforts to maintain labor peace for the duration of the Project. In the event of a labor dispute, the Contractor shall not be entitled to any increase in the Contract Sum.
 7. Change Paragraph 3.4.1 to read as follows:
 - a. 3.4: Labor and Materials
 - 1) Add the following new language to the end of Paragraph 3.4.1:
 - 2) Work required by the Contract Documents to be performed after working hours or work the Contractor elects to perform after hours shall be completed at no additional cost to the Owner.
 8. Add Section 3.4.2 as follows:

- a. Except in the case of minor changes in the Work approved by the Architect in accordance with Section 3.12.8 or ordered by the Architect in accordance with Section 7.4, the Contractor may make substitutions only with the consent of the Owner, after evaluation by the Architect and in accordance with a Change Order or Construction Change Directive.
 - b. Add Sections 3.4.2.1, 3.4.2.2 and 3.4.2.3 to Section 3.4.2:
 - 1) 3.4.2.1 After the Contract has been executed, the Architect, Owner, and Contractor shall function as a team to evaluate, review and consider substitution of products in place of those specified under the conditions set forth by the Architect.
 - 2) 3.4.2.2 After the Contract has been executed, the Owner and Architect/Engineer may consider requests for the substitution of products in place of those specified. The Owner and Architect/Engineer may, but are not obligated to, consider only those substitution requests that are in full compliance with the conditions set forth in the General Requirements (Division 1 of the Specifications). By making requests for substitutions, the Contractor:
 - (a) .1 represents that it has personally investigated the proposed substitute product and determined that it is equal or superior in all respects to that specified;
 - (b) .2 represents that it will provide the same warranty for the substitution as it would have provided for the product specified;
 - (c) .3 certifies that the cost data presented is complete and includes all related costs for the substituted product and for Work that must be changed as a result of the substitution, except for the Architect/Engineer's redesign costs, and waives all claims for additional costs related to the substitution that subsequently become apparent; and
 - (d) .4 Agrees that it shall, if the substitution is approved, coordinate the installation of the accepted substitute, making such changes as may be required for the Work to be complete in all respects.
 - 3) 3.4.2.3 The Owner shall be entitled to reimbursement from the Contractor for amounts paid to the Architect/Engineer for reviewing the Contractor's proposed substitutions and making agreed-upon changes in the Drawings and Specifications resulting from such substitutions.
9. Add the following to the end of Section 3.4.3:
- a. Persons permitted to perform Work under Contractor or any Subcontractor or Sub-Subcontractor shall meet all employment eligibility, safety training, security or drug/alcohol testing requirements required by law or by Owner. Any person not complying with all such requirements shall be immediately removed from the site.
 - b. Add Section 3.4.3.1 to Section 3.4.3:
 - 1) The Contractor or its Subcontractors shall not be owned, operated, or managed by a registered sex offender who has been convicted of a sex offense against a minor. In addition, the Contractor or their Subcontractors shall not permit an employee who is a registered sex offender convicted of a sex offense against a minor on real property of the Owner / Library . The Contractor and its Subcontractors shall further acknowledge and certify services provided under this Contract comply with the above requirements, and shall fully execute and deliver copies of Acknowledgment and Certification to the Owner / Library prior to execution of Agreement.
10. Strike existing Paragraph 3.5.1 and replace with the following:
- a. 3.5.1 Contractor shall warrant to Owner that materials and equipment furnished under Contract will be of good quality and new unless otherwise required or permitted by Contract Documents, that workmanship will be free from defects not inherent in quality required or permitted, that workmanship will comply with all applicable laws, building codes, rules and regulations, and that workmanship will conform to requirements of Contract Documents.

11. Add the following Paragraphs to 3.5:
 - a. 3.5.3 The Contractor's general warranty and any additional or special warranties are not limited by the Contractor's obligations to specifically correct defective or nonconforming Work as provided in Article 12, or are they limited by any other remedies provided in the Contract Documents. The Contractor shall also be liable for any damage to property or persons (including death) including consequential and direct damages relating to any breach of the Contractor's general warranty or any additional or special warranties required by the Contract Documents.
 - b. 3.5.4 The Contractor shall furnish all special warranties required by the Contract Documents to the Owner no later than Substantial Completion. The Owner may require additional special warranties in connection with the approval of "Or-Equals" or Substitutions, Allowance items, Work that is defective or nonconforming, or the acceptance of nonconforming Work pursuant to Article 12.
 - c. 3.5.5 In case of work performed by Subcontractors and where warranties are required, secure warranties from said Subcontractors addressed to and in favor of the Owner. Deliver copies of same to Architect upon completion of work. Delivery of said warranties shall not relieve the Contractor from any obligations assumed under any other provision of contract.
12. Delete Section 3.6 text and add Sections 3.6.1 through 3.6.7 to Section 3.6:
 - a. 3.6.1 Wisconsin Use Taxes shall be paid on all supplies and materials used in, and made component parts of, the Project.
 - b. 3.6.2 Wisconsin Sales Taxes shall not be paid on qualified building materials purchased, or withdrawn from inventory, which will be incorporated into real property for Project.
 - c. 3.6.3 The Owner is a designated tax exempt entity and will distribute Tax Exemption Certificates and Authorization Letters to the Contractor and all Subcontractors who have been identified at, or before filing of the Performance Bond.
 - d. 3.6.4 At or before the time the Performance Bond is filed, Contractor shall provide a listing to the Owner identifying all Subcontractors. Listing shall indicate company name, address, telephone number, fax number, contact name, and Employer ID # for Contractor and each Subcontractor. Contractor and Subcontractors shall make copies of the Tax Exemption Certificate and provide to each supplier providing construction material, a copy of the Tax Exemption Certificate. This Certificate will allow the Contractor and Subcontractors to purchase qualified building materials free from sales tax for the Project. The Tax Exemption Certificate and Authorization Letter have been developed exclusively for this purpose and are applicable only for the specific Project under this Contract.
 - e. 3.6.5 Contractor shall be responsible for informing themselves of tax laws, requirements, regulations, and interpretations as they apply to this Project.
 - f. 3.6.6 Contractor shall maintain all records, invoices, receipts, or other accounting data regarding material purchases and shall allow, upon written request of Owner, and within reasonable time frame after receipt of such request, Owner to audit such records to verify tax savings. If audit reveals taxes paid or savings not transferred to Owner, Contractor shall be liable to Owner for those amounts and Owner may back charge Contractor for those amounts if balance of funds due and payable remains at time of such discovery.
 - 1) .1 Contractor shall require all Subcontractors of any tier to maintain all records, invoices, receipts, or other account data regarding material purchases. Contractor shall collect such records with each application for payment if receives from its Subcontractors and shall maintain such records in same manner and location as Contractor's records.
 - 2) .2 Contractor shall ensure its Subcontractors and any lower-tier Subcontractors including these obligations in their contracts and bind themselves in same manner as Contractor is bound to Owner.
13. Change Section 3.7 as follows:

- a. Delete Section 3.7.1 and substitute the following:
 - 1) 3.7.1 Unless otherwise specified in the Contract Documents, the Contractor shall secure and pay for the building permit and other permits and governmental fees, licenses, and inspections, including storm water permits, necessary for proper execution and completion of the Work which are legally required when bids are received or negotiations concluded.
- b. Delete Paragraph 3.7.3 and replace as follows:
 - 1) 3.7.3 If the Contractor, or any of its Subcontractors, performs Work knowing it to be contrary to applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, the Contractor shall assume appropriate responsibility for such Work and shall bear the costs attributable to correction.ity for such Work and shall bear the costs attributable to correction.
- c. Modify Section 3.7.4 as follows:
 - 1) Add the words “, in writing,” in line 11 after the word “Contractor.”
 - 2) Add the following before the last line: “Failure to properly register a claim within the 21 day period shall be grounds for denial of the claim.”
- d. Modify subparagraph 3.7.5 to read as follows:
 - 1) Add the words “knowingly” and “and recognizes” on each side of the word “encounters” in the first sentence and add the words “or good faith belief of such existence” between the words “existence” and “of” in the last sentence.
- e. Add the following new Paragraph 3.7.6:
 - 1) The Contractor is responsible for scheduling inspections related to the performance of its Work and ensuring Work is complete for inspections. Any costs associated with reinspections caused by irregularities, deficiencies or non-conforming Work will be borne by the responsible contractor including all Architectural and Engineering Services related to evaluation of the problem and development of an acceptable solution.
- f. Add the following new Paragraph 3.7.7:
 - 1) The Contractor shall take note and comply with all governing laws, rules, and regulations affecting the Work. This may include, but is not limited to, such laws, rules, and regulations as:
 - (a) .1 Licensing of Contractors for special requirements, eg hazardous waste removal.
 - (b) .2 Requirements for special construction permits.
 - (c) .3 Exemption from sales tax, if applicable.
 - (d) .4 Employment requirements when required by law or by Owner.
 - (e) .5 Local labor requirements.
 - (f) .6 Non-discriminatory hiring practices.
- g. Add the following new Paragraph 3.7.8:
 - 1) State of Wisconsin, its agencies, and its political subdivisions, including cities, school districts and public utilities are required by Code to require reciprocal resident bidder and resident labor force preference.
 - 2) Add the following new Paragraph 3.7.8.1:
 - (a) Resident Bidder: means person or entity authorized to transact business in State of Wisconsin and having place of business for transacting business with state at which it is conducting and has conducted business for at least three (3) years prior to date of first advertisement for public improvement. If another state or foreign country has more stringent definition of Resident Bidder, more stringent definition shall be applicable as to bidders from that state or foreign country.
 - 3) Add the following new Paragraph 3.7.8.2:
 - (a) Resident Bidder shall be allowed preference against nonresident bidder from state or foreign country other than Wisconsin if that state or foreign country gives or requires any preference to bidders from that state or

- foreign country, including, but not limited to, any preference to bidders, the imposition of any type of force preference, or any other form of preferential treatment to bidders or laborers from state or foreign country. Preference allowed shall be equal to preference given or required by state of foreign country in which nonresident bidder is resident.
- 4) Add the following new Paragraph 3.7.8.3:
 - (a) If Contractor is nonresident bidder Contractor is required to specify in Agreement between Owner and Contractor, whether any preference is in effect in nonresident bidder's state or country at time of this bid and identify source of regulations.
14. Change Paragraph 3.9 to read as follows:
- a. Delete subparagraph 3.9.1 and replace with the following:
 - 1) The Contractor shall employ a competent superintendent and necessary assistants who shall be in attendance at the Project site at all times during performance of the Work, including work of the Contractor's subcontractors. Any change in superintendent personnel must be approved by the Owner. The superintendent shall represent the Contractor, and communications given to the superintendent shall be as binding as if given to the Contractor. Other communications shall be similarly confirmed on written request in each case. This individual shall be fluent in all languages necessary to communicate with Contractor's employees. Owner shall be furnished with the e-mail address and cell phone numbers for the Superintendent. The approved superintendent will work in this position until completion of the Work unless the superintendent shall no longer be in the Contractor's employ, or shall be released at the request of the Architect and/or Owner.
 - b. Delete subparagraph 3.9.2 and replace with the following:
 - 1) The Contractor shall, within three (3) business days of the Owner's notification of an intent to award the Contract, submit to the Owner, and Architect/Engineer, the name and qualifications of the proposed superintendent(s) for review and approval. Within fourteen (14) days of receipt of the information, the Architect shall notify the Contractor whether the Owner or Architect has reasonable objection to the proposed superintendent. When the superintendent(s) are approved, they shall not be removed without the Owner's written approval which will not be unreasonable withheld. The responsibility of the superintendent is to supervise, schedule, coordinate, and manage field operations.
 - c. Add subparagraph 3.9.3.1 as follows:
 - 1) The Superintendent or Superintendents shall be thoroughly competent with full experience in all phases of the Work to be performed under this Contract. Anyone not deemed capable of directing all trades involved in the Work shall be replaced or supplemented immediately upon request, by someone who is satisfactory. After a satisfactory superintendent has been assigned, they shall not be withdrawn without the consent of the Architect and/or Owner.
15. Change Paragraph 3.10 as follows:
- a. 3.10: Contractor's Construction Schedules
 - 1) Delete Sections 3.10.1 and 3.10.2 and substitute the following:
 - (a) Section 3.10.1:
 - (1) The Contractor, within ten (10) days of award of Contract, shall prepare and submit in its native electronic and graphic format, Owner's and Architect/ Engineer's approval Contractor's baseline construction schedule for Work. Schedule shall not exceed time limits current under Contract Documents, shall be revised at appropriate intervals as required by conditions of Work and Project, shall be related to entire Project to extent required by Contract Documents, or as requested by Owner or Architect/Engineer, and shall provide for expeditious and practicable execution of Work. Schedule at minimum shall

demonstrate rate of work (ROW), availability dates, permits, submittals, working drawings, procurement, fabrication, delivery of materials, construction, and other activities necessary to complete Work. Thereafter, Contractor shall prepared and update construction schedule on at least a monthly basis a current Construction Schedule, if not more frequently at Owner's or Architect's request, to be submitted to Owner in graphic and native electronic format with each Application for Payment. Each update shall include narrative including:

- (2) .1 Description of status of schedule.
 - (3) .2 Discussion of current and anticipated delays.
 - (4) .3 Discussion of progress of critical path activities.
 - (5) .4 Discussion of critical path for remainder of project.
 - (6) .5 Listing and discussion of logic changes and duration changes.
- (b) Section 3.10.2:
- (1) Contractor shall prepare submittal schedule within fourteen (14) days after being awarded Contract and thereafter as necessary to maintain current submittal schedule. The Contractor shall submit schedule(s) for Architect/Engineer's approval. Architect/Engineer's approval shall not unreasonably be delayed or withheld. If the Contractor fails to submit a submittal schedule, or fails to provide submittals in accordance with the approved submittal schedule, the Contractor shall not be entitled to any increase in Contract Sum or extension of Contract Time based on the time required for review of submittals. Submittal schedule shall:
 - (2) .1 be coordinated with Contractor's construction schedule, and;
 - (3) .2 allow Architect/Engineer reasonable time to review submittals.
 - 2) Add subparagraph 3.10.4 as follows:
 - (a) The Contractor shall furnish information concerning the Work. This information will include, but not be limited to the following:
 - (1) Daily: Manpower by craft.
 - (2) Weekly: Two week look ahead schedule update. Delivery requirements and status of materials.
 - (3) Monthly: Written report including schedule update as outlined above and cost information.
16. Delete Section 3.11 text and substitute the following:
- a. Contractor shall maintain at site for Owner one copy of Drawings, Specifications, Addenda, Current Construction Schedule, Change Orders and other Modifications, in good order and marked currently to indicate field and similar required submittals. Contractor shall display current Construction Schedule at site for reference and reliance by Owner and Architect/Engineer. These shall be available to Architect/Engineer and shall be delivered to Architect/Engineer for submittal to Owner upon completion of Work as record of Work as constructed.
17. Change Paragraph 3.12 as follows:
- a. Add the following to the end of Paragraph 3.12.5: "The Contractor shall provide the Owner and the Architect with copies of all submittals made to regulatory agencies.
 - b. Add the following at end of Section 3.12.7:
 - 1) Contractor shall correct at their cost, and without any adjustment in Contract time, any Work the correction of which is required due to Contractor's failure to obtain approval of submittal required to have been obtained prior to proceeding with Work, including, but not limited to, correction of any conflicts in Work resulting from such failure.
 - c. Delete subparagraph 3.12.8 and replace with the following:
 - 1) The Work shall be in accordance with reviewed submittals except that the Contractor shall not be relieved of responsibility for deviations from requirements of the Contract Documents by the Architect's review of Shop Drawings, Product

- Data, Samples or similar submittals unless the Contractor has specifically informed the Architect in writing of such deviation at the time of submittal and (1) the Architect has taken appropriate action relative to the specific deviation as a minor change in the work, or (2) a Change Order or Construction Change Directive has been issued authorizing the deviation. The Contractor shall not be relieved of responsibility for errors or omission in Shop Drawings, Product Data, Samples or similar submittals by the Architect's review thereof.
- d. Modify Section 3.12.10.1 by adding the word "reasonably" before the word "rely" in line 4.
 - e. Add Section 3.12.11 to Section 3.12:
 - 1) The Architect/Engineer's and Consultant's review of Contractor's submittals will be limited to examination of an initial submittal and 1 resubmittal. Architect will notify the Contractor before beginning a further review that such review will result in additional cost to the Owner which can be charged back to Contractor. The Contractor shall reimburse the Owner for amounts paid to the Architect/Engineer for evaluation of additional resubmittals.
18. Change Paragraph 3.13 to read as follows:
- a. 3.13: Use Of Site
 - 1) Add the following new Paragraph 3.13.2:
 - (a) Contractor shall perform the Work so as to cause a minimum of inconvenience to and interruption of the Owner's operations. Any and all interruptions of the operations of the Owner necessary for the performance of the Work shall be noted in the progress schedule and the Contractor shall additionally give the Owner sufficient advance notice of such interruption as to allow the Owner to adjust operations accordingly. Contractor's failure to give the Owner timely notice of such intentions shall place the responsibility of any resulting delays or additional costs solely with the Contractor.
 - 2) Add the following new Paragraph 3.13.3:
 - (a) Except as may be specifically provided in the Contract Documents, the Contractor shall provide all necessary temporary facilities, including power, water, sanitation, scaffolding, storage, and security. If Owner makes any such facilities available to Contractor, it is without representation or warranty as to their adequacy for Contractor's use, and Contractor shall indemnify, defend, and hold Owner harmless from and against any claims arising out of Contractor's use of such facilities.
 - 3) Add the following new Paragraph 3.13.4:
 - (a) The Contractor shall not bring or permit any subcontractor, supplier or anyone else for whom the Contractor is responsible, to bring on the site any asbestos, PCB's petroleum, hazardous waste or radioactive materials (except for proper use in performing the Work)
19. Strike Paragraph 3.15.1 and 3.15.2 and replace with the following:
- a. 3.15 CLEANING UP, WORKING HOURS AND NOISE ORDINANCE
 - 1) 3.15.1 Work will be performed in accordance with the Contract Documents, the Applicable Building Code, and other applicable law governing the Contractor's performance of the Work. No delays resulting from compliance with applicable laws or regulations may form the basis for any claim by the Contractor for delay damages or additional compensation or for any extensions of the Contract Time. The Contractor must not permit work outside of hours established in the Contract Documents on a Saturday, Sunday or State or federal holiday without the written consent of the Owner, given after prior written notice to the Architect and any other applicable consultants; such consent, if given, may be conditioned upon payment by the Contractor of the Owner's, Architect's and any other applicable consultants' additional costs and fees, testing or regulatory agency costs incurred in monitoring such off-hours Work. The Contractor must notify

the Owner as soon as possible if Work must be performed outside such times in the interest of the safety and protection of persons or property at the Site or adjacent thereto, or in the event of an emergency. In no event shall the Contractor permit Work to be performed at the Site without the presence of the Contractor's superintendent and person responsible for the protection of persons and property at the Site and compliance with all applicable laws and regulations, if different from the superintendent.

- 2) 3.15.2 The Contractor must comply with any applicable Noise Ordinances and any successor or substitute provisions covering the regulation of noise levels. It is the duty of the Contractor to familiarize itself with those provisions and perform the Work in compliance with those provisions.
- 3) 3.15.3 The Contractor must keep the Site and adjacent areas free from accumulation of waste materials or rubbish caused by operations under the Contract, and must keep tools, construction equipment, machinery and surplus materials suitably stored when not in use. If the Contractor fails to do so in a manner reasonably satisfactory to the Owner or the Architect within forty-eight (48) hours after notice or as otherwise required by the Contract Documents, the Owner may clean the Site and back charge the Contractor for all costs associated with the cleaning. The Contractor shall keep the premises and surrounding area free from accumulation of waste materials or rubbish caused by operations under the Contract. At completion of the Work, the Contractor shall remove waste materials, rubbish, the Contractor's tools, construction equipment, machinery and surplus materials from and about the Project.

20. Change Paragraph 3.18 to read as follows:

a. 3.18 Indemnification

1) Delete 3.18.1 in its entirety and replace with the following:

(a) 3.18.1 To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner, and its agents, representatives, employees, and consultants from and against all claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of or resulting from or in connection with the performance of the Work, provided that any such claim, damages, loss, or expense is caused in whole or in part by any negligent act or omission of the Contractor, anyone directly or indirectly employed by it or anyone for whose acts it may be liable, regardless of whether or not it is caused in part by the negligence or fault of a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity what would otherwise exist as to any party or person described in the Agreement.

2) Delete 3.18.2 in its entirety and replace with the following:

(a) 3.18.2 In any and all Claims against the Owner or any of its agents, representatives, employees, and consultants by any employee of the Contractor, or anyone directly or indirectly employed by any of them or anyone for whose acts it may be liable, the indemnification obligation under this Section shall not be limited in any way by any limitations on the amount or types of damages, compensation or benefits payable by or for the Contractor under the workers' or workmen's compensation acts, disability benefit acts, or other employee benefit acts.

b. Add the following subparagraphs to 3.18;

- 1) 3.18.3 "Claims, damages, losses, and expenses" as these words are used in this agreement shall include claims, damages, losses, or expenses of any sort whatsoever and shall also include, but not be limited to (1) injury or damage consequent upon the failure of or use or misuses by Contractor, its Subcontractors, agents, servants, or employees, of any kind of equipment, whether or not the same be owned, furnished, or loaned by Owner; (2) all

attorneys fees and costs incurred in bringing an action to enforce the provisions of this indemnity or any other indemnity contained in the General Conditions, as modified by the Supplementary General Conditions; and (3) time expended by the parties being indemnified and employees, at their usual rates plus cost of travel, long distance telephone, and reproduction of documents.

- 2) 3.18.4 Contractor's indemnity obligations under this Paragraph 3.18 shall also specifically include, without limitation, all fines, penalties, damages, liability, costs, expenses (including, without limitation, reasonable attorneys' fees), and punitive damages (if any) arising out of, or in connection with, any (i) violation of or failure to comply with any law, statute, ordinance, rule, regulation, code, or requirement of a public authority that bears upon the performance of the Work by Contractor, Subcontractors, or any person or entity for whom either is responsible, (ii) means, methods, procedures, techniques, or sequences of execution or performance of the Work, and (iii) failure to secure and pay for permits, fees, approvals, licenses, and inspections as required under the Contract Documents, or any violation of any permit or other approval of a public authority applicable to the Work, by Contractor, Subcontractors, or any person or entity for whom either is responsible, but only to the extent caused by the negligent acts or omissions of Contractor, Design Consultants, Subcontractor, or any person or entity for whom either is responsible.
- 3) 3.18.5 In the event the Owner should prevail in any legal action arising out of the performance or non-performance of this Agreement, the Contractor shall pay, in addition to any damages, all expenses of such action including reasonable attorney's fees, all expert witness fees, costs, and litigation expenses incurred by the Owner, including those incurred on appeal. The term "legal action" shall be deemed to include any arbitration, administrative proceedings, and all actions at law or in equity, including appeals.

21. Article 4: Administration Of The Contract

- a. Delete Section 4.1.1 and substitute the following:
 - 1) The "Architect" is defined in this Contract as the Engineer or Architect lawfully licensed by the State to practice architecture or engineering or an entity, licensed by the State to lawfully practice architecture or engineering identified as such in this Contract and as is referred to throughout the Contract documents as if singular in number. The term "Engineer," "Architect/Engineer," "Engineer/Architect," "Architect's authorized representative," "Engineer's authorized representative," or "Architect/Engineer's authorized representative" shall mean "Architect" as defined in this paragraph.
- b. Delete Paragraph 4.2.2. and replace with the following:
 - 1) The Architect, as a representative of the Owner, shall attend construction meetings and visit the site while Work is in progress not less often than as outlined in the Contract between Owner and Architect, or as otherwise mutually agreed to by the parties, to observe and evaluate the site and the Work; to become familiar with the progress and quality of the Work; and to determine whether the Work evaluated and observed is proceeding in accordance with the Contract Documents and construction schedule and whether there are defects or deficiencies in the Work evaluated and observed. On the basis of on-site observations and evaluations, the Architect shall keep the Owner reasonably informed of the progress and quality of the Work and its conformance with the Construction Documents and the construction schedule. However, the Architect will not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. The Architect will not have control over, charge of, or responsibility for, the construction means, methods, techniques, sequences or procedures, or for the safety precautions and programs in connection with the Work, since these are solely the Contractor's

- rights and responsibilities under the Contract Documents, except as provided in Section 3.3.1.
- c. Add Section 4.2.2.1 to Section 4.2.2:
 - 1) The Owner is entitled to reimbursement from the Contractor for amounts paid to the Architect/Engineer for site visits made necessary by the fault of the Contractor or by defects and deficiencies of the Work.
 - d. Delete Section 4.2.4 and substitute with the following:
 - 1) Except as otherwise provided in the Contract Documents or when direct communications have been specially authorized, the Owner and Contractor shall include the Architect in communications that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any relevant direct communications between the Owner and the Contractor otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect. Communications by and with Subcontractors and suppliers shall be through the Contractor. Communications by and with Separate Contractors shall be through the Owner. The Contract Documents may specify other communication protocols.
 - 2) Add the following subparagraphs:
 - (a) 4.2.4.1 All notices, demands, requests, instructions, approvals, proposals and claims must be in writing. Any notice or demand upon the Contractor shall be sufficiently given if delivered at the office of the Contractor stated on the signature page of the agreement (or at such other office as the contractor may from time to time designate in writing to the Owner), or if deposited in the United States mail in a sealed, postage-paid envelope or delivered with charges prepaid to any telegraph company for transportation, in each case addressed to such office.
 - (b) 4.2.4.2 All papers required to be delivered to the Owner shall, unless otherwise specified in writing to the Contractor, be delivered to the office of FEH DESIGN, 951 Main Street, Dubuque, IA 52001 and any notice to or demand upon the Owner shall be sufficiently given if so delivered, or if deposited in the United States mail in a sealed, postage prepaid envelope, or delivered with charges prepaid to any telegraph company for transmission to said Owner at such address, or to such other representatives of the Owner may subsequently specify in writing to the Contractor for such purpose.
 - (c) 4.2.4.3 Any such notice shall be deemed to have been given as of the time of actual delivery of (in the case of mailing) when the same should have been received in due course of post, or in the case of telegrams, at the time of actual receipt, as the case may be.
 - 3) Add the following to Section 4.2.7:
 - (a) The Architect will review the initial submittal and one (1) re-submittal. If further review is required on more than one (1) re-submittal (i.e. second, third, or more re-submittal) the Architect will do so on an hourly basis and notify Contractor before beginning the further review that such review will result in additional cost to the Owner which can be charged back to the Contractor. The Architect will then charge the Owner for this additional service (as provided in the Agreement between the Architect and Owner) and the Owner will then deduct the sum due for those additional services occasioned by excessive re-submittals from the amount due to the Contractor at the next application for payment. In addition, if submittals are provided either incomplete or requiring other submittals in order to conduct an appropriate review, and the Contractor requests review of these "incomplete" submittals, they will be reviewed on an hourly basis as set forth above.

- 4) Add Section 4.2.7.1 to Section 4.2.7:
 - (a) In no case will the Architect/Engineer's required review period on any submittal be less than fifteen (15) calendar days after receipt of the submittal from the Contractor.
 - 5) Add Section 4.2.14.1 to Section 4.2.14:
 - (a) Contractor's requests for information shall be prepared and submitted in accordance with Division 1 General Requirements sections on form acceptable to Architect/Engineer. The Architect/Engineer will return without action requests for information that does not conform to requirements of the Contract Documents.
22. Article 5: Subcontractors
- a. 5.2 Award of Subcontracts and other Contracts for Portions of the Work
 - 1) Make the following changes to paragraph 5.2.1:
 - (a) Replace the words "as soon as practicable" (line 1) with the words "within 10 days".
 - (b) Add to the end of paragraph 5.2.1:
 - (1) A list of Subcontractors shall be submitted in duplicate on AIA Document G805, 2001 Edition. Contractor shall update this list throughout Project and keep Owner and Architect/Engineer advised of any new subcontractors employed.
 - 2) 5.2.3 Add the following language to the end of subparagraph:
 - (a) Acceptance or rejection of any subcontractor shall not relieve the Contractor of performance of Work as called for under the Contract Documents, nor shall acceptance of a particular subcontractor be construed as acceptance of any particular purpose or material.
 - 3) Add Paragraph 5.2.5 Manufacturers and Fabricators:
 - (a) Add subparagraph 5.2.5.1:
 - (1) Not later than thirty (30) days after the date of commencement of the Work, the Contractor shall furnish in writing to the Owner through the Architect/ Engineer the names of persons or entities proposed as manufacturers or fabricators for certain products, equipment and systems identified in the General Requirements (Division 1 of the Specifications) and, where applicable the name of the installing Subcontractor. The Architect/Engineer may reply within fourteen (14) days to the Contractor in writing stating 1) whether the Owner or the Architect/ Engineer has reasonable objection to any such proposed person or entity or 2) that the Architect/Engineer requires additional time to review. Failure of the Owner or Architect/Engineer to reply within the fourteen (14) day period shall constitute notice of no reasonable objection.
 - (b) Add subparagraph 5.2.5.2:
 - (1) The Contractor shall not contract with a proposed person or entity to whom the Owner or Architect/Engineer has made reasonable and timely objection. The Contractor shall not be required to contract with anyone to whom the Contractor has made reasonable objection.
 - (c) Add subparagraph 5.2.5.3:
 - (1) If the Owner or Architect/Engineer has reasonable objection to a person or entity proposed by the Contractor, the Contractor shall propose another to whom the Owner or Architect/Engineer has no reasonable objection. If the proposed but rejected manufacturer or fabricator was reasonable capable of performing the Work, the Contract Sum and Contract Time shall be increased or decreased by the difference, if any, occasioned by such change, and an appropriate Change Order shall be issued before commencement of the substitute manufacturer's or fabricator's Work. However, no increase in the

- Contract Sum or Contract Time shall be allowed for such change unless the Contractor has acted promptly and responsively in submitting names as required.
- (d) Add subparagraph 5.2.5.4:
 - (1) The Contractor shall not substitute a person or entity previously selected if the Owner or Architect/Engineer makes reasonable objection to such substitution.
 - 4) 5.4 Contingent Assignment of subcontractors:
 - (a) Delete Paragraph 5.4.2 in its entirety.
23. Article 6: Construction by Owner or by Separate Contract
- a. Add the following to the end of Paragraph 6.1.1:
 - 1) The Contractor shall give notification of the potential of a claim in writing to Owner and/or Separate Contractor within forty-eight (48) hours of the occurrence or discovery of the potential of an occurrence of the delay or action that will result in making a claim.
 - b. Delete the last sentence of Section 6.2.2 and insert the following to the end of section:
 - 1) , except as to defects not then reasonably discoverable.'
24. Article 7: Changes in the Work
- a. Add the following to the end of Paragraph 7.1.1:
 - 1) No claim for an addition to the maximum Contract sum shall be considered a valid claim unless a written change order procedure is followed as outlined in this Section. Verbal authorization for changes must be supported by written approval before being considered valid.
 - b. Add the following Clauses to 7.1.2:
 - 1) 7.1.2.1 All changes in Material or Methods as described in the Plans and Specifications must have written approval by the Owner and Architect prior to incorporation in the Project.
 - 2) 7.1.2.2 All changes in the Plans and Specifications must be documented by a Change Order Form issued by the Architect & approved by the Owner.
 - 3) 7.1.2.3 Total adjustments in Contract Amount are to reflect a reasonable markup to reflect overhead and profit, not to exceed as follows:
 - 4) 7.1.2.3.1 Change executed by Subcontractor: 10% by Subcontractor for overhead and profit and 5% by General Contractor for coordination and profit. Subcontractor and Sub-subcontractor's total aggregate shall not exceed ten percent (10%) percent of the total cost including labor and material cost.
 - 5) 7.1.2.3.2 Change executed by Contractor without subcontractor involvement: 10% for all costs including overhead and profit.
 - 6) On Work deleted from the Contract, credit to the Owner shall be the Architect/Engineer approved net cost plus one-half (1/2) of the overhead and profit percentage noted above.
 - 7) 7.1.2.3.3 Contractor and Sub-contractors shall provide written detailed documentation for each (sub) contractor showing their time and materials on all changes submitted for review by the Architect unless pre-approved at a fixed amount. In order to facilitate checking of quotations for extras or credits, all proposals, except those so minor that their propriety can be seen by inspection, shall be accompanied by a complete itemization of costs including labor, materials and Subcontracts. Labor and materials shall be itemized in the manner described above. Where major cost items are Subcontracts, they shall be itemized also. In no case will a change involving over \$500.00 be approved without such itemization.
 - c. Add the following subparagraph 7.2.2:
 - 1) 7.2.2 The forms used to process a Change Order will include AIA Document G701, Change Order

- d. Add the following subparagraph 7.2.3:
 - 1) Contractor shall submit change proposals covering contemplated Change Order within ten (10) days after request of Owner, or Architect/Engineer or within ten (10) days after event giving rise to Contractor's claim for change in Contract Sum or Contract Time. No increase in Contract Sum or extension of Contract Time will be allowed Contractor for cost or time involved in making change proposals. Change proposals shall define or confirm in detail Work which is proposed to be added, deleted, or changes and shall include any adjustment which Contractor believes to be necessary in (i) Contract Sum, (ii) Contract time. Any proposed adjustment shall include detailed documentation including, but not limited to; cost, properly itemized and supported by sufficient substantiating data to permit evaluation including cost of labor, materials, supplies and equipment, rental cost of machinery and equipment, additional bond cost, plus fixed fee for profit and overhead (which includes office overhead and site-specific overhead and general conditions) of ten percent (10%) if Work is performed by Contractor, or five percent (5%) if Work is performed by Subcontractor or Sub-subcontractor. Subcontractors and Sub-subcontractors overhead and profit in turn shall not exceed total aggregate of ten percent (10%). Change proposals shall be binding upon Contractor and may be accepted or rejected by Owner at their discretion. Owner may, at their option, instruct Contractor to proceed with Work involved in change proposal in accordance with this section without accepting change proposal in its entirety.
 - e. Add the following subparagraph 7.2.4
 - 1) If the Owner determines that a change proposal is appropriate, the Architect will prepare and submit a request for a Change Order or Contract Amendment providing for an appropriate adjustment in the Contract Sum or Contract Time, or both, for further action by the Owner. No such change is effective until the Owner and Architect sign the Change Order.
 - f. Add the following to subparagraph 7.3.2:
 - 1) ,upon prior written approval of the Owner:"
25. Article 8: Time
- a. Add the following new Clause to 8.1.1:
 - 1) 8.1.1.1 The project shall be substantially complete by 06-28-2024.
 - 2) Contractor may, at Contractor's option, complete the project at an earlier date to be indicated on the Bid Form.
 - b. Add the following to the end of 8.1.2:
 - 1) or the date of the Notice To Proceed, whichever occurs later."
 - c. Add the following paragraphs to 8.2:
 - 1) Add the following at end of 1st sentence of Section 8.2.2:
 - (a) or prior to approval of Certificates of Insurance, and Additional Insured Endorsement and Notice of Cancellation Endorsement required to be submitted to Owner under Contract.
 - 2) 8.2.3 Add the following to the end of paragraph 8.2.3, "If Contractor's Work shall fall behind schedule for reasons that are not excused under the terms of the Contract, Contractor shall add additional workers or shifts, and/or work overtime as necessary to maintain the Construction Schedule."
 - 3) 8.2.4 The Contractor must conform to the most recently approved Construction Schedule. The Contractor must complete the indicated Work or achieve the required percentage of completion, as applicable, within any interim completion dates established in the most recently approved Construction Schedule.
 - 4) 8.2.5 The Contractor must maintain at the Site, available to the Owner and the Architect for their reference during the progress of the Work, a copy of the approved Construction Schedule and any approved revisions thereto. The Contractor must keep current records of and mark on a copy of the approved Construction Schedule the actual commencement date, progress, and

- completion date of each scheduled activity indicated on the Construction Schedule.
- 5) 8.2.6 The Contractor represents that its bid includes all costs, overhead and profit which may be incurred throughout the Contract Time and the period between Substantial and final Completion. Accordingly, the Contractor may not make any claim for delay damages based in whole or in part of the premise that the Contractor would have completed the Work prior to the expiration of the Contract time but for any claimed delay.
 - 6) 8.2.7 If the Contractor's progress is not maintained in accordance with the approved Construction Schedule, or the Owner determines that the Contractor is not diligently proceeding with the Work or has evidence reasonably indicating that the Contractor will not be able to conform to the most recently approved Construction Schedule, the Contractor must, promptly and at no additional cost to the Owner, take all measures necessary to accelerate its progress to overcome the delay and ensure that there will be no further delay in the progress of the Work and notify the Owner.
 - 7) 8.2.8 The Owner reserves the right to issue a written directive to accelerate the Work that may be subject to an appropriate adjustment, if any, in the Contract Sum. If the Owner requires an acceleration of the Construction Schedule and no adjustment is made in the Contract Sum, or if the Contractor disagrees with any adjustment made, the Contractor must file a claim as provided in Article 15 or the same will be deemed to be conclusively waived.
- d. Change paragraph 8.3.1 as follows:
- 1) Delete the words "labor dispute" and add the words "excusable weather delays as defined in Section 15.1.5.2", between the words "fire" and "unusual" in 3rd line of section 8.3.1.
- e. Add the following language to the end of Paragraph 8.3.1:
- 1) A time extension shall be Contractor's sole remedy and compensation for all such delays other than those resulting from the acts or negligence of the Owner, the Architect, or the Owner's separate contractors (collectively "Owner Caused Delays"). For proven Owner Caused Delays, the Contractor may recoup the actual costs resulting from such delays, but not for any additional profit or fee.
26. Article 9: Payments And Completion
- a. 9.2 Schedule of Values:
 - 1) Add to Paragraph 9.2 :
 - (a) In the 1st sentence, add the words "thirty (30) days" between the words "Architect," and "before."
 - b. 9.3 Application for Payment
 - 1) Delete Paragraph 9.3.1 and replace as follows:
 - (a) 9.3.1 At least thirty (30) days before the date established for each progress payment, the Contractor shall submit to the Architect an itemized Application for Payment for operations completed in accordance with the schedule of values. Such application shall be notarized, if required, and supported by such data substantiating the Contractor's right to payment as the Owner or Architect may require, such as copies of requisitions from Subcontractors and material suppliers. If the Contract Documents required the Owner to retain a portion of the payments until some future time, the Applications for Payment shall clearly state the percentage and the amount to be retained. Once the Application is approved by the Architect, the Application for Payment must be submitted for approval to the City of Edgerton at their next regularly scheduled meeting. The application must be received at the Owner / Library office at least one week prior to the scheduled meeting for it to be included in that meeting's scheduled business. The form of Application for Payment shall be a notarized AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT,

- supported by AIA Documents G703, CONTINUATION SHEET. Contractor shall furnish forms.
- 2) Modify Section 9.3.1.2 by inserting the following the word "Payments" in line 1: 'must be consistent with the approved Schedule of Values and'.
 - 3) Add the following new Clauses to 9.3.1:
 - (a) 9.3.1.3 Until Substantial Completion the Owner shall pay 95% of the amount due the Contractor on account of progress payments.
 - (b) 9.3.1.4 The Owner's release of retained funds and final payment to the Contractor shall be made in accordance with Wisconsin Code.
 - (c) 9.3.1.3 Progress payments shall be made monthly upon application. Monthly estimates will be paid to the Contractor as the work progresses in the amounts equal to ninety-five percent (95%) of the Contract Value of the work completed, including materials and equipment delivered and properly stored at the Project site, during the preceding calendar month, and will be based upon an Application prepared by the Contractor and subject to the approval of the Architect. The Contractor shall submit the Application for Payment to the Architect not later than the first day of the following month. The Owner shall make payment to the Contractor by the last day of the month. Such monthly payments shall in no way be construed as an act of acceptance for any part of the work, partially or totally completed. The remaining balance of five percent (5%) of the Contract Sum, shall be paid by the Owner to the Contractor no earlier than thirty-one (31) days after the date of final acceptance of said Work by the Owner, subject to the conditions and in accordance with the provisions the Code of Wisconsin. No such partial of final payment will be due until the Contractor has certified to the Owner that the materials, labor and services involved in each estimate have been paid for in accordance with the requirements stated in the Specifications.
 - c. Modify Paragraph 9.5 Decisions to Withhold Certification:
 - 1) Add the following to the end of Paragraph 9.5.1:
 - (a) Service work not attended to.
 - (b) Evidence of lack of careful workmanship.
 - (c) Unworkmanlike or over expeditious construction.
 - (d) Lack of attention to the special field duties specified.
 - 2) Delete subparagraph 9.5.4 in its entirety.
 - d. 9.6 Progress Payments
 - 1) Add the words "following City approval" between the words "payment" and "in" in 1st line of Section 9.6.1.
 - 2) Add the following language to the end of Paragraph 9.6.1:
 - (a) Owner will, within thirty (30) days of presentation to them of Notarized Certificate for Payment, pay Contractor progress payment on basis of approved Application for Payment. Laws of State of Wisconsin shall be followed regarding Contractor Payment, with a five percent (5%) retainage held from each progress payment. Final payment shall be made no sooner than thirty-one (31) days following final approval and acceptance of completed Project. Until Substantial Completion, the Owner will pay ninety-five percent (95%) of the amount due the Contractor on account of Progress Payments, (5%) retainage.
 - 3) Delete Paragraph 9.6.4 and substitute the following:
 - (a) The Owner has the right to request written evidence from the Contractor that the Contractor has properly paid Subcontractors and material and equipment suppliers amounts paid by the Owner to the Contractor for subcontracted Work. If the Contractor fails to furnish such evidence within seven (7) days, the Owner shall have the right to contact Subcontractors to ascertain whether they have been properly paid. Regardless of any

- requests made pursuant to this section, neither the Owner nor Architect/Engineer shall have an obligation to pay or to see to the payment of money to a Subcontractor, except as may otherwise be required by law.
- 4) Modify Section 9.6.8 by deleting the word 'lien' throughout and replacing it with the words 'Wisconsin Code Chapter 779.'
 - 5) Add new paragraph 9.6.9:
 - (a) Payment to the Contractor will be made by the Owner from cash on hand from such sources as may be legally available.
 - (b) Add subparagraph 9.6.8.1 as follows:
 - (1) Payment to Contractor will be made by Owner from cash on hand from such sources as may be legally available.
 - 6) Delete Section 9.7 and substitute the following:
 - (a) If Owner does not pay the Contractor within sixty (60) days after the Contractor submits an Application for Payment to the Architect, the Contractor may file a claim in accordance with Article 15 of this Contract.
- e. 9.8 Substantial Completion
- 1) Add the following language to the end of Paragraph 9.8.1:
 - (a) , subject only to completion of minor punch list items, the absence of completion of which does not interfere with Owner's intended use of Project. The Contractor assumes the responsibility for notifying the Architect in writing when the Project is complete and ready for inspection and review by Architect. This letter to the Architect shall include the date after which the Contractor will be ready for final review and inspection. Designated portions of the Work will be reviewed separately.
 - 2) Add new Paragraph 9.8.6:
 - (a) The Contractor shall reimburse the Owner for any Architect/Engineer's Additional Services and/or attorneys' fees incurred as a result of Contractor's failure to finally complete the Work within sixty (60) days after date specified in the Contract Documents for Project Substantial Completion, or subsequently modified by Change Orders or dates established in the Certificate of Substantial Completion. Reimbursement for these additional services will be deducted by the Owner from the amounts due the Contractor and paid directly to the Architect/Engineer. For purposes of this paragraph "incurred as a result of" includes any architectural fees charged to Owner as Additional Fees under the contract due to the fact that the services were performed sixty (60) days (or some other amount of time specified in the Owner/Architect Agreement) after Substantial Completion. The nature of the services performed (and whether they would have otherwise been performed as normal closeout services at some point under Basic Services) is not relevant to the Contractor's obligations for reimbursement under this section if the contract between the Owner and Architect states that any and all services and related fees are defined as Additional Services solely because they were performed more than sixty (60) days (or some other amount of time specified in the Owner/Architect Agreement) after Substantial Completion.
- f. Add new subparagraph 9.8.7:
- 1) 9.8.7.1 Request for Early Release of Retainage Funds:
 - (a) 9.8.7.1.1 Upon achieving Substantial Completion, as defined by Wisconsin Code, the Contractor may formally request the release of all or part of the retainage funds being held on the Project. The Contractors' request for Release of the Retainage Funds shall be accompanied by a sworn statement that ten (10) calendar days prior to filing the Request for Release of the Funds a notice was given to all known subcontractors, sub-subcontractors and suppliers that the Contractor is requesting the early release of retainage funds. If proper documentation is received from the

- Contractor, the Owner will release all retainage funds at the next monthly Owner / Library meeting or within thirty (30) days, whichever is less, except it may retain the following:
- (b) 9.8.7.1.2 An amount equal to 200% of the value of labor or materials yet to be provided on the Project as determined by the Owner and its authorized contract representative. For purposes of this section, "authorized contract representative" means the Architect of record on the Project, unless otherwise specified.
 - (c) 9.8.7.1.3 An amount equal to 200% of the value of any claims currently on file at the time the Request for Release of Retainage is approved.
 - (d) 9.8.7.1.4 If the Owner withholds an amount from the retainage payment to the Contractor, the Owner will provide a reason the request is being denied to the Contractor within thirty (30) calendar days of the receipt of the request.
 - (e) 9.8.7.1.5 Operation, Maintenance, and Warranty Manuals and Record Drawings and Specifications.
- g. Add Paragraph 9.8.8
- 1) If proper documentation requested in Subparagraph 9.8.7 is received from Contractor, Owner shall make payment due Contractor at Owner's next monthly City Council meeting or within thirty (30) days, whichever is less, except the Owner may retain the following to the extent authorized by law:
 - (a) .1 An amount equal to two hundred percent (200%) of the value of labor and materials yet to be provided on the Project as determined by the Owner and its authorized contract representative. For purposes of this Section, "authorized contract representative" means the Architect. Final values to be withheld shall be determined by the Architect/Engineer based on initial estimates provided by Contractor and Architect/Engineer's on-site visits and observations.
 - (b) .2 Double the amount of any Wisconsin Code claims currently on file.
 - (c) .3 An amount equal to one-half percent ($\frac{1}{2}$) of the total value of the Project for Operation, Maintenance, and Warranty Manuals and Record Drawings and Specifications not submitted ten (10) days prior to Substantial Completion inspection.
- h. Add Paragraph 9.8.9
- 1) If the Owner withholds any amounts of retained funds, the Architect/ Engineer, on behalf of the Owner, shall provide an itemization and list of reasons why amounts are being withheld within thirty (30) calendar days of receipt of request.
- i. Add the Sections 9.8.10 through 9.8.14 as follows:
- 1) 9.8.10 Warranties required by the Contract Documents will commence on the Date of Substantial Completion of the Work unless otherwise provided in the Certificate of Substantial Completion or the Contract Documents.
 - 2) 9.8.11 Upon execution of the Certificate of Substantial Completion, the Contractor will deliver custody and control of such Work to the Owner. The Owner will thereafter provide the Contractor reasonable access to such Work to permit the Contractor to fulfill the correction, completion and other responsibilities remaining under the Contract and the Certificate of Substantial Completion.
 - 3) 9.8.12 Unless otherwise provided in the Certificate of Substantial Completion, the Contractor must complete or correct all items included in the final Punch List within sixty (60) days, subject to the availability of special order parts and materials, after the Date of Substantial Completion.
 - 4) 9.8.13 Not later than ten (10) days after the date of Substantial Completion, the Contractor shall furnish to the Architect/Engineer all Closeout Documentation identified in General Requirements (Division 1 of the Specifications). Except with the consent of the Owner, the Architect/Engineer will perform Closeout

Documentation review only during the sixty (60) day period following Substantial Completion. The Owner shall be entitled to deduct from the Contract Sum amounts paid to the Architect/Engineer for additional reviews beyond the 60 day time period identified.

