



**To: All Vendors Bidding on The College of New Jersey
Townhouses South Flooring Replacement Project**

From: The College of New Jersey

Date: March 25, 2019

ADDENDUM NO. 1

ISSUE DATE: March 25, 2019

REFERENCE: The College of New Jersey
Townhouses South Flooring Replacement Project
Bid No. AB190021

Date of Original Bidding Documents: March 10, 2019

INTENT: This Addendum forms a part of the Contract Documents and modifies the original Bidding Documents and Prior Addenda if any, as identified above. Acknowledge receipt of this Addendum in the space provided on the Bid Form. Failure to do so may subject Bidder to disqualification.

CONTRACTOR QUESTIONS:

Question 1. There is VCT at the entry of the units and building #1. Is the new flooring going to cover the VCT?

Answer: All VCT flooring at the entry of the 24 residential units shall be removed and disposed of by the awarded contractor and replaced with new flooring.

Question 2. In unit #1 several areas of VCT are in poor condition, will these areas be included in our scope? If so, please clarify the areas or quantify the areas to be included.

Answer: All VCT flooring in Building 1 shall remain.

Question 3. Since the specified product requires a gap at the perimeter of the rooms, will quarter round be required in each room? Assuming it is, who will be responsible for painting it?

Answer: The gap at the perimeter of the rooms shall be caulked by the flooring contractor with a gray caulk to match new flooring.

Question 4. The existing stairs have a resilient finish in most cases. How does the top riser get finished off where the new flooring meets the stairs?

Answer: Install a rubber transition strip at the top riser at each floor. Use Johnsonite, vinyl transition strip. Color- TA 6 Bedrock CG or equal.

Question 5. In unit 1, the stairs have carpet. What flooring is to be installed at the stairs in this building?

Answer: Building 1 carpet on the stairs to the apartment shall remain.

Question 6. Is a floor plan of building #1 available?

Answer: There is no floor plan of Building 1.

Question 7. The carpet appears to run under the unit ventilators in each room. Should the carpet be cut out around the UV or will the UV have to be removed and reinstalled? If the UV is to remain, how should the new flooring be finished up against the UV?

Answer: Carpet to be cut out around unit ventilator. New flooring to be finished up against the unit ventilator. Caulk gap between unit ventilator and new flooring.

Question 8. Under the alternate for Furniture Removal, we observed the following items as being typical for each town house. Please confirm.

- One single bed with drawer base / 10 bedrooms per unit
- Two tall dressers / 10 bedrooms per unit
- One student desk / 10 bedrooms per unit
- One Kitchen table & 4 chairs / 3 per unit
- One couch / 3 per unit

Answer: These are the totals of furniture to be removed and disposed of as part of the bid alternate.

<u>Bedrooms</u>	<u>Lounges</u>
240 Beds	24 Sofas
240 Tall Wardrobes	24 Love Seats
240 Dressers	24 Dining Tables
240 Chairs	24 Coffee Tables
240 Desks	48 End Tables
	96 Chairs

Question 9. Please confirm what furniture is being removed from unit #1.

Answer: Furniture in Building 1 apartment and offices are to remain. The awarded contractor shall relocate furniture within building to perform flooring replacement. Furniture to be set back in place upon completion of flooring.

Question 10. Please confirm that the contractors will have unlimited access to all 24 units starting on 6/12 thru 8/12.

Answer: Contractors will have unlimited access to buildings between June 12 and August 12, 2019.

Question 11. Please confirm that the contractors can park along the drive between the south townhouses.

Answer: Contractors can park along driveway between the townhouses. Vehicles and dumpsters shall be parked on one side of driveway to allow for fire truck access through complex.

Question 12. Please confirm that the contractors are not responsible for any pest or mold remediation as part of the scope of work.

Answer: Contractors not responsible for pest or mold remediation.

Question 13. Please confirm that the contractors are not responsible for undercutting doors.

Answer: Contractors are not responsible for undercutting doors.

Question 14. Will there be shoe molding / quarter round? If so, will it be supplied as primed or painted finish?

Answer: See response to question 3.

Question 15. Regarding entry vestibule and office VCT tile in Building 1- seems to be in bad condition. Will this be replaced or no?

Answer: See response to questions 1 and 2.

Question 16. Refrigerators: Will they be moved or stay and shifted?

Answer: Refrigerators and microwaves will be relocated by TCNJ within the units out of the contractor's scope of work area.

Question 17. Building 1- Do you want stair treads going up to apartment? If so, what profile?

Answer: See response to question 5.

Question 18. Doors:

A. Some look like they will need cutting.

Who will be doing the cutting?

B. If kick plates need to be replaced, who will be replacing?

Answer: A. See response to question 13.

B. Kick plates to remain on all doors.

Question 19. What type of transition profiles would you like to use for doors that have marble saddles, VCT transit doorways, and at top of staircases?

Answer: See response to question 4.

Question 20. Is the specified plastic under the plank flooring supposed to be a vapor barrier for moisture from underneath the subfloor?

Answer: Yes.

Question 21. Does the plastic have to be secured at the perimeter of each room? Or left loose to allow for venting.

Answer: Left loose.

Question 22. Does the plank flooring get installed on the steps?

Answer: No.



Question 23. Does the plank flooring get installed on the intermediate stair landings?

Answer: No.

Question 24. What is the specified sound insulating underlayment to mitigate the hollow spots?

Answer: None.

Question 25. Is the existing wood base going to remain or be replaced? If replaced; then will it be new wood base or new vinyl base?

Answer: Existing wood base is to remain.

Question 26. In the areas of existing VCT with existing vinyl base, will new vinyl base be used in these areas with the new planks?

Answer: VCT to remain in Building #1.

Question 27. Are the VCT areas in the kitchen going to be replaced with the new plank flooring?

Answer: No

Question 28. Does the VCT in the kitchen have to be removed prior to the installation of the planking flooring?

Answer: VCT in kitchen to remain.

Question 29. Does the plank flooring get installed on the steps?

Answer: No.

Question 30. Does the plank flooring get installed on the intermediate stair landings?

Answer: No.

Clarification:

- **Background checks are not required as part of this bid.**
- **Awarded bidder to provide dumpsters for carpeting and VCT removal and disposal.**
- **If bid alternate is accepted, awarded bidder to provide dumpsters for furniture removal and disposal.**

Attachments: Pre-bid sign-in sheet

Revised Milestone Schedule

(Division 1) Front End Specifications

End of Addendum 1



Townhouse South Student Residence Complex Floor Replacement

Milestone Schedule Revised 3/26/19

Advertised for bidding	March 10, 2019
Pre-Bid Meeting (10:00 am, ASB bldg.)	March 19, 2019
Cut-off for questions	March 22, 2019
Addendum Issued	March 26, 2019
Bids Received (2:00 pm)	April 2, 2019
Notice of Intent to Award issued by	April 5, 2019
End of Protest Period	April 12, 2019
Notice to proceed issued	April 19, 2019
Pre-Construction Work, Submittals delivered by, etc.	May 1, 2019
Submittals approved by:	May 7, 2019
Construction of new flooring scope in field Starts	June 12, 2019
Furniture removal:	June 10 – June 12, 2019
Flooring scope Substantial Completion	August 12, 2019
New furniture installations (TCNJ)	August 12-16, 2019
Project Closed out with flooring contractor by:	September 12, 2019

**SECTION 01010
SUMMARY OF WORK**

PART 1- GENERAL

1.01 RELATED DOCUMENTS

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

1.02 WORK COVERED BY CONTRACT DOCUMENTS

- A. The Project consists of all work noted on the drawings and in these specifications for the 2011 ADA Project
 - 1. Project Location: The College of New Jersey, Ewing New Jersey
 - 2. Owner: The College of New Jersey, State of New Jersey

1.03 CONTRACTS

- A. The project contract is between The College of New Jersey and the single prime contractor performing the work specified.
- B. Definition of Extent of Contract Work: The contract documents, specifications, project drawings, manufacturer's installation handbooks, TCNJ form of agreement, and the contractors response to the RFP represent the extent of the construction contract.

1.04 CONTRACTORS USE OF PREMISES

- A. General: During the construction period the Contractor shall have full use of the premises for construction operations, including use of the site. The contractor's use of the premises is limited only by the Owner's right to perform work, retain other contractors on portions of associated projects, or to access the building for the occupants.
 - 1. Contractor is to coordinate their work with the activities for each work location.
- B. Use of the Site: Limit use of the premises to areas required for equipment and material storage and access to the roof area. Confine operations to areas within contract limits indicated. Do not disturb portions of the site beyond the areas immediately adjacent to the building where the work is being performed.
 - 1. Owner Occupancy: Allow for Owner occupancy and use by the public.
 - 2. Driveways and Entrances: Keep driveways and entrances serving the premises clear and available to the Owner, the Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials unless previously approved by the owner. Schedule deliveries to minimize space and time requirements or storage of materials and equipment on -site.
 - 3. Burial of Waste Materials: Disposal of organic and hazardous materials on-site either by burial or burning, will not be permitted.
 - 3. Parking is allowed with in the construction fence only. If more parking is needed, there is additional parking provided at the colleges Carlton Avenue parking lot. The contractor is responsible to shuttle workers back and forth as needed.

- C. Use of the Existing Building: Maintain any existing building in a weathertight condition throughout the construction period. Repair damage caused by construction operations. Take all precautions necessary to protect the building, its contents, components, and systems and its occupants during the construction period.

PART 2 - PRODUCTS (Not Applicable)

PART 3- EXECUTION (Not Applicable)

END OF SECTION 01010

1 **SECTION 01025 – MEASUREMENT AND PAYMENT**

2
3 PART 1 - GENERAL

4
5 1.01 SCHEDULE OF VALUES

6
7 A. Each Contractor shall prepare a schedule of values in coordination with the preparation of progress schedule. Correlate line items with other administrative schedules and forms required for the work, including progress schedule, payment request form, listing of subcontractors, schedule of allowances if any, schedule of alternates if any, listing of products and principal suppliers and fabricators, and schedule of submittals. Break down principal subcontract amounts into multiple line items for each entity of work. Round off to nearest whole dollar, but with total equal to Contract Sum. Submit 4 copies of schedule of values to the Owner and Architect for review and approval.

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15 • **Upon Owner/Architect approval, Owner will return the Schedule of Values to the Contractor for the Contractor to submit to the bonding company for their acceptance. Payments will not be made to the Contractor until the bonding company has provided a written acceptance to the Owner.**

16
17
18 B. The schedule of values shall be tabulated into subcontracts and trades with the Quantity, Labor, Material, and Total Cost indicated. The Schedule of Values shall include such items as bonds, insurance, allowances and alternates, punchlist/close out documents and shall enclose copies of invoices and/or cancelled checks from bonding and insurance agents.

19
20
21
22
23 C. Schedule of values shall be submitted on AIA Form G703 or similar form approved by the Architect and Owner.

24
25
26
27 D. Each Contractor's monthly application for payment shall be in the same schedule form, reflecting the same items from above. Unit costs shall be realistic for their part of the Work.

28
29
30 1.02 CHANGES IN THE WORK

31
32 A. When a change in the Work includes a category or categories of Work both added to and deducted from the Contract, the total quantities of added Work and of deleted Work shall be determined separately for each category and the appropriate unit price or net cost of the Work shall be applied to the difference between the two total quantities.

33
34
35
36 B. Unit prices shall be inclusive of all costs and shall be applied to units of measure as defined in the Specifications for each category of Work.

37
38
39 C. For all extra Work performed by the Contractor, the gross cost to the Owner shall include the net cost of the Work to the Contractor plus an allowance for overhead and profit not to exceed 15% of the net cost.

40
41
42
43 D. For all extra Work performed by a Subcontractor, the gross cost to the Owner shall include the net cost of the Work to the Subcontractor plus an allowance for overhead and profit not to exceed 15% of the net cost, plus the Prime Contractor's overhead and profit not to exceed 5% of the Subcontractor's cost.

44
45
46 E. Net cost of extra Work shall be the actual or pro-rated cost of:

- 47
48 1. Labor, including foreman, at the prevailing rate of wages, contributions and taxes.
 - 49
50 2. Materials entering permanently into the Work, including delivery to the site.
 - 51
52 3. The ownership or rental cost of construction equipment and expendable tools, pro-rated for the time necessary for the Work.
- 53
54
55

1 4. Power and consumable supplies for the operation of power equipment, pro-rated for the time necessary
2 for the Work.

3
4 5. Insurance and Bonds.

5
6 F. Gross costs shall be net costs plus the mark up allowances described above, such mark up allowances being
7 inclusive, of all cost of superintendence, supervision, engineering, overhead, profit, administrative and site
8 office expenses and all other general expenses.

