

ANNUAL BOARD MEETING AGENDA

Douglas County Libraries
Wednesday, February 23, 2022
7:00 P.M.
Lone Tree Library, Lone Tree, CO

CALL TO ORDER Presiding: Dawn Vaughn, Interim Board President

NOTICE *This meeting was noticed in compliance with both Colorado Open Meeting Law and the Douglas County Libraries Bylaws.*

ATTENDANCE

GUESTS: Susan Sperber, Special Legal Counsel, Lewis Roca, and Jeff Pittman, Project Manager, Fransen Pittman

PUBLIC COMMENTS

CONSENT AGENDA [pages 6-18](#)

Board members may request to have any item(s) removed from the consent agenda for further conversation by making that request when asked by the chair and stating the item number.

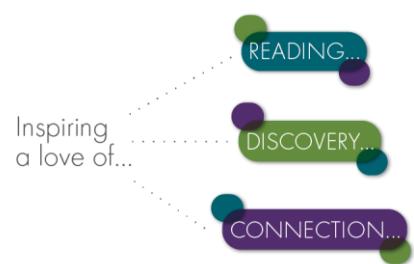
MOTION TO APPROVE CONSENT AGENDA

1.	Minutes – December 1, 2021	pgs. 7-10
2.	Minutes Special Meeting - December 1, 2021	pgs. 11-12
3.	Minutes Special Meeting - December 15, 2021	pgs. 13-14
4.	Trustee Appointments and Reappointment	page 15
5.	Notice of Annual Posting Location	page 16
6.	Budgeted Capital Expenditure - PC Replacements	page 17
7.	Request for late opening for Storybook Holiday at Parker on 3/27	page 18

EXECUTIVE LIBRARY DIRECTOR UPDATE (Pasicznyuk) [pages 19-24](#)

DISTRICT BUSINESS [pages 25-189](#)

Do any board members have a conflict of interest to disclose regarding any of the below matters? If so, please recuse yourself, and return to the meeting after discussion has ended.



Items removed from Consent Agenda (Vaughn) if any from the Consent Table above.

Annual Meeting Items (Vaughn)

- Board structure
 - Should the board continue a committee structure?
- Election of Officers
 - **MOTION** to approve Ballot Process [page 27](#)
 - **MOTION** to confirm Ballot Slate
 - Board Officers
 - President
 - Vice President
 - Treasurer
 - Secretary
- Other Appointments
 - **MOTION** to appoint Committee Chair and 2 members [page 25](#)
 - Personnel
 - Capital Planning
 - **MOTION** to select trustee representative for: [page 26](#)
(1 member each)
 - Partnership of Douglas County Governments
 - Douglas County Youth Initiative
 - Appointment already in place:
 - Douglas County Libraries Foundation – 2022 Representative, Dawn Vaughn
- Annual Conflict of Interest Disclosures

Capital Committee Report (Danser)

- **MOTION** to approve Design-Build Contract Amendment [pages 28-189](#)

Executive Committee Report (Vaughn)

- **MOTION** to appoint Trustee Representatives for the annual Board of County Commissioners Library Report Presentation [page 26](#)

Personnel Committee (Danser)

To be handled later to go into Executive Session

Partnership of Douglas County Governments (Danser)

Douglas County Youth Initiative (Burkholder)

Urban Libraries Council (Silverthorn)

FOUNDATION REPORT (Vaughn)

Personnel Committee Report (Danser)

- Executive Library Director Contract - legal consultation and discussion

EXECUTIVE SESSION

Pursuant to C.R.S., Section 24-6-402(4)(b) and Section 24-6-402(4)(e) and Section 24-6-402(4)(f), C.R.S., for the purposes of receiving legal advice on specific legal questions, determining positions relative to matters that may be subject to negotiations, and discussing personnel matters related to the Executive Library Director's contract.

RETURN TO OPEN MEETING

Personnel Committee Report (Danser)

- Executive Library Director Contract
- MOTION** to approve Executive Library Director's Contract or other action if needed

TRUSTEE COMMENTS

UPCOMING BOARD MEETINGS

1. **Capital Planning Committee Meeting**: Wednesday, March 9, 2022, Douglas County Libraries in Lone Tree, The Studio, 8 a.m.
2. **Personnel Committee Meeting**: Thursday, March 17, 2022, Douglas County Libraries in Castle Pines, 1st Floor Conference Room, 8 a.m.
3. **Executive Committee Meeting**: Monday, March 21, 2022, Douglas County Libraries in Castle Pines, 1st Floor Conference Room, 8 a.m.
4. **Board Meeting**: Wednesday, March 30, 2022, Douglas County Libraries in Castle Rock, Event Hall East, 7:00 p.m.

Note: Please bring your iPad, or other device(s) used to access your library email and SharePoint for password updating

5. **Board Retreat**: TBD

Note: Please complete poll from email of 2/14/22 "Poll: Please select all availability for the Annual Library Board Retreat"

OTHER BOARD CALENDAR ITEMS

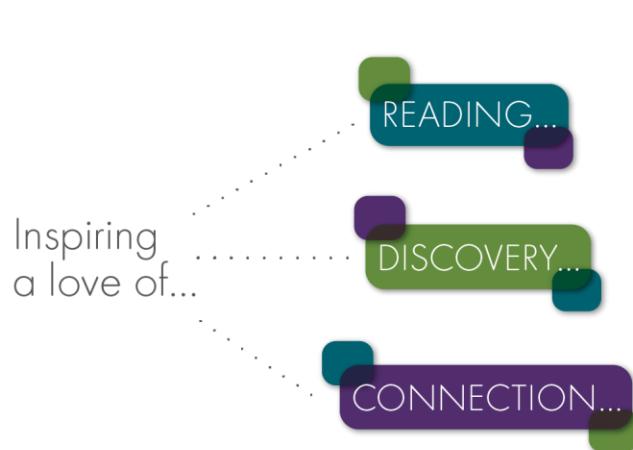
1. **Partnership of Douglas County Governments Meeting:** Wednesday, March 16, 2022, Highlands Ranch Metro District, 7:30 a.m. - 9:30 a.m.

ADJOURN



Board of Trustees

February 23, 2022



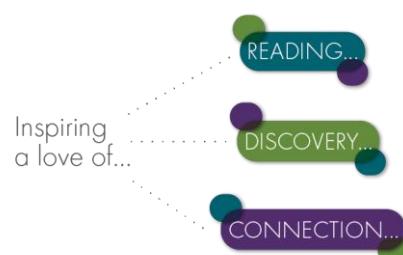
Board Action: Review the below items for mass approval. Board members can remove any item from the consent agenda prior to its acceptance for further discussion and action during district business.

#	Item	
1.	Minutes	December 1, 2021 Public Hearing and Budget Adoption Meeting
2.	Minutes	December 1, 2021 Special Meeting
3.	Minutes	December 15, 2021 Special Meeting
4.	Board of County Commissioner Appointment Resolution	Resolution #022-007 Reappointing Meghann Silverthorn, Appointing Jessica Burt and Rick LaPointe, and amending Dawn Vaughn to District III
5.	Designation of Board Public Notice Posting Place	Annual, legal requirement to designate the the District website as posting place for Board Public Notices with the Philip S. Miller Library as back-up if the website it down.
6.	Budgeted Capital Expenditure*	PC Replacements – 2022
7.	Closure	Storybook Holiday 2022 – Late opening of Parker Library for this signature event cleanup. The Event happens during closed hours.

MOTION: I move to approve the Consent Agenda as presented, including the December 1, 2022 minutes, December 1, 2022 Special Meeting minutes, December 15, 2022 Special Meeting minutes, Board of County Commissioner Appointment Resolution #022-007, Annual designation of Board Public Notice posting place, Budgeted Capital Expenditure for PC replacements, Late Opening of Parker Library for Storybook Holiday 2022.

*These items are coming to you in support of our expenditure policy for budgeted capital expenditures of \$50,000 or more.

1. Budgeted monies are still in place for this project.
2. The scope of the project is in line with the project budget
3. The project is in line with our current strategies or workplan.



DOUGLAS COUNTY LIBRARIES
Board of Trustees Meeting
Public Hearing for Budget Adoption and Board Regular Meeting
December 1, 2021
Castle Rock – Philip S. Miller Library, Castle Rock, Colorado

President Cole called the regular meeting to order at 7:03 p.m.

This meeting was held and was noticed in compliance with both Colorado Open Meeting Law and the Douglas County Libraries Bylaws.

The following were present:

TRUSTEES: Suzanne Burkholder, Ron Cole, Dan Danser, Sean Duffy, Meghann Silverthorn, Dawn Vaughn, and Louise Wood

STAFF: Bob Pasicznyuk, Dave Anderson, Jesse Politi, and Patti Owen-DeLay

PUBLIC: None

PUBLIC COMMENT: None

APPROVAL OF CONSENT AGENDA

MOTION 21-12-01: Silverthorn moved to approve the Consent Agenda consisting of the Regular Board Meeting Minutes of October 27, 2021, the Special Board Meeting Minutes of November 17, 2021, and the 2021 budgeted capital expenditure of \$50,000 for District Servers and Storage, representing the first year cost to lease servers and storage with a total lease cost of \$443,802.53. Vaughn seconded the motion. The motion carried unanimously by the Board of Trustees.

PUBLIC HEARING

Cole opened the public hearing, stating: The Douglas County Libraries Board of Trustees is now convened and I now hereby open the Public Hearing. In compliance with Colorado Statutes, and as legally noticed, a public hearing is being held on December 1, 2021, for the purpose of adopting the Final Budget for 2022.

The proposed 2022 Budget is in your packet and is made a part of these Resolutions and is presented for adoption as the Final Budget of the Douglas County Libraries for 2022.

Anderson reported that there is one change from the last draft the board saw that is reflected in the final budget before the board, upon receipt of the final certification of revenues, the property tax revenues shown in the budget went down about \$49,000.

No adjustments are being proposed at this time to the presented budget.

Cole stated that the board would be open to citizens' comments concerning the Douglas County Libraries Final Budget for 2022; however, there was no public in attendance.

Therefore, no public comments were made on the adoption of the 2022 budget.

MOTION 21-12-02: Danser moved to adopt **RESOLUTION 2021-12-01** Adopting a Budget, **RESOLUTION 2021-12-02** Setting Mill Levies, and **RESOLUTION 2021-12-03** Appropriating Sums of Money. Burkholder seconded the motion. The motion carried unanimously by the Board of Trustees.

The 2022 budget passed as presented.

Cole closed the Public Hearing.

EXECUTIVE LIBRARY DIRECTOR'S UPDATE

Pasicznyuk shared pride in the library already having a process for handling reconsideration of materials or other grievances, citing a recent article where parents were looking to have items removed from a school library that lacked a process.

DISTRICT BUSINESS

No one declared a conflict of interest.

Capital Planning Committee Report

No report.

Personnel Committee Report

Executive Library Director's Contract

MOTION 21-12-03: Silverthorn moved to authorize amendment to the Employment Agreement for Douglas County Libraries District Executive Library Director dated January 1, 2019, by extending the expiration of the Term from December 31, 2021, to March 31, 2022, and delegating the authority to any member of the Board of Trustees to execute the amendment. Burkholder seconded the motion. The motion carried unanimously by the Board of Trustees.

Pasicznyuk agreed to the contract extension.

MOTION 21-12-04: Silverthorn moved to have special employment counsel draft and review with the board an updated Executive Library Director employment agreement with the goal of final approval of the same by the Board of Trustees by no later than March 2022. Danser seconded the motion. The motion carried unanimously by the Board of Trustees.

MOTION 21-12-05: Vaughn moved to direct the Personnel Committee to proceed with the Annual Review Evaluation of the Executive Library Director Pasicznyuk at the December Personnel Committee meeting. Danser seconded the motion. The motion carried unanimously by the Board of Trustees.

Executive Committee Report

No report.

Partnership of Douglas County Governments Report

No regular meeting in November, though most trustees attended the annual Elected Officials Reception dinner.

Douglas County Youth Initiative Report

No report.

Urban Libraries Council (ULC) Report

Silverthorn will be attending a meeting later this week.

Responding to a trustee inquiry, Silverthorn shared that ULC is navigating conversations of the intersection of social justice and intellectual freedom happening throughout both society and the library community.

FOUNDATION REPORT

Vaughn shared that December 7, 2021, is Colorado Gives Day. The Foundation is asking all library and Foundation board members to donate, seeking a 100% donation participation.

TRUSTEE COMMENTS

None

UPCOMING BOARD MEETINGS

1. **Board Meeting:** January 26, 2022, Castle Pines Library, Event Hall, 7:00 p.m. (Dinner at 6:30 p.m.)
2. **Board Study Session:** January 26, 2022, Castle Pines Library, Castle Pines North Master Association Event Hall, 5:00 p.m.

COMMITTEE MEETINGS

1. **Capital Planning Committee Meeting:**
 - December 2, 2021, Castle Pines Library, First Floor Conference Room, 8:00 a.m. (Danser, Nolan and Vaughn)
 - January 12, 2022, Lone Tree Library, The Studio, 8:00 a.m. (Danser, Nolan and Vaughn)
2. **Personnel Committee Meeting:**
 - December 17, 2021, Castle Pines Library, First Floor Conference Room, 8:00 a.m. (Cole, Burkholder and Silverthorn)
 - January 13, 2022, Castle Pines Library, First Floor Conference Room, 8:00 a.m. (Cole, Burkholder and Silverthorn)
3. **Executive Committee Meeting:**

- December 17, 2021, Castle Pines Library, First Floor Conference Room, 9:00 a.m. (Cole, Burkholder and Silverthorn)
- January 18, 2022, Castle Pines Library, First Floor Conference Room, 8:00 a.m. (Silverthorn, Burkholder and Cole)

OTHER BOARD CALENDAR ITEMS

1. Partnership of Douglas County Governments Meeting:

- a. December 8, 2021, Castle Pines Library, Event Hall, 7:00 a.m.-9:30 a.m. (Breakfast at 7:00 a.m., meeting begins at 7:30 a.m.) **Note:** This meeting has been canceled.
- b. January 19, 2022, TBA, 7:00 a.m.-9:30 a.m. (Breakfast at 7:00 a.m., meeting begins at 7:30 a.m.)

ADJOURN

The meeting was adjourned at 7:41 p.m.

Respectfully submitted,

Suzanne Burkholder, Interim Board Secretary
Minutes prepared by Patti Owen-DeLay

DOUGLAS COUNTY LIBRARIES
Board of Trustees Special Meeting
December 1, 2021
Castle Rock, Colorado

Ron Cole, President, called the special meeting to order at 6:00 p.m.

This meeting, including the Executive Session, was held and was noticed in compliance with both Colorado Open Meeting Law and the Douglas County Libraries Bylaws.

The following were present:

TRUSTEES: Suzanne Burkholder, Ron Cole, Dan Danser, Terry Nolan, Meghann Silverthorn, Dawn Vaughn, and Louise Wood

STAFF: Bob Pasicznyuk, Jesse Politi, and Patti Owen-DeLay

PUBLIC: None

PUBLIC COMMENTS: None

DISTRICT BUSINESS

No trustees declared a conflict of interest with any matters coming before the board.

Personnel Committee Report

- Executive Library Director's Contract and Annual Performance Review

Cole stated the reasons and statute citations for moving into Executive Session, asking for a motion.

MOTION 21-12-01SP: Silverthorn moved that the board retire into Executive Session as stated by Cole, pursuant to C.R.S., Section 24-6-402(4)(b) and Section 24-6-402(4)(e) and Section 24-6-402(4)(f), C.R.S., for the purposes of receiving legal advice on specific legal questions, determining positions relative to matters that may be subject to negotiations, and discussing personnel matters related to the Executive Library Director's contract and annual evaluation. The motion was seconded by Nolan. The motion was approved unanimously by the Board of Trustees.

The board paused Executive Session at 7:00 p.m.

The board resumed Executive Session at 7:43 p.m.

MOTION 21-12-02SP: Silverthorn re-engaged the board in Executive Session pursuant to C.R.S., Section 24-6-402(4)(b) and Section 24-6-402(4)(e) and Section 24-6-402(4)(f), C.R.S., for the purposes of receiving legal advice on specific legal questions, determining positions relative to matters that may be subject to negotiations, and discussing personnel matters related to the

Executive Library Director's contract and annual evaluation. The motion was seconded by Danser. The motion was approved unanimously by the Board of Trustees.

RETURN TO OPEN SESSION

The board returned to open meeting at 8:17 p.m.

Committee Chair Silverthorn stated: For the record, if any person who participated in the Executive Session believes that any substantial discussion of any matters not included in the motion to go into the Executive Session occurred during the Executive Session, or that any improper action occurred during the Executive Session in violation of Colorado Open Meeting Law, I ask that you state your concerns for the record.

Hearing none, the board proceeded with discussion to amend the Executive Library Director's contract by amending **MOTION 21-12-03**.

MOTION 21-12-03SP: Silverthorn moved to amend **MOTION 21-12-03** adding amending paragraph 4 of the Employment Agreement for Douglas County Libraries District Executive Library Director. The amended motion reads: to authorize amendments to the Employment Agreement for Douglas County Libraries District Executive Library Director dated January 1, 2019, by: (a) extending the expiration of the Term from December 31, 2021, to March 31, 2022, and (b) by amending paragraph 4 of the Agreement to provide for 2022 compensation by increasing his current compensation as stated in the "best" category on the board adopted Executive Director's Annual Review tool, and delegating the authority to any member of the Board of Trustees to execute the amendments. Cole seconded the motion. The motion was approved unanimously by the Board of Trustees.

Pasicznyuk agreed to the contract amendments.

ADJOURN

The meeting was adjourned at 8:19 p.m.

Respectfully submitted,

Suzanne Burkholder, Interim Board Secretary
Minutes prepared by Patti Owen-DeLay

DOUGLAS COUNTY LIBRARIES
Board of Trustees Special Meeting
December 15, 2021
Remote Call-In

Ron Cole, President, called the special meeting to order at 5:15 p.m.

This meeting was held and was noticed in compliance with both Colorado Open Meeting Law and the Douglas County Libraries Bylaws.

The following were present:

TRUSTEES: Suzanne Burkholder, Ron Cole, Dan Danser, Terry Nolan, Meghann Silverthorn, Dawn Vaughn, and Louise Wood

All trustees were present, therefore, a quorum was present.

STAFF: Bob Pasicznyuk and Patti Owen-DeLay

PUBLIC: None

PUBLIC COMMENTS: None

DISTRICT BUSINESS

No trustees declared a conflict of interest with the matter coming before the board.

Executive Committee

Appointment of Interim Board Officers: President, Vice-President, and Secretary; and Personnel Committee Chair

MOTION 21-01-01(SP2): Moved in order to ensure Board Officers and Board Personnel Committee are in place with the reappointment in process for the Board President, Board Vice-President, and Board Secretary, to elect the following as interim Board Officers and Board Personnel Committee Chair with these appointments being valid January 1, 2022, until the board annual meeting where election of new officers and committee chairs will take place:

Interim Board President: Dawn Vaughn
Interim Board Vice-President: Terry Nolan
Interim Board Secretary: Suzanne Burkholder
Interim Board Personnel Committee Chair: Dan Danser

The motion was seconded by Wood. The motion was approved unanimously by the Board of Trustees.

ADJOURN

The meeting was adjourned at 5:23 p.m.

Respectfully submitted,

Suzanne Burkholder, Interim Board Secretary
Minutes prepared by Patti Owen-DeLay

DRAFT

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Resolution No. R-022- 007

**THE BOARD OF COUNTY COMMISSIONERS
OF THE COUNTY OF DOUGLAS, COLORADO**

**RESOLUTION MAKING APPOINTMENTS TO THE DOUGLAS COUNTY
LIBRARIES BOARD OF TRUSTEES.**

WHEREAS, Resolution No. R-990-149, established the Douglas Public Library District, now known as Douglas County Libraries, specified the terms of office for the members of the library district's board of trustees and established a procedure for filling vacancies on the library district's board of trustees ("Establishment Resolution"); and

WHEREAS, Resolution No. R-001-041 reduced the term office of members of the Board of Trustees of the Douglas Public Library District from five years to three years.

WHEREAS, Resolution No. R-013-37 revised the process regarding recommendations for Appointment of Trustees to serve on the Douglas County Libraries Board of Trustees and was amended in 2018 to further detail the process.

WHEREAS, Trustees to the Douglas County Libraries are appointed by the Douglas County Board of County Commissioners; and

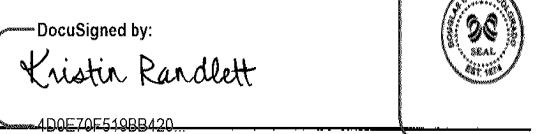
BE IT RESOLVED, that the following individuals are appointed to the Douglas County Libraries Board of Trustees for the term specified:

Meghann Silverthorn	District I	Term Expires December 31, 2024
Jessica Burt	District II	Term Expires December 31, 2024
Dawn Vaughn	District III	Term Expires December 31, 2022
Rick Lapointe	At-Large	Term Expires December 31, 2024

PASSED AND ADOPTED this 25th day of January 2022, in Castle Rock, Douglas County, Colorado.

**THE BOARD OF COUNTY COMMISSIONERS
OF THE COUNTY OF DOUGLAS, COLORADO**

BY: 
ABE LAYDON, Chair
2322EA9EFA95429

ATTEST: 
KRISTIN RANDLETT, Clerk to the Board
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Request for Approval

DATE: February 23, 2022

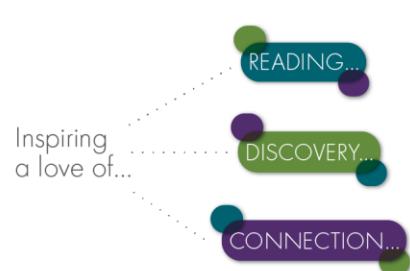
AGENDA ITEM: Annual designation of public notice posting location

PERSON(S) RESPONSIBLE: Bob Pasicznyuk, Executive Library Director

EXECUTIVE SUMMARY: Colorado Open Meeting Law requires public and timely notice of meetings of public bodies. In addition it requires the public body to adopt the “place of posting” at its first meeting of each year. The law was amended to allow for “virtual” posting. Douglas County Libraries complies with the requirements of the law. This act is just another aspect of legal compliance.

STAFF RECOMMENDATION: We recommend that you approve the District website as the official posting place for library required public meeting notices, with Philip S. Miller Library as a backup in case of website issues.

FISCAL IMPACT: None





DATE: February 23, 2022

AGENDA ITEM: Budgeted Capital Expenditure over \$50,000 for laptops desktops, and related equipment. Requesting approval for the \$300,000 budgeted for PC replacements.

DISCUSSION: Each year, DCL replaces technology devices at or about a 4-year life cycle. The replacement cycle is set to ensure premium product and service delivery for the public and staff. The 2022 budget includes budget for this annual work. We are requesting board authorization now so that our IT Team has the flexibility to achieve these replacements month-by-month throughout the year.

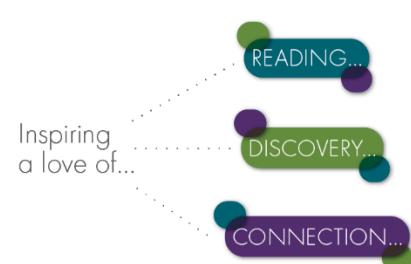
- We purchase equipment through a competitive process – multiple quotes.
- We retire equipment through a certified recycler – state and federal law.
- The pricing examples listing in the request may vary during the year due to market fluctuations. If unit pricing rises, the library will vary purchase quantities to stay within the board's authorization or request board approval for a new authorization.
- The Board will be provided with actual expenditures for laptops, desktops and related equipment on a quarterly basis through the District's quarterly financial report to the Board.

BUDGET IMPACT: \$300,000/\$300,000

Item	Cost	Budgeted Amount
Laptop/Desktop replacements DCL Staff/Public approx. 150 units	\$300,000.00	\$300,000.00

RECOMMENDATION: We recommend that the Board approve this expenditure as presented part of the consent agenda.

PERSON(S) RESPONSIBLE: Jesse Politi





Request for Approval

DATE: February 23, 2022

AGENDA ITEM: Closure motion and Request for Approval for early Closures of Parker library for the set-up/tear-down of Storybook Holiday event.

PERSON(S) RESPONSIBLE: Amber DeBerry, Director, Community Relations

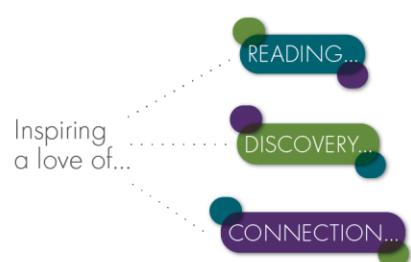
EXECUTIVE SUMMARY: Storybook Holiday, the signature event series that we launched in 2017 has been a resounding success. In order to continue the experience for the community, staff is requesting:

1. A two-hour late opening of the Parker Library on Sunday, March 27, 2022 of the program (as was approved for the 2021 program).

This would help streamline clean-up by allowing for that activity without navigating around customers in the building, while also ensuring that we are able to get the building closer to its usual condition by the time customers arrive for normal library use. This also allows us to end the event later, accommodating a larger number of attendees.

FISCAL IMPACT: None

SUPPORTING DOCUMENTATION: None





Executive Library Director's Report

Our Foundation

OUR VISION

Douglas County Libraries elevates our community by inspiring a love of reading, discovery and connection

OUR CORE VALUES

Welcoming to All
Continual Growth
Authentic Relationships

Executive Library Director's Report

Bob Pasicznyuk

February 2022

Business Plan, Operations, and Strategy

Digital Content Highlights this Past Month.

- Our digital content vendor, OverDrive, achieved its highest use to date.
- *Mango Languages* logged 250 customer hours of learning.
- *LinkedIn Learning* logged 300 customer hours of learning.
- With students back to school, our most popular digital source was *Global Issues in Context*.

COVID, Public Health, and Library Operations. DCL staff COVID cases rose sharply and then fell during the first two months of 2022. Several branches reached *outbreak status* (sites with 5 or more staff out of work due to COVID). The Library observed outbreak site requirements at each location without customer service gaps. The Library supported the County and State program to provide free masks to the public.

Safety. Throughout 2022, the Douglas County Sheriff is evaluating our Library's safety practices - facilities, training, and documentation. The 2022 budget includes \$50,000 for a safety audit. I am thankful to report that the Sheriff is providing their expertise at no cost to the Library.

Select January and February Highlights.

New Castle Rock library neighborhood meeting

Downtown Design Review Board presentation and approval

DCL hosted the Partnership of Douglas County Governments at our Lone Tree branch.

Digital newspaper rollout

Purchases and planning for the coming rollout - Storybook Forest

Library Foundation 2022 Budget and Goal Setting Meeting

2021 Finance Year-end Closeout

DCL Customer Care Model Rollout

2022 Performance Feedback Training and Paylocity Implementation

Safety & Security Audit Focus: Manuals and procedures

2022 staff compensation communication and changes

Fairytales Balls each weekend at capacity

Mandates, Impacts, and Business Risks

The packet this month is lengthy. I will list and describe bills and legislation applicable to libraries in next month's packet.

Professional Trends and Analysis

*****Star Libraries: DCL is a 3-star library once again.** The stars are out again. Each year, *American Libraries* awards library "Star Ratings." The magazine awards 30 libraries from each population category – 10 with 5 stars, 10 with 4 stars, and the final ranking of 10 with 3 stars. DCL is a 3-star library, ranked 23/104 in North America with a 10-29 million budget.

The Star Ratings: 3 Opportunities

Opportunity 1: The star rating is one window or perspective about library success.

The star rating:

- is a lagging indicator using data from 2020.
- Is a ranking from high use to low without regard to the distance between scores.
- groups the competition by budget – ours being 104 libraries with budgets from 10-29M.
- judges success by use totals in 7 transaction facets.
 - Loans - physical content
 - Loans – digital content
 - Library visits
 - Program attendance
 - Public internet station sessions
 - Wi-Fi sessions
 - Successful database searches – a customer selects a record or article to view

The star rating shows our profession's penchant for both awards and counting things. Even though the profession shifts and pivots about what makes a great library about every ten years, the star ratings linger in the space judging success by transaction counts. The rating begins by clumping libraries by budget and then rank use within each grouping. Next year, DCL will compete with a new list of peers as we have moved to the 30M+ budget category.

Opportunity 2: The star rating provides a dataset to compare DCL's business plan with peers.

The overall star rating system ranks DCL as #23 in a field of 104. The field of 104 libraries is ridiculously diverse including libraries with a population of 59,000 and others in excess of a million. In this 2019 dataset, DCL's budget was 24M. The budget category itself (10 to 29M) is wide with nearly a 3-fold jump from low to high. 21 libraries of the 104 have budgets and populations within 25% of DCL, making them a better peer match for comparison.

Using the star ratings own methodology, we're #23rd or the larger group of 104. We rank 7th in the close peer sample of 21. 6 of 7 libraries in the close peers grouping have transaction totals within 10% of each other – not much of a difference. Howard County (MD) is the exception sporting 30% higher transactions.

DCL Comparison	Close Peers/21	All 104
Loans – Physical content	#3	#9
Loans - Digital content	#2	#5
Visits	#11	#38
Program Attendance	#5	#33
Public Internet Stations Use	#21	#97
Wi-Fi Session	#6	#19
Electronic Information Retrieval	#13	#36

Observations:

- Our community uses content at a high rate compared to peers.
- Our events and activities are top five of close peers and the top third of the entire field.
- Not surprisingly, our Library is at the bottom for community Internet access
- DCL is middling compared to our close peers for visits - #11/21.

Opportunity 3: The star rating is an opportunity to review on our own key performance indicators or KPI. Last year, we pivoted away from transactions toward these metrics. We'll review KPI each quarter.

- Netpromoter: Would our customers recommend us to others?
- Market Share: What percentage of Douglas County citizens use our services?
- Weighted Transaction Counts: What are the use trends for key outputs?

Board Talking Points

Elevating the Brand – Douglas County Libraries elevates our community by inspiring a love of reading, discovery, and connection. With nearly 2 million visitors to seven branches each year, visitors are met with beautiful spaces, curated collections, personalized services, and a variety of events that offer a premium experience for all.

Customer Experience

Storytime: 8,171 people attended or viewed a DCL storytime in January. This is up from 6,600 people in December – a 24% increase.



Each branch also holds a weekly “Storytime Discover”. In January, Melissa Della Penna in Highlands Ranch planned a clever home-office-themed literacy-skills obstacle course using office supplies as literacy tools. Our youngest customers matched colors and numbers on post-it notes, created art on envelopes, and fashioned fancy paper-clip jewelry.



Battle of the Books is in full swing! Several YFS librarians were busy in early January holding mock battles for Battle of the Books, and actual competition started January 19th. Battle of the Books is a bowl-style trivia tournament for kids in grades 3-6 in Douglas County. To learn more about the battle or to see the standings, visit <https://www.dcl.org/botb/>

Travel Through History book club began in January and is already gaining some traction! This daytime book club led by Amy Stallcup at PSM meets monthly to discuss fiction and nonfiction titles with a historical bent. In February, 10 attendees from all over Douglas County discussed The Children’s Blizzard by Melanie Benjamin, and in March they will discuss The Boston Girl by Anita Diamant.

Shout-Out!

A nice customer shout out for Brandon Foreman's PSM storytimes



Community Engagement - Community Services - Foundation

People choose to give money to different places for different reasons. Douglas County Libraries Foundation has been honored to receive donations from many of our county's residents. It is customary for us to send thank you letters to our donors. It is not always customary that they reply to that thank you, with their own thank you. Recently, we received two such replies.

"I would like to say a huge thank you to you and DCL for how you have enriched our lives. My son attends your summer camps (he can't wait for the space ones coming up!), I am grateful for

how when I see a book I would love to read, you have it either on order or available 99% of the time, and my husband is grateful that my book budget has been greatly reduced.

Thank you for all your hard work; it does not go unnoticed. ❤️"

"It is our pleasure, and we enjoy the Douglas County Libraries so much. My daughter meets with a tutor there every other week while Jen uses the opportunity to scour the shelves to satisfy her reading addiction."

These words and the fact that we receive donations lets us know that we are serving the community well and they are appreciative and happy to have such a strong library system in their lives.

Collection Services

2021 was an incredible year of change, adapting and starting anew. As we navigated that as staff, our community's interest in using the library's materials remained undeterred.