- 5) 9.8.14 At the time of Substantial Completion, in addition to removing rubbish and leaving the building "broom clean," the Contractor must replace any broken or damaged materials, remove stains, spots, marks and dirt from decorated Work, clean all fixtures, vacuum all carpets and wet mop all other floors, replace HVAC filters, clean HVAC coils, and comply with such additional requirements, if any, which may be specified in the Contract Documents.
- j. 9.10 Final Completion And Final Payment
 - 1) Delete Paragraphs 9.10.1 through 9.10.5 and add the following:
 - (a) 9.10.1 When the Contractor has completed or corrected all items on the final Punch List and considers that the Work is complete and ready for final acceptance, the Contractor must give written notice to the Owner and the Architect and request a final inspection of the Work as provided in Section 9.10.2. The Contractor's notice and request for a final inspection must be accompanied by a final Application for Payment and the Submittals required by Section 9.10.3.
 - (1) 9.10.1.1 The Architect/Engineer will perform no more than one (1) inspection to determine whether the Work or a designated portion thereof has attained Final Completion in accordance with the Contract Documents. The Owner is entitled to reimbursement from the Contractor for amounts paid to the Architect/Engineer for any additional inspections.
 - (b) 9.10.2 Upon receipt of the Contractor's notice and request for final inspection, the Owner and the Architect will promptly make such inspection and, when the Owner and the Architect concur that the Work has been fully completed and is acceptable under the Contract Documents, the Architect will issue a Certificate of Final Completion to the Owner. The Contractor's notice and request for final inspection constitutes a representation by the Contractor to the Owner and the Work has been completed in full and strict accordance with terms and conditions of the Contract Documents. The Architect will promptly notify the Contractor if the Owner or the Architect do not concur that the Work is finally complete. In such case, the Contractor must bear the cost of any additional services of the Owner or the Architect until the Work is determined to be finally complete services of the Owner or the Architect until the Work is determined to be finally complete.
 - (c) 9.10.2.1 The Contractor shall provide Project Record Documents, Operation and Maintenance Manuals, Instruction to Owner's personnel, Final Cleaning and other closeout procedures specified elsewhere.
 - (d) 9.10.3 Final Payment will be made no earlier than thirty-one (31) days following approval by the Owner / Library at a regularly scheduled meeting, receipt of all Claim Releases, Sales Tax information, and all other required closeout documents, and subject to the conditions of and in accordance with the provisions of Wisconsin Code. Owner may withhold from final payment any and all amounts required to reimburse the Owner for all costs, fees (including reasonable attorney's fees) it incurred as a result of any Claims filed on the project. Neither final payment nor any remaining retained percentage will become due until the Contractor submits the following documents to the Architect.
 - (1) 9.10.3.1 An Affidavit that payrolls, bills for materials and equipment, and other indebtedness connected with the Work for which the Owner or the Owner's property might be responsible or encumbered (less amounts withheld by Owner), have been paid or otherwise satisfied,

- submitted on AIA Document G706, Affidavit of Payment of Debts and Claims (latest edition) or such other form as may be prescribed by the Owner.
- (2) 9.10.3.2 A certificate evidencing that the Contractor's liability insurance and Performance Bond remain in effect during the one-year correction period following Substantial Completion as set forth in Section 12.2.2.1 and 12.2.2.2;
 - (3) 9.10.3.3 A written statement that the Contractor knows of no substantial reason that the insurance will not be renewable to cover the period required by the Contract Documents;
 - (4) 9.10.3.4 Consent of surety to final payment, submitted on AIA Document G707 (latest edition) or other form prescribed by the Owner;
 - (5) 9.10.3.5 Other data required by the Owner establishing payment or satisfaction of obligations, such as receipts, claims, security interests or encumbrances arising out of the Contract, to the extent and in such form as may be prescribed by the Owner;
 - (6) 9.10.3.6 A certified building location survey and as-built site plan in the form and number required by the Contract Documents.
 - (7) 9.10.3.7 All warranties and bonds required by the contract Documents; and
 - (8) 9.10.3.8 Record Documents as provided in Section 3.2.2 and return of Contract Documents as provided therein.
 - (9) 9.10.3.9 Release or waiver of liens and Wisconsin Code claims on behalf of Contractor and similar release or waiver on behalf of each Subcontractor and supplier, accompanied by AIA Document G706A, Affidavit of Release of Liens (latest edition) or such other form as may be prescribed by Owner;
- k. Add new paragraph 9.11:
- 1) The Contractor and the Contractor's surety, if any, shall be liable for and shall pay the Owner for any extra costs for engineering or architectural services, construction observation services and related expenses necessitated by the delayed prosecution of the work by the Contractor beyond the date of Final Completion required by the Agreement. Such costs are in no way a penalty, but represent additional expenses to the Owner caused by the Contractor's delay in completing the Work.
- l. Add paragraph 9.12:
- 1) No assignment by the Contractor of any principal contract or any part thereof, or of the funds to be received thereunder by the Contractor, will be recognized unless such assignment has had the written approval of the Owner and the Surety has been given due notice of such assignment and has furnished written consent thereto. In addition to the usual recitals in the Assignment Contract, the following language must be set forth: "It is agreed that the funds to be paid to the Assignee under this Assignment are subject to prior lien/Wisconsin Code claims for services rendered on materials supplied for the performance of all work called for in said Contract, in favor of all persons, firms or corporations rendering such services supplying such materials."
27. Article 10: Protection of Persons and Property
- a. Add sub-paragraph 10.1.1 as follows:
 - 1) Contractor shall take all necessary precautions to keep the site and work in compliance with the safety and health regulations for construction issued by the Bureau of Labor Standards of the U.S. Department of Labor as well as the Occupational Safety and Health Standards parts 1910 and 1926 as amended and as enforced by the State of Wisconsin.
 - b. Modify subparagraph 10.2.2 as follows:
 - 1) Add a new subparagraph 10.2.2.1 as follows:

- (a) Contractors shall comply with the Smoke Free Air Act while on Owner property and shall not smoke or use any tobacco while on Owner property. Owner property shall include, but not be limited to, inside private Contractor or employee owned vehicles while parked on Owner property.
 - c. Add Section 10.2.4.1 to Section 10.2.4:
 - 1) When use or storage of explosives, or other hazardous materials, substances or equipment, or unusual methods are necessary for execution of the Work, the Contractor shall give the Owner reasonable advance notice.
 - d. Add Section 10.2.5.1 to Section 10.2.5:
 - 1) Contractors required remedial action for damage and loss to property referred to in Sections 10.2.1.2 and 10.2.1.3 shall repair the damaged materials and surfaces to their original condition, or better, to the satisfaction of the Owner. All such repairs are the responsibility of the Contractor and shall be accomplished at no additional cost to the Owner.
 - e. Add subparagraph 10.2.9 to paragraph 10.2:
 - 1) 10.2.9 At the end of the day's work, all new work likely to be damaged shall be covered. During cold weather protect all work from damage. If low temperatures make it impossible to continue operations safely in spite of cold weather precautions, work shall cease after notifying Architect/Engineer. All other protective measures not mentioned above which may be required shall be furnished by the particular contractor responsible for such protection.
 - f. Add subparagraph 10.2.10 to paragraph 10.2:
 - 1) 10.2.10 Contractor shall construct and maintain all necessary temporary drainage and do all pumping necessary to keep excavations free of water.
 - g. Add subparagraph 10.2.11 to paragraph 10.2:
 - 1) 10.2.11 Contractor shall at all times, protect the excavation, trenches and/or the buildings from damage or rain water, spring water, ground water, backing up of drains, or sewers, etc. Provide all pumps, equipment, and enclosures to give this protection.
 - h. Add subparagraph 10.2.12 to paragraph 10.2:
 - 1) 10.2.12 Contractor shall provide all shoring, bracing, and sheeting as required for safety and for the proper execution of the Work. Remove when work is completed.
 - i. Modify Section 10.3.1 by deleting the word "notify" in line six and replacing it with the words "report the condition in writing to".
 - j. Delete Section 10.4 and substitute the following:
 - 1) In an emergency affecting safety of persons or property, the Contractor must take all necessary action, without the necessity for any special instruction or authorization from the Owner or Architect, to prevent threatened damage, injury or loss. The Contractor must promptly, but in all events with twenty-four (24) hours of the emergency, report such action in writing to the Owner and Architect. If the Contractor incurs additional costs on account of or is delayed by such emergency, the Contractor may request a change in the Contract Sum or Contract Time to account for such additional costs or delay in accord with Articles 7, 8 and 15. The Contractor must file any such request within ten (10) days of the emergency or it is deemed waived. Any adjustment in the Contract Sum or Contract time shall be limited to the extent that the emergency work is not attributable to the fault or neglect of the Contractor or otherwise the responsibility of the Contractor under the Contract Documents.
28. Article 11: Insurance and Bonds
- a. Section 11.1.1 shall be deleted and replaced with Exhibit A to these Supplementary Conditions, which is attached hereto and incorporated by reference herein.
 - b. Section 11.1.2 shall be deleted and replaced with the following:
 - 1) The Contractor shall furnish bonds covering faithful performance of the Contract and payment of obligations arising thereunder. Bonds may be obtained through

- the Contractor's usual source and the cost thereof shall be included in the Contract Sum. The amount of each bond shall be equal to one hundred percent (100%) of the Contract Sum.
- (a) .1 The Contractor shall deliver the required bonds to the Owner not later than ten (10) days following the date the Agreement is entered into, or, if the Work is to be commenced prior thereto in response to a letter of intent, the Contractor shall, prior to the commencement of the Work, submit evidence satisfactory to the Owner that such bonds will be furnished.
 - (b) .2 The Contractor shall require the attorney-in-fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of the power of attorney.
 - (c) .3 The Contractor shall require the bonding company to be registered with authority to transact business in State of Wisconsin.
29. Add the following subparagraphs:
- a. 11.1.4 Off Site Storage
 - 1) The Contractor shall provide insurance coverage for portions of the Work stored off the site after written approval of the Owner at the value established in the approval, and also for portions of the Work in transit.
30. 11.2 Owner's Insurance
- a. Add the following to the last sentence of Subparagraph 11.2.1:
 - 1) Owner's all risk insurance will be provided by Owner with customary exclusions of certain perils.
 - b. Add the following subparagraph:
 - 1) 11.2.1.1 This property insurance is written with a deductible of \$1000.00 per occurrence. In the event of a paid claim, the Claimant, including subcontractors, shall be responsible for the deductible amount. Vandalism insurance shall not cover glass breakage. Should the Contractor desire this coverage, Contractor shall carry it at Contractor's cost. Payments of any insurance deductibles will be at the expense of the party claiming loss under the policy.
31. Article 12 UNCOVERING AND CORRECTION OF WORK
- a. Add the words "upon written authorization from Owner" between the words "Architect" and "be uncovered" in 2nd line of Section 12.1.1.
 - b. Add the words "upon written authorization from Owner" between the words "any request" and "to see" in 2nd line of Section 12.1.2.
 - c. Delete Section 12.2.1 and substitute the following:
 - 1) The Contractor shall promptly correct Work rejected by the Architect or failing to conform to the requirements of the Contract Documents, discovered before Substantial Completion and whether or not fabricated, installed or completed. Costs of correcting such rejected Work, including additional testing and inspections, the cost of uncovering and replacement, and compensation for the Architect's services and expenses made necessary thereby, shall be at the Contractor's expense.
 - d. Delete Section 12.2.2.1 and substitute the following:
 - 1) In addition to Contractor's obligations under Section 3.5, if, within one (1) year after date of Substantial Completion of Work or designated portion thereof or after date of commencement of warranties established under any other provision of Contract Documents, or by terms of an applicable special warranty required by Contract Documents, any of Work is found not to be in accordance with requirements of Contract Documents, Contractor shall correct it promptly after receipt of written notice from Owner to do so. Owner shall give such notice promptly after discovery of condition. Before commencing correction of Work, Contractor shall submit to Owner written description of their proposed repairs. This proposal shall be approved by Design Professional before Contractor commences repair. Once Contractor has completed repair work, they shall notify Owner and Design Professional who shall promptly review corrected work. If

- Design Professional or Owner rejects corrected Work, Contractor shall continue with repairs until such time as Design Professional and Owner accept corrected Work. Where Contractor corrects defective Work during initial two (2) year period after Substantial Completion, if Owner discovers defects in corrected Work within one (1) year after repairs are made, then Contractor shall be obligated, upon written notice from Owner, to correct such defects within one (1) year from date that repairs were made.
- e. Add Section 12.2.6 to Section 12.2 as follows:
 - 1) If Contractor fails or refuses to correct Work in accordance with their obligations under Contract Documents after written notice from Owner, then Owner may correct Work and Contractor shall be liable for costs to correct Work, any related architectural, engineering or other consulting costs, attorney's fees and expenses, and fines or penalties, if any. Any amounts due to Owner from Contractor under this Section may be withheld from balance of Contract Sum not yet paid.
32. Article 13 Miscellaneous Provisions
- a. Delete Paragraph 13.1 and substitute the following Subparagraph:
 - 1) The Contract shall be governed by the laws of the State of Wisconsin.
 - b. Add Subparagraph 13.1.1 to Paragraph 13.1 as follows:
 - 1) Compliance with Law Provision: the Contractor agrees that it will comply with all applicable Federal, State and local laws, statutes, codes, rules, and regulations having jurisdiction over the Project. Contractor shall take all necessary precautions to keep the site and work in compliance with the safety and health regulations for construction issued by the Bureau of Labor Standards of the U.S. Department of Labor as well as the Occupational Safety and Health Standards, as amended and as enforced by the State of Wisconsin.
 - c. Delete Subparagraph 13.2.2 in its entirety.
 - d. Add the following after the 2nd sentence in Section 13.4.1:
 - 1) Contractor shall schedule all tests, inspections, or specific approvals required by law or Contract Documents so as to avoid any delay in Work.
 - e. Add Section 13.4.7 to Section 13.4.
 - 1) In addition to tests required by Section 13.5, Owner may at any time arrange for other tests, inspections and specific approvals to be performed by others selected by Owner, at Owner's expense. Contractor shall cooperate with Owner and provide access to Work for such tests, inspections and approvals.
 - f. Delete Paragraph 13.5 and substitute the following Paragraph:
 - 1) Payments due and unpaid under the Contract Documents shall bear interest from the date the payment is due and shall bear interest at the rate established by Wisconsin Code.
33. Add Sections 13.6 through 13.9 to Article 13:
- a. 13.6 Owner's Right to Occupy
 - 1) Owner shall have the right to occupy, without prejudice to rights of either party, any completed or largely completed portion of structure or Work, notwithstanding the fact that time for completing entire Work, or such portion thereof, may not have expired. Such occupancy and use shall not be an acceptance of Work taken or used.
 - b. 13.7 Rebates
 - 1) Owner shall have the right to apply for, and secure all rebates which are available when Bids are received. Contractor shall provide invoices, itemizations, and cooperation to the Owner in this regard.
 - c. 13.8 Conformance with Laws
 - 1) The Contractor shall conform with provisions of Federal Civil Rights Act. The Contractor shall comply with applicable federal, state, and local laws, rules, regulations, ordinances, policies and procedures, including Owner's policies and

- procedures, and Smoke Free Air Act. The Contractor shall require similar clauses in all of their subcontracts for service or materials.
- d. 13.9 Equal Opportunity
- 1) 13.9.1 The Contractor shall maintain policies of employment as follows:
- (a) 13.9.1.1 The Contractor and the Contractor's Subcontractors shall not discriminate against any employee or applicant for employment because of race, creed, religion, color, sex, national origin, ancestry, familial status, age, mental or physical disability, sexual orientation, gender identity, genetic information or any other protected class under state or federal law. The Contractor shall take affirmative action to insure that applicants are employed, and that employees are treated during employment without regard to their race, creed, religion, color, sex or national origin, ancestry, familial status, age, mental or physical disability, sexual orientation, gender identity, genetic information or any other protected class under state or federal law. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the policies of non-discrimination.
- (b) 13.9.1.2 The Contractor and the Contractor's Subcontractors shall, in all solicitations or advertisements for employees placed by them or on their behalf, state that all qualified applicants will receive consideration for employment without regard to race, creed, religion, color, sex, national origin, ancestry, familial status, age, mental or physical disability, sexual orientation, gender identify, genetic information or any other protected class under state or federal law.
34. Modify Article 14 as follows:
- a. 14.1.1 Delete subparagraph 14.1.1 in its entirety and replace with the following:
- 1) Contractor has no right to stop Work as consequence of non-payment. In event of any disagreement between Contractor and Owner involving Contractor's entitlement to payment, Contractor's only remedy is to file Claim in accordance with Article 15. Contractor shall diligently proceed with Work pending resolution of Claim.
- (a) .1 If, however, an Application for Payment has been approved for payment by Owner, and Owner fails to make payment within sixty (60) days of approval of payment by Owner, Contractor may upon ten (10) day written notice to Owner, stop work if payment is not made by Owner within ten (10) days following notice.
- b. Delete subparagraphs 14.1.2 through 14.1.4 in their entirety.
- c. Delete Sections 14.2.1 through 14.2.4 and substitute the following:
- 1) 14.2.1 Delete the section in its entirety and replace with the following:
- (a) 14.2.1 The Owner may terminate the Contract for cause if the Contractor:
- (1) Fails to supply adequate properly skilled workers or proper materials;
 - (2) Fails to make payment to Subcontractors or Suppliers for materials or labor in accordance with the respective agreements between the Contractor and the Subcontractors or Suppliers;
 - (3) Fails to comply with any laws, ordinances, or rules, regulations or orders of a public authority having jurisdiction;
 - (4) Fails to perform the Work in accordance with the Contract Documents or otherwise breaches any provision of the Contract Documents;
 - (5) Anticipatory breaches or repudiates the Contract;
 - (6) Fails to make satisfactory progress in the prosecution of the Work required by the Contract; or

- (7) Endangers the performance of this Contract.
- 2) 14.2.2 Delete the section in its entirety and replace with the following:
- (a) 14.2.2 Owner may terminate Contract, in whole or in part, whenever Owner determines that sufficient grounds for termination exist as provided in Section 14.2.1. Owner will provide Contractor with written notice to cure default. If default is not cured, termination for default is effective on date specified in Owner's written notice. However, if Owner determines that default contributes to curtailment of an essential service or poses an immediate threat to life, health, or property, Owner may terminate Contract immediately upon issuing oral or written notice to Contractor without any prior notice or opportunity to cure. In addition to any other remedies provided by law or Contract, Contractor shall compensate Owner for additional costs that foreseeably would be incurred by Owner, whether costs are actually incurred or not, to obtain substitute performance. Termination for default is termination for convenience if termination for default is later found to be without justification.
- 3) 14.2.3 Upon receipt of written notice from the Owner of termination, the Contractor must:
- (a) .1 Cease operations as directed by the Owner in the notice and, if required by the Owner and County, participate in an inspection of the Work with the Owner, County and the Architect to record the extent of completion thereof to identify the Work remaining to be completed or corrected, and to determine what temporary facilities, tools, equipment and construction machinery are to remain at the Site pending completion of the Work;
- (b) .2 Complete or correct the items directed by the Owner, and take actions necessary, or that the Owner may direct, for the protection and preservation of any stored materials and equipment and completed Work;
- (c) .3 Unless otherwise directed by the Owner, remove its tools, equipment and construction machinery from the Site; and
- (d) .4 Except as directed by the Owner, terminate all existing subcontracts and purchase orders and enter into further subcontracts or purchase orders.
- 4) 14.2.4 Following written notice from the Owner of termination, the Owner may:
- (a) Take possession of the Site and of all materials and equipment thereon, and at the Owner's option, such temporary facilities, tools, construction equipment and machinery thereon owned or rented by the Contractor that the Owner elects to utilize in completing the Work;
- (1) Accept assignment of subcontracts and purchase orders, and
- (2) Complete the Work by whatever reasonable method the Owner may deem expedient.
- d. Add Sections 14.2.5 through 14.2.9 to Section 14.2:
- 1) 14.2.5 Upon termination for cause, the Contractor must take those actions described in Section 14.2.3, and the Owner may take those actions described in Section 14.2.4, subject to the prior rights of the Contractor's Surety.
- 2) 14.2.6 When the Owner terminates the Contract for cause, the Contractor is not entitled to receive further payment until the Work is completed and the costs of completion have been established.
- 3) 14.2.7 If the unpaid balance of the Contract Sum less amounts which the Owner is entitled to offset from the unpaid Contract balance, including actual or Liquidated Damages, compensation for the Architect's services and expenses made necessary thereby, and other damages and expenses incurred by the Owner, including reasonable attorney's fees, exceeds the costs of completing the Work, including compensation for the Owner's and the Architect's services made necessary thereby, such excess will be paid to the Contractor or Surety, as directed by the Surety. If such costs exceed the unpaid Contract balance,

- the Contractor must pay the difference to the Owner upon written demand. This obligation for payment survives termination of the Contract.
- 4) 14.2.8 In completing the Work following termination for cause, the Owner is not required to solicit competitive bids or to award completion work to the lowest bidder, but may obtain such completion work and related services on the basis of sole source procurement and negotiated compensation.
 - 5) 14.2.9 If the Contractor files for protection, or a petition is filed against it, under the Bankruptcy laws, and Contractor wishes to affirm the Contract, Contractor shall immediately file with the Bankruptcy Court a motion to affirm the Contract and shall provide satisfactory evidence to Owner and to the Court of its ability to cure all present defaults and its ability to timely and successfully complete the Work. If Contractor does not make such an immediate filing, Contractor accepts that Owner shall petition the Bankruptcy Court to lift the Automatic Stay and permit Owner to terminate the Contract.
35. Delete subparagraphs 14.4.1 through 14.4.3 in their entirety and replace with the following:
- a. 14.4.1 The Owner may, at any time, terminate the Contract or any portion thereof or the Work for the Owner's convenience and without cause.
 - b. 14.4.2 Upon receipt of the written notice from the Owner of termination, the Contractor must:
 - 1) .1 Cease operations as directed by the Owner in the notice and, if required by the Owner, participate in an inspection of the Work with the Owner and the Architect/Engineer to record the extent of completion thereof, to identify the Work remaining to be completed or corrected, and to determine what temporary facilities, tools, equipment and construction machinery are to remain at the Site pending completion of the Work;
 - 2) .2 Complete or correct the items directed by the Owner, and take actions necessary, or that the Owner may direct, for the protection and preservation of any stored materials and equipment and completed Work;
 - 3) .3 Unless otherwise directed by the Owner, remove its tools, equipment and construction machinery from the Site, and
 - 4) .4 Except as directed by the Owner, terminate all existing subcontracts and purchase orders related to the Work and enter into no further subcontracts or purchase orders therefor.
 - c. 14.4.3 Following written notice from the Owner of termination, the Owner may:
 - 1) .1 Take possession of the Site and of all materials and equipment thereon, and at the Owner's option, such temporary facilities, tools, construction equipment and machinery thereon owned or rented by the Contractor that the Owner elects to utilize in completing the Work;
 - 2) .2 Accept assignment of subcontracts and purchase orders; and
 - 3) .3 Complete the Work by whatever reasonable method the Owner may deem expedient.
 - d. 14.4.4 In case of termination for the Owner's convenience, the Contractor will be entitled to compensation only for the following items:
 - 1) Payment for acceptable Work performed up to the date of termination;
 - 2) The costs of preservation and protection of the Work if requested to do so by the Owner;
 - 3) The cost of terminating the following contracts including:
 - (a) .1 Purchased materials but only if not returnable and provided to the Owner, or the restocking or return charge, if any, if returnable at the Owner's written election;
 - (b) .2 Equipment rental contracts if not terminable at no cost but not to exceed an amount equal to thirty (30) days rental;
 - (c) .3 Documented transportation costs associated with removing Contractor-owned equipment.

- (d) .4 Documents demobilization and close-out costs; and
- (e) .5 Overhead and profit on the foregoing not to exceed ten percent (10%).
- 4) The Contractor will not be compensated for the cost of terminating subcontracts, which must be terminable at no cost to the Owner if the Contract is terminated.
- 5) The Contractor will not be compensated for the cost of any idled employees unless the employee is under a written employment contract entitling the employee to continued employment after termination of the Contract and the employee cannot be assigned to other work provided that in all events the Contractor's costs must be limited to thirty (30) days of employment costs from the date of the notice of termination. The Contractor is not entitled to any other costs or compensation (including lost or expected profit, uncompensated overhead or related expenses, or the cost of preparing and documenting its compensable expenses under this Subsection 14.4.4 as a consequence of the Owner's termination of the Contract for convenience). The Contractor conclusively and irrevocably waives its right to any other compensation or damages (compensatory or punitive) arising from termination of the Contract. If the Owner and the Contractor are unable to agree upon the amounts specified in this subsection, the Contractor may submit a Claim as provided in Article 15. The Claim must be limited to resolution of the amounts specified in Subsections 14.4.4.1, 14.4.4.2, 14.4.4.3 and 14.4.4.4 of this Subsection 14.4.4. No other cost, damages or expenses may be claimed or paid to the Contractor or considered as part of the Claim, the same being hereby conclusively and irrevocably waived by the Contractor. Any such Claim must be delivered to the Owner within thirty (30) days of the termination of the Contract and must contain a written statement setting forth the specific reasons and supporting calculations and documentation as to the amounts the Contractor claims to be entitled to under this Subsection as a result of the termination of the Contract.
- e. 14.4.5 The Contractor's obligations surviving final payment under the Contract, including without limitation those with respect to insurance, indemnification, and correction of Work that has been completed at the time of termination, remains effective notwithstanding termination for convenience of the Owner.
- 36. Delete Section 15.1.1 text and substitute the following:
 - a. A Claim is a written demand or assertion by Contractor seeking, as matter of right, payment of money, a change in the Contract Time, or other relief with respect to terms of Contract. Responsibility to substantiate Claims shall rest with Contractor. Nothing contained in this section is intended to apply to or in any way limit Owner's right to make claims related to or arising out of Contract.
- 37. Delete the words "Substantial Completion" in line 4 of Section 15.1.2 and replace it with "Final Acceptance."
- 38. Delete the last sentence of Section 15.1.2.
- 39. Delete Section 15.1.3.1 and substitute the following:
 - a. Claims by Contractor shall be initiated by written notice to Owner and to Initial Decision Maker with copy sent to Architect/Engineer, if Architect/Engineer is not serving as Initial Decision Maker. Claims by Contractor shall be initiated within ten (10) days after occurrence of event giving rise to such Claim or within ten (10) days after Contractor first recognizes condition giving rise to Claim, whichever is later. As condition of making claim for additional costs, Contractor shall maintain and produce accurate records to substantiate all additional costs actually incurred. If Claim for actual cost is approved, Owner shall pay Contractor actual costs incurred plus either (a) ten percent (10%) for overhead and profit for work performed by Contractor, or (b) five percent (5%) overhead and profit for work performed by subcontractor, as applicable.
- 40. Delete Section 15.1.4.1 and substitute the following:

- a. Pending final resolution of Claim, except as otherwise agreed in writing or as provided in Section 9.7 and Article 14, Contractor shall proceed diligently with performance of Contract and Owner shall continue to make payments as may be required in accordance with Contract Documents.
41. Delete Section 15.1.6.2 and substitute the following:
 - a. If adverse weather conditions are the basis of a Claim for additional time, the Claim shall be documented by data substantiating that the weather conditions upon which the Claim is based (1) were abnormal when compared to the previous 5-year period, during the same time frame and at the location of the Work, (2) could not have been reasonably anticipated, and (3) had an adverse effect on the date of substantial completion of the Work.
42. Add Subparagraph 15.1.6.3 and 15.1.6.4 to Subparagraph 15.1.6:
 - a. 15.1.6.3 Claims for increase in the Contract Time shall set forth in detail the circumstances that form the basis for the Claim, the date upon which each cause of delay began to affect the progress of the Work, the date upon which each cause of delay ceased to affect the progress of the Work and the number of days' increase in the Contract Time claimed as a consequence of each such cause of delay. The Contractor shall provide such supporting documentation as the Owner may require including, where appropriate, a revised construction schedule indicating all the activities affected by the circumstances forming the basis of the Claim.
 - b. 15.1.6.4 The Contractor shall not be entitled to a separate increase in the Contract Time for each one of the number of causes of delay which may have concurrent or interrelated effects on the progress of the Work, or for concurrent delays due to the fault of the Contractor.
43. Delete Subparagraph 15.1.7 in its entirety.
44. Modify the first sentence of Section 15.2.1 to read as follows:
 - a. Claims, excluding those arising under Sections 10.3, 10.4 and 11.5 shall be referred to the Initial Decision Maker for initial decision.
45. Delete Subparagraph 15.2.6 and substitute the following:
 - a. The parties may file for mediation of an initial decision at any time, upon mutual agreement of the parties.
46. Delete Subparagraphs 15.2.6.1 and 15.2.8 in their entirety.
47. Delete Subparagraph 15.3.1 in its entirety.
48. Delete Section 15.3.2 and substitute the following:
 - a. The parties shall endeavor in good faith to resolve claims, disputes and other matters in question between them by mutual agreement and may, by mutual agreement and in their discretion, submit same to non-binding mediation which shall be in accordance with Wisconsin Code, unless otherwise mutually agreed upon by the parties. Requests for mediation shall be given in writing to the other Party to this Agreement. If the Owner and Contractor are unable to mutually agree upon mediator in writing within sixty (60) days of receiving written request for mediation, either party may then institute legal or equitable proceedings. Mediation shall be voluntary only and shall not be a prerequisite to litigation or other means of dispute resolution.
49. Delete Section 15.3.3.
50. Delete Subparagraph 15.4 and replace with the following:
 - a. Any legal claim brought under this Agreement shall be filed in the Wisconsin District Court in and for Monroe County, unless otherwise mutually agreed to by the parties.
51. Add Article 16 as follows:
 - a. Smoking will not be allowed on Owner's property, which shall include inside private vehicles parked on Owner's property. In addition, employees of Contractor, Subcontractors, and materials suppliers shall not wear apparel that advertises tobacco, alcohol, or illicit drugs, nor has profane language or images on them.

EXHIBIT A - City of Edgerton

MINIMUM INSURANCE REQUIREMENTS:

COMMERCIAL GENERAL LIABILITY:

| | |
|--|-------------|
| General Aggregate Limit | \$2,000,000 |
| Products - Completed Operation Aggregate Limit | \$2,000,000 |
| Personal and Advertising Injury Limit | \$1,000,000 |
| Each Occurrence Limit | \$1,000,000 |
| Damage to a Premises Rented to You Limit | \$ 100,000 |
| Medical Payments | \$ 5,000 |

Commercial General Liability policy shall be written on an occurrence form using ISO form CG 00 01 or equivalent form.

Policy shall include the following endorsements:

ISO endorsement CG 20 10 or equivalent endorsement naming the City of Edgerton and the Edgerton Public Library, its board members, employees and agents as an additional insured.

ISO endorsement CG 20 32 or equivalent endorsement naming Project Engineers, Architects and Surveyors as an additional insured.

ISO endorsement CG 20 37 or equivalent endorsement naming the City of Edgerton and the Edgerton Public Library, its board members, employees and agents as an additional insured for completed operations. This endorsement shall be maintained for a minimum of two years after completion and acceptance of the project by the City of Edgerton.

ISO Endorsement CG 20 01 or equivalent endorsement indicating additional insured status for the City of Edgerton and the Edgerton Public Library, its board members, employees and agents is primary and non-contributory.

ISO endorsement CG 25 03 or equivalent endorsement, Designated Construction Project(s) General Aggregate Limit.

ISO endorsement CG 24 04 or equivalent endorsement, Waiver of Transfer of Rights of Recovery Against Others to Us, naming the City of Edgerton and the Edgerton Public Library.

Governmental Immunities Endorsement (see attached specimen).

BUSINESS AUTOMOBILE LIABILITY:

| | |
|----------------------------|-------------|
| Combined single limit of | \$1,000,000 |
| Or | |
| Bodily Injury (per person) | \$1,000,000 |

| | |
|------------------------------|-------------|
| Bodily Injury (per accident) | \$1,000,000 |
| Property Damage | \$1,000,000 |

Business auto liability shall be written on ISO form CA 00 01 or equivalent form.

Policy shall include Symbol 1 (Any Auto). If no owned autos, hired and non-owned auto liability is acceptable.

Include ISO endorsement CA 04 44 or equivalent endorsement, Waiver of Transfer of Rights of Recovery Against Others to Us, naming the City of Edgerton and the Edgerton Public Library.

Include ISO endorsement CA 99 48, Pollution Liability - Broadened Coverage for Covered Autos, or equivalent endorsement if the Contractor has vehicles that transport fuel onto City of Edgerton property.

WORKERS COMPENSATION & EMPLOYERS LIABILITY:

Workers Compensation - Statutory - State of Wisconsin
Employers Liability

| | |
|---|-----------|
| Bodily Injury Limit Each Accident | \$500,000 |
| Bodily Injury Disease - Policy Limit | \$500,000 |
| Bodily Injury Disease - Limit Each Employee | \$500,000 |

Workers Compensation shall include the following endorsement: WC 0003 13, Waiver of Our Right to Recover from Others, in favor of the City of Edgerton and the Edgerton Public Library.

Sole Proprietors, Partners and Members must be included for coverage. Executive Officers may not be excluded from coverage.

UMBRELLA OR EXCESS LIABILITY:

| | |
|-----------------------|-------------|
| Limit Each Occurrence | \$5,000,000 |
| Aggregate Limit | |

Umbrella or Excess liability policy shall provide excess coverage and be at least as broad in coverage as the following required policies and endorsements: Commercial General Liability, Business Auto and Employer's Liability.

City of Edgerton

GOVERNMENTAL IMMUNITIES ENDORSEMENT

Nonwaiver of Governmental Immunity. The insurance carrier expressly agrees and states that the purchase of this policy and the including of City of Edgerton and the Edgerton Public Library as an Additional Insured does not waive any of the defenses of governmental immunity available to the City of Edgerton under Wisconsin Code as it now exists and as it may be amended from time to time.

Claims Coverage. The insurance carrier further agrees that this policy of insurance shall cover only those claims not subject to the defense of governmental immunity under the Wisconsin Code as it now exists and as it may be amended from time to time. Those claims not subject to the provisions shall be covered by the terms and conditions of this insurance policy.

Assertion of Governmental Immunity. The City of Edgerton shall be responsible for asserting any defense of governmental immunity, and may do so at any time and shall do so upon the timely written request of the insurance carrier.

Non-Denial of Coverage. The insurance carrier shall not deny coverage under this policy and the insurance carrier shall not deny any of the rights and benefits accruing to the City of Edgerton and the Edgerton Public Library under this policy for reasons of governmental immunity unless and until a court of competent jurisdiction has ruled in favor of the defense(s) of governmental immunity asserted by the City of Edgerton.

No Other Change in Policy. The above preservation of governmental immunities shall not otherwise change or alter the coverage available under the policy.

ACKNOWLEDGMENT AND CERTIFICATION

("Company") is providing services to the City of Edgerton ("Owner / Library ") as a vendor, supplier, or contractor or is operating or managing the operations of a vendor, supplier or contractor. The services provided by the Company may involve the presence of the Company's employees upon the real property of the Owner / Library .

The Company acknowledges that Wisconsin law prohibits a sex offender who has been convicted of a sex offense against a minor from being present upon the real property of the Owner / Library . The Company further acknowledges that, pursuant to law, a sex offender who has been convicted of a sex offense against a minor may not operate, manage, be employed by, or act as a contractor, vendor or supplier of services or volunteer at the Owner / Library .

The Company hereby certifies that no one who is an owner, operator or manager of the Company has been convicted of a sex offense against a minor. The Company further agrees that it shall not permit any person who is a sex offender convicted of a sex offense against a minor to provide any services to the Owner / Library in accordance with the prohibitions set forth above.

This Acknowledgment and Certification is to be construed under the laws of the State of Wisconsin. If any portion hereof is held invalid, the balance of the document shall, notwithstanding, continue in full legal force and effect.

In signing this Acknowledgment and Certification, the person signing on behalf of the Company hereby acknowledges that he/she has read this entire document that he/she understands its terms, and that he/she not only has the authority to sign the document on behalf of the Company, but has signed it knowingly and voluntarily.

Dated: _____

By: _____
(name of vendor/supplier/contractor/sub-contractor)

b.
Printed Name: _____

Title: _____

END OF SECTION

**SECTION 01 10 00
SUMMARY**

PART 1 GENERAL

1.01 PROJECT

- A. Project Name: Edgerton Public Library Study Rooms
- B. Owner / Library's Name: City of Edgerton.
- C. Architect's Name: FEH DESIGN.
- D. The Work of Project is defined by the Contract Documents and consists of the following of renovation of the existing library building, and associated site work..
 - 1. Addition of 2 study rooms to a historic library.
 - 2. And other Work indicated in the Contract Documents.

1.02 CONTRACT DESCRIPTION

- A. Contract Type: A single prime contract based on a Stipulated Price as described in Document 00 52 00 - Agreement Form.

1.03 WORK BY OWNER

- A. Owner / Library will award a contract for supply and installation of the following items which will commence on late 2023
 - 1. Furnishings.

1.04 OWNER OCCUPANCY

- A. Owner / Library intends to continue to occupy adjacent portions of the existing building during the entire construction period.
- B. Construction Phasing will be required. See construction phasing plan sheet and Work Sequence section below.
- C. Owner / Library intends to occupy the entire Project upon Substantial Completion.
- D. Cooperate with Owner / Library to minimize conflict and to facilitate Owner / Library's operations.
- E. Schedule the Work to accommodate Owner / Library occupancy.

1.05 CONTRACTOR USE OF SITE AND PREMISES

- A. Construction Operations: Limited to areas noted on Drawings.
 - 1. Locate and conduct construction activities in ways that will limit disturbance to site.
 - 2. Contractor shall have partial use of Project site for construction operations during construction period. Contractor's use of Project site is limited only by Owner and Public access into and out of the building for library purposes.
 - 3. On-street parking by the Contractor, Subcontractor, and Sub-subcontractors is not allowed.
- B. Arrange use of site and premises to allow:
 - 1. Owner / Library occupancy.
 - 2. Work by Owner / Library.
 - 3. Use of site and premises by the public.
- C. Provide access to and from site as required by law and by Owner / Library:
 - 1. Emergency Building Exits During Construction: Keep all exits required by code open during construction period; provide temporary exit signs if exit routes are temporarily altered.
 - 2. Driveways, Walkways and Entrances: Keep driveways and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or for storage of materials.

- a. Schedule deliveries to minimize use of driveways and entrances by construction operations.
 - b. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
 3. Do not obstruct roadways, sidewalks, or other public ways without permit.
- D. Work Restrictions
1. Comply with limitations on use of public streets and with other requirements of authorities having jurisdiction.
- E. Time Restrictions:
1. Limit work in the existing building to normal business working hours of 7:00 a.m. to 10:00 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.
 2. On-Site Work Day Restrictions: Do not perform work resulting in noisy activity on-site during times the library is open to the public or at a time coordinated with the Library.
 3. Do not interrupt utilities serving facilities occupied by Owner or others unless Owner's written permission has been provided and then only after providing temporary utility services.
- F. Utility Outages and Shutdown:
1. Limit disruption of utility services to hours the building is unoccupied.
 2. Prevent accidental disruption of utility services to other facilities.

1.06 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. Specification requirements are to be performed by Contractor unless specifically stated otherwise.
- B. Division 01 General Requirements: Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.
- C. 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 and scheduled on Drawings.

1.07 MISCELLANEOUS PROVISIONS

- A. Contractor shall comply with the stricter of the local, state, or federal recommendations related to the pandemic (COVID-19).
1. Contractor to provide the Owner with a site-specific safety plan related to COVID-19.

1.08 WORK SEQUENCE

- A. Coordinate construction schedule and operations with Owner / Library.
- B. Coordinate construction schedule and operations with Architect.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

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**SECTION 01 20 00
PRICE AND PAYMENT PROCEDURES**

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Procedures for preparation and submittal of applications for progress payments.
- B. Documentation of changes in Contract Sum and Contract Time.
- C. Change procedures.
- D. Procedures for preparation and submittal of application for final payment.

1.02 RELATED REQUIREMENTS

- A. Section 00 50 00 - Contracting Forms and Supplements: Forms to be used.
- B. Section 00 73 00 - Supplementary Conditions: Percentage allowances for Contractor's overhead and profit.
- C. Section 01 78 00 - Closeout Submittals: Project record documents.

1.03 SCHEDULE OF VALUES

- A. Use Schedule of Values Form: AIA G703, edition stipulated in the Agreement.
- B. Coordination: Coordinate preparation of the schedule of values with preparation of Contract's construction schedule.
 - 1. Correlate line items in the schedule of values with other required administrative forms and schedules, including the following:
 - a. Application for Payment forms with continuation sheets.
 - b. Submittal Schedule
 - c. Items required to be indicated as separate activities in Contractor's construction schedule.
 - d. Contractor's construction schedule.
- C. Electronic media printout including equivalent information will be considered in lieu of standard form specified; submit draft to Architect for approval.
- D. Forms filled out by hand will not be accepted.
- E. Submit Schedule of Values in duplicate within 15 days after date of Owner-Contractor Agreement.
- F. Architect will review the Initial Schedule of Values and make marks to indicate corrections or modifications required. Architect will not review or approve the Initial Application for Payment until the Initial Schedule of Values has been approved.
- G. Format: Utilize the Table of Contents of this Project Manual. Identify each line item with number and title of the specification section. Identify site mobilization.
- H. Provide a breakdown of major cost items in the General Conditions as separate line items. Include the following line items, applicable to the Project, as part of the contractor's normal breakdown.
 - 1. General Conditions
 - 2. Bond, Insurance
 - 3. Supervision
 - 4. Mobilization
 - 5. Demobilization
 - 6. Permits and fees
 - 7. Shop Drawings / Engineering (included here in General Conditions or as part of individual products in subsequent sections).
 - 8. Record Documents
 - 9. Temporary Facilities: refer to paragraph below.

- I. Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Coordinate with the Project Manual Table of Contents. Provide multiple line items for principal subcontract amounts in excess of five percent of Contract Sum.
- J. Round amounts to nearest whole dollar; total shall equal the Contract Sum.
- K. 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.
 - 1. Differentiate between items stored on-site and items stored off-site. For any materials stored offsite, include evidence of insurance and provide standard ACCORD insurance form.
- L. Provide separate line items in the schedule of values for initial cost of materials, for each subsequent stage of completion, and for total installed value of that part of the Work.
- M. Each item in the schedule of values and Applications for Payment shall be complete. Include total cost and proportionate share of general overhead and profit for each item.
 - 1. Temporary facilities and other major cost items that are not direct cost of actual work-in-place may be shown either as separate line items in the schedule of values or distributed as general overhead expense, at Contractor's option.
- N. Schedule Updating: Update and resubmit the schedule of values before the next Applications for Payment when Change Orders or Construction Change Directives result in a change in the Contract Sum.
- O. Revise schedule to list approved Change Orders, with each Application For Payment.

1.04 APPLICATIONS FOR PROGRESS PAYMENTS

- A. Payment Period: Submit at intervals stipulated in the Agreement.
- B. Each Application for Payment shall be consistent with previous applications and payments as certified by Architect, and paid for by Owner.
 - 1. Initial Application for Payment, Application for Payment at time of Substantial Completion, and final Application for Payment involve additional requirements.
- C. Electronic media printout including equivalent information will be considered in lieu of standard form specified; submit sample to Architect for approval.
- D. Forms filled out by hand will not be accepted.
- E. Application Preparation: Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of Contractor. Architect 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.
- F. Stored Materials: Include in Application for Payment amounts applied for materials or equipment purchased or fabricated and stored, but not yet installed. Differentiate between items stored on-site and items stored off-site.
 - 1. Provide certificate of insurance, evidence of transfer of title to Owner, and consent of surety to payment, for stored materials.
 - 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. Materials previously stored and included in previous Applications for Payment.
- b. Work completed for this Application utilizing previously stored materials.
- c. Additional materials stored with this Application.
- d. Total materials remaining stored, including materials with this Application.
4. Retainage: Deduct 5% from the completed work covered by each Application for Payment until the project is Substantially Completed, as determined by the Architect, at which time an application for 95% of the total net amount earned can be submitted.
5. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:
 - a. List of subcontractors with address and telephone number.
 - b. Schedule of values.
 - c. Contractor's construction schedule (preliminary if not final).
 - d. Submittal schedule (preliminary if not final). Electronic Submittal Website may be used if timeline for submittals is utilized.
 - e. List of Contractor's staff assignments.
 - f. Copies of building permits.
 - g. Report of preconstruction conference.
 - h. Certificates of insurance and insurance policies.
 - i. Performance and payment bonds.
- G. For each item, provide a column for listing each of the following:
 1. Item Number.
 2. Description of work.
 3. Scheduled Values.
 4. Previous Applications.
 5. Work in Place and Stored Materials under this Application.
 6. Authorized Change Orders.
 7. Total Completed and Stored to Date of Application.
 8. Percentage of Completion.
 9. Balance to Finish.
 10. Retainage.
- H. Execute certification by signature of authorized officer.
- I. Use data from approved Schedule of Values. Provide dollar value in each column for each line item for portion of work performed and for stored products.
- J. List each authorized Change Order as a separate line item, listing Change Order number and dollar amount as for an original item of work.
- K. Submit one digital copy of each Application for Payment.
- L. Include the following with the application:
 1. Transmittal letter as specified for submittals in Section 01 30 00.
 2. Construction progress schedule, revised and current as specified in Section 01 30 00.
 3. Partial release of liens from major subcontractors and vendors.
- M. When Architect requires substantiating information, submit data justifying dollar amounts in question. Provide one copy of data with cover letter for each copy of submittal. Show application number and date, and line item by number and description.

1.05 MODIFICATION PROCEDURES

- A. For minor changes not involving an adjustment to the Contract Sum or Contract Time, Architect will issue instructions directly to Contractor.
 1. Architect will use AIA Document G710, "Architect's Supplemental Instructions."
 2. The Contractor will review and sign the ASI, if in agreement with it, and return to Architect. Contractor will have 5 business days to review distributed ASI and comment and sign. If the Contractor has an objection, clarifications, or modifications to the ASI, the Contractor

must respond with the 5 business days. After 5 business days, or with no comments, the ASI will become final and part of the Contract Documents.

- B. Owner-Initiated Proposal Requests: Architect will issue a detailed description of proposed changes in the Work that may require adjustment to the Contract Sum or the Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.
 - 1. Proposal Requests issued by Architect are not instructions either to stop work in progress or to execute the proposed change.
 - 2. Within time specified in Proposal Request or 14 calendar days, when not otherwise specified, after receipt of Proposal Request, submit a quotation estimating cost adjustments to the Contract Sum 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, equipment, subcontracted work, and supervision directly attributable to the change. Furnish itemized data to substantiate costs of material, taxes, freight, equipment, and labor.
 - d. Quotation Form: Use forms acceptable to Architect.
- C. 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 Architect.
 - 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 Sum 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, equipment, subcontracted work, and supervision directly attributable to the change. Furnish itemized data to substantiate costs of material, taxes, freight, equipment, and labor.
 - 5. Proposal Request Form: Use AIA Document G709 or form acceptable to Architect
- D. For other required changes, Architect will issue a document signed by Owner / Library instructing Contractor to proceed with the change, for subsequent inclusion in a Change Order.
 - 1. The document will describe the required changes and will designate method of determining any change in Contract Sum or Contract Time.
 - 2. Promptly execute the change.
 - 3. Construction Change Directive: Architect may issue a Construction Change Directive on AIA Document G714. Construction Change Directive instructs Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.
 - a. Construction Change Directive contains a complete description of change in the Work. It also designates method to be followed to determine change in the Contract Sum or the Contract Time.
 - b. Documentation: Maintain detailed records on a time and material basis of work required by the Construction Change Directive.
 - c. After completion of change, submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract.
 - d. The document will describe the required changes and will designate method of determining any change in Contract Sum or Contract Time.
 - e. Promptly execute the change.
- E. For changes for which advance pricing is desired, Architect will issue a document that includes a detailed description of a proposed change with supplementary or revised drawings and

specifications, a change in Contract Time for executing the change with a stipulation of any overtime work required and the period of time during which the requested price will be considered valid. Contractor shall prepare and submit a fixed price quotation within Ten (10) days.

- F. Computation of Change in Contract Amount: As specified in the Agreement and Conditions of the Contract.
 - 1. For pre-determined unit prices and quantities, the amount will be based on the fixed unit prices.
 - 2. For change ordered by Architect without a quotation from Contractor, the amount will be determined by Architect based on the Contractor's substantiation of costs as specified for Time and Material work.
- G. Substantiation of Costs: Provide full information required for evaluation.
 - 1. On request, provide the following data:
 - a. Quantities of products, labor, and equipment.
 - b. Taxes, insurance, and bonds.
 - c. Overhead and profit.
 - d. Justification for any change in Contract Time.
 - e. Credit for deletions from Contract, similarly documented.
 - 2. Support each claim for additional costs with additional information:
 - a. Dates and times work was performed, and by whom.
 - b. Time records and wage rates paid.
 - c. Invoices and receipts for products, equipment, and subcontracts, similarly documented.
 - 3. For Time and Material work, submit itemized account and supporting data after completion of change, within time limits indicated in the Conditions of the Contract.
- H. Execution of Change Orders: Architect will issue Change Orders for signatures of parties as provided in the Conditions of the Contract.
 - 1. On Owner's approval of a Proposal Request, Architect will issue a Change Order for signatures of Owner and Contractor on AIA Document G701.
- I. A change order may include Contractor responses to one or more Proposal Requests (and / or Construction Change Directives) that have been approved.
- J. After execution of Change Order, promptly revise Schedule of Values and Application for Payment forms to record each authorized Change Order as a separate line item and adjust the Contract Sum.
- K. Promptly revise progress schedules to reflect any change in Contract Time, revise sub-schedules to adjust times for other items of work affected by the change, and resubmit.
- L. Promptly enter changes in Project Record Documents.
- M. The Contractor shall include all adjustments to the Contract Sum in all subsequent Applications for Payment only after receipt of a fully executed copy of each Change Order.

1.06 LIEN WAIVERS

- A. Waivers of Mechanic's Lien: With each Application for Payment, submit waivers of mechanic's liens from subcontractors, sub-subcontractors, and suppliers for construction period covered by the previous application.
 - 1. Submit partial waivers on each item for amount requested in previous application, after deduction for retainage, on each item.
 - 2. When an application shows completion of an item, submit conditional final or full waivers.
 - 3. Owner reserves the right to designate which entities involved in the Work must submit waivers.
 - 4. Submit final Application for Payment with or preceded by conditional final waivers from every entity involved with performance of the Work covered by the application who is lawfully entitled to a lien.

1.07 APPLICATION FOR SUBSTANTIAL COMPLETION PAYMENT

- A. After issuance of 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.
 - 2. This application shall reflect Certificates of Partial Substantial Completion issued previously for Owner occupancy of designated portions of the Work.
 - 3. Submit the "Certificate of Substantial Completion Request Form" included in this Project Manual. Review of project will not take place until receipt of this signed form.

1.08 APPLICATION FOR FINAL PAYMENT

- A. Prepare Application for Final Payment as specified for progress payments, identifying total adjusted Contract Sum, previous payments, and sum remaining due.
- B. Application for Final Payment will not be considered until the following have been accomplished:
 - 1. All closeout procedures specified in Section 01 70 00.
 - 2. Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid.
 - 3. Updated final statement, accounting for final changes to the Contract Sum.
 - 4. AIA Document G707, "Consent of Surety to Final Payment."
 - 5. Evidence that claims have been settled.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

**SECTION 01 21 00
ALLOWANCES**

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Contingency allowance.
- B. Payment and modification procedures relating to allowances.

1.02 RELATED REQUIREMENTS

- A. Section 01 20 00 - Price and Payment Procedures: Additional payment and modification procedures.

1.03 CONTINGENCY ALLOWANCE

- A. Contractor's costs for products, delivery, installation, labor, insurance, payroll, taxes, bonding, equipment rental, overhead and profit will be included in Change Orders authorizing expenditure of funds from this Contingency Allowance.
- B. Funds will be drawn from the Contingency Allowance only by Change Order.
- C. At closeout of Contract, funds remaining in Contingency Allowance will be credited to Owner by Change Order.

1.04 ALLOWANCES SCHEDULE

- A. Contingency Allowance: Include the stipulated sum/price of **\$4,000** for use upon Owner's instructions.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

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SECTION 01 30 00 ADMINISTRATIVE REQUIREMENTS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. General administrative requirements.
- B. Electronic document submittal service.
- C. Preconstruction meeting.
- D. Site mobilization meeting.
- E. Progress meetings.
- F. Construction progress schedule.
- G. Coordination drawings.
- H. Submittals for review, information, and project closeout.
- I. Number of copies of submittals.
- J. Requests for Interpretation (RFI) procedures.
- K. Submittal procedures.

1.02 RELATED REQUIREMENTS

- A. Section 00 72 00 - General Conditions: Dates for applications for payment.
- B. Section 01 32 16 - Construction Progress Schedule: Form, content, and administration of schedules.
- C. Section 01 60 00 - Product Requirements: General product requirements.
- D. Section 01 70 00 - Execution and Closeout Requirements: Additional coordination requirements.
- E. Section 01 78 00 - Closeout Submittals: Project record documents; operation and maintenance data; warranties and bonds.

1.03 GENERAL ADMINISTRATIVE REQUIREMENTS

- A. Comply with requirements of Section 01 70 00 - Execution and Closeout Requirements for coordination of execution of administrative tasks with timing of construction activities.
- B. Make the following types of submittals to Architect:
 - 1. Requests for Interpretation (RFI).
 - 2. Requests for substitution.
 - 3. Shop drawings, product data, and samples.
 - 4. Test and inspection reports.
 - 5. Design data.
 - 6. Manufacturer's instructions and field reports.
 - 7. Applications for payment and change order requests.
 - 8. Progress schedules.
 - 9. Coordination drawings.
 - 10. Correction Punch List and Final Correction Punch List for Substantial Completion.
 - 11. Closeout submittals.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 ELECTRONIC DOCUMENT SUBMITTAL SERVICE

- A. All documents transmitted for purposes of administration of the contract are to be in electronic (PDF, MS Word, or MS Excel) format, as appropriate to the document, and transmitted via an

Internet-based submittal service that receives, logs and stores documents, provides electronic stamping and signatures, and notifies addressees via email.

1. Besides submittals for review, information, and closeout, this procedure applies to Requests for Interpretation (RFIs), progress documentation, contract modification documents (e.g. supplementary instructions, change proposals, change orders), applications for payment, field reports and meeting minutes, Contractor's correction punchlist, and any other document any participant wishes to make part of the project record.
 2. Contractor and Architect are required to use this service.
 3. It is Contractor's responsibility to submit documents in allowable format.
 4. Subcontractors, suppliers, and Architect's consultants are to be permitted to use the service at no extra charge.
 5. Users of the service need an email address, internet access, and PDF review software that includes ability to mark up and apply electronic stamps (such as Adobe Acrobat, www.adobe.com, or Bluebeam PDF Revu, www.bluebeam.com), unless such software capability is provided by the service provider.
 6. Paper document transmittals will not be reviewed; emailed electronic documents will not be reviewed.
 7. All other specified submittal and document transmission procedures apply, except that electronic document requirements do not apply to samples or color selection charts.
- B. Cost: The cost of the service is to be paid by Contractor; include the cost of the service in the Contract Sum if utilized.
- C. Submittal Service: The selected service is:
1. Submittal Exchange (tel: 1-800-714-0024): www.submittalexchange.com/#sle.
- D. Training: One, one-hour, web-based training session will be arranged for all participants, with representatives of Architect and Contractor participating; further training is the responsibility of the user of the service.
- E. Project Closeout: Architect will determine when to terminate the service for the project and is responsible for obtaining archive copies of files for Owner / Library.

3.02 PRECONSTRUCTION MEETING

- A. Architect will schedule a meeting after Notice of Award.
- B. Attendance Required:
1. Owner / Library.
 2. Architect.
 3. Contractor.
 4. Sub-contractors.
 5. Architect's consultants.
- C. Agenda:
1. Execution of Owner - Contractor Agreement
 2. Submission of executed bonds and insurance certificates.
 3. Distribution of Contract Documents.
 4. Submission of list of subcontractors, list of products, schedule of values, and progress schedule.
 5. Designation of personnel representing the parties to Contract .
 6. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, Change Orders, and Contract closeout procedures.
 7. Construction scheduling.
 8. Critical work sequencing and long-lead items.
 9. Procedures for RFIs.
 10. Procedures for testing and inspecting.
 11. Use of the premises.

12. Work restrictions.
 13. Working hours.
 14. Responsibility for temporary facilities and controls.
 15. Procedures for disruptions and shutdowns.
 16. Use of site and storage areas.
 17. Equipment deliveries and priorities.
 18. First aid.
 19. Security.
 20. Progress cleaning.
- D. Contractor shall record minutes and distribute copies within two days after meeting to participants, with two copies to Architect, Owner / Library, participants, and those affected by decisions made.

3.03 SITE MOBILIZATION MEETING

- A. Schedule meeting at the Project site prior to Contractor occupancy.
- B. Attendance Required:
1. Contractor.
 2. Owner / Library.
 3. Architect.
 4. Contractor's superintendent.
 5. Major subcontractors.
- C. Agenda:
1. Use of premises by Owner / Library and Contractor.
 2. Owner / Library's requirements.
 3. Construction facilities and controls provided by Contractor.
 4. Temporary utilities provided by Contractor.
 5. Survey and building layout.
 6. Security and housekeeping procedures.
 7. Schedules.
 8. Application for payment procedures.
 9. Procedures for testing.
 10. Procedures for maintaining record documents.
 11. Requirements for start-up of equipment.
 12. Inspection and acceptance of equipment put into service during construction period.
- D. Contractor shall record minutes and distribute copies within two days after meeting to participants, with copies to Architect, Owner / Library, participants, and those affected by decisions made.

3.04 PROGRESS MEETINGS

- A. Schedule and administer meetings throughout progress of the work at maximum bi-monthly intervals.
- B. Make arrangements for meetings, prepare agenda with copies for participants, preside at meetings.
- C. Attendance Required:
1. Contractor.
 2. Owner / Library.
 3. Architect.
 4. Contractor's superintendent.
 5. Major subcontractors.
- D. Agenda:
1. Review minutes of previous meetings.
 2. Review of work progress.

3. Field observations, problems, and decisions.
 4. Identification of problems that impede, or will impede, planned progress.
 5. Review of submittals schedule and status of submittals.
 6. Review of RFIs log and status of responses.
 7. Review of off-site fabrication and delivery schedules.
 8. Maintenance of progress schedule.
 9. Corrective measures to regain projected schedules.
 10. Planned progress during succeeding work period.
 11. Coordination of projected progress.
 12. Maintenance of quality and work standards.
 13. Effect of proposed changes on progress schedule and coordination.
 14. Other business relating to work.
- E. Record minutes and distribute copies within two days after meeting to participants, with two copies to Architect, Owner / Library, participants, and those affected by decisions made.
- F. Contractor's Coordination Meeting:
1. Conduct Project Coordination Meeting at weekly intervals or as needed. Project coordination meetings are in addition to specific meetings held for other purposes, such as progress meetings and Pre-Construction conferences.

3.05 CONSTRUCTION PROGRESS SCHEDULE

- A. Within 10 days after date of the Agreement, submit preliminary schedule defining planned operations for the first 60 days of work, with a general outline for remainder of work.
- B. If preliminary schedule requires revision after review, submit revised schedule within 10 days.
- C. Within 20 days after review of preliminary schedule, submit draft of proposed complete schedule for review.
 1. Include written certification that major contractors have reviewed and accepted proposed schedule.
- D. Within 10 days after joint review, submit complete schedule.
- E. Submit updated schedule with each Application for Payment.
- F. 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.