9
10 1.03 APPLICATIONS FOR PAYMENT

11
12 A. Except as otherwise indicated, sequence of progress payments for the Contractor shall be regular, and each
13 shall be consistent with previous applications and payments. It is recognized that certain applications involve
14 extra requirements, including initial applications, applications at times of substantial completion, and final
15 payment applications.

16
17 B. Payment Application Forms: Use AIA Document G702 and G703 Continuation Sheets; available from
18 Publications Distribution Div., The American Institute of Architects, 1735 New York Ave., N.W.,
19 Washington, D.C. 20006 (also available at most local AIA chapter offices).

20
21 C. Except as otherwise indicated, complete every entry provided on the form, including notarization and execu-
22 tion by authorized persons. Incomplete applications will be returned by Architect and Owner without action.
23 Entries shall match current data of schedule of values, progress schedules and reports. Listing shall include
24 amounts of fully executed change orders issued prior to first day of the period of construction covered by
25 application. Applications for payment shall include weekly payroll report. Contractor shall furnish to the
26 Owner certified payroll reports for each payroll period with pay request, indicating name craft, social security
27 number and actual hourly rate of wages paid to each workman employed on the project. A certified payroll
28 record is defined as "a payroll record which is attested to by the employer, or corporate officer of such
29 company, or an authorized agent of the employer." A payment request will not be paid until the Owner
30 receives the certified payrolls.

31
32 D. Submit one "pencil" copy of each proposed payment application to the architect and owner, for review, not
33 less than seven days prior to formal submissions of application.

34
35 E. Submit 4 executed copies of each payment application. Transmit with a transmittal form listing attachments,
36 and recording appropriate information related to application.

37
38 F. Breakdown may include a line item for General Conditions. General Conditions shall include the cost of
39 general supervision, trailers, temporary utilities and other general expenses directly related to the project and
40 not considered overhead. The general conditions item shall be billed on monthly progress payments on a
41 percentage of work completed.

42
43 1.04 INITIAL PAYMENT APPLICATION

44
45 A. The principal administrative actions and submittals which shall precede or coincide with submittal of the
46 Contractor's first payment application can be summarized as follows, but not necessarily by way of limitation.

47
48 1. Listing of subcontractors and principal suppliers and fabricators.

49
50 2. Schedule of values.

51
52 3. Schedule of principal products.

53
54 4. Schedule of submittals (preliminary if not final).

- 1 5. Copies of acquired building permits and similar authorizations and licenses from governing authorities
2 for current performance of the work.
- 3
- 4 6. Data needed by Owner to secure related insurance coverages.
- 5
- 6 7. Performance and Payment Bond.
- 7
- 8 8. Insurance Certificates.
- 9

10 1.05 PROGRESS PAYMENTS

11
12 A. Based upon application for payments submitted to the Architect and the Owner, by the Contractor, on or
13 about the 25th day of each month for the period ending the last day of the previous second month, and
14 Certificate of Payment issued by the Architect and the Owner, the Owner will make progress payments on
15 account of the Contract Sum to the Contractor as follows:

- 16
- 17 1. On or after the 20th day of each month, the Contractor shall submit to the Architect and Owner a "pencil
18 copy" indicating the previous payment and the proposed amounts for each line item for the current
19 period. After review and approval or changes, the Contractor shall prepare the final billing for
20 presentation to the Architect and Owner.
- 21
- 22 2. a. Whenever any contract, the total price of which exceeds \$100,000, entered into by a State college, for
23 the construction, reconstruction, alteration or repair of any building, structure, facility or other
24 improvement to real property, requires the withholding of payment of a percentage of the amount of the
25 contract, the contractor may agree to the withholding of payments in the manner prescribed in the
26 contract, or may deposit with the State college registered book bonds, entry municipal bonds, State
27 bonds or other appropriate bonds of the State of New Jersey, or negotiable bearer bonds or notes of any
28 political subdivision of the State, the value of which is equal to the amount necessary to satisfy the
29 amount that otherwise would be withheld pursuant to the terms of the contract. The nature and amount
30 of the bonds or notes to be deposited shall be subject to approval by the State college. For purposes of
31 this section, "value" shall mean par value or current market value, whichever is lower.
- 32

33 If the contractor agrees to the withholding of payments, the amount withheld shall be deposited, with a
34 banking institution or savings and loan association insured by an agency of the Federal government, in an
35 account bearing interest at the rate currently paid by such institutions or associations on time or savings
36 deposits. The amount withheld, or the bonds or notes deposited, and any interest accruing on such bonds
37 or notes, shall be returned to the contractor upon fulfillment of the terms of the contract relating to such
38 withholding. Any interest accruing on cash payments withheld shall be credited to the State college.

39

- 40 b. Any contract, the total price of which exceeds \$100,000, entered into by a State college involving the
41 construction, reconstruction, alteration, repair or maintenance of any building, structure,
42 facility or other improvement to real property, shall provide for partial payments to be made
43 at least once each month as the work progresses, unless the contractor shall agree to deposit
44 bonds with the State college pursuant to section 1.
- 45

- 46 c. 1. With respect to any contract entered into by a State college pursuant to section 2 for which the
47 contractor shall agree to the withholding of payments pursuant to section 1, 2% of the amount
48 due on each partial payment shall be withheld by the State college pending completion of the
49 contract.
- 50

- 51 2. Upon acceptance of the work performed pursuant to the contract for which the contractor has
52 agreed to the withholding of payments pursuant to subsection a. of this section, all amounts
53 being withheld by the State college shall be released and paid in full to the contractor
54 within 45 days of the final acceptance date agreed upon by the contractor and the State
55 college, without further withholding of any amounts for any purpose whatsoever, provided

1 that the contract has been completed as indicated. If the State college requires
2 maintenance security after acceptance of the work performed pursuant to the contract, such
3 security shall be obtained in the form of a maintenance bond. The maintenance bond shall
4 be no longer than two years and shall be no more than 100% of the project costs.
5

6 d. This act shall take effect immediately. This bill supplements the "State College Contracts Law,"
7 P.L.1986, c.43 (C.18A:64-52 et seq.), and applies to any State college contract for over \$100,000 which
8 involves the construction, reconstruction, alteration or repair of any building, structure, facility or other
9 improvement to real property. Under the provisions of this bill, whenever a contract of this type requires
10 the withholding of payment of a percentage of the amount of the contract, the contractor would have the
11 choice of either agreeing to a retainage deduction from each monthly progress payment, or the contractor
12 could choose to deposit bonds in the amount necessary to satisfy the amount that otherwise would be
13 withheld under the contract. If a contractor chooses a retainage deduction from each monthly payment,
14 then the retainage would be limited to 2% of the amount due on each partial payment. Upon acceptance
15 of the work performed pursuant to the contract for which the contractor has agreed to a retainage
16 deduction, all amounts being withheld by the State college must be paid in full to the contractor within 45
17 days of the final acceptance date agreed upon by the contractor and the State college. The bill provides
18 that if the State college requires maintenance security after acceptance of the work performed under the
19 contract, the security must be obtained in the form of a maintenance bond, which is required to be no
20 longer than two years and no more than 100% of the project costs. The provisions of this bill are similar
21 to provisions in the "Local Public Contracts Law," P.L.1971, c.198 (C.40A:11-1 et seq.) and the "Public
22 School Contracts Law," P.L.1977, c.114 (C.18A:18A-1 47 et seq.).
23

- 24 3. Upon substantial completion, the retainage shall, upon the Architect/Owner's approval, remain at 2% of
25 the value of work completed. Final release of retained monies will occur only upon the total completion
26 of all punch list and closeout documentation to the satisfaction of the Architect and Owner.
27
28 4. For each day's delay in the Contractor's submission of an application for payment acceptable to the Ar-
29 chitect and Owner, the Owner may delay one day in making his progress payment.
30
31 5. Owner shall make payments within 30 days of receipt of said monthly pay requisition.
32

33 1.06 APPLICATION AT TIME OF SUBSTANTIAL COMPLETION
34

- 35 A. Following issuance of certificate of substantial completion on each Contractor's work, and also in part as
36 applicable to prior certificates on portions of completed work as designated, a "special" payment application
37 may be prepared and submitted by Contractor. The principal administrative actions and submittals which
38 shall precede or coincide with such special applications can be summarized as follows, but not necessarily by
39 way of limitation:
40
41 1. Occupancy permits and similar approvals or certifications by governing authorities and franchised
42 services, assuring Owner's full access and use of completed work.
43
44 2. Warranties, guarantees, maintenance agreements and similar provisions of Contract Documents.
45
46 3. Test/adjust/balance records, maintenance instructions, meter readings, start up performance reports, and
47 similar change over information germane to Owner's occupancy, use, operation and maintenance of
48 completed work.
49
50 4. Final cleaning of the work.
51
52 5. Application for reduction (if any) of retainage, with consent of surety.
53
54 6. Advice to Owner on coordination of shifting insurance coverages, including proof of extended coverage
55 as required.

1
2 7. Listing of Contractor's incomplete work, recognized as exceptions to certificate of substantial comple-
3 tion.
4

5 1.07 FINAL PAYMENT APPLICATION
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7 A. The administrative actions and submittals which shall precede or coincide with submittal of the Contractor's
8 final payment application can be summarized as follows, but not necessarily by way of limitation.
9

- 10 1. Completion of project closeout requirements.
11
12 2. Completion of items specified for completion beyond time of substantial completion, regardless of
13 whether special payment application was previously made.
14
15 3. Assurance, satisfactory to Owner and Owner, that unsettled claims will be settled and that work not
16 actually completed and accepted will be completed without undue delay.
17
18 4. Transmittal of required project construction records to Owner via the Owner.
19
20 5. Proof, satisfactory to Owner and Owner, that taxes, fees and similar obligations of Contractor have been
21 paid.
22
23 6. Removal of temporary facilities, services, surplus materials, rubbish and similar elements.
24
25 7. Notarized consent of surety for final payment.
26

27 1.08 WAIVER OF LIENS
28

29 A. Each Contractor, for himself, and for all Subcontractors and material men, agrees that no mechanic's lien or
30 other claim shall be filed or maintained by the Contractor or by any Subcontractor, materialmen, laborer or
31 any other person whatsoever for, or on account of any work performed or materials furnished under this
32 Contract. This agreement shall be an independent contract, and the Contractor shall execute and deliver a
33 separate Waiver of Liens in form and substance satisfactory to the Architect and Owner contemporaneously
34 with the execution of the Owner-Contractor Agreement and before any work is begun at the site.
35

36 B. In every subcontract entered into by each Contractor after execution of this Contract or in connection
37 herewith, the Contractor shall incorporate a provision, similar to the foregoing paragraph, to the effect that
38 neither the Subcontractor nor any party acting through or under him shall file or maintain any mechanic's lien
39 or other claim against the Architect or Owner in connection with the Work.
40

41 **END OF SECTION 01025**

1 **SECTION 01100 - PROJECT PROCEDURES**

2
3 PART 1 - GENERAL

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5 1.01 SPECIAL REQUIREMENTS

- 6
7 A. Schedule: Contractor shall provide a master schedule showing sequencing of work utilizing the CPM
8 method. The Contractor shall supply a schedule with all subcontractor activities, relationships, and durations,
9 utilizing the CPM method via SureTrak/Primavera, Version 3.0, or a Microsoft scheduling software to the
10 Owner on a working version CDrom and coordinate their schedule with the Owner.
11 • The Contractor is required to update at the end of each month the CPM Schedule based on the
12 percentage completed for each activity on the approved schedule (in concert with the submission of the
13 percentage completed in the monthly proposed schedule of values).
14 • **The contractor in their bid includes a cost of \$500.00 per month for this schedule submission, for**
15 **the duration of construction (per the milestone schedule in the bidding documents). This only**
16 **applies to projects in excess of 2 million dollars in base price price. The contractors schedule of**
17 **values shall include this cost, and can only be billed for upon TCNJ's successful receipt of said**
18 **schedule. Should any schedule not be received at the end of any month during construction, TCNJ**
19 **will issue a deduct change order in the amount of \$500.00 to the contractor.**
20
21 B. Each Contractor shall take all necessary precautions to ensure the safety of all structural elements during all
22 phases of all work. No materials, cranes, trucks or any other construction loads shall be placed on any part of
23 the structure until the Contractor has determined the adequacy of that structure to carry the intended load
24 without damage or overstress.
25
26 C. Entrance into, or other use of the building will not be permitted except as may be necessary for the execution
27 of the Work, and shall be subject to the restrictions and instructions of the Owner.
28 **NOTE: any personnel working in any residence hall, including delivery personnel are to have a State**
29 **Police Background check completed before entering any residence hall. Contractor is to provide**
30 **the background check for all personnel at the kick off meeting, and/or prior to start of their**
31 **work. Should a person not have a background check but is on site for a short period of time, said**
32 **person shall be escorted by a TCNJ project manager/superintendent and /or a designated person**
33 **that has provided the appropriate back ground check information. All back ground checks will**
34 **be forwarded to TCNJ police for review and filing.**
35 **NOTE: any personnel working in a residence hall must where a badge with the name of the**
36 **vendor/contractor they work for and their personal name. This badge must be worn at all times.**
37
38 D. Routes of ingress and egress to areas where work is being performed shall be subject to the restrictions and
39 instructions of the Owner.
40
41 E. Materials shall be moved through the Building using rubber tired vehicles which shall be properly controlled
42 at all times to avoid damage to existing wall, floor or ceiling surfaces.
43
44 F. Water damage cannot be tolerated and it is incumbent upon Contractors to take any steps necessary to keep
45 the existing premises dry at all times.
46
47 G. Any damage to the new building from heavy equipment, striking the Building or any other damage to any part
48 of the premises shall be repaired at the expense of the Contractors.
49
50 H. All welding and cutting shall be performed by qualified and certified welders. Certificates shall be on file
51 with the Contractor prior to commencement of any welding.
52
53 I. No work shall start before 8:30am.unless agreed to in advance with the College.
54
55 J. **All projects that require access to dormitories and apartments by contractor personnel require that**