Here are some of this year's collection-related takeaways:

- Total circulation was just shy of 6 million:
 - Physical materials: 4,450,206
 - Digital materials (hoopla and OverDrive): 1,370,815
- Top circing titles per collection:
 - Adult Fiction (print & audio): *Four Winds*
 - Adult Nonfiction (print & audio): *Keep Sharp: Build a Better Brain at Any Age*
 - DVD: *News of the World*
 - Blu-ray: *Tenet*
 - YA Fiction: *Hunger Games: Ballad of Songbirds and Snakes* (same as 2020)
 - J Fiction: *Diary of a Wimpy Kid: The Deep End* (this series was also top circling in 2019 & 2020)
 - Picture Book: *Pigeon Has to Go to School* (same as 2020)
 - Nontraditional Item: It was a tie between *Cricut Joy* and *Oculus!*
- Top Database: Consumer Reports. Honorable mentions (thanks to DCSD use): Global Issues in Context, Biography in Context, Opposing Viewpoints in Context, and CultureGrams.
- 912,000 holds were filled!

These numbers do not happen without effort, and quadruple the effort in 2021, as there were so many new things to learn. Thank you for being a part of the success of DCL's collections. Thank you for being readers/listeners/watchers and sharing that with customers via conversation and merchandising. We don't know what this next year holds, but we always look forward to seeing what we achieve together.

Item	Prepatory Work	Motion
Board Structure	Come prepared to engage in discussion with General Counsel during the Study Session to consider how the board wants to best structure itself. Should the board continue a committee structure?	Depending on the conversation with General Counsel - I move to amend the board structure by
Election Process	Come having reviewed the proposed Ballot Process and to engage with General Counsel during Study Session on using a ballot process versus a nomination process for the annual election of officers.	I move that the voting for the 2022 annual elections of officers be taken by ballot, using the ballot derived from the informal poll of interest done prior to the start of this meeting.
Confirmation of Ballot Slate	No prepatory work.	Once ballot has been passed out and read into the record, I move to accept the 2022 ballot slate as presented, or I move to accept the 2022 ballot slate as amended by ...
Annual Election of Officers	Come prepared to appoint and/or volunteer for a board Officer position.	I move to appoint _____ as... Unless the board votes to handle elections by ballot. Then the tallied ballot results will be read into the record.
Annual Appointment of Committee Chairs and Members	Come prepared to volunteer for and/or vote to appoint 2022 committee chair & members.* *unless the board votes to modify structure and committee appointments aren't needed.	I move to appoint _____ as Board Personnel Committee Chair. I move to appoint _____ and _____ as Board Personnel Committee members. I move to appoint _____ as Board Capital Planning Committee Chair. I move to appoint _____ and _____ as Board Capital Planning Committee members.

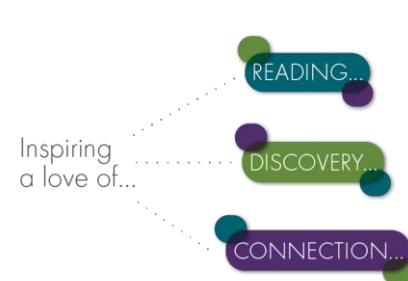
READING...

Inspiring
a love of...

DISCOVERY...

CONNECTION...

Annual Meeting Representative Opportunities	Come prepared to volunteer for and/or vote to appoint 2022 representatives.	I move to appoint _____ as the Board representative for the Partnership of Douglas County Governments. I move to appoint _____ as the Board representative for the Douglas County Youth Initiative.
Annual Conflict of Interest Disclosure	Come prepared to complete the Annual Conflict of Disclosure document (see email of 2/15/22)	No motion
GMP Design-Build Contract Amendment for the Castle Rock new library project	Review Request for Approval and the Amendment for board approval.	I move to approve the GMP Design-Build Contract Amendment which authorizes staff to proceed with the Castle Rock project as outlined in the design-build contract previously approved by the Board. (Motion 21-01-05SP, Motion 21-02-10, and 21-03-03)
Trustee Representatives to meet with Board of County Commissioners	Consider who should be part of the group who present an annual library report/presentation to the Board of County Commissioners. Typically the board president has filled this role. Staff is wondering if the board would like to expand that to two trustees, instead of the one.	I move to appoint _____ and _____ to join staff in the annual presentation to the Board of County Commissioners.



Proposed Voting by Ballot Process
for Board Annual Meeting
Election of Officers

Prior to the meeting garner interest and develop the slate by asking trustees to state which slate positions they are open to being considered for election.

In open meeting

1. Announce annual election of officers
2. Ask for a motion to vote anonymously by ballot, once made, seconded, voted on and approved,
3. Confirm that ballots have been created reflecting trustees desire for certain positions
4. Hand out ballots
5. Ask for a motion to confirm that the ballot slate is accurate
6. Instruct trustees to mark their one choice for each position. Fold their ballot and return to staff
7. Staff tallies the ballots and reads the winners into the minutes
8. The ballots are anonymous and the votes remain anonymous

I move that the voting for the 2022 annual elections of officers be taken by ballot, using the ballot derived from the informal poll of interest done prior to the start of this meeting.

I move to accept the 2022 ballot slate for officers as presented,
or

I move to accept the 2022 ballot slate for officers as amended....



REQUEST FOR APPROVAL

This item is coming to you in support of a previous Board motion 21-03-03 authorizing the expenditure of \$23,824,443 toward the construction (a guaranteed maximum price, GMP) of a Castle Rock Library and library-wide service facility approaching 62,000 sFt. While details of the facility and items in the project's pricing log will continue to change and evolve, the GMP pricing limit for the facility has not changed. This contract amendment validates both the Library and contractor's will to proceed following design and before construction commences.

DATE: February 8, 2022

AGENDA ITEM: Board authorization to proceed with the Castle Rock Library project – amendment to the contract with Fransen Pittman, Contractors.

DISCUSSION:

Our Library achieved or has scheduled milestones positioning a Board decision to proceed:

01/2022	100% construction documents; sub-contractor bidding
02/2022	Downtown Design Review Board Approval
03/2022	Final Permitting
04/2022	Property Fencing and Preparations
05/2022	Ground Breaking

The contract documents are lengthy. The following table notes updates from the original agreement.

Exhibit	Description	Pages	Status
Article II	Contract Documents	3	Revised
Article V	Contract Time	3	Revised
Article VI	Contract Price	3-4	Revised
C	Labor/ Equipment/ Insurance Rates	5-8	Updated to current
D	Guaranteed Maximum Price / Tracking Log/ Allowances GMP	9-28	Revised
E	100% CD Drawings and Specs	29-47	Added-completes contract
F	Construction schedule	48-51	Added-completes contract
G	Certificates of Insurance	52-64	Updated to current
H	Health and Safety 2022	65-135	Updated to current
I	Owner's Safety Protocols	136	No Change
J	Owner's performance review	137	No Change
K	Payment and Performance Bond.	138-142	Added-completes contract
L	Owner's Development Cost Matrix	143-147	No Change
M	Foundation Selection	148-150	No Change
N	Subcontractor bid tab summary / recommendations	151-153	Added-completes contract
O	Unit Costs	154	Added-completes contract
P	Clarifications	155-160	Added-completes contract



REQUEST FOR APPROVAL

GMP Reconciliation: The project employs four strategies to prevent cost overruns:

- 1) Project cost tracking log making design choices against the limit designated by the Board.
- 2) Project alternates – choices we can pursue or reject while meeting project deliverables.
- 3) Project contingencies built into the GMP that we can employ for changes or unexpected events.
- 4) Philanthropic gifts that the Library may employ to purchase alternates or defray expenses.

The amendment shows our current position at \$35,627 below the limit approved by the Board notwithstanding project contingencies for risk mitigation and alternate selection.

	<u>GMP</u>	
	<u>Page</u>	
Exhibit D, 100% Bid Set Cost	9	\$22,282,542
Tracking Log, net additions	26	28,300
Article II, GMP	3	22,310,842
Owner's Soft Cost	146	372,380
Owner's Contingency	147	1,105,594
100% CD Project Costs		23,788,816
Original GMP		23,824,443
Over (Under) Original GMP		(35,627)

RECOMMENDATION:

We recommend the Board approve a motion to proceed.

BUDGET IMPACT: \$23,824,443 (for construction with other funds for library contents to be reviewed at a later date). The \$23,824,443 (or less) will be expensed according to a cash-flow schedule matching project milestones and completion in 2022 and 2023.

MOTION: I move to approve the updated contract addendum which authorizes staff to proceed with the Castle Rock project as outlined in the design-build contract previously approved by the Board. (Motion 21-01-05SP, Motion 21-02-10, and 21-03-03)

PERSON(S) RESPONSIBLE: Bob Pasicznyuk, Executive Director



DESIGN-BUILD CONTRACT AMENDMENT



Design-Build Contract Amendment

For Use with DBIA Document No. 525, *Standard Form of Agreement Between Owner and Design-Builder – Lump Sum* (2010 Edition) and DBIA Document No. 530, *Standard Form of Agreement Between Owner and Design-Builder – Cost Plus Fee with an Option for A Guaranteed Maximum Price* (2010 Edition)

Amendment Number: 2022_0215 (Amendment 002)	Amendment Effective Date: (if blank, use the date when executed by both parties)
Project: Douglas County Library -Philip S. Miller Library	Design-Builder's Project No: 2095. C1
	Date of Agreement: 2/15/2022
Owner: Douglas County Libraries	Design-Builder: Fransen Pittman Construction Co. Inc.

Article II, Contract Documents:

Section 2.1.1.3. Design Builder's Bill Rates for Insurance, Labor and Tools & Equipment.

- Exhibit C is hereby deleted and replaced with the revised exhibit for labor, tools, and equipment rates for 2022. These are subject to adjustment at the start of every quarter and make-up of rates are not subject to audit.

Section 2.1.1.4. Guaranteed Maximum Price "GMP" Exhibit.

- The GMP Proposal is accepted by Owner in accordance with Section 6.6.2.2. **The GMP is \$22,310,842.** The GMP and its basis are set forth in "Exhibits D" explicitly tied to the tracking log exhibit D with accepted and rejected items discussed for the total project 2/7/2022 & 2/8/2022.
- This excludes any of the costs identified in the "Exhibit L" for soft costs or owner contingency.
- **Section 2.1.1.5. Basis of Design Documents.** Section 2.1.1.5 is amended in part to provide that "Exhibit E" completion of the Basis of Design Documents and at the time Owner issues the Notice to Proceed and shall be set forth into the Agreement.
- **Section 2.1.1.6. Contract Work Schedule.** Section 2.1.1.6 is amended in part to provide that "Exhibit F" completion of the Basis of Design and current contract work schedule.
- **Section 2.1.1.7. Design Builders Insurance Certificates.** "Exhibit G" attached to the Agreement pursuant to Section 2.1.1.7, is hereby deleted and replaced with the document labeled "Exhibit G," attached hereto.

Article V, Contract Time

- **Section 5.2.1. Substantial Completion.** Section 5.2.1 substantial completion of the entire work shall be received no later than the date set forth in the GMP amendment "Exhibit F", or as modified by change order ("substantial completion date").

Article VI, Contract Price

- 6.2.2 Design builders fee for change orders shall be 4.2% of the additional costs of the work incurred for that change order, plus the additional markups set forth in the GMP "Exhibit D": Design 7.02%, Insurance 1.28%, Bonds .68%, and Consumable Tax .13%.

Contract Documents: 2.1 Section – Exhibit Revisions hereby deleted and replaced.

- Exhibit C - Revision 2022 - Labor/ Equipment/ Insurance Rates
- Exhibit D - Revision 2/7/2022 & 2/8/2022: Guaranteed Maximum Price / Tracking Log/ Allowances GMP.
- Exhibit E - 100% CD Drawings and Specs
- Exhibit F - Construction schedule
- Exhibit G - Revised Certificates of Insurance
- Exhibit H - Health and Safety 2022
- Exhibit I - Owner's Safety Protocols (no change)
- Exhibit J - Owner's performance review (no change)
- Exhibit K - Payment and Performance Bond.
- Exhibit L - Development Cost Matrix (excluded from GMP)
- Exhibit M - Foundation Selection (no change)
- Exhibit N - Subcontractor bid tab summary / recommendations
- Exhibit O - Unit Costs Summary
- Exhibit P - Clarifications

By executing this Amendment, Owner and Design-Builder agree to modify the Agreement and the General Conditions of Contract as stated above. Upon execution, this Amendment becomes a Contract Document issued in accordance with the *General Conditions of Contract Between Owner and Design-Builder*. Except as modified herein, there are no other changes to the Contract Documents.

OWNER:

By:

Printed Name:

Title:

Date:

DESIGN-BUILDER:

By:

Printed Name:

Jim Andrews

Title:

Vice President of Operations

Date:

February 16, 2022

A handwritten signature in black ink, appearing to read "Jim Andrews".

**FRANSEN PITTMAN / DOUGLAS COUNTY EQUIPMENT (RELATED PARTY) STANDARD TOOL AND RENTAL
EQUIPMENT PRICING LIST**

Equipment Description	Bill Code	Monthly Billing Rate
AIR BREAKER-25-90 LB	1B	\$ 785
AIR COMPRESSOR-DSL-175-185CFM	1C	\$ 1,850
AIR COMPRESSOR-DSL-375 CFM	1D	\$ 3,250
AIR MONITOR-GAS DETECTOR	B2	\$ 290
AIRLESS SPRAYER	B3	\$ 130
APPLIANCE DOLLY	1E	\$ 160
ARC WELDER 180-250 AMP-DS	1F	\$ 1,075
ART BOOM LIFT 30-34' 4WD	1G	\$ 3,675
ART BOOM LIFT 40-49' 4WD	1H	\$ 5,040
ART BOOM LIFT-60-64'-FWD	1L	\$ 5,500
ART-STR-BOOM LIFT-80-89-4	1K	\$ 9,765
50-55 SPECIALTY BOOM	5N	\$ 3,000
Boom Lift 40'-49';DSL-4WD	7F	\$ 5,040
PUSH AROUND BOOM LIFT	5P	\$ 1,000
STR BM LIFT 120-126' 4WD	4M	\$ 16,800
STR BM LIFT 60-69' 4WDDSL	4N	\$ 5,050
TOW BOOM LIFT 33-50' PLAT	4V	\$ 2,790
BACKHOE-4WD 12-15' W/CAB	1N	\$ 4,200
BACKHOE-4WD 7-8' MINI	1Y	\$ 3,950
BARRIER CLAMP	7E	\$ 700
BLOWER	5J	\$ 500
BODY HARNESS KIT	B6	\$ 275
BREAKER ATTACH HYD 1000LB	2X	\$ 3,780
BREAKER ATTACH HYD LARGE	R10	\$ 6,000
BREAKER ATTACHMENT SMALL	Q1	\$ 2,074
BRICK/BLOCK SAW-ELEC-14"	1P	\$ 945
BRUSH CUTTER; 24"	6N	\$ 1,000
BUILDERS LEVEL	B7	\$ 375
BULL FLOAT	5F	\$ 250
CHAIN FALL; 2-TON>	6B	\$ 350
CHAINSAW	6T	\$ 650
CLUB CAR GOLF CART	GA	\$ 350
CNCRETE VIBRATOR-ELEC 1-3	2F	\$ 850
CNCRTE FLOOR GRINDER 1-2	1X	\$ 1,100
CNCRTE MIXER-5-9 CU FT	2A	\$ 980
CNCRTE PLANE/SCARFR-GAS	2B	\$ 4,000
CNCRTE PWR BUGGY-R/O-16	2C	\$ 1,680
CNCRTE SAW-SP/WB-GAS10-20	2D	\$ 1,050
COMPACTION WHEEL	6F	\$ 700
COMPACTOR ATTACHMENT	R11	\$ 2,500
COMPRESSOR (LARGE TWIN)	C3	\$ 525
COMPRESSOR (PANCAKE)	C4	\$ 105
COMPRESSOR (SMALL TWIN)	C5	\$ 425
CONCRETE BUCKET	1W	\$ 750
CONTAINER-20'-25'	1A	\$ 340
CORE DRILL W/STAND, ETC.	KA	\$ 865
DATA VAULT	R4	\$ 330
DEMO SAW	D4	\$ 960
DEMOLITION HAMMER	D5	\$ 970
DIGITAL TRANSIT	D8	\$ 375
DOOR HANGING CART	D9	\$ 150
DOOR JAMB PROTECTORS	P4	\$ 50
DOOR SHIELD PROTECTORS	P3	\$ 50
DRILL PRESS	5K	\$ 1,000
DRYWALL DOLLY	E2	\$ 275
DUMP HOPPER (1/2 CY)	E3	\$ 500
ELECTRIC BREAKER 60-75LB	2J	\$ 1,200
FAN =<36"	E6	\$ 400
FAN 36">	R8	\$ 700
10 LB. FIRE EXTINGUISHER	A1	\$ 40
5 LB. FIRE EXTINGUISHER	A3	\$ 20
FLOOR BUFFER	5H	\$ 650
FLOOR SCABBLER-AIR 5 HEAD	2K	\$ 3,500
INDUS FORKLIFT-5K LB	3B	\$ 2,100
FRKLFT ATTCH; JIB	5S	\$ 450
FRKLFT ATTCH; TRSH HOPPER	5T	\$ 850
REACH FORKLIFT-FXD 5K LB	3W	\$ 3,255
REACH FORKLIFT-FXD 8K LB	3X	\$ 4,780

**FRANSEN PITTMAN / DOUGLAS COUNTY EQUIPMENT (RELATED PARTY) STANDARD TOOL AND RENTAL
EQUIPMENT PRICING LIST**

Equipment Description	Bill Code	Monthly Billing Rate
REACH FORKLIFT-FXD 9K >	4B	\$ 6,040
REACH FORKLIFT-TRV 6K LB	4A	\$ 3,860
FUEL CUBE	7G	\$ 225
GANG BOX TOOLS-LEVEL 1	O1	\$ 3,500
GANG BOX TOOLS-LEVEL 2	O2	\$ 5,500
GENERATOR-5-10 KW	2S	\$ 950
GENERATOR, 20-39 KW	5E	\$ 2,250
GENERATOR 45-89 KW	IA	\$ 2,250
GENERATOR-90-119 KW	2R	\$ 3,780
HAND TRUCK-2 WHEEL	F7	\$ 95
HEATER > 500k BTU	6J	\$ 7,500
HEATER: FORCED/CONV 150K>	2P	\$ 750
HEATER; INDRCT; 300K-500K	6H	\$ 1,750
HYDRO TST PUMP:300-10Kpsi	6A	\$ 1,350
EXTENSION LADDER	E4	\$ 100
STEP LADDER	L2	\$ 75
LASER-ROTATING-HORIZ ONLY	FB	\$ 680
LIGHT TOWER	3C	\$ 1,300
MACHINERY DOLLY KIT 8T	3D	\$ 550
MANOMETER	R9	\$ 400
MATERIAL LIFT 18-25'	3E	\$ 950
MEDIA BLASTER	5L	\$ 1,500
MINI EXCAVATOR >10' DEPTH	P9	\$ 4,500
MINI EXCAVATOR 6-9.9' DEP	3G	\$ 2,730
MITRE SAW	H1	\$ 390
NEGATIVE AIR MACHINE	H5	\$ 775
OFFICE TRAILER 12' X 60'	BD	\$ 2,500
OFFICE TRLR(12X40)EQUIPD	O4	\$ 1,995
PALLET JACK	H6	\$ 500
PERSON LIFT 12-30 AC W/	3H	\$ 975
PLANER W/STAND - 15"	H9	\$ 300
PLATE COMPACTOR GAS	3L	\$ 1,040
PLATE COMPACTR REVERSIBLE	5G	\$ 2,000
POWER AUGER	3M	\$ 750
POWER THREADER	3J	\$ 1,575
PRESSURE WASH COLD-GAS	3P	\$ 1,500
PRESSURE WASH HOT-GAS	3Q	\$ 2,150
PROJECT MANAGER VEHICLE	Q2	\$ 900
PROJECT SUPT VEHICLE	Q3	\$ 975
RADIO	J8	\$ 95
RAMMER ELEC	3T	\$ 1,040
RAMMER-GAS 2.2-3.2K	3V	\$ 1,040
RAPTOR SECURITY-BASE	P7	\$ 1,200
REBAR BENDER CUTTER	4C	\$ 450
RO ROLL-VB SMOOTH 45-60"	3S	\$ 4,500
RO ROLL-VB SMOOTH 65">	5X	\$ 5,500
RO ROLL-VB SMOOTH-DD 1.5T	3R	\$ 2,100
WB ROLLER-PADFOOT 3000LB	5B	\$ 3,200
ROLL-A-LIFT 1500-6000 LB	4D	\$ 1,000
SCAFFOLD SINGLE SEC	6D	\$ 250
SCAFFOLD UTILITY: PERRY	K6	\$ 400
SCFFLD: 5x5x7 SEC 2-4;10'	6E	\$ 700
SCISSOR LIFT 12'-19'	4J	\$ 975
SCISSOR LIFT 25-34 4WD DF	4E	\$ 2,153
SCISSOR LIFT 26'	4K	\$ 1,280
SCISSOR LIFT 30-34' DC 46	4F	\$ 1,496
SCISSOR LIFT 35-44' 4WD	4G	\$ 2,468
SECURITY SYSTEM: CAMERA	R13	\$ 300
SHOT BLASTER	5M	\$ 5,500
SILT PLOW	6X	\$ 650
SKIDSTEER-1351-1750# 1845	AA	\$ 2,850
SKIDLOADER 1800-2000LB	Q4	\$ 3,150
Skidloader bucket	Q9	\$ 650
PALLET FORKS FOR SKIDSTEE	AC	\$ 650
SKIDSTEER ATTACHMENT	7A	\$ 1,400
AUGER ATTACH -SKIDSTEER	1M	\$ 1,900
SLAB GRABBER RAIL SYSTEM	R12	\$ 20
SNOW BLOWER	6S	\$ 500

**FRANSEN PITTMAN / DOUGLAS COUNTY EQUIPMENT (RELATED PARTY) STANDARD TOOL AND RENTAL
EQUIPMENT PRICING LIST**

Equipment Description	Bill Code	Monthly Billing Rate
STORAGE TRAILER-38'	BA	\$ 275
SUBMERSIBLE PUMP < 3"	L5	\$ 650
SUBMERSIBLE PUMP-ELEC 3">	4Q	\$ 900
SURVEYOR VEHICLE	Q8	\$ 975
SWEEPER/BROOM-SKIDSTEER	JA	\$ 1,400
TABLE SAW	L6	\$ 200
TATTLE TALE ALARM SYSTEM	CA	\$ 350
TECHNOLOGY FEE	R14	\$ 150
TEMP FENCE PANELS PER FT	R5	\$ 2
TEMP LIGHT SYSTEM	6U	\$ 150
TEMP PWR DIST(SPIDER BOX)	6P	\$ 650
TILE STRIPPER-ELEC	4S	\$ 920
TORCH, CART & GUAGES	M2	\$ 320
TOTAL STATION	EA	\$ 4,000
TRACTOR DSL	5Q	\$ 2,700
TRACTOR,LOADER,LANDSCAPE	5R	\$ 4,200
TRAILER;DUMP 12,000 lb	6K	\$ 1,200
TRAILER;TILT: 12'-16'	6R	\$ 1,200
TRAILER;VACUUM; 500 gal.	6L	\$ 5,000
TRASH CART	M3	\$ 300
TRASH CHUTE ACCESSORY	6Q	\$ 100
TRASH PUMP	4W	\$ 1,200
TRENCHER RO 35-39 HP	4X	\$ 3,550
TRENCHER WB 12-20 HP	5A	\$ 1,995
TRIMMER MOWER;WB	6M	\$ 450
TRUCK;SINGLE-AXLE DUMP	6G	\$ 5,000
UTILITY CART W/TRAY 4-WHE	M6	\$ 150
UTILITY VEHICLE	Q5	\$ 1,200
WATER METER	6W	\$ 250
WATER TRUCK 2000 GAL	5D	\$ 5,000
WEATHER PROTECT BLANKET	C7	\$ 90
WELDER (110 VOLT-STICK)	N1	\$ 235
WHEEL LOADER: 1 YD	5V	\$ 4,000
WHEEL LOADER: 1>	5W	\$ 7,500

**These rates subject to adjustment at the beginning of every calendar quarter
Makeup of bill rates not subject to audit.*

Fransen Pittman Labor Rates - Douglas County Libraries - PSM

Position	Rate
Project Executive	\$124.00
General Superintendent	\$123.50
Project Manager	\$113.08
Project Superintendent	\$100.35
MEP Coordinator	\$93.76
Quality Control Manager	\$88.80
Project Engineer	\$72.77
Project Administrator	\$44.16
Field Engineer	\$81.59
Assistant Project Manager	\$83.60
Assistant Project Superintendent	\$95.58
Foreman	\$93.50
Lead Man	\$86.70
Carpenter	\$81.59
Carpenter Apprentice	\$75.49
Laborer	\$69.10
Safety Officer	\$80.00
Licensed Surveyor	\$176.05
Estimator	\$87.42

These rates subject to adjustment at the beginning of every calendar quarter

Overtime for hourly positions will be billed at 1.5 times the above burdened rates

Makeup of bill rates not subject to audit

Fransen Pittman Insurance Rates

General Liability CGL	\$	7.95
Umbrella	\$	4.95
Professional Liability	\$	1.15
Builder's Risk	\$	1.35

DCL-PSM Library

100% Bid Set GMP

38 of 189



ESTIMATE DATE: 02/07/22
BUILDING AREA IN SQ FT: 62700
DRAWINGS PREPARED BY: OPN Architects

DIV NO	DIVISION RECAP	DIVISION TOTAL	\$ PER S.F.	% OF TTL	
1	General Conditions	754,982	\$12.04	3.4%	
2	Site Work and Demolition	2,670,920	\$42.60	12.0%	
3	Concrete	1,857,036	\$29.62	8.3%	
4	Brick Veneer Blend	196,600	\$3.14	0.9%	
5	Steel and Metals	1,940,675	\$30.95	8.7%	
6	Woods and Plastics	695,427	\$11.09	3.1%	
7	Moisture Protection	1,398,441	\$22.30	6.3%	
8	Doors, Windows & Glass	1,175,941	\$18.76	5.3%	
9	Finishes	2,620,173	\$41.79	11.8%	
10	Specialties	314,928	\$5.02	1.4%	
11	Equipment	0	\$0.00	0.0%	
12	Furnishings	30,350	\$0.48	0.1%	
13	Special Construction	0	\$0.00	0.0%	
14	Conveying Systems	113,990	\$1.82	0.5%	
15	Mechanical	2,252,444	\$35.92	10.1%	
16	Electrical	2,231,325	\$35.59	10.0%	
DIRECT COST		18,253,232	\$291.12	81.92%	
State & Local Tax		2.90%	28,550	\$0.46	0.13%
Use Tax		EXCL	Excluded	\$0.00	0.00%
Permit & Plan Review Fee		ALLOW	140,321	\$2.24	0.63%
Design Builder Fee		4.20%	935,867	\$14.93	4.20%
Preconstruction Fee		LS	50,000	\$0.80	0.22%
Performance & Payment Bonds (1-year warranty)		0.68%	151,858	\$2.42	0.68%
Escalation Contingency		0.50%	111,413	\$1.78	0.50%
Design Build Contingency		3.00%	668,476	\$10.66	3.00%
General Liability, Professional Liability, Umbrella Insurance		1.41%	313,070	\$4.99	1.41%
Builder's Risk Insurance		0.14%	30,081	\$0.48	0.14%
Design/Engineering (Arch, Civil, Landscaping, MEP, Structural)		7.02%	1,565,250	\$24.96	7.02%
Misc. Permits & Fees (Fire, ROW, Temp CO, etc.)		ALLOW	34,424	\$0.55	0.15%
TOTAL COST			\$22,282,542	\$355.38	100.0%
ALLOWANCES (Included Above)					
Dewatering - Div 02				15,000	
Irrigation Booster - Div 02				25,000	
Weather Protection - Div 02				60,000	
Trash Enclosure - Div 04				18,000	
Toilet Partition Bracing - Div 05				7,000	
Curtain Wall Head Bracing - Div 05				25,000	
Roofing Insulation Storage - Div 07				65,000	
Major Floor Prep - Div 09				25,000	

General Conditions						
Item Code	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL	\$ PER S.F.	% OF TTL
01 10 00 ADMINISTRATIVE REQUIREMENTS						
01 11 01	Superintendent	69	WKS	295,184	\$4.71	1.3%
01 11 06	Project Engineer - full duration, partial time	31.61	WKS	100,355	\$1.60	0.5%
01 11 07	Project Coordinator	14.28	WKS	25,224	\$0.40	0.1%
01 11 00	Project Manager - full duration, partial time	59.84	WKS	286,466	\$4.57	1.3%
01 12 00 FIELD OFFICE EXPENSES						
01 12 01	Courier	1	LS	1,164	\$0.02	0.0%
01 12 02	Brick Veneer Blend	1	LS	1,164	\$0.02	0.0%
01 12 03	Progress photographs		CLAR	By Superintendent		
01 12 04	Field Office Equip. computer, fax, etc.)	68	WKS	3,400	\$0.05	0.0%
01 12 05	Field Office Supplies	68	WKS	3,400	\$0.05	0.0%
01 21 00, 01 22 00 TEMPORARY FACILITIES						
01 21 01	Jobsite telephone/Sup. Cell phone/Radios	16	MO	4,711	\$0.08	0.0%
01 21 02	Trailer Utility Cost	16	MO	4,711	\$0.08	0.0%
12102.1	Jobsite Electrical, Gas, Water Consumption Costs By Owner		CLAR	By Owner		
01 21 04	Portable chemical toilets	16	MO	13,506	\$0.22	0.1%
01 21 05	Temporary Building Heat		CLAR	In Div. 02-16		
01 21 06	Jobsite IT	16	MO	4,473	\$0.07	0.0%
01 22 01	Office trailer - use existing retail	16	MO	Clarification		
01 22 02	Job sign		CLAR	In Div. 02-16		
01 22 04	Temporary job fence		CLAR	In Div. 02-16		
01 22 05	Temporary storage	16	MO	7,062	\$0.11	0.0%
01 22 06	Weather protection - This will be an agreed upon Division Two Allowance		CLAR	In Div.02-16		
01 22 07	Safety supplies/First Aid	16	MO	2,356	\$0.04	0.0%
01 22 08	Water, Ice & Cups	16	MO	1,806	\$0.03	0.0%
01 22 09	Temporary Protection - See division two weather protection allowance		CLAR	Clarification		
01 25 00 TRASH						
01 25 01	Dumpsters will be in Div. 2 - 16 as required		CLAR	In Div. 02 - 16		
01 31 00 EXECUTION REQUIREMENTS						
01 31 02	Final cleaning		CLAR	In Div. 02-16		
DIVISION 1 TOTALS					754,982	\$12.04
						3.4%