3.06 GENERAL COORDINATION PROCEDURES

- A. Coordination: Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly demolition of each part of the Work. Coordinate construction operations, included in different Sections that depend on each other for proper installation, connection, and operation.
- B. Coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair.
- C. Make adequate provisions to accommodate items scheduled for later installation.
- D. 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.
- E. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities, and activities of other contractors, to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
 1. Preparation of Contractor's construction schedule.
 2. Preparation of the schedule of values.
 3. Installation and removal of temporary facilities and controls.

4. Delivery and processing of submittals.
5. Progress meetings.
6. Preinstallation conferences.
7. Project closeout activities.
8. Startup and adjustment of systems.

3.07 COORDINATION DRAWINGS

- A. Review drawings prior to submission to Architect.
- B. Coordination Drawings, General: Prepare coordination drawings according to requirements in individual Sections, and additionally where items are not completely shown 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. Indicate required demolition sequences.
- C. Coordination Drawing Organization: Organize coordination drawings as follows:
 1. Review: Architect will review coordination drawings to confirm that the Work is being coordinated, but not for the details of the coordination, which are Contractor's responsibility. If Architect determines that coordination drawings are not being prepared in sufficient scope or detail, or are otherwise deficient, Architect will so inform Contractor, who shall make changes as directed and resubmit.

3.08 REQUESTS FOR INFORMATION (RFI)

- A. Definition: A request seeking one of the following:
 1. An interpretation, amplification, or clarification of some requirement of Contract Documents arising from inability to determine from them the exact material, process, or system to be installed; or when the elements of construction are required to occupy the same space (interference); or when an item of work is described differently at more than one place in Contract Documents.
- B. Whenever possible, request clarifications at the next appropriate project progress meeting, with response entered into meeting minutes, rendering unnecessary the issuance of a formal RFI.
- C. General: Immediately on discovery of the need for additional information or interpretation of the Contract Documents and if not possible to request interpretation at the next Project Meeting, the **Contractor is to call the Architect** to review and determine if an RFI is required. If so determined by the Contractor and Architect, the Contractor shall prepare and submit an RFI in the form specified.
 1. For any RFIs submitted to Architect by other entities controlled by Contractor, Architect will return with no response.
 2. Coordinate and submit RFIs in a prompt manner so as to avoid delays in Contractor's work or work of subcontractors.
- D. Content: Include identifiers necessary for tracking the status of each RFI, and information necessary to provide an actionable response.
 1. Official Project name and number, and any additional required identifiers established in Contract Documents.
 2. Owner / Library's, Architect's, and Contractor's names.
 3. Discrete and consecutive RFI number, and descriptive subject/title.
 4. Issue date, and requested reply date.
 5. Reference to particular Contract Document(s) requiring additional information/interpretation. Identify pertinent drawing and detail number and/or specification section number, title, and paragraph(s).

6. Annotations: Field dimensions and/or description of conditions which have engendered the request.
 7. Contractor's suggested resolution: A written and/or a graphic solution, to scale, is required in cases where clarification of coordination issues is involved, for example; routing, clearances, and/or specific locations of work shown diagrammatically in Contract Documents. If applicable, state the likely impact of the suggested resolution on Contract Time or the Contract Sum.
 8. Contractor's signature.
- E. Attachments: Include sketches, coordination drawings, descriptions, photos, submittals, and other information necessary to substantiate the reason for the request.
1. Include dimensions, thicknesses, structural grid references, and details of affected materials, assemblies, and attachments on attached sketches.
- F. RFI Log: Prepare and maintain a tabular log of RFIs for the duration of the project.
1. Indicate current status of every RFI. Update log promptly and on a regular basis.
 2. Note dates of when each request is made, and when a response is received.
 3. Highlight items requiring priority or expedited response.
 4. Highlight items for which a timely response has not been received to date.
- G. RFI Forms: AIA Document G716 or a Software-generated form with substantially the same content as indicated above, acceptable to Architect.
1. Attachments shall be electronic files in Adobe Acrobat PDF format.
- H. Review Time: Architect will respond and return RFIs to Contractor within seven working days of receipt. For the purpose of establishing the start of the mandated response period, RFIs received after 12:00 noon will be considered as having been received on the following regular working day.
1. Response period may be shortened or lengthened for specific items, subject to mutual agreement, and recorded in a timely manner in progress meeting minutes.
- I. Responses: Content of answered RFIs will not constitute in any manner a directive or authorization to perform extra work or delay the project. If in Contractor's belief it is likely to lead to a change to Contract Sum or Contract Time, promptly issue a notice to this effect, and follow up with an appropriate Change Order request to Owner / Library.
1. Response may include a request for additional information, in which case the original RFI will be deemed as having been answered, and an amended one is to be issued forthwith. Identify the amended RFI with an R suffix to the original number.
 2. Do not extend applicability of a response to specific item to encompass other similar conditions, unless specifically so noted in the response.
 3. Upon receipt of a response, promptly review and distribute it to all affected parties, and update the RFI Log.
 4. Notify Architect within seven calendar days if an additional or corrected response is required by submitting an amended version of the original RFI, identified as specified above.
- J. Architect's Action: Architect will review each RFI, determine action required, and respond. Allow seven working days for Architect's response for each RFI. RFIs received by Architect 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 Architect's actions on submittals.
 - g. Incomplete RFIs or inaccurately prepared RFIs.

2. Architect's action may include a request for additional information, in which case Architect's time for response will date from time of receipt of additional information.
3. Architect's action on RFIs that may result in a change to the Contract Time or the Contract Sum may be eligible for Contractor to submit Proposal Request according to Section 01 2000 "Contract Modification Procedures."
 - a. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Architect in writing within 7 days of receipt of the RFI response.
 - b. After 7 calendar days, with no response from contractor, the RFI is considered acceptable with no changes to Contract Time or Contract Sum. No additional compensation will be considered after the 7 days.

3.09 SUBMITTAL SCHEDULE

- A. Submit to Architect for review a schedule for submittals in tabular format.
 1. Submit at the same time as the preliminary schedule specified in Section - 01 32 16 - Construction Progress Schedule.
 2. Coordinate with Contractor's construction schedule and schedule of values.
 3. Format schedule to allow tracking of status of submittals throughout duration of construction.
 4. Arrange information to include scheduled date for initial submittal, specification number and title, submittal category (for review or for information), description of item of work covered, and role and name of subcontractor.
 5. Account for time required for preparation, review, manufacturing, fabrication and delivery when establishing submittal delivery and review deadline dates.
 - a. For assemblies, equipment, systems comprised of multiple components and/or requiring detailed coordination with other work, allow for additional time to make corrections or revisions to initial submittals, and time for their review.

3.10 SUBMITTALS FOR REVIEW

- A. When the following are specified in individual sections, submit them for review:
 1. Product data.
 - 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 not suitable for use, submit as Shop Drawings, not as Product Data.
 - 2) Include the following information, as applicable:
 - (a) Manufacturer's catalog cut sheets; include only cut sheets relevant to this Project.
 - (b) Statement of compliance with specified referenced standards.
 - (c) Testing by recognized testing agency.
 - (d) Notation of coordination requirements.
 - 3) For equipment, include the following in addition to the above, as applicable:
 - (a) Wiring diagrams showing factory-installed wiring.
 - (b) Printed performance curves.
 - (c) Operational range diagrams.
 - (d) Clearances required to other construction, if not indicated on accompanying Shop Drawings.
 - 4) Submit Product Data in the following format:
 - (a) PDF electronic file.
 - (b) Color Charts or items requiring true color representation not conducive to scanning or electronic formats:
 - (1) Number of Copies: Submit the number of copies to the Architect which the Contractor requires, plus two-(2) which will be retained by the Architect, Architect's Consultant.
 2. Shop drawings.

- a. 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.
 - 2) Sheet Size: Except for templates, patterns, and similar full-size drawings, submit Shop Drawings on sheets at least 8-1/2 by 11 inches but no larger than (30 by 42 inches)].
 - 3) Submit Shop Drawings in the following format:
 - (a) PDF electronic file.
3. Samples for selection.
 - a. Samples: Submit Samples for review of kind, color, pattern, and texture for a check of these characteristics with other elements and for a comparison of these characteristics between submittal and actual component as delivered and installed.
 - 1) Transmit Samples that contain multiple, related components such as accessories together in one submittal package.
 - 2) Submit transmittal of sample shipment, onto the Project Web Site. Transmittal will be returned after 7 calendar days if samples are not received by the Architect's office.
 - (a) Include in the electronic submittal a photograph or scan of the samples being submitted.
 - 3) Identification: Attach label on unexposed side of Samples that includes the following:
 - (a) Generic description of Sample.
 - (b) Product name and name of manufacturer.
 - (c) Sample source.
 - (d) Number and title of applicable Specification Section.
 - 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.
 - 5) Samples not incorporated into the Work, or otherwise designated as Owner's property, are the property of Contractor
 - b. When color charts are to be used, submit hard copies of the color charts to the Architect after uploading to project's website.
 - c. Architect may require physical samples from color charts and will notify Contractor if physical samples are to be submitted in lieu of a color chart.
4. Samples for verification.
 - a. 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.

- B. Submit to Architect for review for the limited purpose of checking for compliance with information given and the design concept expressed in Contract Documents.
1. Action Submittals: Architect will review each submittal, make marks to indicate corrections or modifications required. Architect will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action, as follows:
 - a. Final Unrestricted Release: Where submittals are marked "**NO EXCEPTIONS TAKEN**," the Work covered by the submittal may proceed provided it complies with requirements of the Contract Documents. Final acceptance will depend on that compliance.
 - b. Final-but-Restricted Release: When submittals are marked "**MAKE CORRECTIONS NOTED**," the Work covered by the submittal may proceed provided it complies with both the Architect's notations and corrections on the submittal and requirements of the Contract Documents. Final acceptance will depend on that compliance.
 - c. Returned for Resubmittal: When submittal is marked "**REVISE AND RESUBMIT**" or "**REJECTED**" or "**NOT REVIEWED - NO INFORMATION PROVIDED**," do not proceed with the Work covered by the submittal, including purchasing, fabrication, delivery, or other activity. Revise or prepare a new submittal according to the Architect's notations. Resubmit without delay. Repeat if necessary to obtain a different action mark.
 - 1) Do not permit submittals marked "**REVISE AND RESUBMIT**" or "**REJECTED**" or "**NOT REVIEWED - NO INFORMATION PROVIDED**," to be used at the Project Site or elsewhere where construction is in progress.
 - d. Returned submittal marked "**RECORD DOCUMENT - NOT REVIEWED**" are for project records only and do not represent any review performed on the submittal by the Design Team.
 2. Informational Submittals: Architect will review each submittal and will not return it, or will return it if it does not comply with requirements. Architect will forward each submittal to appropriate party.
 3. Partial submittals prepared for a portion of the Work will be reviewed when use of partial submittals has received prior approval from Architect.
 4. Incomplete submittals are not acceptable, will be considered nonresponsive, and will be returned without review.
 5. Submittals not required by the Contract Documents may not be reviewed and may be discarded.
 6. Submittals that clearly demonstrate lack of review by the Contractor will be immediately be returned without review.
 7. The Architect's review of these submittals is only for general conformance with the design concept of the work and general compliance with the information given in the Contract Documents. Any action shown is subject to the requirements of the drawings and specifications.
 8. The review is not intended to be exhaustive; nor is the Architect or Contracting Officer's Representative obligated to verify dimensions, quantities, or the performance of any systems.
- C. Samples will be reviewed for aesthetic, color, or finish selection.
- D. After review, provide copies and distribute in accordance with SUBMITTAL PROCEDURES article below and for record documents purposes described in Section 01 78 00 - Closeout Submittals.

3.11 SUBMITTALS FOR INFORMATION

- A. When the following are specified in individual sections, submit them for information:
1. Design data.
 2. Certificates.
 3. Test reports.
 - 1) Limitations of use.

- b. 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 primers and substrate preparation needed for adhesion.
 - c. Field Test Reports: Submit 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.
 4. Inspection reports.
 5. Manufacturer's instructions.
 6. Manufacturer's field reports.
 7. Subcontractor List: Prepare a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish specialty work including site work or utilities work or crushing activities. Include the following information in tabular form:
 - a. Name, address, and telephone number of entity performing subcontract or supplying products.
 8. Key Personnel Names: Within 15 days of starting deconstruction 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 and telephone numbers, including home, office, and 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.
 - a. Post copies of list in project meeting room, and in temporary field office. Keep list current at all times
 9. Design data
 - a. Delegated Design Services
 - 1) 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.
 - (a) If criteria indicated are not sufficient to perform services or certification required, submit a written request for additional information to Architect.
 - 2) Delegated-Design Services Certification: In addition to Shop Drawings, Product Data, and other required submittals, submit digitally-signed PDF electronic file 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.
 - (a) 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.
 10. Other types indicated.
- B. Submit for Architect's knowledge as contract administrator or for Owner / Library.

3.12 SUBMITTALS FOR PROJECT CLOSEOUT

- A. Submit Correction Punch List for Substantial Completion.
- B. Submit Final Correction Punch List for Substantial Completion.
- C. When the following are specified in individual sections, submit them at project closeout in compliance with requirements of Section 01 78 00 - Closeout Submittals:
 1. Project record documents.
 2. Operation and maintenance data.
 3. Warranties.
 4. Bonds.
 5. Other types as indicated.

- D. Submit for Owner / Library's benefit during and after project completion.

3.13 NUMBER OF COPIES OF SUBMITTALS

- A. Documents for Review:
1. Small Size Sheets, Not Larger Than 8-1/2 by 11 inches: Submit one copy; the Contractor shall make Contractor's own copies from original returned by the Architect after making a file copy.
 2. Larger Sheets, Not Larger Than 36 by 48 inches: Submit one reproducible transparency and one opaque reproduction.
- B. Documents for Information: Submit two copies.
- C. Samples: Submit the number specified in individual specification sections; one of which will be retained by Architect.
1. After review, produce duplicates.
 2. Retained samples will not be returned to Contractor unless specifically so stated.

3.14 SUBMITTAL PROCEDURES

- A. General Requirements:
1. Identification and Information: Identify and incorporate information in each electronic submittal file as follows:
 2. Assemble complete submittal package into a single file for each submittal required. Submit each required submittal at the same time for the whole division.
 3. Name file with submittal number or other unique identifier, including revision identifier.
 4. Provide means for electronic insertion to permanently record Contractor's review and approval markings and action taken by Architect.
 5. Include the following information on a sheet:
 - a. Project name.
 - b. Date
 - c. Name and address of Architect
 - d. Name of Contractor
 - e. Name of firm or entity that prepared submittal.
 - f. Name of subcontractor.
 - g. Name of supplier
 - h. Name of manufacturer
 - i. Number and title of appropriate Specification Section
 - j. Drawing number and detail references, as appropriate
 - k. Location(s) where product is to be installed, as appropriate
 - l. Related physical samples submitted directly
 - m. Other necessary identification
 6. Include the following information as keywords in the electronic file metadata
 - a. Project name
 - b. Number and title of appropriate Specification Section
 - c. Product name
 7. Options: Identify options requiring selection by the Architect
 8. Deviations: Identify deviations from the Contract Documents on submittals
 - a. Submittals not reviewed by the Contractor and stamped such will be rejected and sent back to the Contractor for review. Contractor to provide enough evidence of review, prior to submitting to the Architect for review. If upon review by the Architect, it is so deemed that the Contractor did not review the submittal based on the amount of corrections that the Architect identifies, the Architect will cease review of the submittal and stamp as Revise and Resubmit without further review.
 9. Re-submittals: Make re-submittals in same form and number of copies as initial submittal.
 - a. Note date and content of previous submittal
 - b. Note date and content of revision in label or title block and clearly indicate extent of revision

- c. Resubmit submittals until they are marked with approval notation from Architect's action stamp
10. Distribution: Furnish electronic copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities.
11. Use for Construction: Use only final submittals that are marked with approval notation from Architect's action stamp.
12. Apply Contractor's stamp, signed or initialed certifying that review, approval, verification of Products required, field dimensions, adjacent construction Work, and coordination of information is in accordance with the requirements of the Work and Contract Documents.
 - a. Architect will not review submittals that do not bear Contractor's approval stamp and will return the submittals without action.
13. For each submittal for review, allow 14 days excluding delivery time to and from the Contractor.
 - a. 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 re-submittals.
 - b. Re-submittal Review: Allow 14 days for review of each re-submittal.
 - c. Hardware Submittals: Allow 30 days for the review of this submittal. During this time period, a hardware meeting will be scheduled with the owner, contractor and the AHC to review each opening requirement with adjustments made as needed for operation. Contractor will be required to resubmit the hardware submittal, updated with any modifications.
 - d. Building Technology Submittals: Allow 30 days for review of these submittals. During this time period a meeting will be scheduled with the owner, contractor and engineer for review of technology component operations.
14. Architect's Digital Data Files: Electronic copies of PDF versions of "PLAN" Drawings of the Contract Drawings may be provided by Architect, upon request, for Contractor's use in preparing submittals. Electronic copies of CAD Drawings of the Contract Drawings will not be provided by Architect for Contractor's use in preparing submittals except as note elsewhere.
 - a. Architect will furnish Contractor digital data drawing PDF files of the Contract Drawings for use in preparing Shop Drawings. Copies of Architect's digital files submitted as a required submittal without additional contractor specified information will be returned to the Contractor.
 - 1) Architect makes no representations as to the accuracy or completeness of digital data drawing files as they relate to the Contract Drawings.
 - 2) The following PDF files will by furnished for each appropriate discipline:
 - (a) Plan type drawings
 - (b) Building detail drawings will not be provided
15. Identify: Project; Contractor; subcontractor or supplier; pertinent drawing and detail number; and specification section number and article/paragraph, as appropriate on each copy.

3.15 ELECTRONIC SUBMITTAL REQUIREMENTS

- A. The following submittals and paperwork shall be transmitted to Architect in electronic (PDF) format via a website service designed specifically for transmitting submittals between construction team members. The contractor shall use the FTP site for the following information:
 1. Shop drawing submittals
 2. Product data submittals
 3. Requests for Information
 4. Project Directory
 5. Project Correspondence
 6. Contractor's reports
 7. Project Meeting Minutes

8. Contract Modification (Change Orders) Logs
 9. Request For Information forms, responses and logs
 10. Architectural Supplemental Instructions (ASI's) and logs
 11. Online document collaboration files
 12. Project photographs and videos
 13. Special Inspection reports
- B. The electronic submittal process is not intended for the following:
1. **Color samples, color charts, physical material samples.**
 2. **Applications for Payment, and other submittals not related to shop drawings and product data and not indicated above.**
- C. Provide and use project website for purposes of managing project information and documentation noted elsewhere until Final Completion.

3.16 CONTRACTOR'S USE OF ARCHITECT'S CAD FILES

- A. General: At Contractor's written request, copies of Architect's CAD files may be provided to Contractor for Contractor's use in connection with the Project, subject to the following conditions:
1. Electronic copies of plan-type drawings will be made available at a cost of \$150.00 payable to the Architect, for each requested drawing. Electronic copies will be distributed upon receipt of service fee and signed agreement.
 2. Contractor making request shall not distribute files to other parties.
- B. Contractor making request shall provide a signed copy of the CAD/ELECTRONIC FILE TRANSFER TO CONTRACTOR form.

4.01 CAD/ELECTRONIC FILE TRANSFER TO CONTRACTOR

Dear Contractor requesting Files:

At your request, FEH DESIGN and it's Consultants may provide electronic files for your convenience and use in the preparation of shop drawings related to the Sparta Free Library Expansion and Renovation, subject to the following terms and conditions:

Our electronic files are generated into AutoCAD drawing files. FEH DESIGN and it's Consultants makes no representation as to the compatibility of these files with your hardware or your software. Please advise FEH DESIGN of the desired AutoCAD version you are requesting.

Data contained on these electronic files are part of our instruments of service and shall not be used by you for any purpose other than as a convenience in the preparation of the shop drawings for the referenced project. Any other use or reuse by you or by others will be at your sole risk and without liability or legal exposure to FEH DESIGN or our Consultants. You agree to make no claim and hereby waive, to the fullest extent permitted by law, any claim or cause of action of any nature against FEH DESIGN, our officers, directors, employees, agents or sub-consultants that may arise out of or in connection with your use of these electronic files.

Furthermore, you shall, to the fullest extent permitted by law, indemnify and hold FEH DESIGN and it's Consultants harmless against all damages, liabilities or costs, including reasonable attorney's fees and defense costs arising out of or resulting from your use of these electronic files.

These electronic files are not construction documents. Differences may exist between these electronic files and corresponding hard-copy construction documents. FEH DESIGN and it's consultants makes no representation regarding the accuracy or completeness of the electronic files you receive. In the event that a conflict arises between the signed or sealed hard-copy construction documents, the signed or sealed hard-copy shall govern. You are responsible for determining if any conflict exists. By your use of these electronic files, you are not relieved of your duty to fully comply with the contract documents, including, and without limitation, the need to check, confirm and coordinate all dimensions and details, take field measurements, verify field conditions and coordinate your work with that of other contractors for the project.

Because information presented on the electronic files can be modified, unintentionally or otherwise, FEH DESIGN and it's Consultants reserves the right to remove all indicia of ownership and/or involvement from each electronic display.

FEH DESIGN will furnish you electronic files of the following drawing sheets:

List of Contractor Requested Drawings: _____

PDF or AutoCAD version (ie. AutoCAD 2013, AutoCAD 2010 etc.):

Under no circumstances shall delivery of the electronic files for use by you be deemed a sale by FEH DESIGN, and we make no warranties, either express or implied, of merchantability and fitness for any particular purpose. In no event shall FEH DESIGN or it's Consultants be liable for any loss of profit or any consequential damages as a result of your use or reuse of these electronic files.

(Contractor name and title)

(Officer or Legally Responsible Party)

(Company)

(Title)

(Address)

(Date)

END OF SECTION

SECTION 01 32 16 CONSTRUCTION PROGRESS SCHEDULE

PART 1 GENERAL

1.01 SECTION INCLUDES

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

1.02 SUBMITTALS

- A. Within 10 days after date of Agreement, submit preliminary schedule.
- B. If preliminary schedule requires revision after review, submit revised schedule within 10 days.
- C. Within 20 days after review of preliminary schedule, submit draft of proposed complete schedule for review.
 - 1. Include written certification that major contractors have reviewed and accepted proposed schedule.
- D. Within 10 days after joint review, submit complete schedule.
- E. Submit updated schedule with each Application for Payment.
- F. Submit in PDF format.

1.03 QUALITY ASSURANCE

- A. Scheduler: Contractor's personnel or specialist Consultant specializing in CPM scheduling with one years minimum experience in scheduling construction work of a complexity comparable to this Project, and having use of computer facilities capable of delivering a detailed graphic printout within 48 hours of request.

1.04 SCHEDULE FORMAT

- A. Listings: In chronological order according to the start date for each activity. Identify each activity with the applicable specification section number.
- B. Diagram Sheet Size: Maximum 30 x 42 inches.

1.05 DEFINITIONS

- A. Activity: A discrete part of a project that can be identified for planning, scheduling, monitoring, and controlling the construction project. Activities included in a construction schedule consume time and resources.
 - 1. Critical Activity: An activity on the critical path that must start and finish on the planned early start and finish times.
 - 2. Predecessor Activity: An activity that precedes another activity in the network.
 - 3. Successor Activity: An activity that follows another activity in the network.
- B. Critical Path: The longest connected chain of interdependent activities through the network schedule that establishes the minimum overall Project duration and contains no float.
- C. Event: The starting or ending point of an activity.
- D. Float: The measure of leeway in starting and completing an activity.
 - 1. Float time is not for the exclusive use or benefit of either Owner or Contractor, but is a jointly owned, expiring Project resource available to both parties as needed to meet schedule milestones and Contract completion date.
 - 2. Free float is the amount of time an activity can be delayed without adversely affecting the early start of the successor activity.
 - 3. Total float is the measure of leeway in starting or completing an activity without adversely affecting the planned Project completion date.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 PRELIMINARY SCHEDULE

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

3.02 CONTENT

- A. Show complete sequence of construction by activity, with dates for beginning and completion of each element of construction.
- B. Identify each item by specification section number.
- C. Identify work of separate stages and other logically grouped activities.
- D. Provide sub-schedules for each stage of Work identified in Section 01 10 00 - Summary.
- E. Provide sub-schedules to define critical portions of the entire schedule.
 - 1. Constraints: Include constraints and work restrictions indicated in the Contract Documents and as follows in schedule, and show how the sequence of the Work is affected.
 - a. Work by Owner: Include a separate activity for each portion of the Work performed by Owner.
 - b. Owner-Furnished Products: Include a separate activity for each product. Include delivery date indicated in Division 01 Section "Summary." Delivery dates indicated stipulate the earliest possible delivery date.
 - c. Work Restrictions: Show the effect of the following items on the schedule:
 - 1) Coordination with existing construction.
 - 2) Limitations of continued occupancies.
 - 3) Uninterruptible services.
 - 4) Use of premises restrictions.
 - 5) Environmental control.
 - d. Work Stages: Indicate important stages of construction for each major portion of the Work, including, but not limited to, the following:
 - 1) Submittals.
 - 2) Mockups.
 - 3) Installation.
 - 4) Tests and inspections.
 - 5) Startup and placement into final use and operation.
 - e. List critical work and subcontracts here if requirement to indicate stages of the Work is limited only to those elements.
 - f. Construction Areas: Identify each major area of construction for each major portion of the Work. Indicate where each construction activity within a major area must be sequenced or integrated with other construction activities to provide for the following:
 - 1) Structural Completion.
 - 2) Temporary enclosure and space conditioning.
 - 3) Permanent space enclosure.
 - 4) Completion of mechanical installation.
 - 5) Completion of electrical installation.
 - 6) Substantial Completion.
- F. Activity Duration: Define activities so no activity is longer than 20 days, unless specifically allowed by Architect / Owner.
- G. Show accumulated percentage of completion of each item, and total percentage of Work completed, as of the first day of each month.
- H. Coordinate content with schedule of values specified in Section 01 20 00 - Price and Payment Procedures.
- I. Provide legend for symbols and abbreviations used.

- J. Substantial Completion: Indicate completion in advance of date established for Substantial Completion, and allow time for Architect / Owner's & Architect's administrative procedures necessary for certification of Substantial Completion.
- K. Punch List and Final Completion: Include not more than 14 days for punch list and final completion.

3.03 BAR CHARTS

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

3.04 REVIEW AND EVALUATION OF SCHEDULE

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

3.05 UPDATING SCHEDULE

- A. Maintain schedules to record actual start and finish dates of completed activities.
- B. Indicate progress of each activity to date of revision, with projected completion date of each activity.
- C. Annotate diagrams to graphically depict current status of Work.
- D. Identify activities modified since previous submittal, major changes in Work, and other identifiable changes.
- E. Indicate changes required to maintain Date of Substantial Completion.
- F. Submit reports required to support recommended changes.
- G. Upcoming Work Summary: Prepare summary report indicating activities scheduled to occur or commence prior to submittal of next schedule update. Summarize the following issues:
 - 1. Unresolved issues.
 - 2. Unanswered RFIs.
 - 3. Rejected or unreturned submittals.
 - 4. Notations on returned submittals.
- H. Recovery Schedule: When periodic update indicates the Work is 14 or more calendar days behind the current approved schedule, submit a separate recovery schedule indicating means by which Contractor intends to regain compliance with the schedule. Indicate changes to working hours, working days, crew sizes, and equipment required to achieve compliance, and date by which recovery will be accomplished.
- I. At monthly intervals, update schedule to reflect actual construction progress and activities. Issue schedule one week before each regularly scheduled progress meeting.
- J. Provide narrative report to define problem areas, anticipated delays, and impact on the schedule. Report corrective action taken or proposed and its effect.

3.06 SPECIAL REPORTS

- A. General: Submit special reports directly to Owner within one day(s) of an occurrence. Distribute copies of report to parties affected by the occurrence.
- B. Reporting Unusual Events: When an event of an unusual and significant nature occurs at Project site, whether or not related directly to the Work, prepare and submit a special report. List chain of events, persons participating, response by Contractor's personnel, evaluation of results or effects, and similar pertinent information. Advise Owner in advance when these events are known or predictable.

3.07 DISTRIBUTION OF SCHEDULE

- A. Distribute copies of updated schedules to Contractor's project site file, to subcontractors, suppliers, Architect, Owner / Library, and other concerned parties.

- B. Instruct recipients to promptly report, in writing, problems anticipated by projections indicated in schedules.
- C. Post copies in Project meeting rooms and temporary field offices

END OF SECTION

SECTION 01 35 91 PERIOD TREATMENT PROCEDURES

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. Construction procedures appropriate for working with historic sites and structures.

1.02 RELATED REQUIREMENTS

- A. Section 01 10 00 - Summary: Contract descriptions, description of alterations work, work by others, future work, occupancy conditions, use of site and premises, and work sequence.
- B. Section 02 03 42 - Removal and Salvage of Period Construction Materials.
- C. Section 02 41 00 - Demolition: Selective demolition of nonhistorical elements.

1.03 DEFINITIONS

- A. Existing to Remain: Existing items that are not to be removed or dismantled. Protect materials as indicated.
- B. Historic: Spaces, areas, rooms, surfaces, materials, finishes, and overall appearance subject to preservation, rehabilitation, restoration, and reconstruction procedures defined in NPS (THP). Designation "HF" and words such as "historic," "historic fabric," "historic materials," "historic building materials," "historic character," or words of similar meaning indicate that the material or feature is considered to have aspects that require period treatment procedures.
- C. In-Kind: Matching existing in physical and visual aspects including, but not limited to, material, form, color, texture, and workmanship.
- D. Matching: Blending with adjacent construction and showing no apparent difference in material type, form, detail, color, texture, finish, or other visible and readily discernible characteristics, as determined and approved by Architect.
- E. Protect: Take precautions to keep historic materials of the building from damage or injury.
- F. Refinish: Remove existing finishes from base material and apply new finish to match original or as otherwise indicated.
- G. Remove: Detach or dismantle items from existing construction and dispose of them off-site, unless items are indicated to be salvaged or reinstalled.
- H. Remove and Reinstall: Detach or dismantle items from existing construction in a manner to prevent damage. Clean and prepare for reuse and reinstall in original location or in other location where indicated.
- I. Remove and Salvage: Detach or dismantle items from existing construction in a manner to prevent damage. Clean, package, label, and deliver salvaged items to Owner / Library in ready-for-reuse condition.
- J. Repair: Correct damage and defects, retaining existing materials, features, and finishes and employing as few new materials as possible. Includes patching, piecing-in, splicing, consolidating, or reinforcing or upgrading materials with appropriate and approved materials and methods.
- K. Replace: Remove, duplicate, and reinstall entire item with new material. Use original item as the pattern unless noted otherwise.
- L. Retain: Existing to remain; keep existing items that are not to be removed or dismantled.
- M. Stabilize: Provide reinforcement of unsafe or deteriorated items and maintain the present, essential form; reestablish weather-resistant enclosure.

1.04 REFERENCE STANDARDS

- A. NFPA 241 - Standard for Safeguarding Construction, Alteration, and Demolition Operations 2022, with Errata (2021).

- B. NPS (THP) - The Secretary of The Interior's Standards For the Treatment of Historic Properties with Guidelines For Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings 2017.

1.05 ADMINISTRATIVE REQUIREMENTS

- A. Preinstallation Meeting: Conduct a preinstallation meeting one week prior to the start of the work of this section; require attendance by affected installers.

1.06 SUBMITTALS

- A. See Section 01 30 00 - Administrative Requirements for submittal procedures.
- B. Project supervisor's qualification statement.
- C. Existing Conditions Documentation: Prior to commencement of period treatment activities, document with digital photography, digital videography, digital photogrammetry, or similar means the existing exterior walls, interior walls, windows, doors, roofs and roofing, interior finishes, trim, decorative elements, and building services equipment and distribution systems indicated as subject to period treatment.
- D. Project Record Documents:
 - 1. Record of conditions encountered before, during, and after completion of work.

1.07 QUALITY ASSURANCE

- A. Project Supervisor: Master craftsman with at least three years of documented experience in leading work similar in size and scope to this project.
 - 1. Be present when a craftsman begins to perform the work; explain the intended procedures.
- B. Documents at Project Site: Maintain at the project site a copy of each referenced document for execution requirements.

1.08 DELIVERY, STORAGE, AND HANDLING

- A. See Section 01 74 19 - Construction Waste Management and Disposal for packaging waste requirements.
- B. Storage and Protection:
 - 1. Use and reuse materials original to the existing structure wherever practical. Store removed materials under cover, inside, and protect from damage.
 - 2. Label specific pieces or items to be removed. Label consistently and inconspicuously indicating original location, and document original position.
 - 3. Protect materials during storage and construction from rain, snow, or groundwater and from soiling with earth or other materials.
 - a. Store cementitious materials off ground, under cover, and in a dry location. Protect liquid components from freezing.
 - b. Comply with manufacturer's recommendations for minimum and maximum temperature requirements for storage.
 - 4. Store restoration and cleaning chemicals off-site or in metal cabinets on-site. Do not leave cans open or out of the cabinet overnight. Do not store in unlabeled containers.

1.09 FIELD CONDITIONS

- A. Smoking and use of tobacco products by personnel performing work on or about designated period treatment areas is not allowed.
- B. Environmental Requirements:
 - 1. Wet or Humid Weather:
 - a. Do not remove exterior elements of structures when raining or rain is forecasted.
 - b. Do not apply primer, paint, putty, or epoxy when the relative humidity is above 80 percent and in accordance with manufacturer's recommendations.
 - c. Do not repair exterior features in rain or fog.

2. Hot Weather: Work in the shade when the temperature is above 75 degrees F. Shield features or areas from excessive heat with protective netting or tarpaulins.
 - a. Hot Weather Maximum Application Ambient Temperatures:
 - 1) Paint: 85 degrees F.
 - 2) Putty: 80 degrees F.
 - 3) Epoxy: 80 degrees F.
 3. Cold Weather: Do not perform exterior wet work when the air temperature is below 40 degrees F.
 - a. Cold Weather Minimum Application Ambient Temperatures:
 - 1) Paint: 50 degrees F.
 - 2) Putty: 50 degrees F.
 - 3) Epoxy: 55 degrees F.
 - b. Do not begin cleaning, patching, and similar work when frost or freezing temperatures are forecasted.
- C. Exterior Cleaning Procedures: Perform cleaning and rinsing of the exterior elements only during daylight hours.
- D. Protection of Existing Elements: In accordance with manufacturer's recommendations for use of proposed products and procedures and compatibility with adjacent historic building materials, components, and vegetation.

PART 2 - PRODUCTS

2.01 PROTECTION PRODUCTS

- A. Temporary Interior Enclosures: See Section 01 50 00 - Temporary Facilities and Controls.
- B. Adhesive Walk-Off, Tacky Mats: Mats with multiple layers of disposable, adhesive-coated sheets.
 1. Sheet Material: Polyethylene film.
 2. Adhesive: Acrylic.
 3. Applications: Indoor/Outdoor.
 4. Nominal Mat Size: Contractor's option, to provide adequate dirt trapping.
 5. Color: Blue.

2.02 CLEANING MATERIALS

- A. General: Do not use incompatible materials that may contribute to damage of the element being cleaned.
- B. Use products specifically intended by the manufacturer for cleaning historic materials or elements.

2.03 REPAIR MATERIALS

- A. General: Do not use incompatible materials contributing to damage of repaired elements.
- B. Matching: Unless otherwise required, use new materials that match historic materials in type, design, dimension, texture, detailing, and external appearance.

PART 3 - EXECUTION

3.01 PERIOD TREATMENT SPECIAL PROCEDURES

- A. Selective removal and salvage of identified historic items and materials and removal of rubbish and debris.
 1. Perform work in accordance with requirements of Section 02 03 42.
 2. Historic items and materials are indicated on drawings.
- B. Review proposed procedures for each type of element with Architect. Obtain approval from Project Manager before commencing work.
- C. Salvage as much existing material of each element as practicable; repair, consolidate, and restore rather than renew.

- D. Repair rather than replace architectural features wherever possible. Repair or replace missing features with accurate duplications.
- E. Use reversible processes wherever possible.
- F. Use methods that do not significantly change the aesthetic effect of existing elements.
- G. Document condition of items being worked on before, during, and after work is completed.
- H. Provide Owner / Library's written approval of changes, additions, or removal of historic structural fabric or historic property.
- I. Notify Owner / Library of visible changes in the integrity of material or components, e.g., environmental, such as biological attack, ultraviolet degradation, freeze-thaw, or structural defects such as cracks, movement, or distortion.
- J. Protect existing materials and substrates from damage.
- K. Protect existing elements and features removed, cleaned, and reused from material damage.
 - 1. Label salvaged items and features and store at project site, in designated location; protect from damage.
 - 2. Permanently label new or replacement materials and features in an unobtrusive manner. Record type of identification and location of labels.
- L. Exterior Work Procedures: Protect parts of the facility not included in this work from damage.
 - 1. Do not attach scaffolding, ladders, and working platforms to building unless approved in writing by the Architect.
 - 2. Test drain systems to assure proper functioning before performing cleaning operations. Notify Owner / Library if stopped or blocked.
 - a. Clean drains and drain lines blocked or filled with sand or solids.
 - 3. Seal exterior openings to prevent entry of dust, debris, and water into the building.
 - 4. Protect landscape work adjacent to or within period treatment work areas:
 - a. Set scaffolding and ladder legs away from plants. Submit pruning requests to Architect.
 - b. Provide plank barriers to protect tree trunks. Bind spreading shrubs.
 - c. Use covering methods and materials that allow plants to breathe. Remove covering at the end of each workday. Do not cover plant material with a waterproof membrane for more than 8 hours at one time.
- M. Interior Work Procedures: Protect parts of the facility not being cleaned or repaired from effects of this work.
 - 1. Provide enclosures to protect against spread of dust, debris, and water at or beyond the work area.
 - 2. Mask or cover adjacent surfaces and permanent equipment. Secure coverings; do not use adhesive type tape or nails. Do not use impervious sheeting.

END OF SECTION

SECTION 01 40 00 QUALITY REQUIREMENTS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Submittals.
- B. References and standards.
- C. Testing and inspection agencies and services.
- D. Control of installation.
- E. Mock-ups.
- F. Tolerances.
- G. Manufacturers' field services.
- H. Defect Assessment.

1.02 RELATED REQUIREMENTS

- A. Document 00 72 00 - General Conditions: Inspections and approvals required by public authorities.
- B. Section 01 30 00 - Administrative Requirements: Submittal procedures.
- C. Section 01 42 16 - Definitions.
- D. Section 01 42 19 - Reference Standards.
- E. Section 01 60 00 - Product Requirements: Requirements for material and product quality.

1.03 DEFINITIONS

- A. Experienced: When used with an entity or individual, "experienced" 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. 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.
- C. 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. Services do not include contract enforcement activities performed by Architect.

1.04 SUBMITTALS

- A. See Section 01 30 00 - Administrative Requirements, for submittal procedures.
- B. Certificates: When specified in individual specification sections, submit certification by the manufacturer and Contractor or installation/application subcontractor to Architect, in quantities specified for Product Data.
 - 1. Indicate material or product complies with or exceeds specified requirements. Submit supporting reference data, affidavits, and certifications as appropriate.
 - 2. Certificates may be recent or previous test results on material or product, but must be acceptable to Architect.
- C. Manufacturer's Instructions: When specified in individual specification sections, submit printed instructions for delivery, storage, assembly, installation, start-up, adjusting, and finishing, for the Owner / Library's information. Indicate special procedures, perimeter conditions requiring special attention, and special environmental criteria required for application or installation.

1.05 REFERENCES AND STANDARDS

- A. For products and workmanship specified by reference to a document or documents not included in the Project Manual, also referred to as reference standards, comply with requirements of the standard, except when more rigid requirements are specified or are required by applicable codes.
- B. Comply with reference standard of date of issue current on date of Contract Documents, except where a specific date is established by applicable code.
- C. Obtain copies of standards where required by product specification sections.
- D. Maintain copy at project site during submittals, planning, and progress of the specific work, until Substantial Completion.
- E. Should specified reference standards conflict with Contract Documents, request clarification from Architect before proceeding.
- F. Neither the contractual relationships, duties, or responsibilities of the parties in Contract nor those of Architect shall be altered from Contract Documents by mention or inference otherwise in any reference document.

1.06 QUALITY CONTROL

- A. Maintain quality control over suppliers, manufacturer's products, services, site conditions, and workmanship, to produce Work of specified quality. Quality control is the Contractor's primary responsibility.
- B. 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 special inspection testing agencies engaged and a description of types of testing and inspecting 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.
- C. The Contractor shall schedule and coordinate all Pre-construction, Pre-Installation, and Construction Testing and Inspection Operations. The Contractor shall provide a minimum of five (5) working days' notice to the owner, and the appropriate firms and/or agencies before starting Work requiring inspection or testing. The Contractor shall provide a minimum of three (3) working days' notice thereafter for each testing or inspection for the continuation of that item with reasonable date and time fixed for such inspections and tests. If the Work is covered up prior to any required testing or observation, it shall be uncovered for review at the Contractor's expense.
- D. Contractors shall furnish incidental labor and facilities as necessary.
- E. Provide access to the Work to be tested
- F. Contractors shall make arrangements with the owner and pay for additional samples and tests taken for Contractor's convenience.
- G. Inspection and testing shall in no way relieve the Contractor or supplier from responsibility for furnishing materials and workmanship in accordance with the Contract Documents.
- H. Contractors shall comply with other instructions from the Architect regarding testing
- I. The Contractor shall pay for all retesting, re-inspection and re-observation costs.
- J. Tests and inspections not explicitly assigned to Owner are Contractor's responsibility. Perform additional quality-control activities required to verify that the Work complies with requirements, whether specified or not.
- K. 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.

- L. Where services are indicated as Contractor's responsibility, engage a qualified testing agency to perform these quality-control services.
 - 1. Contractor shall not employ same entity engaged by Owner, unless agreed to in writing by Owner.

1.07 TESTING AND INSPECTION AGENCIES AND SERVICES

- A. Owner / Library will employ and pay for services of an independent testing agency to perform specified testing.
- B. **The contractor is responsible for testing and monitoring on the project outside of the scope noted to be provided by the owner in subsequent specification sections.**
- C. Employment of agency in no way relieves Contractor of obligation to perform Work in accordance with requirements of Contract Documents.

PART 3 EXECUTION

2.01 CONTROL OF INSTALLATION

- A. Monitor quality control over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce work of specified quality.
- B. Comply with manufacturers' instructions, including each step in sequence.
- C. Should manufacturers' instructions conflict with Contract Documents, request clarification from Architect before proceeding.
- D. Comply with specified standards as minimum quality for the work except where more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.
- E. Have work performed by persons qualified to produce required and specified quality.
- F. Verify that field measurements are as indicated on shop drawings or as instructed by the manufacturer.
- G. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion, and disfigurement.

2.02 MOCK-UPS

- A. Before installing portions of the Work where mock-ups are required, construct mock-ups in location and size indicated for each form of construction and finish required to comply with the following requirements, using materials indicated for the completed Work. The purpose of mock-up is to demonstrate the proposed range of aesthetic effects and workmanship.
- B. Accepted mock-ups establish the standard of quality the Architect will use to judge the Work.
- C. Notify Architect fifteen (15) working days in advance of dates and times when mock-ups will be constructed.
- D. Provide supervisory personnel who will oversee mock-up construction. Provide workers that will be employed during the construction at Project.
- E. Tests shall be performed under provisions identified in this section and identified in the respective product specification sections.
- F. Assemble and erect specified items with specified attachment and anchorage devices, flashings, seals, and finishes.
- G. Obtain Architect's approval of mock-ups before starting work, fabrication, or construction.
 - 1. Architect will issue written comments within seven (7) working days of initial review and each subsequent follow up review of each mock-up.
 - 2. Make corrections as necessary until Architect's approval is issued.
- H. Accepted mock-ups shall be a comparison standard for the remaining Work.

- I. Where mock-up has been accepted by Architect and is specified in product specification sections to be removed, protect mock-up throughout construction, remove mock-up and clear area when directed to do so by Architect.

2.03 TOLERANCES

- A. Monitor fabrication and installation tolerance control of products to produce acceptable Work. Do not permit tolerances to accumulate.
- B. Comply with manufacturers' tolerances. Should manufacturers' tolerances conflict with Contract Documents, request clarification from Architect before proceeding.
- C. Adjust products to appropriate dimensions; position before securing products in place.

2.04 TESTING AND INSPECTION

- A. Testing Agency Duties:
 1. Provide qualified personnel at site. Cooperate with Architect and Contractor in performance of services.
 2. Perform specified sampling and testing of products in accordance with specified standards.
 3. Ascertain compliance of materials and mixes with requirements of Contract Documents.
 4. Promptly notify Architect and Contractor of observed irregularities or non-compliance of Work or products.
 5. Perform additional tests and inspections required by Architect.
 6. Submit reports of all tests/inspections specified.
- B. Limits on Testing/Inspection Agency Authority:
 1. Agency may not release, revoke, alter, or enlarge on requirements of Contract Documents.
 2. Agency may not approve or accept any portion of the Work.
 3. Agency may not assume any duties of Contractor.
 4. Agency has no authority to stop the Work.
- C. Contractor Responsibilities:
 1. Deliver to agency at designated location, adequate samples of materials proposed to be used that require testing, along with proposed mix designs.
 2. Cooperate with laboratory personnel, and provide access to the Work and to manufacturers' facilities.
 3. Provide incidental labor and facilities:
 - a. To provide access to Work to be tested/inspected.
 - b. To obtain and handle samples at the site or at source of Products to be tested/inspected.
 - c. To facilitate tests/inspections.
 - d. To provide storage and curing of test samples.
 4. Notify Architect and laboratory 24 hours prior to expected time for operations requiring testing/inspection services.
 5. Employ services of an independent qualified testing laboratory and pay for additional samples, tests, and inspections required by Contractor beyond specified requirements.
 6. Arrange with Owner / Library's agency and pay for additional samples, tests, and inspections required by Contractor beyond specified requirements.
- D. Re-testing required because of non-compliance with specified requirements shall be performed by the same agency on instructions by Architect.
- E. Re-testing required because of non-compliance with specified requirements shall be paid for by Contractor.

2.05 MANUFACTURERS' FIELD SERVICES

- A. When specified in individual specification sections, require material or product suppliers or manufacturers to provide qualified staff personnel to observe site conditions, conditions of

surfaces and installation, quality of workmanship, start-up of equipment, test, adjust, and balance equipment as applicable, and to initiate instructions when necessary.

- B. Report observations and site decisions or instructions given to applicators or installers that are supplemental or contrary to manufacturers' written instructions.

2.06 DEFECT ASSESSMENT

- A. Replace Work or portions of the Work not complying with specified requirements.
- B. If, in the opinion of Architect, it is not practical to remove and replace the work, Architect will direct an appropriate remedy or adjust payment.
- C. Repair and protection are Contractor's responsibility, regardless of the assignment of responsibility for quality-control services.

END OF SECTION

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**SECTION 01 42 16
DEFINITIONS**

PART 1 GENERAL

1.01 SUMMARY

- A. This section supplements the definitions contained in the General Conditions.
- B. Other definitions are included in individual specification sections.

1.02 DEFINITIONS

- A. Furnish: To supply, deliver, unload, and inspect for damage.
- B. Install: To unpack, assemble, erect, apply, place, finish, cure, protect, clean, start up, and make ready for use.
- C. Product: Material, machinery, components, equipment, fixtures, and systems forming the work result. Not materials or equipment used for preparation, fabrication, conveying, or erection and not incorporated into the work result. Products may be new, never before used, or re-used materials or equipment.
- D. Project Manual: The book-sized volume that includes the procurement requirements (if any), the contracting requirements, and the specifications.
- E. Provide: To furnish and install.
- F. Supply: Same as Furnish.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

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SECTION 01 42 19 REFERENCE STANDARDS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Reference standards full title and edition date.

1.02 QUALITY ASSURANCE

- A. For products or workmanship specified by reference to a document or documents not included in the Project Manual, also referred to as reference standards, comply with requirements of the standard, except when more rigid requirements are specified or are required by applicable codes.
- B. Comply with the reference standard of date of issue specified in this section, except where a specific date is established by applicable code.
- C. Should specified reference standards conflict with Contract Documents, request clarification from the Architect before proceeding.
- D. Neither the contractual relationships, duties, or responsibilities of the parties in Contract nor those of the Architect shall be altered by Contract Documents by mention or inference otherwise in any reference document.

PART 2 CONSTRUCTION INDUSTRY ORGANIZATION DOCUMENTS

2.01 AA -- ALUMINUM ASSOCIATION, INC.

2.02 ASTM B SERIES -- ASTM INTERNATIONAL

- A. ASTM B221 - Standard Specification for Aluminum and Aluminum-Alloy Extruded Bars, Rods, Wire, Profiles, and Tubes 2021.

2.03 ASTM D SERIES -- ASTM INTERNATIONAL

- A. ASTM D4442 - Standard Test Methods for Direct Moisture Content Measurement of Wood and Wood-Based Materials 2020.
- B. ASTM D4491/D4491M - Standard Test Methods for Water Permeability of Geotextiles by Permittivity 2022.
- C. ASTM D6638 - Standard Test Method for Determining Connection Strength Between Geosynthetic Reinforcement and Segmental Concrete Units (Modular Concrete Blocks) 2018.

2.04 AWCI -- ASSOCIATION OF THE WALL AND CEILING INDUSTRIES INTERNATIONAL

- A. AWCI 117 - Technical Manual 12-B; Standard Practice for the Testing and Inspection of Field Applied Thin Film Intumescent Fire-Resistive Materials; an Annotated Guide 2014.

2.05 ICC -- INTERNATIONAL CODE COUNCIL, INC.

- A. ICC (IBC)-2018 - International Building Code 2018.
- B. ICC (IECC)-2018 - International Energy Conservation Code 2018.
- C. ICC (IFC)-2018 - International Fire Code 2018.
- D. ICC (IMC)-2018 - International Mechanical Code 2018.

2.06 MPI -- MASTER PAINTERS INSTITUTE (MASTER PAINTERS AND DECORATORS ASSOCIATION)

- A. MPI (APSM) - Master Painters Institute Architectural Painting Specification Manual Current Edition.

2.07 OTHER REQUIREMENTS

- A. Current National Fire Protection Association (NFPA) standards as referenced by the International Fire Code.
- B. 2017 National Electric Code (NFPA 70)

2.08 NFPA -- NATIONAL FIRE PROTECTION ASSOCIATION

- A. NFPA 701 - Standard Methods of Fire Tests for Flame Propagation of Textiles and Films 2023, with Errata.

2.09 NRCA -- NATIONAL ROOFING CONTRACTORS ASSOCIATION

- A. NRCA (WM) - The NRCA Waterproofing Manual 2021.

2.10 SJI -- STEEL JOIST INSTITUTE

- A. SJI 100 - Standard Specifications for K-Series, LH-Series, and DLH-Series Open Web Steel Joists, and for Joist Girders 2020.

2.11 SMA -- SCREEN MANUFACTURERS ASSOCIATION

2.12 TMS -- THE MASONRY SOCIETY

- A. TMS 402/602 - Building Code Requirements and Specification for Masonry Structures 2022, with Errata.

2.13 UL -- UNDERWRITERS LABORATORIES INC.

- A. UL (FRD) - Fire Resistance Directory Current Edition.

END OF SECTION

**SECTION 01 45 33
CODE-REQUIRED SPECIAL INSPECTIONS AND PROCEDURES**

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Code-required special inspections.
- B. Testing services incidental to special inspections.
- C. Manufacturers' field services.
- D. Fabricators' field services.

1.02 RELATED REQUIREMENTS

- A. Document 00 72 00 - General Conditions: Inspections and approvals required by public authorities.
- B. Section 01 30 00 - Administrative Requirements: Submittal procedures.
- C. Section 01 40 00 - Quality Requirements.
- D. Section 01 42 19 - Reference Standards.
- E. Section 01 60 00 - Product Requirements: Requirements for material and product quality.

1.03 ABBREVIATIONS AND ACRONYMS

- A. AHJ: Authority having jurisdiction.
- B. NIST: National Institute of Standards and Technology.

1.04 DEFINITIONS

- A. Code or Building Code: ICC (IBC)-2018, Edition of the International Building Code and specifically, Chapter 17 - Special Inspections and Tests.
- B. Authority Having Jurisdiction (AHJ): Agency or individual officially empowered to enforce the building, fire and life safety code requirements of the permitting jurisdiction in which the Project is located.
- C. Special Inspection:
 - 1. Special inspections are inspections and testing of materials, installation, fabrication, erection or placement of components and connections mandated by the AHJ that also require special expertise to ensure compliance with the approved Contract Documents and the referenced standards.
 - 2. Special inspections are separate from and independent of tests and inspections conducted by Owner / Library or Contractor for the purposes of quality assurance and contract administration.

1.05 REFERENCE STANDARDS

- A. ACI 318 - Building Code Requirements for Structural Concrete 2019 (Reapproved 2022).
- B. AISC 360 - Specification for Structural Steel Buildings 2022.
- C. ASCE 7 - Minimum Design Loads and Associated Criteria for Buildings and Other Structures Most Recent Edition Cited by Referring Code or Reference Standard.
- D. ASTM A615/A615M - Standard Specification for Deformed and Plain Carbon-Steel Bars for Concrete Reinforcement 2022.
- E. ASTM C31/C31M - Standard Practice for Making and Curing Concrete Test Specimens in the Field 2022.
- F. ASTM C172/C172M - Standard Practice for Sampling Freshly Mixed Concrete 2017.
- G. ASTM D3740 - Standard Practice for Minimum Requirements for Agencies Engaged in Testing and/or Inspection of Soil and Rock as Used in Engineering Design and Construction 2019.