1 **each person have a state police background check completed and the contractor is to provide a list of**
2 **all potential personnel to work at the site, and provide a copy of the back ground checks to the TCNJ**
3 **project manager prior to start of the work on the project. Should a person not have a back ground**
4 **check as required herewith (such as a delivery person), this unchecked person must be accompanied by**
5 **a representative of the contractor who has been checked.**
6

7 PART 2 - PRODUCTS

8 NOT APPLICABLE
9

10
11 PART 3 - EXECUTION

12
13 3.01 GENERAL

- 14
15 A. Contractors shall perform the work on or about the premises in a careful manner with full consideration to fire
16 protection as required by the National Fire Protection Association Standards, National Board of Fire
17 Underwriters and State and Local Departments having jurisdiction. Fire resistant materials shall be used for
18 temporary enclosures.
19
20 B. Chemical extinguishers approved by the Owner shall be provided by the General Contractor during the
21 progress of the work where and as required by the Owner, the Local Fire Marshal and the National Board of
22 Fire Underwriters.
23
24 C. The Contractor shall maintain an active program of fire prevention to keep workmen fire conscious during the
25 entire life of the Contract. Designate one member of the organization to execute and coordinate fire control
26 measures of his own organization and that of all subcontractors under his jurisdiction.
27
28 D. All sub-contractors shall cooperate with the Contractor in carrying out the above program.
29
30 E. Storage of flammable materials will not be permitted in the Building unless written permission is obtained
31 from the Owner. Storage of all such materials shall be the Contractors' responsibility.
32
33 F. On-site open burning of rubbish, garbage, trade waste, leaves or plant life is prohibited.
34
35 G. Safety Program: The Contractor shall institute a safety program in accordance with OSHA and any local,
36 state, or federal guidelines. The contractor shall name a safety officer to monitor this program and shall
37 submit a safety report at job meetings.
38
39 H. Stockpiling: Stockpiling of materials on site will be allowed (but limited due to the limited space on this site).
40 Such materials shall not impair or impede the functioning of the facility. Materials stored on site shall be
41 secured to prevent loss from theft, damage, vandalism or fire. By stockpiling materials on site, the contractor
42 assumes full responsibility for said materials, and shall protect them to the fullest extent possible. Specific
43 locations for stockpiling materials shall be coordinated with the Architect, and Owner.
44
45 I. Safety Barriers: The Contractor shall erect safety barriers to deter and prohibit unauthorized access to the
46 construction site; such barriers may take the form of fences and shall be clearly marked with signage
47 prohibiting unauthorized access. The Contractor shall be responsible for safety barriers within the building.
48 The contractor shall be liable for damages to persons or property due to the construction process if adequate
49 safety measures are not undertaken. The Owner and Architect shall review safety precautions for their
50 adequacy but shall not be held liable for Contractors failure to maintain or provide adequate protection.
51
52 J. Sequencing: The Contractor will work with the Sub-Contractors to sequence the work during the submission
53 of monthly project schedules. Contractors shall endeavor to coordinate their work efforts with the Owner's
54 requirements. Interruptions of utility services shall be coordinated with the Architect, and Owner, but in no
55 instance shall last longer than 2 hours.

- 1
2 K. Limited staging and on site parking will be provided by General Contractor. The Contractor will coordinate
3 parking areas with all the subcontractors and TCNJ.
4
5 1. Parking will be available at Carlton Avenue. Contractor will provide shuttle service to and from the
6 site.
7
8 2. Contractor will be permitted to have vehicles on site with in the construction fencing only. Contractor
9 is to provide stone in all parking areas on site to prevent the buildup of ruts and mud, thus minimizing the
10 amount of mud leaving the site and being left behind on TCNJ roads.
11
12 L. Site Utilities: Electric power and water are available on site. Toilet facilities will be made available by the
13 Contractor. These facilities shall remain clean by the Contractors throughout the course of the project. The
14 Contractors shall repair and/or replace any damaged fixtures, partitions, etc. The Electrical Sub-Contractor
15 shall tie in a temporary power panel (or panels as required) for all trades to use during construction.
16 Interruption of building services shall not occur without prior consent and coordination by the Owner and
17 Owner.
18
19 1. Provide portable toilets for all construction personnel.
20
21 M. Construction Lighting: The Electrical Sub-Contractor shall run sufficient strings and fixtures to maintain a 50
22 foot-candle/sq.ft.intensity of light throughout the project areas.
23
24 N. Dumpster Location and Cleanup: The Architect and Owner shall coordinate the dumpster location with the
25 Contractors. The Contractor shall be responsible for obtaining, maintaining, and disposing of dumpsters, and
26 shall maintain clean work areas throughout the course of the project.
27 • Contractor is to provide adequate manpower during the entire course of the project to maintain the site
28 in a clean, neat and professional manner. At a minimum the contractor is to clean the entire site
29 twice per week (on different days) by picking up all debris in and around the site. Sweeping the
30 entire building daily is required once the floor slabs are in place. Contractor is to place garbage cans
31 on each floor minimum 3 per floor in designated locations to assist in keeping the site clean. The
32 owner will not tolerate a building project that is not maintained in a professional manner at all times.
33
34
35

36 3.02 PROGRESS MEETINGS

- 37
38 A. Progress Meetings shall be held bi-weekly at the job site at a regular time and day mutually agreed upon. The
39 frequency may be changed by the Architect or Owner to reflect current conditions. The Contractors, those of
40 his/their subcontractors concerned with current progress or with scheduling of future progress, the Architect,
41 the Owner, and the Owner shall each be represented at these job meetings by persons familiar with the details
42 of the work and authorized to conclude matters relative to work progress, establishment of progress
43 schedules, etc., as may be necessary to expedite completion of the work.
44
45 B. The Contractors and his/their subcontractors attending these meetings shall present complete and definite
46 reports as to the status of their respective work, conditions of product and equipment manufacturer, labor
47 availability, productivity and cooperation, shipping data, time of completion, sequence of the work, safety
48 program, and any other information bearing upon the execution of the Contract or subcontract. For the
49 Owner's convenience the Owner will chair the meetings.
50

51 3.03 MONTHLY REPORTS

- 52 A. The Contractor is to provide TCNJ a brief monthly status report on the last working day of each month dividing
53 the status of the project into the following categories (report must be complete in all respects, piece meal
54 submissions will not be accepted):
55 a. Project overview

- 1 b. Financial status
- 2 c. Updated project schedule
- 3 d. Change order request log
- 4 e. Submittal log
- 5 f. RFI log
- 6 g. Owner/Architect issues that need immediate resolution
- 7 h. Order/delivery issues

8
9
10 **B. The Contractor is to provide TCNJ with this monthly report, and include in their bid a cost of \$500.00**
11 **per month for all projects in excess of 2 million dollars base bid price for the duration of the construction**
12 **period as noted in the bidding milestone schedule. This total cost will be listed in the contractor's**
13 **schedule of values and can be billed for on a monthly basis only if said report is received in whole as**
14 **noted above. Should TCNJ not receive said complete report a deduct change order will be issued to the**
15 **contractor for \$500.00 for that month.**

16
17
18 **END OF SECTION 01100**

1 **SECTION 01300 – SUBMITTALS AND SUBSTITUTIONS**

2
3 PART 1 – GENERAL

4
5 1.1 PROGRESS SCHEDULE / COORDINATION DRAWINGS

- 6
7 A. The Contractor's schedule, shall coordinate with all trades to produce a coordinated CPM via
8 Suretrak/Primavera version 3.0 or a Microsoft scheduling program schedule indicating the start and
9 completion dates for each portion of the work as defined by the schedule of values, with the total time as
10 defined by the contract time and milestone dates as set forth in these specifications. The Contractor's CPM
11 schedule shall be submitted in electronic format (Suretrak 3.0 or a Microsoft Scheduling program) to and
12 reviewed by the Owner and Architect prior to first application for payment. Any revisions or additional
13 information requested by the Owner or Architect shall be provided. (No payment shall be made to any
14 Contractor not providing a schedule that reflects their entire work).
- 15 • Also refer to Section 01100-1 – Project Procedures.
- 16
17 B. The Contractor shall revise the progress schedule on a monthly basis as the work progresses reflecting therein
18 any delays, including those not within the Contractor's control, or accelerations in the progress of the work.
19 The progress schedule, as revised for any weekly period, shall be discussed at the bi-weekly job meetings
20 with the, Owner, the Architect, and the Contractor and the major trades in order to insure that the percentage
21 of actual completion of any portion of the work as called for in the progress schedule for that bi-weekly
22 period is attained. Monthly updates to the progress schedule shall be made prior to application for payment.
23
24 C. Should any delay occur in the progress of the work or any portion thereof, the Contractor shall be required to
25 implement all necessary measures to accelerate the construction, to meet the percentages of completion
26 dictated by the progress schedule on the applicable dates, without additional cost to the Owner.

27
28 1.2 SHOP DRAWINGS, PRODUCT DATA AND SAMPLES

- 29
30 A. Shop drawings, product data and samples will not be processed by the Owner and/or Architect until the list of
31 subcontractors, material suppliers and fabricators is submitted as required under Paragraph 3.12 of the General
32 Conditions.
- 33 • The successful Contractor shall submit their list of proposed substitutions within 20 calendar days
34 of the Contract Award.
 - 35 • The Architect shall be compensated on an hourly basis for review of all shop drawings or samples
36 that do not meet the requirements of the contract documents after two submissions. The
37 compensation shall be deducted from the contractor's contract via a deduct change order, or other
38 means that both parties agree to.
- 39
40 B. Coordinate preparation and processing of submittals with performance of the work so that work will not be
41 delayed by submittals. Allow two weeks for review/approval by the Architect for the approval process.
42 Allow additional time if processing must be delayed to permit coordination with subsequent submittals with
43 others.
- 44
45 C. Provide permanent marking on each submittal to identify Project, date, Contractor, subcontractor, submittal
46 name, Specification section, drawing reference, and similar information to distinguish it from other
47 submittals. Show Contractor's executed review and approval marking and provide space (5" x 7") for
48 Architect's Action marking and space for Owner's review marking. Package each submittal appropriately for
49 transmittal and handling. Submittals received, which are lacking the above information, will be returned
50 without action. Submittals, which are received from sources other than through Contractor's office, will be
51 returned without action.
- 52
53 D. Each submission shall be complete, with all options clearly marked and with all components required for the
54 assembly fully described and detailed. Submissions missing important information will be returned

- 1 unchecked.
2
- 3 E. Transmittal Form: Submittals shall be accompanied by a transmittal form. Provide Contractor's certification
4 on form, ready for execution, stating that information submitted complies with requirements of contract
5 documents.
6 • Transmit all submittals and shop drawings to the Architect or Engineer with a copy of the transmittal to
7 the Owner.
8
- 9 F. Except as otherwise indicated in individual work sections, comply with requirements specified herein for each
10 indicated category of submittal. Provide and process intermediate submittals, where required between initial
11 and final, similar to initial submittals.
12
- 13 G. Maintain returned final set of samples at project site, in suitable condition and available for quality control
14 comparisons by Architect, and by Owner.
15
- 16 H. Do not proceed with installation of materials, products or systems until final copy of applicable shop
17 drawings, product data and samples are in possession of Installer.
18
- 19 I. Provide newly prepared shop drawings, on reproducible sheets, with graphic information at accurate scale,
20 with company name of preparer indicated. Show dimensions and note which are based on field measurement.
21 Identify materials and products in the work shown. Indicate compliance with standards, and special
22 coordination requirements. Do not allow shop drawing copies without appropriate final Action markings by
23 Architect to be used in connection with the work.
24
- 25 1. Initial and Intermediate Submittals: One correctable translucent reproducible print and 5 blue line or
26 black line prints; reproducible will be returned.
27 2. Final Submittal: 6 prints, plus 3 additional prints where required for maintenance manuals; 4 will be
28 retained and remainder will be returned, one of which shall be marked up and maintained by
29 Contractor as "Record Document".
30 3. Electronic submittals are acceptable in AutoCad format only. Contractor shall be responsible for
31 printing and distribution of multiple copies as required.
32
- 33 J. Collect required product data into one submittal for each unit of work or system; and mark each copy to show
34 which choices and options are applicable to the project. Include manufacturer's standard printed
35 recommendations for application and use, compliance with standards, application of labels and seals, notation
36 of field measurements that have been checked, and special coordination requirements. Maintain one set of
37 product data for each submittal at project site, available for reference by Architect and others.
38
- 39 K. Submittals will be accepted from the Contractor only. Submittals received from other entities will be returned
40 without review or action.
41 1. Submittals received without a transmittal form will be returned without review or action.
42 2. Transmittal form: Use a form matching the sample form attached to this section. Include the
43 following:
44 a. List of deviations.
45 b. The Contractor's certification signature.
46 3. Fill out a separate transmittal form for each submittal; also include the following:
47 a. Other relevant information.
48 b. Request for additional information.
49
- 50 L. Do not submit product data, or allow its use on the project, until compliance with requirements of Contract
51 Documents has been confirmed by Contractor. Submittal is for information and record unless otherwise
52 indicated. Initial submittal is final submittal unless returned promptly by Architect marked with an Action that
53 indicates and observed noncompliance. Submit 6 copies, plus 3 additional copies, which will be returned,
54 where required for maintenance manuals.
55 1. Electronic submittals are acceptable in 8 ½" x 11" format only.