Division 2 Site Work						\$ PER S.F.	% OF TTL
LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL			
02 32 00 Geotechnical Investigation							
1	Geotechnical Investigation		EXCL	By Owner			
02 32 00	Geotechnical Investigation			0	\$0.00	0.0%	
02 25 10 Site Basic Means & Materials							
1	Textura Fee	1	LS	10,000	\$0.16	0.0%	
2	Construction Fence with Library Project Team Screening	2,500	LF	22,500	\$0.36	0.1%	
3	Video Camera Documentation	1	LS	15,000	\$0.24	0.1%	
4	Foreman Phase I & Phase II Site Activities	1,040	MH	97,240	\$1.55	0.4%	
02 25 10	Site Basic Means & Materials			144,740	\$2.31	0.6%	
02 41 16 Structure Demolition							
1	Structure Demolition Pkg - Tab 2A	1	LS	274,600	\$4.38	1.2%	
2	Castle Rock & Douglas County Demolition Permit		INCL	Included			
3	Water Hydrant Permit & Dust Control During Demolition		INCL	Included			
4	Demo, Remove, Recycle Concrete Walks, Stoops, Trash Enclosures, & Site Features		INCL	Included			
5	Demo, Remove, Recycle Site Concrete & Asphalt		INCL	Included			
6	Recovery of CFC's from Mechanical Equipment		INCL	Included			
7	Removal & Disposal of Regulated Building Materials (Lamps, Ballasts, Exit Signs, T-Stats, Smoke Detectors, etc.)		INCL	Included			
02 41 16	Structure Demolition			274,600	\$4.38	1.2%	
02 41 20 Recycling & Waste Removal (LEED)							
1	LEED accreditation, or anything other than standard recycling - Not Included		CLAR	Clarification			
02 41 20	Recycling & Waste Removal (LEED)			0	\$0.00	0.0%	
02 58 00 Mold Remediation & Hazardous Material Abatement							
1	Mold Remediation & Hazardous Material Abatement		EXCL	Not Included			
02 58 00	Mold Remediation & Hazardous Material Abatement			0	\$0.00	0.0%	
31 00 00 Earthwork							
1	Earthwork Pkg - Tab 2B	1	LS	484,575	\$7.73	2.2%	
2	Demo Existing Asphalt & Site Concrete		INCL	Included			
3	Demo Existing Light Pole Bases		INCL	Included			
4	Clear & Grub Site (Parking Islands)		INCL	Included			
5	Demo Existing Trees		INCL	Included			
6	Provide 3' Over-ex Under Building Slab - Per Geotechnical Report		INCL	Included			
7	Provide 2' Over-ex Under Site Paving & Sidewalks		INCL	Included			
8	Structural Excavation & Backfill at Building, Trash Enclosure, Seat Walls		INCL	Included			
9	Import & Place 6" of Gravel Under Building Slab - Per Geotechnical Report		INCL	Included			
10	Spoils Removal for Auger Cast Piles & Utility Trenches	1	LS	24,950	\$0.40	0.1%	
31 00 00	Earthwork			509,525	\$8.13	2.3%	
31 10 00 Layout - Site							
1	Surveying	1	LS	35,000	\$0.56	0.2%	
31 10 00	Layout - Site			35,000	\$0.56	0.2%	
31 23 19 Dewatering							
1	Dewatering Allowance	1	ALLOW	15,000	\$0.24	0.1%	
31 23 19	Dewatering			15,000	\$0.24	0.1%	
31 25 00 Erosion/Sedimentation Control (SWMP)							
1	Erosion/Sedimentation Control (SWMP) - Setup and maintenance	16	MON	78,522	\$1.25	0.4%	
2	Eco Pans for Auger Cast Piles	40	EA	20,040	\$0.32	0.1%	
31 25 00	Erosion/Sedimentation Control (SWMP)			98,562	\$1.57	0.4%	
31 25 01 Stormwater Inspection & Audit							
1	3rd Party Inspections & Audits	16	MON	7,852	\$0.13	0.0%	
31 25 01	Stormwater Inspection & Audit			7,852	\$0.13	0.0%	
32 12 00 Asphalt Paving							
1	Asphalt Paving Pkg - Tab 2C	1	LS	270,628	\$4.32	1.2%	
2	Striping		INCL	Included			
3	Traffic Control		INCL	Included			
4	Verify Grading		INCL	Included			
32 12 00	Asphalt Paving			270,628	\$4.32	1.2%	
32 16 00 Site Concrete							
1	Site Concrete Pkg - Tab 2D	1	LS	351,353	\$5.60	1.6%	
2	ADA Ramps w/ Detectable Warning		INCL	Included			
3	Base Bid East Entry		INCL	Included			
4	Base Bid Front Porch (West Entry)		INCL	Included			

Division 2 Site Work

LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL	\$ PER S.F.	% OF TTL
5	Cheek Walls		INCL	Included		
6	Cross Pans		INCL	Included		
7	Cross Walk		INCL	Included		
8	Heavy Duty Concrete Paving		INCL	Included		
9	Light Pole Bases (10 EA)		INCL	Included		
10	Sidewalks		INCL	Included		
11	Trash Enclosure		INCL	Included		
12	Transformer Pad		INCL	Included		
32 16 00	Site Concrete			351,353	\$5.60	1.6%
32 32 00 Retaining Walls						
1	Retaining Walls Pkg	1	LS	50,142	\$0.80	0.2%
32 32 00	Retaining Walls			50,142	\$0.80	0.2%
32 90 00 Landscaping						
1	Landscaping & Irrigation Pkg - Tab 2F	1	LS	229,644	\$3.66	1.0%
2	Plantings		INCL	Included		
3	Prairie Sod & Native Seeds		INCL	Included		
4	Wood Mulch		INCL	Included		
5	1.5" Cobble Mulch		INCL	Included		
6	Sandstone Boulders		INCL	Included		
7	SynLawn - Synthetic Turf at East Entry	1	LS	7,500	\$0.12	0.0%
8	Irrigation Booster Pump	1	ALLOW	25,000	\$0.40	0.1%
9	12 Month Landscape Maintenance Per specifications (Phase I & Phase II)	1	LS	24,924	\$0.40	0.1%
32 90 00	Landscaping			287,068	\$4.58	1.3%
12 93 00 Site Furnishings						
1	Site Furnishings Pkg	1	LS	42,541	\$0.68	0.2%
2	East Entry (Base Bid):		INCL	Included		
3	Cordia Bike Rack - 4 EA		INCL	Included		
4	Cordia Trash Receptacle - 2 EA		INCL	Included		
5	Vector 8' Bench - 5 EA		INCL	Included		
6	Front Porch (Base Bid):		INCL	Included		
7	Cordia Bike Rack - 4 EA		INCL	Included		
8	Cordia Trash Receptacle - 2 EA		INCL	Included		
9	Vector 8' Bench - 3 EA		INCL	Included		
10	Includes Items Schedule Per Landscape Plans, Other items assumed to be FF&E		CLAR	Clarification		
12 93 00	Site Furnishings			42,541	\$0.68	0.2%
33 10 00 Utilities						
1	Site Utilities Pkg - Tab 2B	1	LS	510,399	\$8.14	2.3%
2	Domestic Water Service - 2"		INCL	Included		
3	Irrigation Water Service - 1"		INCL	Included		
4	Fire Line Water Service		INCL	Included		
5	Sanitary Sewer		INCL	Included		
6	Storm Drainage		INCL	Included		
7	Storm Pond Outlet & Rain Garden		INCL	Included		
33 10 00	Utilities			510,399	\$8.14	2.3%
33 51 00 Dry Distribution Utilities						
1	By Owner - RE: Soft Cost Matrix		CLAR	Clarification		
33 51 00	Dry Distribution Utilities			0	\$0.00	0.0%
33 90 00 Sewer Line Intersection/Camera						
1	Inspect New & Existing Sewer Lines	1	LS	5,000	\$0.08	0.0%
33 90 00	Sewer Line Intersection/Camera			5,000	\$0.08	0.0%
34 41 13 Traffic Signals/Controls						
1	Traffic Signals/Controls		EXCL	Excluded		
34 41 13	Traffic Signals/Controls			0	\$0.00	0.0%
02 99 01 Weather Protection Allowance						
1	Weather Protection Allowance	1	ALLOW	60,000	\$0.96	0.3%
02 99 01	Weather Protection Allowance			60,000	\$0.96	0.3%
02 99 02 Material Handling						
1	Material Handling	1	LS	8,510	\$0.14	0.0%
02 99 02	Material Handling			8,510	\$0.14	0.0%
DIVISION 2 TOTALS 2,670,920					\$42.60	12.0%

Division 3 Concrete						\$ PER S.F.	% OF TTL
LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL			
03 11 00 Concrete							
1	Concrete Pkg - Tab 3A	1	LS	1,004,336		\$16.02	4.5%
2	Grade Beams		INCL	Included			
3	Pad Footings		INCL	Included			
4	Pilasters		INCL	Included			
5	Elevator Pit		INCL	Included			
6	Slab on Grade, 5"		INCL	Included			
7	Slab on Deck, 4.5"		INCL	Included			
8	East Entry Base bid		INCL	Included			
9	Front Porch Base Bid		INCL	Included			
03 11 00	Concrete			1,004,336		\$16.02	4.5%
03 60 00 Grouting							
1	Grouting Pkg	1	LS	25,200		\$0.40	0.1%
2	Grout Column Base Plates		INCL	Included			
03 60 00	Grouting			25,200		\$0.40	0.1%
03 99 01 PMD							
1	Auger Cast Piles Pkg - Tab 2E	1	LS	827,500		\$13.20	3.7%
03 99 01	PMD			827,500		\$13.20	3.7%
DIVISION 3 TOTALS					1,857,036	\$29.62	8.3%

Division 4 Masonry						\$ PER S.F.	% OF TTL
LINE NO.	ITEM DESCRIPTION			QUAN	UNIT	ITEM TOTAL	
04 20 00 Unit Masonry							
1	Masonry Pkg - Tab 4A		1	LS		178,600	
2	Brick Veneer Blend			INCL		Included	
3	Furnish & Install Reinforcing Materials at Masonry			INCL		Included	
4	Masonry Flashings			INCL		Included	
5	Trash Enclosure - City Scapes Prefabricated Enclosure		1	ALLOW		18,000	
04 20 00	Unit Masonry					196,600	\$3.14 0.9%
DIVISION 4 TOTALS						196,600	\$3.14 0.9%

Division 5 Steel						\$ PER S.F.	% OF TTL
LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL			
05 12 00 Structural Steel							
1	Structural Steel Pkg - Tab 5A	1	LS	1,894,591			
2	Pre/Post Beam Camber Survey Time	80	CMH	14,084		\$30.22	8.5%
3	Structural Steel Framing		INCL	Included		\$0.22	0.1%
4	Steel Joist Framing		INCL	Included			
5	Steel Decking		INCL	Included			
6	Metal Fabrications		INCL	Included			
7	Metal Stairs & Railings		INCL	Included			
8	Foreman Phase I & Phase II Site Activities		INCL	Included			
9	Safety Cabling		INCL	Included			
10	Toilet Partition Support	1	ALLOW	7,000		\$0.11	0.0%
11	Storefront Bracing	1	ALLOW	25,000		\$0.40	0.1%
05 12 00	Structural Steel			1,940,675		\$30.95	8.7%
DIVISION 5 TOTALS						1,940,675	\$30.95
							8.7%

Division 6 Woods & Plastics					\$ PER S.F.	% OF TTL
LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL		
06 10 00 Rough Carpentry						
1	Rough Carpentry	1	LS	207,629	\$3.31	0.9%
2	Temporary Walkways at Existing library during construction	1	LS	29,291	\$0.47	0.1%
3	Project Foreman	56	WKS	156,407	\$2.49	0.7%
06 10 00	Rough Carpentry			393,327	\$6.27	1.8%
06 40 00 Finish Carp/Arch Woodwork						
1	Cabinetry & Millwork Pkg - Tab 6B	1	LS	302,100	\$4.82	1.4%
2	Architectural Wood Casing & Countertops		INCL	Included		
3	Wood Paneling (WD-01)		INCL	Included		
06 40 00	Finish Carp/Arch Woodwork			302,100	\$4.82	1.4%
DIVISION 6 TOTALS					695,427	\$11.09
DIVISION 6 TOTALS					695,427	3.1%

Division 7 Thermal & Moisture Protection						\$ PER S.F.	% OF TTL
LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL			
07 08 00 Temporary Roof Protection							
1	Roof Protection & Temp Closure of Openings	1	LS	29,610	\$0.47	0.1%	
07 08 00	Temporary Roof Protection			29,610	\$0.47	0.1%	
07 10 00 Damproofing & Waterproofing							
1	Damproofing at Foundation Walls & Foundation Insulation - Tab 7A	1	LS	64,530	\$1.03	0.3%	
2	Foreman Phase I & Phase II Site Activities	1	LS	1,900	\$0.03	0.0%	
07 10 00	Damproofing & Waterproofing			66,430	\$1.06	0.3%	
07 21 00 Thermal Insulation							
1	Thermal Insulation at Non-Metal Panel Areas (Masonry & Soffit + Z Furring)	1	LS	66,835	\$1.07	0.3%	
2	Integral Weather Barrier	1	LS	115,000	\$1.83	0.5%	
07 21 00	Thermal Insulation			181,835	\$2.90	0.8%	
07 50 00 Flat Roofing							
1	Flat Roofing Pkg	1	LS	1,013,956	\$16.17	4.6%	
2	Sheet Metal Flashing & Trim		INCL	Included			
3	Exterior Metal Panel		INCL	Included			
4	Thermal Insulation & Z-Furring Behind Metal Panels		INCL	Included			
5	Poly-Iso Storage	1	ALLOW	65,000	\$1.04	0.3%	
6	Misc Flashing	1	LS	20,000	\$0.32	0.1%	
07 50 00	Flat Roofing			1,098,956	\$17.53	4.9%	
07 92 00 Joint Sealers							
1	Building & Joint Sealants Pkg - Tab 7A	1	LS	21,610	\$0.34	0.1%	
07 92 00	Joint Sealers			21,610	\$0.34	0.1%	
DIVISION 7 TOTALS						1,398,441	\$22.30
							6.3%

Division 8 Doors & Windows						\$ PER S.F.	% OF TTL
LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL			
08 10 00 Doors & Frames							
1	Doors & Hardware Pkg	1	LS	182,018	\$2.90	0.8%	
2	Installation		INCL	Included			
3	Auto Operators	3	EA	10,500			
4	Wave to open	4	EA	2,000			
5	Unload & Protect		INCL	Included			
6	Sort & Distribute		INCL	Included			
7	Final Adjustment of Hardware		INCL	Included			
08 10 00	Doors & Frames			194,518	\$3.10	0.9%	
08 31 16 Access Panels & Frames							
1	Access Panels	1	LS	4,750	\$0.08	0.0%	
08 31 16	Access Panels & Frames			4,750	\$0.08	0.0%	
08 41 13 Entrances & Storefronts							
1	Glazing Pkg	1	LS	923,363	\$14.73	4.1%	
2	Curtain Wall		INCL	Included			
3	Sun Control Devices		INCL	Included			
4	Exterior Storefront Frames		INCL	Included			
5	Automatic Sliding Doors	1	LS	53,310			
6	Interior Storefront		INCL	Included			
7	Interior Storefront Doors		INCL	Included			
8	Study Room Doors		INCL	Included			
9	Interior Glazing		INCL	Included			
08 41 13	Entrances & Storefronts			976,673	\$15.58	4.4%	
DIVISION 8 TOTALS						1,175,941	\$18.76 5.3%

Division 9 Finishes					
LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL	\$ PER S.F. % OF TTL
09 06 00 Temp. Prot. For New/Existing Finishes					
1	Temp. Prot. For New/Existing Finishes	1	LS	25,000	\$0.40 0.1%
09 06 00	Temp. Prot. For New/Existing Finishes			25,000	\$0.40 0.1%
09 06 20 Temp Heat - Finishes					
1	See Division 2 Weather Protection Allowance	1	CLAR	Clarification	
09 06 20	Temp Heat - Finishes			0	\$0.00 0.0%
09 10 00 Layout - Framing Systems					
1	Layout - Framing Systems	1	LS	31,500	\$0.50 0.1%
09 10 00	Layout - Framing Systems			31,500	\$0.50 0.1%
09 21 16 Gypsum Board Assemblies					
1	Drywall & Framing Pkg - Tab 9A	1	LS	1,241,240	\$19.80 5.6%
2	Cold Formed Metal Framing		INCL	Included	
3	Gypsum Board Assemblies		INCL	Included	
4	Batt Insulation		INCL	Included	
09 21 16	Gypsum Board Assemblies			1,241,240	\$19.80 5.6%
09 51 00 Acoustical Ceilings					
1	Acoustical Ceiling Pkg - Tab 9D	1	LS	652,766	\$10.41 2.9%
2	DXI Grid w/ Reveals as shown with 2" Compasso trim		INCL	Included	
3	Acoustical Treatments - At Story Time		INCL	Included	
4	East Entry Wood Look Metal Soffit		INCL	Included	
5	Front Porch Wood Look Metal Soffit		INCL	Included	
09 51 00	Acoustical Ceilings			652,766	\$10.41 2.9%
09 01 60 Flooring Prep					
1	Major Floor Preparation	1	ALLOW	25,000	\$0.40 0.1%
09 01 60	Flooring Prep			25,000	\$0.40 0.1%
09 60 00 Flooring					
1	Flooring Pkg - Tab 9B	1	LS	364,894	\$5.82 1.6%
2	Carpet, C-1, C-3, C-4, C-6, WOC-1		INCL	Included	
3	Stair Treads/Landing - Nora Rubber		INCL	Included	
4	Resilient, RF-4, RF5, RF6		INCL	Included	
5	Rubber Base, RB-1, RB-2		INCL	Included	
6	Tile, PCT-1, PCT-2, PCT-3, PCT-4		INCL	Included	
7	10mm Mondo - Tab 9B	1	LS	21,610	\$0.34 0.1%
8	Sealed Concrete		INCL	Included	
9	Polished Concrete	2,804	SF	12,618	\$0.20 0.1%
09 60 00	Flooring			399,122	\$6.37 1.8%
09 91 00 Painting					
1	Painting Pkg - Tab 9E	1	LS	158,885	\$2.53 0.7%
2	Exterior Painting		INCL	Included	
3	Interior Painting		INCL	Included	
4	Wall Protection	3,500	SF	35,000	\$0.56 0.2%
09 91 00	Painting			193,885	\$3.09 0.9%
09 99 01 Contractor's Means and Methods for Finish Trades					
1	Final Cleaning	63,000	SF	51,660	\$0.82 0.2%
09 99 01	Contractor's Means and Methods for Finish Trades			51,660	\$0.82 0.2%
DIVISION 9 TOTALS				2,620,173	\$41.79 11.8%

Division 10 Specialties						
LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL	\$ PER S.F.	% OF TTL
10 14 00 Building Signage						
1	Building Signage Pkg	1	LS	24,950	\$0.40	0.1%
1	Code Compliant Room & Exit Signage		INCL	Included		
2	Exterior Mounted Signage (2 PL)		INCL	Included		
10 14 00	Building Signage			24,950	\$0.40	0.1%
10 21 13 Building Specialties						
1	Building Specialties Pkg - Tab 10B	1	LS	110,073	\$1.76	0.5%
2	Floor Mounted Overhead Braced Toilet Partitions		INCL	Included		
3	Toilet Accessories		INCL	Included		
4	Fire Extinguishers		INCL	Included		
5	Corner Guards		INCL	Included		
6	Staff Lockers		INCL	Included		
7	Flagpole	1	LS	7,457	\$0.12	0.0%
10 21 13	Building Specialties			117,530	\$1.87	0.5%
10 21 23 Cubicles						
1	By Owner		EXCL	Not Included		
10 21 23	Cubicles			0	\$0.00	0.0%
10 22 26 Operable Partitions						
1	Operable Partitions Pkg - Tab 10C	1	LS	54,530	\$0.87	0.2%
2	Motorized 39'-0" Wide x 12'-0" High, STC: 50		INCL	Included		
3	Structure Bracing/Drilling	60	LF	8,280	\$0.13	0.0%
10 22 26	Operable Partitions			62,810	\$1.00	0.3%
10 99 01 Fireplace						
1	Fireplace Pkg	1	LS	89,638	\$1.43	0.4%
2	Fireplace Surround & Finishes		INCL	In Division 09		
3	Fire Place Finishes	1	LS	20,000	\$0.32	0.1%
10 99 01	Fireplace			109,638	\$1.75	0.5%
DIVISION 10 TOTALS				314,928	\$5.02	1.4%

Division 11 Equipment						\$ PER S.F.	% OF TTL
LINE NO.	ITEM DESCRIPTION			QUAN	UNIT	ITEM TOTAL	
11 99 01 Equipment							
1	Assume Equipment is by Owner			CLAR	Clarification		
2	Collection Shelving, Book Drop, Sorter machines all by Owner			CLAR	Clarification		
11 99 01	Equipment					0	\$0.00 0.0%
DIVISION 11 TOTALS						0	\$0.00 0.0%

Division 12 Furnishings

LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL	\$ PER S.F.	% OF TTL
12 20 00 Window Treatments						
1	Window Treatments Pkg - Tab 12A	1	LS	30,350	\$0.48	0.1%
12 20 00	Window Treatments			30,350	\$0.48	0.1%
DIVISION 12 TOTALS				30,350	\$0.48	0.1%

Division 14 Conveying Systems						\$ PER S.F.	% OF TTL
LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL			
14 20 00 Elevators							
1	Elevator Pkg - Tab 14A	1	LS	105,800		\$1.69	0.5%
2	Safety and Inspections	1	LS	8,190		\$0.13	0.0%
3	Add Card Access & Rear Door to staff areas		INCL	Included			
14 20 00	Elevators			113,990		\$1.82	0.5%
DIVISION 14 TOTALS						113,990	\$1.82
							0.5%

Division 15 Mechanical						\$ PER S.F.	% OF TTL
LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL			
21 00 00 Fire Suppression							
1	Fire Protection Systems Pkg - Tab 15B	1	LS	218,744		\$3.49	1.0%
2	Historical Archives NOVEC system	1	LS	48,868		\$0.78	0.2%
3	BIM Coordination Meetings		INCL	Included			
21 00 00	Fire Suppression			267,612		\$4.27	1.2%
22 00 00 Plumbing							
1	Plumbing Pkg - Tab 15A	1	LS	399,172		\$6.37	1.8%
2	Water Closets, Urinals, Lavs, Electric Water Coolers, & Sinks		INCL	Included			
3	Floor Drains, Floor Sinks, & Floor Cleanouts		INCL	Included			
4	Roof Drains & Overflow Drains		INCL	Included			
5	Backflow Preventer		INCL	Included			
6	Natural Gas Piping		INCL	Included			
7	Condensate Drains		INCL	Included			
22 00 00	Plumbing			399,172		\$6.37	1.8%
23 00 00 HVAC							
1	Mechanical Pkg - Tab15A	1	LS	1,566,908		\$24.99	7.0%
2	RTU's w/ Vibration Curbs, FVAV's, & VAV's		INCL	Included			
3	Split Systems		INCL	Included			
4	Supply, Return, & Exhaust Ductwork/Accessories		INCL	Included			
5	Sound Attenuators		INCL	Included			
6	Fire/Smoke Dampers		INCL	Included			
7	Humidified at Archives		INCL	Included			
8	Trane Controls		INCL	Included			
9	Test & Balance		INCL	Included			
10	Roof Screening		INCL	Included			
11	Foreman Phase I & Phase II Site Activities	200	Hours	18,752		\$0.30	0.1%
12	BIM Coordination Meetings		INCL	Included			
23 00 00	HVAC			1,585,660		\$25.29	7.1%
DIVISION 15 TOTALS						2,252,444	\$35.92
							10.1%

Division 16 Electrical						\$ PER S.F.	% OF TTL
LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL			
26 00 00 Electrical							
1	Electrical Pkg	1	LS	2,162,623			
2	Temp Power		INCL	Included			
3	Service and Feeders		INCL	Included			
4	Distribution / Branch Power		INCL	Included			
5	Mechanical Power		INCL	Included			
6	Bldg Lighting and Controls		INCL	Included			
7	Site Power & Lighting		INCL	Included			
8	Fire Alarm		INCL	Included			
9	Rescue / Phone / DAS		INCL	Included			
10	Power/Raceways for Low Voltage		INCL	Included			
11	Remove, Store, and Reinstall (6) existing CL1 Fixtures and Provide (9) additional fixtures	1	LS	68,702	\$1.10	0.3%	
12	BIM Coordination Meetings		INCL	Included			
26 00 00	Foreman Phase I & Phase II Site Activities			2,231,325	\$35.59	10.0%	
DIVISION 16 TOTALS						2,231,325	\$35.59
							10.0%



Douglas County Libraries 100% CD Tracking Log

Hard Cost	Current Pending Total	% Change	Dwg Pkg	Area	System	Rejected	Pending	Accepted			
\$22,282,542	\$22,310,842	0.13%	100% CD	ALL	Enclosure	(\$12,350)	(\$16,800)	\$0			
62,700 OVER/UNDER	\$355.83 (\$85,626)	/sf cost			Foundation	\$0	(\$9,900)	\$0			
					Interiors	\$97,775	\$183,486	(\$10,763)			
					Mech/Elec	\$216,817	\$0	\$46,561			
					Roof	\$0	\$0	\$0			
					Site	(\$15,599)	\$237,476	\$2,072			
					Multi	\$0	\$0	(\$9,570)			
					TOTALS	\$286,644	\$394,262	\$28,300			
Item #	Drawing Package	System	Date Initiated	Initiated By	Description	Add Deduct	Change Amount	Date Presented	Disposition of Change	Related Item	Notes
					Division 02 - Site						
CD003	100% CD	Site	1/27/22	FP	Provide Colored Concrete and Sand finish at cross walls	ADD	\$2,072	1/27/22	Accepted		
					Division 09 - Finishes						
CD016	100% CD	Interiors	1/27/22	FP	Provide Tectum Ceiling Blades, 24x48 at Lobby (120 Pcs)	ADD	\$44,778	1/27/22	Rejected		
					Division 10 - Specialties						
CD020	100% CD	Multi	1/27/22	DCL	Provide Manually operated partition ILO Automatic	DEDUCT	(\$9,570)	1/27/22	Accepted		
					Division 12 - Window Coverings						
CD021	100% CD	Interiors	1/27/22	FP	Provide Shade Pockets for Roller Shades w/ Custom Color	ADD	\$49,862	1/27/22	Rejected		
CD022	100% CD	Interiors	1/27/22	FP	Provide Lutek MFG shades, w/o shade pockets in custom color	ADD	(\$10,763)	1/27/22	Accepted		Item updated 1/28/22 post-presentation
					Division 14 - Elevator						
CD023	100% CD	Interiors	1/27/22	FP	Provide #8 Stainless Steel in lieu of #4	ADD	\$3,136	1/27/22	Rejected		
					Division 22/23 - Plumbing /						
CD024	100% CD	Mech/Elec	1/27/22	FP	Provide 670 SF of Concrete RTU SOD Pad	ADD	\$10,463	1/27/22	Rejected		
					Division 26 - Electrical						
CD025	100% CD	Mech/Elec	1/27/22	FP	Provide Shade Control (3) Locations	ADD	\$33,602	1/27/22	Rejected		
CD026	100% CD	Mech/Elec	1/27/22	FP	Provide 32TB Network Video Recorder	ADD	\$15,992	1/27/22	Rejected		
CD027	100% CD	Mech/Elec	1/27/22	FP	Provide additional CAT 6 Drops at (141) locations	ADD	\$48,700	1/27/22	Rejected		FP to provide unit pricing per 1st floor drop and 2nd floor drop
CD027.1	100% CD	Mech/Elec	1/27/22	FP	Provide additional CAT 6 Drops 10% from above	ADD	\$4,870	1/27/22	Accepted		Item updated 1/28/22 post-presentation
CD028	100% CD	Mech/Elec	1/27/22	FP	Provide additional (37) Cameras	ADD	\$66,884	1/27/22	Accepted		FP to provide unit pricing per camera
CD029	100% CD	Mech/Elec	1/27/22	FP	Utilize Ford AV ILO of IES	ADD	\$108,060	1/27/22	Rejected		FP to provide full bid matrix
CD030	100% CD	Mech/Elec	2/1/22	FP	Utilize Strategic Wiring ILO of IES	DEDUCT	(\$25,193)	1/27/22	Accepted		Item updated 2/1/22 post-presentation

Douglas County Libraries
100% CD Pricing Summary
Construction Totals & Commentary

25% CD Pricing	-	\$22,429,004 \$357.72/SF *62,700 SF
100% CD Construction Costs		- \$22,282,542 \$355.38/SF *62,700 SF
Escalation Contingency		- \$111,413 Included Above
Design Build Contingency		- \$668,476 Included Above
Preconstruction Fee		- (\$50,000) Included Above*

*Preconstruction fees are to be billed outside of the GMP.