- H. ASTM E329 - Standard Specification for Agencies Engaged in Construction Inspection, Testing, or Special Inspection 2021.
- I. ASTM E543 - Standard Specification for Agencies Performing Nondestructive Testing 2021.
- J. ASTM E2174 - Standard Practice for On-Site Inspection of Installed Firestop Systems 2020a.
- K. ASTM E2393 - Standard Practice for On-Site Inspection of Installed Fire Resistive Joint Systems and Perimeter Fire Barriers 2020a.
- L. AWCI 117 - Technical Manual 12-B; Standard Practice for the Testing and Inspection of Field Applied Thin Film Intumescent Fire-Resistive Materials; an Annotated Guide 2014.
- M. AWS D1.1/D1.1M - Structural Welding Code - Steel 2020, with Errata (2022).
- N. AWS D1.3/D1.3M - Structural Welding Code - Sheet Steel 2018, with Errata (2022).
- O. AWS D1.4/D1.4M - Structural Welding Code - Steel Reinforcing Bars 2018, with Amendment (2020).
- P. IAS AC89 - Accreditation Criteria for Testing Laboratories 2021.
- Q. IAS AC291 - Accreditation Criteria for Special Inspection Agencies AC291 2019.
- R. ICC (IBC) - International Building Code Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.
- S. ICC (IBC)-2018 - International Building Code 2018.
- T. SDI (QA/QC) - Standard for Quality Control and Quality Assurance for Installation of Steel Deck 2017.
- U. SJI 100 - Standard Specifications for K-Series, LH-Series, and DLH-Series Open Web Steel Joists, and for Joist Girders 2020.
- V. TMS 402/602 - Building Code Requirements and Specification for Masonry Structures 2022, with Errata.

1.06 SPECIAL INSPECTION AGENCY

- A. Owner / Library or Architect will employ services of a Special Inspection Agency to perform inspections and associated testing and sampling in accordance with ASTM E329 and required by the building code.
- B. The Special Inspection Agency may employ and pay for services of an independent testing agency to perform testing and sampling associated with special inspections and required by the building code.
- C. Employment of agency in no way relieves Contractor of obligation to perform work in accordance with requirements of Contract Documents.

1.07 TESTING AND INSPECTION AGENCIES

- A. Owner / Library or Architect may employ services of an independent testing agency to perform additional testing and sampling associated with special inspections but not required by the building code.
- B. Employment of agency in no way relieves Contractor of obligation to perform work in accordance with requirements of Contract Documents.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 SCHEDULE OF SPECIAL INSPECTIONS, GENERAL

- A. Frequency of Special Inspections: Special Inspections are indicated as continuous or periodic.
 - 1. Continuous Special Inspection: Special Inspection Agency is required to be present in the area where the work is being performed and observe the work at all times the work is in progress.

2. Periodic Special Inspection: Special Inspection Agency is required to be present in the area where work is being performed and observe the work part-time or intermittently and at the completion of the work.

3.02 SPECIAL INSPECTIONS FOR STEEL CONSTRUCTION

- A. Structural Steel: Comply with quality assurance inspection requirements of ICC (IBC).
- B. Cold-Formed Steel Deck: Comply with quality assurance inspection requirements of SDI (QA/QC).
- C. Open-Web Joists and Joist Girders: Comply with requirements of ICC (IBC), Table 1705.2.3.
 1. End Connections - Welding or Bolted: Comply with requirements of SJI 100; periodic.
 2. Bridging - Horizontal or Diagonal:
 - a. Standard Bridging: Comply with requirements of SJI 100; periodic.
 - b. Bridging That Differs From the SJI Specifications: Periodic inspection.
- D. High-Strength Bolt, Nut and Washer Material:
 1. Verify identification markings comply with ASTM standards specified in the approved contract and to AISC 360, Section A3.3; periodic.
 2. Submit manufacturer's certificates of compliance; periodic.
- E. High-Strength Bolting Installation: Verify items listed below comply with AISC 360, Section M2.5.
 1. Snug tight joints; periodic.
 2. Pretensioned and slip-critical joints with matchmarking, twist-off bolt or direct tension indicator method of installation; periodic.
 3. Pretensioned and slip-critical joints without matchmarking or calibrated wrench method of installation; continuous.
- F. Weld Filler Material:
 1. Verify identification markings comply with AWS standards specified in the approved Contract Documents and to AISC 360, Section A3.5; periodic.
 2. Submit manufacturer's certificates of compliance; periodic.
- G. Welding:
 1. Structural Steel and Cold Formed Steel Deck:
 - a. Complete and Partial Joint Penetration Groove Welds: Verify compliance with AWS D1.1/D1.1M; continuous.
 - b. Multipass Fillet Welds: Verify compliance with AWS D1.1/D1.1M; continuous.
 - c. Single Pass Fillet Welds Less than 5/16 inch Wide: Verify compliance with AWS D1.1/D1.1M; periodic.
 - d. Plug and Slot Welds: Verify compliance with AWS D1.1/D1.1M; continuous.
 - e. Single Pass Fillet Welds 5/16 inch or Greater: Verify compliance with AWS D1.1/D1.1M; continuous.
 - f. Floor and Roof Deck Welds: Verify compliance with AWS D1.3/D1.3M; continuous.
 2. Reinforcing Steel: Verify items listed below comply with AWS D1.4/D1.4M and ACI 318, Section 3.5.2.
 - a. Verification of weldability; periodic.
 - b. Reinforcing steel resisting flexural and axial forces in intermediate and special moment frames as well as boundary elements of special structural walls of concrete and shear reinforcement; continuous.
 - c. Shear reinforcement; continuous.
 - d. Other reinforcing steel; periodic.
- H. Steel Frame Joint Details: Verify compliance with approved Contract Documents.
 1. Details, bracing and stiffening; periodic.
 2. Member locations; periodic.
 3. Application of joint details at each connection; periodic.

3.03 SPECIAL INSPECTIONS FOR CONCRETE CONSTRUCTION

- A. Reinforcing Steel, Including Prestressing of Tendons and Placement: Verify compliance with approved Contract Documents and ACI 318, Sections 3.5 and 7.1 through 7.7; periodic.
- B. Reinforcing Steel Welding: Verify compliance with AWS D1.4/D1.4M and ACI 318, Section 3.5.2; periodic.
- C. Anchors Cast in Concrete: Verify compliance with ACI 318, 17.8.2; periodic.
- D. Bolts Installed in Concrete: Where allowable loads have been increased or where strength design is used, verify compliance with approved Contract Documents and ACI 318, Sections 8.1.3 and 21.2.8 prior to and during placement of concrete; continuous.
- E. Anchors Post-Installed in Hardened Concrete: Verify compliance with ACI 318.
 - 1. Adhesive Anchors: Verify horizontally or upwardly-inclined orientation installations resisting sustained tension loads - Section 17.8.2.4; continuous.
 - 2. Other Mechanical and Adhesive Anchors: Verify as per Chapter 17.8.2; periodic.
- F. Anchors Installed in Hardened Concrete: Verify compliance with ACI 318, Sections 3.8.6, 8.1.3, and 21.2.8; periodic.
- G. Concrete Sampling Concurrent with Strength Test Sampling: Each time fresh concrete is sampled for strength tests, verify compliance with ASTM C172/C172M, ASTM C31/C31M and ACI 318, Sections 5.6 and 5.8 and record the following, continuous:
 - 1. Slump.
 - 2. Air content.
 - 3. Temperature of concrete.
- H. Concrete and Shotcrete Placement: Verify application techniques comply with approved Contract Documents and ACI 318, Sections 5.9 and 5.10; continuous.
- I. Specified Curing Temperature and Techniques: Verify compliance with approved Contract Documents and ACI 318, Sections 5.11 through 5.13; periodic.
- J. Concrete Strength in Situ: Verify concrete strength complies with approved Contract Documents and ACI 318, Section 6.2, for the following.
- K. Formwork Shape, Location and Dimensions: Verify compliance with approved Contract Documents and ACI 318, Section 6.1.1; periodic.

3.04 SPECIAL INSPECTIONS FOR FIRE RESISTANT PENETRATIONS AND JOINTS

- A. Verify penetration firestops in accordance with ASTM E2174.
- B. Verify fire resistant joints in accordance with ASTM E2393.

3.05 SPECIAL INSPECTION AGENCY DUTIES AND RESPONSIBILITIES

- A. Special Inspection Agency shall:
 - 1. Provide qualified personnel at site. Cooperate with Architect and Contractor in performance of services.
 - 2. Perform specified sampling and testing of products in accordance with specified reference standards.
 - 3. Ascertain compliance of materials and products with requirements of Contract Documents.
 - 4. Promptly notify Architect and Contractor of observed irregularities or non-compliance of work or products.
 - 5. Perform additional tests and inspections required by Architect.
 - 6. Submit reports of all tests or inspections specified.
- B. Limits on Special Inspection Agency Authority:
 - 1. Agency may not release, revoke, alter, or enlarge on requirements of Contract Documents.
 - 2. Agency may not approve or accept any portion of the work.
 - 3. Agency may not assume any duties of Contractor.
 - 4. Agency has no authority to stop the work.

- C. Re-testing required because of non-compliance with specified requirements shall be performed by the same agency on instructions by Architect.
- D. Re-testing required because of non-compliance with specified requirements shall be paid for by Contractor.

3.06 TESTING AGENCY DUTIES AND RESPONSIBILITIES

- A. Testing Agency Duties:
 - 1. Provide qualified personnel at site. Cooperate with Architect and Contractor in performance of services.
 - 2. Perform specified sampling and testing of products in accordance with specified standards.
 - 3. Ascertain compliance of materials and mixes with requirements of Contract Documents.
 - 4. Promptly notify Architect and Contractor of observed irregularities or non-compliance of work or products.
 - 5. Perform additional tests and inspections required by Architect.
 - 6. Submit reports of all tests or inspections specified.
- B. Limits on Testing or Inspection Agency Authority:
 - 1. Agency may not release, revoke, alter, or enlarge on requirements of Contract Documents.
 - 2. Agency may not approve or accept any portion of the work.
 - 3. Agency may not assume any duties of Contractor.
 - 4. Agency has no authority to stop the work.
- C. On instructions by Architect, perform re-testing required because of non-compliance with specified requirements, using the same agency.
- D. Contractor will pay for re-testing required because of non-compliance with specified requirements.

3.07 CONTRACTOR DUTIES AND RESPONSIBILITIES

- A. Contractor Responsibilities, General:
 - 1. Deliver to agency at designated location, adequate samples of materials for special inspections that require material verification.
 - 2. Cooperate with agency and laboratory personnel; provide access to approved documents at project site, to the work, to manufacturers' facilities, and to fabricators' facilities.
 - 3. Provide incidental labor and facilities:
 - a. To provide access to work to be tested or inspected.
 - b. To obtain and handle samples at the site or at source of Products to be tested or inspected.
 - c. To facilitate tests or inspections.
 - d. To provide storage and curing of test samples.
 - 4. Notify Architect and laboratory 24 hours prior to expected time for operations requiring testing or inspection services.
 - 5. Arrange with Owner / Library's agency and pay for additional samples, tests, and inspections required by Contractor beyond specified requirements.

3.08 MANUFACTURERS' AND FABRICATORS' FIELD SERVICES

- A. When specified in individual specification sections, require material suppliers, assembly fabricators, or product manufacturers to provide qualified staff personnel to observe site conditions, conditions of surfaces and installation, quality of workmanship, start-up of equipment, to test, adjust, and balance equipment as applicable, and to initiate instructions when necessary.
- B. Report observations and site decisions or instructions given to applicators or installers that are supplemental or contrary to manufacturers' written instructions.

END OF SECTION

SECTION 01 50 00 TEMPORARY FACILITIES AND CONTROLS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Temporary sanitary facilities.
- B. Temporary Controls: Barriers, enclosures, and fencing.
- C. Security requirements.
- D. Vehicular access and parking.
- E. Waste removal facilities and services.
- F. Field offices.

1.02 RELATED REQUIREMENTS

- A. Section 01 51 00 - Temporary Utilities.
- B. Section 01 52 13 - Field Offices and Sheds.
- C. Section 01 55 00 - Vehicular Access and Parking.

1.03 REFERENCE STANDARDS

- A. ASTM E84 - Standard Test Method for Surface Burning Characteristics of Building Materials 2023.
- B. ASTM E90 - Standard Test Method for Laboratory Measurement of Airborne Sound Transmission Loss of Building Partitions and Elements 2009 (Reapproved 2016).

1.04 TEMPORARY UTILITIES - SEE SECTION 01 51 00

- A. Provide and pay for all electrical power, lighting, water, heating and cooling, and ventilation required for construction purposes.

1.05 TEMPORARY SANITARY FACILITIES

- A. Provide and maintain required facilities and enclosures. Provide at time of project mobilization.
- B. Maintain daily in clean and sanitary condition.

1.06 BARRIERS

- A. Provide barriers to prevent unauthorized entry to construction areas, to prevent access to areas that could be hazardous to workers or the public, to allow for owner's use of site and to protect existing facilities and adjacent properties from damage from construction operations and demolition.
- B. Provide barricades and covered walkways required by governing authorities for public rights-of-way and for public access to existing building.
- C. Protect non-owned vehicular traffic, stored materials, site, and structures from damage.

1.07 EXTERIOR ENCLOSURES

- A. Provide temporary insulated weather tight closure of exterior openings to accommodate acceptable working conditions and protection for Products, to allow for temporary heating and maintenance of required ambient temperatures identified in individual specification sections, and to prevent entry of unauthorized persons. Provide access doors with self-closing hardware and locks.

1.08 INTERIOR ENCLOSURES

- A. Provide temporary partitions and ceilings as indicated to separate work areas from Owner / Library-occupied areas, to prevent penetration of dust and moisture into Owner / Library-occupied areas, and to prevent damage to existing materials and equipment.
- B. Construction: Framing and reinforced polyethylene sheet materials with closed joints and sealed edges at intersections with existing surfaces:

1. Insulated to R 30.
2. STC rating of 35 in accordance with ASTM E90.
3. Maximum flame spread rating of 75 in accordance with ASTM E84.

1.09 VEHICULAR ACCESS AND PARKING

- A. Comply with regulations relating to use of streets and sidewalks, access to emergency facilities, and access for emergency vehicles.
- B. Coordinate access and haul routes with governing authorities and Owner / Library.
- C. Provide and maintain access to fire hydrants, free of obstructions.
- D. Provide means of removing mud from vehicle wheels before entering streets.
- E. **Provide temporary parking areas to accommodate construction personnel within construction extents.** When site space is not adequate, provide additional off-site parking. **Street parking by construction vehicles is not allowed;** street parking is for residents and library patrons only.
- F. **Portions of the construction area have existing paving that will remain. The contractor is responsible for damage to the parking lot that will be used during construction. Prior to the start of construction, photo documentation will be conducted by the Contractor related to the state of the existing parking lot. Any damage to the paving during construction will be the contractor's responsibility to repair or replace, as coordinated with the Architect and Owner.**

1.10 WASTE REMOVAL

- A. See Section 01 74 19 - Construction Waste Management and Disposal, for additional requirements.
- B. Provide waste removal facilities and services as required to maintain the site in clean and orderly condition.
- C. Provide containers with lids. Remove trash from site periodically.
- D. If materials to be recycled or re-used on the project must be stored on-site, provide suitable non-combustible containers; locate containers holding flammable material outside the structure unless otherwise approved by the authorities having jurisdiction.
- E. Open free-fall chutes are not permitted. Terminate closed chutes into appropriate containers with lids.

1.11 FIELD OFFICES - SEE SECTION 01 52 13

- A. Office: Weathertight, with lighting, electrical outlets, heating, cooling equipment, and equipped with sturdy furniture, drawing rack, and drawing display table.
- B. Provide space for Project meetings, with table and chairs to accommodate 12 persons.
- C. Locate offices a minimum distance of 30 feet from existing and new structures.

1.12 REMOVAL OF UTILITIES, FACILITIES, AND CONTROLS

- A. Remove temporary utilities, equipment, facilities, materials, prior to Date of Substantial Completion inspection.
- B. Remove underground installations to a minimum depth of 2 feet. Grade site as indicated.
- C. Clean and repair damage caused by installation or use of temporary work.
- D. Restore existing facilities used during construction to original condition.
- E. Restore new permanent facilities used during construction to specified condition.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

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**SECTION 01 51 00
TEMPORARY UTILITIES**

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Temporary Utilities: Provision of electricity, lighting, heat, ventilation, and water.

1.02 RELATED REQUIREMENTS

- A. Section 01 50 00 - Temporary Facilities and Controls:
 - 1. Temporary sanitary facilities required by law.

1.03 REFERENCE STANDARDS

- A. 29 CFR 1926 - Safety and Health Regulations for Construction Current Edition.

1.04 TEMPORARY ELECTRICITY

- A. Cost: By Contractor.
- B. Connect to Owner / Library's existing power service.
 - 1. Do not disrupt Owner / Library's need for continuous service.
 - 2. Exercise measures to conserve energy.
 - 3. Provide separate metering and reimburse Owner / Library for cost of energy used.
- C. Provide temporary electric feeder from existing building electrical service at location as directed.
- D. Complement existing power service capacity and characteristics as required.
- E. Provide power outlets for construction operations, with branch wiring and distribution boxes located at each floor. Provide flexible power cords as required.
- F. Provide main service disconnect and over-current protection at convenient location and meter.
- G. Permanent convenience receptacles may not be utilized during construction.
- H. Provide adequate distribution equipment, wiring, and outlets to provide single phase branch circuits for power and lighting.

1.05 TEMPORARY LIGHTING FOR CONSTRUCTION PURPOSES

- A. Provide and maintain LED lighting as suitable for the application for construction operations in accordance with requirements of 29 CFR 1926 and authorities having jurisdiction.
- B. Provide and maintain 1 watt/sq ft lighting to exterior staging and storage areas after dark for security purposes.
- C. Provide and maintain 0.25 watt/sq ft LED lighting to interior work areas after dark for security purposes.
- D. Provide branch wiring from power source to distribution boxes with lighting conductors, pigtails, and lamps as required.
- E. Maintain lighting and provide routine repairs.
- F. Permanent building lighting may be utilized during construction.

1.06 TEMPORARY HEATING

- A. Cost of Energy: By Contractor.
- B. Provide heating devices and heat as needed to maintain specified conditions for construction operations.
- C. Maintain minimum ambient temperature of 50 degrees F in areas where construction is in progress, unless indicated otherwise in specifications.

1.07 TEMPORARY COOLING

- A. Cost of Energy: By Contractor.

- B. Provide cooling devices and cooling as needed to maintain specified conditions for construction operations.
- C. Maintain maximum ambient temperature of 80 degrees F in areas where construction is in progress, unless indicated otherwise in specifications.

1.08 TEMPORARY VENTILATION

- A. Existing ventilation equipment may not be used.

1.09 TEMPORARY WATER SERVICE

- A. Cost of Water Used: By Contractor.
- B. Provide and maintain suitable quality water service for construction operations at time of project mobilization.
- C. Connect to existing water source.
 - 1. Exercise measures to conserve water.
 - 2. Provide separate metering and reimburse Owner / Library for cost of water used.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

SECTION 01 52 13 FIELD OFFICES AND SHEDS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Temporary field offices for use of Contractor.
- B. Maintenance and removal.

1.02 RELATED REQUIREMENTS

- A. Section 01 50 00 - Temporary Facilities and Controls:

1.03 USE OF EXISTING FACILITIES

- A. Existing facilities shall not be used for field offices.

PART 2 PRODUCTS

2.01 MATERIALS, EQUIPMENT, FURNISHINGS

- A. Materials, Equipment, Furnishings: Serviceable, new or used, adequate for required purpose.

2.02 CONSTRUCTION

- A. Portable or mobile buildings, or buildings constructed with floors raised above ground, securely fixed to foundations, with steps and landings at entrance doors.
- B. Construction: Structurally sound, secure, weather tight enclosures for office. Maintain during progress of Work; remove when no longer needed.
- C. Temperature Transmission Resistance of Floors, Walls, and Ceilings: Compatible with occupancy requirements.
- D. Exterior Materials: Weather resistant, finished .
- E. Interior Materials in Offices: Sheet type materials for walls and ceilings, prefinished or painted; resilient floors and bases.
- F. Lighting for Offices: 50 fc at desk top height, exterior lighting at entrance doors.
- G. Fire Extinguishers: Appropriate type fire extinguisher at each office.

2.03 ENVIRONMENTAL CONTROL

- A. Heating, Cooling, and Ventilating: Automatic equipment to maintain 68 degrees F heating and 76 degrees F cooling.

2.04 CONTRACTOR OFFICE AND FACILITIES

- A. Size: For Contractor's needs and to provide space for project meetings.
- B. Furnishings in Meeting Area: Conference table and chairs to seat at least eight persons; racks and files for Contract Documents, submittals, and project record documents.
- C. Other Furnishings: Contractor's option.

PART 3 EXECUTION

3.01 PREPARATION

- A. Fill and grade sites for temporary structures to provide drainage away from buildings.

3.02 INSTALLATION

- A. Install office spaces ready for occupancy 15 days after date fixed in Notice to Proceed.

3.03 MAINTENANCE AND CLEANING

- A. Weekly janitorial services for offices; periodic cleaning and maintenance for offices.
- B. Maintain approach walks free of mud, water, and snow.

3.04 REMOVAL

- A. At completion of Work remove buildings, foundations, utility services, and debris. Restore areas.

END OF SECTION

SECTION 01 57 19 TEMPORARY ENVIRONMENTAL CONTROLS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Construction procedures to promote adequate indoor air quality after construction.

1.02 PROJECT GOALS

- A. Dust and Airborne Particulates: Prevent deposition of dust and other particulates in HVAC ducts and equipment.
 - 1. Cleaning of ductwork is not contemplated under this Contract.
 - 2. Contractor shall bear the cost of cleaning required due to failure to protect ducts and equipment from construction dust.
- B. Airborne Contaminants: Procedures and products have been specified to minimize indoor air pollutants.
 - 1. Furnish products meeting the specifications.
 - 2. Avoid construction practices that could result in contamination of installed products leading to indoor air pollution.

1.03 REFERENCE STANDARDS

- A. SMACNA (OCC) - IAQ Guidelines for Occupied Buildings Under Construction 2007.

1.04 DEFINITIONS

- A. Adsorptive Materials: Gypsum board, acoustical ceiling tile and panels, carpet and carpet tile, fabrics, fibrous insulation, and other similar products.
- B. Contaminants: Gases, vapors, regulated pollutants, airborne mold and mildew, and the like, as specified.
- C. Particulates: Dust, dirt, and other airborne solid matter.
- D. Wet Work: Concrete, plaster, coatings, and other products that emit water vapor or volatile organic compounds during installation, drying, or curing.

PART 3 EXECUTION

2.01 CONSTRUCTION PROCEDURES

- A. Prevent the absorption of moisture and humidity by adsorptive materials by:
 - 1. Sequencing the delivery of such materials so that they are not present in the building until wet work is completed and dry.
 - 2. Delivery and storage of such materials in fully sealed moisture-impermeable packaging.
 - 3. Provide sufficient ventilation for drying within reasonable time frame.
- B. Begin construction ventilation when building is substantially enclosed.
- C. Use of HVAC equipment and ductwork for ventilation during construction is not permitted:
 - 1. Provide temporary ventilation equivalent to 1.5 air changes per hour, minimum.
 - 2. Exhaust directly to outside.
 - 3. Seal HVAC air inlets and outlets immediately after duct installation.
- D. Do not store construction materials or waste in mechanical or electrical rooms.
- E. Do not perform dusty or dirty work after starting use of return air ducts without intake filters.
- F. Use other relevant recommendations of SMACNA (OCC) for avoiding unnecessary contamination due to construction procedures.

END OF SECTION

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**SECTION 01 58 13
TEMPORARY PROJECT SIGNAGE**

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Project identification sign.
- B. Project informational signs.

1.02 QUALITY ASSURANCE

- A. Design sign and structure to withstand 50 miles/hr wind velocity.

1.03 SUBMITTALS

- A. See Section 01 30 00 - Administrative Requirements for submittal procedures.
- B. Shop Drawing: Show content, layout, lettering, color, foundation, structure, sizes and grades of members.

PART 2 PRODUCTS

2.01 SIGN MATERIALS

- A. Rough Hardware: Galvanized.
- B. Sign Surfaces, provide one of the following:
 - 1. Exterior grade plywood with medium density overlay, minimum 3/4 inch thick, standard large sizes to minimize joints.
 - 2. Exterior grade aluminum composite panel.

2.02 PROJECT IDENTIFICATION SIGN

- A. One vinyl graphic sign overlay, 32 sq ft area, bottom 6 feet above ground. See drawings for elevation; graphics will be provided upon request.

2.03 PROJECT INFORMATIONAL SIGNS

- A. Provide at each field office, storage shed, and directional signs to direct traffic into and within site. Relocate as Work progress requires.
- B. Provide municipal traffic agency directional traffic signs to and within site.

PART 3 EXECUTION

3.01 INSTALLATION

- A. Install project identification sign within 30 days after date fixed by Notice to Proceed.
- B. Erect at location of high public visibility adjacent to main entrance to site.
- C. Erect supports and framing on secure foundation, rigidly braced and framed to resist wind loadings.
- D. Install sign surface plumb and level, with butt joints. Anchor securely.

3.02 MAINTENANCE

- A. Maintain signs and supports clean, repair deterioration and damage.

3.03 REMOVAL

- A. Remove signs, framing, supports, and foundations at completion of Project and restore the area.

END OF SECTION

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SECTION 01 60 00 PRODUCT REQUIREMENTS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. General product requirements.
- B. Re-use of existing products.
- C. Transportation, handling, storage and protection.
- D. Product option requirements.
- E. Procedures for Owner / Library-supplied products.
- F. Maintenance materials, including extra materials, spare parts, tools, and software.

1.02 RELATED REQUIREMENTS

- A. Section 01 10 00 - Summary: Lists of products to be removed from existing building.
- B. Section 01 10 00 - Summary: Identification of Owner / Library-supplied products.

1.03 SUBMITTALS

- A. Product Data Submittals: Submit manufacturer's standard published data. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturers' standard data to provide information specific to this Project.
- B. Shop Drawing Submittals: Prepared specifically for this Project; indicate utility and electrical characteristics, utility connection requirements, and location of utility outlets for service for functional equipment and appliances.
- C. Sample Submittals: Illustrate functional and aesthetic characteristics of the product, with integral parts and attachment devices. Coordinate sample submittals for interfacing work.
 - 1. For selection from standard finishes, submit samples of the full range of the manufacturer's standard colors, textures, and patterns.

PART 2 PRODUCTS

2.01 EXISTING PRODUCTS

- A. Do not use materials and equipment removed from existing premises unless specifically required or permitted by Contract Documents.
- B. Unforeseen historic items encountered remain the property of the Owner / Library; notify Owner / Library promptly upon discovery; protect, remove, handle, and store as directed by Owner / Library.
- C. Specific Products to be Reused: The reuse of certain materials and equipment already existing on the current library site is required.
 - 1. See Section 01 10 00 for list of items required to be salvaged for reuse and relocation.

2.02 NEW PRODUCTS

- A. Provide new products unless specifically required or permitted by Contract Documents.
- B. Use of products having any of the following characteristics is not permitted:
 - 1. Containing lead, cadmium, or asbestos.

2.03 PRODUCT OPTIONS

- A. Products Specified by Reference Standards or by Description Only: Use any product meeting those standards or description.
- B. Products Specified by Naming One or More Manufacturers: Use a product of one of the manufacturers named and meeting specifications, no options or substitutions allowed.
- C. Products Specified by Naming One or More Manufacturers with a Provision for Substitutions: Submit a request for substitution for any manufacturer not named.

2.04 MAINTENANCE MATERIALS

- A. Furnish extra materials, spare parts, tools, and software of types and in quantities specified in individual specification sections.
- B. Deliver to Project site; obtain receipt prior to final payment.

PART 3 EXECUTION

3.01 OWNER-SUPPLIED PRODUCTS

- A. See Section 01 10 00 - Summary for identification of Owner / Library-supplied products.
- B. Owner / Library's Responsibilities:
 - 1. Arrange for and deliver Owner / Library reviewed shop drawings, product data, and samples, to Contractor.
 - 2. Arrange and pay for product delivery to site.
 - 3. On delivery, inspect products jointly with Contractor.
 - 4. Submit claims for transportation damage and replace damaged, defective, or deficient items.
 - 5. Arrange for manufacturers' warranties, inspections, and service.
- C. Contractor's Responsibilities:
 - 1. Review Owner / Library reviewed shop drawings, product data, and samples.
 - 2. Receive and unload products at site; inspect for completeness or damage jointly with Owner / Library.
 - 3. Handle, store, install and finish products.
 - 4. Repair or replace items damaged after receipt.

3.02 TRANSPORTATION AND HANDLING

- A. Package products for shipment in manner to prevent damage; for equipment, package to avoid loss of factory calibration.
- B. If special precautions are required, attach instructions prominently and legibly on outside of packaging.
- C. Coordinate schedule of product delivery to designated prepared areas in order to minimize site storage time and potential damage to stored materials.
- D. Transport and handle products in accordance with manufacturer's instructions.
- E. Transport materials in covered trucks to prevent contamination of product and littering of surrounding areas.
- F. Promptly inspect shipments to ensure that products comply with requirements, quantities are correct, and products are undamaged.
- G. Provide equipment and personnel to handle products by methods to prevent soiling, disfigurement, or damage, and to minimize handling.
- H. Arrange for the return of packing materials, such as wood pallets, where economically feasible.

3.03 STORAGE AND PROTECTION

- A. Provide protection of stored materials and products against theft, casualty, or deterioration.
- B. Designate receiving/storage areas for incoming products so that they are delivered according to installation schedule and placed convenient to work area in order to minimize waste due to excessive materials handling and misapplication. See Section 01 74 19.
- C. Store and protect products in accordance with manufacturers' instructions.
- D. Store with seals and labels intact and legible.
- E. Arrange storage of materials and products to allow for visual inspection for the purpose of determination of quantities, amounts, and unit counts.
- F. Store sensitive products in weathertight, climate-controlled enclosures in an environment favorable to product.

- G. For exterior storage of fabricated products, place on sloped supports above ground.
- H. Provide off-site storage and protection when site does not permit on-site storage or protection.
- I. Protect products from damage or deterioration due to construction operations, weather, precipitation, humidity, temperature, sunlight and ultraviolet light, dirt, dust, and other contaminants.
- J. Comply with manufacturer's warranty conditions, if any.
- K. Do not store products directly on the ground.
- L. Cover products subject to deterioration with impervious sheet covering. Provide ventilation to prevent condensation and degradation of products.
- M. Store loose granular materials on solid flat surfaces in a well-drained area. Prevent mixing with foreign matter.
- N. Prevent contact with material that may cause corrosion, discoloration, or staining.
- O. Provide equipment and personnel to store products by methods to prevent soiling, disfigurement, or damage.
- P. Arrange storage of products to permit access for inspection. Periodically inspect to verify products are undamaged and are maintained in acceptable condition.

END OF SECTION

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SECTION 01 70 00 EXECUTION AND CLOSEOUT REQUIREMENTS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Examination, preparation, and general installation procedures.
- B. Requirements for alterations work, including selective demolition.
- C. Pre-installation meetings.
- D. Cutting and patching.
- E. Surveying for laying out the work.
- F. Cleaning and protection.
- G. Starting of systems and equipment.
- H. Demonstration and instruction of Owner / Library personnel.
- I. Closeout procedures, including Contractor's Correction Punch List, except payment procedures.
- J. General requirements for maintenance service.

1.02 RELATED REQUIREMENTS

- A. Section 01 10 00 - Summary: Limitations on working in existing building; continued occupancy; work sequence; identification of salvaged and relocated materials.
- B. Section 01 30 00 - Administrative Requirements: Submittals procedures, Electronic document submittal service.
- C. Section 01 40 00 - Quality Requirements: Testing and inspection procedures.
- D. Section 01 50 00 - Temporary Facilities and Controls: Temporary exterior enclosures.
- E. Section 01 50 00 - Temporary Facilities and Controls: Temporary interior partitions.
- F. Section 01 51 00 - Temporary Utilities: Temporary heating, cooling, and ventilating facilities.
- G. Section 01 78 00 - Closeout Submittals: Project record documents, operation and maintenance data, warranties, and bonds.
- H. Section 01 79 00 - Demonstration and Training: Demonstration of products and systems to be commissioned and where indicated in specific specification sections
- I. Section 07 84 00 - Firestopping.

1.03 REFERENCE STANDARDS

- A. NFPA 241 - Standard for Safeguarding Construction, Alteration, and Demolition Operations 2022, with Errata (2021).

1.04 SUBMITTALS

- A. See Section 01 30 00 - Administrative Requirements, for submittal procedures.
- B. Survey work: Submit name, address, and telephone number of Surveyor before starting survey work.
 - 1. On request, submit documentation verifying accuracy of survey work.
 - 2. Submit a copy of site drawing signed by the Land Surveyor, that the elevations and locations of the work are in compliance with Contract Documents.
 - 3. Submit surveys and survey logs for the project record.
- C. Demolition Plan: Submit demolition plan as specified by OSHA and local authorities.
 - 1. Indicate extent of demolition, removal sequence, bracing and shoring, and location and construction of barricades and fences. Include design drawings and calculations for bracing and shoring.
 - 2. Identify demolition firm and submit qualifications.

3. Include a summary of safety procedures.
- D. Cutting and Patching: Submit written request in advance of cutting or alteration that affects:
 1. Structural integrity of any element of Project.
 2. Integrity of weather exposed or moisture resistant element.
 3. Efficiency, maintenance, or safety of any operational element.
 4. Visual qualities of sight exposed elements.
 5. Work of Owner / Library or separate Contractor.
 6. Include in request:
 - a. Identification of Project.
 - b. Location and description of affected work.
 - c. Necessity for cutting or alteration.
 - d. Description of proposed work and products to be used.
 - e. Effect on work of Owner / Library or separate Contractor.
 - f. Written permission of affected separate Contractor.
 - g. Date and time work will be executed.
- E. Project Record Documents: Accurately record actual locations of capped and active utilities.

1.05 QUALIFICATIONS

- A. For surveying work, employ a land surveyor registered in the State in which the Project is located and acceptable to Architect. Submit evidence of surveyor's Errors and Omissions insurance coverage in the form of an Insurance Certificate. Employ only individual(s) trained and experienced in collecting and recording accurate data relevant to ongoing construction activities,
- B. For design of temporary shoring and bracing, employ a Professional Engineer experienced in design of this type of work and licensed in the State in which the Project is located.

1.06 PROJECT CONDITIONS

- A. Use of explosives is not permitted.
- B. Grade site to drain. Maintain excavations free of water. Provide, operate, and maintain pumping equipment.
- C. Protect site from puddling or running water. Provide water barriers as required to protect site from soil erosion.
- D. Perform dewatering activities, as required, for the duration of the project.
- E. Ventilate enclosed areas to assist cure of materials, to dissipate humidity, and to prevent accumulation of dust, fumes, vapors, or gases.
- F. Dust Control: Execute work by methods to minimize raising dust from construction operations. Provide positive means to prevent air-borne dust from dispersing into atmosphere and over adjacent property.
 1. Provide dust-proof enclosures to prevent entry of dust generated outdoors.
- G. Erosion and Sediment Control: Plan and execute work by methods to control surface drainage from cuts and fills, from borrow and waste disposal areas. Prevent erosion and sedimentation.
 1. Minimize amount of bare soil exposed at one time.
 2. Provide temporary measures such as berms, dikes, and drains, to prevent water flow.
 3. Construct fill and waste areas by selective placement to avoid erosive surface silts or clays.
 4. Periodically inspect earthwork to detect evidence of erosion and sedimentation; promptly apply corrective measures.
- H. Noise Control: Provide methods, means, and facilities to minimize noise produced by construction operations.

1. At All Times: Excessively noisy tools and operations will not be tolerated inside the building at any time of day when the building is open to the public; excessively noisy includes jackhammers.
 2. Outdoors: Limit conduct of especially noisy exterior work to the hours of 8 am to 5 pm.
- I. Pest and Rodent Control: Provide methods, means, and facilities to prevent pests and insects from damaging the work.
 - J. Rodent Control: Provide methods, means, and facilities to prevent rodents from accessing or invading premises.
 - K. Pollution Control: Provide methods, means, and facilities to prevent contamination of soil, water, and atmosphere from discharge of noxious, toxic substances, and pollutants produced by construction operations. Comply with federal, state, and local regulations.

1.07 COORDINATION

- A. Coordinate scheduling, submittals, and work of the various sections of the Project Manual to ensure efficient and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later.
- B. Notify affected utility companies and comply with their requirements.
- C. Verify that utility requirements and characteristics of new operating equipment are compatible with building utilities. Coordinate work of various sections having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.
- D. Coordinate space requirements, supports, and installation of mechanical and electrical work that are indicated diagrammatically on drawings. Follow routing indicated for pipes, ducts, and conduit, as closely as practicable; place runs parallel with lines of building. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.
- E. In finished areas except as otherwise indicated, conceal pipes, ducts, and wiring within the construction. Coordinate locations of fixtures and outlets with finish elements.
- F. Coordinate completion and clean-up of work of separate sections.
- G. After Owner / Library occupancy of premises, coordinate access to site for correction of defective work and work not in accordance with Contract Documents, to minimize disruption of Owner / Library's activities.

PART 2 PRODUCTS

2.01 PATCHING MATERIALS

- A. New Materials: As specified in product sections; match existing products and work for patching and extending work.
- B. Type and Quality of Existing Products: Determine by inspecting and testing products where necessary, referring to existing work as a standard.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that existing site conditions and substrate surfaces are acceptable for subsequent work. Start of work means acceptance of existing conditions.
- B. Verify that existing substrate is capable of structural support or attachment of new work being applied or attached.
- C. Examine and verify specific conditions described in individual specification sections.
- D. Take field measurements before confirming product orders or beginning fabrication, to minimize waste due to over-ordering or misfabrication.
- E. Verify that utility services are available, of the correct characteristics, and in the correct locations.

- F. Prior to Cutting: Examine existing conditions prior to commencing work, including elements subject to damage or movement during cutting and patching. After uncovering existing work, assess conditions affecting performance of work. Beginning of cutting or patching means acceptance of existing conditions.
- G. 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, mechanical and electrical systems, and other construction affecting the Work.
 - 1. Before construction, verify the location and invert elevation at points of connection of sanitary sewer, storm sewer, and water-service piping; underground electrical services, and other utilities.

3.02 PREPARATION

- A. Clean substrate surfaces prior to applying next material or substance.
- B. Seal cracks or openings of substrate prior to applying next material or substance.
- C. Apply manufacturer required or recommended substrate primer, sealer, or conditioner prior to applying any new material or substance in contact or bond.
- D. 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 deconstruction. Coordinate with authorities having jurisdiction.

3.03 PREINSTALLATION MEETINGS

- A. When required in individual specification sections, convene a preinstallation meeting at the site prior to commencing work of the section.
- B. Require attendance of parties directly affecting, or affected by, work of the specific section.
- C. Prepare agenda and preside at meeting:
 - 1. Review conditions of examination, preparation and installation procedures.
 - 2. Review coordination with related work.
- D. Record minutes and distribute copies within two days after meeting to participants, with two copies to Architect, Owner / Library, participants, and those affected by decisions made.

3.04 LAYING OUT THE WORK

- A. Verify locations of survey control points prior to starting work.
- B. Promptly notify Architect of any discrepancies discovered.
- C. Contractor shall locate and protect survey control and reference points.
- D. Protect survey control points prior to starting site work; preserve permanent reference points during construction.
- E. Promptly report to Architect the loss or destruction of any reference point or relocation required because of changes in grades or other reasons.
- F. Replace dislocated survey control points based on original survey control. Make no changes without prior written notice to Architect.
- G. Utilize recognized engineering survey practices.
- H. Establish a minimum of two permanent bench marks on site, referenced to established control points. Record locations, with horizontal and vertical data, on project record documents.
- I. Establish elevations, lines and levels. Locate and lay out by instrumentation and similar appropriate means:
 - 1. Site improvements including pavements; stakes for grading, fill and topsoil placement; utility locations, slopes, and invert elevations.
 - 2. Grid or axis for structures.
 - 3. Building foundation, column locations, ground floor elevations.

- J. Periodically verify layouts by same means.
- K. Maintain a complete and accurate log of control and survey work as it progresses.

3.05 GENERAL INSTALLATION REQUIREMENTS

- A. In addition to compliance with regulatory requirements, conduct construction operations in compliance with NFPA 241, including applicable recommendations in Appendix A.
- B. Install products as specified in individual sections, in accordance with manufacturer's instructions and recommendations, and so as to avoid waste due to necessity for replacement.
- C. Make vertical elements plumb and horizontal elements level, unless otherwise indicated.
- D. Install equipment and fittings plumb and level, neatly aligned with adjacent vertical and horizontal lines, unless otherwise indicated.
- E. Make consistent texture on surfaces, with seamless transitions, unless otherwise indicated.
- F. Make neat transitions between different surfaces, maintaining texture and appearance.

3.06 ALTERATIONS

- A. Drawings showing existing construction and utilities are based on casual field observation only.
 - 1. Verify that construction and utility arrangements are as indicated.
 - 2. Report discrepancies to Architect before disturbing existing installation.
 - 3. Beginning of alterations work constitutes acceptance of existing conditions.
- B. Keep areas in which alterations are being conducted separated from other areas that are still occupied.
 - 1. Provide, erect, and maintain temporary dustproof partitions of construction specified in Section 01 50 00 in locations indicated on drawings.
- C. Maintain weatherproof exterior building enclosure except for interruptions required for replacement or modifications; take care to prevent water and humidity damage.
 - 1. Where openings in exterior enclosure exist, provide construction to make exterior enclosure weatherproof.
 - 2. Insulate existing ducts or pipes that are exposed to outdoor ambient temperatures by alterations work.
- D. Remove existing work as indicated and as required to accomplish new work.
 - 1. Remove items indicated on drawings.
 - 2. Relocate items indicated on drawings.
 - 3. Where new surface finishes are to be applied to existing work, perform removals, patch, and prepare existing surfaces as required to receive new finish; remove existing finish if necessary for successful application of new finish.
 - 4. Where new surface finishes are not specified or indicated, patch holes and damaged surfaces to match adjacent finished surfaces as closely as possible.
- E. Services (Including but not limited to HVAC, Plumbing, Fire Protection, Electrical, and Telecommunications): Remove, relocate, and extend existing systems to accommodate new construction.
 - 1. Maintain existing active systems that are to remain in operation; maintain access to equipment and operational components; if necessary, modify installation to allow access or provide access panel.
 - 2. Where existing systems or equipment are not active and Contract Documents require reactivation, put back into operational condition; repair supply, distribution, and equipment as required.
 - 3. Where existing active systems serve occupied facilities but are to be replaced with new services, maintain existing systems in service until new systems are complete and ready for service.
 - a. Disable existing systems only to make switchovers and connections; minimize duration of outages.
 - b. Provide temporary connections as required to maintain existing systems in service.

4. Verify that abandoned services serve only abandoned facilities.
 5. Remove abandoned pipe, ducts, conduits, and equipment , including those above accessible ceilings; remove back to source of supply where possible, otherwise cap stub and tag with identification; patch holes left by removal using materials specified for new construction.
- F. Protect existing work to remain.
1. Prevent movement of structure; provide shoring and bracing if necessary.
 2. Perform cutting to accomplish removals neatly and as specified for cutting new work.
 3. Repair adjacent construction and finishes damaged during removal work.
- G. Adapt existing work to fit new work: Make as neat and smooth transition as possible.
1. When existing finished surfaces are cut so that a smooth transition with new work is not possible, terminate existing surface along a straight line at a natural line of division and make recommendation to Architect.
 2. Where removal of partitions or walls results in adjacent spaces becoming one, rework floors, walls, and ceilings to a smooth plane without breaks, steps, or bulkheads.
 3. Where a change of plane of 1/4 inch or more occurs in existing work, submit recommendation for providing a smooth transition for Architect review and request instructions.
- H. Patching: Where the existing surface is not indicated to be refinished, patch to match the surface finish that existed prior to cutting. Where the surface is indicated to be refinished, patch so that the substrate is ready for the new finish.
- I. Refinish existing surfaces as indicated:
1. Where rooms or spaces are indicated to be refinished, refinish all visible existing surfaces to remain to the specified condition for each material, with a neat transition to adjacent finishes.
 2. If mechanical or electrical work is exposed accidentally during the work, re-cover and refinish to match.
- J. Clean existing systems and equipment.
- K. Remove demolition debris and abandoned items from alterations areas and dispose of off-site; do not burn or bury.
- L. Do not begin new construction in alterations areas before demolition is complete.
- M. Comply with all other applicable requirements of this section.

3.07 CUTTING AND PATCHING

- A. Whenever possible, execute the work by methods that avoid cutting or patching.
- B. See Alterations article above for additional requirements.
- C. Perform whatever cutting and patching is necessary to:
1. Complete the work.
 2. Fit products together to integrate with other work.
 3. Provide openings for penetration of mechanical, electrical, and other services.
 4. Match work that has been cut to adjacent work.
 5. Repair areas adjacent to cuts to required condition.
 6. Repair new work damaged by subsequent work.
 7. Remove samples of installed work for testing when requested.
 8. Remove and replace defective and non-complying work.
- D. Execute work by methods that avoid damage to other work and that will provide appropriate surfaces to receive patching and finishing. In existing work, minimize damage and restore to original condition.
- E. Employ original installer to perform cutting for weather exposed and moisture resistant elements, and sight exposed surfaces.

- F. Cut rigid materials using masonry saw or core drill. Pneumatic tools not allowed without prior approval.
- G. Restore work with new products in accordance with requirements of Contract Documents.
- H. Fit work air tight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
- I. At penetrations of fire rated walls, partitions, ceiling, or floor construction, completely seal voids with fire rated material in accordance with Section 07 84 00, to full thickness of the penetrated element.
- J. Patching:
 - 1. Finish patched surfaces to match finish that existed prior to patching. On continuous surfaces, refinish to nearest intersection or natural break. For an assembly, refinish entire unit.
 - 2. Match color, texture, and appearance.
 - 3. Repair patched surfaces that are damaged, lifted, discolored, or showing other imperfections due to patching work. If defects are due to condition of substrate, repair substrate prior to repairing finish.

3.08 PROGRESS CLEANING

- A. Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition.
- B. Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, prior to enclosing the space.
- C. Broom and vacuum clean interior areas prior to start of surface finishing, and continue cleaning to eliminate dust.
- D. Collect and remove waste materials, debris, and trash/rubbish from site periodically and dispose off-site; do not burn or bury.

3.09 PROTECTION OF INSTALLED WORK

- A. Protect installed work from damage by construction operations.
- B. Provide special protection where specified in individual specification sections.
- C. Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage.
- D. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings.
- E. Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials.
- F. Protect work from spilled liquids. If work is exposed to spilled liquids, immediately remove protective coverings, dry out work, and replace protective coverings.
- G. Prohibit traffic or storage upon waterproofed or roofed surfaces. If traffic or activity is necessary, obtain recommendations for protection from waterproofing or roofing material manufacturer.
- H. Prohibit traffic from landscaped areas.
- I. Remove protective coverings when no longer needed; reuse or recycle coverings if possible.

3.10 SYSTEM STARTUP

- A. Coordinate schedule for start-up of various equipment and systems.
- B. Notify Architect and Owner seven days prior to start-up of each item.
- C. Verify that each piece of equipment or system has been checked for proper lubrication, drive rotation, belt tension, control sequence, and for conditions that may cause damage.
- D. Verify tests, meter readings, and specified electrical characteristics agree with those required by the equipment or system manufacturer.

- E. Verify that wiring and support components for equipment are complete and tested.
- F. Execute start-up under supervision of applicable Contractor personnel and manufacturer's representative in accordance with manufacturers' instructions.
- G. When specified in individual specification Sections, require manufacturer to provide authorized representative to be present at site to inspect, check, and approve equipment or system installation prior to start-up, and to supervise placing equipment or system in operation.
- H. Submit a written report that equipment or system has been properly installed and is functioning correctly.

3.11 DEMONSTRATION AND INSTRUCTION

- A. See Section 01 79 00 - Demonstration and Training.
- B. Utilize operation and maintenance manuals as basis for instruction. Review contents of manual with Owner / Library's personnel in detail to explain all aspects of operation and maintenance.
- C. Prepare and insert additional data in operations and maintenance manuals when need for additional data becomes apparent during instruction.

3.12 ADJUSTING

- A. Adjust operating products and equipment to ensure smooth and unhindered operation.
- B. Testing, adjusting, and balancing HVAC systems: See Section 23 05 93 - Testing, Adjusting, and Balancing for HVAC.

3.13 FINAL CLEANING

- A. Execute final cleaning after Substantial Completion but before making final application for payment.
- B. Use cleaning materials that are nonhazardous.
- C. Clean interior and exterior glass, surfaces exposed to view; remove temporary labels, stains and foreign substances, polish transparent and glossy surfaces, vacuum carpeted and soft surfaces.
- D. Remove all labels that are not permanent. Do not paint or otherwise cover fire test labels or nameplates on mechanical and electrical equipment.
- E. Clean equipment and fixtures to a sanitary condition with cleaning materials appropriate to the surface and material being cleaned.
- F. Clean filters of operating equipment.
- G. Clean debris from roofs, gutters, downspouts, scuppers, overflow drains, area drains, and drainage systems.
- H. Clean site; sweep paved areas, rake clean landscaped surfaces.
- I. Remove waste, surplus materials, trash/rubbish, and construction facilities from the site; dispose of in legal manner; do not burn or bury.

3.14 CLOSEOUT PROCEDURES

- A. Make submittals that are required by governing or other authorities.
 - 1. Provide copies to Architect and Owner / Library.
- B. When the Work is approaching Substantial Completion, the Contractor shall submit a written request stating that they have inspected the Work and that it is ready for an inspection for Substantial Completion by the Architect, together with a list of items to be completed or corrected. If the Architect considers the Work to be sufficiently complete, the Architect will establish a date for the Pre-Closeout Meeting and an inspection for Substantial Completion.
 - 1. The Architect shall schedule and conduct a Pre-Closeout Meeting. This will be held in conjunction with a progress meeting.
 - 2. The Pre-Closeout Meeting shall be conducted at the site before any observations for Substantial Completion. The Architect, Contractor, Subcontractors, Owner's

- Representative, and representatives of the Owner shall attend. The Architect shall review all aspects of the Project Closeout, a Project Closeout Checklist and time schedule and clarify all requirements of the Contract Documents.
3. The Architect shall administrate the Project Pre-Closeout Meeting in accordance with Specifications Section 01 3100
 - C. Notify Architect when work is considered ready for Architect's Substantial Completion inspection.
 - D. Submit written certification containing Contractor's Correction Punch List, that Contract Documents have been reviewed, work has been inspected, and that work is complete in accordance with Contract Documents and ready for Architect's Substantial Completion inspection.
 1. Submit signed Substantial Completion Request Form
 2. **SUBSTANTIAL COMPLETION**
 - a. Preliminary Procedures: Before requesting final observation for determining date of Substantial Completion, complete the following. List items below that are incomplete with request.
 - 1) Prepare a list of items to be completed and corrected (punch list), the value of items on the list, and reasons why the Work is not complete.
 - 2) Advise Owner of pending insurance changeover requirements.
 - 3) Submit specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
 - 4) Obtain and submit releases permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
 - 5) Deliver tools, spare parts, extra materials, and similar items to location designated by Owner. Label with manufacturer's name and model number where applicable.
 - 6) Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.
 - 7) Complete startup testing of systems.
 - 8) Submit test/adjust/balance records.
 - 9) Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
 - 10) Advise Owner of changeover in heat and other utilities.
 - 11) Submit changeover information related to Owner's occupancy, use, operation, and maintenance.
 - 12) Complete final cleaning requirements, including touchup painting.
 - 13) Complete final cleaning requirements, including seeding if required.
 - 14) Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.
 3. On receipt of request, Architect will either proceed with the review or notify Contractors of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion after the review or will notify Contractor of items, either on Contractor's list or additional items identified by Architect, that must be completed or corrected before certificate will be issued. Certificate will not be prepared if items above under Preliminary Procedures have not been fully completed.
 - a. Re-Observation: Request a follow up review when the Work identified in previous observations as "incomplete", are completed or corrected.
 - b. Results of completed reviews will form the basis of requirements for final completion.
 4. Architect/Engineers will provide for **one** Review for Substantial Completion, for the entire project. If additional reviews are required due to incomplete or incorrect work by the Contractors or their Sub-Contractors, the Contractor will be responsible for paying for the Architect's/Engineer's time to perform subsequent re-observations and reviews.
 - a. Substantial Completion Review

- 1) Shall take a maximum of 8 hours for each for two persons from FEH DESIGN on one day.
 - 2) Shall take a maximum of 4 hours for each for three persons from Henneman Engineering, Inc. on one day.
 - 3) Any additional time required for Substantial Completion Review will be the Contractors' responsibility for paying for the Architect's/Engineer's time. Time is not cumulative with Final Review.
5. Conduct Substantial Completion inspection and create Final Correction Punch List containing Architect's and Contractor's comprehensive list of items identified to be completed or corrected and submit to Architect.
 6. Correct items of work listed in Final Correction Punch List and comply with requirements for access to Owner-occupied areas.
 7. Notify Architect when work is considered finally complete and ready for Architect's Substantial Completion final inspection.
 8. Complete items of work determined by Architect listed in executed Certificate of Substantial Completion.
 9. FINAL COMPLETION
 - a. Preliminary Procedures: Before requesting final review for determining final completion, complete the following:
 - 1) Submit certified copy of Architect's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Architect. The certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
 - 2) Submit evidence of final, continuing insurance coverage complying with insurance requirements.
 - 3) Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems.
 - 4) Prepare and submit Project Record Documents, operation and maintenance manuals, final completion construction photographic documentation, damage or settlement surveys, property surveys, and similar final record information.
 - 5) Submit specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
 - b. Observation: Submit a written request for final review for acceptance. On receipt of request, Architect will either proceed with review or notify Contractor of unfulfilled requirements. Architect will prepare a final Certificate for Payment after observation or will notify Contractor of construction that must be completed or corrected before certificate will be issued.
 - 1) Re-Observation: Request review when the Work identified in previous observations as "incomplete", are completed or corrected.
 - c. Architect/Engineers will provide for one Final Review, for the entire project. If additional reviews are required due to incomplete or incorrect work by the Contractors or their Sub-Contractors, the Contractor will be responsible for paying for the Architect's/Engineer's time to perform subsequent re-observations and reviews.
 - d. Final Completion Review
 - 1) Shall take a maximum of 4 hours for one person from FEH DESIGN on one day.
 - 2) Shall take a maximum of 2 hours for one person from Henneman Engineering, Inc. on one day.
 - 3) Any additional time required for Final Review will be the Contractors' responsibility for paying for the Architect's/Engineer's time. Time is not cumulative with Substantial Completion Review.
- E. Conduct Substantial Completion inspection and create Final Correction Punch List containing Architect's and Contractor's comprehensive list of items identified to be completed or corrected and submit to Architect.