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- M. Provide three (3) samples identical with final condition of proposed materials or products for the work. Include range samples, not less than 3 units, where unavoidable variations between units of each set. Provide full set of optional samples where Architect's selection is required. Prepare samples to match Architect's sample where so indicated. Include information with sample to show generic description, source or products name and manufacturer, limitations, and compliance with standards. Samples are submitted for review and confirmation of color, pattern, texture and kind by Architect. Architect will not test samples, except as otherwise indicated, for compliance with other requirements, which are therefore the exclusive responsibility of the Contractor.

- N. Upon receipt of a signed copy of the Architects' Waiver form, electronic copies of CAD drawings of the Contract Documents will be provided by the Architect for Contractor's use in preparing submittals. Copy of Waiver form is attached.

- O. Product Selection Procedures: Procedures for product selection include the following:
 - 1. Product: Where Specification paragraphs or subparagraphs titled "Product" name a single product and manufacturer, provide the named product or an equivalent.
 - 2. Manufacturer/Source: Where Specification paragraphs or subparagraphs titled "Manufacturer" or "Source" name single manufacturers or sources, provide a product of the manufacturer or source that complies with requirements, or an equivalent.
 - 3. Products: Where Specification paragraphs or subparagraphs titled "Products" introduce a list of names of both products and manufacturers, provide one of the products listed that complies with requirements, or an equivalent. Comply with provisions of "Product Options and Substitutions," Section 1.4 of Division 1300 of these specifications when submitting an equivalent product.
 - 4. Manufacturers: Where specification paragraphs or subparagraphs titled "Manufacturers" introduce a list of manufacturers' names, provide a product by one of the manufacturers listed, or an equivalent, that complies with requirements. Comply with provisions of "Product Options and Substitutions," Section 1.4 of Division 1300 of these specifications when submitting an equivalent product.
 - 5. Product Options: Where Specification paragraphs or subparagraphs refer to "Product Options and Substitutions," indicate that size, profiles, and dimensional requirements on Drawings are based on a specific product or system; provide the specific product or system or an equivalent product or system by another manufacturer. Comply with provisions of "Product Options and Substitutions," Section 1.4 of Division 1300 of these specifications when submitting an equivalent product.
 - 6. Basis of Design Products: Where Specification paragraphs or subparagraphs titled "Basis-of-Design Products" introduce or refer to a list of manufacturers' names, provide either the specified product or an equivalent. Drawings and Specifications indicate sizes, profiles, dimensions and other characteristics that are based on the product names. Comply with the provisions of "Product Options and Substitutions," Section 1.4 of Division 1300 of these specifications when submitting an equivalent product.

1.3 MISCELLANEOUS SUBMITTALS

- A. Miscellaneous submittals related directly to the work include warranties, maintenance agreements, workmanship bonds, survey data and reports, physical work records, quality testing and certifying reports, copies of industry standards, record drawings, field measurement data, operating and maintenance materials, overrun stock, and similar information, devices and materials applicable to the work and not processed as

1 shop drawings, product data or samples.
2

3 B. Refer to sections for specific general requirements on warranties, product/workmanship bonds, and
4 maintenance agreements. In addition to copies desired for Contractor's use, furnish 2 executed copies, except
5 furnish 3 additional copies where required for maintenance manuals.
6

7 C. For the Owner's records, submit copies of permits, licenses, certifications, inspection reports, releases,
8 jurisdictional settlements, notices, receipts for fee payments, judgments, and similar documents,
9 correspondence and records established in conjunction with compliance with standards and regulations
10 bearing upon performance of the work.
11

12 1.4 PRODUCT OPTIONS AND SUBSTITUTIONS

13 A. DEFINITIONS

14
15
16 1. Products: Items purchased for incorporating into the Work, whether purchased for Project or taken
17 from previously purchased stock. The term "product" includes the terms "material," "equipment,"
18 "system," and terms of similar intent.
19

20 a. Named Products: Items identified by manufacturer's product name, including make or model
21 number or other designation, shown or listed in manufacturer's published product literature, that
22 is current as of date of the Contract Documents.

23 b. New Products: Items that have not previously been incorporated into another project or
24 facility, except that products consisting of recycled-content materials are allowed, unless
25 explicitly stated otherwise. Products salvaged or recycled from other projects are not
26 considered new products.

27 c. Equivalent Product: Product that is demonstrated and approved through submittal process, or
28 where indicated as a product substitution, to have the indicated qualities related to type,
29 function, dimension, in-service performance, physical properties, appearance, and other
30 characteristics that equal or exceed those of specified product.
31

32 2. Substitutions: Changes in products, materials, equipment, and methods of construction from those
33 required by the Contract Documents and proposed by Contractor.

34 3. Basis-of-Design Product Specification: Where a specific manufacturer's product is named and
35 accompanied by the words "basis of design," including make or model number or other designation, to
36 establish the significant qualities related to type, function, dimension, in-service performance, physical
37 properties, appearance, and other characteristics for purposes of evaluating comparable products of
38 other named manufacturers.

39 4. Manufacturer's Warranty: Preprinted written warranty published by individual manufacturer for a
40 particular product and specifically endorsed by manufacturer to Owner.

41 5. Special Warranty: Written warranty required by or incorporated into the Contract Documents, either
42 to extend time limit provided by manufacturer's warranty or to provide more rights for Owner.
43

44 B. General Requirements:

45
46 1. The requirements for substitutions do not apply to specified Contractor options on products and
47 construction methods. Revisions to Contract Documents, where requested by Owner or Architect are
48 changes, not substitutions. Contractor's determination of and compliance with governing regulations
49 and orders issued by governing authorities do not constitute substitutions and do not constitute a basis
50 for change orders. Otherwise, Contractor's requests for changes in products, materials, and methods of
51 construction required by Contract Documents are considered requests for substitutions, and are subject
52 to requirements hereto.

53 2. To the greatest extent possible, provide products, materials and equipment of a singular generic kind
54 and from a single source.

55 3. Where more than one choice is available as options for Contractor's selection of a product or material,

- 1 select an option that is compatible with other products and materials already selected. Total
2 compatibility among options is not assured by limitations within Contract Documents, but shall be
3 provided by Contractor. Compatibility is a basic general requirement of product/material selections.
4 4. Any and all contractor substitutions that require additional work by other trades not specifically called
5 for in the documents shall be paid for by the contractor requesting the substitution if any other trade
6 increase is required.
7 5. Requested substitution offers Owner a substantial advantage in cost, time, energy conservation, or
8 other considerations, after deducting additional responsibilities Owner must assume. Owner's
9 additional responsibilities may include compensation to Architect for redesign and evaluation services,
10 increased cost of other construction by Owner, and similar considerations.
11

12 C. Submittals: Submit 6 copies, utilizing Substitution Request Form, CSI Form 13.1.A, fully identified for
13 product or method being requested for substitution, including related specification section and drawing
14 numbers, and fully documented to show compliance with requirements for substitutions. Include product
15 data/drawings, description of methods, samples where applicable, Contractor's details comparison of
16 significant qualities between specified item and proposed substitution, statement of effect on construction
17 time and coordination with other affected work and contractors, cost information or proposal, warranty
18 information, compatibility with other work, approval of all authorities having jurisdiction, and Contractor's
19 statement to the effect that proposed substitution will result in overall work equal to or better than work
20 originally indicated.
21

22 D. Contractor's options for selecting products are limited by Contract Documents requirements, and governing
23 regulations. Required procedures include, but are not necessarily limited to, the following for various
24 indicated methods or specifying:
25

- 26 1. Single product/manufacture name; provide product indicated or equivalent, except advise Architect
27 before proceeding, where known that named product is not a feasible or acceptable selection.
28 2. Two or more product/manufacture names; provide one of the named products or equivalent, at
29 Contractor's option; but excluding products which do not comply with requirements. Advise Architect
30 before proceeding.
31 3. Equivalent; where named products in Specifications text are accompanied by the term "or equivalent",
32 or other language of similar effect, comply with those Contract Documents provisions concerning
33 substitutions for obtaining Architect's approval of equivalent product.
34 4. Named, except as otherwise indicated, is defined to mean manufacturer's name for product, as
35 recorded in published product literature, of latest issue as of date of Contract Documents. Refer
36 requests to use products of a later or earlier model to Architect for acceptance before proceeding.
37 5. Where compliance with an imposed standard, code or regulation is required, selection from among
38 products that comply with requirements including those standards, codes and regulations, is
39 Contractor's option.
40 6. Provide products which comply with specific performances indicated, and which are recommended by
41 manufacturer, in published product literature or by individual certification, for application indicated.
42 Overall performance of a product is implied where product is specified for specific performance.
43 7. Provide products that have been produced in accordance with prescriptive requirements, using
44 specified ingredients and components, and complying with specified requirements for mixing,
45 fabricating, curing, finishing, testing and similar operations in manufacturing process.
46 8. Where matching of an established sample is required, final judgment of whether a product proposed by
47 Contractor matches sample satisfactorily is Architect's judgment. Where no product within specified
48 cost category is available, which matches sample satisfactorily and complies with requirements,
49 comply with Contract Document provisions concerning substitutions for selection of a matching
50 product outside established cost category or not complying with requirements.
51 9. Where specified product requirements include "...as selected from manufacturer's full range of colors,
52 patterns, textures..." or words of similar effect, the selection of manufacturer and basic product data is
53 to comply with requirements of the Contract, and selection shall be from the full range of products
54 within the requirements. Where specified product requirements include "... as the industry...", or
55 words to that effect, selection of product complying with requirements, is Architect's selection,

1 including designation of manufacturer, where necessary to obtain desired color, pattern or texture.
2

3 E. Substitutions may be permitted by the Architect, if, in his opinion, the requirements of the proposed
4 substitution comply with the requirements specified for the material, article or piece of equipment; however,
5 the Architect is not required to permit substitution pursuant to the case of Whitten Corporation vs. Paddock,
6 Incorporated, United States District Court, Massachusetts, April 12, 1974, affirmed by the Federal First
7 Circuit Court, December 14, 1974.
8

9 F. After award of contract, the Contractor may submit substitutes to the Architect for review, fully documented
10 and certified, and accompanied by a proposal for a reduction in the Contract Sum.
11

12 G. Contractor's request for substitution will be received and considered when extensive revisions to Contract
13 Documents are not required and changes are in keeping with general intent of Contract Documents; when
14 timely, fully documented and properly submitted; and when one or more of following conditions is satisfied,
15 all as judged by Architect. Otherwise, requests will be returned without action except to record
16 noncompliance with these requirements.
17

- 18 1. Where request is directly related to an "equivalent" clause or other language of same effect in Contract
19 Documents.
- 20 2. Where required product, material or method cannot be provided within Contract Time, but not as a
21 result of Contractor's failure to pursue the work promptly or coordinate various activities properly.
- 22 3. Where required product, material or method cannot be provided in a manner which is compatible with
23 other materials of the work, or cannot be properly coordinated therewith, or cannot be warranted
24 (guaranteed) as required, or cannot be used without adversely affecting Owner's insurance coverage on
25 completed work, or will encounter other substantial noncompliances which are not possible to
26 otherwise overcome except by making requested substitution, which Contractor thereby certifies to
27 overcome such incompatibility, uncoordination, nonwarranty, noninsurability or other noncompliance
28 as claimed.
- 29 4. Where substantial advantage is offered Owner, in terms of cost, time or other valuable considerations,
30 after deducting offsetting responsibilities Owner may be required to bear, including additional
31 compensation to Architect for redesign and evaluation services, increased cost of other work by Owner
32 or separate Contractors, and similar considerations.
33