Contract Totals & Commentary

Owner's Soft Costs	-	\$372,380 \$5.93/SF
Owner's Contingency		- \$1,105,594 \$17.63/SF
100% CD Project Costs		- \$23,760,516 \$378.96/SF

Original Project Contract Value - \$23,824,442

Delta Over/(Under) - **(\$113,926)**

Preconstruction Fee - \$ 50,000 | Billed outside of the GMP

Alternates not included in costs above:

- East Plaza Alternate - \$101,580
- Front Porch Alternate - \$64,096
- Glass Railing Alternate - \$111,853
- Interior Metal Wall Panel - \$26,992

Trended Total:

- Reference Tracking Log



Douglas County Libraries

100% CD Pricing Summary

Allowances in the Guaranteed Maximum Price

To be tracked via time and material

- Dewatering \$ 15,000
- Irrigation Booster \$ 25,000
- Weather Protection \$ 60,000
- Trash Enclosure \$ 18,000
- Toilet Partition Bracing \$ 7,000
- Curtain Wall Head Bracing \$ 25,000
- Roofing Insulation Storage \$ 65,000
- Major Floor Preparation \$ 25,000



Drawings and Specs List Summary Log

DCL-Philip S. Miller Library (2095.C1)
Drawings and Specs List Summary Log

100 South Wilcox Street
Castle Rock, CO 80104

Number	Revisio n	Title	Rev. Date	Drawing Set
A000	00	GENERAL DRAWING INFORMATION	12/10/2021	DRAWINGS (BID SET) 21 1210
A001	00	WALL AND ROOF ASSEMBLIES	12/10/2021	DRAWINGS (BID SET) 21 1210
A002	00	WALL ASSEMBLIES	12/10/2021	DRAWINGS (BID SET) 21 1210
A003	00	DOOR SCHEDULE AND FRAME ELEVATIONS	12/10/2021	DRAWINGS (BID SET) 21 1210
A004	00	OPENING ELEVATIONS	12/10/2021	DRAWINGS (BID SET) 21 1210
A111	00	LEVEL 1 FLOOR PLAN	12/10/2021	DRAWINGS (BID SET) 21 1210
A112	00	LEVEL 2 FLOOR PLAN	12/10/2021	DRAWINGS (BID SET) 21 1210
A121	00	ROOF PLAN	12/10/2021	DRAWINGS (BID SET) 21 1210
A201	00	OVERALL EXTERIOR ELEVATIONS	12/10/2021	DRAWINGS (BID SET) 21 1210
A202	00	EXTERIOR ELEVATIONS	12/10/2021	DRAWINGS (BID SET) 21 1210
A203	00	EXTERIOR ELEVATIONS	12/10/2021	DRAWINGS (BID SET) 21 1210
A204	00	ENLARGED EXTERIOR ELEVATIONS	12/10/2021	DRAWINGS (BID SET) 21 1210
A301	00	BUILDING SECTIONS	12/10/2021	DRAWINGS (BID SET) 21 1210
A302	00	BUILDING SECTIONS	12/10/2021	DRAWINGS (BID SET) 21 1210
A311	00	WALL SECTIONS	12/10/2021	DRAWINGS (BID SET) 21 1210

DCL-Philip S. Miller Library (2095.C1)
Drawings and Specs List Summary Log

100 South Wilcox Street
Castle Rock, CO 80104

Number	Revisio n	Title	Rev. Date	Drawing Set
A312	00	WALL SECTIONS	12/10/2021	DRAWINGS (BID SET) 21 1210
A313	00	WALL SECTIONS	12/10/2021	DRAWINGS (BID SET) 21 1210
A314	00	WALL SECTIONS	12/10/2021	DRAWINGS (BID SET) 21 1210
A401	00	ENLARGED FLOOR PLANS	12/10/2021	DRAWINGS (BID SET) 21 1210
A402	00	ENLARGED FLOOR PLANS	12/10/2021	DRAWINGS (BID SET) 21 1210
A411	00	STAIR DETAILS	12/10/2021	DRAWINGS (BID SET) 21 1210
A412	00	STAIR DETAILS	12/10/2021	DRAWINGS (BID SET) 21 1210
A413	00	STAIR & ELEVATOR PLANS, SECTIONS AND DETAILS	12/10/2021	DRAWINGS (BID SET) 21 1210
A501	00	SECTION DETAILS	12/10/2021	DRAWINGS (BID SET) 21 1210
A502	00	SECTION DETAILS	12/10/2021	DRAWINGS (BID SET) 21 1210
A503	00	SECTION DETAILS	12/10/2021	DRAWINGS (BID SET) 21 1210
A504	00	SECTION DETAILS	12/10/2021	DRAWINGS (BID SET) 21 1210
A505	00	ROOF DETAILS	12/10/2021	DRAWINGS (BID SET) 21 1210
A511	00	PLAN DETAILS	12/10/2021	DRAWINGS (BID SET) 21 1210
A512	00	PLAN DETAILS	12/10/2021	DRAWINGS (BID SET) 21 1210
A513	00	PLAN DETAILS	12/10/2021	DRAWINGS (BID SET) 21 1210
A514	00	PLAN DETAILS	12/10/2021	DRAWINGS (BID SET) 21 1210
A531	00	CASEWORK DETAILS	12/10/2021	DRAWINGS (BID SET) 21 1210
A532	00	CASEWORK DETAILS	12/10/2021	DRAWINGS (BID SET) 21 1210

DCL-Philip S. Miller Library (2095.C1)
Drawings and Specs List Summary Log

100 South Wilcox Street
Castle Rock, CO 80104

Number	Revisio n	Title	Rev. Date	Drawing Set
A601	00	INTERIOR ELEVATIONS	12/10/2021	DRAWINGS (BID SET) 21 1210
A602	00	INTERIOR ELEVATIONS	12/10/2021	DRAWINGS (BID SET) 21 1210
A603	00	INTERIOR ELEVATIONS	12/10/2021	DRAWINGS (BID SET) 21 1210
A701	00	LEVEL 1 REFLECTED CEILING PLAN	12/10/2021	DRAWINGS (BID SET) 21 1210
A702	00	LEVEL 2 REFLECTED CEILING PLAN	12/10/2021	DRAWINGS (BID SET) 21 1210
A703	00	ENLARGED REFLECTED CEILING PLANS	12/10/2021	DRAWINGS (BID SET) 21 1210
A801	00	ROOM FINISH SCHEDULE AND SPECIFICATIONS	12/10/2021	DRAWINGS (BID SET) 21 1210
A811	00	LEVEL 1 FINISH FLOOR PLAN	12/10/2021	DRAWINGS (BID SET) 21 1210
A812	00	LEVEL 2 FINISH FLOOR PLAN	12/10/2021	DRAWINGS (BID SET) 21 1210
A901	00	FURNITURE PLAN - FOR REFERENCE ONLY	12/10/2021	DRAWINGS (BID SET) 21 1210
A902	00	FURNITURE PLAN - FOR REFERENCE ONLY	12/10/2021	DRAWINGS (BID SET) 21 1210
A903	00	TRASH ENCLOSURE	12/10/2021	DRAWINGS (BID SET) 21 1210
C0.1	00	LEGEND, NOTES, AND ABBREVIATIONS	12/10/2021	DRAWINGS (BID SET) 21 1210
C0.2	00	DEMOLITION PLAN - PHASE 1	12/10/2021	DRAWINGS (BID SET) 21 1210
C0.3	00	DEMOLITION PLAN - PHASE 2	12/10/2021	DRAWINGS (BID SET) 21 1210
C1.0	00	OVERALL GRADING & DRAINAGE PLAN	12/10/2021	DRAWINGS (BID SET) 21 1210
C1.1	00	GRADING & DRAINAGE PLAN Sheet Number	12/10/2021	DRAWINGS (BID SET) 21 1210
C1.2	00	GRADING & DRAINAGE PLAN	12/10/2021	DRAWINGS (BID SET) 21 1210
C1.3	00	GRADING & DRAINAGE PLAN	12/10/2021	DRAWINGS (BID SET) 21 1210

DCL-Philip S. Miller Library (2095.C1)
Drawings and Specs List Summary Log

100 South Wilcox Street
Castle Rock, CO 80104

Number	Revisio n	Title	Rev. Date	Drawing Set
C1.4	00	GRADING & DRAINAGE PLAN	12/10/2021	DRAWINGS (BID SET) 21 1210
C2.0	00	UTILITY PLAN	12/10/2021	DRAWINGS (BID SET) 21 1210
C3.0	00	HORIZONTAL CONTROL PLAN	12/10/2021	DRAWINGS (BID SET) 21 1210
CD1.0	00	GRADING AND DRAINAGE DETAILS	12/10/2021	DRAWINGS (BID SET) 21 1210
CD1.1	00	GRADING AND DRAINAGE DETAILS	12/10/2021	DRAWINGS (BID SET) 21 1210
CD1.2	00	GRADING AND DRAINAGE DETAILS	12/10/2021	DRAWINGS (BID SET) 21 1210
CD2.0	00	UTILITY DETAILS	12/10/2021	DRAWINGS (BID SET) 21 1210
CD2.1	00	UTILITY DETAILS	12/10/2021	DRAWINGS (BID SET) 21 1210
CD2.2	00	UTILITY DETAILS	12/10/2021	DRAWINGS (BID SET) 21 1210
CD2.3	00	UTILITY DETAILS	12/10/2021	DRAWINGS (BID SET) 21 1210
CD3.0	00	HORIZONTAL CONTROL DETAILS	12/10/2021	DRAWINGS (BID SET) 21 1210
CD3.1	00	HORIZONTAL CONTROL DETAILS	12/10/2021	DRAWINGS (BID SET) 21 1210
CE1.0	00	EROSION CONTROL PLAN	12/10/2021	DRAWINGS (BID SET) 21 1210
CE1.1	00	STORMWATER MANAGEMENT PLAN	12/10/2021	DRAWINGS (BID SET) 21 1210
CE1.2	00	EROSION CONTROL DETAILS	12/10/2021	DRAWINGS (BID SET) 21 1210
E001	00	ELECTRICAL LEGEND	10/1/2021	DRAWINGS (BID SET) 21 1210
E002	00	ONE-LINE DIAGRAM & DETAILS	10/1/2021	DRAWINGS (BID SET) 21 1210
E003	00	ELECTRICAL SCHEDULES	10/1/2021	DRAWINGS (BID SET) 21 1210
E004	00	ELECTRICAL SCHEDULES	10/1/2021	DRAWINGS (BID SET) 21 1210

DCL-Philip S. Miller Library (2095.C1)
Drawings and Specs List Summary Log

100 South Wilcox Street
Castle Rock, CO 80104

Number	Revisio n	Title	Rev. Date	Drawing Set
E005	00	ELECTRICAL SCHEDULES	10/1/2021	DRAWINGS (BID SET) 21 1210
E006	00	ELECTRICAL COMCHECK	10/1/2021	DRAWINGS (BID SET) 21 1210
E100	00	ELECTRICAL SITE PLAN	10/1/2021	DRAWINGS (BID SET) 21 1210
E101	00	ELECTRICAL PHOTOMETRIC PLAN	10/1/2021	DRAWINGS (BID SET) 21 1210
E111	00	LEVEL 1 POWER PLAN	10/1/2021	DRAWINGS (BID SET) 21 1210
E112	00	LEVEL 2 POWER PLAN	10/1/2021	DRAWINGS (BID SET) 21 1210
E113	00	LEVEL 1 POWERED MECHANICAL PLAN	12/10/2021	DRAWINGS (BID SET) 21 1210
E114	00	LEVEL 2 POWERED MECHANICAL PLAN	12/10/2021	DRAWINGS (BID SET) 21 1210
E115	00	LEVEL 1 LIGHTING PLAN	12/10/2021	DRAWINGS (BID SET) 21 1210
E116	00	LEVEL 2 LIGHTING PLAN	12/10/2021	DRAWINGS (BID SET) 21 1210
E141	00	ROOF ELECTRICAL PLAN	12/10/2021	DRAWINGS (BID SET) 21 1210
E151	00	ENLARGED ELECTRICAL PLANS	12/10/2021	DRAWINGS (BID SET) 21 1210
G000	00	INDEX & LOCATION MAP	12/10/2021	DRAWINGS (BID SET) 21 1210
G001	00	LIFE SAFETY AND CODE SUMMARY	12/10/2021	DRAWINGS (BID SET) 21 1210
G002	00	ENVELOPE COMCHECK	12/10/2021	DRAWINGS (BID SET) 21 1210
IR-100	00	IRRIGATION SCHEDULE & NOTES	12/10/2021	DRAWINGS (BID SET) 21 1210
IR-101	00	IRRIGATION PLAN	12/10/2021	DRAWINGS (BID SET) 21 1210
IR-102	00	IRRIGATION DETAILS	12/10/2021	DRAWINGS (BID SET) 21 1210
IR-103	00	IRRIGATION DETAILS	12/10/2021	DRAWINGS (BID SET) 21 1210

DCL-Philip S. Miller Library (2095.C1)
Drawings and Specs List Summary Log

100 South Wilcox Street
Castle Rock, CO 80104

Number	Revisio n	Title	Rev. Date	Drawing Set
IR-104	00	IRRIGATION DETAILS	12/10/2021	DRAWINGS (BID SET) 21 1210
L000	00	Sheet Name LANDSCAPE NOTES, SCHEDULES, & SHEET INDEX	12/10/2021	DRAWINGS (BID SET) 21 1210
L100	00	LANDSCAPE PLAN	12/10/2021	DRAWINGS (BID SET) 21 1210
L101	00	LAYOUT ENLARGEMENT PLANS	12/10/2021	DRAWINGS (BID SET) 21 1210
L200	00	OVERALL PLANTING & MULCH PLAN	12/10/2021	DRAWINGS (BID SET) 21 1210
L300	00	LANDSCAPE DETAILS	12/10/2021	DRAWINGS (BID SET) 21 1210
L301	00	LANDSCAPE DETAILS	12/10/2021	DRAWINGS (BID SET) 21 1210
L302	00	PLANTING DETAILS	12/10/2021	DRAWINGS (BID SET) 21 1210
M001	00	MECHANICAL LEGEND	10/1/2021	DRAWINGS (BID SET) 21 1210
M002	00	MECHANICAL SCHEDULES	10/1/2021	DRAWINGS (BID SET) 21 1210
M003	00	MECHANICAL SCHEDULES	10/1/2021	DRAWINGS (BID SET) 21 1210
M004	00	MECHANICAL SCHEDULES	10/1/2021	DRAWINGS (BID SET) 21 1210
M005	00	MECHANICAL SCHEDULES	10/1/2021	DRAWINGS (BID SET) 21 1210
M006	00	MECHANICAL DETAILS	10/1/2021	DRAWINGS (BID SET) 21 1210
M007	00	MECHANICAL COMCHECK	10/1/2021	DRAWINGS (BID SET) 21 1210
M008	00	MECHANICAL COMCHECK	10/1/2021	DRAWINGS (BID SET) 21 1210
M111	00	LEVEL 1 MECHANICAL PLAN	10/1/2021	DRAWINGS (BID SET) 21 1210
M112	00	LEVEL 2 MECHANICAL PLAN	10/1/2021	DRAWINGS (BID SET) 21 1210
M141	00	ROOF MECHANICAL PLAN	10/1/2021	DRAWINGS (BID SET) 21 1210

DCL-Philip S. Miller Library (2095.C1)
Drawings and Specs List Summary Log

100 South Wilcox Street
Castle Rock, CO 80104

Number	Revisio n	Title	Rev. Date	Drawing Set
P001	00	PLUMBING LEGEND & SCHEDULES	10/1/2021	DRAWINGS (BID SET) 21 1210
P002	00	PLUMBING SCHEDULES	10/1/2021	DRAWINGS (BID SET) 21 1210
P003	00	PLUMBING DIAGRAMS	10/1/2021	DRAWINGS (BID SET) 21 1210
P004	00	PLUMBING DIAGRAMS	10/1/2021	DRAWINGS (BID SET) 21 1210
P111.0	00	UNDERGROUND PLUMBING PLAN	10/1/2021	DRAWINGS (BID SET) 21 1210
P111.1	00	LEVEL 1 PLUMBING PLAN	10/1/2021	DRAWINGS (BID SET) 21 1210
P112	00	LEVEL 2 PLUMBING PLAN	10/1/2021	DRAWINGS (BID SET) 21 1210
P141	00	ROOF PLUMBING PLAN	10/1/2021	DRAWINGS (BID SET) 21 1210
S001	00	GENERAL NOTES	12/10/2021	DRAWINGS (BID SET) 21 1210
S002	00	INSPECTION 2018 IBC & MISC SCHEDULES	12/10/2021	DRAWINGS (BID SET) 21 1210
S003	00	SLAB-ON-GRADE, CONCRETE DETAILS & SCHEDULES	12/10/2021	DRAWINGS (BID SET) 21 1210
S004	00	TYPICAL FOUNDATION DETAILS	12/10/2021	DRAWINGS (BID SET) 21 1210
S005	00	TYPICAL STEEL SCHEDULES AND DETAILS	12/10/2021	DRAWINGS (BID SET) 21 1210
S006	00	STEEL BAR JOIST ROOF TYPICAL DETAILS	12/10/2021	DRAWINGS (BID SET) 21 1210
S007	00	TYPICAL CFS DETAILS	12/10/2021	DRAWINGS (BID SET) 21 1210
S008	00	LOADING PLANS	12/10/2021	DRAWINGS (BID SET) 21 1210
S009	00	LOADING PLANS	12/10/2021	DRAWINGS (BID SET) 21 1210
S111	00	LEVEL 1 FLOOR PLAN	12/10/2021	DRAWINGS (BID SET) 21 1210
S112	00	LEVEL 2 FLOOR FRAMING PLAN	12/10/2021	DRAWINGS (BID SET) 21 1210

DCL-Philip S. Miller Library (2095.C1)
Drawings and Specs List Summary Log

100 South Wilcox Street
Castle Rock, CO 80104

Number	Revisio n	Title	Rev. Date	Drawing Set
S121	00	ROOF FRAMING PLAN	12/10/2021	DRAWINGS (BID SET) 21 1210
S200	00	GRAND STAIR	12/10/2021	DRAWINGS (BID SET) 21 1210

Section Code	Revision	Specification Section Name	Specification Set
00 00 00	00	Cover - Volume 1	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
00 00 00.1	00	Cover - Volume 2	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
00 00 01	00	Seals Signatures	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
00 01 10	00	Table of Contents	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
00 01 10.1	00	Table of Contents	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
00 31 00	00	Available Project Information	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
00 43 25	00	Substitution Request Form - During Bidding	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
01 10 00	00	Summary	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
01 23 00	00	Alternates	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
01 25 00	00	Substitution Procedures	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
01 30 00	00	Administrative Requirements	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
01 40 00	00	Quality Requirements	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
01 42 16	00	Definitions	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
01 60 00	00	Product Requirements	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
01 70 00	00	Execution and Closeout Requirements	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
01 78 00	00	Closeout Submittals	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
01 79 00	00	Demonstration and Training	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210

Section Code	Revision	Specification Section Name	Specification Set
03 35 11	00	Concrete Floor Finishes	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
031510	00	Post-Installed Concrete and Masonry Anchoring	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
033000	00	Cast-in-Place Concrete	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
04 26 13	00	Masonry Veneer	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
05 12 00	00	STRUCTURAL STEEL FRAMING	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
05 21 00	00	STEEL JOIST FRAMING	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
05 31 00	00	STEEL DECKING	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
05 40 00	00	COLD-FORMED METAL FRAMING	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
05 50 00	00	Metal Fabrications	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
05 51 00	00	Metal Stairs	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
05 51 33	00	Metal Ladders	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
05 73 00	00	Decorative Metal and Glass Railings	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
06 10 00	00	Rough Carpentry	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
06 41 00	00	Architectural Wood Casework	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
06 42 00	00	Wood Paneling	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
07 14 00	00	Fluid-Applied Waterproofing	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
07 21 00	00	Thermal Insulation	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210

Section Code	Revision	Specification Section Name	Specification Set
07 25 00	00	Weather Barriers	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
07 42 13.16	00	Weathering Steel Wall Panel System	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
07 42 20	00	Linear Metal Soffits	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
07 42 46	00	Pre-formed Concrete Panels	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
07 53 00	00	Elastomeric Membrane Roofing	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
07 62 00	00	Sheet Metal Flashing and Trim	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
07 72 00	00	Roof Accessories	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
07 84 00	00	Firestopping	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
07 92 00	00	Joint Sealants	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
08 11 13	00	Hollow Metal Doors and Frames	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
08 11 16	00	Interior Aluminum Doors and Frames	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
08 14 16	00	Flush Wood Doors	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
08 31 00	00	Access Doors and Panels	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
08 42 29	00	Sliding Automatic Entrances	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
08 43 13	00	Aluminum-Framed Storefronts	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
08 43 29	00	Sliding Aluminum-Framed Glass Doors	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
08 44 13	00	Glazed Aluminum Curtain Walls	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210

Section Code	Revision	Specification Section Name	Specification Set
08 71 00	00	Door Hardware	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
08 80 00	00	Glazing	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
09 21 16	00	Gypsum Board Assemblies	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
09 30 00	00	Tiling	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
09 51 00	00	Acoustical Ceilings	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
09 65 00	00	Resilient Flooring	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
09 65 10	00	Liquid Tile Flooring	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
09 68 13	00	Tile Carpeting	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
09 72 10	00	Custom Digital Wall Coverings	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
09 77 00	00	Fiberglass Reinforced Panels	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
09 79 00	00	Interior Metal Wall Panels	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
09 91 13	00	Exterior Painting	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
09 91 23	00	Interior Painting	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
10 14 00	00	Signage	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
10 21 13.19	00	Plastic Toilet Compartments	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
10 22 39	00	Folding Panel Partitions	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
10 26 00	00	Wall Protection	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210

Section Code	Revision	Specification Section Name	Specification Set
10 28 00	00	Toilet and Miscellaneous Accessories	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
10 31 00	00	Manufactured Fireplaces	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
10 44 00	00	Fire Protection Specialties	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
10 51 10	00	Plastic Laminate Lockers	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
10 56 17	00	Wall Mounted Standards and Shelving	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
11 51 16	00	Book Depositories	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
12 36 00	00	Countertops	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
14 20 10	00	Passenger Elevators	SPECIFICATIONS - VOLUME 1 (BID SET) 21 1210
22 00 05	00	basic plumbing requirements	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
22 05 13	00	common motor requirements for plumbing equipment	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
22 05 16	00	expansion fittings and loops for plumbing piping	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
22 05 17	00	sleeves and sleeve seals for plumbing piping	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
22 05 18	00	escutcheons for plumbing piping	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
22 05 19	00	meters and gages for plumbing piping	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
22 05 23.12	00	ball valves for plumbing piping	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
22 05 23.14	00	check valves for plumbing piping	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
22 05 29	00	hangers and supports for plumbing piping and equipment	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210

Section Code	Revision	Specification Section Name	Specification Set
22 05 53	00	identification for plumbing piping and equipment	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
22 05 93	00	testing, adjusting, and balancing for plumbing	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
22 07 19	00	plumbing piping insulation	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
22 08 00	00	commissioning of plumbing	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
22 11 13	00	facility water distribution piping	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
22 11 16	00	domestic water piping	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
22 11 19	00	domestic water piping specialties	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
22 11 23.21	00	inline, domestic-water pumps	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
22 11 25	00	facility natural-gas piping	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
22 13 13	00	facility sanitary sewers	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
22 13 16	00	sanitary waste and vent piping	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
22 13 19	00	sanitary waste piping specialties	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
22 13 19.13	00	sanitary drains	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
22 14 13	00	facility storm drainage piping	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
22 14 23	00	storm drainage piping specialties	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
22 14 29	00	sump pumps	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
22 33 00	00	electric, domestic-water heaters	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210

Section Code	Revision	Specification Section Name	Specification Set
22 42 13.13	00	commercial water closets	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
22 42 13.16	00	commercial urinals	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
22 42 16	00	commercial plumbing fixtures	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
22 47 16	00	Pressure Water Coolers	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
224216.13	00	commercial lavatories	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
23 00 05	00	basic mechanical requirements	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
23 05 13	00	common motor requirements for hvac equipment	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
23 05 53	00	identification for hvac piping and equipment	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
23 05 66	00	antimicrobial ultraviolet lamp systems for hvac	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
23 05 93	00	testing, adjusting, and balancing for hvac	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
23 07 13	00	duct insulation	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
23 08 00	00	commissioning of hvac	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
23 09 23	00	direct digital control (ddc) system for hvac	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
23 31 13	00	metal ducts	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
23 33 46	00	flexible ducts	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
23 34 16	00	centrifugal hvac fans	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
23 36 00	00	air terminal units	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210

Section Code	Revision	Specification Section Name	Specification Set
23 37 13.13	00	air diffusers	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
23 37 13.23	00	registers and grilles	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
23 63 13	00	air-cooled refrigerant condensers	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
23 74 16.13	00	packaged, large-capacity, rooftop air-conditioning units	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
23 81 26	00	split-system air-conditioners	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
23 82 19	00	fan coil units	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
23 82 39.13	00	cabinet unit heaters	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
23 82 39.19	00	wall and ceiling unit heaters	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
26 00 10	00	supplemental requirements for electrical	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
26 05 26	00	grounding and bonding for electrical systems	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
26 05 29	00	hangers and supports for electrical systems	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
26 05 33	00	raceway and boxes for electrical systems	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
26 05 44	00	sleeves and sleeve seals for electrical raceways and cabling	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
26 05 53	00	identification for electrical systems	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
26 05 73.19	00	arc-flash hazard analysis	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
26 08 00	00	commissioning of electrical systems	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
26 09 23	00	lighting control devices	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210

Section Code	Revision	Specification Section Name	Specification Set
26 22 13	00	low-voltage distribution transformers	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
26 24 13	00	switchboards	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
26 24 16	00	panelboards	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
26 27 26	00	wiring devices	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
26 28 13	00	fuses	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
26 28 16	00	enclosed switches and circuit breakers	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
26 51 19	00	led interior lighting	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
26 52 13	00	emergency and exit lighting	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
26 56 13	00	lighting poles and standards	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
26 56 19	00	led exterior lighting	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
27 00 00	00	COMMUNICATIONS OVERVIEW	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
27 05 00	00	COMMON WORK RESULTS FOR COMMUNICATIONS	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
27 05 26	00	GROUNDING AND BONDING FOR COMMUNICATION SYSTEMS	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
27 05 28	00	PATHWAYS FOR COMMUNICATION SYSTEMS	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
27 11 00	00	COMMUNICATIONS EQUIPMENT ROOM FITTINGS	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
27 13 00	00	COMMUNICATIONS BACKBONE CABLING	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
27 15 00	00	COMMUNICATIONS HORIZONTAL CABLING	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210

Section Code	Revision	Specification Section Name	Specification Set
27 41 16	00	AUDIOVISUAL SYSTEMS	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
27 51 13	00	OVERHEAD PAGING	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
28 13 00	00	ACCESS CONTROL	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
28 23 00	00	VIDEO SURVEILLANCE	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
31 00 00	00	Earthwork	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
31 25 00	00	Erosion and Sedimentation Controls	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
31 63 16	00	AUGER CAST GROUT PILES	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
32 12 00	00	Flexible Paving	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
32 13 00	00	Rigid Paving	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
32 13 16	00	Decorative Concrete Paving	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
32 14 00	00	Unit Paving	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
32 33 00	00	Site Furnishings	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
32 35 00	00	TRASH ENCLOSURES	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
32 84 00	00	Planting Irrigation	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
32 91 13	00	Soil Preparation	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
32 92 00	00	Turf and Grasses	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
32 93 00	00	Plants	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210

Section Code	Revision	Specification Section Name	Specification Set
33 10 00	00	Water Utilities	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
33 33 00	00	Sanitary Sewerage Utilities	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210
33 40 00	00	Storm Drainage Systems	SPECIFICATIONS - VOLUME 2 (BID SET) 21 1210

Philip S. Miller Library

PM: Jeff Pittman

Construction Schedule

EXHIBIT F



The Gantt chart illustrates the project timeline and dependencies for the Douglas County Library- Philip S. Miller project. The project is divided into several phases and tasks, with specific start and finish dates.

Legend:

- CONSTRUCTION PROCUREMENT:** Represented by blue bars.
- CONSTRUCTION PHASE:** Represented by red bars.
- Other Tasks:** Represented by various colored bars (orange, green, yellow).
- Dependencies:** Indicated by arrows pointing from earlier tasks to later ones.

Key Dates:

- Mon 11/8/21:** Start of the project.
- Fri 2/11/22:** Completion of the Board Review/ Notice to Proceed.
- Mon 4/25/22:** Start of the CONSTRUCTION PHASE.
- Fri 8/25/23:** Completion of the CONSTRUCTION PHASE.
- Wed 10/19/22:** Completion of the first phase of CONSTRUCTION.
- Wed 6/8/22:** Completion of the second phase of CONSTRUCTION.

Tasks and Durations:

ID	Task Mode	Name	Duration	Start	Finish
5		CONSTRUCTION PROCUREMENT	167 days	Mon 11/8/21	Thu 7/7/22
6		Procurement	167 days	Mon 11/8/21	Thu 7/7/22
10		Mechanical Units	60 days	Mon 11/8/21	Fri 2/4/22
7		Structural Steel Shops	12 days	Mon 11/15/21	Thu 12/2/21
8		Steel Joist & Decking (VulCraft)	150 days	Fri 12/3/21	Thu 7/7/22
9		Structural Steel Members/ Columns	120 days	Fri 12/3/21	Tue 5/24/22
12		Electrical Gear	70 days	Fri 12/3/21	Tue 3/15/22
17		Door Frames	60 days	Fri 12/3/21	Tue 3/1/22
19		Elevator	100 days	Tue 12/28/21	Tue 5/17/22
11		Electrical Lighting	60 days	Wed 1/5/22	Tue 3/29/22
13		Poly Iso	60 days	Wed 1/5/22	Tue 3/29/22
14		Coreten Metal Panels	60 days	Wed 1/5/22	Tue 3/29/22
15		Glass & Glazing	60 days	Wed 1/5/22	Tue 3/29/22
16		Steel Ga. Framing	60 days	Wed 1/5/22	Tue 3/29/22
18		Door Hardware/ Wood Doors	75 days	Wed 1/19/22	Tue 5/3/22
1		Douglas County Library- Philip S. Miller	3 days	Wed 2/9/22	Fri 2/11/22
2		NTP	3 days	Wed 2/9/22	Fri 2/11/22
3		Board Review/ Notice to Proceed	3 days	Wed 2/9/22	Fri 2/11/22
4		Permit	0 days	Fri 2/11/22	Fri 2/11/22
20		CONSTRUCTION PHASE	340 days	Mon 4/25/22	Fri 8/25/23
21		Mobilization/ Foundation	95 days	Mon 4/25/22	Wed 9/7/22
22		Site Mobilization	1 day	Mon 4/25/22	Mon 4/25/22
23		Site Fencing, Barracades, Traffic Control	3 days	Tue 4/26/22	Thu 4/28/22
24		Protect and Maintain existing conditions	3 days	Tue 4/26/22	Thu 4/28/22
26		Call for underground locates	1 day	Tue 4/26/22	Tue 4/26/22
25		Demolition of Gazebo	2 days	Fri 4/29/22	Mon 5/2/22
27		Remove fire hydrant, cap and relocate	3 days	Fri 4/29/22	Tue 5/3/22
28		Cut and Cap water lines	2 days	Fri 4/29/22	Mon 5/2/22
29		Cut and cap irrigation lines	2 days	Fri 4/29/22	Mon 5/2/22
30		Clear and remove asphalt/ concrete paving	5 days	Wed 5/4/22	Tue 5/10/22
31		Foundation Excavation	7 days	Wed 5/11/22	Thu 5/19/22
32		Foundation Prep	2 days	Fri 5/20/22	Mon 5/23/22
33		Auger Cast Layout	2 days	Tue 5/24/22	Wed 5/25/22
34		Auger Cast Foundation Installations	20 days	Thu 5/26/22	Thu 6/23/22
35		Foundation inspection	1 day	Fri 6/3/22	Fri 6/3/22
36		Foundation Inspection	1 day	Fri 6/24/22	Fri 6/24/22
37		Concrete grade beams, stem walls	8 days	Mon 6/27/22	Thu 7/7/22
38		Excavate for underground	4 days	Fri 7/8/22	Wed 7/13/22
39		Underground Electrical	8 days	Tue 7/12/22	Thu 7/21/22
40		Underground Plumbing	8 days	Tue 7/12/22	Thu 7/21/22
44		Sanitary Sewer- Rough In	5 days	Thu 7/14/22	Wed 7/20/22
45		Fire Line 6" Service Line	5 days	Thu 7/14/22	Wed 7/20/22
46		2" Domestic Service Line	5 days	Thu 7/14/22	Wed 7/20/22
47		ROW closure- Irrigation/ Water Main Connections	3 days	Thu 7/21/22	Mon 7/25/22
41		Underground inspection	1 day	Fri 7/22/22	Fri 7/22/22
42		Earthwork Compaction, Fine Grading	3 days	Mon 7/25/22	Wed 7/27/22
48		ROW Patch & Repair	1 day	Tue 7/26/22	Tue 7/26/22
49		Concrete Slab on Grade- Pier Caps	5 days	Wed 7/27/22	Tue 8/2/22
43		Earthwork Backfill	3 days	Thu 7/28/22	Mon 8/1/22
50		Exterior Grading/ Site Layouts	5 days	Tue 8/2/22	Mon 8/8/22
51		Site Concrete- East/ West Plazas	10 days	Tue 8/9/22	Mon 8/22/22
52		City ROW Sidewalks	10 days	Tue 8/23/22	Tue 9/6/22
53		Inspections	1 day	Wed 9/7/22	Wed 9/7/22
63		Structural Ga. Framing	108 days	Wed 5/18/22	Wed 10/19/22
67		Elevator Pit/ Cab/ Hoist	15 days	Wed 5/18/22	Wed 6/8/22

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/11/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERNS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		CONTACT NAME: Nick Brown
Holmes Murphy - Colorado 7600 East Orchard Road, Suite 230 South Greenwood Village, CO 80111		PHONE (A/C, No, Ext): 720-458-5770 FAX (A/C, No):
		E-MAIL ADDRESS: NBrown@holmesmurphy.com
		INSURER(S) AFFORDING COVERAGE NAIC #
		INSURER A : Phoenix Insurance Company 25623
		INSURER B : Travelers Property Casualty Co. America 25674
		INSURER C : Pinnacol Assurance Company 41190
		INSURER D : Indian Harbor Insurance Company 36940
		INSURER E : Atlantic Specialty Insurance Company 27154
		INSURER F :

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR INSR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> PD Ded: \$5,000 <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			DTCO3S639628PHX21	08/01/2021	08/01/2022	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$15,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			8103S6376112126G	08/01/2021	08/01/2022	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$10,000			CUP3S640025	08/01/2021	08/01/2022	EACH OCCURRENCE \$15,000,000 AGGREGATE \$15,000,000 \$
C	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y/N <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		4046117	08/01/2021	08/01/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000
D	Pollution Liab.			CEO744670005	08/01/2021	08/01/2022	\$5,000,000; \$25,000 Ded
E	Professional Liab			CEO744670005	08/01/2021	08/01/2022	\$5,000,000; \$25,000 Ded
E	Blkt Builder Risk			7100373080004	08/01/2021	08/01/2022	\$30M Jobsite/\$5M FM

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Project: Philip S. Miller Library, 100 S. Wilcox Street., Castle Rock, CO 80104;

As required by written contract or written agreement, the Certificate Holder is included as Additional Insured under General Liability and Automobile Liability on a primary and non-contributory basis with respect to the above referenced. As required by written contract or written agreement, a Waiver of Subrogation in favor of the Certificate Holder applies to Worker's Compensation, General Liability and Automobile Liability with respect to the above referenced. The Umbrella Liability policy is follow form.

CERTIFICATE HOLDER

CANCELLATION

Douglas County Libraries 100 S. Wilcox Street Castle Rock, CO 80104-0000	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Laura Leovic</i>

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET ADDITIONAL INSURED

(Includes Products-Completed Operations If Required By Contract)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

PROVISIONS

The following is added to **SECTION II – WHO IS AN INSURED:**

Any person or organization that you agree in a written contract or agreement to include as an additional insured on this Coverage Part is an insured, but only:

- a. With respect to liability for "bodily injury" or "property damage" that occurs, or for "personal injury" caused by an offense that is committed, subsequent to the signing of that contract or agreement and while that part of the contract or agreement is in effect; and
- b. If, and only to the extent that, such injury or damage is caused by acts or omissions of you or your subcontractor in the performance of "your work" to which the written contract or agreement applies. Such person or organization does not qualify as an additional insured with respect to the independent acts or omissions of such person or organization.