- F. Correct items of work listed in Final Correction Punch List and comply with requirements for access to Owner / Library-occupied areas.
- G. Notify Architect when work is considered finally complete and ready for Architect's Substantial Completion final inspection.
- H. Complete items of work determined by Architect listed in executed Certificate of Substantial Completion.

3.15 MAINTENANCE

- A. Provide service and maintenance of components indicated in specification sections.
- B. Maintenance Period: As indicated in specification sections or, if not indicated, not less than one year from the Date of Substantial Completion or the length of the specified warranty, whichever is longer.
- C. Examine system components at a frequency consistent with reliable operation. Clean, adjust, and lubricate as required.
- D. Include systematic examination, adjustment, and lubrication of components. Repair or replace parts whenever required. Use parts produced by the manufacturer of the original component.
- E. Maintenance service shall not be assigned or transferred to any agent or subcontractor without prior written consent of the Owner / Library.

END OF SECTION

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SECTION 01 74 19 CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL

PART 1 GENERAL

1.01 WASTE MANAGEMENT REQUIREMENTS

- A. Owner / Library requires that this project generate the least amount of trash and waste possible.
- B. Employ processes that ensure the generation of as little waste as possible due to error, poor planning, breakage, mishandling, contamination, or other factors.
- C. Minimize trash/waste disposal in landfills; reuse, salvage, or recycle as much waste as economically feasible.
- D. Contractor shall submit periodic Waste Disposal Reports; all landfill disposal, incineration, recycling, salvage, and reuse must be reported regardless of to whom the cost or savings accrues; use the same units of measure on all reports.
- E. Methods of trash/waste disposal that are not acceptable are:
 - 1. Burning on the project site.
 - 2. Burying on the project site.
 - 3. Dumping or burying on other property, public or private.
 - 4. Other illegal dumping or burying.
- F. Regulatory Requirements: Contractor is responsible for knowing and complying with regulatory requirements, including but not limited to Federal, state and local requirements, pertaining to legal disposal of all construction and demolition waste materials.

1.02 DEFINITIONS

- A. Clean: Untreated and unpainted; not contaminated with oils, solvents, caulk, or the like.
- B. Construction and Demolition Waste: Solid wastes typically including building materials, packaging, trash, debris, and rubble resulting from construction, remodeling, repair and demolition operations.
- C. Hazardous: Exhibiting the characteristics of hazardous substances, i.e., ignitibility, corrosivity, toxicity or reactivity.
- D. Nonhazardous: Exhibiting none of the characteristics of hazardous substances, i.e., ignitibility, corrosivity, toxicity, or reactivity.
- E. Nontoxic: Neither immediately poisonous to humans nor poisonous after a long period of exposure.
- F. Recyclable: The ability of a product or material to be recovered at the end of its life cycle and remanufactured into a new product for reuse by others.
- G. Recycle: To remove a waste material from the project site to another site for remanufacture into a new product for reuse by others.
- H. Recycling: The process of sorting, cleansing, treating and reconstituting solid waste and other discarded materials for the purpose of using the altered form. Recycling does not include burning, incinerating, or thermally destroying waste.
- I. Return: To give back reusable items or unused products to vendors for credit.
- J. Reuse: To reuse a construction waste material in some manner on the project site.
- K. Salvage: To remove a waste material from the project site to another site for resale or reuse by others.
- L. Sediment: Soil and other debris that has been eroded and transported by storm or well production run-off water.
- M. Source Separation: The act of keeping different types of waste materials separate beginning from the first time they become waste.

- N. Toxic: Poisonous to humans either immediately or after a long period of exposure.
- O. Trash: Any product or material unable to be reused, returned, recycled, or salvaged.
- P. Waste: Extra material or material that has reached the end of its useful life in its intended use. Waste includes salvageable, returnable, recyclable, and reusable material.

1.03 SUBMITTALS

- A. See Section 01 30 00 - Administrative Requirements, for submittal procedures.
- B. Waste Disposal Reports: Submit at specified intervals, with details of quantities of trash and waste, means of disposal or reuse, and costs; show both totals to date and since last report.
 - 1. Submit updated Report with each Application for Progress Payment; failure to submit Report will delay payment.
 - 2. Submit Report on a form acceptable to Owner / Library.
 - 3. Landfill Disposal: Include the following information:
 - a. Identification of material.
 - b. Amount, in tons or cubic yards, of trash/waste material from the project disposed of in landfills.
 - c. State the identity of landfills, total amount of tipping fees paid to landfill, and total disposal cost.
 - d. Include manifests, weight tickets, receipts, and invoices as evidence of quantity and cost.
 - 4. Incinerator Disposal: Include the following information:
 - a. Identification of material.
 - b. Amount, in tons or cubic yards, of trash/waste material from the project delivered to incinerators.
 - c. State the identity of incinerators, total amount of fees paid to incinerator, and total disposal cost.
 - d. Include manifests, weight tickets, receipts, and invoices as evidence of quantity and cost.
 - 5. Recycled and Salvaged Materials: Include the following information for each:
 - a. Identification of material, including those retrieved by installer for use on other projects.
 - b. Amount, in tons or cubic yards, date removed from the project site, and receiving party.
 - c. Transportation cost, amount paid or received for the material, and the net total cost or savings of salvage or recycling each material.
 - d. Include manifests, weight tickets, receipts, and invoices as evidence of quantity and cost.
 - e. Certification by receiving party that materials will not be disposed of in landfills or by incineration.
 - 6. Material Reused on Project: Include the following information for each:
 - a. Identification of material and how it was used in the project.
 - b. Amount, in tons or cubic yards.
 - c. Include weight tickets as evidence of quantity.
 - 7. Other Disposal Methods: Include information similar to that described above, as appropriate to disposal method.

PART 3 EXECUTION

2.01 WASTE MANAGEMENT PROCEDURES

- A. See Section 01 30 00 for additional requirements for project meetings, reports, submittal procedures, and project documentation.
- B. See Section 01 50 00 for additional requirements related to trash/waste collection and removal facilities and services.

- C. See Section 01 60 00 for waste prevention requirements related to delivery, storage, and handling.
- D. See Section 01 70 00 for trash/waste prevention procedures related to demolition, cutting and patching, installation, protection, and cleaning.

2.02 WASTE MANAGEMENT PLAN IMPLEMENTATION

- A. Manager: Designate an on-site person or persons responsible for instructing workers and overseeing and documenting results of the Waste Management Plan.
- B. Communication: Distribute copies of the Waste Management Plan to job site foreman, each subcontractor, Owner / Library, and Architect.
- C. Instruction: Provide on-site instruction of appropriate separation, handling, and recycling, salvage, reuse, and return methods to be used by all parties at the appropriate stages of the project.
- D. Meetings: Discuss trash/waste management goals and issues at project meetings.
 - 1. Prebid meeting.
 - 2. Preconstruction meeting.
 - 3. Regular job-site meetings.
- E. Facilities: Provide specific facilities for separation and storage of materials for recycling, salvage, reuse, return, and trash disposal, for use by all contractors and installers.
 - 1. Provide containers as required.
 - 2. Provide adequate space for pick-up and delivery and convenience to subcontractors.
 - 3. Keep recycling and trash/waste bin areas neat and clean and clearly marked in order to avoid contamination of materials.
- F. Hazardous Wastes: Separate, store, and dispose of hazardous wastes according to applicable regulations.
- G. Recycling: Separate, store, protect, and handle at the site identified recyclable waste products in order to prevent contamination of materials and to maximize recyclability of identified materials. Arrange for timely pickups from the site or deliveries to recycling facility in order to prevent contamination of recyclable materials.
- H. Reuse of Materials On-Site: Set aside, sort, and protect separated products in preparation for reuse.
- I. Salvage: Set aside, sort, and protect products to be salvaged for reuse off-site.

END OF SECTION

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**SECTION 01 77 10
CLOSEOUT FORM**

This Certificate is to be signed by the General Contractor and transmitted to the Architect as the request for review of Substantial completion. The intent of this certificate is to expedite closeout of the project and to help assure the Owner that the portion of the work described below is complete, complies with all regulatory requirements and can be occupied for its intended purpose.

I _____ HEREBY CERTIFY THE FOLLOWING:
(Insert Contractor Name / Company)

- A. I have reviewed the Contract Documents including all modifications.
- B. I have inspected the Work.
- C. The Work is completed in accordance with the Contract Documents and all approved contract modifications.
- D. An Occupancy Permit has been issued for this part of the project.
- E. The portion of the Work ready for review for Substantial Completion is identified as follows
 ___ The Entire Project (put a checkmark or X in the blank)

Contractor understands and agrees that if the Architect and/or the Engineers determine that the Work is insufficiently complete to perform the Observations, the Owner may assess the Contractor for the cost of the additional time and expense incurred by the Architect, Engineers and the Owner for additional site visits, observations and expenses. These costs will be deducted from the Contract Amount through the change order process.

(Contractor Name / Company Name)

(Signature)

(Date)

END OF SECTION

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**SECTION 01 78 00
CLOSEOUT SUBMITTALS**

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Project Record Documents.
- B. Operation and Maintenance Data.
- C. Warranties and bonds.

1.02 RELATED REQUIREMENTS

- A. Section 00 72 00 - General Conditions and 00 73 00 - Supplementary Conditions: Performance bond and labor and material payment bonds, warranty, and correction of work.
- B. Section 01 30 00 - Administrative Requirements: Submittals procedures, shop drawings, product data, and samples.
- C. Section 01 70 00 - Execution and Closeout Requirements: Contract closeout procedures.
- D. Individual Product Sections: Specific requirements for operation and maintenance data.
- E. Individual Product Sections: Warranties required for specific products or Work.

1.03 SUBMITTALS

- A. Project Record Documents: Submit documents to Architect within 14 calendar days after Date of Substantial Completion.
- B. Operation and Maintenance Data:
 - 1. Submit two copies of preliminary draft or proposed formats and outlines of contents before start of Work. Architect will review draft and return one copy with comments. One digital copy is an acceptable alternative.
 - 2. For equipment, or component parts of equipment put into service during construction and operated by Owner / Library, submit completed documents within ten days after acceptance.
 - 3. Submit one digital copy of completed documents within 14 calendar days after Substantial Completion. This copy will be reviewed and returned, with Architect comments. Revise content of all document sets as required prior to final submission.
 - 4. Submit two paper sets and one digital copy of revised final documents in final form within 14 calendar days after Architect comments.
- C. Warranties and Bonds:
 - 1. For equipment or component parts of equipment put into service during construction with Owner / Library's permission, submit documents within 10 days after acceptance.
 - 2. Make other submittals within 14 calendar days after Date of Substantial Completion, prior to final Application for Payment.
 - 3. For items of Work for which acceptance is delayed beyond Date of Substantial Completion, submit within 10 days after acceptance, listing the date of acceptance as the beginning of the warranty period.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 PROJECT RECORD DOCUMENTS

- A. Maintain on site one set of the following record documents; record actual revisions to the Work:
 - 1. Drawings.
 - 2. Specifications.
 - 3. Addenda.
 - 4. Change Orders and other modifications to the Contract.
 - 5. Reviewed shop drawings, product data, and samples.

- B. Ensure entries are complete and accurate, enabling future reference by Owner / Library.
- C. Store record documents separate from documents used for construction.
- D. Record information concurrent with construction progress.
- E. Specifications: Legibly mark and record at each product section description of actual products installed, including the following:
 - 1. Manufacturer's name and product model and number.
 - 2. Product substitutions or alternates utilized.
 - 3. Changes made by Addenda and modifications.
- F. Record Drawings: Legibly mark each item to record actual construction including:
 - 1. Measured depths of foundations in relation to finish first floor datum.
 - 2. Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
 - 3. Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of the Work.
 - 4. Field changes of dimension and detail.
 - 5. Details not on original Contract drawings.
 - 6. Actual equipment locations.
 - 7. Duct size and routing.
 - 8. Record information on the Work that is shown only schematically.
- G. Mark the Contract Drawings or Shop Drawings, whichever is most capable of showing actual physical conditions, completely and accurately. If Shop Drawings are marked, show cross-reference on the Contract Drawings.
- H. Mark record sets with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at same location.
- I. Mark important additional information that was either shown schematically or omitted from original Drawings.
- J. Note Construction Change Directive numbers, alternate numbers, Change Order numbers, and similar identification, where applicable.
- K. Format: Identify and date each Record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location.
 - 1. Record Prints: Organize Record Prints and newly prepared Record Drawings into a manageable set. Bind the set with durable paper cover sheets. Include identification on cover sheets.
 - 2. Identification: As follows:
 - a. Project name.
 - b. Date.
 - c. Designation "PROJECT RECORD DRAWINGS."
 - d. Name of Architect.
 - e. Name of Contractor.
- L. Maintenance of Record Documents and Samples: Store Record Documents and Samples 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 Architect's reference during normal working hours.

3.02 OPERATION AND MAINTENANCE DATA

- A. Source Data: For each product or system, list names, addresses and telephone numbers of Subcontractors and suppliers, including local source of supplies and replacement parts.
- B. Product Data: Mark each sheet to clearly identify specific products and component parts, and data applicable to installation. Delete inapplicable information.

- C. Drawings: Supplement product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams. Do not use Project Record Documents as maintenance drawings.
- D. Typed Text: As required to supplement product data. Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions.

3.03 OPERATION AND MAINTENANCE DATA FOR MATERIALS AND FINISHES

- A. For Each Product, Applied Material, and Finish:
 - 1. Product data, with catalog number, size, composition, and color and texture designations.
 - 2. Information for re-ordering custom manufactured products.
- B. Instructions for Care and Maintenance: Manufacturer's recommendations for cleaning agents and methods, precautions against detrimental cleaning agents and methods, and recommended schedule for cleaning and maintenance.
- C. Moisture protection and weather-exposed products: Include product data listing applicable reference standards, chemical composition, and details of installation. Provide recommendations for inspections, maintenance, and repair.
- D. Additional information as specified in individual product specification sections.
- E. Where additional instructions are required, beyond the manufacturer's standard printed instructions, have instructions prepared by personnel experienced in the operation and maintenance of the specific products.

3.04 OPERATION AND MAINTENANCE DATA FOR EQUIPMENT AND SYSTEMS

- A. For Each Item of Equipment and Each System:
 - 1. Description of unit or system, and component parts.
 - 2. Identify function, normal operating characteristics, and limiting conditions.
 - 3. Include performance curves, with engineering data and tests.
 - 4. Complete nomenclature and model number of replaceable parts.
- B. Where additional instructions are required, beyond the manufacturer's standard printed instructions, have instructions prepared by personnel experienced in the operation and maintenance of the specific products.
- C. Panelboard Circuit Directories: Provide electrical service characteristics, controls, and communications; typed.
- D. Operating Procedures: Include start-up, break-in, and routine normal operating instructions and sequences. Include regulation, control, stopping, shut-down, and emergency instructions. Include summer, winter, and any special operating instructions.
- E. Maintenance Requirements: Include routine procedures and guide for preventative maintenance and trouble shooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.
- F. Provide servicing and lubrication schedule, and list of lubricants required.
- G. Include manufacturer's printed operation and maintenance instructions.
- H. Include sequence of operation by controls manufacturer.
- I. Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.
- J. Provide control diagrams by controls manufacturer as installed.
- K. Provide Contractor's coordination drawings, with color coded piping diagrams as installed.
- L. Include test and balancing reports.
- M. Additional Requirements: As specified in individual product specification sections.

3.05 ASSEMBLY OF OPERATION AND MAINTENANCE MANUALS

- A. Assemble operation and maintenance data into durable manuals for Owner / Library's personnel use, with data arranged in the same sequence as, and identified by, the specification sections.
- B. Provide digital and hard copies of manuals.
- C. Where systems involve more than one specification section, provide separate tabbed divider for each system.
- D. Binders: Commercial quality, 8-1/2 by 11 inch three D side ring binders with durable plastic covers; 2 inch maximum ring size. When multiple binders are used, correlate data into related consistent groupings.
- E. Cover: Identify each binder with typed or printed title OPERATION AND MAINTENANCE INSTRUCTIONS; identify title of Project; identify subject matter of contents.
- F. Project Directory: Title and address of Project; names, addresses, and telephone numbers of Architect, Consultants, Contractor and subcontractors, with names of responsible parties.
- G. Tables of Contents: List every item separated by a divider, using the same identification as on the divider tab; where multiple volumes are required, include all volumes Tables of Contents in each volume, with the current volume clearly identified.
- H. Dividers: Provide tabbed dividers for each separate product and system; identify the contents on the divider tab; immediately following the divider tab include a description of product and major component parts of equipment.
- I. Text: Manufacturer's printed data, or typewritten data on 20 pound paper.
- J. Drawings: Provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.
- K. Arrangement of Contents: Organize each volume in parts as follows:
 - 1. Project Directory.
 - 2. Table of Contents, of all volumes, and of this volume.
 - 3. Operation and Maintenance Data: Arranged by system, then by product category.
 - a. Source data.
 - b. Operation and maintenance data.
 - c. Field quality control data.
 - d. Photocopies of warranties and bonds.

3.06 WARRANTIES AND BONDS

- A. Obtain warranties and bonds, executed in duplicate by responsible Subcontractors, suppliers, and manufacturers, within 10 days after completion of the applicable item of work. Except for items put into use with Owner / Library's permission, leave date of beginning of time of warranty until Date of Substantial completion is determined.
- B. Verify that documents are in proper form, contain full information, and are notarized.
- C. Provide digital and hard copies, where possible.
- D. Co-execute submittals when required.
- E. Retain warranties and bonds until time specified for submittal.
- F. Manual: Bind in commercial quality 8-1/2 by 11 inch three D side ring binders with durable plastic covers.
- G. Cover: Identify each binder with typed or printed title WARRANTIES AND BONDS, with title of Project; name, address and telephone number of Contractor and equipment supplier; and name of responsible company principal.
- H. Table of Contents: Neatly typed, in the sequence of the Table of Contents of the Project Manual, with each item identified with the number and title of the specification section in which specified, and the name of product or work item.

- I. Separate each warranty or bond with index tab sheets keyed to the Table of Contents listing. Provide full information, using separate typed sheets as necessary. List Subcontractor, supplier, and manufacturer, with name, address, and telephone number of responsible principal.

END OF SECTION

**SECTION 01 79 00
DEMONSTRATION AND TRAINING**

PART 1 GENERAL

1.01 SUMMARY

- A. Demonstration of products and systems to be commissioned and where indicated in specific specification sections.
- B. Training of Owner / Library personnel in operation and maintenance is required for:
 - 1. All software-operated systems.
 - 2. HVAC systems and equipment.
 - 3. Plumbing equipment.
 - 4. Electrical systems and equipment.
 - 5. Items specified in individual product Sections.

1.02 RELATED REQUIREMENTS

- A. Section 01 78 00 - Closeout Submittals: Operation and maintenance manuals.
- B. Other Specification Sections: Additional requirements for demonstration and training.

1.03 SUBMITTALS

- A. See Section 01 30 00 - Administrative Requirements, for submittal procedures; except:
 - 1. Make all submittals specified in this section, and elsewhere where indicated for commissioning purposes, directly to the Commissioning Authority.
 - 2. Submit one copy to the Commissioning Authority, not to be returned.
 - 3. Make commissioning submittals on time schedule specified by Commissioning Authority.
 - 4. Submittals indicated as "Draft" are intended for the use of the Commissioning Authority in preparation of overall Training Plan; submit in editable electronic format, Microsoft Word 2003 preferred.
- B. Training Plan: Owner / Library will designate personnel to be trained; tailor training to needs and skill-level of attendees.
 - 1. Submit to Architect for transmittal to Owner / Library.
 - 2. Submit not less than four weeks prior to start of training.
 - 3. Revise and resubmit until acceptable.
 - 4. Provide an overall schedule showing all training sessions.
 - 5. Include at least the following for each training session:
 - a. Identification, date, time, and duration.
 - b. Description of products and/or systems to be covered.
 - c. Name of firm and person conducting training; include qualifications.
 - d. Intended audience, such as job description.
 - e. Objectives of training and suggested methods of ensuring adequate training.
 - f. Methods to be used, such as classroom lecture, live demonstrations, hands-on, etc.
 - g. Media to be used, such as slides, hand-outs, etc.
 - h. Training equipment required, such as projector, projection screen, etc., to be provided by Contractor.
- C. Training Manuals: Provide training manual for each attendee; allow for minimum of two attendees per training session.
 - 1. Include applicable portion of O&M manuals.
 - 2. Include copies of all hand-outs, slides, overheads, video presentations, etc., that are not included in O&M manuals.
 - 3. Provide one extra copy of each training manual to be included with operation and maintenance data.
- D. Video Recordings: Submit digital video recording of each demonstration and training session for Owner / Library's subsequent use.

1. Format: Flash drive.
2. Label each disc and container with session identification and date.

1.04 QUALITY ASSURANCE

- A. Instructor Qualifications: Familiar with design, operation, maintenance and troubleshooting of the relevant products and systems.
 1. Provide as instructors the most qualified trainer of those contractors and/or installers who actually supplied and installed the systems and equipment.
 2. Where a single person is not familiar with all aspects, provide specialists with necessary qualifications.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 DEMONSTRATION - GENERAL

- A. Demonstrations conducted during system start-up do not qualify as demonstrations for the purposes of this section, unless approved in advance by Owner / Library.
- B. Demonstration may be combined with Owner / Library personnel training if applicable.
- C. Operating Equipment and Systems: Demonstrate operation in all modes, including start-up, shut-down, seasonal changeover, emergency conditions, and troubleshooting, and maintenance procedures, including scheduled and preventive maintenance.
 1. Perform demonstrations not less than two weeks prior to Substantial Completion.
 2. For equipment or systems requiring seasonal operation, perform demonstration for other season within six months.
- D. Non-Operating Products: Demonstrate cleaning, scheduled and preventive maintenance, and repair procedures.
 1. Perform demonstrations not less than two weeks prior to Substantial Completion.

3.02 TRAINING - GENERAL

- A. Conduct training on-site unless otherwise indicated.
- B. Do not start training until Functional Testing is complete, unless otherwise specified or approved by the Commissioning Authority.
- C. Provide training in minimum two hour segments.
- D. Training schedule will be subject to availability of Owner / Library's personnel to be trained; re-schedule training sessions as required by Owner / Library; once schedule has been approved by Owner / Library failure to conduct sessions according to schedule will be cause for Owner / Library to charge Contractor for personnel "show-up" time.
- E. Review of Facility Policy on Operation and Maintenance Data: During training discuss:
 1. The location of the O&M manuals and procedures for use and preservation; backup copies.
 2. Typical contents and organization of all manuals, including explanatory information, system narratives, and product specific information.
 3. Typical uses of the O&M manuals.
- F. Product- and System-Specific Training:
 1. Review the applicable O&M manuals.
 2. For systems, provide an overview of system operation, design parameters and constraints, and operational strategies.
 3. Review instructions for proper operation in all modes, including start-up, shut-down, seasonal changeover and emergency procedures, and for maintenance, including preventative maintenance.
 4. Provide hands-on training on all operational modes possible and preventive maintenance.
 5. Emphasize safe and proper operating requirements; discuss relevant health and safety issues and emergency procedures.

6. Discuss common troubleshooting problems and solutions.
 7. Discuss any peculiarities of equipment installation or operation.
 8. Discuss warranties and guarantees, including procedures necessary to avoid voiding coverage.
 9. Review recommended tools and spare parts inventory suggestions of manufacturers.
 10. Review spare parts and tools required to be furnished by Contractor.
 11. Review spare parts suppliers and sources and procurement procedures.
- G. Be prepared to answer questions raised by training attendees; if unable to answer during training session, provide written response within three days.

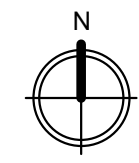
END OF SECTION

EDGERTON PUBLIC LIBRARY EDGERTON STUDY ROOMS

101 ALIBION ST.
EDGERTON, WI 53534



VICINITY MAP
NOT TO SCALE



SHEET INDEX

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| ARCHITECTURAL | |
| A0.0 | PROJECT SPECIFICATIONS |
| A0.1 | PROJECT SPECIFICATIONS |
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| A1.1 | UPPER LEVEL FLOOR PLANS |
| A3.1 | DOOR SCHEDULE / FLOOR FINISH PLAN |
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| ELECTRICAL | |
| E0.1 | ELECTRICAL GENERAL |
| E1.1 | UPPER LEVEL ELECTRICAL |

CONTACT INFORMATION

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OCONOMOWOC, WI 53066

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ELECTRICAL

HENNEMAN ENGINEERING, INC.
1232FOURIER DRIVE, SUITE 101
MADISON, WI 53717

PH: (608) 833-7000

STRUCTURAL

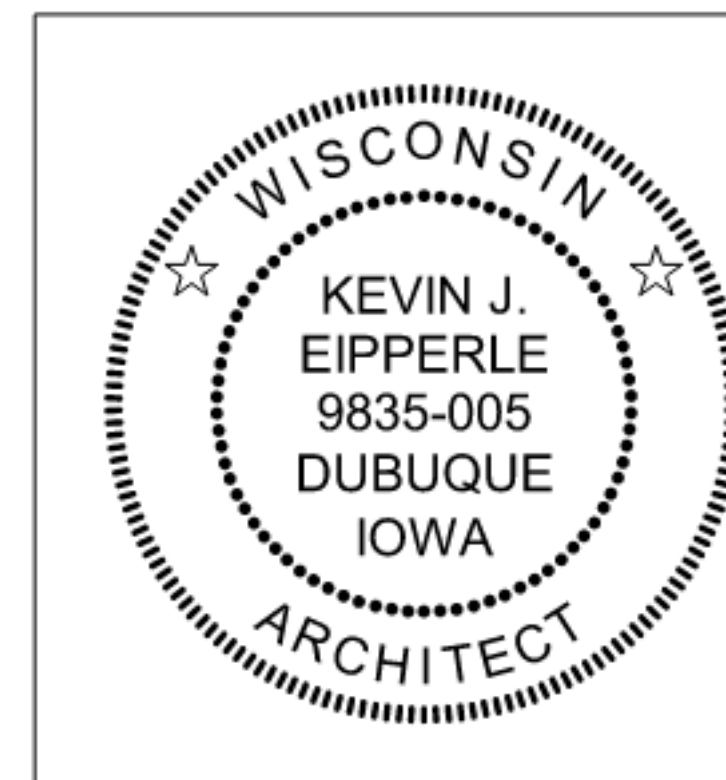
FEH DESIGN
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DUBUQUE, IOWA 52001

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MECHANICAL

HENNEMAN ENGINEERING, INC.
1232 FOURIER DRIVE, SUITE 101
MADISON, WI 53717

PH: (608) 833-7000



I HEREBY CERTIFY THAT THE PORTION OF THIS TECHNICAL SUBMISSION DESCRIBED BELOW WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND RESPONSIBLE CHARGE. I AM A DULY REGISTERED ARCHITECT UNDER THE LAWS OF THE STATE OF WISCONSIN.

KEVIN J. EIPPERLE, A.I.A.

Printed or typed name: *Kevin J. Eipperle* 08/08/2023

Signature _____ Date _____
License expires 07/31/2024 Date Issued 03/14/2005

PAGES OR SHEETS COVERED BY THIS SEAL: A1.0

CODE INFORMATION

PROJECT DESCRIPTION:
 ADDING TWO STUDY ROOMS TO THE UPPER LEVEL

APPLICABLE CODES:
 2015 - INTERNATIONAL BUILDING CODE
 2015 - INTERNATIONAL MECHANICAL CODE
 2015 - INTERNATIONAL FUEL GAS CODE
 2015 - INTERNATIONAL EXISTING BUILDING CODE
 2017 - NATIONAL ELECTRICAL CODE
 2015 - INTERNATIONAL FIRE CODE
 2010 - ADAAG

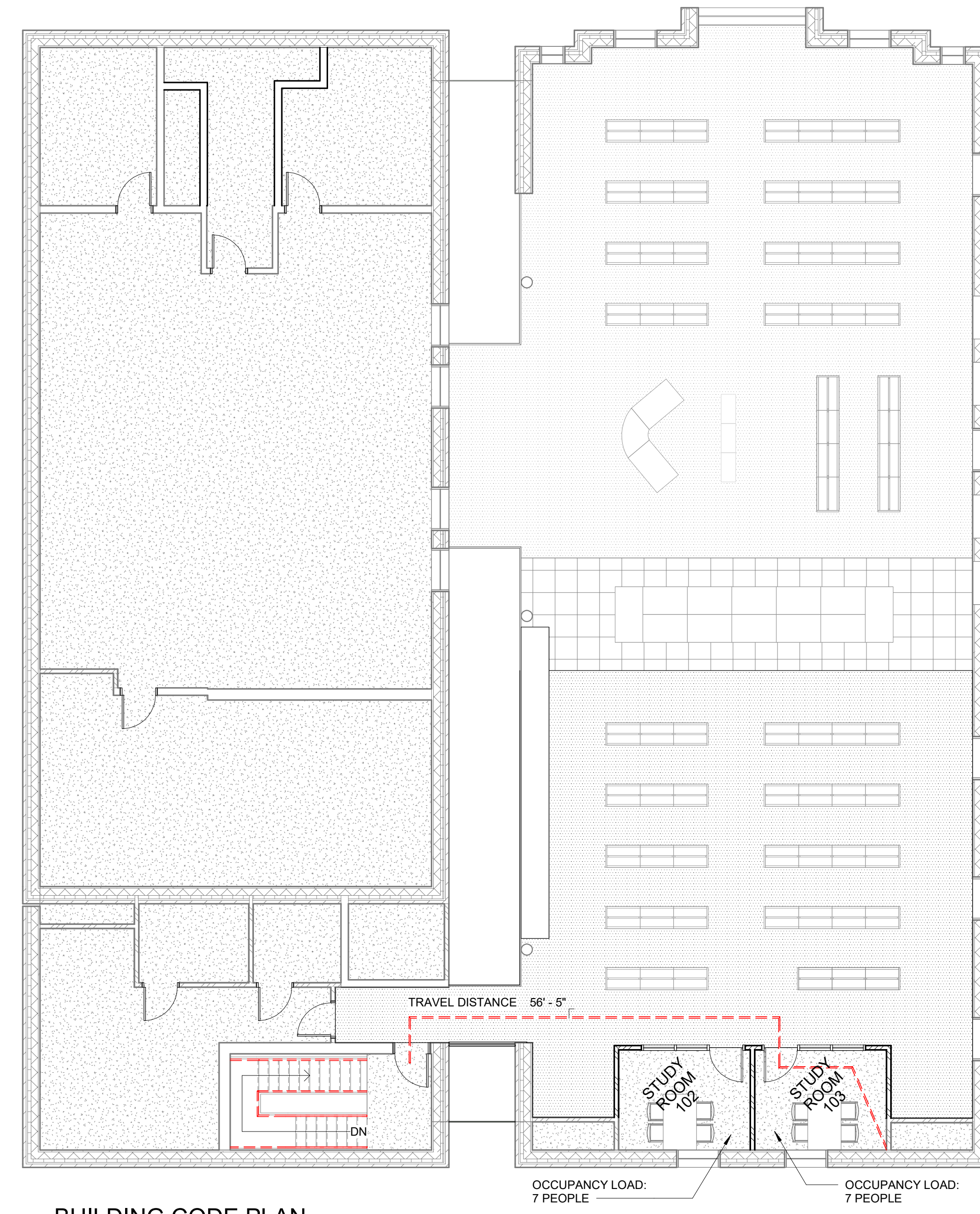
OCCUPANCY TYPE (CHAPTER 3):
 TYPE A-3 OCCUPANCY

BUILDING HEIGHTS AND AREAS (CHAPTER 5):
 BASIC ALLOWABLE
 2 STORIES
 LOWER LEVEL: 8,989 SQ.FT.
 UPPER LEVEL: 8,821 SQ.FT.
 21' HIGH ABOVE GRADE

TYPES OF CONSTRUCTION (CHAPTER 6):
 TYPE V-B CONSTRUCTION

FIRE PROTECTION SYSTEMS (CHAPTER 9):
 EXISTING FIRE PROTECTION SYSTEMS IN PLACE WILL BE EXTENDED INTO THE STUDY ROOMS

MEANS OF EGRESS (CHAPTER 10):
 1004 DESIGN OCCUPANT LOADS
 TOTAL OCCUPANTS 7 PER STUDY ROOM
 1005.1 EGRESS WIDTH
 MEANS OF EGRESS CAPACITY FACTOR = 677 INCH (1005.3.2)
 1009.1 ACCESSIBLE MEANS OF EGRESS
 1 EXIST PROVIDED PER STUDY ROOM
 1010.1.1 WIDTH OF DOOR
 MINIMUM CLEAR WIDTH OF 36 INCHES



BUILDING CODE PLAN -
1 UPPER LEVEL
 SCALE: 1/8" = 1'-0"

CODE PLAN LEGEND

TRAVEL DISTANCE 1' - 0" **TRAVEL DISTANCE TAG**
 EXIST ACCESS TRAVEL DISTANCE PER IBC2012 1016.1

ROOM TAG
 ROOM NUMBER ROOM NAME
 AREA (SF) -- FUNCTION OF SPACE PER TABLE 1004.1.2
 OCCUPANT LOAD FACTOR -- OCCUPANT LOAD
 EXITS REQUIRED -- EXIST PROVIDED

DOOR NAME
 100 - RECESS
 101 - RECESS
 EXIT RECD = 2' PROV - 2'

IN ASSOCIATION WITH

SHEET TITLE
 BUILDING CODE PLAN

PROJECT TITLE
 EDGERTON PUBLIC LIBRARY
EDGERTON STUDY ROOMS
 101 ALIBION ST.
 EDGERTON, WI 53534

DATE ISSUED August 8, 2023
 REV. NO. DATE

PROJECT NUMBER
 2023406

SHEET
AG1.2

SECTION 01 73 29 - CUTTING AND PATCHING

- 1.1 MATERIALS**
A. Comply with specifications and standards for each specific product involved.
- 2.1 PERFORMANCE**
A. Provide devices and methods to protect existing materials to remain and other portions of the project from damage.
B. Execute cutting and demolition by methods which will prevent damage to other work and will provide surfaces to receive installation of repairs.
C. Employ original installer or fabricator to perform cutting and patching for:
1. Weather exposed or moisture resistant elements.
2. Slight exposed finished surfaces.
D. Excavate fitting and adjustment of products to provide a finished installation to comply with specified products, functions, tolerances, and finishes.
E. Restore work which has been cut or removed. Install new products to provide completed work in accordance with requirements of Contract documents.
F. Fit work airtight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
G. Refinish entire surfaces, as necessary, to provide an even finish to match adjacent finishes:
1. For continuous surfaces, refinish to nearest intersection.
2. For an assembly, refinish entire unit.

SECTION 02 41 19 - MINOR DEMOLITION

- 1.1 MATERIALS**
A. Except where noted otherwise, maintain possession of materials being demolished and immediately remove from site.
B. Carefully remove materials and equipment noted to be removed and salvaged by Owner; deliver and store where directed by Owner.
C. Carefully remove materials noted to be re-used per project requirements. Store and protect as required.
- 2.1 DEMOLITION**
A. The term demolition, as used herein, includes the complete removal of all existing objects as noted on the drawings.
B. Field verify ALL actual as-built conditions. Construction documents reflect information taken from original documents.
C. Remove miscellaneous items as indicated on the drawings or as otherwise necessary to execute the work of the Project.
D. Demolish in an orderly and careful manner as required to accommodate new work.
E. Protect existing, supporting, structural members. Repair damage.
F. Repair all demolition performed in excess of that required at no cost to the Owner.
G. Burning of materials on site is not permitted.
H. Remove from the site contaminated, vermin infected or dangerous material encountered and dispose of by safe means so as not to endanger health of workers and public.
I. Remove demolished materials, tools, and equipment from site upon completion of work. Leave site in a condition acceptable to the Architect/Engineer.
J. Repair damaged areas caused by equipment used in performance of this Contract.

SECTION 06 10 00 - ROUGH CARPENTRY

- 1.1 LUMBER AND SHEET MATERIALS**
A. Lumber: PS-20, and graded in accordance with NFPA Grading Rules; maximum moisture content of 19%.
1. Species: Western Hemlock, Hem-Fir, Mountain Hemlock, Douglas Fir South, and Douglas Fir-Larch.
2. Grade: Standard (material 2" to 4" thick, 2" to 4" wide); No. 2 (material 2" to 4" thick, 5" and wider).
3. Pressure treated lumber used where noted.
B. Plywood: PSI, and graded in accordance with APA Grading Rules; thickness as noted on drawings.
1. Interior plywood: APA A-D INT with exterior Glue.
C. Oriented Strand Board: Exposure 1 sheathing with span rating not less than 40/20.
1. Miscellaneous locations called out on drawings.
D. All lumber and sheet materials used at interior locations shall be fire-retardant treated, Class A where exposed.
- 1.2 ACCESSORY MATERIALS**
A. Nails, Spikes, and Staples: Hot-dipped galvanized stainless steel or aluminum for exterior locations, high humidity locations, and Redwood; plain finish for other interior locations; size and type to suit application.
B. Bolts, Nuts, Washers, Lags, Pins, and Screws: Medium carbon steel; sized to suit application; galvanized for exterior locations, high humidity locations, and Redwood; plain finish for other interior locations.
- 2.1 PLACEMENT**
A. Place miscellaneous blocking, furring, nailing strips, and framing true to lines and levels. Secure rigidly in place.
B. Construct members of continuous pieces of longest possible lengths.
- 2.2 FRAMING**
A. Workmanship shall be first class in every way and shall be performed by skilled mechanics in accordance with the best practices and standards of the trade.
B. Construct wood framing, miscellaneous blocking, furring, and nailing strips true to lines and levels. Secure rigidly in place. Do not deviate from true alignment more than 1/4"; do not shim bearing surfaces.
C. Provide and install all rough hardware and metal fastenings as shown on Drawings and required for proper installation of carpentry. Nails, spikes, screws, bolts, and similar items shall be of size and types to rigidly secure members in place.
D. Temporary centering, bracing and shoring for the support and protection of the structure during construction shall be made adequately strong, properly installed and well secured in place to serve the intended purpose.

SECTION 07 21 00 - SOUND ATTENUATION INSULATION

- 1.1 SOUND ATTENUATION BATTS FIBER GLASS INSULATION**
A. Manufacturers:
1. Owens Corning.
2. CertainTeed Corporation.
3. Guardian Fiberglass, Inc.
4. Johns Manville.
5. Knauf Fiber Glass.
B. Sound Attenuation Batts Fiber Glass Insulation: ASTM C655, Type 1; composed of unfaced glass fiber insulation; with flame-spread and smoke-developed indexes of 10 and 10.
C. Mounting at 1/2" air space, for 3 1/2" thickness, NRC = 1.00
- 2.1 INSTALLATION, GENERAL**
A. Comply with insulation manufacturer's written instructions applicable to products and application indicated.
B. Install insulation that is undamaged, dry, and unsoiled and that has not been left exposed at any time to ice, rain, and snow.
C. Extend insulation in thickness indicated to envelop entire area to be insulated. Cut and fit tightly around obstructions and fill voids with insulation. Remove projections that interfere with placement.
D. Water-Piping Coordination: water piping is located within insulated exterior walls, coordinate location of piping to ensure that it is installed on warm side of insulation and insulation encapsulates piping.
E. For preformed insulating units, provide sizes to fit applications indicated and selected from manufacturer's standard thicknesses, widths, and lengths. Apply single layer of insulation units to produce thickness indicated unless multiple layers are otherwise shown or required to make up total thickness.

SECTION 08 14 16 - FLUSH WOOD DOORS

- 1.1 ACCEPTABLE MANUFACTURERS**
A. V.T. Industries.
B. Weyerhaeuser.
C. Algoma Hardwoods, Inc.
D. Eggers.
E. Other manufacturers submit product information to Architect for approval prior to bidding.
- 1.2 DOOR TYPES**
A. Flush faced type wood doors.
- 1.3 DOORS**
A. Flush Interior Doors:
1. 1 3/4 inches thick, solid core construction.
2. High pressure decorative laminate (HPDL) finish as indicated in Interior Finish Schedule.
3. Particle board core conforming to GS-236.
4. Fabricate doors in accordance with door quality standard specified.
5. Cores Constructed with stiles and rails.
1. Provide solid blocks at lock edge and top of door for hardware reinforcement.
2. Provide solid blocking for other throughout hardware.
3. Provide mid-rail blocking in doors indicated to have exit devices.
4. All blocking to be bonded to core, then entire unit abrasive planed/sanded before veneering.
6. Factory machine doors for hardware other than surface-mounted hardware. In accordance with hardware requirements and dimensions.
7. Factory fit doors for frame opening dimensions identified on shop drawings, with glue clearances in accordance with specified quality standard.
8. Provide edge clearances in accordance with the quality standard specified.
9. Edge Construction: At hinge stiles, provide laminated-edge construction with improved screw-holding capability and split resistance. Comply with specified requirements for exposed edges.
B. Finish:
1. High pressure decorative laminate as indicated in Interior Finish Schedule.
- 1.4 FABRICATION**
A. Fabricate doors in accordance with requirements of AWI Quality Standards, Premium Grade.
B. Bevel strike edge of single acting doors 1/8 inch in 2 inches.
C. Prepare doors to receive hardware. Refer to Section 08 70 00 for hardware requirements.
D. All cut-outs for mortise hardware made at the factory from hardware manufacturer's templates. Approved shop drawings, hardware and doorframe schedules and hardware manufacturer's templates furnished by subcontractor to the door manufacturer as required.
- 1.5 PACKAGING**
A. Doors individually wrapped or cartoned for protection in transit and storage periods, and marked in accordance with shop drawings.
- 2.1 INSTALLATION**
A. Install wood doors plumb and square, and with maximum diagonal distortion of 1/16 inch.
B. Install doors in accordance with manufacturer's instructions and specified quality standard.
C. Factory-Finished (plastic laminate) Doors: Do not field cut or trim; fit and clearance is not correct, replace door.
D. Use machine tools to cut or drill for hardware.
E. Coordinate installation of doors with installation of frames and hardware.

SECTION 08 70 00 - HARDWARE

- 1.1 KEYING**
A. Door Locks: Subset and Master are to be as directed by Architect and Owner.
B. Master Key covers all including exterior entry doors.
1. Coordinate required master key sets with Owner.
C. Keys shall be tagged, indexed, filed, and delivered to Owner.
- 2.1 HARDWARE**
A. Provide latchesets as listed in door schedule, sheet A1.1. Provide remaining hardware as required to complete function and installation as intended.
B. All closers, to the greatest extent possible, should be mounted on the room side of corridor doors. All other doors with closers should be mounted either, regular arm, parallel arm, or top jamb as necessary.
- 2.2 FINISH**
A. Interior, Brushed Nickel - to match aluminum frame.
B. Locksets Schlage SATURN (SAT) Lever.
- 3.1 INSTALLATION**
A. Install hardware in accordance with manufacturer's recommendations, using proper templates.
B. Installation shall occur with a qualified installer with a minimum five (5) years experience in the installation of commercial grade hardware.
C. Manufacturer instructions shall dictate templating and installation.
D. At completion of the installation and before turnover of the project, make final adjustments to door closures and other items of hardware. Leave all hardware clean and fully operable. Should any item be found to be defective, it shall be repaired or replaced as directed. Stamp and tag all keys.

SECTION 08 80 00 - GLAZING

- 1.1 GLASS**
A. Flat glass to meet requirements for Federal Specification DD-G-451C, and manufactured by Quality Glass, Pittsburgh Plate Glass, Libbey-Owens-Ford, Viracorn, Cardinal, or ASG Industries, Inc. Glass factory labeled on each pane. Labels left on glass until final cleaning. Glass as follows:
1. 1/2 inch Single Pane Clear Glass: 1/2 inch, clear glass, tempered, of plate or float quality. (Typical unless noted)
B. Type of glass for each tile indicated on drawings.
- 1.2 GLAZING MATERIALS**
A. Glazing Materials: Glazing strips, glazing compounds, tapes, and backup materials to be the products of one manufacturer insofar as possible. All materials used together.
B. Glazing Strip: CRL I-Bar: Provide CR Laurence Clear Copolymer Strip, Part #EZCE12, for 180-degree, glass to glass (Butt) Joints, for 1/2" tempered glass, between all glass panels.
C. Glazing Tape: Non-striking, synthetic rubber, reinforced tape of fibron with self-adhesive surfaces, as manufactured by Tremco, Norton, or PTI, black color.
D. Setting Blocks: Neoprene; 70-90 durometer hardness; 4 inch long X 3/8 inch thick X 1/4 inch high.
E. Miscellaneous Glazing Accessories: As recommended by manufacturer for the various glazing requirements.
F. Plastic Film: Decorative Plastic Film; Polyester type. Application: As shown on drawings. Pattern & Color: See Interior Finish Schedule.
- 2.1 INSPECTION**
A. Verify surfaces of glazing channels or recesses are clean, free of obstructions, and ready for work of this Section.
B. Beginning of installation means acceptance of substrate.
- 2.2 WORKMANSHIP**
A. Before commencing work, inspect doors and frames to be glazed to determine that frames and stops are set true and straight with proper clearances. Do not proceed until conditions that would result in a less than first class glazing installation are satisfactorily correct.
B. Ensure rabbets and stops clean and dry at time of glazing. Before glazing, remove oil, lacquer, or other materials to which the compound will not readily adhere or that will tend to delaminate from the metal.
C. Cut glass to fit openings while maintaining clearances.
D. Set glass using setting blocks and spacers to insure proper edge clearances and uniform beads of compound. Clearances shall conform to the glazing materials manufacturer's recommendations. Center glass in glazing rabbets. Cut and set sheet glass so that wave or distortion runs horizontally. Prime materials as required by the glazing materials manufacturer.
E. Remove and replace glazing beads carefully to avoid marking or defacing the frames, stops, or fastenings. Compound shall be neatly trimmed and faced on both sides of glass after stops are replaced with finished face of compound parallel to and flush with surface of glass.
F. Each CRL-I-Bar shall be installed in one continuous piece, with full length of each joint, in strict accordance with the manufacturer's instructions.
- 2.3 CLEANING**
A. After installation mark glass with "X" by using tape or removable paste.
B. Immediately remove traces of glazing material from finished surfaces. Remove labels after work is complete.

SECTION 09 21 16 - GYPSUM WALLBOARD SYSTEMS

- 1.1 ACCEPTABLE MANUFACTURERS**
A. Products shall be furnished from one manufacturer to the extent necessary to meet requirements of ASTM C754 and GA-216. System specified is manufactured by the United States Gypsum Company and G-P Gypsum, with system manufactured by Gold Bond approved.
- 1.2 METAL FRAMING**
A. Furring/Channels: DWC-20 by USG (Galvanized); 1 1/2" cold-rolled main runner channels 4'-0" o.c., 7/8" furring (hat) channels 24" o.c. 20-gauge minimum.
1. Furring Clips: USG metal furring channel clips.
B. Bracing Members: Of same material and finish as stud. Thickness to suit purpose.
C. Fasteners: 1 5/8" steel screws.
D. Wire: 8 gauge galvanized hanger wire and 18 gauge galvanized tie wire.
- 1.3 GYPSUM WALLBOARD**
A. Provide gypsum wallboard materials in accordance with recommendations of GA216.
B. Gypsum Board:
1. 5/8" thickness; Type "X" F.C.; maximum permissible lengths; ends square cut; tapered edges. (Typical installation).
2. Other thicknesses as detailed.
C. Moisture Resistant Gypsum Wallboard: 5/8" thickness; Type "X" F.C.; maximum permissible lengths; ends square cut; tapered edges. (Typical installation). Sheetrock brand "Water-Resistant" or approved equal.
- 1.4 GYPSUM WALLBOARD ACCESSORIES**
A. Provide gypsum wallboard accessories in accordance with GA216.
B. Corner Beads: (called out on the drawings as 'L' Trim): 104 Du-A-Bead as manufactured USG.
C. Buttress Corner Trim: 3/4" radius, Sante Fe as manufactured by USG. Provide complete system to create clean curved corner result.
D. Edge Trim: 200-A or 200-B or J-type as detailed and required, as manufactured by USG.
E. Reinforcing Tape: Per/A-Tape as manufactured by USG.
F. Joint Compound: Adhesive, Water-Fasteners: GA216.
G. Control Joints: USG093.
H. Fasteners: USG Type S-12, 1 inch long, self-drilling and self-tapping, 0.163 inch thread diameter, 5/16 inch diameter heads.
- 2.1 GYPSUM BOARD INSTALLATION**
A. Install gypsum board in accordance with recommendations of GA216.
B. Apply gypsum panels with long dimension perpendicular to, and position all ends over, support members. Use maximum practical lengths to minimize end joints. Fit ends and edges closely, but not forced together. Stagger joints on opposite sides of partitions. Allow 1/4" clearance caulk joint at deck.
C. At areas requiring adhesive application of gypsum board, use adhesive recommended by gypsum board manufacturer to fasten gypsum board to existing surfaces. Position boards vertically over wall surface, press into place and provide temporary support until adhesive is hardened.
D. Use screws when fastening gypsum board to metal furring or framing. Use screws when fastening gypsum board to wood furring or framing.
E. Place corner beads at external corners. Use longest practical length. Place edge trim where gypsum board abuts dissimilar materials.
F. Place control joints to be consistent with lines of building spaces and as directed by Architect.
1. Allow for one (1) vertical control joint per 30 foot of wall run at all areas of new gypsum board in the Project.
G. Tape, fill, and sand exposed joints, edges, corners, openings, and fixings to produce surface ready to receive surface finishes.
H. Feather coats onto adjoining surfaces so that camber is maximum 1/32 inch.
I. Provide orange peel texture at walls.
L. Remove and redo defective work.

SECTION 09 51 23 - ACOUSTICAL TILE CEILINGS / SUSPENSION SYSTEMS

- 1.1 ACOUSTICAL CEILING**
A. ACT-1: Acoustic ceiling tile, see Interior Finish Schedule for manufacturer, style and color.
B. AP-1 (Alt. A1): Acoustic panel, see Interior Finish Schedule for manufacturer, style and color.
C. Equivalent products manufactured by Armstrong approved.
- 1.2 SUSPENSION SYSTEM**
A. Suspension system shall be 200 Series exposed snaggrid system consisting of Intermediate Duty #211-01 main runner and #229-01 cross tees as manufactured by Chicago Metallic. Wall angles shall have hemmed edge. Finish shall be white at ACT-1 and black at ACT-2 locations.
B. 1 1/2" runner channels, as may be required to span under ductwork, span between joist, etc., to maintain hanger spacing, shall have a coat of rust inhibitive paint and a minimum weight of 475 pounds per 1,000 lineal feet.
C. Hanger wire shall be annealed wire conforming to Federal Specification QQ-Q-461, Grade FS 1020, Type 3, Zinc Coated, 12 Gauge.
D. Equivalent products manufactured by USG or Armstrong approved.
- 2.1 INSTALLATION**
A. Install acoustical ceiling systems in accordance with manufacturer's recommendations to produce finished ceiling true to lines and levels, and free from warped soiled or damaged grid or lay-in panels.
B. Install ceiling systems in a manner capable of supporting all superimposed loads with maximum permissible deflection of 1/360 of span and maximum surface deviation of 1/16" in 10 feet.
C. Coordinate the location of hangers with existing conditions. Ensure the layout of hangers and carrying channels are located to accommodate fittings and units of equipment that are to be placed after the installation of ceiling grid system.
D. Where ducts or other equipment prevents the regular spacing of hangers, reinforce the nearest adjacent hangers and related carrying channels, as required, to span the required distance.
E. Hang independently of walls, pipes, and conduit. Where carrying members are spliced, avoid visible displacement of the longitudinal axis or face plane of adjacent members.
F. Center ceiling systems on room axis leaving equal border pieces as shown on reflected ceiling plan.
G. Main runners shall be installed at 4'-0" o.c., secured by hanger wires spaced 4'-0" o.c., and accurately leveled with cross tees 2'-0" o.c. to form 2' X 4' modules.
H. Provide steel channels, as necessary, to maintain hanger spacing.
I. Provide additional hanger wires within 6" of corners of all light fixtures. Provide extra hangers at mid-point along 4' length of tandem fixtures.
J. Do not install fixtures to eccentrically loaded main runners and cross runners. Where fixture installation would produce rotation in runners, provide stabilizer bars.
K. Install accessories, where shown or required. Install edge moldings at intersection of ceiling and vertical surfaces using maximum lengths straight, true to line, and level. Miter corners. Provide edge moldings at junctions with other ceiling finishes. Finish and material same as grid system specified.
L. Fit acoustic lay-in panels in place free from damaged edges or other defects detrimental to appearance and function. Fit border units neatly against abutting surfaces.
1. Trim cut edge(s) of tile as required to maintain reveal edge, all sides.
M. Verify direction of tile pattern with Architect.
N. Install lay-in panels level in uniform plane and free from twist, warp, and distortion.
O. Install AP as Direct-Attached to exposed ceiling; reference manufacturer's recommended procedures and equipment.
- 3.2 ADJUSTMENTS**
A. All ties shall be clean, free from finger marks, oil, water stains, etc. Damaged or defaced tile will be replaced. No patching will be allowed. Loose or uneven tile work will not be acceptable.
B. Adjust any sags or twists that develop in the ceiling systems and replace any parts that are damaged or faulty.
- 3.3 CLEANING**
A. Following erection, clean dirty or discolored surfaces of units; leave free from defects. Remove units that are damaged or improperly installed and replace, as directed.