34 H. Contractor's submittal of, and Architect's acceptance of, shop drawings, product data or samples which
35 indicate work not complying with requirements of Contract Documents, does not constitute an acceptable and
36 valid request for, nor approval of, a substitution.
37

38 I. QUALITY ASSURANCE 39

40 Compatibility of Options: If Contractor is given option of selecting between two or more products for use on
41 Project, product selected shall be compatible with products previously selected, even if previously selected
42 products were also options.
43

- 44 1. Each contractor is responsible for providing products and construction methods compatible with
45 products and construction methods of other contractors.
- 46 2. If a dispute arises between contractors over concurrently selectable but incompatible products,
47 Architect will determine which products shall be used.
48

49 J. EQUIVALENT PRODUCTS 50

51 Where products or manufacturers are specified by name, Contractor must submit the following, in addition to
52 other required submittals, to obtain approval of an unnamed product proposed as an equivalent:
53

- 54 1. Evidence that the proposed product does not require extensive revisions to the Contract Documents,
55 that it is consistent with the Contract Documents and will produce the indicated results, and that it is

- 1 compatible with other portions of the Work.
- 2 2. Detailed comparison of significant qualities of proposed product with those named in the
- 3 specifications. Significant qualities include attributes such as performance, weight, size, durability,
- 4 visual effect, and specific features and requirements indicated.
- 5 3. Evidence that proposed product provides specified warranty.
- 6 4. List of similar installations for completed projects with project names and addresses and names and
- 7 addresses of architects and owners, if requested.
- 8 5. Samples, if requested.
- 9

10 1.5 OPERATION AND MAINTENANCE INSTRUCTIONS AND EQUIPMENT WARRANTIES

11

- 12 A. The Contractor shall orient and instruct the responsible maintenance personnel designated by the Owner in
- 13 the Operation of all equipment and shall provide the maintenance personnel with pertinent literature and
- 14 operational manuals for all equipment. Date and time of demonstrations shall be mutually agreed upon with
- 15 the Owner. Provide qualified personnel for as long as necessary to fully orient and instruct the Owner.
- 16 Contractor shall videotape instruction session and provide owner with completed video.
- 17
- 18 B. The manuals shall be submitted in (quadruplicate) 3-ring loose-leaf type binders to the Architect for approval
- 19 with all additional information that the Architect may request and considers necessary for the proper servicing
- 20 and maintenance of all equipment. Manuals are to include plain paper copies of approved shop drawings and
- 21 catalog cuts. The quality of the copies may be subject to approval by the Architect. Upon completion and
- 22 approval, 3 copies will be forwarded to the Owner and one copy retained by the Architect.
- 23
- 24 C. Manuals shall include no less than the following:
- 25 1. Operating Procedures:
- 26 a. Typewritten procedures indicating each mode of operation of each piece of equipment or
- 27 system. Procedures shall indicate the status of each component of a system in each operating
- 28 mode.
- 29 b. Procedures shall indicate names, symbol numbers, valve tags, circuit numbers, schematic
- 30 control and wiring diagrams, locations of thermostats, manual starters, control cabinets, and
- 31 other controls of each system.
- 32 c. Emergency shutdown procedures for each piece of equipment or system, both automatic and
- 33 manual as appropriate.
- 34 2. Maintenance Schedule: Typewritten schedule describing manufacturer's recommended schedule of
- 35 maintenance and maintenance procedures.
- 36 3. Catalog cuts and shop drawings:
- 37 a. Catalog cuts shall clearly indicate the exact model and type of each piece of equipment installed
- 38 in the Project, including all options provided.
- 39 b. Catalog cuts shall fully describe equipment including physical, electrical, mechanical and other
- 40 characteristics, performance characteristics and installation or erection diagrams.
- 41 c. Catalog cuts shall indicate spare part numbers and name, address and telephone number of local
- 42 representative or service department.
- 43 4. Typewritten list of all subcontractors on the Project including name, address, telephone number and
- 44 responsibility on the Project.
- 45 5. Manuals shall be indexed with dividers indicating each system or piece of equipment.
- 46 6. Warranties, permits, inspection stickers/approvals and Certificate of Occupancy are to be included.
- 47
- 48 D. Required equipment warranties shall be submitted in three copies to the Architect.
- 49
- 50 E. The Contractor shall video tape all instructional sessions and demonstrations and provide the Owner with a
- 51 copy of the videotape at the end of all demonstrations.
- 52

53 PART 2 - PRODUCTS
54 NOT APPLICABLE

1 PART 3 - EXECUTION

2
3 3.1 ACTION ON SUBMITTALS

- 4
5 A. One copy of all submissions will be returned to the Contractor for his files. The Contractor shall mark up
6 other copies so as to conform with the copy returned to him and forward them to all interested Contractors,
7 Subcontractors, and Suppliers.
8
9 B. The Architect will review and stamp submitted shop drawings in one of the following ways (the actual stamp
10 may be different; below language is shown for an example only)
11 1. "No Exceptions Taken": Approved.
12 2. "Make Corrections Noted": Approved, provided the work complies with corrections marked on the
13 submittal.
14 3. "Revise and Resubmit": Do not commence work of this submittal. Revise and resubmit or prepare a
15 new submittal; comply with notations marked on submittal.
16 4. "Rejected": Fundamentally not in compliance. Prepare a new submittal. No notations or comments
17 made.
18
19 C. Work shall be executed in accordance with "Approved", "Approved As Noted", or "Resubmit for Record"
20 stamp only.
21
22 D. Architect's review of shop drawings/submittals will constitute checking for general arrangement only, and
23 shall not relieve the Contractor of responsibility for complete compliance with Drawings and Specifications.
24 Contractor shall be responsible for quantities and dimensions to assure a proper fit under field conditions.
25

26 3.2 DISTRIBUTION

- 27
28 A. Provide additional distribution of submittals, not included in foregoing copy submittal requirements, to
29 subcontractors, suppliers, fabricators, installers, governing authorities and others as necessary for proper
30 performance of the work. Include such additional copies in transmittal to Architect where required to receive
31 Action marking before final distribution. Show such distributions on transmittal forms.
32

33 3.3 COLOR SELECTIONS

- 34
35 A. All colors for all finished surfaces and materials will be selected or approved by the Architect. The color
36 selections will be made at **one time** to provide a complete and coordinated color schedule which, upon
37 acceptance of the Owner, will be provided to the Contractor. Any and all specific color selections for
38 materials not noted on drawings or in specification shall be chosen by Architect after submittal of samples.
39
40 B. It is imperative that **all** color information be submitted to the Architect by the Contractor before color
41 selections can be made. If any color selection information is not available when colors are needed to meet the
42 project schedule, the Architect will select colors from one of the named manufacturers in the Specifications,
43 and the Contractor will be required to exactly match that color. A claim for delay will not be accepted if the
44 color schedule is late due to the failure of the Contractor to provide the Architect with all required color
45 information, nor will an extra be entertained if the selected color is not available from the manufacturer the
46 Contractor intended to use but neglected to submit.
47
48 C. The Contractors are reminded of the requirement to declare all substitutions within 20 days of execution of
49 their Contract as specified.

50 **END OF SECTION 01300**

1 **SECTION 01310 - QUALITY CONTROL**

2
3 **PART 1 - GENERAL**

4
5 1.01 TRADESMEN AND WORKMANSHIP

- 6
7 A. Each Contractor shall ensure that tradesmen performing work at site are skilled and knowledgeable in
8 methods and craftsmanship needed to produce required quality levels for workmanship in completed work.
9 Remove and replace work which does not comply with workmanship standards as specified and as recognized
10 in the construction industry for applications indicated. Remove and replace other work damaged or
11 deteriorated by faulty workmanship or its replacement.
12
13 B. In certain instances, specification text requires that specific work be assigned to specialists or expert entities,
14 who shall be engaged for performance of those units of work. These shall be recognized as special
15 requirements over which Contractor has no choice or option. These assignments shall not be confused with,
16 and are not intended to interfere with, normal application of regulations, union jurisdictions and similar
17 conventions. One purpose of such assignments is to establish which party or entity involved in a specific unit
18 of work is recognized as "expert" for indicated construction processes or operations. Nevertheless, final
19 responsibility for fulfillment of entire set of requirements remains with Contractor.
20

21 1.02 INSPECTION, TESTS AND REPORTS

- 22
23 A. Required inspection and testing services are intended to assist in determination of probable compliances of
24 the work with requirements, but do not relieve any Contractor of responsibility for those compliances, or for
25 general fulfillment of requirements of Contract Documents. Specified inspections and tests are not intended to
26 limit any Contractor's quality control program. Afford reasonable access to agencies performing tests and
27 inspections.
28
29 B. Contractors are responsible for all testing associated with their work (foundations, soils compaction, concrete,
30 steel, roof material testing etc.) and shall submit the name of their proposed testing agency within 15 days of
31 Notice-to-Proceed. Each Contractor is responsible to coordinate the activities of the testing agency to assure
32 that work is tested prior to being covered up or other activities associated to the work begin.
33

34 1.03 ROOF DRAIN TESTING

- 35 A. Pre-Construction Testing: Prior to the start of any work on the roof, the Contractor shall water-flow test all
36 roof drains (5 minutes at each drain), to determine if any full or partial drain clogs exist in the drainage
37 system.
38
39 1. The Owner shall have a representative at the test.
40 2. The results of the testing shall be reported to the Owner, in writing, prior to the start of work.
41 3. The Owner will be responsible for correction of any drain-age problems reported by the Contractor
42 prior to the start of work.
43 4. Any drains, piping or other components, whether exposed, concealed, below grade, etc., found to be
44 clogged after the start of construction, and not reported to the Owner prior to the start of construction,
45 shall be cleared, repaired or replaced as required to restore full drainage capacity. All work shall be
46 performed by the Contractor at no additional cost to the Owner, including patching, repair or re-

1 placement of any materials, finishes, landscaping, etc., disturbed in gaining access to drainage
2 components.

3
4 B. Post-Construction Testing: When all work reaches substantial completion, the Contractor shall water-flow test
5 all roof drains (5 minutes at each drain), to determine if any full or partial drain clogs exist in the drainage
6 system.

7
8 1. The Owner shall have a representative at the test.

9 2. Report the results of testing to the Owner in writing prior to preparation of the final punchlist
10 inspection.

11 3. Any drains, piping or other components, whether exposed, concealed, below grade, etc., found to be
12 clogged shall be cleared, repaired or replaced as required to restore full drainage capacity. All work
13 shall be performed by the Contractor at no additional cost to the Owner, including patching, repair or
14 replacement of any materials, finishes, landscaping, etc., disturbed in gaining access to drainage
15 components.

16
17 1.04 ROOF DRAIN PROTECTION

18
19 A. Contractor is to make every effort to prevent materials from entering roof drains. Contractor is to install roof
20 rain filters prior to removal of any roof materials.

21
22 B. All debris is to be cleaned away from drains at the end of each day.

23
24 PART 2 - PRODUCTS

25
26 2.01 ROOF DRAIN FILTERS

27
28 A. Tiddy Gutter DF100001 Roof Drain Foam Filter or Equal.

29
30 PART 3 - EXECUTION

31
32 3.01 REPLACEMENT OF WORK

33
34 A. The Contractor shall, within 24 hours after rejection of Work, remove all materials and equipment so rejected
35 and immediately replace said Work, at his cost, to the satisfaction of the Architect. Should the Work of the
36 Owner or other Contractors be damaged by such removal or replacement, the Contractor shall reimburse the
37 Owner or other Contractors for all cost incurred for correcting said damage.

1
2 3.02 EXAMINATION
3

- 4 A. Existing Conditions: The existence and location of site improvements, utilities, and other construction
5 indicated as existing are not guaranteed. Before beginning work, investigate and verify the existence and
6 location of mechanical and electrical systems and other construction affecting the Work.
7
8 1. Before construction, verify the location and points of connection of utility services.
9
10 B. Existing Utilities: The existence and location of underground and other utilities and construction indicated as
11 existing are not guaranteed. Before beginning sitework, investigate and verify the existence and location of
12 underground utilities and other construction affecting the Work.
13
14 1. Before construction, verify the location and invert elevation at points of connection of sanitary sewer,
15 storm sewer, and water-service piping; and underground electrical services.
16 2. Furnish location data for work related to Project that must be performed by public utilities serving
17 Project site.
18
19 C. Acceptance of Conditions prior to work starting: Examine substrates, areas, and conditions, with Installer or
20 Applicator present where indicated, for compliance with requirements for installation tolerances and other
21 conditions affecting performance. Record observations.
22
23 1. Written Report: Where a written report listing conditions detrimental to performance of the Work is
24 required by other Sections, include the following:
25
26 a. Description of the Work.
27 b. List of detrimental conditions, including substrates.
28 c. List of unacceptable installation tolerances.
29 d. Recommended corrections.
30
31 2. Verify compatibility with and suitability of substrates, including compatibility with existing finishes or
32 primers.
33 3. Examine roughing-in for mechanical and electrical systems to verify actual locations of connections
34 before equipment and fixture installation.
35 4. Examine walls, floors, and roofs for suitable conditions where products and systems are to be installed.
36 5. Proceed with installation only after unsatisfactory conditions have been corrected. Proceeding with the
37 Work indicates acceptance of surfaces and conditions.