The insurance provided to such additional insured is subject to the following provisions:

- a. If the Limits of Insurance of this Coverage Part shown in the Declarations exceed the minimum limits required by the written contract or agreement, the insurance provided to the additional insured will be limited to such minimum required limits. For the purposes of determining whether this limitation applies, the minimum limits required by the written contract or agreement will be considered to include the minimum limits of any Umbrella or Excess liability coverage required for the additional insured by that written contract or agreement. This provision will not increase the limits of insurance described in Section III – Limits Of Insurance.
- b. The insurance provided to such additional insured does not apply to:

- (1) Any "bodily injury", "property damage" or "personal injury" arising out of the providing, or failure to provide, any professional architectural, engineering or surveying services, including:
 - (a) The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders or change orders, or the preparing, approving, or failing to prepare or approve, drawings and specifications; and
 - (b) Supervisory, inspection, architectural or engineering activities.
- (2) Any "bodily injury" or "property damage" caused by "your work" and included in the "products-completed operations hazard" unless the written contract or agreement specifically requires you to provide such coverage for that additional insured during the policy period.
- c. The additional insured must comply with the following duties:
 - (1) Give us written notice as soon as practicable of an "occurrence" or an offense which may result in a claim. To the extent possible, such notice should include:
 - (a) How, when and where the "occurrence" or offense took place;
 - (b) The names and addresses of any injured persons and witnesses; and
 - (c) The nature and location of any injury or damage arising out of the "occurrence" or offense.
 - (2) If a claim is made or "suit" is brought against the additional insured:

- (a) Immediately record the specifics of the claim or "suit" and the date received; and
 - (b) Notify us as soon as practicable and see to it that we receive written notice of the claim or "suit" as soon as practicable.
- (3) Immediately send us copies of all legal papers received in connection with the claim or "suit", cooperate with us in the investigation or settlement of the claim or defense against the "suit", and otherwise comply with all policy conditions.
- (4) Tender the defense and indemnity of any claim or "suit" to any provider of other insurance which would cover such additional insured for a loss we cover. However, this condition does not affect whether the insurance provided to such additional insured is primary to other insurance available to such additional insured which covers that person or organization as a named insured as described in Paragraph 4., Other Insurance, of Section IV – Commercial General Liability Conditions.

c. Method Of Sharing

If all of the other insurance permits contribution by equal shares, we will follow this method also. Under this approach each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

If any of the other insurance does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.

d. Primary And Non-Contributory Insurance If Required By Written Contract

If you specifically agree in a written contract or agreement that the insurance afforded to an insured under this Coverage Part must apply on a primary basis, or a primary and non-contributory basis, this insurance is primary to other insurance that is available to such insured which covers such insured as a named insured, and we will not share with that other insurance, provided that:

- (1) The "bodily injury" or "property damage" for which coverage is sought occurs; and
- (2) The "personal and advertising injury" for which coverage is sought is caused by an offense that is committed;

subsequent to the signing of that contract or agreement by you.

5. Premium Audit

- a. We will compute all premiums for this Coverage Part in accordance with our rules and rates.
- b. Premium shown in this Coverage Part as advance premium is a deposit premium only. At the close of each audit period we will compute the earned premium for that period and send notice to the first Named Insured. The due date for audit and retrospective premiums is the date shown as the due date on the bill. If the sum of the advance and audit premiums paid for the policy period is greater than the earned premium, we will return the excess to the first Named Insured.
- c. The first Named Insured must keep records of the information we need for premium computation, and send us copies at such times as we may request.

6. Representations

By accepting this policy, you agree:

- a. The statements in the Declarations are accurate and complete;
- b. Those statements are based upon representations you made to us; and
- c. We have issued this policy in reliance upon your representations.

The unintentional omission of, or unintentional error in, any information provided by you which we relied upon in issuing this policy will not prejudice your rights under this insurance. However, this provision does not affect our right to collect additional premium or to exercise our rights of cancellation or nonrenewal in accordance with applicable insurance laws or regulations.

7. Separation Of Insureds

Except with respect to the Limits of Insurance, and any rights or duties specifically assigned in this Coverage Part to the first Named Insured, this insurance applies:

- a. As if each Named Insured were the only Named Insured; and
- b. Separately to each insured against whom claim is made or "suit" is brought.

8. Transfer Of Rights Of Recovery Against Others To Us

If the insured has rights to recover all or part of any payment we have made under this Coverage Part, those rights are transferred to us. The insured must do nothing after loss to impair them. At our request, the insured will bring "suit" or transfer those rights to us and help us enforce them.

9. When We Do Not Renew

If we decide not to renew this Coverage Part, we will mail or deliver to the first Named Insured shown in the Declarations written notice of the nonrenewal not less than 30 days before the expiration date.

If notice is mailed, proof of mailing will be sufficient proof of notice.

SECTION V – DEFINITIONS

1. "Advertisement" means a notice that is broadcast or published to the general public or specific market segments about your goods, products or services for the purpose of attracting customers or supporters. For the purposes of this definition:
 - a. Notices that are published include material placed on the Internet or on similar electronic means of communication; and
 - b. Regarding websites, only that part of a website that is about your goods, products or services for the purposes of attracting customers or supporters is considered an advertisement.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

XTEND ENDORSEMENT FOR CONTRACTORS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

GENERAL DESCRIPTION OF COVERAGE – This endorsement broadens coverage. However, coverage for any injury, damage or medical expenses described in any of the provisions of this endorsement may be excluded or limited by another endorsement to this Coverage Part, and these coverage broadening provisions do not apply to the extent that coverage is excluded or limited by such an endorsement. The following listing is a general coverage description only. Read all the provisions of this endorsement and the rest of your policy carefully to determine rights, duties, and what is and is not covered.

- A. Who Is An Insured – Unnamed Subsidiaries
- B. Blanket Additional Insured – Governmental Entities – Permits Or Authorizations Relating To Operations

- C. Incidental Medical Malpractice
- D. Blanket Waiver Of Subrogation
- E. Contractual Liability – Railroads
- F. Damage To Premises Rented To You

PROVISIONS

A. WHO IS AN INSURED – UNNAMED SUBSIDIARIES

The following is added to **SECTION II – WHO IS AN INSURED**:

Any of your subsidiaries, other than a partnership, joint venture or limited liability company, that is not shown as a Named Insured in the Declarations is a Named Insured if:

- a. You are the sole owner of, or maintain an ownership interest of more than 50% in, such subsidiary on the first day of the policy period; and
- b. Such subsidiary is not an insured under similar other insurance.

No such subsidiary is an insured for "bodily injury" or "property damage" that occurred, or "personal and advertising injury" caused by an offense committed:

- a. Before you maintained an ownership interest of more than 50% in such subsidiary; or
- b. After the date, if any, during the policy period that you no longer maintain an ownership interest of more than 50% in such subsidiary.

For purposes of Paragraph 1. of Section II – Who Is An Insured, each such subsidiary will be deemed to be designated in the Declarations as:

- a. An organization other than a partnership, joint venture or limited liability company; or

- b. A trust;

as indicated in its name or the documents that govern its structure.

B. BLANKET ADDITIONAL INSURED – GOVERNMENTAL ENTITIES – PERMITS OR AUTHORIZATIONS RELATING TO OPERATIONS

The following is added to **SECTION II – WHO IS AN INSURED**:

Any governmental entity that has issued a permit or authorization with respect to operations performed by you or on your behalf and that you are required by any ordinance, law, building code or written contract or agreement to include as an additional insured on this Coverage Part is an insured, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" arising out of such operations.

The insurance provided to such governmental entity does not apply to:

- a. Any "bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the governmental entity; or
- b. Any "bodily injury" or "property damage" included in the "products-completed operations hazard".

C. INCIDENTAL MEDICAL MALPRACTICE

1. The following replaces Paragraph **b.** of the definition of "occurrence" in the **DEFINITIONS** Section:
 - b.** An act or omission committed in providing or failing to provide "incidental medical services", first aid or "Good Samaritan services" to a person, unless you are in the business or occupation of providing professional health care services.
2. The following replaces the last paragraph of Paragraph 2.a.(1) of **SECTION II – WHO IS AN INSURED:**

Unless you are in the business or occupation of providing professional health care services, Paragraphs **(1)(a), (b), (c)** and **(d)** above do not apply to "bodily injury" arising out of providing or failing to provide:

 - (a)** "Incidental medical services" by any of your "employees" who is a nurse, nurse assistant, emergency medical technician or paramedic; or
 - (b)** First aid or "Good Samaritan services" by any of your "employees" or "volunteer workers", other than an employed or volunteer doctor. Any such "employees" or "volunteer workers" providing or failing to provide first aid or "Good Samaritan services" during their work hours for you will be deemed to be acting within the scope of their employment by you or performing duties related to the conduct of your business.

3. The following replaces the last sentence of Paragraph 5. of **SECTION III – LIMITS OF INSURANCE:**

For the purposes of determining the applicable Each Occurrence Limit, all related acts or omissions committed in providing or failing to provide "incidental medical services", first aid or "Good Samaritan services" to any one person will be deemed to be one "occurrence".

4. The following exclusion is added to Paragraph 2., **Exclusions**, of **SECTION I – COVERAGES – COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE LIABILITY:**

Sale Of Pharmaceuticals

"Bodily injury" or "property damage" arising out of the violation of a penal statute or ordinance relating to the sale of

pharmaceuticals committed by, or with the knowledge or consent of, the insured.

5. The following is added to the **DEFINITIONS** Section:

"Incidental medical services" means:

- a.** Medical, surgical, dental, laboratory, x-ray or nursing service or treatment, advice or instruction, or the related furnishing of food or beverages; or
- b.** The furnishing or dispensing of drugs or medical, dental, or surgical supplies or appliances.

6. The following is added to Paragraph **4.b., Excess Insurance**, of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS:**

This insurance is excess over any valid and collectible other insurance, whether primary, excess, contingent or on any other basis, that is available to any of your "employees" for "bodily injury" that arises out of providing or failing to provide "incidental medical services" to any person to the extent not subject to Paragraph 2.a.(1) of Section II – Who Is An Insured.

D. BLANKET WAIVER OF SUBROGATION

The following is added to Paragraph **8., Transfer Of Rights Of Recovery Against Others To Us**, of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS:**

If the insured has agreed in a contract or agreement to waive that insured's right of recovery against any person or organization, we waive our right of recovery against such person or organization, but only for payments we make because of:

- a.** "Bodily injury" or "property damage" that occurs; or
- b.** "Personal and advertising injury" caused by an offense that is committed;

subsequent to the execution of the contract or agreement.

E. CONTRACTUAL LIABILITY – RAILROADS

1. The following replaces Paragraph **c.** of the definition of "insured contract" in the **DEFINITIONS** Section:

- c.** Any easement or license agreement;

2. Paragraph **f.(1)** of the definition of "insured contract" in the **DEFINITIONS** Section is deleted.

F. DAMAGE TO PREMISES RENTED TO YOU

The following replaces the definition of "premises damage" in the **DEFINITIONS** Section:

"Premises damage" means "property damage" to:

- a. Any premises while rented to you or temporarily occupied by you with permission of the owner; or
- b. The contents of any premises while such premises is rented to you, if you rent such premises for a period of seven or fewer consecutive days.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET ADDITIONAL INSURED – PRIMARY AND NON-CONTRIBUTORY WITH OTHER INSURANCE – CONTRACTORS

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

PROVISIONS

1. The following is added to Paragraph **c.** in **A.1., Who Is An Insured,** of **SECTION II – COVERED AUTOS LIABILITY COVERAGE:**

This includes any person or organization who you are required under a written contract or agreement, that is signed by you before the "bodily injury" or "property damage" occurs and that is in effect during the policy period, to name as an additional insured for Covered Autos Liability Coverage, but only for damages to which this insurance applies and only to the extent of that person's or organization's liability for the conduct of another "insured".

2. The following is added to Paragraph **B.5., Other Insurance** of **SECTION IV – BUSINESS AUTO CONDITIONS:**

Regardless of the provisions of paragraph **a.** and paragraph **d.** of this part **5. Other Insurance**, this insurance is primary to and non-contributory with applicable other insurance under which an additional insured person or organization is a named insured when a written contract or agreement with you, that is signed by you before the "bodily injury" or "property damage" occurs and that is in effect during the policy period, requires this insurance to be primary and non-contributory.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BUSINESS AUTO EXTENSION ENDORSEMENT

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

GENERAL DESCRIPTION OF COVERAGE – This endorsement broadens coverage. However, coverage for any injury, damage or medical expenses described in any of the provisions of this endorsement may be excluded or limited by another endorsement to the Coverage Part, and these coverage broadening provisions do not apply to the extent that coverage is excluded or limited by such an endorsement. The following listing is a general coverage description only. Limitations and exclusions may apply to these coverages. Read all the provisions of this endorsement and the rest of your policy carefully to determine rights, duties, and what is and is not covered.

- A. BROAD FORM NAMED INSURED
- B. **BLANKET ADDITIONAL INSURED**
- C. EMPLOYEE HIRED AUTO
- D. EMPLOYEES AS INSURED
- E. SUPPLEMENTARY PAYMENTS – INCREASED LIMITS
- F. HIRED AUTO – LIMITED WORLDWIDE COVERAGE – INDEMNITY BASIS
- G. WAIVER OF DEDUCTIBLE – GLASS

PROVISIONS

A. BROAD FORM NAMED INSURED

The following is added to Paragraph A.1., **Who Is An Insured**, of SECTION II – COVERED AUTOS LIABILITY COVERAGE:

Any organization you newly acquire or form during the policy period over which you maintain 50% or more ownership interest and that is not separately insured for Business Auto Coverage. Coverage under this provision is afforded only until the 180th day after you acquire or form the organization or the end of the policy period, whichever is earlier.

B. BLANKET ADDITIONAL INSURED

The following is added to Paragraph c. in A.1., **Who Is An Insured**, of SECTION II – COVERED AUTOS LIABILITY COVERAGE:

Any person or organization who is required under a written contract or agreement between you and that person or organization, that is signed and executed by you before the "bodily injury" or "property damage" occurs and that is in effect during the policy period, to be named as an additional insured is an "insured" for Covered Autos Liability Coverage, but only for damages to which

- H. HIRED AUTO PHYSICAL DAMAGE – LOSS OF USE – INCREASED LIMIT
- I. PHYSICAL DAMAGE – TRANSPORTATION EXPENSES – INCREASED LIMIT
- J. PERSONAL PROPERTY
- K. AIRBAGS
- L. NOTICE AND KNOWLEDGE OF ACCIDENT OR LOSS
- M. **BLANKET WAIVER OF SUBROGATION**
- N. UNINTENTIONAL ERRORS OR OMISSIONS

this insurance applies and only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in Section II.

C. EMPLOYEE HIRED AUTO

1. The following is added to Paragraph A.1., **Who Is An Insured**, of SECTION II – COVERED AUTOS LIABILITY COVERAGE:

An "employee" of yours is an "insured" while operating an "auto" hired or rented under a contract or agreement in an "employee's" name, with your permission, while performing duties related to the conduct of your business.

2. The following replaces Paragraph b. in B.5., **Other Insurance**, of SECTION IV – BUSINESS AUTO CONDITIONS:

b. For Hired Auto Physical Damage Coverage, the following are deemed to be covered "autos" you own:

- (1) Any covered "auto" you lease, hire, rent or borrow; and
- (2) Any covered "auto" hired or rented by your "employee" under a contract in an "employee's" name, with your

permission, while performing duties related to the conduct of your business.

However, any "auto" that is leased, hired, rented or borrowed with a driver is not a covered "auto".

D. EMPLOYEES AS INSURED

The following is added to Paragraph **A.1., Who Is An Insured**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**:

Any "employee" of yours is an "insured" while using a covered "auto" you don't own, hire or borrow in your business or your personal affairs.

E. SUPPLEMENTARY PAYMENTS – INCREASED LIMITS

1. The following replaces Paragraph **A.2.a.(2)**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**:

(2) Up to \$3,000 for cost of bail bonds (including bonds for related traffic law violations) required because of an "accident" we cover. We do not have to furnish these bonds.

2. The following replaces Paragraph **A.2.a.(4)**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**:

(4) All reasonable expenses incurred by the "insured" at our request, including actual loss of earnings up to \$500 a day because of time off from work.

F. HIRED AUTO – LIMITED WORLDWIDE COVERAGE – INDEMNITY BASIS

The following replaces Subparagraph **(5)** in Paragraph **B.7., Policy Period, Coverage Territory**, of **SECTION IV – BUSINESS AUTO CONDITIONS**:

(5) Anywhere in the world, except any country or jurisdiction while any trade sanction, embargo, or similar regulation imposed by the United States of America applies to and prohibits the transaction of business with or within such country or jurisdiction, for Covered Autos Liability Coverage for any covered "auto" that you lease, hire, rent or borrow without a driver for a period of 30 days or less and that is not an "auto" you lease, hire, rent or borrow from any of your "employees", partners (if you are a partnership), members (if you are a limited liability company) or members of their households.

- (a) With respect to any claim made or "suit" brought outside the United States of America, the territories and possessions of the United States of America, Puerto Rico and Canada:
 - (i) You must arrange to defend the "insured" against, and investigate or settle any such claim or "suit" and keep us advised of all proceedings and actions.
 - (ii) Neither you nor any other involved "insured" will make any settlement without our consent.
 - (iii) We may, at our discretion, participate in defending the "insured" against, or in the settlement of, any claim or "suit".
 - (iv) We will reimburse the "insured" for sums that the "insured" legally must pay as damages because of "bodily injury" or "property damage" to which this insurance applies, that the "insured" pays with our consent, but only up to the limit described in Paragraph **C., Limits Of Insurance**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**.
 - (v) We will reimburse the "insured" for the reasonable expenses incurred with our consent for your investigation of such claims and your defense of the "insured" against any such "suit", but only up to and included within the limit described in Paragraph **C., Limits Of Insurance**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**, and not in addition to such limit. Our duty to make such payments ends when we have used up the applicable limit of insurance in payments for damages, settlements or defense expenses.
- (b) This insurance is excess over any valid and collectible other insurance available to the "insured" whether primary, excess, contingent or on any other basis.
- (c) This insurance is not a substitute for required or compulsory insurance in any country outside the United States, its territories and possessions, Puerto Rico and Canada.

You agree to maintain all required or compulsory insurance in any such country up to the minimum limits required by local law. Your failure to comply with compulsory insurance requirements will not invalidate the coverage afforded by this policy, but we will only be liable to the same extent we would have been liable had you complied with the compulsory insurance requirements.

- (d) It is understood that we are not an admitted or authorized insurer outside the United States of America, its territories and possessions, Puerto Rico and Canada. We assume no responsibility for the furnishing of certificates of insurance, or for compliance in any way with the laws of other countries relating to insurance.

G. WAIVER OF DEDUCTIBLE – GLASS

The following is added to Paragraph D., **Deductible**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

No deductible for a covered "auto" will apply to glass damage if the glass is repaired rather than replaced.

H. HIRED AUTO PHYSICAL DAMAGE – LOSS OF USE – INCREASED LIMIT

The following replaces the last sentence of Paragraph A.4.b., **Loss Of Use Expenses**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

However, the most we will pay for any expenses for loss of use is \$65 per day, to a maximum of \$750 for any one "accident".

I. PHYSICAL DAMAGE – TRANSPORTATION EXPENSES – INCREASED LIMIT

The following replaces the first sentence in Paragraph A.4.a., **Transportation Expenses**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

We will pay up to \$50 per day to a maximum of \$1,500 for temporary transportation expense incurred by you because of the total theft of a covered "auto" of the private passenger type.

J. PERSONAL PROPERTY

The following is added to Paragraph A.4., **Coverage Extensions**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

Personal Property

We will pay up to \$400 for "loss" to wearing apparel and other personal property which is:

- (1) Owned by an "insured"; and

- (2) In or on your covered "auto".

This coverage applies only in the event of a total theft of your covered "auto".

No deductibles apply to this Personal Property coverage.

K. AIRBAGS

The following is added to Paragraph B.3., **Exclusions**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

Exclusion 3.a. does not apply to "loss" to one or more airbags in a covered "auto" you own that inflate due to a cause other than a cause of "loss" set forth in Paragraphs A.1.b. and A.1.c., but only:

- a. If that "auto" is a covered "auto" for Comprehensive Coverage under this policy;
- b. The airbags are not covered under any warranty; and
- c. The airbags were not intentionally inflated.

We will pay up to a maximum of \$1,000 for any one "loss".

L. NOTICE AND KNOWLEDGE OF ACCIDENT OR LOSS

The following is added to Paragraph A.2.a., of **SECTION IV – BUSINESS AUTO CONDITIONS**:

Your duty to give us or our authorized representative prompt notice of the "accident" or "loss" applies only when the "accident" or "loss" is known to:

- (a) You (if you are an individual);
- (b) A partner (if you are a partnership);
- (c) A member (if you are a limited liability company);
- (d) An executive officer, director or insurance manager (if you are a corporation or other organization); or
- (e) Any "employee" authorized by you to give notice of the "accident" or "loss".

M. BLANKET WAIVER OF SUBROGATION

The following replaces Paragraph A.5., **Transfer Of Rights Of Recovery Against Others To Us**, of **SECTION IV – BUSINESS AUTO CONDITIONS**:

5. Transfer Of Rights Of Recovery Against Others To Us

We waive any right of recovery we may have against any person or organization to the extent required of you by a written contract signed and executed prior to any "accident" or "loss", provided that the "accident" or "loss" arises out of operations contemplated by

such contract. The waiver applies only to the person or organization designated in such contract.

N. UNINTENTIONAL ERRORS OR OMISSIONS

The following is added to Paragraph B.2., **Concealment, Misrepresentation, Or Fraud, of SECTION IV – BUSINESS AUTO CONDITIONS:**

The unintentional omission of, or unintentional error in, any information given by you shall not prejudice your rights under this insurance. However this provision does not affect our right to collect additional premium or exercise our right of cancellation or non-renewal.



7501 E. Lowry Blvd.
Denver, CO 80230-7006
303.361.4000 / 800.873.7242
Pinnacol.com

NCCI #: WC000313B
Policy #: 4046117

Fransen-Pittman Construction Company
9563 S Kingston Court Suite 200
Englewood, CO 80112

Holmes, Murphy and Associates, LLC
7600 E. Orchard Road
Suite 230
Greenwood Village, CO 80111
(720) 622-8242

ENDORSEMENT: Blanket Waiver of Subrogation

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

SCHEDULE

To any person or organization when agreed to under a written contract or agreement, as defined above and with the insured, which is in effect and executed prior to any loss.

Effective Date: August 1, 2021 Expires on: August 1, 2022
Pinnacol Assurance has issued this endorsement August 12, 2021



Health & Safety Manual 2022

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Acknowledgement

I hereby acknowledge that I, _____ (print name) have received a copy of the **FRANSEN PITTMAN GENERAL CONTRACTORS HEALTH AND SAFETY MANUAL** on _____ (date) as published by Fransen Pittman General Contractors.

I understand that this manual contains programs and policies for field work safety rules, roles and responsibilities, project safety, hazardous communications, special hazards, return to work, confined space, first aid procedures, general requirements, and Fransen Pittman's procedures for medical/nonmedical emergencies.

I have read (or had explained to me), and understand that repeated failure to follow, or refusal to comply with, specific local, state and federal laws and regulations may be cause for disciplinary action or dismissal.

Signed _____
Employee

Signed _____
Supervisor (Witness)

If employee refuses to sign for a copy of this manual, for any reason, supervisor may issue manual to employee after a thorough explanation of the rules, policies and responsibilities contained in the manual.

Issued to (Print Name) _____ Supervisor _____ Date _____

File: Personnel File

SIGNED COPY OF THIS ACKNOWLEDGEMENT WILL BE PLACED IN PERSONNEL FILE

Safety Introduction

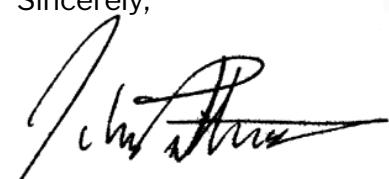
The success of Fransen Pittman General Contractors is entirely dependent upon the dedication and professionalism of our employees. Our goal is to develop a team that will grow together over the years and build a safe, secure future for themselves and their families. The management of the company recognizes that an integral part of achieving this goal is to create a safe, accident free workplace. It is in the interest of the wellbeing of all employees that Fransen Pittman dedicates itself to providing the highest level of performance in safety and occupational health.

This manual has been developed within the guidelines of OSHA regulations and nationally recognized industry standards. However, it is not our intention to only comply with the minimum standards. We have tried to go beyond this level and approach jobsite safety with common sense and a thorough, professional approach. We want to create an “atmosphere” of safety on our jobsites. This atmosphere affects all who come on the jobsite- subcontractors, architects and owners. It helps promote a level of professionalism and quality and encourages others to approach their work in a safe manner.

Responsibility for workplace safety is the first rule for all employees all the time. Safety is not a matter of complying with the minimum requirements of the program. Speed and deadlines do not take precedence over safety. Before any task is performed you must ask yourself if this is the safest way to protect myself and other employees.

The success of Fransen Pittman’s health and safety program requires the combined efforts of management, supervisors and employees. We want our operations to be among the safest in the construction industry. That goal can only be achieved if every person contributes to this team effort.

Sincerely,



John Pittman

President

I. Health and Safety Policy

A. Safety Work Rules - Objectives

Fransen Pittman's Health and Safety Program shall encourage the prevention of accidental injury, occupational illnesses, property, and fire damage. **NO SINGLE ASPECT OF OUR WORK IS OF GREATER IMPORTANCE.**

It is Fransen Pittman's policy to provide a safe place to work, recognizing that accidents must be prevented at all times. It is the responsibility of all office and field personnel to create an atmosphere of safety consciousness wherever our work is located.

Each project requires preplanning to identify possible safety hazards for each operation to minimize exposure to employees, clients and the public.

Fransen Pittman will provide a uniform policy for safety, consistent with and exceeding requirements of OSHA, the Associated General Contractors of Colorado, our clients and our insurance carriers. It will define specific responsibilities for effective control and enforcement, and provide the means of continuing development of safety education and updating safety practices. It will incorporate the involvement of subcontractors for complete safety awareness by the construction team.

B. Employee Safety Orientation

New Hire Orientation

All employees, regardless of classification shall be informed of the company's health and safety program, and shall adhere to its policies, rules, and responsibilities. Each employee shall receive a copy of the Fransen Pittman Health and Safety Manual, and shall sign a receipt for this information and for the safety orientation.

Jobsite Orientation

All employees and temporary workers new to the site shall be informed of all on-site safety policies, special hazards to be aware of, first aid kit locations, fire extinguisher locations, who is in charge of safety on the job site and where the Haz-Comm/SDS sheets are stored. Each employee shall be oriented with the company's Health and Safety Program as well as the Haz-Comm Program before the employee begins work.

THIS INFORMATION TO BE POSTED ON ALL JOB SITES!

C. Fransen Pittman Safety Rules and Orientation

1. All Fransen Pittman employees are authorized and requested to stop any operation they feel is potentially unsafe or may cause an injury.
2. Hard hats and high visibility safety vests, shirts or jackets will be worn by everyone, as the job Site Superintendent perceives them necessary or as posted. The job site office will maintain a supply of hard hats and safety vests for visitor use on the project.
3. Protective Clothing – All field employees, office employees, and other project personnel either working on or visiting work sites, shall wear, at a minimum, the following protective clothing: shirt adequately covering arms, shoulders, and torso, full-length pants, and appropriate footwear. All protective clothing shall be made of durable materials and appropriate for current project conditions.
4. All temporary workers employed by Fransen Pittman must be treated and protected against hazards as if they were Fransen Pittman employees. It is the responsibility of staffing agency to provide their workers with general construction health and safety training. It is Fransen Pittman's responsibility to provide the temporary workers with task specific training tailored to the particular workplace equipment or hazards they may encounter. Having temporary workers, on our sites, is a joint responsibility between Fransen Pittman and the staffing agencies, and together we must ensure the health and safety of each temporary worker.
5. Hair beyond shoulder length shall be restrained in a way to prevent possible entanglement with a power tool or other work related activity. Beards shall be restrained so that they do not drop below shoulder/collarbone line.
6. Goggles, face shields, dust masks, respirators, ear plugs, and all other personal protective equipment (PPE) will be worn as operations require. All employees will carry safety glasses at all times and wear them as operations require. Prior to respirator use, employee must be adequately trained in the care, inspection and use of each type of respirator. (See Respirator Program)
7. Fall arrest system will be used and workers will be tied off above the ground, or floor, where no guard rail or other suitable means of fall protection is used. The 6' (six foot) rule shall apply. No Exceptions will be allowed. Employee shall be adequately trained in the use and inspection of fall arrest systems prior to use.
8. Employees will stop and disconnect power from all machinery or equipment before any maintenance, adjusting, or repairing. Machinery or equipment will not be operated without all safety guards and apparatus in place and in good working condition. Faulty equipment shall be taken out of service immediately and plainly marked "OUT OF SERVICE/DEFECTIVE". Notify your Supervisor of faulty equipment. (See procedure description Lock Out and Danger Tag, Section III (E) (5))

9. Employees observed working in a manner which may cause an injury to themselves or to fellow workers, shall be warned of the danger and instructed as to the correct method of operation.
10. When work is ongoing above or beneath others, coordinate with those operations to ensure that proper safeguards/precautions have been taken (see Access Zones, Section III (G)). Onsite personnel affected by these operations will be informed of these hazards prior to work being started.
11. When the nature of work calls for signals, they must be thoroughly understood and only be given by a trained person. When the meaning of the signal is in doubt, do not proceed until the intended procedure is clear. Visual signals are preferable to verbal signals. Signals shall only be given by one person at a time. Do not give signals until the operator has a clear, unobstructed view. Crane signaling posters will be posted on all jobsites.
12. All open trenches will be properly barricaded to insure no employee, subcontractor, or the general public will be exposed to the hazards of open trenches. Under no circumstances shall any employee enter a trench until a competent person has deemed it safe.
13. All jobsites will be kept clean at all times. Workers will also correct, or arrange to give warning, of any unsafe condition which may result in an injury to fellow workers or others unfamiliar with existing conditions. Housekeeping sets the tone for safety.
14. If a worker is not qualified to operate a piece of equipment, he/she will not be allowed to operate it until they have been properly instructed, or certified. If proper use of a piece of equipment is unknown, please ask for instruction.
15. Unsafe conditions must be reported as soon as possible; however, if it is within the employee's ability, he/she should correct the unsafe condition prior to reporting the condition.
16. Employees shall report all injuries, no matter how minor, to someone with supervisory authority immediately. Failure to do so could result in improper care for the injury or problems processing a workers compensation claim.
17. It is the employee's responsibility to know where first aid, firefighting equipment, and other safety equipment are located. If proper use of a piece of safety equipment is unknown, please ask for instruction.
18. Every employee must attend the regularly scheduled safety meeting and all other required trainings.

REMEMBER

***BE CAREFUL. YOUR LIFE, OR YOUR FELLOW WORKER'S LIFE
MAY DEPEND UPON IT!!!***

II. Responsibilities

The responsibility of safety must be maintained by all employees of Fransen Pittman since your act, or failure to act, may result in direct exposure to a safety hazard to your fellow employees (and friends).

LOOK OUT FOR ONE ANOTHER, WE'RE A TEAM!

A. *Company Officer*

President - John Pittman

The Company Officer will support, direct, assign responsibility, and hold individuals accountable, consistent with good safety management practices.

Appoint the appropriate person(s) to administer the Health and Safety Program and define the limits of authority of the company Safety Officer in safety related issues.

Review safety records and evaluate the Health and Safety Program on a regular basis.

Periodically make field inspections, reviewing his observations with the project personnel.

Be briefed on all serious injuries and accidents immediately.

B. *Safety Officer*

Vice President of Operations – Jim Andrews

The company Safety Officer shall assist in all levels of management in the company's Health and Safety Program by assuring compliance with established company policies concerning health and safety.

Assist in appointing the appropriate person(s) to administer the Health and Safety Program and define the limits of authority of the company Safety Director in safety related issues.

Provide assistance as needed for pre-job planning conferences for safety purposes.

Be advised of all OSHA inspections and alleged citations.

Represent Fransen Pittman General Contractors in all dealings with OSHA citations.

Make occasional safety inspections of job sites, especially a project experiencing a negative safety trend and assist Superintendents in evaluating and controlling safety problems.

Administstrate the company safety incentive and award program and shall assist in methods of selecting, analyzing and modifying the program.