SECTION 09 68 00 - CARPETING

- 1.1 MATERIALS**
A. GPT-1, GPT-2, Carpet Tile. See Interior Finish Schedule for manufacturer, style, color, and installation pattern.
B. Adhesive: Type recommended by carpet manufacturer to suit application and expected service for carpet tile.
C. Seam Adhesive: As recommended for carpet tile products.
D. Carpet Moldings: As required by drawings. Color to match vinyl base. (Reference Section 09 65 00 - Resilient flooring). Moldings as manufactured by Tarkett and Mannington or equal.
E. Floor Filler: Latex type recommended by carpet or adhesive manufacturer.
F. Provide carpet accessories, as needed, for a complete installation.
- 2.1 MEASUREMENTS**
A. Contractor shall carefully check all dimensions and other conditions affecting his work in the field and shall be responsible for proper installation of carpet in areas designated.
- 2.2 PREPARATION OF SURFACES**
A. Clean floors and walls of dust, wax, dirt, solvents, oil, grease, paint, plaster, and other substances that would be detrimental to the proper performance of carpet adhesive. Allow to thoroughly dry.
B. Use an approved filler to fill holes, and for leveling to make surface true and uniform.
C. The installation of carpet shall be an indication of carpet subcontractor's acceptance of the subfloors, and he will automatically assume the responsibility for any unacceptable finished work caused by subfloor conditions.
- 2.3 INSTALLATION OF CARPET TILES**
A. General: Comply with CR1 104, Section 13, "Carpet Modules (Tiles)".
B. Installation Method: Glue-down; install every tile with releasable adhesive.
C. Cut and fit carpet tile to butt tightly to vertical surfaces, permanent fixtures, and built-in furniture including cabinets, pipes, outlets, edgings, thresholds, and nosings. Bind or seal cut edges as recommended by carpet tile manufacturer.
D. Extend carpet tile into toe spaces, door reveals, closets, open-bottomed obstructions, removable flanges, alcoves, and similar openings.
E. Maintain reference markers, holes, and openings that are in place or marked for future cutting by repeating on finish flooring as marked on subfloor. Use nonpermanent, nonstaining marking device.
F. Install pattern parallel to walls and borders.
- 2.4 CLEAN UP**
A. Upon completion of the installation, remove all waste and excess materials, tools, equipment, and carefully and thoroughly vacuum clean the entire carpet surface with an upright, beater bar type, vacuum cleaner.
- 2.5 DAMAGE BY CARPET SUBCONTRACTOR**
A. The repair of damage done to paint, walls, woodwork, doors, etc. shall be the responsibility of the carpet subcontractor.

SECTION 09 90 00 - INTERIOR PAINTING

- 1.1 ACCEPTABLE MANUFACTURERS**
A. Refer to "Painting and Finishing Schedule" at the end of this section. Where Sherwin Williams products are listed, equal products, as determined by the Architect/Engineer, as manufactured by Diamond Vogel, Pittsburgh Paints, Glidden Professional, Benjamin-Moore Co., P&L, Iowa Paint, Tremec, can be offered as a substitute, provided product information is submitted and approved by the Architect.
- 1.2 MATERIALS**
A. Paint, Varnish, Stain, Enamel, and Fillers: Type and brand listed herein.
B. Paint Accessory Materials: Linseed oil, shellac, mineral spirits, and other materials not specifically indicated herein, but required to achieve the finishes specified of high quality and approved manufacturer.
C. Paints: Ready-mixed, except field catalyzed coating. Pigments fully ground and maintaining a soft paste consistency capable of readily and uniformly dispersing in a completely homogeneous mixture.
D. Paints to have good flowing and brushing properties, and be capable of dry or curing free of streaks or sags.
E. Architect will select colors from full range of custom color mixing. No additional compensation for deep tint colors.
- 2.1 INSPECTION**
A. Thoroughly examine surfaces scheduled to be painted prior to commencement of work. Report in writing to Architect/Engineer any conditions that may potentially affect proper application. Do not commence until such defects have been corrected.
B. Correct deficiencies in surfaces that may adversely affect work of this section.
- 2.2 PREPARATION OF SURFACES**
A. Remove mildew by scrubbing with solution of trisodium phosphate and bleach. Rinse with clean water and allow surface to dry completely.
B. Remove grease, oil, and other contaminants from canvas and cotton, insulated coverings.
C. Remove contamination from gypsum wallboard surfaces and prime to show defects, if any. Paint after defects have been remedied.
D. Remove surface contamination and oils from galvanized surfaces and wash with solvent. Apply coat of etching type primer.
E. Remove surface contamination and oils from zinc coated surfaces and prepare for priming in accordance with metal manufacturer's recommendations.
F. Remove dust, grit, and other contaminants from miscellaneous wood items prior to staining.
G. Seal top and bottom edges of wood doors with two (2) coats of clear urethane.
H. Where clear finishes are required, ensure tint fillers match wood. Work fillers well into the grain before set. Wipe excess from the surface.
- 2.3 APPLICATIONS**
A. Apply each coat at proper consistency.
B. Each coat of paint is to be slightly darker than preceding coat unless otherwise approved by Architect/Engineer.
C. Sand lightly between coats to achieve required finish.
D. Do not apply finishes on surfaces that are not sufficiently dry.
E. Allow each coat of finish to dry before following coat is applied unless directed otherwise by manufacturer.
F. Apply each paint system to completely cover and uniformly uniform color and sheen and be free from brush and lap marks.
G. Refinish entire wall or surface where portion of finish has been damaged or is otherwise unacceptable by work of this section.
H. Backprime interior woodwork, which is to receive stain and/or varnish finish, with glass varnish reduced 25% with mineral spirits.
- 2.4 CLEANING**
A. As work proceeds and upon completion promptly remove paint where spilled, splashed, or spattered.
B. During progress of work, keep premises free from any unnecessary accumulation of tools, equipment, surplus materials, and debris.
C. Upon completion of work, leave premises neat and clean to the satisfaction of Architect/Engineer.
- 2.5 PAINTING AND FINISHING SCHEDULE (GENERAL)**
A. Prime coats specified below may be omitted where factory-applied shop coats are specified in other sections.
B. Prime coats specified below may be omitted from existing surfaces to be recoated, provided the existing coating is sound.
1. SURFACES NOT TO BE COATED: Items having complete factory finish, unless specifically called out to be painted:
a. Nonferrous metal
b. Casework
c. Acoustical ceiling tile
d. Pre-Finished metal
- 2.6 PAINTING AND FINISHING SCHEDULE (INTERIOR)**
A. Gypsum Board - Paint
1. One (1) coat S-W ProMar 200 Zero VOC Latex Primer B28W2600 series.
2. Two (2) coats S-W ProMar 200 Zero VOC Latex. Eg-Shel B20W2600 series.
D. Gypsum Board - Epoxy
1. One (1) coat S-W ProMar 200 Zero VOC Latex Primer B28W2600 series.
2. Two (2) coats S-W P&M Water Based Epoxy Semi-Gloss 870 series.
E. Dry Wall - Exposed Structure
1. One (1) coat S-W Waterborne Acrylic Dryfall, Flat.
F. Hollow Metal Door & Frame - Paint
1. One (1) coat Quick Dry Alkyd Primer for Metal.
2. Two (2) coats S-W Industrial Pre-Catalyzed Waterbased Epoxy, Semi-Gloss.
E. Other Surface Called for on Drawings:
1. Provide one (1) coat of appropriate primer-undercoat followed by two (2) coats of finish.
- 2.7 MECHANICAL AND ELECTRICAL EQUIPMENT**
A. Remove grilles, covers, and access panels for mechanical and electrical systems from location and paint separately.
B. Finish paint primed equipment to color selected.
C. The painting contractor shall prime and paint insulated and bare pipes, conduits, boxes, insulated and bare ducts, hangers, brackets, collars, and supports except where items are placed or covered with a prefinished coating. Verify items with architect prior to painting.
D. Reduce identification markings on mechanical or electrical equipment when painted over or spattered.
E. The painting contractor shall prime exposed conduit and electrical equipment occurring in finished areas. Color and texture to match adjacent surfaces.
F. The painting contractor shall paint both sides and edges of plywood backboards for electrical equipment before installing backboards and mounting equipment on them.
G. The Mechanical and Electrical Contractor shall color code equipment, piping, conduit, and exposed ductwork in accordance with requirements indicated, color banding and identification (low arrows, naming, numbering, etc.)

IN ASSOCIATION WITH

PROJECT SPECIFICATIONS

PROJECT TITLE EDGERTON PUBLIC LIBRARY

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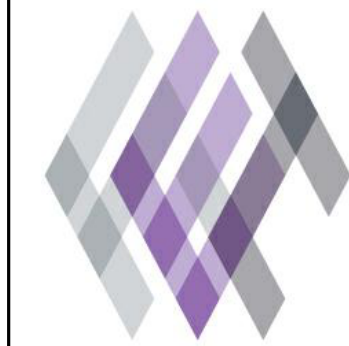
PROJECT NUMBER

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SECTION 09 21 16 - GYPSUM WALLBOARD SYSTEMS

- 1.1 ACCEPTABLE MANUFACTURERS**
- A. Products shall be furnished from one manufacturer to the extent necessary to meet requirements of ASTM C754 and GA-216. System specified is manufactured by the United States Gypsum Company and G-P Gypsum, with system manufactured by Gold Bond approved.
- 1.2 METAL FRAMING**
- A. **Furring Channels:** DW-C-20 by USG (Galvanized); 1 1/2" cold-rolled main runner channels 4'-0" o.c., 7/8" furring (hat) channels 24" o.c., 20-gauge minimum.
1. Furring Clips: USG metal furring channel clips.
- B. **Brackets/Members:** Of same material and finish as stud. Thickness to suit purpose.
- C. **Fasteners:** 1 5/8" steel screws.
- D. **Wire:** 8 gauge galvanized hanger wire and 18 gauge galvanized tie wire.
- 1.3 GYPSUM WALLBOARD**
- A. Provide gypsum wallboard materials in accordance with recommendations of GA216.
- B. **Gypsum Board:**
1. 5/8" thickness; Type "X" F.C.; maximum permissible lengths; ends square cut; tapered edges. (Typical installation).
2. Other thicknesses as detailed.
- C. **Moisture Resistant Gypsum Wallboard:** 5/8" thickness; Type "X" F.C.; maximum permissible lengths; ends square cut; tapered edges. (Typical installation). Sheetrock brand "Water-Resistant" or approved equal.
- 1.4 GYPSUM WALLBOARD ACCESSORIES**
- A. Provide gypsum wallboard accessories in accordance with GA216.
- B. **Corner Beads:** (called out on the drawings as 1" Trim): 104 Dur-A-Bead as manufactured USG.
- C. **Bullnose Corner Trim:** 3/4" radius, Sante Fe as manufactured by USG. Provide complete system to create clean curved corner result.
- D. **Edge Trim:** 200-A or 200-B or J-type as detailed and required, as manufactured by USG.
- E. **Reinforcing Tape:** Per-A-Tape as manufactured by USG.
- F. **Joint Compound/Adhesive/Water Fasteners:** GA216.
- G. **Control Joints:** US-503.
- H. **Fasteners:** USG Type S-12, 1 inch long, self-drilling and self-tapping, 0.163 inch thread diameter, 5/16 inch diameter heads.
- 2.1 GYPSUM BOARD INSTALLATION**
- A. Install gypsum board in accordance with recommendations of GA216.
- B. Apply gypsum panels with long dimension perpendicular to, and position all ends over, support members. Use maximum practical lengths to minimize end joints. Fit ends and edges closely, but not forced together. Stagger joints on opposite sides of partitions. Allow 1/4" clearance caulk joint at deck.
- C. At areas requiring adhesive application of gypsum board, use adhesive recommended by gypsum board manufacturer to fasten gypsum board to existing surfaces. Position boards vertically over wall surface, press into place and provide temporary support until adhesive is hardened.
- D. Use screws when fastening gypsum board to metal furring or framing. Use screws when fastening gypsum board to wood furring or framing.
- E. Place corner beads at external corners. Use longest practical length. Place edge trim where gypsum board abuts dissimilar materials.
- F. Place control joints to be consistent with lines of building spaces and in consistent pattern and as directed by Architect.
1. Allow for one (1) vertical control joint per 30 feet of wall run at all areas of new gypsum board in the Project.
- G. Tape, fill, and sand exposed joints, edges, corners, openings, and fixings to produce surface ready to receive surface finishes. Feather coats onto adjoining surfaces so that camber is maximum 1/32 inch.
- H. Provide orange peel texture at walls.
- I. Remove and redo defective work.

SECTION 09 51 23 - ACOUSTICAL TILE CEILINGS / SUSPENSION SYSTEMS

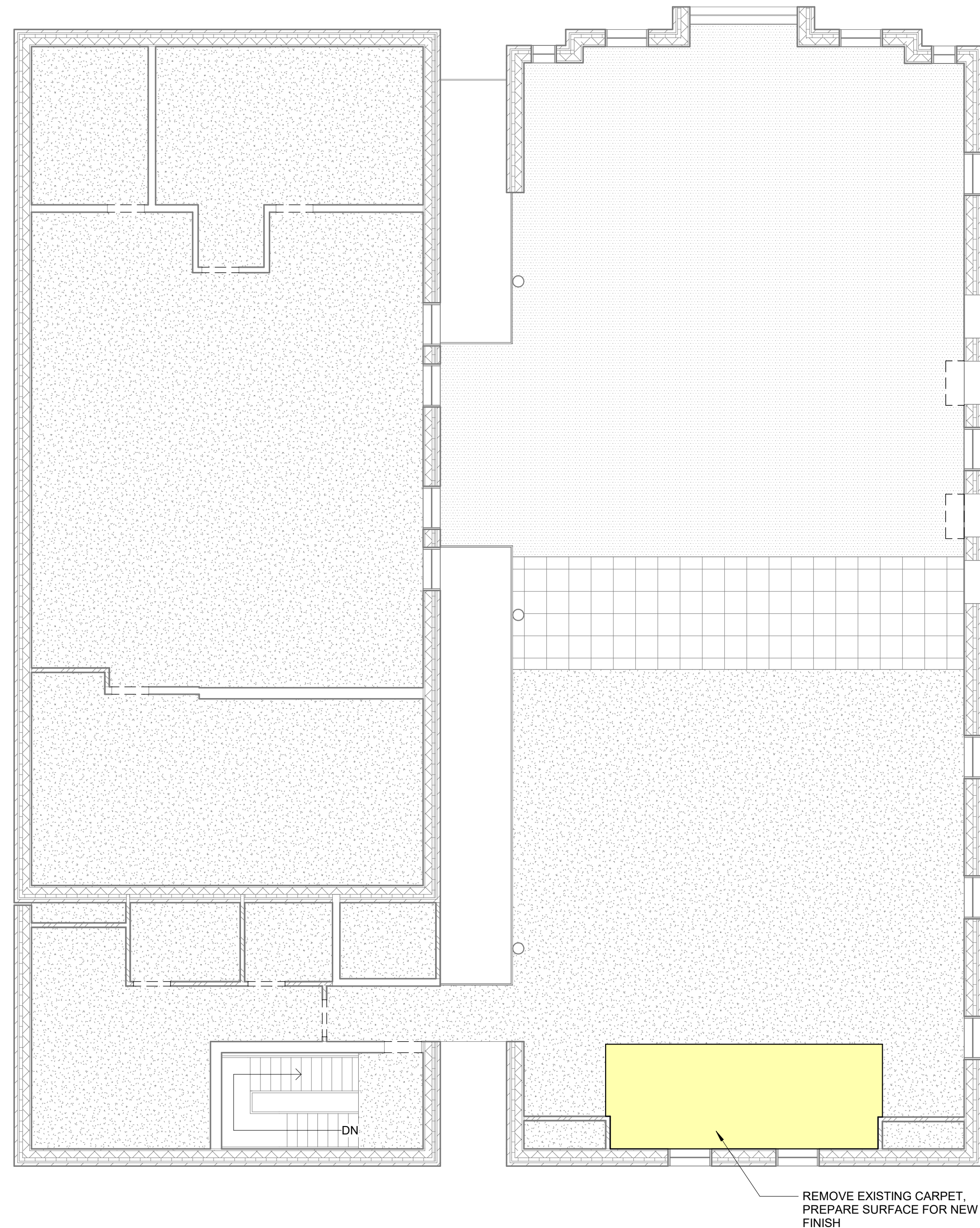
- 1.1 ACOUSTICAL CEILING**
- A. ACT-1; Acoustic ceiling tile, see Interior Finish Schedule for manufacturer, style and color.
- B. AP-1 (Alt. A1); Acoustic panel, see Interior Finish Schedule for manufacturer, style and color.
- C. Equivalent products manufactured by Armstrong approved.
- 1.2 SUSPENSION SYSTEM**
- A. Suspension system shall be 200 Series exposed snapgrid system consisting of Intermediate Duty #211-01 main runner and #229-01 cross tees as manufactured by Chicago Metallic. Wall angles shall have hemmed edge. Finish shall be white at ACT-1 and black at ACT-2 locations.
- B. 1 1/2" runner channels, as may be required to span under ductwork, span between joist, etc., to maintain hanger spacing, shall have a coat of rust inhibitive paint and a minimum weight of 475 pounds per 1,000 lineal feet.
- C. Hanger wire shall be annealed wire conforming to Federal Specification QQ-Q-461, Grade FS 1020, Type 3, Zinc Coated, 12 Gauge.
- D. Equivalent products manufactured by USG or Armstrong approved.
- 2.1 INSTALLATION**
- A. Install acoustical ceiling systems in accordance with manufacturer's recommendations to produce finished ceiling true to lines and levels, and free from warped soiled or damaged grid or lay-in panels.
- B. Install ceiling systems in a manner capable of supporting all superimposed loads with maximum permissible deflection of 1/260 of span and maximum surface deviation of 1/8" in 10 feet.
- C. Coordinate the location of hangers with existing conditions. Ensure the layout of hangers and carrying channels are located to accommodate fittings and units of equipment that are to be placed after the installation of ceiling grid system.
- D. Where ducts or other equipment prevents the regular spacing of hangers, reinforce the nearest adjacent hangers and related carrying channels, as required, to span the required distance.
- E. Hang independently of walls, pipes, and conduit. Where carrying members are spliced, avoid visible displacement of the longitudinal axis or face plane of adjacent members.
- F. Center ceiling systems on room axis leaving equal border pieces as shown on reflected ceiling plan.
- G. Main runners shall be installed at 4'-0" o.c., secured to hanger wires spaced 4'-0" o.c., and accurately leveled with cross tees 2'-0" o.c. to form 2' X 4' modules.
- H. Provide steel channels, as necessary, to maintain hanger spacing.
- I. Provide additional hanger wires within 8" of corners of all light fixtures. Provide extra hangers at mid-point along 4' length of tandem fixtures.
- J. Do not install fixtures to eccentrically loaded main runners and cross runners. Where fixture installation would produce rotation in runners, provide stabilizer bars.
- K. Install accessories, where shown or required. Install edge moldings at intersection of ceiling and vertical surfaces using maximum lengths straight, true to line, and level. Miter corners. Provide edge moldings at junctions with other ceiling finishes. Finish and material same as grid system specified.
- L. Fit acoustic lay-in panels in place free from damaged edges or other defects detrimental to appearance and function. Fit border units neatly against abutting surfaces.
1. Trim cut edges(s) of tile as required to maintain reveal edge, all sides.
- M. Verify direction of tile pattern with Architect.
- N. Install lay-in panels level in uniform place and free from twist, warp, and dents.
- O. Install AP as Direct-Attached to exposed ceiling, reference manufacturer's recommended procedures and equipment.
- 2.2 ADJUSTMENTS**
- A. All tiles shall be clean, free from finger marks, oil, water stains, etc. Damaged or defaced tile will be replaced. No patching will be allowed. Loose or uneven tile work will not be acceptable.
- B. Adjust any sags or twists that develop in the ceiling systems and replace any parts that are damaged or faulty.
- 3.3 CLEANING**
- A. Following erection, clean dirty or discolored surfaces of units; leave free from defects. Remove units that are damaged or improperly installed and replace, as directed.

SECTION 09 68 00 - CARPETING

- 1.1 MATERIALS**
- A. **CPI-1, CPI-2:** Carpet Tile. See Interior Finish Schedule for manufacturer, style, color, and installation pattern.
- B. **Adhesive:** Type recommended by carpet manufacturer to suit application and expected service for carpet tile.
- C. **Seam Adhesive:** As recommended for carpet tile products.
- D. **Carpet Moldings:** As required by drawings. Color to match vinyl base. (Reference Section 09 65 00 - Resilient flooring). Moldings as manufactured by Tarkett and Mannington or equal.
- E. **Floor Filler:** Latex type recommended by carpet or adhesive manufacturer.
- F. Provide carpet accessories, as needed, for a complete installation.
- 2.1 MEASUREMENTS**
- A. Contractor shall carefully check all dimensions and other conditions affecting his work in the field and shall be responsible for proper installation of carpet in areas designated.
- 2.2 PREPARATION OF SURFACES**
- A. Clean floors and walls of dust, wax, dirt, solvents, oil, grease, paint, plaster, and other substances that would be detrimental to the proper performance of carpet adhesive. Allow to thoroughly dry.
- B. Use an approved filler to patch cracks, small holes, and for leveling to make surface true and uniform.
- C. The installation of carpet shall be an indication of carpet subcontractor's acceptance of the subfloors, and he will automatically assume the responsibility for any unacceptable finished work caused by subfloor conditions.
- 2.3 INSTALLATION OF CARPET TILES**
- A. General: Comply with CRI 104, Section 13, "Carpet Modules (Tiles)".
- B. Installation Method: Glue-down; install every tile with releasable adhesive.
- C. Cut and fit carpet tile to butt tightly to vertical surfaces, permanent fixtures, and built-in furniture including cabinets, pipes, outlets, edgings, thresholds, and nosings. Bind or seal cut edges as recommended by carpet tile manufacturer.
- D. Extend carpet tile into toe spaces, door reveals, closets, open-bottomed obstructions, removable flanges, alcoves, and similar openings.
- E. Maintain reference markers, holes, and openings that are in place or marked for future cutting by repeating on finish flooring as marked on subfloor. Use nonpermanent, nonstaining marking device.
- F. Install pattern parallel to walls and borders.
- 2.4 CLEAN UP**
- A. Upon completion of the installation, remove all waste and excess materials, tools, equipment, and carefully and thoroughly vacuum clean the entire carpet surface with an upright, beater bar type, vacuum cleaner.
- 2.5 DAMAGE BY CARPET SUBCONTRACTOR**
- A. The repair of damage done to paint, walls, woodwork, doors, etc shall be the responsibility of the carpet subcontractor.

SECTION 09 90 00 - INTERIOR PAINTING

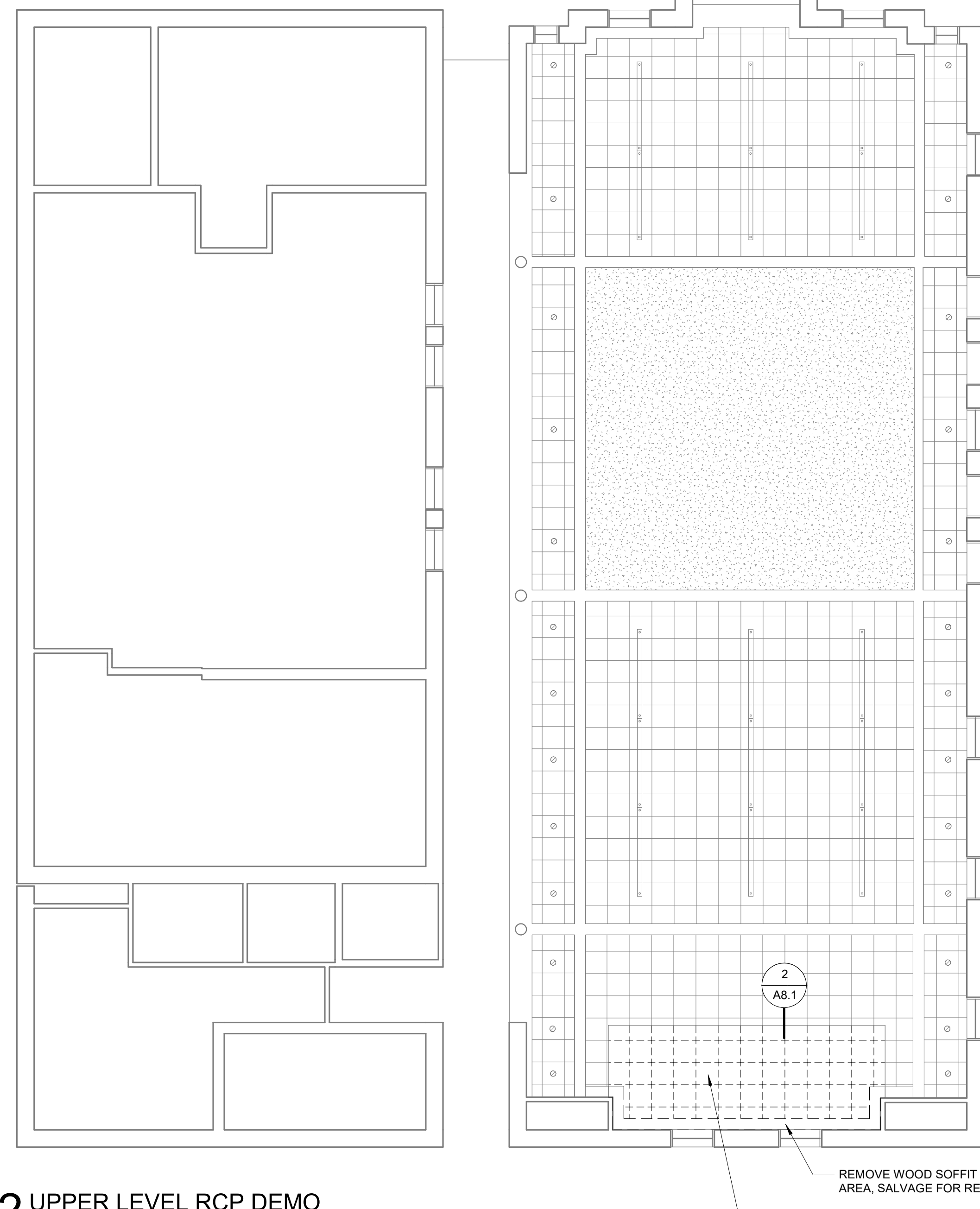
- 1.1 ACCEPTABLE MANUFACTURERS**
- A. Refer to "Painting and Finishing Schedule" at the end of this section. Where Sherwin Williams products are listed, equal products, as determined by the Architect/Engineer, as manufactured by Diamond Vogel, Pittsburgh Paints, Glidden Professional, Benjamin-Moore Co., P&L, Iowa Paint, Tremco, can be offered as a substitute, provided product information is submitted and approved by the Architect.
- 1.2 MATERIALS**
- A. **Paint, Varnish, Stain, Enamel, and Fillers:** Type and brand listed herein.
- B. **Paint Accessory Materials:** Linseed oil, shellac, mineral spirits, and other materials not specifically indicated herein, but required to achieve the finishes specified of high quality and approved manufacturer.
- C. **Paints:** Ready-mixed, except field catalyzed coating. Pigments fully ground and maintaining a soft paste consistency capable of readily and uniformly dispersed to a complete homogeneous mixture.
- D. Paints to have good flowing and brushing properties, and be capable of dry or curing free of streaks or sags.
- E. Architect will select colors from full range of custom color mixing. No additional compensation for deep tint colors.
- 2.1 INSPECTION**
- A. Thoroughly examine surfaces scheduled to be painted prior to commencement of work. Report in writing to Architect/Engineer any conditions that may potentially affect proper application. Do not commence until such defects have been corrected.
- B. Correct defects and deficiencies in surfaces that may adversely affect work of this section.
- 2.2 PREPARATION OF SURFACES**
- A. Remove mildew by scrubbing with solution of tri-sodium phosphate and bleach. Rinse with clean water and allow surface to dry completely.
- B. Remove dirt, grease, and oil from canvas and cotton, insulated coverings.
- C. Remove contamination from gypsum wallboard surfaces and prime to show defects, if any. Paint after defects have been remedied.
- D. Remove surface contamination and oils from galvanized surfaces and wash with solvent. Apply coat of etching type primer.
- E. Remove surface contamination and oils from zinc coated surfaces and prepare for priming in accordance with metal manufacturer's recommendations.
- F. Remove dust, grit, and other contaminants from miscellaneous wood items prior to staining.
- G. Seal top and bottom edges of wood doors with two (2) coats of clear urethane.
- H. Where clear finishes are required, ensure tint fillers match wood. Work fillers well into the grain before set. Wipe excess from the surface.
- 2.3 APPLICATIONS**
- A. Apply each coat at proper consistency.
- B. Each coat of paint is to be slightly darker than preceding coat unless otherwise approved by Architect/Engineer.
- C. Sand lightly between coats to achieve required finish.
- D. Do not apply finishes on surfaces that are not sufficiently dry.
- E. Allow each coat of finish to dry before following coat is applied unless directed otherwise by manufacturer.
- F. Apply each paint system to completely cover and provide uniform color and sheen and be free from brush and lap marks.
- G. Refresh entire wall or surface where portion of finish has been damaged or is otherwise unacceptable by work of this section.
- H. Backprime interior woodwork, which is to receive stain and/or varnish finish, with glass varnish reduced 25% with mineral spirits.
- 2.4 CLEANING**
- A. As work proceeds and upon completion promptly remove paint where spilled, splashed, or scattered.
- B. During progress of work, keep premises free from any unnecessary accumulation of tools, equipment, surplus materials, and debris.
- C. Upon completion of work, leave premises neat and clean to the satisfaction of Architect/Engineer.
- 2.5 PAINTING AND FINISHING SCHEDULE (GENERAL)**
- A. Prime coats specified below may be omitted where factory-applied shop coats are specified in other sections.
- B. Prime coats specified below may be omitted from existing surfaces to be recoated provided the existing coating is sound.
1. **SURFACES NOT TO BE COATED:** Items having complete factory finish, unless specifically called out to be painted:
- a. Nonferrous metal
- b. Casework
- c. Acoustical ceiling tile
- d. Pre-Finished metal
- 2.6 PAINTING AND FINISHING SCHEDULE (INTERIOR)**
- A. Gypsum Board - Paint:
1. One (1) coat S-W ProMar 200 Zero VOC Latex Primer B28W2600 series.
2. Two (2) coats S-W ProMar 200 Zero VOC Latex Eg-Shel B20W2600 series.
- D. Gypsum Board - Epoxy:
1. One (1) coat S-W ProMar 200 Zero VOC Latex Primer B28W2600 series.
2. Two (2) coats S-W P&M Water Based Epoxy Semi-Gloss B70 series.
- E. Dry-Fill - Exposed Structure:
1. One (1) coat S-W Waterborne Acrylic Dryfall, Flat.
- F. Hollow Metal Door & Frame - Paint:
1. One (1) coat Quick Dry Alkyd Primer for Metal.
2. Two (2) coats S-W Industrial Pre-Catalyzed Waterbased Epoxy, Semi-Gloss.
- E. Other Surface Called for on Drawings:
1. Provide one (1) coat of appropriate primer-undercoat followed by two (2) coats of finish.
- 2.7 MECHANICAL AND ELECTRICAL EQUIPMENT**
- A. Remove grilles, covers, and access panels for mechanical and electrical systems from location and paint separately.
- B. Finish paint primed equipment to color selected.
- C. The painting contractor shall prime and paint insulated and bare pipes, conduits, boxes, insulated and bare ducts, hangers, brackets, collars, and supports except where items are placed or covered with a prefinished coating. Verify items with architect prior to painting.
- D. Replace identification markings on mechanical or electrical equipment when painted over or spattered.
- E. The painting contractor shall paint exposed conduit and electrical equipment occurring in finished areas. Color and texture to match adjacent surfaces.
- F. The painting contractor shall paint both sides and edges of plywood backboards for electrical equipment before installing backboards and mounting equipment on them.
- G. The Mechanical and Electrical Contractor shall color code equipment, piping, conduit, and exposed ductwork in accordance with requirements indicated, color banding and identification (flow arrows, naming, numbering, etc).



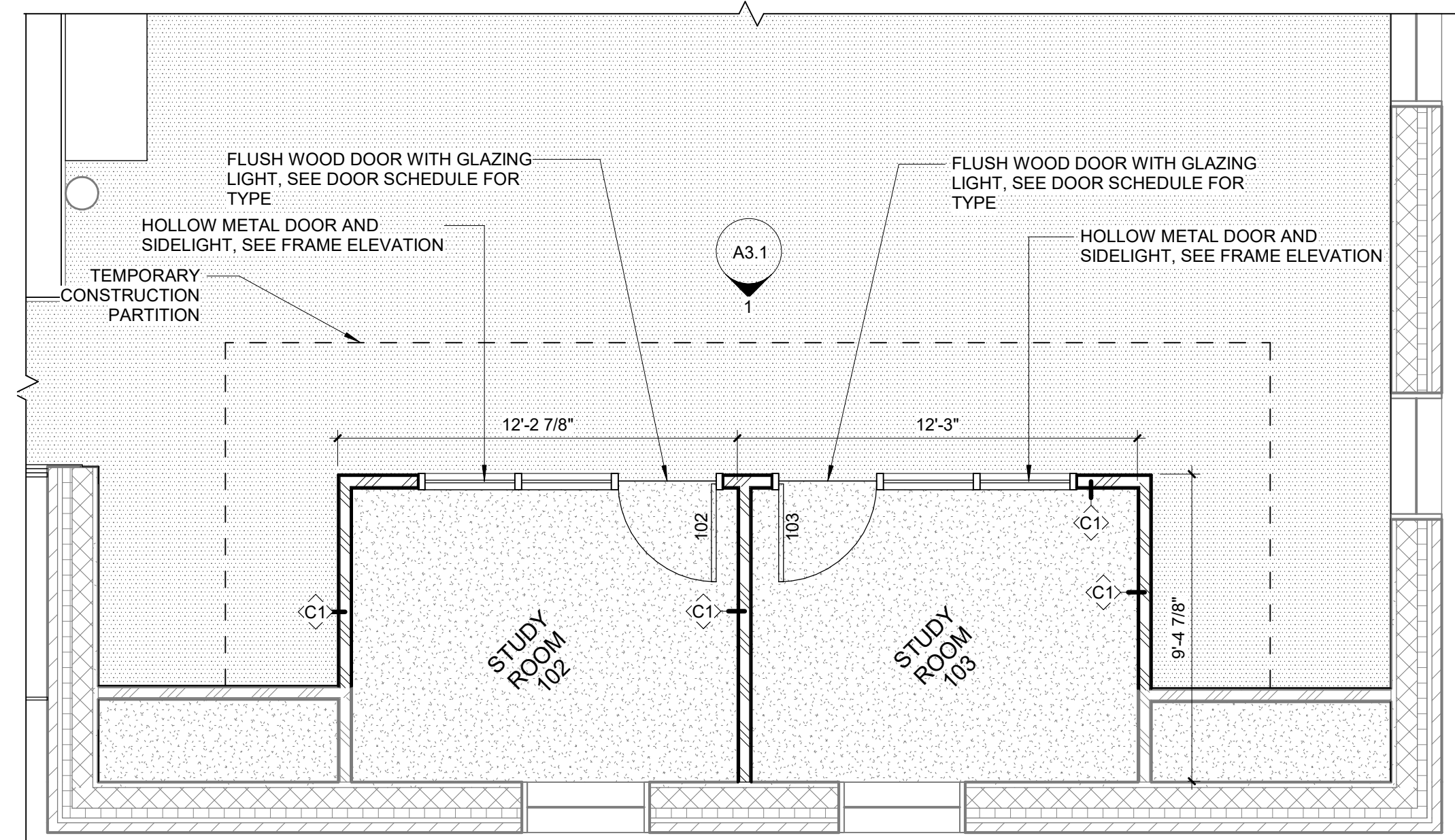
1 UPPER FLOOR DEMOLITION PLAN
SCALE: 1/8" = 1'-0"

ARCHITECTURAL DEMOLITION NOTES

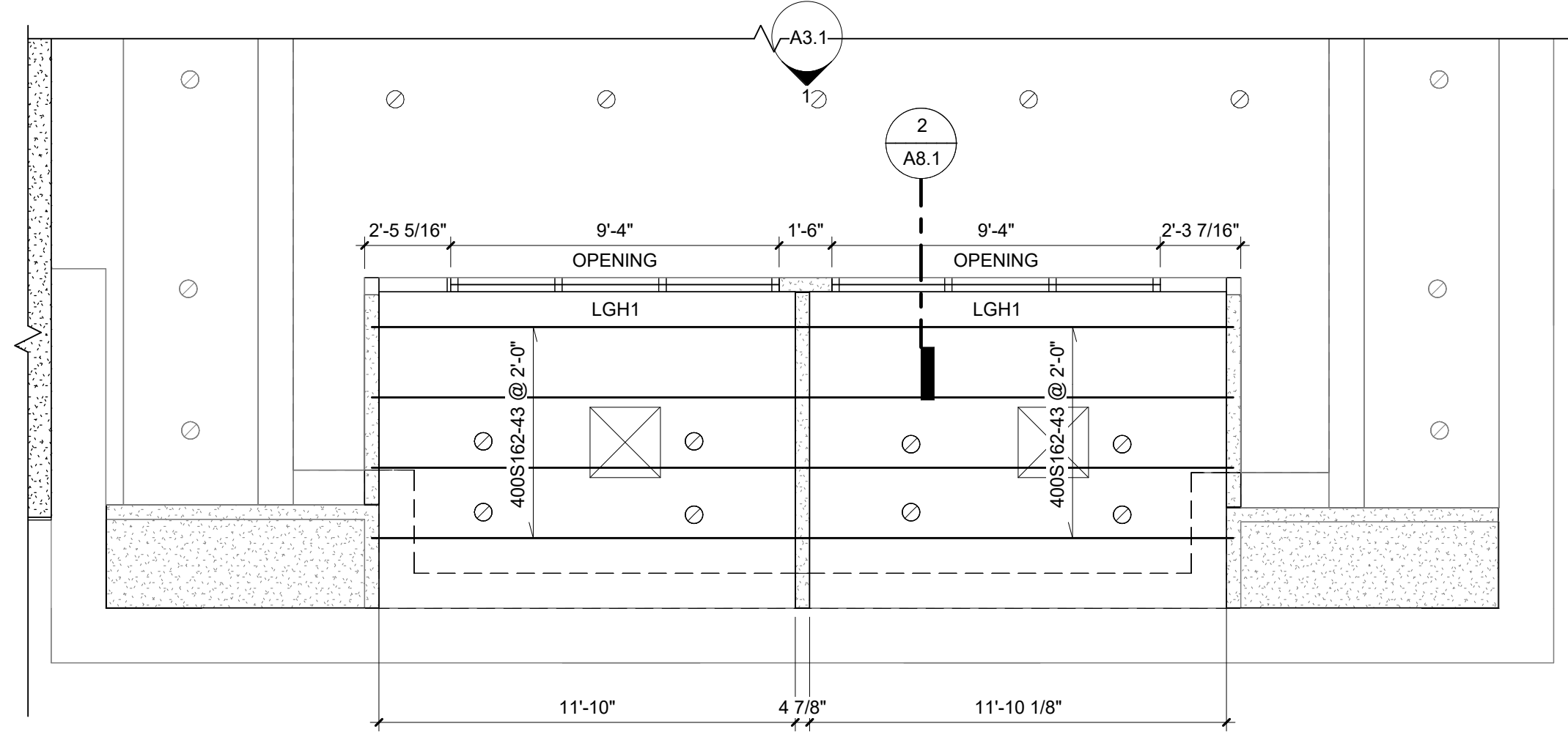
1. THE CONTRACTOR SHALL EXAMINE SITE AND PORTIONS THEREOF TO ASCERTAIN AND CHECK ALL EXISTING CONDITIONS AND DIMENSIONS WHICH MAY AFFECT THE CONTRACTOR'S WORK. NO ALLOWANCE SHALL SUBSEQUENTLY BE MADE IN THE CONTRACTOR'S BEHALF FOR ANY EXPENSE TO WHICH THE CONTRACTOR MAY BE DUE TO FAILURE OR NEGLIGENCE ON ONE'S PART TO MAKE AN EXAMINATION. ANY CONFLICTS OR OMISSIONS, ETC. SHALL BE REPORTED TO THE ARCHITECT PRIOR TO BID SUBMISSION.
2. CONTRACTOR SHALL MAKE EVERY EFFORT TO MINIMIZE DUST AND NOISE TO SURROUNDING PROPERTIES. SITE ACCESS SHALL BE LIMITED TO LOCATIONS SHOWN OR COORDINATED WITH OWNER.
3. PROVIDE PLASTIC SHEETS (OR OTHER) FOR SAFETY AND PROTECTION FROM NOISE, DUST, ETC. OF OCCUPIED AREAS DURING CONSTRUCTION AND DEMOLITION. PROVIDE RATED SEPARATION WHERE REQUIRED.
4. REMOVE PORTIONS OF EXISTING CONSTRUCTION AS NOTED ON THE DRAWINGS AND AS NECESSARY TO ACCOMMODATE THE NEW CONSTRUCTION AND REPLACE OR REPAIR AS NEEDED.
5. CONTRACTOR NOTE: SOME ANCILLARY/MINOR DEMOLITION AND PATCH/REPAIR MAY NOT BE SHOWN SPECIFICALLY. CONTRACTOR SHALL PROVIDE AND COORDINATE ALL ANCILLARY/MINOR WORK REQUIRED TO COMPLETE NEW WORK AS DESIGNED. VERIFY CONDITIONS WITH OWNER'S REPRESENTATIVE PRIOR TO BEGINNING WORK.
6. THE CONTRACTOR IS CAUTIONED THAT THIS PROJECT INVOLVES ALTERATION TO EXISTING FACILITIES. WORK WHICH IS REQUIRED TO BE PERFORMED TO PROVIDE A COMPLETELY OPERABLE INSTALLATION WITHIN THE SCOPE OF THE WORK, BUT WHICH IS NOT SPECIFICALLY INCLUDED ON THE PLANS, SHALL BE PERFORMED AS PART OF THE CONTRACT AND INCLUDED IN THE BID.
7. THE CONTRACTOR SHALL NOTIFY THE ARCHITECT AND CONSTRUCTION REPRESENTATIVE IMMEDIATELY OF ANY UTILITIES NOT IDENTIFIED FOUND IN CONSTRUCTION TO BE REMOVED.
8. ANY ITEMS DESCRIBED IN THESE DRAWINGS WITHOUT A "NEW" (N) OR "EXISTING" (E) DESIGNATION SHALL BE CONSIDERED NEW.
9. EXISTING BUILDING DIMENSIONS AS SHOWN ON THE PLANS MAY DIFFER PLUS OR MINUS; FIELD VERIFY.
10. WHERE INDICATED ON THE PLANS, ALIGN NEW WALLS WITH THE FACE OF EXISTING WALLS, COLUMNS AND FURRING FOR A FLUSH CONDITION. REPAIR, PATCH AND FINISH EXISTING WALLS WHICH ADJUTS NEW WALLS.
11. WHERE NEW OPENINGS OCCUR AT EXISTING FRAMED WALLS, FIELD VERIFY EXISTING WALL THICKNESS. NEW WALL TO BE FURRED AS NEEDED TO MATCH EXISTING WALL CONSTRUCTION THICKNESS.
12. PREPARE SURFACES TO RECEIVE FINISHES. PATCH ALL EXISTING WORK ALTERED BY NEW WORK. ALL NEW AND PATCHED SURFACES SHALL BE SMOOTH, CONTINUOUSLY FREE OF IMPERFECTIONS AND IN PROPER CONDITION TO RECEIVE THE FINISH PER THE PROJECT MANUAL. IN PATCHED AREAS OR ANY AREA WHERE A FINISH IS NOT IDENTIFIED, THE AREA SHALL MATCH ADJACENT MATERIAL IN CONSTRUCTION, COLOR, TEXTURE, AND MANUFACTURE. ANY EXISTING WORK, I.E. FLOOR TILES, WALL TILES, ETC. WHICH ARE DAMAGED OR STAINED, ETC. SHALL BE REPAIRED OR REPLACED AS NECESSARY WITH NEW MATCHING MATERIAL.
13. FASTENER ATTACHMENTS ONTO EXISTING CONCRETE SURFACES: DO NOT DAMAGE EXISTING EMBEDDED REINFORCEMENT BARS. LOCATE EXISTING REINFORCING BARS WITH A PACHOMETER PRIOR TO INSTALLING FASTENERS TO AVOID DAMAGING EXISTING REINFORCING BARS.
14. THE EXISTING OCCUPANTS INTEND TO OCCUPY A DESIGNATED PORTION OF THE BUILDING AND MAINTAIN OPERATIONS. SUBMIT A DEMOLITION PLAN INDICATING PROCEDURES AND OPERATIONAL SEQUENCING FOR REVIEW AND ACCEPTANCE BY THE OWNER AND ARCHITECT.



2 UPPER LEVEL RCP DEMO
SCALE: 1/8" = 1'-0"



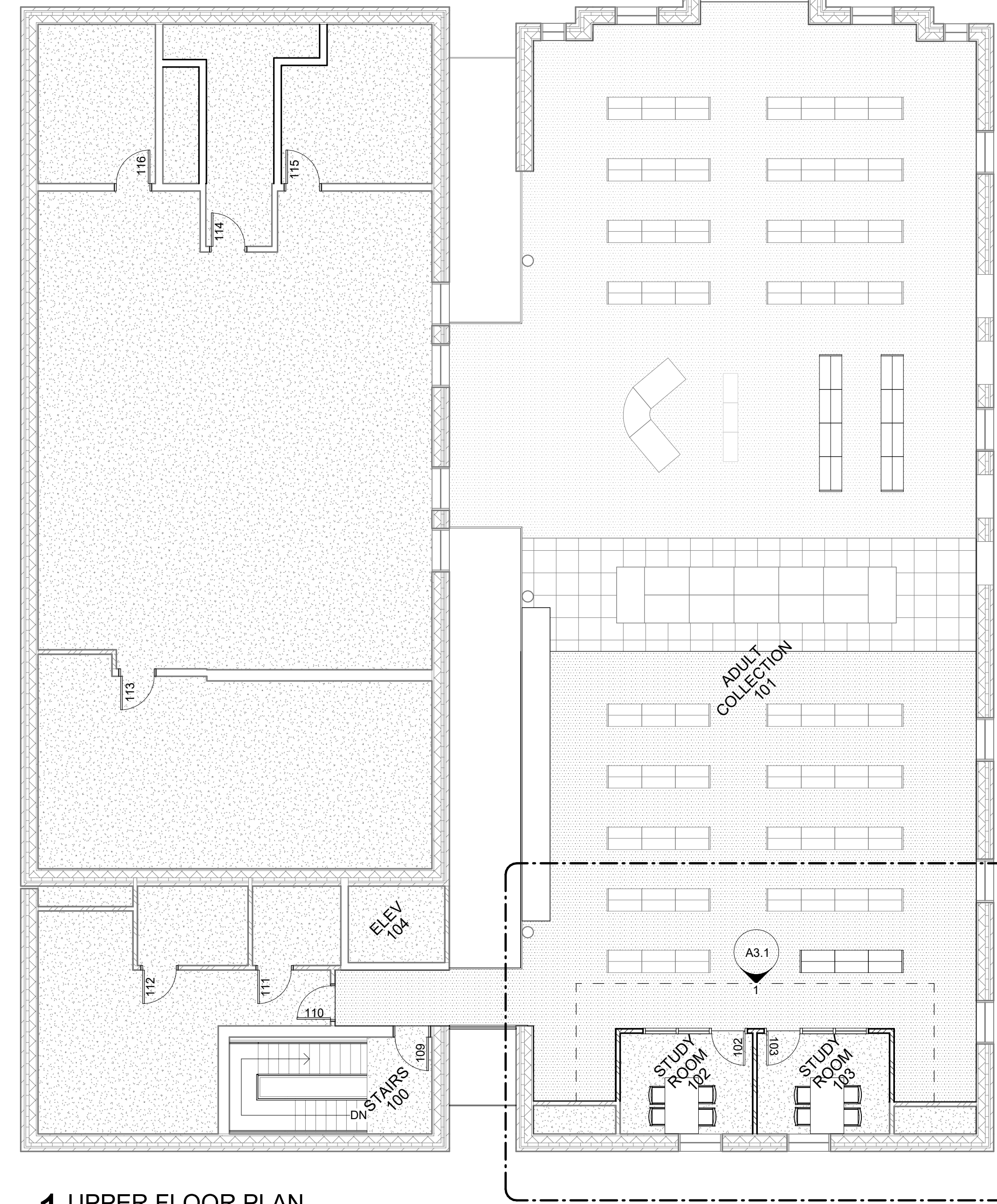
2 ENLARGED LAN
SCALE: 1/4" = 1'-0"



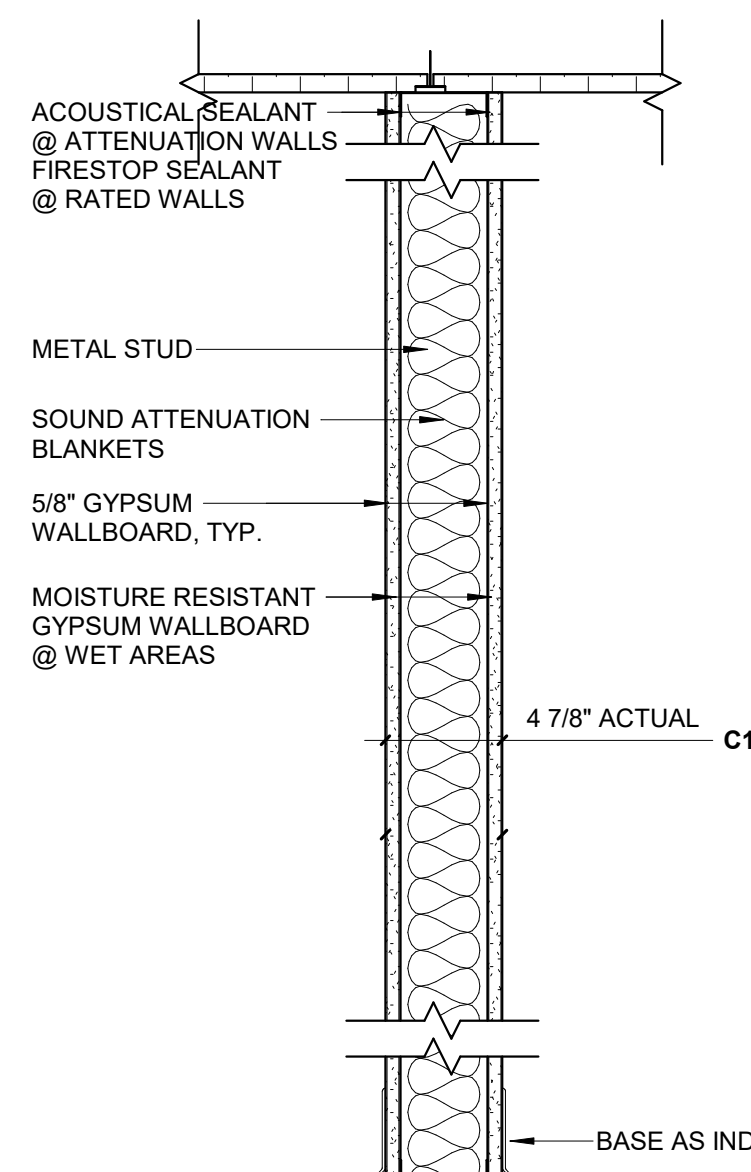
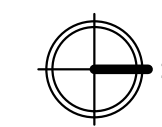
3 STUDY ROOM LID FRAMING PLAN
SCALE: 1/4" = 1'-0"

FRAMING PLAN NOTES:

1. LIGHT GAUGE CEILING FRAMING TO BE 400S162-43 STUDS @ 24" O.C. SEAT JOISTS TIGHT TO WALL FRAMING AND EITHER DIRECT FASTEN OR PROVIDE TRACK AT BEARING.
2. LIGHT GAUGE WALL FRAMING TO BE 362S125-43 STUDS @ 16" O.C. W/ TOP AND BOTTOM TRACK, SEAT STUDS TIGHT AND FLUSH TO BOTTOM TRACK AND SECURELY FASTEN TO FLOOR FRAMING BELOW.
3. REFER TO ARCHITECTURAL DRAWINGS FOR ADDITIONAL INFORMATION ON WALL SHEATHING AND FINISHES.
4. LIGHT GAUGE HEADER LGH1 TO BE (2) 600S162-43 BOXED OR BACK TO BACK STUD MEMBERS WITH TOP AND BOTTOM TRACK. PROVIDE (2) JACK STUDS AND (1) KING STUD AT EACH END BEARING.



1 UPPER FLOOR PLAN
SCALE: 1/8" = 1'-0"



TYPE "C" GYPSUM WALLBOARD SOUND ATTENUATION WALLS
C1 - 3 5/8" METAL STUD WITH 1 LAYER 5/8" GYPSUM WALLBOARD ON EACH SIDE (4 7/8")

NOTES FOR ALL TYPE "C" WALLS
SEAL AROUND ALL OPENINGS WITH ACOUSTICAL SEALANT, ELECTRICAL BOXES & ETC.