38 3.03 PREPARATION
39

- 40 A. Existing Utility Information: Furnish information to local utility and Owner that is necessary to adjust, move,
41 or relocate existing utility structures, utility poles, lines, services, or other utility appurtenances located in or
42 affected by construction. Coordinate with authorities having jurisdiction.
43
44 B. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless
45 permitted under the following conditions and then only after arranging to provide temporary utility services
46 according to requirements indicated:
47
48 1. Notify Owner not less than two days in advance of proposed utility interruptions.
49 2. Do not proceed with utility interruptions without Owner's/Owner's written permission.
50
51 C. Field Measurements: Take field measurements as required to fit the Work properly. Recheck measurements
52 before installing each product. Where portions of the Work are indicated to fit to other construction, verify
53 dimensions of other construction by field measurements before fabrication. Coordinate fabrication schedule
54 with construction progress to avoid delaying the Work.

- 1
2 D. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on
3 Drawings.
4
5 E. Review of Contract Documents and Field Conditions: Immediately on discovery of the need for clarification
6 of the Contract Documents, submit a request for information to Architect. Include a detailed description of
7 problem encountered, together with recommendations for changing the Contract Documents.
8

9 3.04 CONSTRUCTION LAYOUT

- 10
11 A. Verification: Before proceeding to lay out the Work, verify layout information shown on Drawings, in
12 relation to existing conditions and dimensions. If discrepancies are discovered, notify Architect and Owner
13 promptly.
14

15 3.05 INSTALLATION

- 16
17 A. General: Locate the Work and components of the Work accurately, in correct alignment and elevation, as
18 indicated.
19

- 20 1. Make vertical work plumb and make horizontal work level.
21 2. Where space is limited, install components to maximize space available for maintenance and ease of
22 removal for replacement.
23

- 24 B. Comply with manufacturer's written instructions and recommendations for installing products in applications
25 indicated.
26

- 27 C. Install products at the time and under conditions that will ensure the best possible results. Maintain conditions
28 required for product performance until Substantial Completion.
29

- 30 D. Conduct construction operations so no part of the Work is subjected to damaging operations or loading in
31 excess of that expected during normal conditions of occupancy.
32

- 33 E. Tools and Equipment: Only use the best quality tools and equipment with proper attenuations for the latest
34 acceptable sound levels.
35

- 36 F. Anchors and Fasteners: Provide anchors and fasteners as required to anchor each component securely in place,
37 accurately located and aligned with other portions of the Work.
38

- 39 1. Mounting Heights: Where mounting heights are not indicated, mount components at heights directed
40 by Architect.

- 41 2. Allow for building movement, including thermal expansion and contraction.
42

- 43 G. Joints: Make joints of uniform width. Where joint locations in exposed work are not indicated, arrange joints
44 for the best visual effect. Fit exposed connections together to form hairline joints.
45

- 46 H. Hazardous Materials: Use products, cleaners, and installation materials that are not considered hazardous.
47

48 **END OF SECTION 01310**

1 **SECTION 01320 - TEMPORARY FACILITIES**

2
3 PART 1 - GENERAL

4
5 1.01 DESCRIPTION OF REQUIREMENTS

- 6
7 A. Specific administrative and procedural minimum actions are specified in this section, as extensions of provisions in General Conditions and other Contract Documents. Nothing in this section is intended to limit types and amounts of temporary work required, and no omission from this section will be recognized as an indication that such temporary activity is not required for successful completion of the work and compliance with requirements of Contract Documents.
- 8
9
10
11
12
13 B. Each Contractor is specifically assigned certain responsibilities for temporary facilities to be used by all Contractors, other entities at the site, the Owner's work forces and other personnel including occupants of the project, the Owner, the Architect, test agencies, personnel of governing authorities, and similar entities and personnel authorized to be at the project site during construction. In general, each Contractor is assigned the responsibilities for installation, operation and removal of each temporary facility which is related by recognized trades to its scope of contract work; and, except as otherwise indicated, each is responsible for costs and use charges associated therewith, including fuel, power usage, water usage and similar usage costs. The Contractor is responsible for temporary facilities not related to any other Contractor's scope of contract work and not otherwise specifically assigned, as designated by the Architect.
- 14
15
16
17
18
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22
23 C. No costs or usage charges for temporary facilities are chargeable to the Owner, nor can any Contractor's cost or usage charges for temporary facilities be accepted as the basis for a change order extra. The total costs and usage charges for temporary facilities are included, collectively, in the Contract Amounts.

24
25
26
27 1.02 GENERAL REQUIREMENTS

- 28
29 A. Each Contractor shall provide and operate all hoists, cranes, helicopters and furnish and erect all ladders and scaffolding required by him and his subcontractors, constructed to afford proper protection to craftsmen, their Work and other Work in progress and previously executed.

30
31
32
33 1.03 JOB CONDITIONS

- 34
35 A. Each Contractor shall establish and initiate use of each temporary facility at time first reasonably required for proper performance of the total work of project. Terminate use and remove facilities at earliest reasonable time, when no longer needed or when permanent facilities have, with authorized use, replaced the need.
- 36
37
38
39 B. Each Contractor shall install, operate, maintain and protect temporary facilities in a manner and at locations that will be safe, nonhazardous, sanitary, protective of persons and property, and free of deleterious effects.

40
41
42 1.04 ENVIRONMENTAL PROTECTION

- 43
44 A. Each Contractor shall provide facilities, establish procedures, and conduct construction activities in a manner that will ensure compliance with environmental and other regulations controlling construction activities at project site. The Contractor shall designate one person, the Construction Superintendent or other, to enforce strict discipline on activities related to generation of wastes, pollution of air/water/soil, generation of noise, and similar harmful or deleterious effects which might violate regulations or reasonably irritate persons at or in vicinity of project site. Anti-pollution measures required by D.E.P., as applicable are to be followed.

45
46
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48
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50
51 1.05 SECURITY

- 52
53 A. The Contractor shall maintain complete security on the site at all times during and outside of normal working hours to protect the Work and all field offices, and to secure the area of construction by restricting all trespassers.
- 54
55

- This means locking the doors and/or gates. A guard is not required.

1.06 TEMPORARY CONSTRUCTION FACILITIES

- A. Where mud, snow, ice or other hazardous conditions exist in the purview (Scope of Work) of any Sub Contractor, the Contractor shall remove the hazards immediately and replace with suitable material for the other contractors use. If the Owner is compelled to remove the hazards with their own forces due to inaction by the Contractor, then that Contractor will be back-charged for the work performed by the Owner.
- D. No welding, cutting by torch, or Work utilizing or causing flammable waste shall be done unless adequate fire protection is provided and maintained for the duration of the Work in the area of operations.

1.07 DEBRIS CONTROL (Refer to Section 01524 for further delineation)

- A. The Contractor shall be responsible for daily cleaning up of spillages and debris resulting from his operations and from those of his Subcontractors; and shall be responsible for complete removal and disposition of hazardous and toxic waste materials. The Contractor shall provide containers at grade, sufficient for the depositing of nonhazardous/nontoxic waste materials, and shall remove such waste materials from project site at least weekly during cold weather (daily high temperatures below 50°F) and at least twice weekly during mild and warm weather.
 - Contractor is responsible to provide and pay for all dumpsters.
- B. The Contractor shall daily clean all mud, dirt and debris resulting from all trades operations from the adjacent streets, sidewalks, drives and parking areas and shall repair all damage caused by the cleaning to the satisfaction of the Owner.
- C. The Contractor is to provide and maintain appropriate means of trash disposal (i.e., chutes) to grade/dumpster. Multiple units may be required and shall be figured for in the bid.

PART 2 - EXECUTION

2.01 ENCLOSURES

- A. At earliest possible date, the Contractor shall secure project area against unauthorized entrance at times when personnel are not working. Provide secure temporary enclosure at ground floor and other locations of possible entry, with locked entrances.
- B. Where any form of demolition will expose the interior of the building to weather, demolition shall follow the erection of weatherproof walls by the Contractor installed inside the demolition line, sealed and flashed, as required, to keep all water from the building interior. Keep temporary weatherproofing in place until new construction has been completed to the stage where water will not enter the building.
- C. The Contractor shall provide constant protection against rain, wind, storms, frost or heat to maintain the work, materials, apparatus and fixtures free from damage. At the end of each day's work, cover work likely to be damaged. During cold weather, protect work from damage by freezing and provide such enclosures and heating apparatus as may be necessary diligently to prosecute the Work without stoppage for reason of unfavorable weather.
- D. Wherever a Contractor provides openings through walls or slabs, each location shall be adequately protected at the end of each working day with temporary enclosures to make these areas tight. Openings through exterior walls shall be watertight.
- E. Install an 8 foot high fence around the entire site with wind screening. Provide gates as needed to properly access the site to complete the work. Remove the fence once the project is substantially completed. Fence is

1 to have poles into the ground where the fence will be untouched per a period of time, and can have feet with
2 sand bags in areas that the fence may have to be moved occasionally to not interfere with the work.
3

4 **F. For renovation projects: Contractor is to maintain the building in a water tight condition during all**
5 **construction activities by whatever means necessary. Contractor is to never do any more removal work**
6 **during any given day than that contractor can replace in the same day in order to make sure the occupants of**
7 **the building will be protected from the possibility of water leakage into the building. Should any leakage**
8 **occur, the contractor is to immediately make the building water tight (on a 24 hour basis) and repair any**
9 **damage caused by the leakage or replace any equipment damaged by the leakage.**

10
11 2.02 TEMPORARY ELECTRICITY

12
13 A. Power is available on site.
14

15 2.03 TEMPORARY VENTILATION

16
17 A. A trade requiring ventilation for Work shall provide fans to induce circulation of air.
18

19 2.04 TEMPORARY TELEPHONES

20
21 A. Each Contractor is responsible for their own telephone service and for payment of all charges relating to that
22 service.
23

24 2.05 TEMPORARY WATER

25
26 A. Water is available on site.
27

28 2.06 TEMPORARY SANITARY FACILITIES

29
30 A. Starting at time of start of work at project site, the Contractor shall provide and maintain self-contained toilet
31 units of type acceptable to governing authorities, adequate, at all stages of construction, for use of personnel
32 at project site. Provide separate facilities for male and female personnel when both sexes are working, in any
33 capacity, at project site. Facilities shall remain in use until completion of project. Use of permanent facilities
34 will not be permitted.
35

36 2.07 REMOVAL AND RESTORATION

37
38 A. Prior to acceptance of the Project, each contractor shall remove temporary work for which he has been
39 responsible.
40

41 2.08 OWNER'S RIGHTS

42
43 A. If any Contractor fails to carry out his responsibilities in providing temporary facilities, as set forth above, the
44 Owner shall have the right to take such action as he deems proper for the protection and conduct of the Work,
45 and to deduct the cost thereof from the amount due the Contractor at fault.
46

47
48 B. Extended work days, hours, shifts, weekend work, etc. may be allowed upon coordination and approval by
49 Architect, Owner at no additional cost to the Owner.

- 50 • Should the schedule begin to slip, for any reason, each contractor will be required to work additional
51 shifts or weekends to recover the lost time. Should there be a cost to the College for this overtime
52 work, the contractor will be required to reimburse the owner for said costs.
53

54 2.09 Parking: parking is allowed for two vehicles only. All other parking is to be at the TCNJ Carlton
55 Avenue parking lot. The contractor is responsible to shuttle workers back and forth as needed.

1
2
3
4

END OF SECTION 01320

1 **SECTION 01322 – PHOTOGRAPHIC DOCUMENTATION**

2
3 PART 1 – GENERAL

4
5 1.01 RELATED DOCUMENTS

- 6
7 A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other
8 Division 1 Specification Sections, apply to this Section.
9

10 1.02 SUMMARY

- 11
12 A. This Section includes administrative and procedural requirements for the following work by the General
13 Contractor (other primes are encouraged to document the site and construction, but not required):
14

15 1. Preconstruction videotapes.

- 16
17
18 B. Related Sections include the following:

19 1. All of Division 1.
20
21

22 1.03 SUBMITTALS

- 23
24 A. Qualification Data: For photographer.