Be notified immediately of all accidents resulting in serious injury, or death.

Shall appoint chair to Safety Committee.

C. *Safety Director*

Safety Director - Tim Taylor

The company Safety Director shall assist in all levels of management in the company's Health and Safety Program by assuring compliance with established company policies concerning health and safety.

Provide educational training materials designed to develop and maintain an effective health and safety program.

Provide assistance as needed for pre-job planning conferences for safety purposes.

Be advised of all OSHA inspections and alleged citations, and respond to OSHA's request for additional information or clarifications.

Accompany the OSHA inspector on all inspections and assist in representing Fransen Pittman General Contractors in all dealings with payments, conferences and contests of such citations.

Make regular safety inspections of job sites, especially a project experiencing a negative safety trend and assist Project Superintendents in evaluating and controlling safety problems.

Keep statistical information on all investigations of accidents and near misses, and report this information on a regular basis to all supervisory personnel.

Keep all personnel advised of new/changed federal, state and local safety regulations and furnish interpretations of the regulations.

Establish and monitor equipment and work safety standards for all projects.

Assist in administration of the company safety incentive and award program and shall assist the Safety Officer in methods of selecting, analyzing and modifying the program.

Be notified immediately of all accidents resulting in serious injury, or death, so that proper and timely notification can be made to medical assistance, family, insurance carriers, Worker's Compensation and other parties requiring information. Serious accidents will be investigated immediately.

Coordinate/conduct all new hire orientations and safety training and all annual or recertification training programs.

Identify unsafe conditions or practices, and determine and implement solutions.

D. *Project Managers*

The project managers will assist field staff in monitoring and assuring compliances with the established Health and Safety Program so that adequate attention is given to safety during all phases of a project.

Voluntary participation in the Safety Committee, one year minimum commitment, is recommended.

E. *Project Superintendents and Field Management Personnel*

The Project Superintendents shall be responsible for field employees, subcontractors, and job site visitors. The Project Superintendent has the authority to designate an alternate competent person(s) as needed.

Complying with the Health and Safety Program and job site safety provisions as follows:

- Consider safety requirements. Provide personnel protective equipment (PPE), warning signs, fire extinguishers, first aid kits, etc.
- Orientate all new and temporary employees, explaining company and job site safety policies and hazards of their particular work. See that “new hires and temporary workers” receive the initial jobsite orientation without exception. See that specific hazard training is available for areas or tasks requiring such attention.
- Hold a supervisory and/or tool box safety meeting at a regularly designated time each week. Provide sign-in sheets and subjects covered for each safety meeting held.
- Make sure legally required materials are posted. Include safety and other job site postings as applicable.
- Watch the non-routine tasks carefully. Be sure employees have been instructed properly to do the job and that the proper equipment is used to complete the job. Apply specific safety rules for items that are non-routine.
- Never allow workers to short cut safety for expediency. Be constantly alert for unsafe practices and conditions and correct them immediately. Insist that company personnel and subcontractors comply with all safety rules and requirements.
- Enforce established safety rules constantly and consistently. Warn employees and subcontractors in writing if the need persists. Discharge

- any employee who flagrantly or habitually violates the rules (or prevent employees of subcontractors from entering the job who do the same).
- Conduct weekly jobsite safety inspections or appoint a competent person to conduct safety audits.
 - Provide temporary sanitary facilities with regular servicing.
 - Provide fresh, potable drinking water from an approved source daily. Prevent contamination from source to consumer. Provide disposable paper cups with a waste container at each potable water container site.
 - Cooperate with insurance company representatives, OSHA inspectors, or other outside inspectors assisting Fransen Pittman with our Health and Safety Program. Verify who the visitors are and why they are visiting the project. Personally accompany them on all inspections and notify the Safety Director immediately.
 - Accompany the company Safety Director or third party inspector, upon request, on all field audits. The company Safety Director will issue a report of conditions observed, including unsafe or questionable practices/conditions that require improvement. It is the Superintendent's responsibility to see that reported unsafe conditions/practices are improved to an acceptable standard. Consult with the company Safety Director for questions concerning safety issues, improving conditions, etc.
 - Hold a current CPR, AED, and first aid card.
 - Arrange for and post emergency phone numbers.
 - Keep the job site clean and orderly.
 - Protect the Owner's and public's interests for the project duration.
 - Appoint members to the safety committee (minimum of 6 months commitment).
 - Train your work crews in company safety policies and safe work procedures and practices. The employee should be shown where to work, what to do, and how to do it safely, including hazardous materials training. The employee will be instructed with regard to personal responsibility for individual safety and fellow employee safety. Be sure that the employee has received a copy of the company Health and Safety Manual, has signed the acknowledgement page, and returned it to the company Safety Director for the employee's personnel files. This will be completed before the new employee begins work.
 - Supervising crew members performing a quality and safe task, with minimal time expended. Planning ahead to acquire the proper tools, equipment, and materials for each portion of the work. Clearly instruct each employee, and then follow through to see that instructions are carried out in the safe use and maintenance of equipment/materials.

- Stop an individual or whole crew, if necessary, to correct hazards which endanger the individual, crew, the Owner's interest, the public, or equipment. Stop unsafe acts immediately and correct the problem. If unsafe acts by an individual persist, report to the job site supervisor for evaluation, disciplinary action, or dismissal.
- Prepare accident reports as required for your crew members on the proper forms for personal injury accidents, equipment damage, and/or property damage.

F. Safety Committee

The purpose of Fransen Pittman's Safety Committee will be to strengthen our commitment to the health and safety of all personnel on our construction projects.

1. Safety Committee members will be appointed and will serve a minimum of 6 months.
2. The Safety Committee will meet once a month.
3. Third-party site audits will be reviewed quarterly to identify trends and formulate corrective actions.
4. Develop and revise safety training criteria for Fransen Pittman personnel to insure all aspects of our activities onsite are being conducted in the safest and most efficient manner possible.
5. Review recordable and lost time accident reports to determine if Health and Safety Policy changes are needed to reduce or eliminate accidents.
6. Develop and implement informational posters, site awareness and wallet cards.
7. Update the Health and Safety Manual as required, to conform to all rules, regulations and company policies.

III. Project Safety

A. Personal Protective Equipment (PPE)

1. Safety glasses, goggles, face shields, dust masks, respirators, ear plugs, hard hats, safety vests and all other personal protective equipment (PPE) will be worn as operations require. All employees will carry safety glasses at all times and wear them as operations require. Prior to respirator use, employee must be adequately trained in the care, inspection and use of each type of respirator. See Respirator Program. Before the issuance of any and all PPE the worker shall be trained on its proper use, fit/size, storage, maintenance, cleaning, inspection, and disposal. An employee will require retraining if found to be not using proper PPE, incorrectly using PPE, using damaged PPE, or not properly maintaining/inspecting their PPE. If PPE is not properly cleaned, inspected, and maintained it may not function properly and cause undue harm to the user that could have otherwise been prevented. That said, PPE should always be kept in a clean and sanitary condition. Also, workers need to keep in mind that all PPE must be in a good usable condition to perform its function. When PPE no longer serves its purpose, is damaged, fails inspection, or expired it must be removed from service.
2. Protective Clothing – All field employees, office employees, and other project personnel either working on or visiting work sites, shall wear, at a minimum, the following protective clothing: shirt adequately covering arms, shoulders, and torso, full-length pants, and appropriate footwear. All protective clothing shall be made of durable materials and appropriate for current project conditions. All major hot work must be completed wearing fire resistance clothing. All electrical work authorized by Fransen Pittman's Safety Director must be completed using non-conductive clothing. Any work requiring additional protective clothing will be specified and/or provided by Fransen Pittman and instruction for proper use given by the Superintendent, Safety Director, or designated competent person.

B. Fall Protection

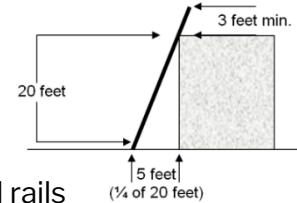
1. Fall protection shall be in place any time an employee is exposed to a fall 6' or greater.
2. Guardrails (Rails or cables – top rail between 39" and 45", and mid-rail at half the top rail height. Top rail must be able to withstand 200 lb. down and outward force. 3.5" toe boards are required if working above others) or adequate barricades will be preferable to fall arrest systems.
3. Personal fall arrest (5,000 lb. anchor point) or fall restraint systems (3,000 lb. anchor point) will be required when guardrails or other suitable means of fall prevention are not used.

4. Employees unfamiliar or have not used fall arrest equipment for an extended period of time, will be trained or re-oriented to the use of fall arrest equipment.
5. Subcontractors may submit an alternate plan in cases where fall protection may impose a greater risk to the worker. This plan must be reviewed and approved by Fransen Pittman Safety Director.
6. All fall protection plans must comply with OSHA standards.
7. All fall arrest equipment should be inspected before every use.
8. All holes 2" and greater must be covered, secured in place, marked "HOLE", and capable of supporting at least two times the maximum intended load on the cover. All wall openings or vertical openings higher than 30" and wider than 18" must be protected against falls.
9. Impalement hazards including: vertical rebar, form stakes and small diameter conduit and plumbing stub-ups must be guarded by caps, covers, or bending the rebar over.



C. Ladders - Review all Manufacturers' Warning Labels

1. Inspect all ladders prior to every use.
 - a. Straight Ladders – General requirements (Single and multi-flight extension ladders)
 - b. For Access
 - Must have solid base
 - Must be secured at the top (preferably top and bottom)
 - Must extend 3 feet above work surface
 - Must be placed at 4:1 base to height ratio
 - c. For Working
 - Must have solid base
 - Worker must keep his body inside vertical rails
 - Secure top or bottom if conditions warrant
2. Frame Ladders / Step Ladders
 - a. Cannot be used for straight ladders; ladders must be fully open and the spreader bar locked in position prior to use
 - b. Must have firm base
 - c. Employee shall not sit or stand on top two steps/rungs of ladder
 - d. Ladders with bent / broken rungs or side rails must be tagged and taken out of service



- e. Keep all ladders away from power lines
- f. Ensure that ladder classification (rating) is suitable for the job (see table)
- g. Maintain three point of contact when traveling up or down a ladder
- h. Material, tools & equipment should be hoisted to working level

Ladder Type	Rated Capacity	Duty Rating Description
Type 1AA Ladder	375 lb.	Extra-heavy-duty industrial ladder
Type 1A Ladder	300 lb.	Heavy-duty industrial ladder
Type 1 Ladder	250 lb.	Heavy-duty industrial ladder
Type 2 Ladder	225 lb.	Medium-duty commercial ladder
Type 3 Ladder	200 lb.	Light-duty household ladder

NOT FOR CONSTRUCTION USE

- 3. Job Built Ladders
 - a. All job built ladders are to be constructed per OSHA standards
 - b. Must meet the requirements of the ladder it's replacing
- 4. Special Ladder Use
 - a. Any ladders used to perform work on energized or potentially energized equipment, surfaces, or involving unknown wiring must be non-conductive.

D. Scaffolds

- 1. All scaffolds must be complete and all workers must be protected against falls if the walking/working surface is 6' or greater unless otherwise noted by the manufacturer.
- 2. Check for overhead power lines and other possible hazards that might conflict with scaffold height or final configuration.
- 3. Surface of where scaffolding is to be placed must have suitable graded compacted surface.
- 4. Accessibility to and from the scaffold should be considered as well as pedestrian safety and public walkways.
- 5. Scaffolding that is being used for temp heaters or material staging platforms must be protected from on-site moving equipment hazards.
- 6. Bracing of scaffolding (anchorage points to wall or structure must be reviewed by competent person)
- 7. Flagging tape or rope barrier must be used to delineate boundary of no access zone and masonry access zone.
- 8. Toe boards, railings, sills and planking must be in place per Fransen Pittman, manufacturer recommendations and OSHA standards. Scaffolding can only be erected, moved, dismantled or altered by a competent person.

9. At the beginning of the work day scaffolds must be inspected from bottom to top, tagged and initialed by a competent person that scaffold is safe to use.
10. Possible weather hazards to consider (snow, ice, wind and cold temperatures).
11. Training - All employees will be trained on proper assembly, modification, disassembly, proper use, and safety rules/requirements of all commonly used scaffolding during their new hire orientation and receive refresher training during our annual safety training.
Retraining - A worker will require retraining if they are unable to properly assemble, disassemble, or modify scaffold they have been previously trained on. They are found to be using improper scaffold or not using proper safety requirements. If a near miss or accident occurs, or if a worker fails to properly inspect a scaffold with critical issues.

E. Electrical/Mechanical

Nearly every jobsite uses a temporary electrical system, defined as a system of cords or cables, which is not intended for permanent use. Some examples are extension cords, temporary electrical panels, and temporary lighting. This is a hazard, which every employee is exposed to. As a result, the mistake of one person could affect the life of another. The help of all field employees is needed to minimize this hazard.

1. Cords and Cables
 - a. Ground Fault Circuit Interrupters – GFCI protection will be used on all jobsites for temporary power panels and extension cords. “Assured grounding” will be used only when GFCI protection will not be adequate or possible.
 - b. All extension cords must be 14 gauge or heavier 3-wire type, protected from damage, and not fastened with staples, hung from nails, or suspended from wires.
 - c. No cord or tool with a damaged ground plug may be used.
 - d. Splices of extension cords will not be allowed. Repair of outer insulation jacket will be allowed per applicable electrical codes and manufacturers recommendations. Worn or damaged cords may not be used.
 - e. Cables and extension cords passing through work areas will be covered, elevated, or moved out of the traffic pattern to protect from damage. Boxes with covers for the purpose of disconnecting must be securely and rigidly fastened to mounting surface.
 - f. Inspect each cord set, attachment cap, plug and receptacle of cord sets, and any equipment connected by cord and plug (except cord sets and receptacles which are fixed and not exposed to damage) daily before use for external defects and possible internal damage.

- g. Any cord set, attachment cap, plug and receptacle of cord sets, and any equipment connected by cord and plug found to be defective should be removed from service or repaired immediately.
 - h. GFCI protected circuits shall be tested by a qualified person every 30 days. Testing log to be kept on file in the construction office.
2. Receptacles
- a. Receptacles for attachment plugs will be of approved, concealed contact type.
 - b. Where different voltages, are applied, receptacles must be such that attachment plugs are not interchangeable.
3. Temporary Lighting
- a. Except where bulbs are deeply recessed in a reflector, bulbs on temporary light will be equipped with guards.
 - b. Temporary lights may not be suspended by their electric cords unless so designed.
 - c. All work area shall have the OSHA required level of lighting at a minimum of 5 foot-candles and 10 foot-candles in more high risk areas such as mechanical and electrical rooms.
4. Circuits
- a. No employee may work in proximity to any electric power circuit that may be contacted during the course of work, unless protected against electric shock by de-energizing circuit and grounding it or by guarding with effective insulation.
5. Electrical Rooms and Other Energized Areas
- a. All energized or potentially energized electrical rooms or areas shall have a working door in place or non-conducive shield to prevent other works or material from coming in contact with energized components.
6. Lockout/Tagout and Danger Tag
- a. Lockout/Tagout – The purpose of a lockout procedure is to prevent the operation of switches, breakers, or any piece of equipment when bodily injury or property damage could result from their operation. A lockout procedure is generally implemented by a subcontractor. Fransen Pittman's role is to understand the lockout procedure in place and communicate that procedure to other personnel affected by the lockout. No work is to be done on, or in close proximity of, any operable/energized equipment until the subcontractor authorizes the release of the locked out system. All lockout/tagout procedures will be approved by Fransen Pittman and require that the company applying the lockout/tagout print their company name, company contact and phone number on the tag or device.

- b. Danger Tag – Standard danger tags reading “OUT OF SERVICE/DEFECTIVE” will be used. These tags shall be used to prohibit operation of tools, equipment and electrical cords that may be damaged or inoperable. See appendix for sample “OUT OF SERVICE/DEFECTIVE” tag.
- c. All critical procedures such as lockout/tagout will be reviewed on an annual basis for potential changes, updates, or lessons learned modifications.

7. Shutdowns

- a. Any and all shutdowns will be coordinated manufactures representatives, engineers, local AHJ, subcontractors involved, and Fransen Pittman site management. The group will create a job hazard analysis and method of procedure for the shutdown and must follow the exact plan unless otherwise determined by the group.
- b. Energy sources such as electric, hydraulic, numeric, spring, powder or that could otherwise cause injury or damage exist, they must be locked out or isolated prior to work/maintenance being performed. All parties involved will place their own lockout device at the energy control point. Once the energy source has been isolated any and all residual energy must be released and verified to be at a zero level. After the work/maintenance has been performed

8. Electrical/Mechanical Training

- a. All Fransen Pittman Field Staff shall attend annual refresher safety training. This training will include among other safety topics electrical awareness training, lockout/tagout, power lines, cords, GFCI's, electrical/mechanical rooms, and temporary lighting. Retraining for this section will occur after a worker has failed to follow proper procedures, critical mistakes have been made, a near miss, or an accident has occurred.

F. Fall Rescue

Site conditions may require, a fall rescue plan to be implemented specific to the project. Concerns to be addressed should include means of rescue, specialized fall protection, building access, EMS availability, obstructions, and emergency contact information.

G. Access Zones

Restricted/controlled access zones will be established for activities such as precast erection, steel erection, masonry, scaffolding, overhead hoisting and any other areas as deemed appropriate by the competent person. These areas shall be identified by either tape or flagging and labeled as access zones with the contact information posted of the controlling contractor.

H. Job Hazard Analysis

A Job Hazard Analysis or JHA should be utilized as needed to eliminate hazards, establish proper work procedures and ensure employees have adequate training and protective equipment.

This technique focuses on work tasks as a way to identify hazards before they occur. It focuses on the relationship between the worker, the task, the tools, and the work environment. Once hazards are identified, steps can then be taken to eliminate or reduce them to an acceptable risk level.

Pre-tasking is another tool used to look ahead, identify potential issues, and create resolutions for those issues. Pre-tasking in its simplest form can be accomplished by asking the “Four What’s”. 1. What am I doing today? 2. What do I need to accomplish those tasks? 3. What are my hazards? 4. What am I doing to eliminate those hazards? Once the “Four What’s” have been answered, your ability to have a safe and productive work day will have been greatly improved.

Most importantly, the workers performing the tasks need to be involved. They have a unique understanding of the task, which is invaluable to finding hazards. See Appendix for Fransen Pittman JHA form.

I. Emergency Action Plan/Crisis Management

The objective of the Fransen Pittman Emergency Action Plan is prepare employees for dealing with emergency situations and to comply with the OSHA’s Emergency Action Plan Standard, 29 CFR 1910.38, 29 CFR 1926.35. This plan is designed to minimize injury and loss of human life and company resources by training employees, procuring and maintaining necessary equipment, and assigning responsibilities. This plan applies to all emergencies that may reasonably be expected to occur at Fransen Pittman’s main office. See Fransen Pittman Emergency Action Plan and Fransen Pittman Crisis Management Plan.

J. Inspections

Fransen Pittman will conduct safety inspections periodically. The intent is to internally verify all federal, state and local safety regulations as well as Fransen Pittman’s safety requirements are being followed. Every project can use a fresh set of eyes to see the project from a different angle and offer helpful observations.

In case of an emergency on a job, please contact the Superintendent and/or Foreman immediately.

K. Safety Violations

A verbal warning will be given for first time/minor violation. Serious and life threatening violations will be documented on the Written Notice of Safety Violations form and/or subject to disciplinary action, including immediate dismissal from the jobsite. Retraining and proof of understanding may be

made a condition to returning to the jobsite. Repeat and serious violations will not be tolerated, and may result in termination.

L. Near Miss

Near misses should never be ignored or forgotten. If you see or encounter anything that could be a near miss, notify the field management staff immediately, and provide them with the details of the situation to the best of your knowledge. Field management will review near misses with all involved personnel as soon as possible, including what, how, and why it happened. Once the initial review of the near miss is complete it will be determined what corrective action to take to avoid a reoccurrence of the near miss incident. Every near miss we identify and correct puts us one step closer to an accident free project.

M. Fire Prevention (see also Hot Work Procedure in Section V, item D)

Each project shall have a fire protection plan. This plan shall include the posting of the Fire Department's telephone number, posted location of SDS sheets for hazardous materials, locations for storage of hazardous materials and posted, and fire extinguishers located as needed, with a minimum of the following:

- One (1) extinguisher (at least 2A rated) must not exceed 100 feet of travel per floor.
- One (1) extinguisher (at least 2A rated) per building level.
- One (1) extinguisher in the job site office.
- One (1) extinguisher (at least 10B rated) within 50 feet of each flammable material storage location. (20 feet away is preferred, as well as a "NO SMOKING" sign at the storage location)
- One (1) extinguisher at each level just outside the stairwell or each point of exit.
- All fire extinguishers are recommended to be ten pound (10 LB.) minimum with ABC extinguishing required.
- All employees will be trained in the "PASS" technic during their new hire orientation and receive refresher training during our annual safety training.
- All fire extinguishers shall be inspected for damage, missing components, charge level and annual inspection tag. After inspection each fire extinguisher must be signed off for that month.

N. Public Protection

The project's initial safety planning will include an evaluation of public safety exposures. All necessary precautions will be taken to prevent injuries and property damage to others. Any material and/or equipment storage, whether on grade or at elevation, will be secured.

Where it is necessary to work in an area that exposes the public, or Owner's work forces, appropriate barriers, barricades or covered walkways shall be established to protect against those exposures.

All entrances, stairways, elevator lobbies and other areas of public access shall be kept clear of obstructions and hazards at all times.

Appropriate warnings and instructional safety and hazard signs shall be clearly posted. All Owners shall be notified as to public and work force routing through construction areas. The Owner shall be notified of all new or changed processes or procedures so appropriate safety measures are communicated and enforced.

Protecting the unknowing public from the potential hazards on our projects should be of the utmost importance!

0. Housekeeping

HOUSEKEEPING SETS THE TONE FOR PROJECT SAFETY!

1. The job site will be clean and organized at all times.
2. Proper waste management will be determined in the preconstruction phase, jobsite startup phase, and throughout the project as project and site conditions change.
3. Scrap material and debris will be disposed of as it is generated. Do not wait until the "end of the day" to clean up. Clean as you go.
4. When scrap material is being recycled, it must be placed in the proper container.
5. All employees must dispose of their personal refuse properly. Lunch trash and drinking containers are of particular interest. Fransen Pittman supervision must make this a zero-tolerance policy from the start of the project.
6. Subcontractors have contractual obligations to clean up after themselves on a daily basis. Fransen Pittman supervision should strictly enforce these obligations.
7. A clean, well-organized job site prevents accidents, promotes a positive attitude toward safety, and improves productivity.
8. Not all projects are right for recycling. When a project has been determined to be a good candidate for recycling the placement of the dumpsters will be arranged during the preconstruction phase. All subcontractors will be notified of the recycled requirement and weekly dumpster checks will be performed to confirm compliance.
9. All employees will be trained in Fransen Pittman's waste management procedures during their new hire orientation and receive refresher training during our annual safety training.

P. Power & Hand tools

1. All employees shall be instructed as to proper use, storage and maintenance of all power and hand tools. No employees shall use a power tool unless they have a thorough knowledge of the correct operating procedures.
2. Employees must hold a current “Powder Actuated Tool” certification prior to use of any powder actuated tool. This certificate must be brand and model specific.
3. No tools shall be transferred to another job unless they are in good working condition. All damaged tools shall be repaired before they are transferred to a new job.
4. All damaged tools will be taken out of service immediately and tagged until repairs are made.
5. All power tools must be inspected prior to every use and confirm you are using the proper PPE for each tool.

Q. Trenching / Excavation

1. Daily trench inspections must be conducted by the competent person responsible for creating an open trench or excavation deeper than 5 feet or has the potential to expose any employee to a hazard such as a cave-in.
2. Under no circumstances shall any employee enter a trench until deemed safe to do so by a competent person.
3. All open trenches will be barricaded or safe guarded prior to end of day as Superintendent deems necessary.
4. General trenching rules: a worker should take note and use caution working in any trench deeper than their waist, a trench 4' or deeper required a ladder every 25' for entrance and exit, a trench 5' or deeper requires the use a trench box or other approved shoring, and a trench 6' or deeper requires protection against falls. See Appendix for Fransen Pittman Trenching and Excavation Inspection Form.

R. Heavy Equipment

Fransen Pittman uses various types of large equipment that when operated improperly, can cause serious injuries to personnel and property damage. All employees who operate any piece of equipment must become familiar with the equipment and receive training and/or certification if required. These certifications will require specific training in both the classroom and field, with a final assessment of the operator's skills.

The assessment of the equipment start-up and operations will be performed by a supervisor or designated person and occur prior to equipment use.

General Rules:

1. Always wear seatbelts when provided.
2. Always operate equipment in a safe manner.
3. Watch for ground personnel at all times, especially when in reverse.
4. Ensure all warning alarms work at all times.
5. Immediately report any injury to personnel or damage to vehicles, roads, or buildings.
6. Night work requires operating equipment with the lights and warning beacon on at all times.
7. Perform a daily walk around inspection and other inspections as required. See Appendix for Fransen Pittman Inspection Log.
8. Always properly start and warm up equipment prior to use; not doing so may damage the equipment.
9. Please refer to the operator manual for each piece of equipment for additional precautions and instructions.

S. Cranes and Hoisting Equipment

Crane operations present serious hazards to all workers on a job site. It is the intent of Fransen Pittman to provide employees with a safe and healthy work environment. This policy applies to all Fransen Pittman job sites and all subcontractors who may supply their own crane, rent, or use a crane supplied by others. This policy includes all cranes, boom trucks, pick and carry cranes and other devices that are counterweighted and have a boom with a suspended lifting attachment.

Site Planning and Preparation

It is Fransen Pittman's responsibility to ensure that the crane is set up correctly and that the site will support the working loads – whether that is engineered or prepped, it is Fransen Pittman's responsibility to provide adequate foundation for the crane.

Fransen Pittman shall review the site to determine the appropriate equipment for the application. If the job site supervisor is not familiar with the equipment to be used at the site, he or she should consult with qualified personnel to be certain that all safety and production aspects have been addressed and that operating personnel are qualified and licensed when required, to perform their assigned tasks. Traffic patterns must also be considered for delivery of materials.

The site shall be properly checked and prepared for use prior to equipment set-up. Roads shall be clearly marked and identified to prevent confusion or potential accidents. The area should be cleared, made as level as possible and compacted to support outrigger, track and/or tire loads.

Crane/Hoisting Supplier Requirements

It is the requirement of the equipment's supplier (including all management and supervisory personnel employed by the supplier) to identify and assign specific responsibilities to the operating crews. The supplier must be aware of the requirements of every job and provide equipment and personnel capable of completing the job in a safe and efficient manner and in accordance with all applicable regulations. The supplier is also generally responsible for:

1. Ensuring the operator is qualified to operate the particular crane sent to the job site, including familiarity with the crane's load chart, maintenance, inspection and log book requirements.
2. Ensuring that all personnel involved in maintaining, repairing, transporting, preparing, and assembling the equipment (if necessary) are trained and competent to handle their specific jobs in a safe and efficient manner.
3. Assigning to the crews individual responsibilities and the authority necessary to exercise their responsibilities.
4. Ensuring that a thorough crane maintenance and inspection program is established and maintained. This will involve developing a crane log book that facilitates the reporting of all work needed and completed on the crane.
5. Providing qualified supervision for operations requiring critical lifts.
6. Providing the appropriate documentation prior to the start of work (e.g. Crane annual inspection, request for crane location, crane access requirements, etc.).

Job Site Requirements

1. All employees must keep clear of loads about to be lifted and of suspended loads.
2. When the nature of work calls for signals, they must be thoroughly understood and only be given by a trained person. When the meaning of the signal is in doubt, do not proceed until the intended procedure is clear. Visual signals are preferable to verbal signals. Signals shall only be given by one person at a time. Do not give signals until the operator has a clear, unobstructed view. Crane signaling posters will be posted on jobsites requiring hoisting.
3. Accessible areas within the swing radius of the rear of the rotating superstructure of the crane, either permanently or temporarily mounted, shall be barricaded in such a manner as to prevent an employee from being struck or crushed by the crane.
4. Whenever internal combustion engine powered equipment exhausts in enclosed spaces, tests shall be made and recorded to

- see that employees are not exposed to unsafe concentrations of toxic gases or oxygen deficient atmospheres.
5. When operations are near overhead power lines, before beginning crane operations, the work zone must be identified by either:
 - a. Demarcating boundaries (such as with flags, traffic cones, danger tape, a range limit device, or range control warning device) and prohibiting the operator from operating the equipment past those boundaries.
 - b. Defining the work zone as the area 360 degrees around the equipment, up to the equipment's maximum working radius.
 6. Determine if any part of the crane, load line, or load, if operated up to the equipment's maximum working radius in the work zone, could get closer than 20 feet to a power line. If so, the requirements of one of the following options must be met:
 - a. ***Option (1)—De-energize and ground.*** Confirm from the utility owner/operator that the power line has been de-energized and visibly grounded at the worksite.
 - b. ***Option (2)--20 foot clearance.*** Ensure that no part of the equipment, load line, or load, gets closer than 20 feet to the power line by implementing the measures specified in paragraph (b) of this section.
 - c. ***Option (3)--Table A clearance.***

TABLE A—MINIMUM CLEARANCE DISTANCES

Voltage (nominal, kV, alternating current)	Minimum clearance distance (feet)
up to 50	10
over 50 to 200	15
over 200 to 350	20
over 350 to 500	25
over 500 to 750	35
over 750 to 1,000	45
over 1,000	(As established by the utility owner/operator or registered professional engineer who is a qualified person with respect to electrical power transmission and distribution).

If options (2) or (3) are to be used, refer to OSHA regulation 29 CFR 1926.1408(b) for specific requirements to prevent encroachment and electrocution.

7. Conduct a planning meeting with the operator, rigger, signal person, and other workers who will be in the area of the equipment or load to review the location of the power line(s),

and the steps that will be implemented to prevent encroachment/electrocution.

Critical Lift Meeting

Prior to all critical lifts, a meeting attended by the crane operator and all necessary personnel will be conducted to review the critical lift plan. The critical lift plan will be provided by the crane supplier.

Examples of Critical Lifts:

1. Any lift that requires the use of multiple cranes.
2. Any lift that exceeds 75% of the crane's rated capacity in its given configuration.
3. Load suspended or moved over energized power lines.
4. The item to be lifted requires exceptional care in handling because of size, weight, close-tolerance installation, high susceptibility to damage or other unusual factor.

Suspended Personnel Platforms

This type of work is not performed regularly and is a method used when other methods are not feasible to access a work location. The use of a crane or derrick to hoist employees on a personnel platform is prohibited, except when the erection, use, and dismantling of conventional means of reaching the worksite, such as a personnel hoist, ladder, stairway, aerial lift, elevating work platform or scaffold, would be more hazardous, or is not possible because of structural design or worksite conditions.

Requirements for suspended platforms will be provided by the crane supplier.

Rigging Procedures and Equipment Maintenance

Before use, all slings, chokers and fastening attachments must be inspected for damage and defects by a designated competent person. Defective rigging equipment will be immediately removed from service. When rigging equipment is not in use it will be removed from the work area and stored in a designated area to ensure worker safety and keep the rigging clean and in safe condition. Rigging equipment such as slings, chokers, and spreaders must have a durable tag permanently attached to show the safe lifting load. Rigging equipment will not be loaded in excess of its recommended design load.

The ability to safely move materials from one location to another is a vital part of many construction activities at Fransen Pittman. Hoisting is often used when materials are too heavy or bulky to be safely moved manually. Hoisting relies on rigging equipment to hold their suspended loads. Because of the complex nature of rigging and the seemingly simple task of lifting an object, procedures must be implemented and communicated to all personnel involved in the hoisting operation. Personnel performing rigging tasks will be trained and able to demonstrate their skills satisfactorily before being allowed to rig suspended loads.

Riggers and signal persons must be trained and certified as “qualified”.

1. **Qualified person** means a person who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training and experience, successfully demonstrated the ability to solve/resolve problems relating to the subject matter, the work, or the project.
2. Documentation of the signal person’s qualification (training certificate, wallet card, etc.) must be available at the site while the signal person is employed by the employer.
3. The documentation must specify each type of signaling (e.g. hand signals, radio signals, etc.) for which the signal person is qualified.