WALL TYPES
SCALE: 1 1/2" = 1'-0"

ARCHITECTURAL GENERAL NOTES

1. THESE CONSTRUCTION DRAWING SHEETS ARE TO BE READ IN CONJUNCTION WITH THE PROJECT MANUAL.
2. WHEN DRAWINGS AND PROJECT MANUAL CONFLICT, BIDDER SHALL REQUEST WRITTEN CLARIFICATION FROM THE ARCHITECT PRIOR TO BIDDING. IF CLARIFICATION IS NOT OBTAINED PRIOR TO BIDDING, THE FOLLOWING SHALL BE USED TO DETERMINE SCOPE OF BID: MATERIAL SIZE AND QUANTITY SHALL BE DETERMINED BY DRAWINGS, QUALITY IS DETERMINED BY PROJECT MANUAL. FINAL DETERMINATION SHALL BE BY THE ARCHITECT OR ENGINEER PRIOR TO CONSTRUCTION OR FABRICATION.
3. ERRORS ARE TO BE REPORTED IMMEDIATELY TO THE ARCHITECT.
4. STRUCTURAL DRAWINGS GOVERN FOR SIZES, SPACING, AND CONNECTIONS OF ALL STRUCTURAL MATERIALS AND MEMBERS. IN THE CASE OF DISCREPANCIES, CONSULT WITH THE ARCHITECT/ENGINEER BEFORE COMMENCEMENT OF WORK.
5. INSTALL VAPOR BARRIERS DIRECTLY BELOW ALL CONCRETE INTERIOR SLAB-ON-GRADE U.O.N. OR A WATERPROOFING MEMBRANE IS INDICATED.
6. THE CONTRACTOR SHALL ARRANGE FOR THE PREMISES TO BE MAINTAINED IN AN ORDERLY MANNER THROUGHOUT THE COURSE OF THE JOB. MAINTAIN CLEANLINESS THROUGHOUT - DO NOT BLOCK EXITS, ENTRANCES, LOBBIES, CORRIDORS, ETC. PROTECT AREA FROM DAMAGE WHICH MAY OCCUR FROM DEMOLITION DUST, WATER, ETC. PROVIDE AND MAINTAIN TEMPORARY BARRICADES, CLOSURE WALLS, ETC. AS REQUIRED TO PROTECT THE PUBLIC DURING THE PERIOD OF CONSTRUCTION. DAMAGE OF EXISTING STRUCTURES AND EQUIPMENT SHALL BE REPAIRED OR REPLACED TO THE SATISFACTION OF THE OWNER AT THE EXPENSE OF THE CONTRACTOR.
7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR REMOVING ALL LEFTOVER MATERIALS, DEBRIS, TOOLS, AND EQUIPMENT INVOLVED AT THE CONCLUSION OF THE INSTALLATION. THE CONTRACTOR SHALL LEAVE ALL AREAS CLEAN. ALL FIXTURES AND REUSABLE MATERIALS TO BE REMOVED ARE TO BE STORED OR DISPOSED OF AS PER OWNERS INSTRUCTIONS.
8. CONTRACTOR SHALL TAKE PRECAUTIONS TO PREVENT WORKERS FROM INJURY OR EXPOSURE TO DANGEROUS MATERIALS DURING THE WORK BY THE CONTRACTOR, AS PER OSHA REGULATIONS AND FIRE-WATCH AS PER THE SUPPLEMENTAL CONDITIONS IN THE PROJECT MANUAL.
9. DO NOT SCALE DRAWINGS. NOTIFY ARCHITECT / ENGINEER IF ADDITIONAL DIMENSIONS ARE REQUIRED OR DISCREPANCIES DISCOVERED.
10. ALL EXISTING FACILITY DIMENSIONS ARE TO BE VERIFIED ON SITE.
11. CONTRACTOR TO VERIFY EXISTING CONDITIONS AND DIMENSIONS PRIOR TO SHOP DRAWING APPROVAL AND CONSTRUCTION. SEE PROJECT MANUAL WHERE FIELD VERIFICATION CANNOT BE OBTAINED PRIOR TO SHOP DRAWING APPROVAL.
12. DIMENSIONS ARE ACTUAL DIMENSIONS FOR MASONRY WALLS ARE GIVEN FROM FACE TO FACE OF WALL. DIMENSIONS FOR STUD WALL IS TO FACE OF FINISH WALL OR TO CENTER OF WALL, NOT CENTER OF STUD.
13. ABBREVIATIONS AND MATERIAL REPRESENTATIONS ON ARCHITECTURAL DRAWINGS ARE SHOWN ON 'ABBREVIATIONS' AND 'MATERIAL LEGEND' TABLES - THIS SHEET.
14. SEE TYPICAL MOUNTING HEIGHTS FOR EQUIPMENT AND FIXTURES THIS SHEET.
15. FOR ADDITIONAL PLAN INFORMATION REFER TO PARTIAL ENLARGED PLANS OR DETAILS AS NOTED ON THE DRAWINGS.
16. REFER TO MECHANICAL AND ELECTRICAL DRAWINGS FOR ANY ADDITIONAL STEEL PIPE BOLLARDS REQUIRED.
17. PROVIDE FINISHED END OR FRONT PANELS ON ALL SURFACES OF CASEWORK THAT ARE EXPOSED TO VIEW.
18. PROVIDE A TEMPORARY PLASTIC PARTITION TO KEEP DUST FROM FROM LIBRARY COLLECTION. ARCHITECT INTERPRETATION, IF A DIFFERENT LOCATION IS REQUIRED AND SHELVES NEED TO BE ADJUSTED INFORM ARCHITECT.
19. COORDINATE GENERAL UTILITY AND SYSTEMS OUTAGES WITH OWNER.

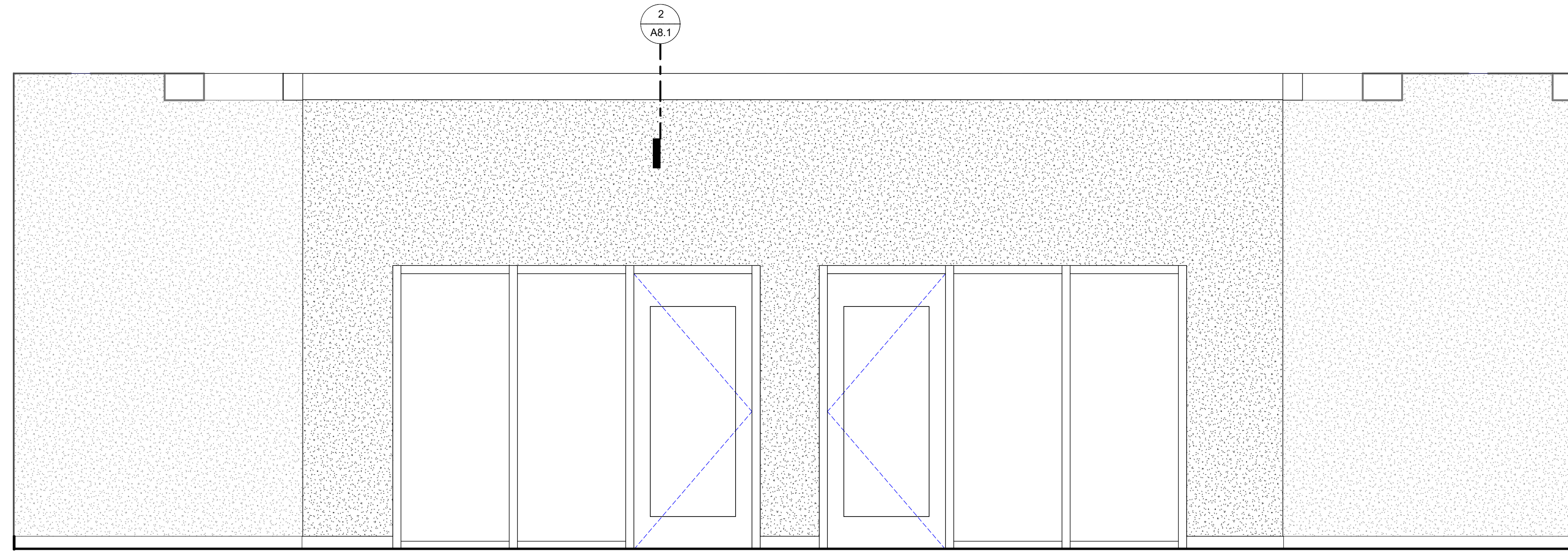
MATERIAL LEGEND

| | | | |
|------------------|--|------------------|--|
| BATT INSULATION | | METAL STUDS | |
| BRICK | | PLYWOOD | |
| CONCRETE BLOCK | | RIGID INSULATION | |
| GRANULAR FILL | | GROUT | |
| CONCRETE | | STEEL | |
| EARTH | | STONE | |
| EFS | | WOOD | |
| GYPSUM WALLBOARD | | | |

**** MATERIAL LEGEND**
SCALE: 1/4" = 1'-0"

WALL AND PARTITION NOTES

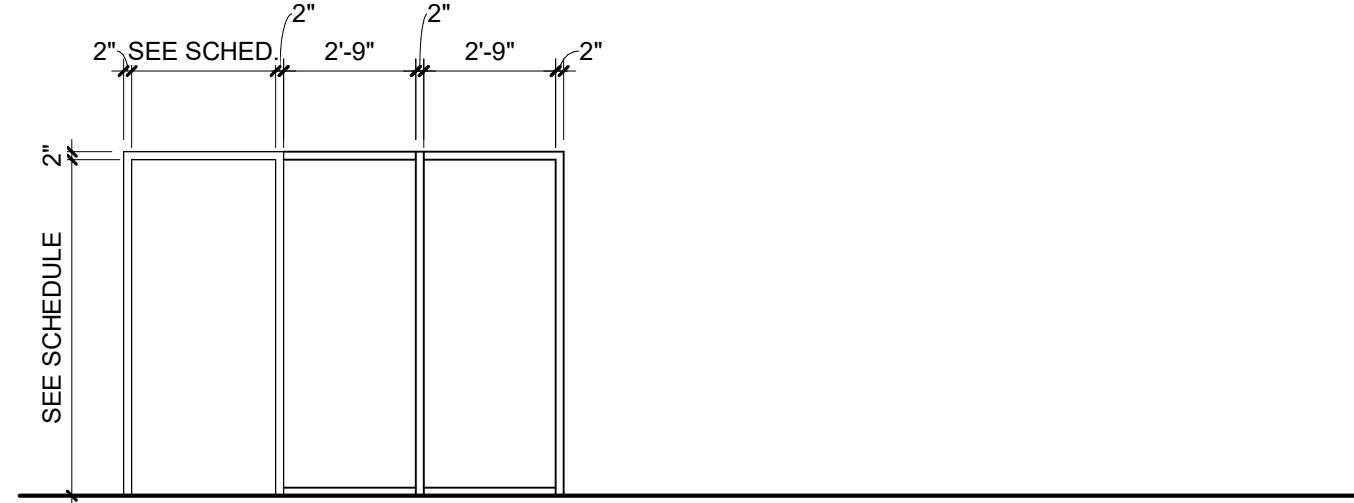
1. SEE TYPICAL WALL TYPES FOR PARTITION HEIGHT.
2. AT TOP AND BOTTOM OF WALL, PROVIDE ACOUSTIC SEALANT AT WALLS WITH SOUND INSULATION.
3. HOLD GYPSUM BOARD 1/2" OFF ALL SLABS AND STRUCTURE.



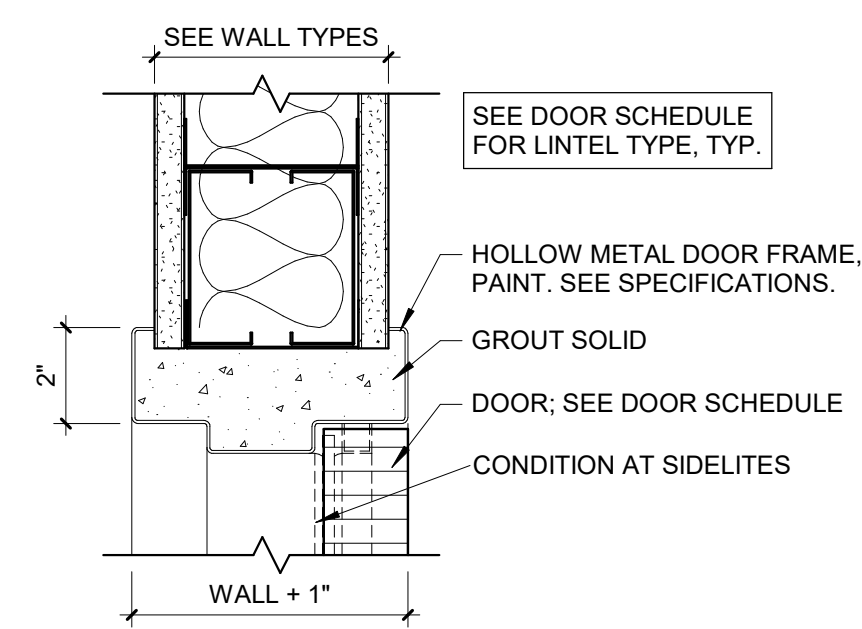
1 Study Room Doors
SCALE: 1/2" = 1'-0"



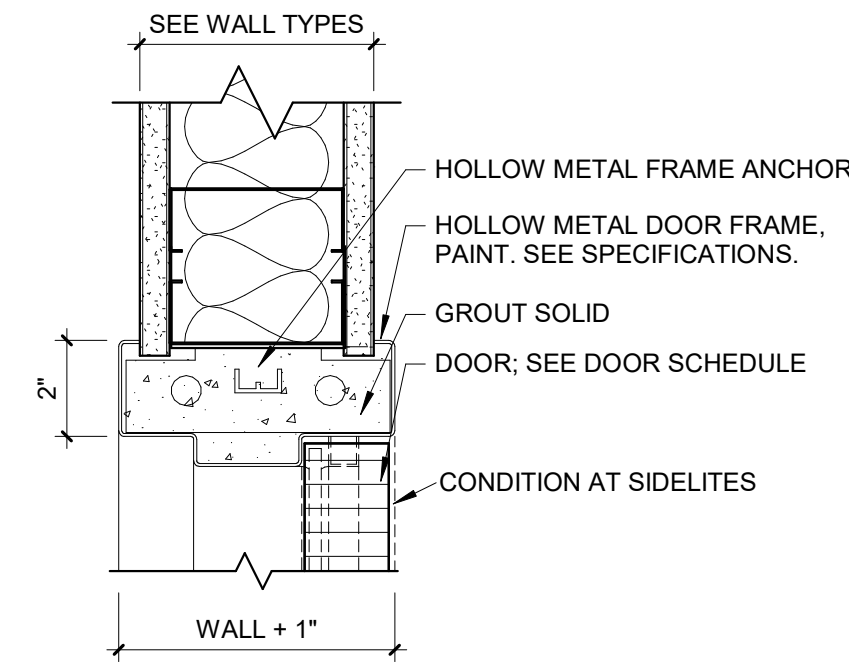
g DOOR TYPE ELEVATIONS
SCALE: 1/4" = 1'-0"



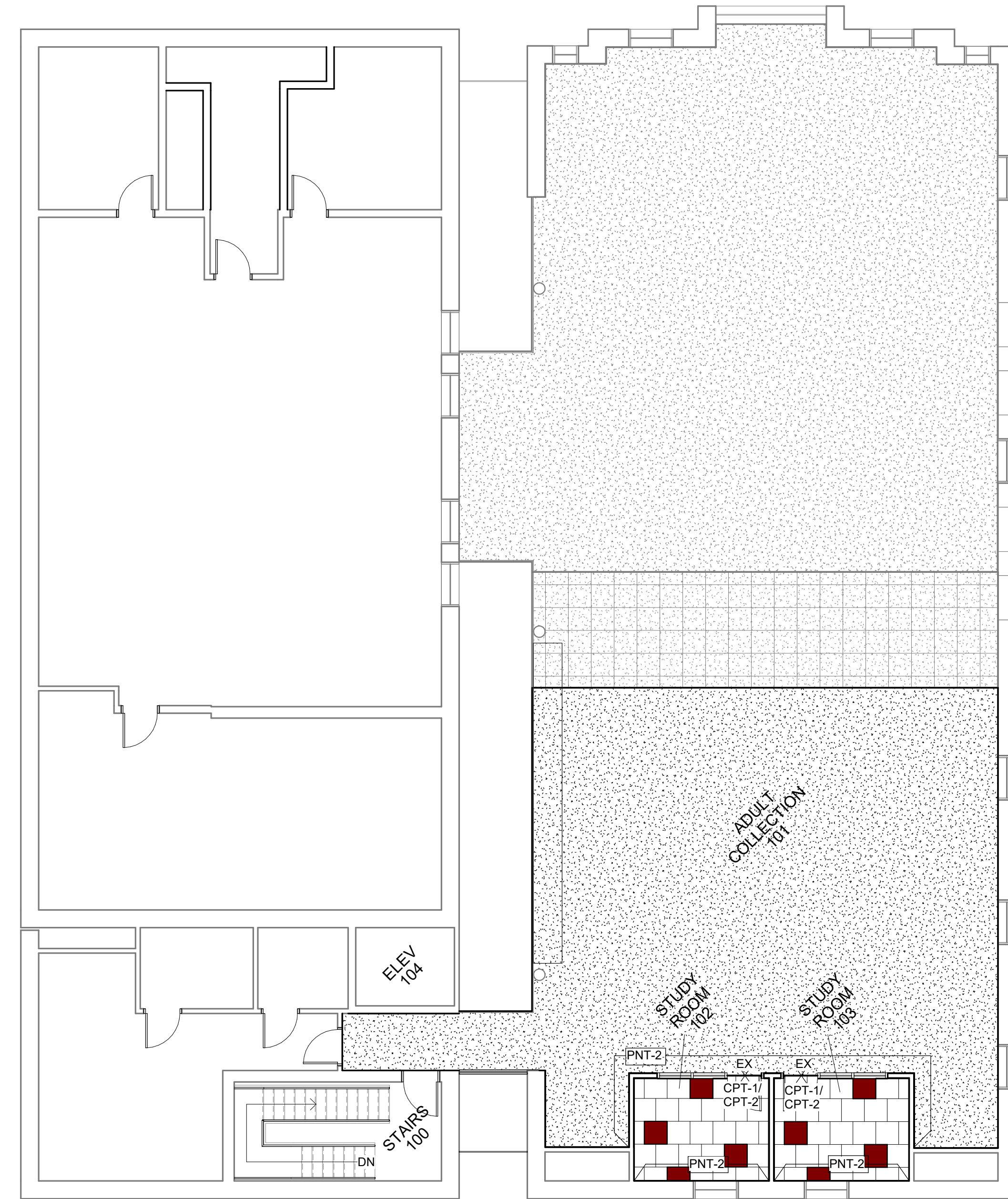
HM-1 FRAME TYPE ELEVATIONS - HM
SCALE: 1/4" = 1'-0"



3 HEAD
SCALE: 3" = 1'-0"



4 JAMB
SCALE: 3" = 1'-0"



2 UPPER FLOOR FLOOR FINISH PLAN
SCALE: 1/8" = 1'-0"

| Finish Schedule | | | | | | | | | | |
|-----------------|------------------|--------------|-------------|---------------------|--------------------|---------------------|--------------------|----------------|-----------------------|---|
| Number | Name | Floor Finish | Base Finish | Wall Finish - North | Wall Finish - East | Wall Finish - South | Wall Finish - West | Ceiling Finish | Ceiling Height - Text | Comments |
| 100 | STAIRS | EXISTING | EXISTING | EXISTING | EXISTING | EXISTING | EXISTING | EXISTING | | |
| 101 | ADULT COLLECTION | EXISTING | EXISTING | PNT-2/EXISTING | PNT-2/EXISTING | PNT-2/EXISTING | EXISTING | EXISTING | | SEE PLAN FOR PAINT LOCATIONS |
| 102 | STUDY ROOM | CPT-1/CPT-2 | VB-1 | PNT-1 | PNT-2 | PNT-1 | PNT-1 | ACT-1 | | SEE FINISH PLAN FOR CARPET PATTERN AND PAINT LOCATION |
| 103 | STUDY ROOM | CPT-1/CPT-2 | VB-1 | PNT-1 | PNT-2 | PNT-1 | PNT-1 | ACT-1 | | SEE FINISH PLAN FOR CARPET PATTERN AND PAINT LOCATION |

INTERIOR FINISH SCHEDULE

CEILING
ACT-1: MATCH EXISTING.

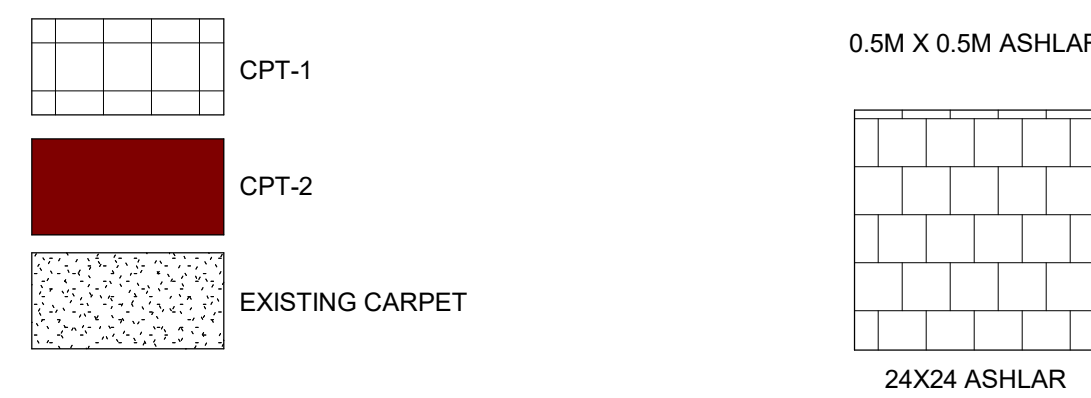
CARPET
CPT-1: J&J, STYLE: CRAFTWORK 6599, COLOR: WOOD WORKER, SIZE: 24" X 24". INSTALLATION: SEE FINISH PLAN
CPT-2: J&J, STYLE: COLOR ZONE MODULAR 7479, COLOR: WINE 3369, SIZE: 24" X 24". INSTALLATION: SEE FINISH PLAN

RESILIENT BASE
VB-1: MATCH EXISTING

PAINT
PNT-1: SHERWIN WILLIAMS, COLOR: BELIEVABLE BUFF SW6120
PNT-2: SHERWIN WILLIAMS, COLOR: MOCHA SW6067
PNT-3: SHERWIN WILLIAMS, COLOR: TRICOIN BLACK SW6258 (TRIM)

WOOD STAIN
ST-1: MATCH EXISTING

FLOOR FINISH LEGEND



NOTE: SJ AND CJ ARE SHOWN FOR BIDDING PURPOSES. IF PLACEMENT SEQUENCE IS CHANGED VERIFY JOINT LOCATIONS AND TYPE WITH ARCHITECT PRIOR TO PLACING CONCRETE.

ROOM FINISH NOTES

- VERIFY WALL AND FLOOR TILE PATTERN LAYOUT WITH ARCHITECT PRIOR TO BEGINNING WORK.
- ALL FLOOR FINISH TRANSITIONS TO BE LOCATED UNDER DOOR CENTERLINES, U.N.O.

| DOOR SCHEDULE | | | | | | | | | | |
|---------------|-------|--------|-----------|---------------|---------|------------|--------|--------|--|----------|
| NUMBER | SIZE | | DOOR | | | | FRAME | | | COMMENTS |
| | WIDTH | HEIGHT | DOOR TYPE | DOOR MATERIAL | GLAZING | FRAME TYPE | HEAD | JAMB | | |
| 102 | 3'-0" | 7'-0" | G | WD | SG | HM-1-MIR | 3/A3.1 | 4/A3.1 | | |
| 103 | 3'-0" | 7'-0" | G | WD | SG | HM-1 | 3/A3.1 | 4/A3.1 | | |

| HARDWARE SET | | | |
|--------------------------|----------------|----------|-------------------|
| QTY | DESCRIPTION | MANUF. | PRODUCT NUMBER |
| HARDWARE GROUP 01 | | | |
| 3 | HINGE PER DOOR | McKinney | T2714 3.5" X 3.5" |
| | SILENCER | ROCKWOOD | 608-RKW |
| 1 | WALL STOP | ROCKWOOD | 441H 260 |
| 1 | CLOSER | SARGENT | 1431UO X EN |

DOOR NOTES

- ALL DOORS TO BE 1-3/4" THICK U.O.N.
- ADJUST DOOR CLOSERS SO THAT MAXIMUM EFFORTS TO OPERATE DOORS SHALL NOT EXCEED 5 LBS. FOR INTERIOR DOORS (EXCEPT FIRE DOORS) AS PER STATE HANDICAP REQUIREMENTS.
- RATED DOORS ARE TO BE SELF-CLOSING AND POSITIVE LATCHING.
- GLASS AND GLAZING SHALL COMPLY WITH THE CURRENT INTERNATIONAL BUILDING CODE (IBC) FOR HUMAN IMPACT. GLASS DOORS, ADJACENT PANELS, AND ALL GLAZED OPENINGS WITHIN 18" OF ADJACENT FLOOR SHALL BE OF GLASS APPROVED FOR IMPACT HAZARD.
- MANUFACTURER'S INSTALLATION INSTRUCTIONS SHALL BE AVAILABLE ON THE JOB SITE FOR ALL RATED DOOR ASSEMBLIES.
- DOOR STAIN ST-1 TO MATCH EXISTING.

DOOR / WINDOW SCHEDULE LEGEND

| MATERIAL | GLAZING |
|-----------------|-------------------|
| HM HOLLOW METAL | SG SAFETY GLAZING |
| WD WOOD | |

IN ASSOCIATION WITH

DOOR SCHEDULE / FLOOR FINISH PLAN

EDGERTON PUBLIC LIBRARY
EDGERTON STUDY ROOMS

101 ALIBION ST.
EDGERTON, WI 53534

PROJECT NUMBER
2023406

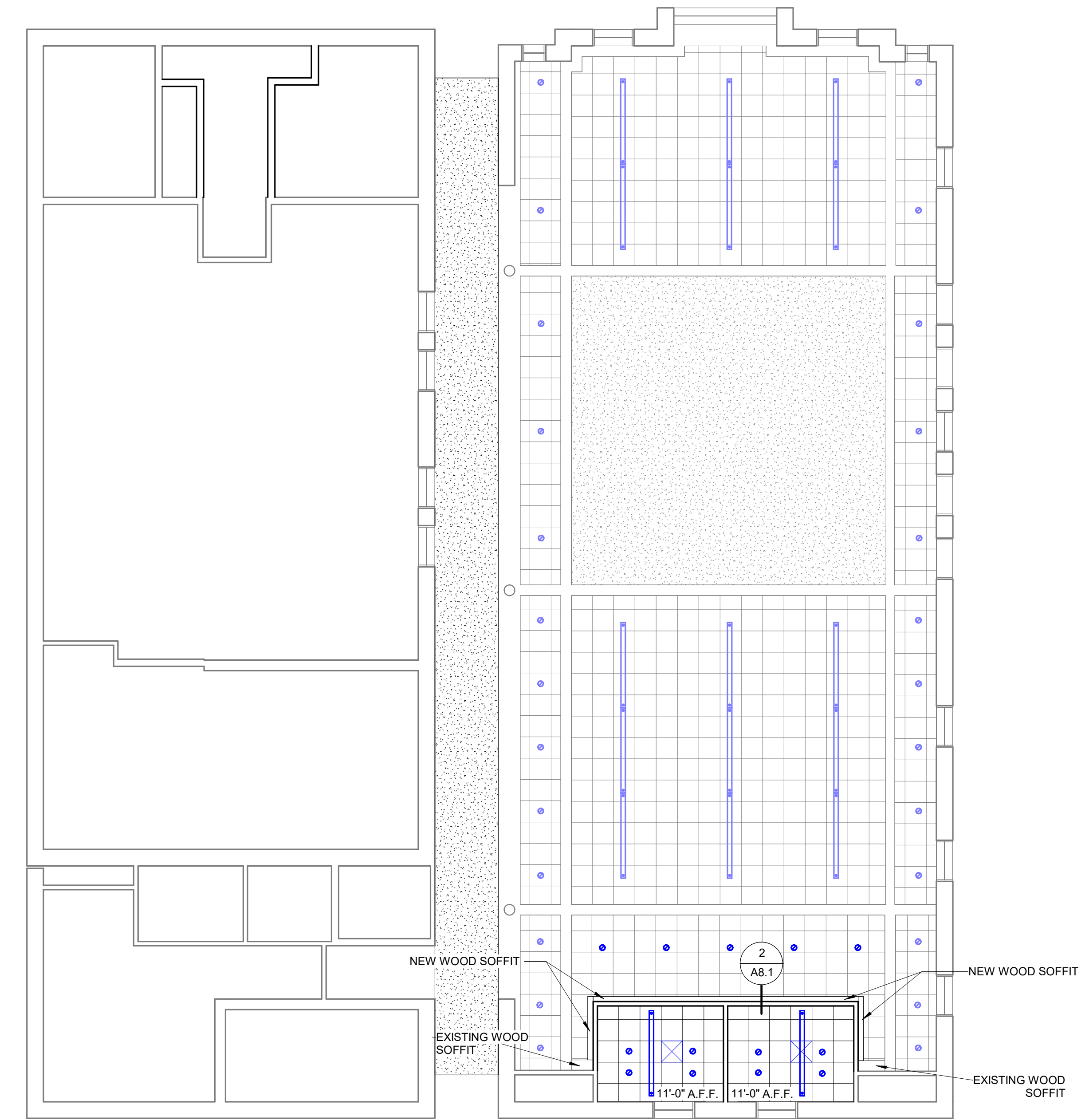
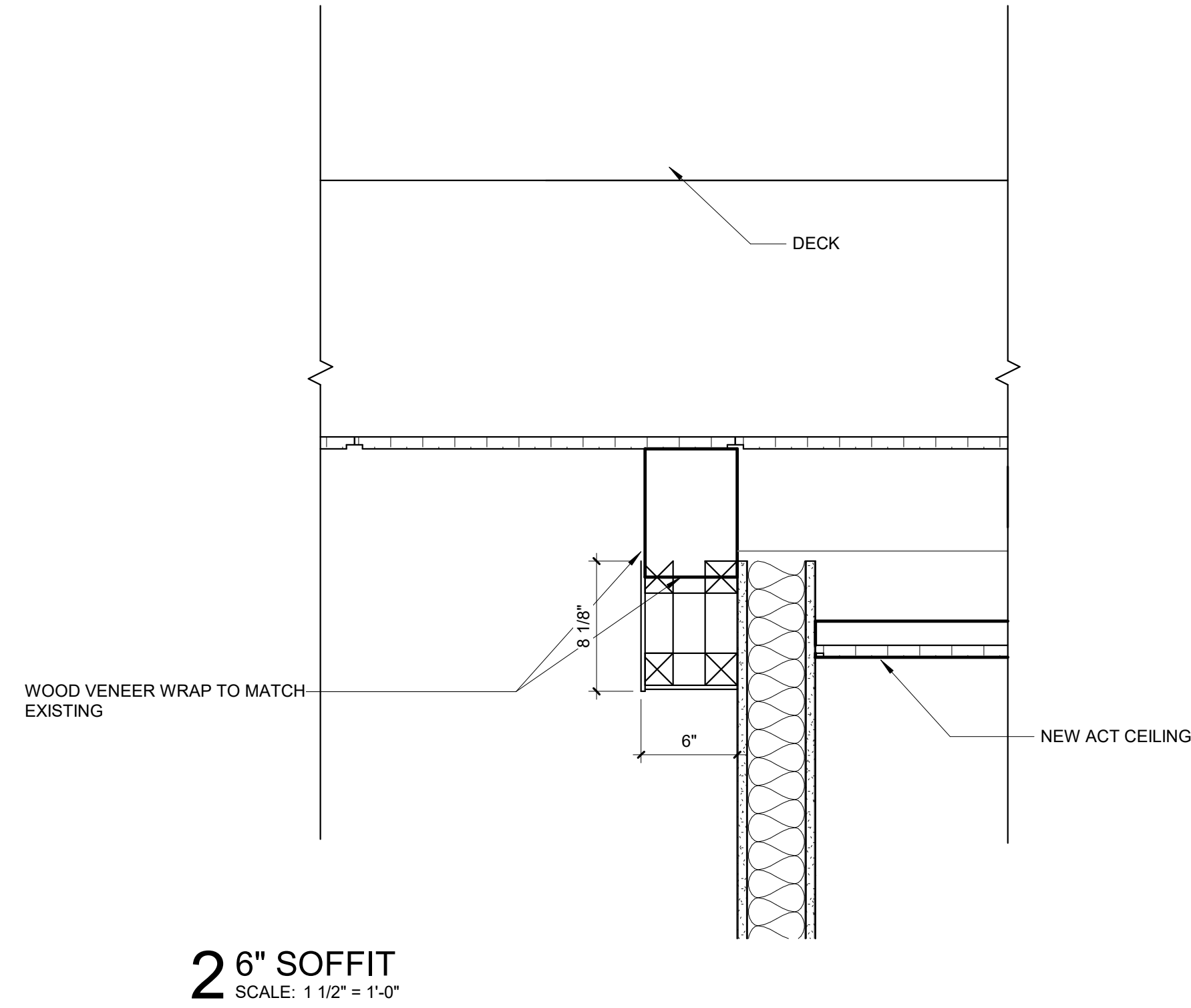
DATE ISSUED August 8, 2023

REV. NO. DATE

PROJECT NUMBER
2023406

SHEET

A3.1



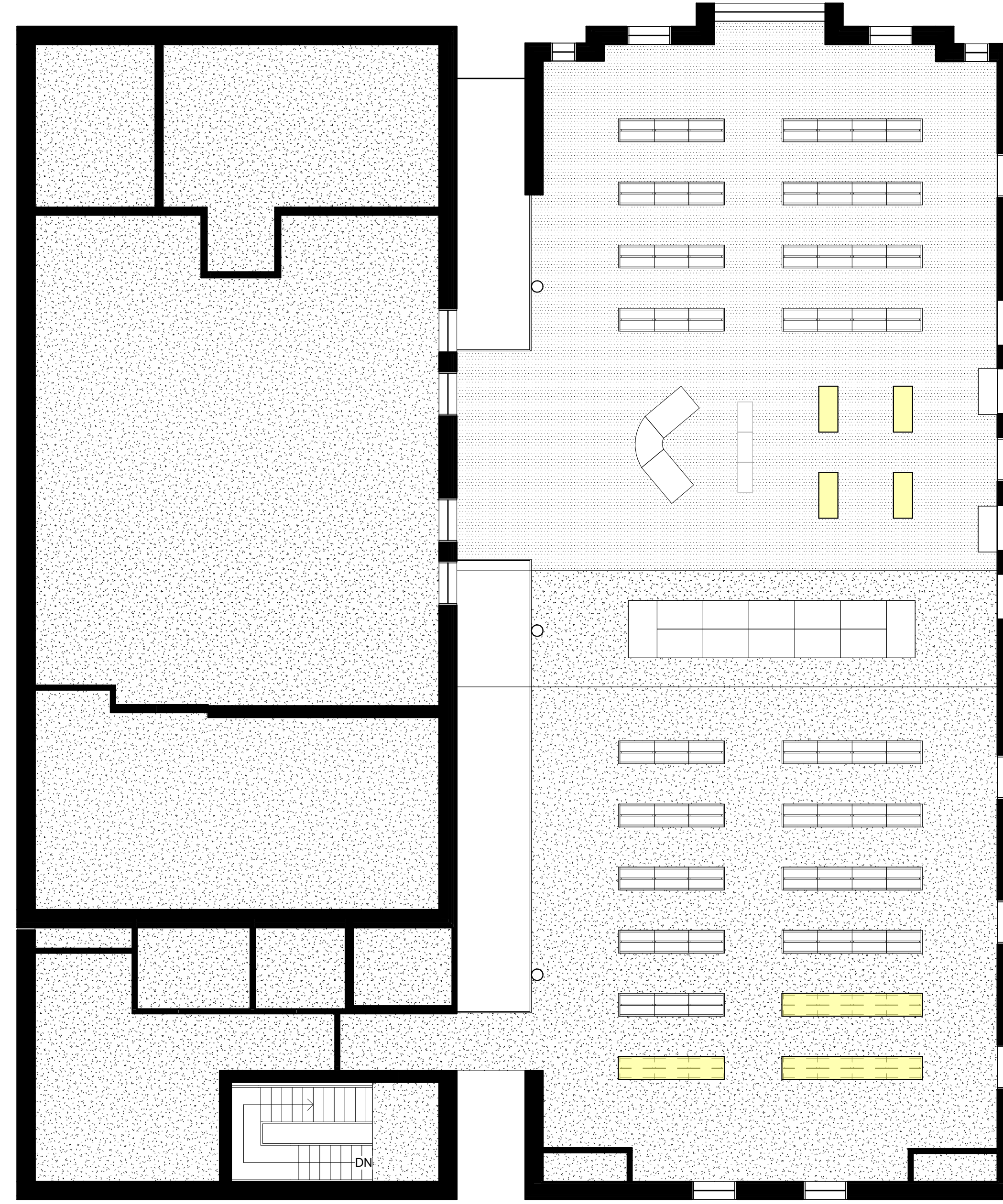
1 UPPER LEVEL REFLECTED CEILING PLAN
SCALE: 1/8" = 1'-0"

REFLECTED CEILING PLAN LEGEND

- ACOUSTIC TILE CEILING
- SUPPLY AIR DIFFUSER. SEE MECHANICAL.
- 8'-0" A.F.F. CEILING HEIGHT (A.F.F.)
- CAN FIXTURE. SEE ELECTRICAL.
- PENDENT FIXTURE. SEE ELECTRICAL.

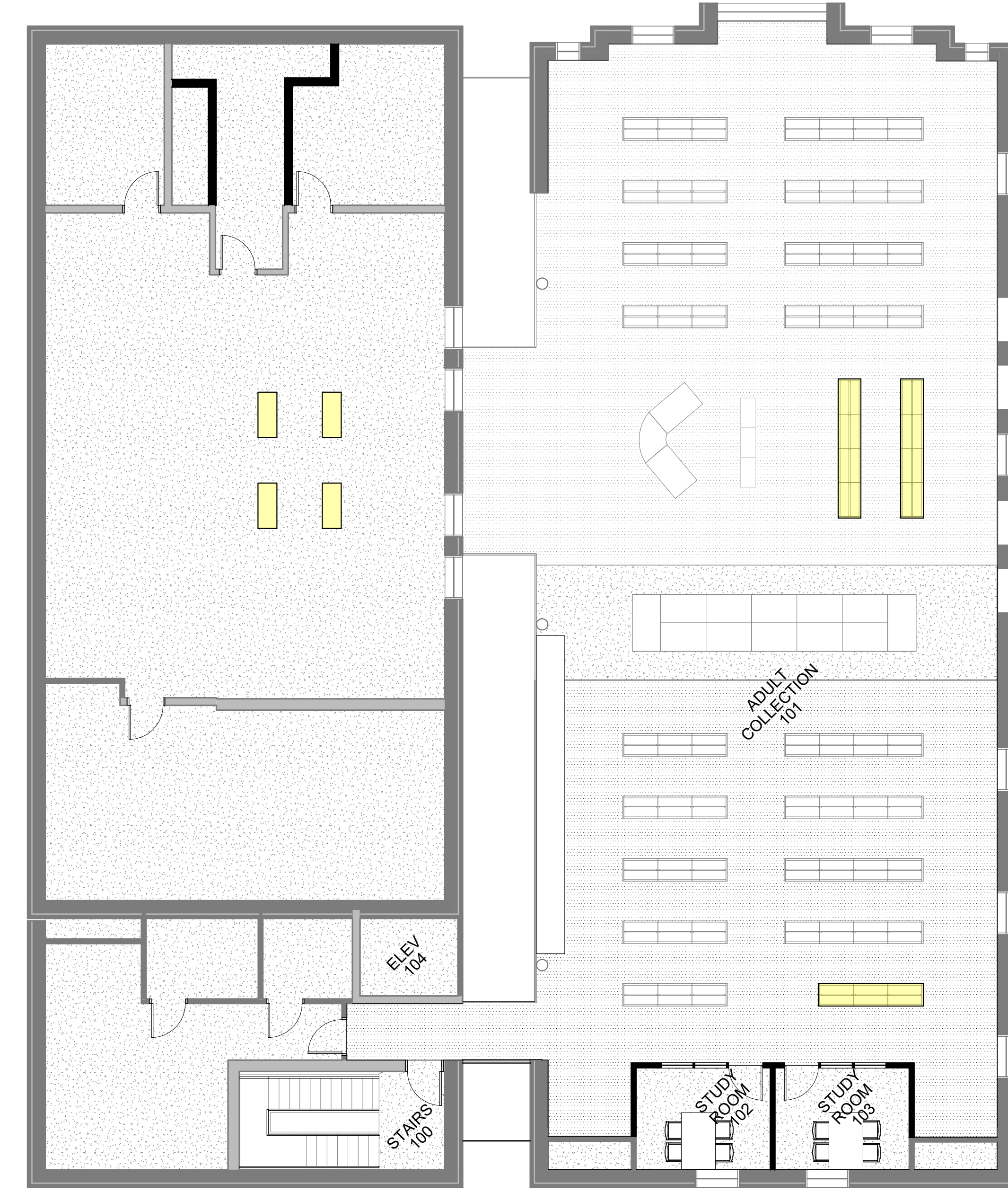
REFLECTED CEILING PLAN NOTES

1. CEILING GRID TO BE CENTERED EACH WAY WITHIN ROOMS AND ARE AS SHOWN ON THE REFLECTED CEILING PLAN, U.N.O.
2. ALL ELECTRICAL, MECHANICAL, PLUMBING AND FIRE PROTECTION DEVICES TO BE CENTERED WITHIN CEILING TILES, U.N.O.
3. REFER TO MECHANICAL, ELECTRICAL, PLUMBING, AND FIRE PROTECTION (IF APPLICABLE) DRAWINGS FOR DUCTWORK, DEVICES, EQUIPMENT, & FIXTURES NOT SHOWN ON THE REFLECTED CEILING PLANS. COORDINATE LOCATION OF THESE ITEMS WITH THOSE SHOWN.
4. PAINT ALL EXPOSED STEEL, CONDUIT, DUCTWORK, PIPING, ETC. IN ROOMS AND/OR AREAS NOTED OR SCHEDULED TO RECEIVE PAINTED FINISHES.
5. PROVIDE SUPPORT WIRE ABOVE THE CEILING AT 2'-0" O.C. ON CEILING GRID MEMBERS AROUND ALL CEILING MOUNTED PROJECTION SCREEN LOCATIONS NOTED ON THE DRAWINGS.
6. PROVIDE ESCUTCHEONS AT ALL CEILING PENETRATIONS, U.N.O.
7. SEE TYPICAL WALL TYPES FOR TOP OF WALL CONSTRUCTION.



1 UPPER FLOOR EXISTING
FURNITURE PLAN
SCALE: 1/8" = 1'-0"

FOR REFERENCE ONLY



2 UPPER FLOOR NEW
FURNITURE PLAN
SCALE: 1/8" = 1'-0"

IN ASSOCIATION WITH

SHEET TITLE
UPPER LEVEL FURNITURE LAYOUT PLANS

PROJECT TITLE
EDGERTON PUBLIC LIBRARY
EDGERTON STUDY ROOMS
101 ALIBION ST.
EDGERTON, WI 53534

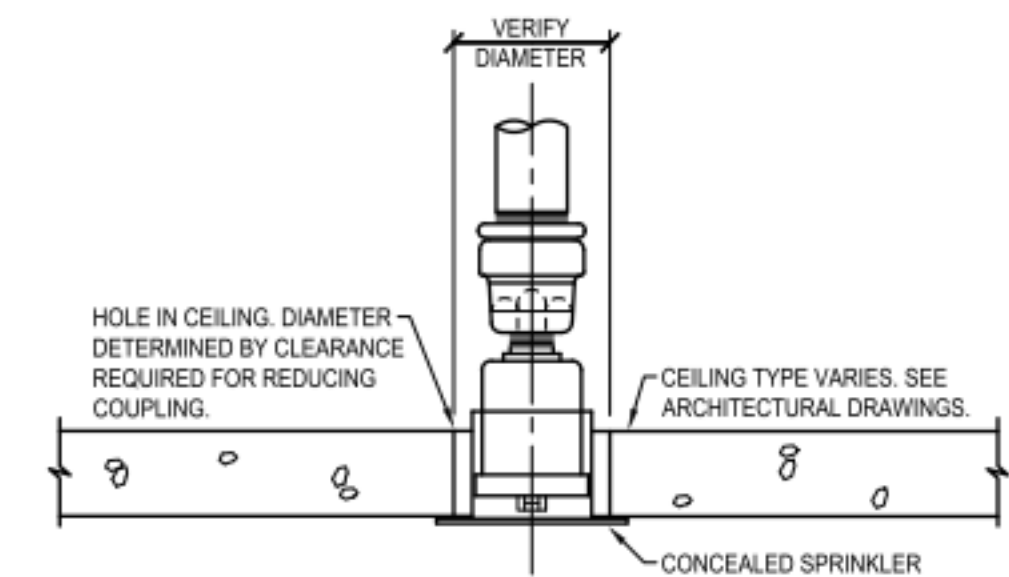
DATE ISSUED August 8, 2023
REV. NO. DATE

PROJECT NUMBER
2023406

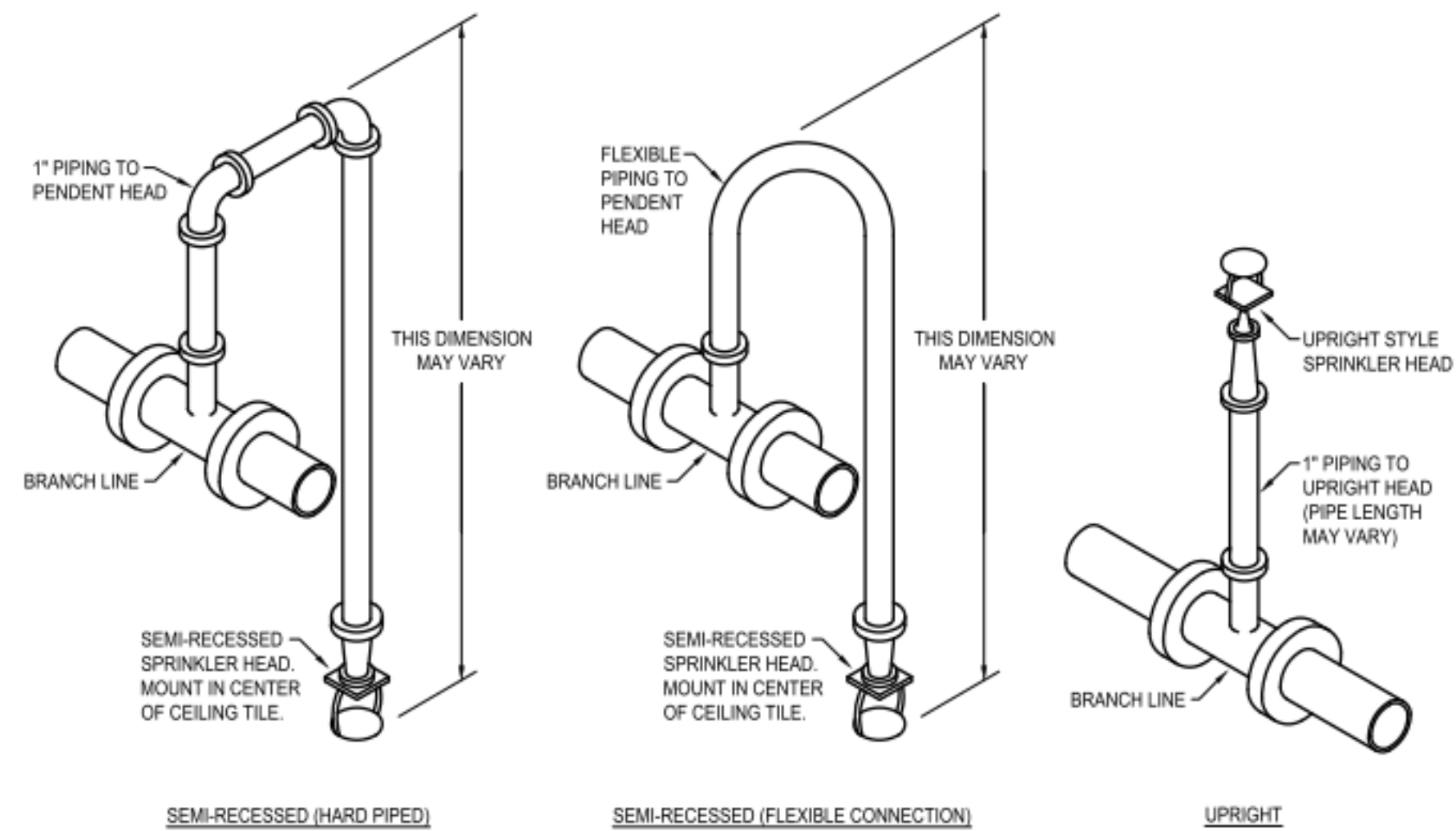
SHEET
A10.1

- FIRE PROTECTION GENERAL NOTES:**
1. THE CONTRACTOR SHALL VISIT THE SITE PRIOR TO BIDDING AND BECOME FAMILIAR WITH ALL EXISTING CONDITIONS AFFECTING THE WORK.
 2. THESE DRAWINGS ARE DIAGRAMMATIC IN NATURE. NOT ALL SPRINKLERS, FITTINGS, OFFSETS, PIPING AND DRAINS ARE SHOWN. IT IS THE INTENT OF THESE DRAWINGS THAT A COMPLETE FUNCTIONING SYSTEM, HAVING BEEN PROPERLY TESTED, WILL BE OPERATIONAL UPON COMPLETION OF INSTALLATION. THE CONTRACTOR SHALL INCLUDE ALL SPRINKLERS, FITTINGS, OFFSETS, PIPING AND DRAINS TO PROVIDE A COMPLETE AND FUNCTIONING SYSTEM.
 3. DRAWINGS OF OTHER TRADES SHALL BE REVIEWED. CONTRACTOR SHALL COORDINATE THE INSTALLATION AND SCHEDULING OF THE WORK WITH OTHER TRADES TO PREVENT INTERFERENCE WITH THEIR RESPECTIVE INSTALLATION.
 4. REFER TO ARCHITECTURAL DRAWINGS FOR EXACT DIMENSIONS AND LAYOUT. VERIFY CEILING AND SOFFIT HEIGHTS AND MATERIALS. DO NOT PENETRATE LOAD BEARING CMU WALLS WITHOUT WRITTEN PERMISSION FROM THE STRUCTURAL ENGINEER.
 5. PIPING SHALL BE INSTALLED AS HIGH AS REASONABLY POSSIBLE UNLESS NOTED OTHERWISE. PIPING SHALL NOT BE INSTALLED IN OR ABOVE ELECTRICAL ROOMS UNLESS NOTED OTHERWISE.
 6. SPRINKLER HEADS SHALL BE CENTERED WITHIN 2'x2' CEILING TILES. SPRINKLER HEADS SHALL BE CENTERED IN LEFT OR RIGHT HALF OF 2'x4' CEILING TILES. COORDINATE SPRINKLER HEAD LOCATIONS WITH LIGHTING AND DIFFUSER LOCATIONS.
 7. CONFLICTS BETWEEN DRAWINGS AND SPECIFICATIONS SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER PRIOR TO BID OPENING. THE ENGINEER RESERVES THE RIGHT TO FINAL DECISION.
 8. FURNISH SYSTEM HYDRAULIC CALCULATIONS AND SIGNAGE AS REQUIRED BY CITY OF MADISON FIRE DEPARTMENT. EARLY COORDINATION WITH CITY OF MADISON FIRE DEPARTMENT REQUIRED.
 9. COMPLY WITH PROVISIONS OF UW-MADISON FIRE PROTECTION IMPAIRMENT PROGRAM, INCLUDING COMPLETION OF PRE- AND POST-IMPAIRMENT FORMS. CONTACT JEFF SCHILLER, UW-MADISON IMPAIRMENT COORDINATOR.
 10. PROVIDE AUXILIARY DRAINS ON ANY TRAPPED PIPING PER NFPA 13 - 8.16.2.5