- 25
26 B. Videotapes: Submit 3 copies of each videotape with protective sleeve or case within seven days of recording.
27 Remove safety tab to prevent accidental re-recording.
28

29 1. Identification: On each copy, provide an applied label with the following information:

30 a. Name of Project.

31 b. Name and address of photographer.

32 c. Name of Architect

33 d. Name of Contractor.

34 e. Date videotape was recorded.

35 f. Description of vantage point, indicating location, direction (by compass point), and
36 elevation or story of construction.
37
38

39 1.04 QUALITY ASSURANCE

- 40
41 A. Photographer Qualifications: An individual who has been regularly engaged as a professional photographer
42 of construction products for not less than three years.
43

44 1.05 COORDINATION

- 45
46 A. Auxiliary Services: Cooperate with photographer and provide auxiliary services requested, including access
47 to project site and use of temporary facilities, including temporary lighting required to produce clear, well-lit
48 photographs without obscuring shadows.
49
50

51
52 1.06 USAGE RIGHTS

- 53
54 A. Obtain and transfer copyright usage rights from photographer to Owner for unlimited reproduction of
55 photographic documentation.

- 1
- 2 PART 2 – PRODUCTS
- 3
- 4 2.01 PHOTOGRAPHIC MEDIA
- 5
- 6 A. Digital format as agreed to at the project kick off meeting.
- 7
- 8 PART 3 – EXECUTION
- 9
- 10 3.01 CONSTRUCTION VIDEOTAPES
- 11
- 12 A. Digital Photographer: Engage a qualified commercial videographer to record construction digital recordings.
- 13
- 14 B. Preconstruction: Before starting demolition or construction record, videotape (digital) of Project site, interior
- 15 and exterior.
- 16
- 17 1. Show protection efforts by the Contractor.
- 18
- 19 **END OF SECTION 01322**

1 **SECTION 01330 – CONTRACT CLOSEOUT**

2
3 PART 1 – GENERAL

4
5 1.01 DEFINITION

- 6
7 A. Closeout is hereby defined to include general requirements near end of Contract Time, in preparation for final
8 acceptance, final payment, normal termination of Contract, occupancy by Owner and similar actions
9 evidencing completion of the work. Specific requirements for individual units of work are specified in
10 sections of Divisions 2 through 16. Time of closeout is directly related to Substantial Completion, and
11 therefore may be either a single time period for entire work or a series of time periods for individual parts of
12 the work which have been certified as substantially complete at different dates. That time variation, if any,
13 shall be applicable to other provisions of this section.
14
15 B. Substantial completion shall be defined that every material item has been installed. Nothing is missing and
16 therefore, the punch list can begin.

17
18 1.02 PREREQUISITES TO SUBSTANTIAL COMPLETION

- 19
20 A. Prior to requesting the Architect's inspection for certification of substantial completion, for either entire work
21 or portions thereof, complete the following and list known exceptions in request:
22
23 1. In progress payment request coincident with or first following date claimed, show either 100%
24 completion for portion of work claimed as substantially complete, or list incomplete items, value of
25 incomplete items, and reasons for being incomplete.
26
27 2. Include supporting documentation for completion as indicated in these Contract Documents.
28
29 a. Prepare a list of items to be completed and corrected (punch list), the value of items on the
30 list, and reasons why the Work is not complete.
31
32 3. Submit statement showing accounting of changes to the Contract Sum.
33
34 4. Advise Owner of pending insurance change over requirements.
35
36 5. Submit specific warranties, workmanship/maintenance bonds, maintenance agreements, final
37 certifications and similar documents.
38
39 6. All fire sprinklers, devices, alarm system, roofing system, doors, insulation, etc. requiring FM
40 Research approval to submit certification from Factory Mutual.
41
42 7. Obtain and submit releases enabling Owner's full and unrestricted use of the work and access to
43 services and utilities, including occupancy permits, operating certificates, and similar releases.
44
45 8. Deliver tools, spare parts, extra stocks of materials, and similar physical items to Owner obtaining a
46 signed receipt of materials delivered. Refer to individual work sections for required quantities of spare
47 parts, extra and overrun stock, maintenance tools and devices, keys, and similar physical units to be
48 submitted.
49
50 9. Complete start up testing of systems, and instructions of Owner's operating/maintenance personnel.
51 Discontinue, or change over, and remove from project site temporary facilities and services, along with
52 construction tools and facilities, mockups, and similar elements.
53
54 10. Complete final clean up requirements.
55
56 11. Touch up and otherwise repair and restore marred exposed finishes.
57
58 12. Inspection: Submit a written request for inspection for Substantial Completion to Project Manager.
59 On receipt of request, Architect and Project Manager will either proceed with inspection or notify
60 Contractor of unfulfilled requirements. Architect will prepare the Certificate of Substantial
61 Completion after inspection, the Project Manager will notify Contractor of items, either on
62 Contractor's list or additional items identified by Architect that must be completed or corrected before
63 certificate will be issued.

- 1 1. Reinspection: Request reinspection when the Work identified in previous inspections as
2 incomplete is completed or corrected.
3 2. Results of completed inspection will form the basis of requirements for Final Completion.
4
5 B. Upon receipt of Contractor's request, the Project Manager and Architect will proceed with substantial
6 completion inspection. Following inspection, the Architect will either prepare the certificate of substantial
7 completion, or advise the Contractor of work which shall be performed prior to issuance of certificate. The
8 work remaining to be performed shall be completed prior to the punch list for final acceptance.
9
10 C. Upon receipt of Contractor's notice that work has been completed, including all punch list items, but except-
11 ing incomplete items delayed because of circumstances acceptable to the Project Manager and Architect, the
12 Project Manager and Architect will reinspect the work. Upon completion of reinspection, the Architect will
13 either prepare the certificate of final acceptance or advise the Contractor of work not completed or obligations
14 not fulfilled as required for final acceptance.
15
16 D. In the event that the work is not completed or obligations are not fulfilled as required for final acceptance and
17 the Architect/CM is required to reinspect the work more often than the two inspections described, the
18 Contractor shall compensate the Architect and/or the Project Manager at the rate of \$500.00 for each
19 additional site visit required for reinspections. The compensation shall be processed by change order as a
20 deduction to the Contractor's Contract Sum, which amount will be paid to the Architect or Project Manager
21 by the Owner, through a change order as an addition to the Architect's or Project Manager's Contract Sum.
22
23 E. **Substantial Completion shall be defined for this project that every element of the project/construction**
24 **and the contract, based on the contract and amended drawings and specification sections, are installed**
25 **and the building is deemed complete, less repairs and/or touch up type work that would be generally**
26 **referred to as punchlist work. If any components of the building, or site work associated with this**
27 **contract are not installed, the project cannot be deemed substantially completed.**
28
29

30 1.03 PREREQUISITES TO FINAL ACCEPTANCE
31

- 32 A. Prior to requesting Project Manager and Architect's final inspection for certification of final acceptance and
33 final payment, complete the following and list known exceptions, in request:
34
35 1. Submit final payment request with final releases and supporting documentation not previously
36 submitted and accepted. Include certificates of insurance for products and completed operations where
37 required.
38 2. Submit release of liens for all subcontractors.
39 3. Submit Contractor's statement that his final application, as presented, is the final bill and no other
40 claims will be presented.
41
42 4. Submit updated final statement, accounting for additional changes to Contract Sum including change
43 orders and allowances.
44 5. Submit certified copy of Architect's final punch list of itemized work to be completed or corrected,
45 stating that each item has been completed or otherwise resolved for acceptance, endorsed and dated by
46 Architect.
47 6. Submit one set of record documents, bound copies of maintenance/operating manuals, final project
48 photographs, damage or settlement survey, property survey, and similar final record information.
49 7. Complete final clean up requirements.
50 8. Touch up and otherwise repair and restore marred exposed finishes.
51 9. Submit notarized consent of surety to final payment.
52 10. Submit final liquidated damages settlement statement, if required, acceptable to Project Manager and
53 the Owner.
54 11. Revise and submit evidence of final, continuing insurance coverage complying with insurance require-
55 ments.

- 1 12. A letter from the Owner's representative certifying that he has been properly instructed in the operation
- 2 and maintenance of equipment by the Contractor.
- 3 13. 10% one year Maintenance Bond.
- 4 14. Underwriter's Certificate or Electrical Sub Code Official's Approval.
- 5 15. Fire Alarm Certification and Description - NFPA form 72C including local County of Chester.
- 6 16. HVAC Contractor to submit certified balancing report.
- 7 17. Final acceptance by Architect of record documents
- 8

- 9 B. Except as otherwise indicated or requested by Project Manager/Architect, remove temporary protection
- 10 devices and facilities that were installed during course of the work to protect previously completed work
- 11 during remainder of construction period.
- 12

13 1.04 CLEAN UP

- 14 A. Remove waste materials from site and dispose of in a lawful manner.
- 15
- 16

17 PART 2 - PRODUCTS

18 NOT APPLICABLE

19 PART 3 - EXECUTION

20 3.01 CLEANING

- 21 A. Where extra materials of value remaining after completion of associated work have become Owner's property,
- 22 dispose of these to Owner's best advantage as directed.
- 23
- 24 B. After Substantial Completion of the Work, each Contractor shall do the final cleaning of the surfaces of his
- 25 installations as may be required by the various Specification sections.
- 26
- 27 C. After each Contractor has cleaned their work, The General Contractor shall engage a professional cleaning
- 28 service to perform final cleaning of the work consisting of cleaning each surface or unit to normal clean
- 29 condition. Comply with manufacturer's instructions for cleaning operations and chemicals. The following are
- 30 examples, but not by way of limitation, of cleaning levels required:
- 31
- 32 1. Remove labels that are not required as permanent labels.
- 33 2. Clean transparent materials, including mirrors and window/door glass, to a polished condition,
- 34 removing substances that are noticeable as vision obscuring materials. Replace broken glass and
- 35 damaged transparent materials.
- 36
- 37 3. Clean exposed exterior and interior hard surfaced finishes, to a dirt free condition, free of dust, stains,
- 38 films and similar noticeable distracting substances. Except as otherwise indicated, avoid disturbance
- 39 of natural weathering of exterior surfaces. Restore reflective surfaces to original reflective conditions.
- 40
- 41 4. Wipe surfaces of mechanical and electrical equipment clean, including elevator equipment and similar
- 42 equipment; remove excess lubrication and other substances.
- 43
- 44 5. Remove debris and surface dust from limited access spaces including roofs, plenums, shafts, trenches,
- 45 equipment vaults, manholes, attics and similar spaces.
- 46
- 47 6. Vacuum and clean carpeted surfaces and similar soft surfaces.
- 48
- 49 7. Clean light fixtures and lamps to function with full efficiency.
- 50
- 51 8. Clean and wax or polish all hard floors following manufacturer's instructions.
- 52
- 53 9. Clean all window surfaces inside and outside.
- 54
- 55 10. Perform final cleaning in, on and around all casework, sinks, toilets fixtures, etc.
11. Clean Project site, yard, and grounds, in areas disturbed by construction activities, including landscape
- development areas, of rubbish, waste material, litter, and other foreign substances.
12. Sweep paved areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.

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13. Rake grounds that are neither planted nor paved to a smooth, even-textured surface.
 14. Remove tools, construction equipment, machinery, and surplus material from Project site.
 15. Remove snow and ice to provide safe access to building.
 16. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
 17. Sweep concrete floors broom clean.
 18. Replace parts subject to unusual operating conditions.
 19. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
 20. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.
 21. Clean ducts, blowers, and coils if units were operated without filters during construction.
 22. Clean light fixtures, lamps, globes, and reflectors to function with full efficiency. Replace burned-out bulbs, and those noticeably dimmed by hours of use, and defective and noisy starters in fluorescent and mercury vapor fixtures to comply with requirements for new fixtures.
 23. Leave Project clean and ready for occupancy.
- D. Comply with safety standards for cleaning. Do not burn waste materials. Do not bury debris or excess materials on Owner's property. Do not discharge volatile, harmful, or dangerous materials into drainage systems. Remove waste materials from Project site and dispose of lawfully.
- 3.02 RECORD DOCUMENTS (Refer to Section 01340, project requirements for submitting Record Documents)
- 3.03 REMOVE TEMPORARY FACILITIES
- A. At the completion of the work prior to final payment, remove all temporary facilities entirely from site, including, but not limited to, the following: Field offices, trailers, shanties, sheds, job telephone, temporary toilets, temporary enclosures, dust barriers and other temporary protection devices.
- END OF SECTION 01330**

1 **SECTION 01340 - PROJECT RECORD DOCUMENTS**

2
3 PART 1 - GENERAL

4
5 1.01 SUMMARY

6
7 A. Section Includes:

- 8
9 1. Project record documents consisting of:
10 a. Record drawings.
11 b. Record project manual (specifications).