IV. Accident and Injury Reporting

Accident Reporting

Each job site will establish an accident response plan as part of their “Emergency Action Plan (EAP)” that addresses the conditions unique to that job site. All personnel should be familiar with jobsite specific EAP. Employees shall report all injuries, no matter how minor, to someone with supervisory authority immediately. An injury can appear to be minor at first, but if not properly attended too can become more serious.

Emergency phone numbers are posted in every job site office. This is particularly important in areas which may not have 911 services. A detailed map showing the exact location of emergency medical facilities must be posted. All personnel should be familiar with these locations and know how to get there. This will be addressed periodically at safety meetings.

Personal Injury/Return to Work Policy

It is Fransen Pittman’s policy to put an injured worker back to work as soon as possible after an accident. If an injured employee is determined fit to return to work on “light duty” or regular status by the case physician, then the employee shall return to work as soon as possible. Light duty work, if available, will exclude heavy lifting, carrying, heavy installations, procedures that might aggravate the individual’s injury, and will adhere to any other restrictions the worker may have. It is Fransen Pittman’s intent to keep our workers active both physically and mentally to ensure a timely full recovery.

V. Special Hazards

A. Hazard Communication

Purpose

This Hazard Communication Program is intended to ensure compliance with Occupational Health and Safety Administration (OSHA) requirements for the adoption of the UN Globally Harmonized System (Hazcom 2012 / GHS) and to provide a safe work environment for employees and independent contractors working for Fransen Pittman.

Policy

Fransen Pittman is committed to providing a safe and healthy workplace for all staff. We have adopted this program to prevent illness and injury produced by exposure to liquids, solids, gases vapors, fumes and mists and to comply with the OSHA Hazard Communication Standard.

It is the intention of Fransen Pittman, and a requirement of OSHA that all employees, subcontractors and other second and third parties entering the boundaries of any job site of Fransen Pittman, shall have access to information on all existing hazardous chemicals on the job site. Each job site shall maintain Fransen Pittman's Hazardous Communication Program as defined below.

The following written Hazardous Communication Program has been established by Fransen Pittman and is available for review by all employees, or any other requesting party in the Project Superintendent's office/trailer, from the Safety Director, and/or the main office of Fransen Pittman General Contractors, 9563 South Kingston Court, Suite 200, Englewood, CO 80112.

This document is essential to assist Fransen Pittman in implementing and complying with the standard and addressing the:

- use of labels, placards, posters and other forms of warning
- use of Safety Data Sheets (SDSs)
- hazardous chemical inventory
- communication of hazards by SDS's and labels
- training of employees and independent contractors
- procedure for non-routine tasks
- communications with other employers concerning hazardous materials used on our site
- record keeping

Administration

Tim Taylor, Safety Director is responsible for the implementation of this program and its review, maintenance, and updating as necessary.

- All employees, including permanent and independent contractors, who may have exposure to hazardous chemicals during normal work or in emergency situations must comply with the practices and procedures outlined in this program.
- Fransen Pittman through people in specific supervisory positions will be responsible for maintaining OSHA records at all times.
- Fransen Pittman through people in specific supervisory positions will be responsible for training, maintaining training records, and making this program available to employees and contractors.

Hazardous Chemical Inventory

The Site Superintendents will be responsible for compiling, maintaining and updating a list of all known hazardous materials used on site by employees or independent contractors. The inventory shall be kept at each work location with the SDSs.

Fransen Pittman employees and independent contractors shall be allowed to review the inventory and obtain information from the SDS at any time during their work shift. Supervisors shall be responsible to ensure the inventory is available at all times.

When new chemicals are received the Site Superintendent will update the inventory as required, including the date when the chemical was introduced.

Safety Data Sheets (SDS)

Tim Taylor, Safety Manager will establish an SDS program to collect, manage, monitor and update SDS and the SDS library as required.

Any Fransen Pittman employee who purchases chemicals will be responsible for obtaining all SDSs for hazardous materials used or shipped by employees or contractors. Designated supervisors are thereafter charged with informing employees and independent contractors of any new information, prior to their exposure.

Employees will contact Tim Taylor, Safety Manager if an SDS has not been supplied with an initial shipment or cannot be found online. Tim Taylor, Safety Manager will then contact the chemical manufacturer or distributor to obtain the necessary information. A copy of the letter or e mail to the manufacturer is to be kept on file. If the request is made by phone, details of the call must be logged. If Fransen Pittman has hazardous materials on site but is unable to contact the distributor we will access the information online at www.msds.com or www.msdssearch.com

Employees of Fransen Pittman and independent contractors shall have the chance to view the master list of SDSs at any time during their work shifts and are required to notify their immediate supervisor if they discover an SDS is not available.

Supervisors will ensure that the SDSs are conveniently located close to the work area where the hazardous materials are used.

Sections on a Safety Data Sheet

The Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets (SDSs) (formerly known as Material Safety Data Sheets or MSDSs) to communicate the hazards of chemical products. As of June 1, 2015, the HCS will require new SDSs to be in a uniform format that must include the section numbers, headings, and associated information listed below.

Section 1, Identification

Includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; and restrictions on use.

Threshold Limit Values (TLVs); appropriate engineering controls; and personal protective equipment.

Section 2, Hazard(s) identification

Includes all hazards regarding the chemical and required label elements.

Section 9, Physical and chemical properties

Lists the chemical's characteristics.

Section 3, Composition/information on ingredients

Includes information on chemical ingredients and trade secret claims.

Section 10, Stability and reactivity

Lists chemical stability and possibility of hazardous reactions.

Section 4, First-aid measures

Includes important symptoms/effects, including acute or delayed and required treatment.

Section 11, Toxicological information

Includes routes of exposure; related symptoms including acute and chronic effects; and numerical measures of toxicity.

Section 5, Fire-fighting measures

Lists suitable extinguishing techniques and equipment and chemical hazards from fire.

Section 12, Ecological information*

Section 13, Disposal considerations*

Section 14, Transport information*

Section 15, Regulatory information*

Section 6, Accidental release measures

Lists emergency procedures; protective equipment; proper methods of containment; and cleanup.

Section 16, Other information

Includes the date of preparation or last revision.

Section 7, Handling and storage

Lists precautions for safe handling and storage, including incompatibilities.

Employers must ensure that SDSs are readily accessible to employees. See Appendix D of 29 CFR 1910.1200 for a detailed description of SDS contents.

Section 8, Exposure controls/personal protection

Lists OSHA's Permissible Exposure Limits (PELs);

***Note:** Since other agencies regulate this information, OSHA will not be enforcing Sections 12 through 15 of 29 CFR 1910.1200(g)(2).

Container Labeling

Primary Containers:

Designated supervisors will ensure all containers of hazardous materials received for use by Fransen Pittman are clearly labelled according to the regulated requirements of Hazcom 2012 (GHS). This includes the name of the material (Trade Name or chemical name), hazard pictogram(s), signal word, hazard statements, precautionary statements, and the manufacturer or distributors name address and emergency contact information.

Secondary Containers:

When the contents of large containers are broken down into smaller or secondary containers for in-house use (such as spray bottles) Fransen Pittman will ensure that the label shows the chemical identity and appropriate warnings as required by OSHA. The supervisors in each work area will ensure that all secondary containers are properly labeled.

Portable Containers:

Portable containers are those in which an employee or independent contractor transfers chemicals from a labeled container to a portable one solely for immediate use. Designated supervisors will ensure all containers of hazardous chemicals are clearly labeled with the identity and appropriate hazard warnings.

Designated supervisors will post placards, signs and other written or illustrated materials displaying the same information as labels on stationary containers and processes. Employees and independent contractors shall have the opportunity to review these signs and placards at any time during their shift, by contacting their immediate supervisor.

Sample Label

PRODUCT IDENTIFIER

CODE

Product Name

SUPPLIER IDENTIFICATION

Company Name

Street Address

City State

Postal Code Country

Emergency Phone Number

PRECAUTIONARY STATEMENTS

Keep container tightly closed. Store in cool, well ventilated place that is locked.

Keep away from heat/sparks/open flame. No smoking.

Only use non-sparking tools.

Use explosion-proof electrical equipment.

Take precautionary measure against static discharge.

Ground and bond container and receiving equipment.

Do not breathe vapors.

Wear protective gloves.

Do not eat, drink or smoke when using this product.

Wash hands thoroughly after handling.

Dispose of in accordance with local, regional, national, international regulations as specified.

In Case of Fire: use dry chemical (BC) or carbon dioxide (CO₂) fire extinguisher to extinguish.

First Aid

If exposed call Poison Center.

If on skin (on hair): Take off immediately any contaminated clothing. Rinse skin with water.

HAZARD PICTOGRAMS



SIGNAL WORD

Danger

HAZARD STATEMENT

Highly flammable liquid and vapor.

May cause liver and kidney damage.

SUPPLEMENTAL INFORMATION

Directions for use

Fill weight:

Lot Number

Gross weight:

Fill Date:

Expiration Date:

Pictograms and Hazards:

Health Hazard	Flame	Gas Cylinder
 <p>Carcinogen Mutagenicity Reproductive Toxicity Respiratory Sensitizer Target Organ Toxicity Aspiration Toxicity</p>	 <p>Flammable Pyrophorics Self-Heating Emits Flammable Gas Self-Peroxides</p>	 <p>Gases Under Pressure</p>
Corrosion	Exclamation Mark*	Flame Over Circle
 <p>Skin Corrosion/Burns Eye Damage Corrosive to Metals</p>	 <p>Irritant (skin and eye) Skin Sensitizer Acute Toxicity Narcotic Effects Respiratory Tract Irritant Hazardous to Ozone Layer *(Non-Mandatory)</p>	 <p>Oxidizers</p>
Exploding Bomb	Skull and Crossbones	Environment*
 <p>Explosives Self-Reactives Organic Peroxides</p>	 <p>Acute Toxicity (fatal or toxic)</p>	 <p>Aquatic Toxicity *(Non-Mandatory)</p>

Employee and Independent Contractor Safety Orientation

Before commencing any work at Fransen Pittman Tim Taylor, Safety Manager or Site Superintendent will make sure all new hires and contractors receive a safety orientation appropriate for the nature of their work.

For all Fransen Pittman staff the minimum safety orientation will include:

- an overview of the Company Safety Policy
- a detailed review of the emergency response action plan
- a detailed review of hazardous chemicals used onsite

For Temporary Contractors and Consultants, the safety orientation will include:

- a review of the specific worksite hazards and emergency procedures e.g. evacuation
- the general safety requirements e.g. required PPE

Employee Training – Hazardous Chemicals

Fransen Pittman will provide or will arrange to provide by competent and qualified people, training to all employees who are exposed or may be exposed to hazardous chemicals. Retraining will also be provided when a new hazard is introduced into the workplace or new hazard information becomes available for chemicals already in use onsite. Supervisors will receive special training on chemical hazards and protective measures so they can monitor staff and provide appropriate safety advice. Training will include:

- an overview of the Hazard Communication Standard
- an overview of the hazard communication program at Fransen Pittman, and the location of the written program
- a description of the physical risks of chemicals used
- a description of the health risks, including the signs and symptoms of exposure and any medical conditions that might be aggravated by exposure
- procedures to follow if overexposure is suspected
- information on how to detect the presence of a hazardous chemical release such as the odor or visual appearance, a description of the emergency procedures
- steps the company has taken to eliminate or reduce exposure
- a description of the emergency procedures
- a description of protective measures against chemical exposure such as control or work practices and the use and maintenance of PPE

- a description of the procedures and equipment to be used when cleaning hazardous spills and leaks
- details of where to find the SDS files, the order of information in a Hazcom / GHS compliant SDS, and how to read and interpret the information
- details of how to read and interpret information on Hazcom 2012 / GHS labels
- details on the location of written hazard evaluation procedures, this written program, and the hazardous chemical inventory

New Task Instruction

Supervisors will ensure that all staff performing a critical task for the first time receives instruction by a competent person prior to commencing the work. This instruction must include the use and care of any safety equipment and PPE. New employees and contractors will be observed on all critical tasks when performing them on their own for the first time following instruction.

Hazardous Non-Routine Tasks

Fransen Pittman will provide, or will arrange to provide by qualified persons, special training to all employees before they start work on non-routine tasks. Training will include:

- the hazardous chemicals that may be present in such work
- details of the safety precautions to be taken
- details of the measures Fransen Pittman is taking to reduce or eliminate the hazards
- details of emergency procedures

Informing Independent Contractors of Hazardous Chemicals Used Onsite

The Site Superintendent will determine if employees of other employers or contractors will be exposed to hazardous chemicals on a project. If exposure is likely supervisors will make employees of other companies aware of the hazards and will suggest necessary precautions. Supervisors will provide them with:

- a copy of the SDS master list
- an explanation of the necessary precautions
- information on hazard labels, including pictograms, or numerical labelling (if used) and details on how to read and interpret the labels

Record Keeping

Fransen Pittman will maintain its hazardous chemicals inventory for chemicals used at for at least 30 years. Such list will be maintained in

accordance with 29 CFR 1910.1020 “Access to Employee Exposure and Medical Records”.

Records will also be kept of employee safety orientations and hazardous chemical training. Any retraining will also be recorded.

Program Availability

Employees of Fransen Pittman and their representatives and independent contractors can obtain copies of this program upon request from their immediate supervisor.

B. Seasonal Hazards (i.e. temp heating, other)

Seasonal hazards and procedures should be discussed based on the season of the project. Refer to the following topics to discuss in the weekly safety meeting.

1. Weather
 - Warm temperatures
 - Sun
 - High wind hazards
 - Snow, Ice
 - Extreme cold temperatures
 - Lightning, rain
 - Temporary weather enclosures
 - Drought condition
 - Potential for field and grass fires, spark arrestors on equipment if applicable. Welding, cutting w/ torch, grinding and soldering could potentially start a fire
2. Wildlife
 - Snake and rodent encounters
3. Temporary Building Heat
 - Fire potential
 - Combustion air
 - Gas lines
 - Propane storage
 - Carbon monoxide

C. Flammable Storage

No more than 60 gallons of flammable liquid in any storage area. Fire extinguishing equipment must be within 50 feet of this area.

D. Confined Space Procedure

Purpose

To ensure a safe working environment when work is performed in confined spaces, in accordance with CFR 1910.146 and CFR 1926.21 (b) (6).

General

This program is to be followed whenever a worker is required to enter a confined space. The Occupational Safety and Health Administration (OSHA) defines a confined or enclosed space as any space having a limited means of egress, an area subject to the accumulation of toxic or flammable contaminants or has an oxygen-deficient atmosphere. Confined or enclosed spaces include, but are not limited to, bins; ventilation or exhaust ducts; sewers; underground utility vaults; tunnels; pipelines; and open top spaces more than four feet in depth such as pits, tubs, vaults, and vessels. See appendix for Confined Space Policy. For all “Permitted Confined Spaces” see additional policies.

E. Hot Work Procedures

To ensure a safe working environment for operations that involve open flames or equipment producing heat or sparks, while working in an occupied or enclosed building or near combustible materials. See appendix for Hot Work Check List and Precautions for Hot Work.

F. Asbestos

Asbestos Identification and Work Procedures

All employees and subcontractor's employees shall conform to OSHA's Standard 1926.1101 and Colorado Regulation 8.

Under no circumstances shall any of Fransen Pittman's employees or its subcontractors knowingly disturb, remove, install, transport, store or dispose of any product that is presumed to be an asbestos containing material.

At inception of any project, the Project Manager and Superintendent shall survey the project for any product that may be suspected to contain asbestos. Project Manager shall request a copy of any Hazardous Material Survey in writing before commencing work.

If any product or material is suspect, the Project Manager and/or Superintendent shall notify the Architect/Owner in writing of its alleged presence and work will not proceed in the immediate area until the product or material is tested.

In the event that asbestos is found in certain materials, the area with asbestos containing material shall become a “regulated area” and Fransen Pittman employees and its subcontractors' employees shall not be allowed in this restricted area until the contaminated materials and products have been

removed and/or the area determined safe for work by a qualified person or organization.

If any Fransen Pittman employee, or its subcontractor's employees has doubts as to the presence of asbestos, or if any employee has doubts as to the product he/she is working with, STOP and ask your Supervisor for information on the product, or have the Supervisor view the product and the Supervisor shall take the proper notification steps, if necessary. A bulk sample test will be taken if the Supervisor and/or Safety Director perceive it necessary.

G. Lead

Lead Identification and Work Procedures

All employees and subcontractor's employees shall conform to OSHA's Standard 1926.26.

Under no circumstances shall any of Fransen Pittman's employees or its subcontractors knowingly disturb, remove, install, transport, store or dispose of any product that is presumed to be lead containing material.

At inception of any project, the Project Manager and Superintendent shall survey the project for any product that may be suspected to contain lead. Project Manager shall request a copy of any Hazardous Material Survey in writing before commencing work.

If any product or material is suspect, the Project Manager and/or Superintendent shall notify the Architect/Owner in writing of its alleged presence and work will not proceed in the immediate area until the product or material is tested.

In the event that lead is found in certain materials, the area with lead containing material shall become a "regulated area" and Fransen Pittman employees and its subcontractors' employees shall not be allowed in this restricted area until the contaminated materials and products have been removed and/or the area determined safe for work by a qualified person or organization.

If any Fransen Pittman employee, or its subcontractor's employees has doubts as to the presence of lead, or if any employee has doubts as to the product he/she is working with, STOP and ask your Supervisor for information on the product, or have the Supervisor view the product and the Supervisor shall take the proper notification steps, if necessary. A bulk sample test will be taken if the Supervisor and/or Safety Director perceive it necessary.

H. Silica

Crystalline Silica - Exposure Control Plan

The purpose of this plan is to establish methods and rules to limit exposure of Fransen Pittman employees and its subcontractor's employees to respirable crystalline silica. Exposure to respirable crystalline silica can cause silicosis, lung cancer, other respiratory diseases, and kidney disease.

Specified Exposure Control Methods

Fransen Pittman employees and its subcontractor's employees perform several tasks that, if done incorrectly, can expose them to unacceptably high levels of respirable crystalline silica dust. Included in this plan, is the use of OSHA 29 CFR 1926.1153 ‘Table 1: Specified Exposure Control Methods When Working With Materials Containing Crystalline Silica’ listing potentially harmful tasks, proper methods for completing those tasks, and proper protective equipment to be used during performance of those tasks. These means and methods are to be utilized by all Fransen Pittman employees and its subcontractor's employees, at all times while performing these tasks. As long as the requirements stated in Table 1 are being fully adhered to, exposure assessment testing is unnecessary. See OSHA CFR 1926.1153(b) for Table 1: Specified Exposure Control Methods When Working With Materials Containing Crystalline Silica.

For all tasks not listed on Table, alternative exposure control methods must be used. For these tasks an exposure assessment is required to assure the worker is not exposed to an airborne concentration of respirable crystalline silica in excess of 50 µg/m³, calculated as an 8-hour time weighted average (TWA). See OSHA 29 CFR 1926.1153(d)(2)(i-vii) for exposure assessment options.

Competent Person

Means an individual who is capable of identifying existing and foreseeable respirable crystalline silica hazards in the workplace and who has authorization to take prompt corrective measures to eliminate or minimize them. The competent person must have the knowledge and ability necessary to fulfill the responsibilities set forth in the Written Exposure Control Plan.

Respiratory Protection Program

Where respirator use is required Fransen Pittman will institute its Respiratory Protection Program in accordance with OSHA 29 CFR 1910.134. See Fransen Pittman Respiratory Protection Program.

Housekeeping

Fransen Pittman shall not allow dry sweeping or dry brushing where such activity could contribute to employee exposure to respirable crystalline silica unless wet sweeping, HEPA-filtered vacuuming or other methods that minimize the likelihood of exposure are not feasible.

Written Exposure Control Plan

Fransen Pittman will establish and implement a written Exposure Control Plan (ECP) that; contains a description of the tasks that involve exposure to silica; the engineering controls, work practices, and respiratory protection used to limit exposure for each identified task; housekeeping measures used to limit exposure to silica; and procedures used to restrict access to work areas (when necessary) to minimize exposure – including silica dust generated by other contractors. The competent person designated by Fransen Pittman must make frequent and regular inspection to assure the ECP is being properly implemented.

Medical Surveillance Program

Fransen Pittman employees required to wear a respirator for 30 or more days per year will receive a medical exam, every three years, at no cost to the employee. All Medical Surveillance to be in accordance with OSHA 29 CFR 1926.1153(h). See Fransen Pittman Silica Medical Surveillance Program (MSP).

Communication of Respirable Crystalline Silica Hazards to Employees

Fransen Pittman has included respirable silica in its Hazardous Communication Program. All Fransen Pittman Employees will receive training on the health hazards associated with silica exposure, task that could result in exposure to respirable silica, measures Fransen Pittman has implemented to protect employees from exposure to silica, and other content of the silica standard. Additional training will cover the definition of a competent person, the written ECP and the purpose and description of the MSP.

Recordkeeping

Fransen Pittman shall maintain accurate air monitoring data, objective data used for exposure assessments and records pertaining to medical surveillance. All information required to be maintained will be in accordance with OSHA 29 CFR 1910.1020.

I. Mold

Mold Policy Statement/Purpose

It is the policy of Fransen & Pittman to recognize, evaluate and control the risk of exposure to mold and mold spores in buildings. Employees who observe or suspect the presence of mold within company projects should immediately notify the Project Superintendent or Project Foreman.

The purpose of this policy is to inform Fransen & Pittman employees of the various causes and characteristics of mold growth.

Mold removal requires a strategy to deal with the cause(s) of moisture and the mold contaminants. Currently, there are no federal, state, or local

regulations for evaluating potential health effects of fungal contamination or remediation. Removal procedures will vary depending on the location and extent of visible mold contamination.

Fungi are present almost everywhere in indoor and outdoor environments. Many buildings, especially with interior space below grade either finished or unfinished, older, and less watertight buildings or where higher humidity locales are susceptible to mold growth. Mold has the potential to grow where there are sources of water, food, and physical space. Among other places, mold is usually found on drywall, insulation, and carpeting. Certain types of mold can produce toxins, which can cause allergic reactions and produce flu-like symptoms.

Policy/Procedures

Any employee who discovers mold on any building component, furnishing or surface within a project building should immediately notify the project Superintendent.

Fransen & Pittman will consult/retain an Industrial Hygienist that will provide technical assistance in the evaluation and if required, the mitigation of mold. The Project Manager, Project Superintendent, Safety Director, and FP Operations will work with the Industrial Hygienist in the development of a site specific mold abatement strategy, which includes determining abatement priorities, (small areas of mold contamination can be cleaned and removed by trained in-house personnel).

The Industrial Hygienist will assist FP project management staff with the writing of abatement contracts and supervising abatement contractors if more extensive remediation steps are necessary. The remediation company selected will be responsible to monitor environmental and occupational mold levels before, during and after abatement; collecting and disposing of waste; and complying with applicable regulations.

VI. First Aid and Treatment of Injuries

First Aid

Each job site will be equipped with an OSHA approved first aid cabinet and eyewash station. Workers trained in first aid and wearing proper PPE may assist in the treatment of injured workers within the scope of their training. All contained materials and work areas will be properly cleaned and trash disposed of.

First Visit Clinic

Each job sites will have a specified emergency care clinic and hospital emergency room assigned at the start of each new project. Each job site office will have maps posted with the emergency care clinic and Hospital ER's address, telephone number, hours and weekend care provider information (use Hospital ER if emergency care clinic in unavailable).

Any Fransen Pittman employee injured on the job will be assigned to this first visit clinic.

If, after your initial clinic visit, you would like to change clinics please contact the Safety Director for further assistance.

VII. Subcontractors

1. All subcontractors, their employees, and their subcontractors at a minimum, shall be bound to federal, state and local safety laws, as well as the revisions listed in their subcontract and FP work rules as posted or imposed on-site by the Project Superintendent.
2. Subcontractors are required to provide a copy of their safety policy to be kept in the site office/trailer. Their safety policy will be reviewed by the Project Superintendent and/or field staff. If any subcontractor program does not meet the requirement set forth above, then the subcontractor will make the necessary adjustments before starting work. If the subcontractor's policy does not meet the minimum requirements/standards of the Fransen Pittman policy and the Fransen Pittman policy is more stringent, then the Fransen Pittman policy will supersede the subcontractor's policy.
3. All subcontractors, their employees, and their subcontractors shall attend Fransen Pittman's job site orientation and receive the project's orientation sticker.
4. All subcontractors prior to commencing work will attend kick-off meetings on site with the Project Superintendent and project staff to discuss their scope of work, schedule, and means and methods. At this time the team will also discuss potential hazards associated with their scope of work and solutions to those hazards. Each subcontractor will be required to fill out a job hazard analysis form prior to any hazardous work commencing.
5. After every project an after action meeting is held to review the successes and lessons learned from the project. These significant items will be shared with the rest of Fransen Pittman. Part of the project review process is to add all new subcontractors to the companies Subcontractor Review Database. Each subcontractor, new or existing, will then receive an evaluation based on their performance on the project. If their performance is notable up or down, the Project Superintendent will share this with the rest of company during our company meeting each month.

VIII. Appendix

Sample JHA Form

JHA Form

Written Notice of Safety Violation Form

First Report of Injury Form

Out of Service / Defective Tool Tag

Trench and Excavation Inspection Form

Confined Space Entry Policy

Hot Work Checklist

Emergency Meeting Sign



SAMPLE JHA FORM

Job Location: Metal Shop

Analyst: Joe Safety

Date: 2/10/16

Task Description: Worker reaches into metal box to the right of the machine, grasps a 15-pound castling and carries it to grinding wheel. Worker grinds 20 to 30 castlings per hour.

Hazard Description: Reaching, twisting, and lifting 15-pound castlings from the floor could result in a muscle strain to the lower back.

Hazard Controls: 1. Move castlings from the ground and place them closer to the work zone to minimize lifting. Ideally, place them at waist height or on an adjustable platform or pallet.
2. Train workers not to twist while lifting and reconfigure work stations to minimize twisting during lifts.



JHA FORM

Job Location: _____

Analyst: _____

Date: _____

Task Description: _____

Hazard Description: _____

Hazard Controls: _____



WRITTEN NOTICE OF SAFETY VIOLATION

Job Site: _____ Date/Time: _____

Written By: _____

Employee: _____ Company: _____

Employee Supervisor Name: _____

Description of Violation: _____

Was the subcontractor/employee required to stop work? Yes: _____ No: _____

Did employee's action warrant dismissal from project? Yes: _____ No: _____

Corrective Action: _____

Acknowledged By: _____

Employee Signature: _____

Supervisor Signature: _____

Issuing Authority Signature: _____

(Print Name)

Copy 1: Fransen Pittman Field Office

Copy 2: Violator

Copy 3: Fransen Pittman Project Manager

Copy 4: Safety Manager, Safety Committee



FIRST REPORT OF INJURY FORM

Date of Accident: _____ Date of Report: _____

Time of Accident: _____ Time of Report: _____

Weather Conditions: _____

Location: _____

Personnel Involved: _____

Equipment
Involved: _____

Person Preparing
Report: _____

Photographs Taken By: _____

First Report of Injury filled Out By: _____

Construction Activities at Time of Accident: _____

Description of Accident: _____

Name(s) of Injured Personnel and Description of Injuries: _____

Witness Names and Statements: _____

Recommended Corrective Measures to be Taken: _____

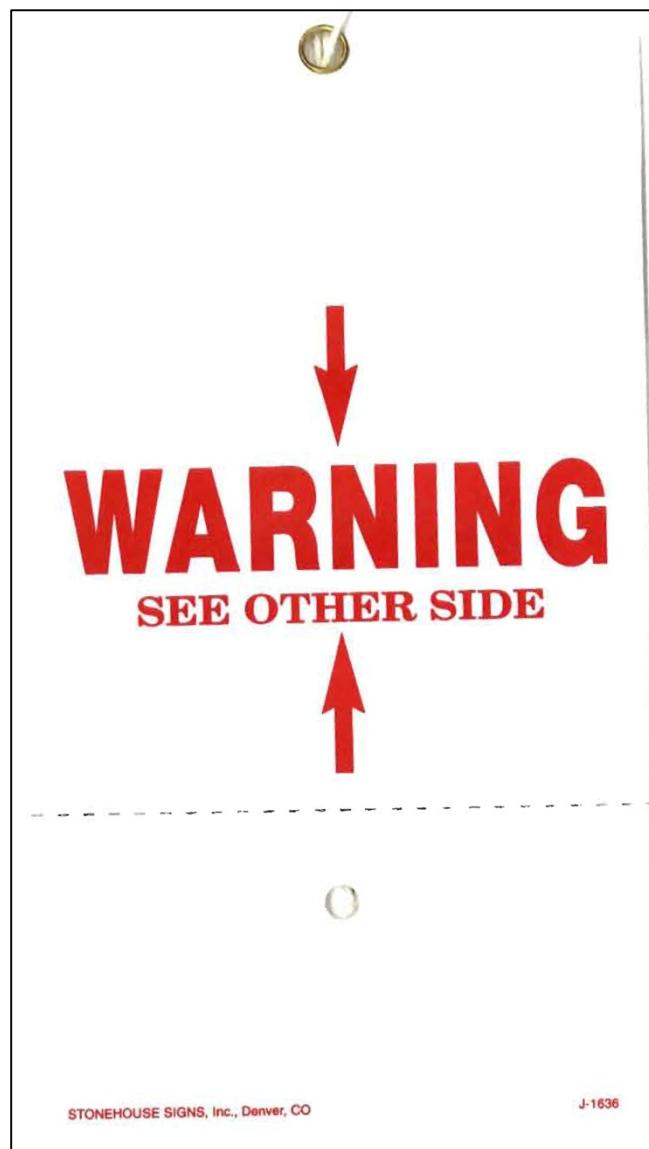
Signed: _____ cc: Jim Andrews, Tim Taylor



OUT OF SERVICE / DEFECTIVE TOOL TAG

		SAFETY FIRST ALWAYS
TAG 52522	DATE _____	
WARNING		
THIS WARNING TAG HAS BEEN ATTACHED BECAUSE		
WRITE REASON IN THE SPACE BELOW		
DO NOT USE, MOVE OR OPERATE WHILE THIS TAG IS ATTACHED		
TAG ATTACHED BY		
NAME _____	DEPT. _____	
TEAR OFF THIS STUB, FILL IT IN AND HANG IT ON THE TAG BOX HOOK OR GIVE IT TO THE FOREMAN		
TAG 52522	DATE _____	
HAS BEEN ATTACHED TO _____		
BECAUSE _____		
Signed _____		

Back of Tag



STONEHOUSE SIGNS, Inc., Denver, CO

J-1636

TRENCH & EXCAVATION INSPECTION FORM

Date:	Job Name:	Conducted By:			
		<i>Yes</i>	<i>No</i>	<i>Responsible Party</i>	<i>Comments</i>
1	Have <u>ALL</u> underground utilities been located and are they properly marked? UNCC#1-800-922-1987				
2	Have any conditions changed since last inspection? Bank Erosion Depth of trench/excavation Personnel new to the project needing training Location or size of trench/excavation				
3	Does the trench/excavation have any effect on adjacent buildings? Sidewalks Roadways Entrances to project				
4	Does the excavation have the potential for any hazardous atmospheres? Has the excavation been tested for hazardous environment?				
5	Are any existing utilities exposed due to the excavation? Are existing utilities properly supported and protected?				
6	Is the trench/excavation less than 5' deep? Are there any visual signs of potential cave-in? Are ladders or ramps positioned and maintained at 50' intervals if trench is 4' or more in depth? Are structural ramps in use? Were ramps designed by competent person with structural qualifications?				



	<i>Yes</i>	<i>No</i>	<i>Responsible Party</i>	<i>Comments</i>
7 Is the trench/excavation more than 5' deep but less than 20' deep. Please complete items below: Visual Tests Are there any signs of distress along the trench? (Tension cracks, fissures, etc.)				
Fissured soil				
Spalling from sides				
Previously disturbed soil				
Layered soil				
Surface water				
Seeping water				
Standing water in trench/excavation				
Noticeable vibration from traffic or equipment				
8 Is the trench/excavation over 20' ? If so was the trench designed by a qualified Engineer? Are the Engineer's stamped documents/drawings on the jobsite?				
9 Manual Tests conducted? ____ Plasticity test: Result ____ Cohesive ____ Granular ____ Thumb penetration test: Depth of imprint ____ ____ Penetrometer test: Tons per SF measured ____				
10 After visual and manual tests, what is the soil type? ____ A ____ B ____ C				
11 Are sides of trench/excavation properly sloped? 3/4 - 1 A type soil 1 - 1 B type soil 1 1/2 - 1 C type soil				
12 Is there any shoring being used? Are the stamped engineer's drawings on-site? Does the shoring project above the excavation a minimum of 18"?				