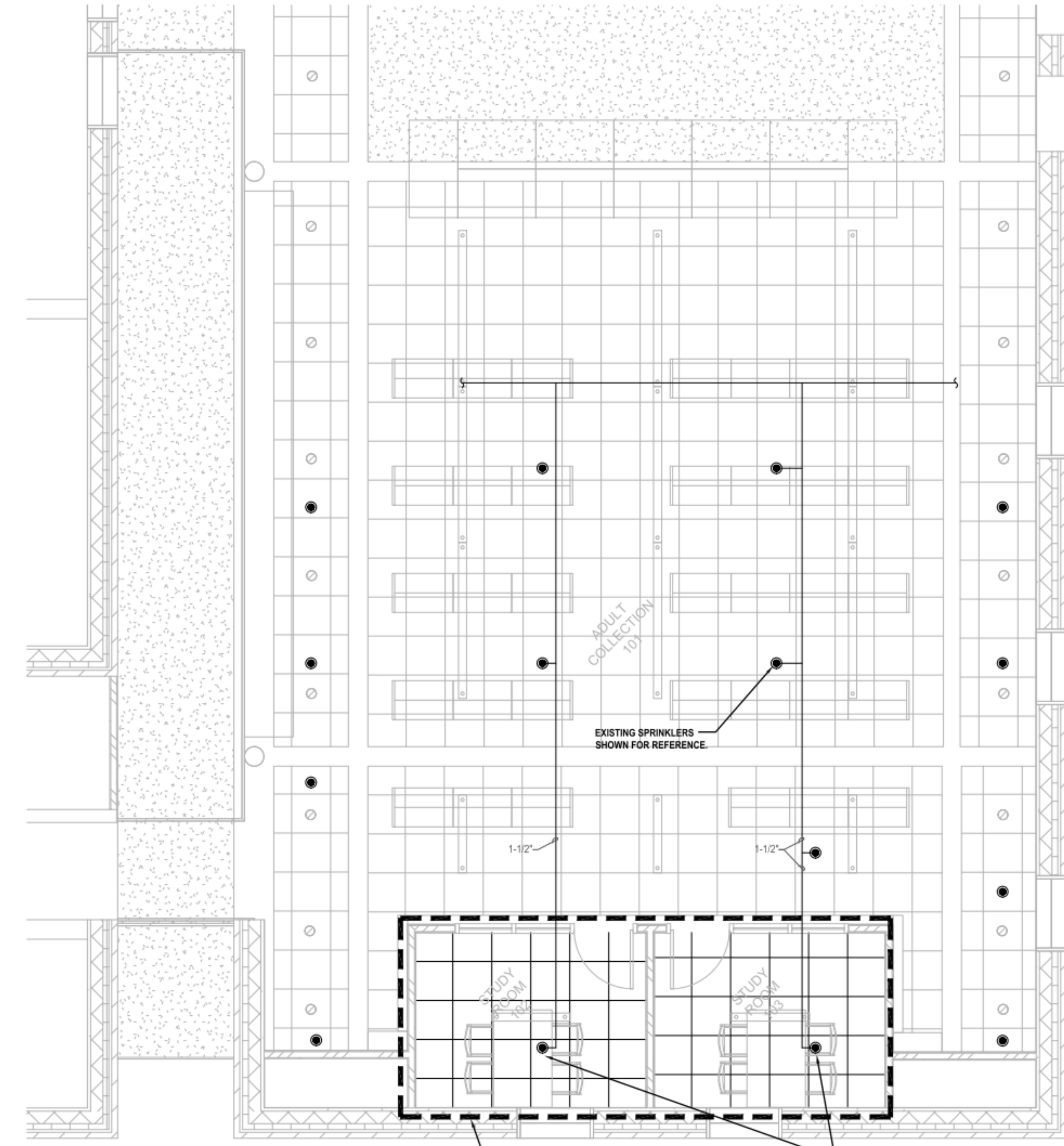
| FIRE PROTECTION SPRINKLER HEAD SCHEDULE | | | | | |
|---|--------------|-------------------|----------------|------------------------|------------------------------|
| STYLE | LINKAGE TYPE | FINISH | QUICK RESPONSE | MIN. TEMP. RATING (°F) | AREA(S) TO BE INSTALLED |
| CONCEALED PENDENT | BULB | WHITE COVER PLATE | YES | 155 | FINISHED AREAS WITH CEILINGS |



2 CONCEALED SPRINKLER HEAD (TYPICAL)
NO SCALE



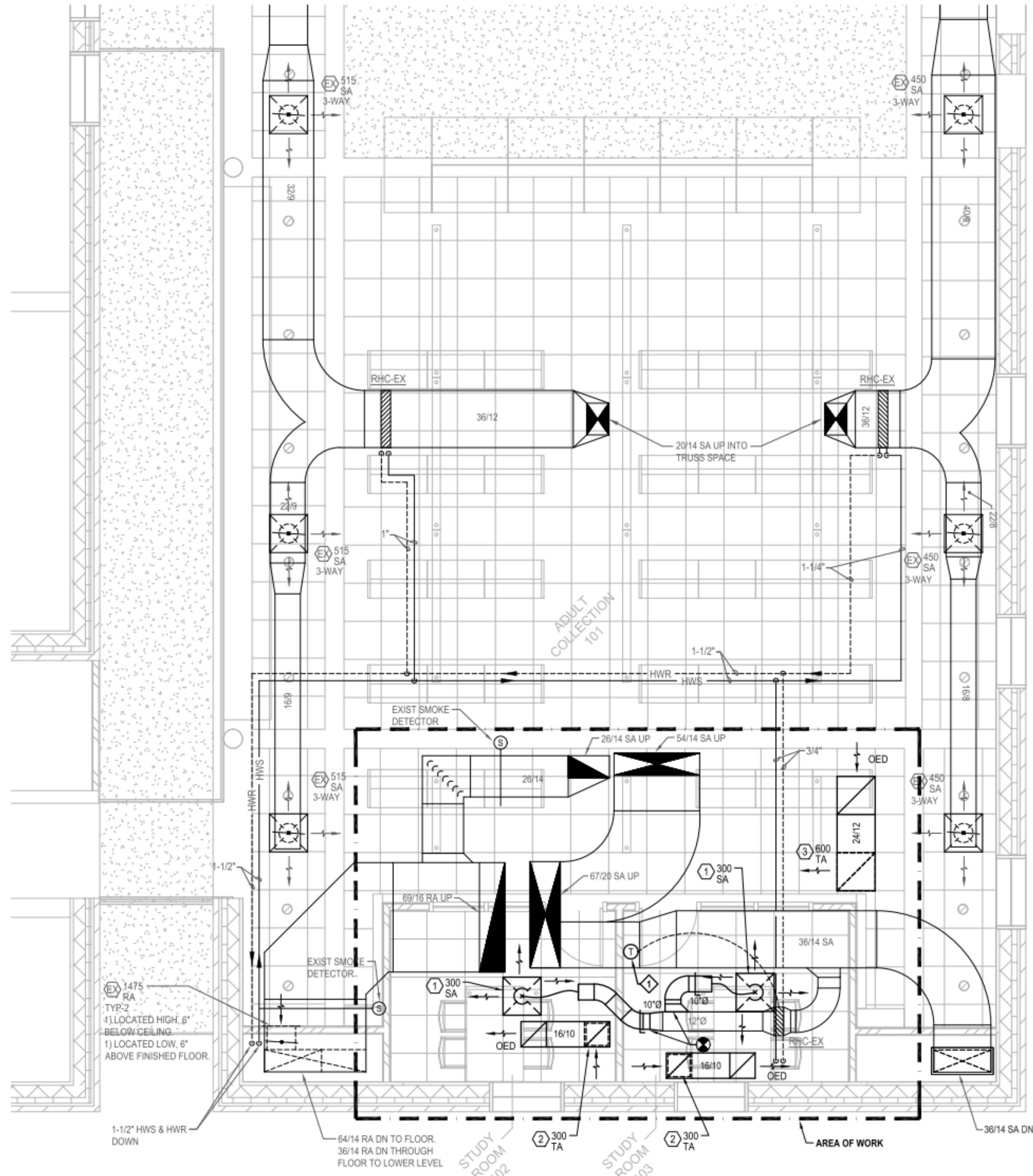
3 SPRINKLER TAKE-OFFS
NO SCALE



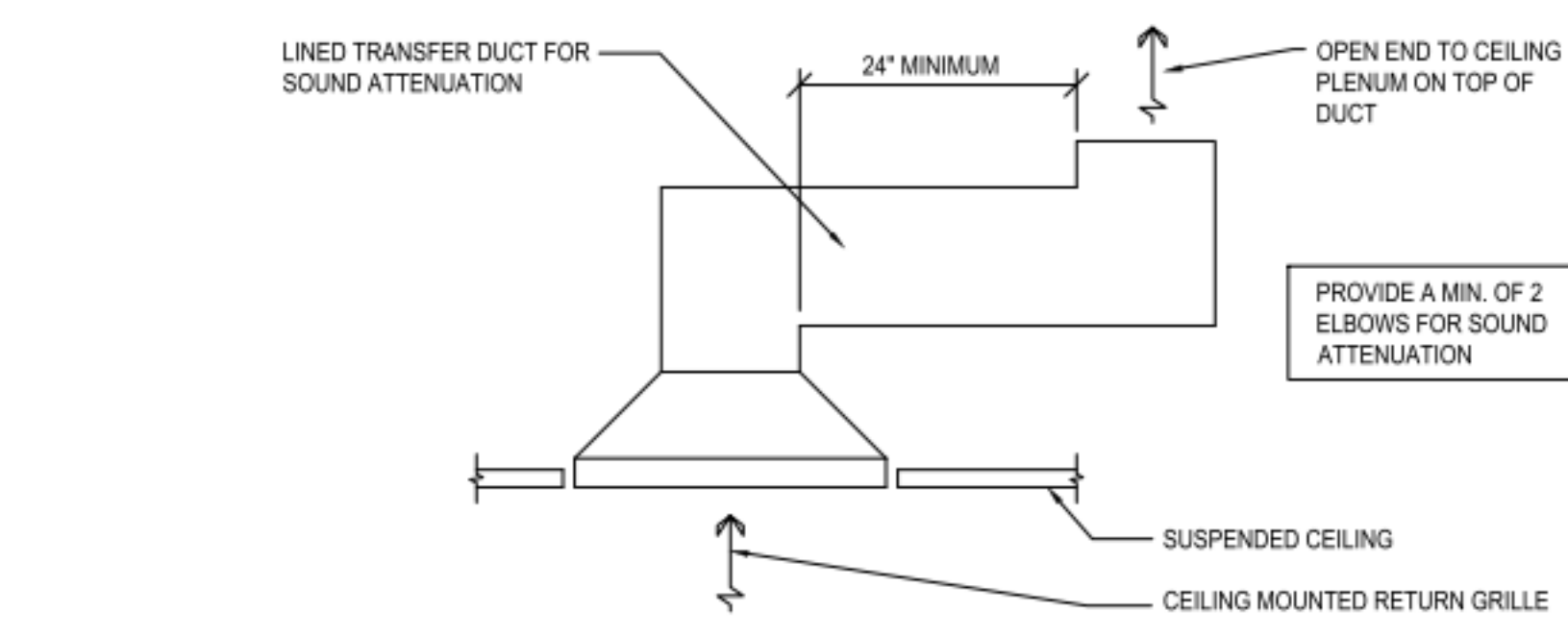
1 UPPER LEVEL PLAN - FIRE SUPPRESSION
SCALE: 1/4" = 1'-0"
12' 0' 1' 5' 10'

THESE DRAWINGS ARE BEING PROVIDED AS A DESIGN-ASSIST TO THE CONTRACTOR. THESE ARE PRELIMINARY BUT CAN BE USED FOR BUILDING PURPOSES.

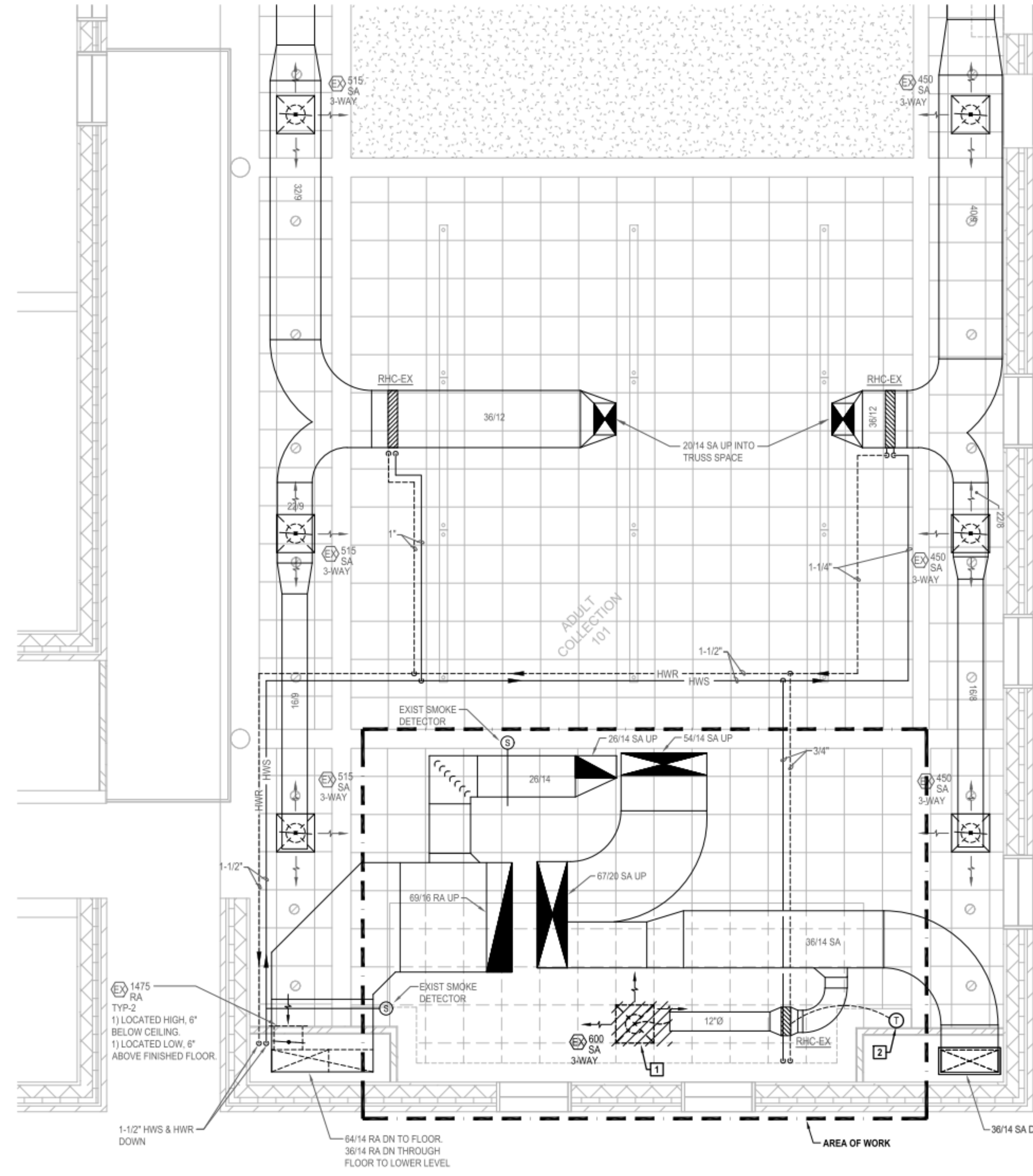
PRELIMINARY
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2 UPPER LEVEL PLAN NEW WORK - MECHANICAL
SCALE: 1/4" = 1'-0"
12' 0" 1' 5' 10'



3 RETURN TRANSFER GRILLE DETAIL
NO SCALE



1 UPPER LEVEL PLAN DEMOLITION - MECHANICAL
SCALE: 1/4" = 1'-0"
12' 0" 1' 5' 10'

| MARK | DESCRIPTION | NECK SIZE | AIR PATTERN | FRAME | C.F.M. | MAX. S.P. (WATER) | THROW (FEET) | REMARKS |
|------|--|-----------|----------------|---------------|--------|-------------------|--------------|----------------------|
| 1 | ALUMINUM SQUARE DIRECTIONAL CEILING DIFFUSER | 12"x12" | SEE NOTE 4 | T-BAR LAY-IN | 300 | 0.10 | 9'-19" | SEE NOTES 1, 2, 3, 4 |
| 2 | ALUMINUM LOUVERED FACE GRILLE - 45° DEFLECTION | 14"x14" | RETURN/EXHAUST | SURFACE MOUNT | 300 | 0.10 | - | SEE NOTES 2, 3 |
| 3 | ALUMINUM LOUVERED FACE GRILLE - 45° DEFLECTION | 18"x18" | RETURN/EXHAUST | T-BAR LAY-IN | 600 | 0.10 | - | SEE NOTES 1, 2, 3 |
| EX | EXISTING AIR DEVICE TO REMAIN | - | - | - | - | - | - | - |

- NOTES:
1. PROVIDE 24"x24" METAL PANEL FOR LAY-IN CEILING APPLICATION
 2. OFF-WHITE FINISH. COORDINATE FRAME WITH NEW CEILING.
 3. ALL GRILLES AND DIFFUSERS SHALL BE ALUMINUM, SHALL HAVE OPPOSED BLADE DAMPERS AND SHALL NOT EXCEED NC-25 REGARDLESS OF SIZE LISTED.
 4. ALL SUPPLY CEILING DIFFUSERS ARE 4-WAY THROW UNLESS NOTED OTHERWISE ON PLANS
 5. PROVIDE SQUARE TO ROUND TRANSITION AT GRILLES / DIFFUSERS AS NEEDED.

- KEYED DEMOLITION SHEET NOTES:
- 1 REMOVE EXISTING CEILING DIFFUSER, FLEX DUCT AND SUPPORTS. CAP DUCTWORK AT MAIN OR EXTEND AS SHOWN IN NEW WORK PLAN.
 - 2 RELOCATE EXISTING THERMOSTAT TO NEW STUDY ROOM 103.

- KEYED NEW WORK SHEET NOTES:
- 1 RELOCATED THERMOSTAT, COORDINATE EXACT LOCATION WITH OWNER.

HEATING/VENTILATING SYMBOL LIST

| SYMBOL | DESCRIPTION |
|----------|---|
| [Symbol] | HWS - HOT WATER SUPPLY PIPING |
| [Symbol] | HWR - HOT WATER RETURN PIPING |
| [Symbol] | BUTTERFLY VALVE |
| [Symbol] | GATE VALVE |
| [Symbol] | CHECK VALVE |
| [Symbol] | CALIBRATED BALANCE VALVE |
| [Symbol] | AUTOMATIC TWO-WAY CONTROL VALVE (ELECTRIC) |
| [Symbol] | AUTOMATIC THREE-WAY CONTROL VALVE (ELECTRIC) |
| [Symbol] | AUTOMATIC TWO-WAY CONTROL VALVE (PNEUMATIC) |
| [Symbol] | AUTOMATIC THREE-WAY CONTROL VALVE (PNEUMATIC) |
| [Symbol] | GLOBE VALVE |
| [Symbol] | BALL VALVE |
| [Symbol] | RELIEF VALVE |
| [Symbol] | PIPE ANCHOR |
| [Symbol] | THERMOMETER |
| [Symbol] | PRESSURE GAUGE |
| [Symbol] | MANUAL AIR VENT |
| [Symbol] | ELBOW TURNED UP |
| [Symbol] | ELBOW TURNED DOWN |
| [Symbol] | TEE - TOP OUTLET |
| [Symbol] | TEE - BOTTOM OUTLET |
| [Symbol] | SCREWED UNION |
| [Symbol] | FLANGED UNION |
| [Symbol] | STRAINER |
| [Symbol] | CAP OR PLUG FOR < 2" BLIND FLANGE FOR > 2" |
| [Symbol] | SUPPLY OR OUTDOOR AIR DUCT |
| [Symbol] | SUPPLY OR OUTDOOR DUCT (HIDDEN BEHIND ANOTHER DUCT) |
| [Symbol] | RETURN AIR DUCT |
| [Symbol] | RETURN AIR DUCT (HIDDEN BEHIND ANOTHER DUCT) |
| [Symbol] | EXHAUST OR RELIEF AIR DUCT |
| [Symbol] | EXHAUST OR RELIEF AIR DUCT (HIDDEN BEHIND ANOTHER DUCT) |
| [Symbol] | SUPPLY |
| [Symbol] | RETURN |
| [Symbol] | TURNING VANES |
| [Symbol] | MANUAL VOLUME DAMPER |
| [Symbol] | BACKDRAFT DAMPER |
| [Symbol] | MOTORIZED DAMPER |
| [Symbol] | FIRE DAMPER / SMOKE DAMPER |
| [Symbol] | COMBINATION FIRE / SMOKE DAMPER |
| [Symbol] | DUCT SMOKE DETECTOR |
| [Symbol] | BOOSTER HUMIDIFIER |
| [Symbol] | FLEXIBLE DUCT CONNECTION |
| [Symbol] | FLEXIBLE DUCT |
| [Symbol] | ACCESS DOOR |
| [Symbol] | THERMOSTAT / TEMPERATURE SENSOR |
| [Symbol] | NEW CONNECTION TO EXISTING BEGINNING/END POINT |
| [Symbol] | EXISTING TO BE REMOVED |
| [Symbol] | OED - OPEN END DUCT |

NOTE: THIS IS A COMPOSITE LIST OF SYMBOLS, NOT ALL PERTAIN SPECIFICALLY TO THIS PROJECT.

THESE DRAWINGS ARE BEING PROVIDED AS A DESIGN-ASSIST TO THE CONTRACTOR. THESE ARE PRELIMINARY BUT CAN BE USED FOR BUILDING PURPOSES.

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PROJECT TITLE: EDGERTON PUBLIC LIBRARY
EDGERTON STUDY ROOMS

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PROJECT NUMBER: 2023406
SHEET: M1.1

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GENERAL NEW WORK NOTES:

- 1) ALL BRANCH CIRCUITS SHALL HAVE EQUIPMENT GROUND CONDUCTORS.
- 2) THE ELECTRICAL CONTRACTOR SHALL PROVIDE, IF REQUIRED, ADJUSTMENTS (S) 8'-0" IN THE LOCATION OF ALL SYSTEM DEVICES, FIXTURES, OUTLETS, PANELS, ETC. IN ORDER TO EXPEDITE THE ELECTRICAL WORK. THE POSITION OF ALL WORK AS SHOWN IS INTENDED TO BE FIXED AND IN THE PROPER LOCATION, SUCH REQUIRED ADJUSTMENT SHALL BE DETERMINED BY THE A/E.
- 3) PROVIDE SEPARATE NEUTRAL FOR EACH BRANCH CIRCUIT PHASE CONDUCTOR.
- 4) SEE ARCHITECTURAL SHEETS FOR EXACT LOCATION OF DEVICES. DEVICES SHOWN ON ARCHITECTURAL ELEVATIONS COORDINATE LOCATION OF DEVICES WITH ARCHITECT'S FIELD PERSON TO ENSURE PROPER LOCATION AND HEIGHT.
- 5) WHERE NEW DEVICES ARE SHOWN THE ELECTRICAL CONTRACTOR SHALL DO ALL CUTTING, THE GENERAL CONTRACTOR SHALL DO ALL PATCHING AND PAINTING OF EXISTING WALLS. THE ELECTRICAL CONTRACTOR SHALL FAMILIARIZE HIMSELF WITH EXISTING WALL CONSTRUCTION.
- 6) SMOKE DETECTORS SHALL BE MOUNTED A MINIMUM OF 6'-0", FROM EACH AIR SUPPLY DIFFUSER.

GENERAL ELECTRICAL DEMOLITION REQUIREMENTS:

- 1) ELECTRICAL CONTRACTOR SHALL BE RESPONSIBLE FOR HIS OWN DEMOLITION, REMOVAL, CAPPING, STORING, ABANDONING, DISCONNECTING, RELOCATING AND RECONNECTION OF EXISTING ELECTRICAL EQUIPMENT AND MATERIAL. ALL CUTTING, PATCHING, REPAIRING, REPLACEMENT AND REFINISHING, SHALL MATCH THE EXISTING CONSTRUCTION AS NEARLY AS POSSIBLE.
- 2) EXCEPT WHERE OTHERWISE SHOWN OR NOTED ON DRAWING - TO BE RETAINED, RELOCATED OR HEREINAFTER NOTED, ALL EXISTING ELECTRICAL EQUIPMENT AND MATERIAL IN AREAS TO BE REMODELED/ALTERED SHALL BE REMOVED WHERE THEY INTERFERE WITH PROPOSED NEW CONSTRUCTION AND/OR INTERFERE WITH PROPOSED USAGE OF SPACE BY OWNER AS FOLLOWS:
 - A) REMOVE ANY CONDUITS PROTRUDING ABOVE FINISHED FLOOR, CAP AND FINISH OVER WITH FLOOR MATERIAL TO MATCH EXISTING.
 - B) REMOVE ALL LIGHT FIXTURES, RECEPTACLES, SWITCHES, ETC. AND ASSOCIATED WIRING. REMOVE ALL SURFACE MOUNTED CONDUIT/BOXES AND THEIR ASSOCIATED WIRING.
 - C) REMOVE ALL CONCEALED RACEWAYS, BOXES AND WIRING FROM PARTITIONS BEING DEMOLISHED.
 - D) REMOVE ALL EXISTING WIRING/CABLING FROM ALL EXISTING CONCEALED RACEWAYS IN PARTITION THAT ARE TO REMAIN.
 - E) ANY FEEDERS, CONDUITS, BRANCH CIRCUITS, SIGNAL AND TELEPHONE CIRCUITS, ETC. PASSING THROUGH THE REMODELED AREAS TO SERVE (OR BE SERVED FROM) EXISTING ADJACENT, REMOTE OR SURROUNDING AREAS THAT ARE TO REMAIN, SHALL BE RETAINED AND KEPT OPERATIONAL AND SHALL BE REROUTED IN ALL CASES WHERE THEY INTERFERE WITH ANY NEW WORK OR USAGE TO BE ACCOMPLISHED IN THE REMODELED AREA.
 - F) WHERE DEVICES ARE OMITTED FROM PRESENT BRANCH CIRCUITS, THE REMAINING DEVICES SHALL BE REWIRED, IF NEEDED AND AS REQUIRED, TO REMAIN ON THEIR RESPECTIVE CIRCUITS AND IN OPERATING CONDITION.
- 3) ELECTRICAL CONTRACTOR SHALL REFER TO ARCHITECTURAL DRAWINGS TO FAMILIARIZE HIMSELF WITH EXTENT OF ALTERATION/REMODELING WORK AND MORE SPECIFICALLY NOTE WHERE NEW PARTITIONING IS BEING INSTALLED, WHERE EXISTING PARTITIONING IS BEING REMOVED, WHERE CEILINGS ARE BEING REMOVED AND OR REPLACED, ETC.
- 4) ALL WIRING (POWER, LIGHTING) NOT REUSED FOR REMODELING AREAS SHALL BE COMPLETELY REMOVED BACK TO ASSOCIATED PANELS.

| ELECTRICAL ABBREVIATIONS | |
|--------------------------|--|
| A AMP | AMPERE |
| AC | ABOVE COUNTER |
| AF | ABOVE FINISHED FLOOR |
| AIC | AMPERE INTERRUPTING CAPACITY |
| ACT | ACOUSTICAL CEILING TILE |
| AL | ALUMINUM |
| ARCH | ARCHITECT, ARCHITECTURE |
| ATS | AUTOMATIC TRANSFER SWITCH |
| AUX | AUXILIARY |
| AV | AUDIO - VISUAL |
| AP | ACCESS PANEL |
| BC | BELOW COUNTER |
| BTM | BOTTOM |
| C | CONDUIT |
| CB | CIRCUIT BREAKER |
| CCTV | CLOSED CIRCUIT TELEVISION |
| CLG | CEILING |
| COFF | COFFEE MAKER |
| CRT | CATHODE-RAY TUBE |
| CT | CURRENT TRANSFORMER |
| CJ | COPPER |
| CTR | COUNTER |
| DC | DIRECT CURRENT |
| DED | DEDICATED |
| DISC | DISCONNECT |
| DO | DOOR OPERATOR, POWERED |
| DN | DOWN |
| DW | DISHWASHER |
| EC | ELECTRICAL CONTRACTOR |
| ECB | ENCLOSED CIRCUIT BREAKER |
| ELEC | ELECTRIC, ELECTRICAL |
| EM | EMERGENCY |
| EMT | ELECTRICAL METALLIC TUBING |
| EQ | EQUIPMENT |
| EW | ELECTRIC WATER COOLER |
| ETR | EXISTING TO REMAIN |
| EX | EXISTING |
| EF | EXHAUST FAN |
| EPO | EMERGENCY POWER OFF |
| EXT | EXTERIOR |
| FA | FIRE ALARM |
| FLR | FLOOR |
| FVNR | FULL VOLTAGE NON-REVERSING |
| FD | FIRE DEPARTMENT |
| FSD | FIRE SMOKE DAMPER |
| F | FUSED SAFETY SWITCH |
| GFCI | GROUND FAULT CIRCUIT INTERRUPTER |
| G | GROUND FAULT CIRCUIT INTERRUPTER |
| GND, GRD | GROUND |
| GC | GENERAL CONTRACTOR |
| GD | GARBAGE DISPOSAL, SINK MOUNTED |
| HOA | HAND-OFF-AUTOMATIC SWITCH |
| HP | HORSEPOWER |
| HV | HIGH VOLTAGE |
| HC | HEATING CONTRACTOR |
| HD | HAND DRIVER |
| HVAC | HEATING, VENTILATING, AIR CONDITIONING |
| IMC | INTERMEDIATE METALLIC CONDUIT |
| JB | JUNCTION BOX |
| KV | KILOVOLT |
| KVA | KILOVOLT-AMPERE |
| KVAR | KILOVOLT-AMPERE REACTIVE |
| KWH | KILOWATT HOUR |
| KW | KILOWATT |
| LV | LOW VOLTAGE |
| MCC | MOTOR CONTROL CENTER |
| MCP | MOTOR CIRCUIT PROTECTOR |
| MCB | MAIN CIRCUIT BREAKER |
| MICRO | MICROWAVE OVEN |
| MIN | MINIMUM |
| MISC | MISCELLANEOUS |
| MLO | MAIN LUGS ONLY |
| MCS | MOLDED CASE SWITCH |
| MMS | MANUAL MOTOR STARTER SWITCH |
| MOA | MULTI-OUTLET ASSEMBLY |
| MPS | MOTORIZED PROJECTION SCREEN |
| MTS | MOTOR RATED TOGGLE SWITCH |
| MTR | MOTOR |
| MC | MECHANICAL CONTRACTOR |
| MFR | MANUFACTURER |
| MWS | MOTORIZED WINDOW SHADE |
| NC | NORMALLY CLOSED |
| N/O | NORMALLY OPEN |
| NEC | NATIONAL ELECTRICAL CODE |
| NEMA | NATIONAL ELECTRICAL MFRS ASSOC. |
| NF | NON-FUSED SAFETY SWITCH |
| NIC | NOT IN CONTRACT |
| N | NIGHT LIGHT |
| N/S | NOT TO SCALE |
| O.C. | ON CENTER |
| OL | OVERLOADS |
| P | POLE |
| PF | POWER FACTOR |
| PH | PHASE |
| PNL | PANEL |
| PP | PUSH PLATE, AUTO DOOR OPERATOR |
| PB | PULLBOX |
| PR | PRIMARY |
| PIT | POTENTIAL TRANSFORMER |
| PVC | POLYVINYL CHLORIDE |
| PC | PLUMBING CONTRACTOR |
| RMC | RIGID METALLIC CONDUIT |
| REF | REFRIGERATOR |
| REQD | REQUIRED |
| RVT | REDUCED VOLTAGE TRANSFORMER |
| SN | SOLID NEUTRAL |
| SPEC | SPECIFICATION |
| SPKR | SPEAKER |
| SP | SPARE |
| SPD | SURGE PROTECTION DEVICE |
| SW | SWITCH |
| SWBD | SWITCHBOARD |
| SWGR | SWITCHGEAR |
| SOFT | SQUARE FOOT |
| SS | STAINLESS STEEL |
| SC | SECURITY CONTRACTOR |
| TEL | TELEPHONE |
| TERM | TERMINAL |
| XFMR | TRANSFORMER |
| TC | TIME CLOCK |
| TCP | TEMPERATURE CONTROL PANEL |
| TV | TELEVISION |
| TYP | TYPICAL |
| EU | UNDERGROUND ELECTRICAL |
| UG | UNDERGROUND |
| UH | UNIT HEATER |
| UT | UNDERGROUND TELEPHONE |
| UO | UNLESS OTHERWISE DENOTED |
| V | VOLT |
| VA | VOLT AMPERES |
| VFD | VARIABLE FREQUENCY DRIVE |
| VOL | VOLUME |
| VC | VENTILATION CONTRACTOR |
| W | WATT |
| WI | WITH |
| W/O | WITHOUT |
| WG | WIRE GUARD/PROTECTIVE SHIELDING |
| WP | WEATHERPROOF |
| 2S1W | 2 SPEED SINGLE WINDING |
| 2S2W | 2 SPEED DOUBLE WINDING |
| TA | TO FLOOR ABOVE |
| TB | TO FLOOR BELOW |
| UCR | UNDERCOUNTER REFRIGERATOR |
| DIV. 26 | DIVISION 26 CONTRACTOR |

NOTE: THIS IS A COMPOSITE LIST OF ABBREVIATIONS, NOT ALL PERTAIN SPECIFICALLY TO THIS JOB.

| FIRE ALARM SYSTEM | |
|-------------------|--|
| SYMBOL | DESCRIPTION |
| [TACP] | FIRE ALARM CONTROL PANEL |
| [TAMP] | FIRE ALARM ANNUNCIATOR PANEL |
| [BATT] | REMOTE BATTERY CABINET |
| [NAC] | NOTIFICATION APPLIANCE CIRCUIT EXTENDER |
| [AMP] | AMPLIFIER CABINET, AUDIO RISER CABINET |
| [FAS] | FIRE ALARM PULL STATION |
| [M] | FIRE ALARM MINI HORN |
| [H] | FIRE ALARM HORN/STROBE |
| [S] | FIRE ALARM SPEAKER |
| [S] | FIRE ALARM SPEAKER/STROBE |
| [S] | FIRE ALARM SPEAKER/STROBE, EXTERIOR WEATHERPROOF |
| [S] | CEILING MOUNTED FIRE ALARM SPEAKER/STROBE |
| [S] | CEILING MOUNTED FIRE ALARM SPEAKER |
| [S] | CEILING MOUNTED FIRE ALARM STROBE |
| [S] | FIRE ALARM STROBE, (S) IS CANDELA RATING |
| [S] | INTELLIGENT PHOTOELECTRIC SMOKE DETECTOR |
| [S] | INTELLIGENT PHOTOELECTRIC SMOKE DETECTOR FOR ELEVATOR RECALL |
| [S] | INTELLIGENT 135F FIXED & RATE OF RISE HEAT DETECTOR |
| [S] | INTELLIGENT PHOTOELECTRIC DUCT SMOKE DETECTOR |
| [S] | ASSOCIATED VENTILATION EQUIPMENT FOR SHUT DOWN. |
| [M] | MONITOR MODULE |
| [CM] | CONTROL MODULE |
| [DH] | MAGNETIC DOOR HOLDER |
| [TS] | SPRINKLER TAMPER SWITCH |
| [FS] | SPRINKLER FLOW SWITCH |
| [R] | FAN SHUTDOWN RELAY |
| [RTSI] | REMOTE TEST SWITCH INDICATOR |

NOTE: THIS IS A COMPOSITE LIST, NOT ALL SPECIFIC TO THIS PROJECT.

| POWER SYSTEMS | |
|--------------------------|---|
| SYMBOL | DESCRIPTION |
| [SWBD 1] | LARGE ELECTRICAL EQUIPMENT WITH DESIGNATION - DRAWN TO SCALE |
| [DP] | DISTRIBUTION PANEL WITH DESIGNATION |
| [BP] | BRANCH PANEL WITH DESIGNATION |
| [M] | MOTOR WITH DESIGNATION |
| [DS] | DISCONNECT SWITCH |
| [J] | JUNCTION BOX |
| [PB] | PULL BOX |
| [PT] | POKE-THRU MODULAR FURNITURE FEED, POWER |
| [E] | EQUIPMENT CONNECTION |
| [E] | EQUIPMENT CONNECTION - EMERGENCY |
| [E] | CONNECTION TYPES: REFER TO EQUIPMENT CONNECTION SCHEDULE(S) |
| [PPQ-1] | AUTOMATIC DOOR OPERATOR ACTUATION PUSH PLATE |
| [EPO Q-1] | EMERGENCY POWER OFF STATION |
| [I] | DENOTES WALL MOUNTING |
| [S] | SYSTEM FURNITURE BASE FEED LOCATION (2) 2 GANG JUNCTION BOXES: (1) POWER, (1) LOW VOLTAGE |
| [MOUNTING CONFIGURATION: | W = WALL PP = POWER POLE/SYSTEMS FURNITURE CONDUCTOR QUANTITY #C = CTY PHASE CONDUCTORS #N = CTY NEUTRAL CONDUCTORS G = EQUIPMENT GROUND CIRCUIT NUMBER(S) |
| [PP] | POWER POLE |

| RECEPTACLES | |
|-------------|---|
| SYMBOL | DESCRIPTION |
| [H] | SIMPLEX RECEPTACLE |
| [H] | SIMPLEX RECEPTACLE ABOVE COUNTER |
| [H] | DUPLEX RECEPTACLE |
| [H] | DUPLEX RECEPTACLE TYPES: EWC - ELECTRIC WATER COOLER, PROVIDE GFCI BREAKER IN ELEC PANEL G - GROUND FAULT CIRCUIT INTERRUPTER TV - TELEVISION OUTLET T - TAMPER RESISTANT W - WEATHER RESISTANT PRU - CEILING MOUNTED VIDEO PROJECTOR USB - USB CHARGING DEVICE, REFER TO SPEC FOR CONFIGURATION |
| [H] | DUPLEX RECEPTACLE ABOVE COUNTER |
| [H] | DOUBLE DUPLEX RECEPTACLE |
| [H] | SYSTEM FLOORING - FLOOR MOUNTED DUPLEX RECEPTACLE BY FLOORING CONTRACTOR |
| [H] | SYSTEM FLOORING ZONE BOX - UNDER FLOOR SYSTEM MOUNTED BY FLOORING CONTRACTOR |
| [H] | CEILING MOUNTED DUPLEX RECEPTACLE |
| [PP] | POWER POLE |
| [PP] | RECEPTACLES IN SURFACE RACEWAY ASSEMBLY RACEWAY DESIGNATION, SEE SURFACE RACEWAY SCHEDULE |

| LIGHTING FIXTURES | |
|-------------------|--|
| SYMBOL | DESCRIPTION |
| [F1] | FIXTURE TYPE |
| [C] | CIRCUIT |
| [A] | CONTROL DEVICE |
| [S] | SURFACE/ RECESSED LINEAR MOUNT, NORMAL POWER |
| [S] | SURFACE/ RECESSED LINEAR MOUNT, EMERGENCY POWER |
| [L] | LINEAR WALL WASH, NORMAL POWER |
| [L] | LINEAR WALL WASH, EMERGENCY POWER |
| [L] | LINEAR PENDANT, NORMAL POWER |
| [L] | LINEAR WALL MOUNTED, NORMAL POWER |
| [L] | SURFACE/SUSPENDED MOUNT, NORMAL POWER |
| [L] | SURFACE/SUSPENDED MOUNT, EMERGENCY POWER |
| [L] | SURFACE/ RECESSED DOWNLIGHT, NORMAL POWER |
| [L] | SURFACE/ RECESSED DOWNLIGHT, EMERGENCY POWER |
| [L] | SURFACE/ RECESSED WALL WASH, NORMAL POWER |
| [L] | SURFACE/ RECESSED WALL WASH, EMERGENCY POWER |
| [L] | WALL MOUNTED SCONCE OR WALLPACK, NORMAL POWER |
| [L] | WALL MOUNTED SCONCE OR WALLPACK, EMERGENCY POWER |
| [L] | EXIT SIGN, CEILING MOUNTED - FACES AND ARROWS AS SHOWN |
| [L] | EXIT SIGN, WALL MOUNTED - FACES AND ARROWS AS SHOWN |
| [L] | BATTERY PACK EMERGENCY LIGHTING |
| [L] | DENOTES WALL MOUNTING OF LIGHT |

| SWITCHES | |
|----------|--|
| SYMBOL | DESCRIPTION |
| [H] | SINGLE POLE (LOWER CASE LETTER INDICATES SWITCH LEG) |
| [H] | SWITCH TYPES: 2 - DOUBLE POLE 3 - THREE WAY 4 - FOUR WAY D - DIMMER OS - OCCUPANCY SENSOR MWS - MOTORIZED WINDOW SHADE STATION |
| [H] | LOW VOLTAGE LIGHTING CONTROL SYSTEM SWITCH (LOWER CASE LETTER INDICATES SWITCH LEG) |
| [H] | SWITCH TYPES: 2B - 2 BUTTON (VIVE) 3BRL - 3 BUTTON WITH RAISE LOWER (VIVE) |
| [H] | SCENE CONTROL |
| [H] | OCCUPANCY SENSOR |
| [H] | SWITCHING DESIGNATION |
| [H] | VACANCY SENSOR |
| [H] | SWITCHING DESIGNATION |
| [H] | EMERGENCY LIGHTING CONTROL RELAY, UL204 LISTED WITH 0-10V SHUNT |

| LINE WEIGHT KEY | |
|--------------------|--|
| [Solid Line] | ALL ITEMS INDICATED BY A DARK SOLID LINE ARE NEW |
| [Light Solid Line] | ALL ITEMS INDICATED BY A LIGHT SOLID LINE ARE EXISTING TO REMAIN |
| [Dashed Line] | ALL ITEMS INDICATED BY A DARK DASHED LINE ARE EXISTING TO BE REMOVED OR RELOCATED. |

| LIGHTING FIXTURE SCHEDULE | | | | | | | | | | | | | | | | | | | |
|---------------------------|---|----------|--------|------|------|-----|--------|----------------|----------|-----------|----------|----------|---------------|--------------|--------------------|-----------------|--|----------|---|
| ID | FIXTURE DESCRIPTION | DIFFUSER | WATTS | LAMP | | | | BALLAST/DRIVER | | | MOUNTING | | | MANUFACTURER | | | | | |
| | | | | TYPE | TEMP | CRI | LUMENS | TYPE | DIM TYPE | DIM RANGE | VOLTAGE | LOCATION | CONFIGURATION | SURFACE TYPE | HEIGHT | NAME | MODEL NUMBER | SEE NOTE | COMMENTS |
| D1 | 4" APERTURE RECESSED ROUND LED WALL WASH ADJUSTABLE DOWNLIGHT | - | 13.7 | LED | * | 80 | 1020 | ELD | 0-10V | 1-100% | MVOLT | CEILING | RECESSED | GYP. | FLUSH WITH CEILING | GOTHAM LIGHTING | EV04-115-AR-LSS-MD-MVOLT-GZ10-TRW | | * EC TO CONFIRM MATCH COLOR TEMP WITH EXISTING LIGHT FIXTURE COLOR TEMPERATURE PRIOR TO ORDERING. |
| DW | 4" APERTURE RECESSED ROUND LED DOWNLIGHT ADJUSTABLE DOWNLIGHT | - | 8.8 | LED | * | 80 | 733 | ELD | TRAC | 10-100% | MVOLT | CEILING | RECESSED | GYP. | FLUSH WITH CEILING | GOTHAM LIGHTING | EV04LW-110-AR-LSS-MVOLT-GZ10-TRW | | * EC TO CONFIRM MATCH COLOR TEMP WITH EXISTING LIGHT FIXTURE COLOR TEMPERATURE PRIOR TO ORDERING. |
| L1 | SUSPENDED LINEAR LED DIRECT/INDIRECT CONTINUOUS RUN LENGTH | - | 5.66FT | LED | * | 80 | 700FT | ELD | 0-10V | 1-100% | MVOLT | CEILING | SUSPENDED | ACT | 110" AFF | PEERLESS | EGCM4L L1 8FT MSL 8 80CRI *** 1700LMF 700LMF M1N1 ZT 120 SCT F148A C041 SCEP | | * EC TO CONFIRM MATCH COLOR TEMP WITH EXISTING LIGHT FIXTURE COLOR TEMPERATURE PRIOR TO ORDERING. |

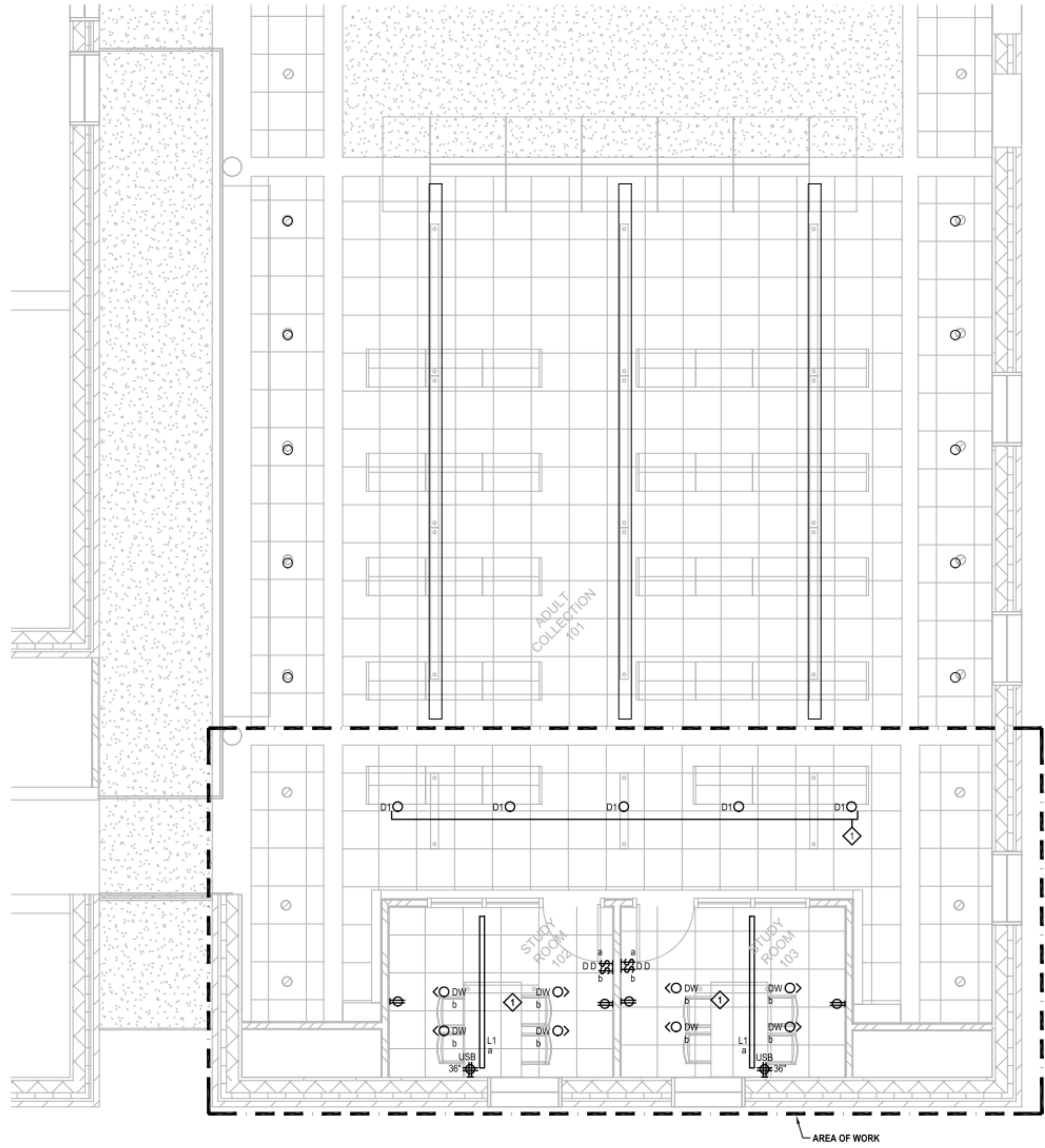
GENERAL NOTES:
 A. REFER TO INTERIOR LIGHTING SPECIFICATIONS FOR ADDITIONAL INFORMATION REGARDING FIXTURE, BALLAST OR DRIVER REQUIREMENTS AND INSTALLATION REQUIREMENTS.
 B. NOTED LUMEN QUANTITY IS DELIVERED LUMEN OUTPUT
 C. NOTED DIMMING RANGE INDICATES MINIMUM PARAMETERS. LUMINAIRES WITH GREATER DIMMING RANGE ARE PERMITTED.
 D. FIXTURES NOTED IN THIS SCHEDULE ARE TO ESTABLISH A BASIS OF DESIGN. PRODUCTS OTHER THAN THOSE LISTED IN THE SCHEDULE ARE PERMITTED SUBJECT TO MEETING THE REQUIREMENTS OF THE SCHEDULED FIXTURE'S QUALITY, PERFORMANCE, ENERGY, AESTHETICS, DIMENSIONS, ETC...

ABBREVIATIONS:
 ELD - ELECTRONIC LED DRIVER OR POWER SUPPLY
 EPS - ELECTRONIC PROGRAM START FLUORESCENT BALLAST
 EPSD - ELECTRONIC PROGRAM START STEP DIMMING BALLAST: 0/50/100
 DIM - DIMMING
 GWB - GYPSUM WALL BOARD, DRYWALL
 ACT - ACOUSTICAL CEILING TILE IN SUSPENDED GRID SYSTEM, ACCESSIBLE
 LMNS - LUMENS
 BF - BALLAST FACTOR
 TBD - TO BE DETERMINED
 MVOLT - 120 & 277 VOLT COMPATIBLE
 CFL - COMPACT FLUORESCENT
 MLV - MAGNETIC LOW VOLTAGE
 0-10V - ZERO TO TEN VOLT DC DIMMING FEATURE
 FDB - FLUORESCENT DIMMING BALLAST
 CMU - CONCRETE MASONRY BLOCK

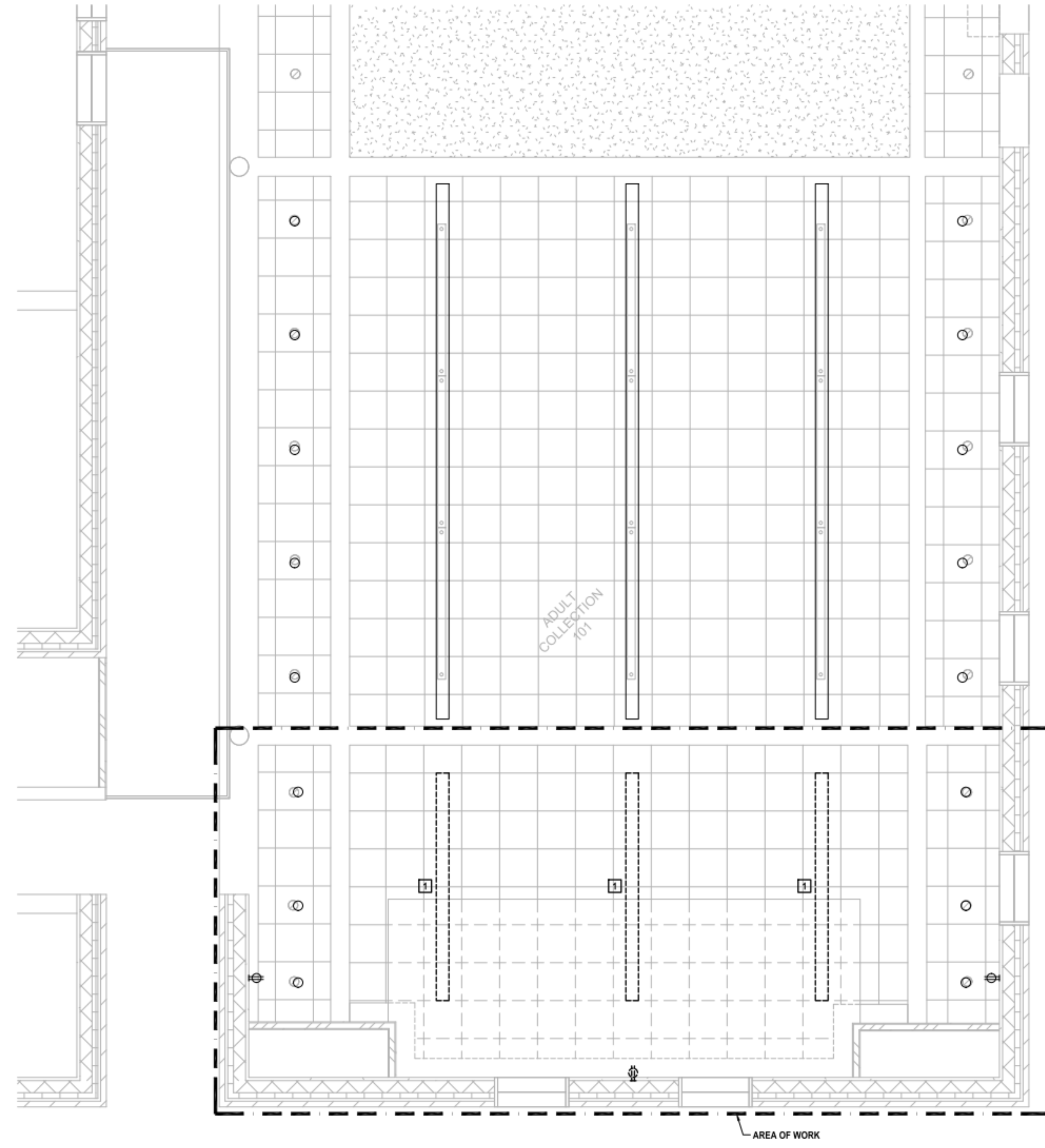
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 PROJECT TITLE: EDGERTON STUDY ROOMS
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 ELECTRICAL GENERAL INFORMATION
 PROJECT NUMBER: 2023406
 SHEET: E0.1
 DATE ISSUED: Issue Date
 REV. NO.: DATE



2 UPPER LEVEL PLAN NEW WORK - ELECTRICAL
 SCALE: 1/4" = 1'-0"
 12' 0' 1' 5' 10'



1 UPPER LEVEL PLAN DEMOLITION - ELECTRICAL
 SCALE: 1/4" = 1'-0"
 12' 0' 1' 5' 10'

- GENERAL SHEET NOTES:**
- EXISTING DEVICES AND FIXTURES NOT SHOWN ARE EXISTING TO REMAIN UNLESS OTHERWISE NOTED.
- KEYED DEMOLITION SHEET NOTES:**
- DISCONNECT AND REMOVE LIGHT FIXTURE. PRESERVE CIRCUIT FOR REUSE. TURN FIXTURES OVER TO OWNER FOR ATTIC STOCK.
- KEYED NEW WORK SHEET NOTES:**
- REUSE EXISTING LIGHTING CIRCUIT. EXTEND AS REQUIRED TO NEW FIXTURE. SWITCH WITH EXISTING DOWNLIGHTS THIS AREA.

30" x 42" L:\PROJECTS\10385\RECEIVABLES\2023-05-26 RVT Model from FEH\2023.05.26 - 2023\406 Edgerton Study Rooms - R23C - Arch.rvt 5/26/2023 11:52:02 AM

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