12
13 1.02 SUBMITTALS

14
15 A. Project Record Documents: Submit after substantial completion, but prior to final completion.

- 16
17 1. Record drawings: Submit in form of opaque prints.
18 a. Sets shall include all drawings, whether changed or not.
19 2. Other record documents: Submit originals or good quality photocopies.
20 3. Each Sub contractor is responsible for their respective trade, record documents and record drawings.
21 Combine with General Contractor record drawing documents for a complete set.
22

23 PART 2 - PRODUCTS

24
25 (NOT USED)

26
27 PART 3 - EXECUTION

28
29 3.01 MAINTENANCE OF PROJECT RECORD DOCUMENTS

- 30
31 A. Do not use record documents of any type for construction purposes.
32
33 B. Maintain record documents in a secure location at the site while providing for access by the contractor and the
34 architect during normal working hours; store in a fire-resistive room or container outside of normal working
35 hours.
36
37 C. Record information as soon as possible after it is obtained.
38
39 D. Assign a person or persons responsible for maintaining record documents.
40
41 E. Record the following types of information on all applicable record documents:
42
43 1. Dimensional changes.
44 2. New and revised details.
45 3. Revisions to electrical circuits.
46 4. Locations of utilities concealed in construction.
47 5. Particulars on concealed products which will not be easy to identify later.
48 6. Changes made by modifications to the contract; note identification numbers if applicable.
49 7. New information which may be useful to the owner, but which was not shown in either the contract
50 documents or submittals.
51

52 3.02 RECORD DRAWINGS

- 53
54 A. Maintain a complete set of opaque prints of the contract drawings, marked to show changes.
55 B. Where the actual work differs from that shown on the drawings, mark this set to show the actual work.

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1. Mark location of concealed items before they are covered by other work.
 2. Mark either record contract drawings or shop drawings, whichever are best suited to show the change.
- C. When the contractor is required by a provision of a modification to prepare a new drawing, rather than to revise existing drawings, obtain instructions from the architect as to the drawing scale and information required.
- D. Keep drawings in labeled, bound sets.
1. Mark with red pencil.
 2. Mark work of separate contracts with different colors of pencils.
 3. Incorporate new drawings into existing sets, as they are issued.
- E. Where record drawings are also required as part of operation and maintenance data submittals, copy marks to another opaque print obtained from the architect.

19 3.03 RECORD PROJECT MANUAL

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- A. Maintain a complete copy of the project manual, marked to show changes.
- B. Where the actual work differs from that shown in the project manual, mark the record copy to show the actual work.
1. Include a copy of each addendum and modification to the contract.
 2. In addition to the types of information required on all record documents, record the following types of information:
 - a. Product options taken, when the specification allows more than one.
 - b. Proprietary name and model number of actual products furnished, for each product, material, and item of equipment specified.
 - c. Name of the supplier and installer, for each product for which neither a product data submittal nor a maintenance data submittal was specified.

35 3.04 TRANSMITTAL TO OWNER (through the Architect)

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- A. Collect, organize, label, and package ready for reference.
1. Bind print sets with durable paper covers.
 2. Label each document (and each sheet of drawings) with "PROJECT RECORD DOCUMENTS - This document has been prepared using information furnished by ____" [insert the contractor's name], and the date of preparation.
- B. Submit to the Project Manager for transmittal to the Architect, unless otherwise indicated.
- C. Submit to the Architect four (4) sets of Operation and Maintenance Manuals in three-ring binders, by volume, and indexed per binder (with one master index) to be transmitted to the Architect/Engineer for approval: All to be submitted at one time, not piece meal. Indexing should follow the specification section numbers.
- Include all inspection/approvals/certifications
 - All approved submittals and cut sheets as well as manufacturer's operation and maintenance manuals for each section.
 - Manuals are to be completed in volumes, three ring binders, starting with Division 1 and continuing through the last projects Division. The number of volumes is determined by the number of spec section

- 1 the projects has and by the amount of paper/copies for complete sets of three ring binders.
- 2 • List of all contractors and vendors for the project with names, addresses and phone numbers.
- 3
- 4 **END OF SECTION 01340**

1 **SECTION 01524 – CONSTRUCTION WASTE MANAGEMENT**

2
3 PART 1 – GENERAL

4
5 1.1 RELATED DOCUMENTS

- 6
7 A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and
8 Division 1 Specification Sections, apply to this Section.
9

10 1.2 SUMMARY

- 11
12 A. This Section includes administrative and procedural requirements for the following:

- 13
14 1. Salvaging nonhazardous demolition and construction waste.
15 2. Recycling nonhazardous demolition and construction waste.
16 3. Disposing of nonhazardous demolition and construction waste.
17

- 18 B. Related Sections include the following:

- 19
20 1. All of Division 1 and attached specifications and drawings that make a part of this contract.
21
22

23 1.3 DEFINITIONS

- 24
25 A. Construction Waste: Building and site improvement materials and other solid waste resulting from
26 construction, remodeling, renovation, or repair operations. Construction waste includes packaging.
27

- 28 B. Demolition Waste: Building and site improvement materials resulting from demolition or selective demolition
29 operations.
30

- 31 C. Disposal: Removal off-site of demolition and construction waste and subsequent sale, recycling, reuse, or
32 deposit in landfill or incinerator acceptable to authorities having jurisdiction.
33

- 34 D. Recycle: Recovery of demolition or construction waste for subsequent processing in preparation for reuse.
35

- 36 E. Salvage: Recovery of demolition or construction waste and subsequent sale or reuse in another facility.
37

38 1.4 SUBMITTALS

- 39
40 A. Waste Management Plan: Submit 4 copies of plan within 30 days of date established for the Notice to Proceed.
41

- 42 B. Records of Donations: Indicate receipt and acceptance of salvageable waste donated to individuals and
43 organizations. Indicate whether organization is tax exempt.
44

- 45 C. Records of Sales: Indicate receipt and acceptance of salvageable waste sold to individuals and organizations.
46 Indicate whether organization is tax exempt.
47

- 48 D. Recycling and Processing Facility Records: Indicate receipt and acceptance of recyclable waste by recycling
49 and processing facilities licensed to accept them. Include manifests, weight tickets, receipts, and invoices.
50

- 51 E. Landfill and Incinerator Disposal Records: Indicate receipt and acceptance of waste by landfills and incinerator
52 facilities licensed to accept them. Include manifests, weight tickets, receipts, and invoices.
53
54
55

1 1.5 QUALITY ASSURANCE

- 2
- 3 A. Regulatory Requirements: Comply with hauling and disposal regulations of authorities having jurisdiction.
- 4
- 5 B. Waste Management Conference: Conduct conference at Project site to comply with requirements in Division 1.
- 6 Review methods and procedures related to waste management including, but not limited to, the following:
- 7
- 8 1. Review and discuss waste management plan.
 - 9 2. Review requirements for documenting quantities of each type of waste and its disposition.
 - 10 3. Review and finalize procedures for materials separation and verify availability of containers and bins
 - 11 needed to avoid delays.
 - 12 4. Review procedures for periodic waste collection and transportation to recycling and disposal facilities.
 - 13 5. Review waste management requirements for each trade.
- 14

15 1.6 WASTE MANAGEMENT PLAN

- 16
- 17 A. General: Develop plan consisting of waste identification, and waste reduction work plan. Indicate quantities by
- 18 weight or volume, but use same units of measure throughout waste management plan.
- 19
- 20 B. Waste Identification: Indicate anticipated types and quantities of demolition, site-clearing, and construction
- 21 waste generated by the Work. Include estimated quantities and assumptions for estimates.
- 22
- 23 C. Waste Reduction Work Plan: List each type of waste and whether it will be salvaged, recycled, or disposed of
- 24 in landfill or incinerator. Include points of waste generation, total quantity of each type of waste, quantity for
- 25 each means of recovery, and handling and transportation procedures.
- 26
- 27 1. Salvaged Materials for Sale: For materials that will be sold to individuals and organizations, include list
 - 28 of their names, addresses, and telephone numbers.
 - 29 2. Salvaged Materials for Donation: For materials that will be donated to individuals and organizations,
 - 30 include list of their names, addresses, and telephone numbers.
 - 31 3. Recycled Materials: Include list of local receivers and processors and type of recycled materials each
 - 32 will accept. Include names, addresses, and telephone numbers.
 - 33 4. Disposed Materials: Indicate how and where materials will be disposed of. Include name, address, and
 - 34 telephone number of each landfill and incinerator facility.
 - 35 5. Handling and Transportation Procedures: Include method that will be used for separating recyclable
 - 36 waste including sizes of containers, container labeling, and designated location on Project site where
 - 37 materials separation will be located.
- 38

39 PART 2 - PRODUCTS (Not Used)

40

41 PART 3 – EXECUTION

42

43 3.1 PLAN IMPLEMENTATION

- 44
- 45 A. General: Implement waste management plan as approved by Project Manager. Provide handling, containers,
- 46 storage, signage, transportation, and other items as required to implement waste management plan during the
- 47 entire duration of the Contract.
- 48
- 49 1. Comply with Division 1 Section "Temporary Facilities" for operation, termination, and removal
 - 50 requirements.
- 51
- 52 B. Training: Train workers, subcontractors, and suppliers on proper waste management procedures, as appropriate
- 53 for the Work occurring at Project site.
- 54
- 55 1. Distribute waste management plan to entities when they first begin work on-site. Review plan

1 procedures and locations established for salvage, recycling, and disposal.
2

3 C. Site Access and Temporary Controls: Conduct waste management operations to ensure minimum interference
4 with roads, streets, walks, walkways, and other adjacent occupied and used facilities.
5

- 6 1. Designate and label specific areas on Project site necessary for separating materials that are to be
7 salvaged, recycled, reused, donated, and sold.
8 2. Comply with Division 1 Section "Temporary Facilities and Controls" for controlling dust and dirt,
9 environmental protection, and noise control.

10
11 3.2 SALVAGING DEMOLITION WASTE
12

13 A. Salvaged Items for Sale and Donation: Not permitted on Project site.
14

15 3.3 RECYCLING DEMOLITION AND CONSTRUCTION WASTE, GENERAL
16

17 A. General: Recycle beverage containers used by on-site workers.
18

19 B. Recycling Incentives: Revenues, savings, rebates, tax credits, and other incentives received for recycling waste
20 materials shall accrue to the Contractor.
21

22 C. Procedures: Separate recyclable waste from other waste materials, trash, and debris. Separate recyclable waste
23 by type at Project site to the maximum extent practical.
24

25 1. Provide appropriately marked containers or bins for controlling recyclable waste until they are removed
26 from Project site. Include list of acceptable and unacceptable materials at each container and bin.
27

28 a. Inspect containers and bins for contamination and remove contaminated materials if found.
29

30 2. Stockpile processed materials on-site without intermixing with other materials. Place, grade, and shape
31 stockpiles to drain surface water. Cover to prevent windblown dust.

32 3. Stockpile materials away from construction area.

33 4. Store components off the ground and protect from the weather.

34 5. Remove recyclable waste off Owner's property and transport to recycling receiving or processor.
35

36 3.4 RECYCLING DEMOLITION WASTE
37

38 A. Asphaltic Concrete Paving: Break up and transport paving to asphalt-recycling facility.

39 B. Concrete: break up and sort rebar as best as possible. Recycle all concrete.

40 C. Recycle all metal products from the building before demolition (aluminum, steel etc)

41 D. Recycle as much product as possible and provide a complete report to TCNJ to confirm the percentage recycled
42 on the project.
43

44 3.5 RECYCLING CONSTRUCTION WASTE
45

46 A. Packaging:
47

48 1. Cardboard and Boxes: Break down packaging into flat sheets. Bundle and store in a dry location.

49 2. Polystyrene Packaging: Separate and bag materials.

50 3. Pallets: As much as possible, require deliveries using pallets to remove pallets from Project site. For
51 pallets that remain on-site, break down pallets into component wood pieces and comply with
52 requirements for recycling wood.

53 4. Crates: Break down crates into component wood pieces and comply with requirements for recycling
54 wood.
55

- 1 B. Wood Materials:
2
3 1. Clean Cut-Offs of Lumber: Grind or chip into small pieces.
4
5 3.6 DISPOSAL OF WASTE
6
7 A. General: Except for items or materials to be salvaged, recycled, or otherwise reused, remove waste materials
8 from Project site and legally dispose of them in a landfill or incinerator acceptable to authorities having
9 jurisdiction.
10
11 1. Except as otherwise specified, do not allow waste materials that are to be disposed of accumulate on-site.
12 2. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.
13
14 B. Burning: Do not burn waste materials on site.
15
16 C. Burying: Do not bury waste materials on site.
17
18 D. Disposal: Transport waste materials off Owner's property and legally dispose of them.
19
20 E. Washing waste materials into sewers or drains is not permitted.
21
22 **END OF SECTION 01524**