	<i>Yes</i>	<i>No</i>	<i>Responsible Party</i>	<i>Comments</i>
13 Are there any portable trench shoring or shielding systems (protective systems) being used? If protective systems are in use, have all employees involved been properly trained in the use & limitations? Is this equipment inspected regularly?				
14 Do any areas of trench/excavation require handrails or barricades?				
15 Are any pumps in use? Are pumps being monitored daily?				
16 Is surface water a potential concern? Is surface water being diverted away from trench/excavation?				
17 Is work being done in right of way or traffic area? Are barricades required and in use? Are employees wearing safety vest or comparable clothing?				
18 Is excavation equipment operating safely near trench? Are backup alarms working? Are all personnel staying out from under loads? Is Emergency Rescue Equipment required for this location?				
19 Are all employees using the proper personal protective equipment?				
20 Are daily trench/excavation inspections being conducted?				
COMMENTS <hr/> <hr/>				



CONFINED SPACE ENTRY POLICY

PURPOSE

To ensure a safe working environment when working in a confined space and in accordance with CFR 1910.146 and CFR 1926.21 (b) (6).

GENERAL

This program is to be followed whenever a worker is required to enter a confined space. The Occupational Safety and Health Administration (OSHA) defines a confined or enclosed space as any space having a limited means of egress, which is subject to the accumulation of toxic or flammable contaminants or has an oxygen-deficient atmosphere. Confined or enclosed spaces include, but are not limited to, storage tanks; process vessels; bins; boilers; ventilation or exhaust ducts; sewers; underground utility vaults; tunnels; pipelines; and open top spaces more than four feet in depth such as pits, tubs, vaults, and vessels.

IDENTIFICATION OF PERMIT-REQUIRED SPACES

Every confined space shall be tested against the criteria set forth in the definition of a confined space. If the space is found to be a permit-required confined space, it shall be labeled by posting a sign reading "DANGER - PERMIT-REQUIRED CONFINED SPACE, DO NOT ENTER." This sign will be permanently posted at potential entry or access points to the space. If the space will not be entered, effective measures should be taken to see that entrances are adequately marked and blocked. See Fransen Pittman Permit Required Confined Space Policy.

GENERAL REQUIREMENTS

The following requirements apply to entry into "Non Permit Required" Confined Spaces:

1. When entrance cover/hatch is opened, the entrance shall be properly guarded to prevent an accidental fall by a worker.
2. Positive ventilation will be confirmed prior to air sampling, if positive ventilation cannot be confirmed, a positive air ventilation system will be installed and run for 15 minutes before testing.
3. Before any worker is allowed entry into the confined space, a calibrated direct instrument will be lowered into the space. The internal atmosphere shall be tested for the following conditions:
 - a. Oxygen content (between 19.5 and 23.5%);
 - b. Flammable gases and vapors (not over 10% of the lower flammable limit);
 - c. Potential toxic air contaminants (not over permissible exposure limit).
4. All tests must be accurate, completed and documented before entry.
5. The space must be free of any hazardous atmosphere whenever a worker is inside.
6. Continuous positive air ventilation of confined spaced shall be assured:
7. The confined space atmosphere shall be continually tested to ensure that the air ventilation is preventing the accumulation of a hazardous substance.



CONFINED SPACE ENTRY POLICY

CONTINUED

8. If a hazardous substance is detected during entry:
 - a. Each worker shall leave the space immediately.
 - b. The space shall be evaluated to determine how the atmosphere developed.
9. All necessary equipment required for entry into a confined space shall be provided by Fransen Pittman for the employees of Fransen Pittman. Workers shall be trained in its proper use. Training shall include, but not be limited to:
 - a. Testing and monitoring equipment
 - b. Ventilation equipment, (if required)
 - c. Communication equipment
 - d. Personal Protective Equipment (PPE)
 - e. Ladders and scaffolds (safe ingress and egress equipment)

SUBCONTRACTOR INFORMATION

Subcontractors of Fransen Pittman General Contractors will adhere to Fransen Pittman General Contractor's policies and procedures for confined space entry. Subcontractors will be responsible to review these policies and procedures with their employees and provide assurance that their employees are aware of the potential hazards of confined space entry. Subcontractors will provide any/all required equipment, PPE and training for their employees.

TRAINING

Fransen Pittman General Contractors will be responsible to review these policies and procedures with Fransen Pittman employees and provide assurance that they are aware of the potential hazards of confined space entry.

SAFETY EQUIPMENT

The competent person will determine safety equipment required before confined space entry is allowed.

RECORD KEEPING

The project will maintain a written record of training including safety inspections and testing



NON-PERMIT CONFINED SPACE ENTRY CHECKLIST

DO NOT ENTER A CONFINED SPACE UNTIL YOU HAVE ANSWERED EVERY QUESTION AND HAVE DETERMINED THE SPACE TO BE SAFE

TESTING (Answer yes or no)

1. _____ (yes or no) Are the instruments used in atmospheric testing properly calibrated?
2. _____ (yes or no) Was the atmosphere in the confined space tested?
3. _____ (yes or no) Was oxygen at least 19.5% and not more than 21%?
4. _____ (yes or no) Were toxic, flammable, or oxygen-displacing gases and/or vapors present?
 Hydrogen Sulfide Carbon Dioxide
 Carbon Monoxide Methane
 Other (list): _____

MONITORING (Answer yes or no)

1. _____ (yes or no) Will the atmosphere in the space be monitored while work is going on?
2. _____ (yes or no) Will monitoring be continuous?

VENTILATION (Answer yes or no)

1. _____ (yes or no) Has the space been ventilated before entry?
2. _____ (yes or no) Will ventilation be continued during entry?
3. _____ (yes or no) Is the air intake for the ventilation system located in an area that is free of combustible dusts, vapors, and toxic substances?
4. _____ (yes or no) If the atmosphere was found unacceptable and then ventilated, was it re-tested before entry?

EQUIPMENT (Answer yes or no)

1. _____ (yes or no) Is special equipment required (lighting, communications, etc.)?
 If so, specify: _____
 2. _____ (yes or no) Are special tools required?
-



NON-PERMIT CONFINED SPACE ENTRY SIGN-IN SHEET



HOT WORK CHECK LIST

**FOR HEAT GUNS, GRINDING, CUTTING, WELDING, OR SOLDERING WITH PORTABLE GAS, ARC, OR OTHER EQUIPMENT
GENERATING HEAT OR SPARK**

BEFORE INITIATING HOT WORK, CAN THIS HOT WORK ACTIVITY BE AVOIDED?
IS THERE A SAFER WAY?

IS FIRE WATCH REQUIRED?

1. _____(yes or no) Are combustible materials in building construction closer than 35 feet to the point of operation?
2. _____(yes or no) Are combustibles more than 35 feet away but would be easily ignited by sparks?
3. _____(yes or no) Are wall or floor openings within a 35 foot radius exposing combustible material in adjacent areas, including concealed spaces in floors or walls?
4. _____(yes or no) Are combustible materials adjacent to the other side of metal partitions, walls, ceilings, or roofs which could be ignited by conduction or radiation?
5. _____(yes or no) Does the work necessitate disabling a fire detection, suppression, or alarm system component including concealed duct detectors?
5. _____(yes or no) Does the work endanger other workers in the area?

YES to any of the above indicates that a fire watch is required.

Fire Watcher Name(s) _____ Phone _____

Fire watcher is required to study and complete the checklist on the second page of this form and initial it. All boxes must be checked.

NOTIFICATIONS

Notify in person OR by phone ONLY if question #5 above is answered "yes" or you are unsure:

PRECAUTIONS FOR HOT WORK

DEFINITIONS:

- **Hot Work:** Any temporary operation involving open flames or equipment producing heat or spark.
- **Fire Watch Manager:** The competent person for the contractor responsible for creating hot work.
- **Fire Watcher:** Person directly involved with observing the hot work activities for sparks/flames or potential sources of ignition.

TYPICAL LIST OF HOT WORKS: welding, heat treating, grinding, thawing pipe, hot riveting, soldering, brazing, torch applied roofing, and similar activities involving spark, flame, or heat.

THE FIRE WATCH MANAGER SHOULD COMPLETE THIS CHECKLIST BEFORE PROCEEDING WITH HOT WORK OPERATIONS:

BUILDING SYSTEMS: With regard to building systems, ensure that:

- Fire sprinklers, if existing, are kept operational.
- Building ventilation protected from smoke and fumes.
- Fire alarm system kept operational; detectors disabled only if necessary, i.e., if they would likely be activated by the work; Fransen Pittman supervision to receive sufficient notice to make necessary arrangements prior to any and all hot work.

PERSONNEL / OCCUPANT PROTECTION: With regard to building occupants, ensure that:

- Workers and occupants protected from smoke, fumes, toxic materials by use of exhaust ventilation or other approved safety measures.
- Vision screens/barriers in place.
- Confined space entry procedures in place when applicable.
- Energized equipment locked/tagged out of service when applicable.
- Workers properly trained in use of equipment.

WITHIN IMMEDIATE WORK AREA:

- Floors swept clean of combustibles.
- Combustible floors swept down & covered with damp sand, metal or other spark/heat shields.
- Combustible and flammable materials removed.
- Flammable liquids, dust, lint, and oily deposits removed.
- Explosive atmosphere in area eliminated.
- Fixed combustibles andflammables covered with fire-resistive covers, guards, and/or shields.
- Wall and floor openings covered with non-combustible covers.
- Fire-resistive covers suspended beneath work to collect sparks.

WORK ON OR NEAR WALLS, FLOORS, OR CEILINGS: Prior to the start of work ensure that:

- All holes, cracks and penetrations are sealed with non-combustible material.
- Construction is non-combustible and without combustible covering or insulation. Otherwise, combustibles are to be shielded/protected.
- Combustibles moved away from opposite side of wall.

FIRE WATCH (at work site)

- Fire watcher is to be present before, during and for sufficient duration after hot work operation, for combustible clean-up and to ensure that no smoldering fires exist. Fire watcher is to search for any smoldering or flaming ignition and extinguish any such sources.
- Fire watcher is to be supplied with hose and/or fire extinguishers of proper size and type and be properly trained in use of same.
- Fire watcher is to be trained in emergency procedures and activating fire alarm.
- The contractor or their representative is to protect all combustibles from hot work ignition sources. This includes sealing of floor and wall penetrations.
- Fire watcher is to stop hot work if any of the safety precautions cannot be met.
- Fire watcher is to locate the nearest fire alarm pull station before hot work begins and pull the alarm immediately if an emergency occurs.
- Fire watcher is to have access to a telephone to dial 9-1-1 to report emergencies.

OTHER PRECAUTIONS TAKEN

- _____

FIRE WATCHER INITIALS: _____ **FIRE WATCH MANAGER INITIALS:** _____

EMERGENCY MEETING /CONGREGATING AREA (MUSTER AREA)

FRANSEN PITTMAN JOB SITE TRAILER
**ALL MUST COME HERE FOR A HEAD COUNT
BEFORE LEAVING JOB SITE!**



Douglas County Libraries Patron Safety for Construction at Occupied Buildings

Purpose: In keeping with Douglas County Libraries' ("DCL") commitment to provide and maintain a safe and comfortable environment for all DCL's staff, patrons, visitors and event guests, the Design-Build Contractor will make every reasonable effort to adhere to the safety protocols and guidelines set forth below while mobilizing, during actual construction, punch list activities, training, demobilizing and during the warranty period of the Project in this Agreement.

Occupied Building Safety Protocols:

Erect and maintain sturdy physical barriers with instructional safety and hazard signs clearly posted advising the public of the construction area.

Maintaining a dust and odor free environment on the public side of the barrier.

Keep public side of barrier free to any/all trash, spills, vapor releases, old or new material and tripping hazards at all times. Immediately clean-up any spills, debris, trash or dust on public side of barrier.

Schedule, undertake and complete all vibration causing tasks or noisy work/activities during "off hours."

Cover, protect and preserve any/all surfaces, finishes or FF&E in the public area that are in the direct path of construction activities and/or deliveries.

Keep all building entry/egress points and parking lot parking spaces and drive lanes free and accessible unless otherwise planned and pre-approved by the DCL Project Team.

Use of building elevator(s) for any construction activity will be allowed with prior approval from the DCL Project Team and will only be allowed before the Library opens for the day or after it closes in the evening. Any mess left in said elevator caused by construction use will be immediately and properly cleaned before the library opens for the day.

Supply DCL Project Team (for pre-approval) MSDS for all chemicals and materials to be stored and/or used on-site. Follow proper handling of said chemicals or materials per manufacturers' instructions.

In weekly OACs, inform/advise DCL Project Team of the future week's actives that include work requiring any building systems shut downs. Provide longer planning/lead times for more complex or longer outages.

Use extreme care and caution to assure electrical power, data and communication connectivity, life safety, natural gas, domestic water, waste lines and HVAC are NOT accidentally disrupted at any time during the construction process without prior approval from DCL Project Team.

Advised Owner's Representative (or designee) immediately of any accidental, unplanned or unscheduled disruption to any of the services listed above. Provide an ETA for return to service.

Include "site safety walks" with weekly OAC meetings. Document walk findings.

Performance Specification

Project Name:
Douglas County Libraries Castle Rock Library

Project Team:
PM: Jeff Pittman PC: TBD PE: Jordan Malacara **Superintendent:** TBD

**Part B- Fransen Pittman Grading Scale (FP, DCL, OPN)**

MAIN POINTS- FOR REVIEW	Rating From (1-5)			NOTES
	FP Review of DCL	FP Review of OPN	DCL Review of FP	
Contract Negotiation	○	○	○	
Preconstruction	○	○	○	
Construction	○	○	○	
Project Close-Out/ Punch List	○	○	○	
Warranty	○	○	○	
TOTAL	○	○	○	
Contract Negotiation				SCALE 1-5
OPN/FP/DCL Clearly defined and agreed upon chain of command and communication lines				
OPN/FP/DCL Establishment of Expectations, Processes, and Systems?				
Did FP/DCL Agree to a Project Schedules (Preliminary Schedule, Preconstruction Schedule, and Project Master Schedule.)				
Did FP/OPN/DCL agree to an acceptable design schedule to adequately provide for project needs?				
Did FP/ OPN/ DCL Promptly Sign and Agree to DBIA Contract.				
			TOTAL	0
Preconstruction				SCALE 1-5
Did FP and OPN Design and Budget to the Top Set As Instructed?				
FP as the Project Champion Actively Manage the Process (Building Dept, Owner Expectations, Architect, Consultants, Utilities, DAG Meetings.)				
FP/OPN effectively performed constructability reviews; clearly identify concerns of material selections with owner - reviews materials and products in light of performance, durability, sound, ease of maintaining, traffic / wear & tear, dust migration, lighting levels, user friendly, etc.				
FP Coordinate / Manage Weekly Team Review Meetings As Required/ Needed?				
Did DCL Come Prepared to Participate in All Preconstruction Meetings?				
Did DCL Make Product Approvals?				
Did DCL Make Decisions in a Timely Manor?				
			TOTAL	0
Construction				SCALE 1-5
Did FP Establish a Clear Action Plan I.E.- Mitigate Noise, Smell, Dust, Debris, Traffic/ Wear & Tear, and Construction Barriers?				
Did FP Take Branch Staff Through Safety Orientation?				
Did FP Keep the DCL Staff Engaged, and Up to Date Throughout the Entire Project?				
Did FP Make Construction Fun & Engaged the Library Community?				
Did DCL make Timely Decisions to Maintain and Promte Project Schedule?				
Did DCL come to All Construction Meetings?				
Was the Overall Project Cost Tracked and Managed Effectively?				
Regarding Project Budget and Overall Cost.				
Did FP Clearly Communicate Short Interval, and Master Schedule with DCL, and Library Staff?				
			TOTAL	0
Project Closeout - Punch list				SCALE 1-5
Did FP Have an Substantial Completion Meeting?				
Did FP Keep their Superintendent On Site Through Project Completion Including Punch List?				
Did FP Coordinate and Schedule Training, and Video Recordings with Staff?				
Did FP Hit Deadlines, and Project Openings?				
FP Project Punch List: Meet Quality and Efficiency that Reduced Drawn out Process?				
FP will Host Project Close-Out Meeting 4-8 Weeks in Advance of Substantial Completion.				
FP to Withhold Appropriate Funds from Sub-Contractors until Work/ Punch List is Complete.				
FP will have Weekly Punchlist Completion Updates.				
			TOTAL	0
Warranty				SCALE 1-5
Did FP Have Accountability and Accurate Response Times to Warranty?				
FP Warranty to Report Weekly on Status of Warranty List				
			TOTAL	0

EXHIBIT K
TO
AGREEMENT

(FORM OF PAYMENT AND PERFORMANCE BOND)

Bond No. 107338318

PAYMENT AND PERFORMANCE BOND

STATE OF COLORADO)
).ss.
 COUNTY OF ARAPAHOE)

KNOW ALL MEN BY THESE PRESENTS: That the undersigned, Fransen-Pittman Construction, (hereinafter called "Principal"), and Travelers Casualty and Surety Company of America, a corporation duly organized under the laws of the State of Connecticut and licensed to do business in the State of Colorado, as Surety (hereinafter called "Surety"), are held and firmly bound unto Douglas County Libraries, a library district and political subdivision of the State of Colorado, as Owner and Obligee (hereinafter called "Owner" or "Obligee"), in the penal sum of Twenty-two Million** (\$22,310,842.00) in lawful money of the United States, for the payment of which sum well and truly to be made to the Obligee, the Principal and Surety bind themselves, their successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the above-named Principal and Owner have executed a Contract dated February 7, 2022 for, *inter alia*, the construction and renovation of one branch library located in Highlands Ranch, Colorado (hereinafter, the "Contract"), which is by reference made a part hereof;

NOW, THEREFORE, the condition of this obligation is such that, if the Principal shall (1) faithfully perform all covenants, obligations and provisions of said Contract on Principal's part and satisfy all claims and demands incurred for the same during the original term thereof and, any extensions thereof that may be granted by the Owner with or without notice to the Surety; (2) fully indemnify and save harmless the Owner from all costs and damages which said Owner may suffer by reason of failure so to do; (3) fully reimburse and repay said Owner all outlay and expenses which said Owner may incur in making good any default; and (4) if the Principal shall pay all persons, firms and corporations all just claims due them for the payment of all laborers and mechanics for labor performed, for all materials and equipment furnished, and for all materials and equipment used or rented in the performance of the Contract, then this obligation is null and void; otherwise it shall remain in full force and effect.

In accord with the foregoing, the Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract Documents or to the Project to be performed thereunder or to the Basis of Design Documents accompanying same shall in any way affect its obligation on this Bond; and the Surety does hereby waive any notice of any change, extension of time, alteration or addition to the terms of the Contract, the Project to be performed thereunder or the Basis of Design Documents accompanying same, whether or not it increases the Contract Price (as defined in the Contract Documents).

Whenever Principal shall be, and is declared by Owner to be, in default under the Contract, the Surety shall promptly remedy the default, or shall promptly, subject to Owner's concurrence, perform and complete the Contract in accordance with its terms and conditions, which may include obtaining a bid or bids for completing the Work (as defined in the Contract Documents) covered

*Co., Inc

**Three Hundred Ten Thousand Eight Hundred Forty Two and 00/100

by the Contract and the execution of a new contract between the Owner and a new contractor approved by Owner. The Surety shall pay the costs of completion of the Project covered by the Contract up to an amount equal to the amount of this Bond, as increased or decreased by Change Orders (as defined in the Contract Documents) which increase or decrease the value of the Contract Price.

If the Principal fails to pay for any labor performed, for any materials and equipment furnished, and for any materials and equipment used or rented in the performance of the Contract, the Surety shall pay the same in an amount not exceeding the cost of the Work together with interest at eight percent (8%) per annum until paid.

Any suit under this Bond must be instituted, or notice of intent to commence such suit received by Surety, not later than (1) one year after expiration of the warranty period under the Contract.

No right of action shall accrue on this Bond to or for the use of any person or corporation other than the Owner named herein or the successors and assigns of Owner and to all persons, firms and corporations for all just claims due them for the payment of all laborers and mechanics for labor performed, for all materials and equipment furnished, and for all materials and equipment used or rented in the performance of the Contract.

It is expressly understood and agreed that any alterations which may be made in the terms of said Contract or in the Work to be done under said Contract, or any extension(s) of time for the performance of the Contract, or any forbearance on the part of either the Owner or the Principal to each other, shall not in any way release the Principal and the Surety, or either of them, their successors or assigns from their liability hereunder, notice to the Surety of any such alteration, extension or forbearance being hereby expressly waived by the Surety.

[Remainder of page intentionally left blank.]

Signed and sealed this day of February 15, 2022.

ATTEST:



PRINCIPAL: Fransen-Pittman Construction Co., Inc.

By

Title



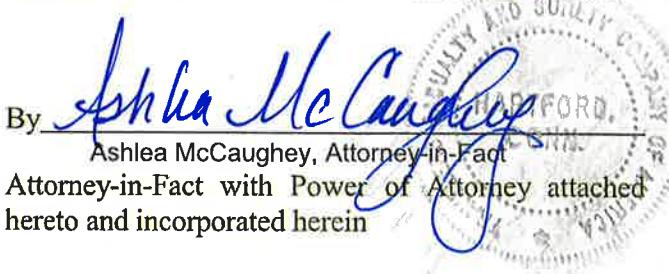
SURETY: Travelers Casualty and Surety Company of America

ATTEST:



By

Ashlea McCaughey, Attorney-in-Fact
Attorney-in-Fact with Power of Attorney attached
hereto and incorporated herein



IMPORTANT: Surety companies executing this Bond must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State of Colorado.



**Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company**

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Ashlea McCaughey** of **GREENWOOD VILLAGE**, **Colorado**, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **21st** day of **April, 2021**.



State of Connecticut

By: _____

Robert L. Raney, Senior Vice President

On this the **21st** day of **April, 2021**, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June, 2026**



Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognition, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognition, contract of indemnity, or writing obligatory in the nature of a bond, recognition, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this **15th** day of **February**, **2022**.



Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.

Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.

*Not Included in Contract - Soft Costs, FFE, Contingency identified for summary purpose.



Development Cost Matrix

Project: **Philip S. Miller Library**
 Owner: **Douglas County Libraries**
 Architect: **Fransen Pittman Construction Design Build (OPN)**

Date of Report: 3/4/2021

= Pricing To Be Determined

Item	SOFT COSTS	Responsible Party	Costs		Comments
			A = Allowance Final	F =	
	Design Fees			In Estimate	
1	Programing & Preliminary Design			In Estimate	
2	A/E fee, w/ M/E to S.D.			In Estimate	
3	Interiors Design			In Estimate	
4	ADA Compliance			In Estimate	
5	Health Dept.			In Estimate	
6	Models & Renderings			In Estimate	
7	Kitchen Design			N/A	Not assumed currently
8	Structural			In Estimate	
9	Mechanical			In Estimate	
10	Fire Protection Consultant			In Estimate	
11	GSHP consultant			In Estimate	
12	Electrical			In Estimate	
13	Fire Alarm Design			In Estimate	
14	Audio / Visual			N/A	FF&E Costs
15	Lighting			In Estimate	
16	Civil			In Estimate	
17	Site Plan			In Estimate	
18	Drainage Control Plan & Study			In Estimate	
19	Erosion Control Plan			In Estimate	
20	Grading			In Estimate	
21	Traffic Study/Parking			In Estimate	
22	Utility Plans			In Estimate	
23	Preliminary Development Plan (PDP)			In Estimate	
24	City Planning Department			In Estimate	
25	Irrigation/Landscape			In Estimate	
26	Building plan landscaping			In Estimate	
27	Acoustical Design			In Estimate	
28	Historical Reviews			In Estimate	
29	Peer Review			In Estimate	
30	Printing/Submittals/Reimbursables			In Estimate	\$ 72,800
31	Preconstruction Services			In Estimate	
32	Constructability Review			In Estimate	
	Design Fees Subtotal		\$	-	

		Responsible	Costs	Comments
	City / County Planning Fees			
33	Offical Development Plan (ODP)		\$ 2,500	Site Development Fee
34	Downtown Site Development Plans		\$ 2,500	Site Development Fee
35	Final Plat		Above	Stays as Currently Platted
36	Amendment to PDP of ODP		Above	
37	Rezoning fee (if applicable)		Above	
38	Recording Fees		Above	
39	Recovery Payment (if applicable)		Above	
40	Public Right-of-Way Easement Vacation		Above	
41	Development Fees		Above	
42	Exise Taxes		Above	
43	Street Excavation Permit		\$ 3,500	
44	ALTA Survey (or final as-built survey)		\$ 5,000	
45	Erosion Control Site Development/ Sediment Plan		\$ 3,000	Permit & Review
	City Planning Fees Subtotal		\$ 16,500	
	Utility and Development Costs			
46	Water Tap and Development Assessments		\$ 168,000	
47	System development charges			
48	Easements / Utility Extensions Agreemnts			
49	Fire service line - wet tap & inspection			
50	Water tap fees-based on meter size		Above	
51	Existing Water Tap Credits		\$ (168,000)	2" Credit
52	Special District(s) fees			
53	Water Cash Surety PLACEHOLDER		\$ 80,000	PLACEHOLDER - still getting info from Castle Rock
54	Sanitary Sewer Tap & Fees		Included in Above	
55	Storm Sewer	CR	\$ 40,392	612\$/ per sf
56	Irrigation Permit/ Fees	CR	\$ 600	
57	Plant investment fees		None	
58	Power Infrastructure- Transformer		\$ 75,000	
59	Power Consumption		\$ 15,600	1200/ month
60	Natural Gas - Engrg for added service		\$ 50,000	
61	Electric - Engrg for added service and to bury lines			
62	Qwest - Phone service			
63	High speed internet service			
65	CCTV		By Owner	FF&E
66	City &/or County Traffic Impact Fee	CR	\$ 3,000	
67	Administrative Cost Allocation Recovery Fee	CR	\$ 27,625	425\$/ per SF
68	Street Lighting Fees	CR	\$ 15,000	
69	Traffic Control Devices (Stop/Street signs)		None	
70	Extraordinary Offsite Utility Costs		None	
71	State Highway Construction Permit fees		None	
72	Building Footprint Fee		\$ 900	.4c/ per sf
73	Impervious Fees		\$ 3,400	.4c/ per sf
74	Fire Rescue Base Fee		\$ 1,863	\$562.50 + .02c per sf
75	Other Fire Review Fees		\$ 5,000	
76	Other Fire Review Fees			
	Utility & Development Costs Subtotal		\$ 318,380	

		Responsible	Costs	Comments
	Geotechnical & Materials Testing			
77	Initial Site Survey		\$ 2,500	
78	Soils Report		\$ 5,000	
79	Materials Testing		\$ 30,000	
80	Proctor Tests		In Above	
81	Remolded swell test		In Above	
82	Soils testing - moisture & density		In Above	
83	Asphalt testing		In Above	
84	Drilled Pier Inspection		In Above	
85	Rebar Inspection		In Above	
86	Foundations observation		In Above	
87	Concrete Testing		In Above	
88	Structural Masonry		In Above	
89	Steel Welds & Bolted Connections		In Above	
90	Spray on fireproofing (if applicable)		In Above	
91	Full time utility installation observation		In Above	
92	Other		In Above	
	Geotechnical & Materials Testing		\$ 37,500	
	Environmental / Hazmat Study/Testing			
93	Asbestos Survey		None	
94	Asbestos Abatement		None	
95	Underground Tanks/ Contaminated Soils		None	
96	Lead paint testing		None	
97	CFCs		None	
98	State Demolition Permit		None	
99	State Fugitive Dust Permit		None	
100	Animal Removal/Relocation		None	
	Environmental/Hazmat/Testing Subtotal		\$ -	
	Finance, Insurance, Management			
101	Project Contingency		In estimate	
102	Builders Risk Insurance Policy		In estimate	
103	Owner/Contractor Protective Liability Policy		In estimate	
104	Permit & Plan Check Fees		In estimate	
105	Non-Exempt Use Tax		Not Required	Use Tax Exempt
106	Leasing Fees		By Owner	In FF&E
107	Capital campaign fees		None	
108	Rental of Sanctuary space during construction		None	
109	Legal Fees		By Owner	In FF&E
110	Appraisal		By Owner	In FF&E
111	Fund raising consultant		By Owner	In FF&E
112	Title Commitment		By Owner	In FF&E
113	Construction loan fee (0.5% @ \$5.1M)		By Owner	In FF&E
114	Construction Loan Interest		By Owner	In FF&E
115	Loan origination costs		By Owner	In FF&E
116	Owners representative		By Owner	In FF&E
	Finance, Insurance, Management Subtotal		\$ -	

		Responsible	Costs	Comments
	Project Furnishings		By Owner	In FF&E
117	TV, Sound, Projection, Video equipment		By Owner	In FF&E
118	Audio visual systems		By Owner	In FF&E
119	Furniture		By Owner	In FF&E
121	Interior plants, trees		By Owner	In FF&E
122	Telephones & switch		By Owner	In FF&E
123	Telephone & Data Systems Cabling		By Owner	In FF&E
124	Computers, Copiers, Printers		By Owner	In FF&E
125	Security & Fire Alarm Monitoring Service Contract		By Owner	In FF&E
126	HVAC Maintenance Contract		By Owner	In FF&E
127	Landscaping Maintenance Contract		By Owner	In FF&E
128	Elevator Maintenance Contract		By Owner	In FF&E
129	Window coverings in Sanctuary		By Owner	In FF&E
130	Parking lot signage		By Owner	In FF&E
131	Permanent interior signage		By Owner	In FF&E
132	Permanent exterior signage		By Owner	In FF&E
134	Display Cases		By Owner	In FF&E
135	Bulletin Boards		By Owner	In FF&E
136	Marker & Tack Boards		By Owner	In FF&E
137	Building Directory		By Owner	In FF&E
138	Site Furnishings (benches/tables)		By Owner	In FF&E
139	Appliances (minor coffee bar appliances)		By Owner	In FF&E
140	Food Services & Kitchen Equipment		By Owner	In FF&E
141	Fire Alarm System		In line #144	In FF&E
142	Security Alarm System		By Owner	In FF&E
	Project Furnishings Subtotal		\$ -	
	SOFT COST TOTAL			\$ 372,380

		Responsible	Costs	Comments
HARD COST				
	Preconstruction Services			
143	FP Preconstruction Services Fee		In line 144	
	Preconstruction & Prelim. Sitework Subtotal	\$	-	
Building Construction Costs				
144	12/15/20 - Conceptual Pricing		\$ 22,111,879	
145	General Conditions		In line 144	
146	Reduce building Square Footage from 65,000 SF to 63,000 SF		Included	
147	Design Fees		In line 144	
148	Permit & Plan Check Fees		In line 144	
149	Use Tax - If Required		NOT REQUIRED	confirmed zero
150	Fire Department Plan Check Fees		In line 144	
151	Payment & Performance Bond		In line 144	
152	Additional Parking Lot/ Demo - Philip S. Miller		Included	
153	LV Systems (cabling, AV, security)		Included	moved from owner FFE
	Building Construction Subtotal	\$	22,111,879	
	HARD COST TOTAL			\$ 22,111,879
PROJECT SUMMARY				
Cost Totals				
153	Soft Cost Total	\$	Not included 2/16/22	372,380
154	FP Hard Cost Total	\$	Included 2/16/22	22,111,879
155	2-24-21 Added Auger Cast Foundation System	\$	Included 2/16/22	284,590
156	Project Subtotal	\$		22,768,848
157	OWNER Project Contingency (5 %)	\$	Not included 2/16/22	1,105,594
158	DCL FF&E budget	\$	Not included 2/16/22	2,400,000
158	**Book Conveyance Costs (not captured above)		Not included 2/16/22	Not Included
159	Move LV Systems to Construction Costs			deduct included above
	TOTAL PROJECT COSTS	\$		26,274,442

Rammed Aggregate Piers:

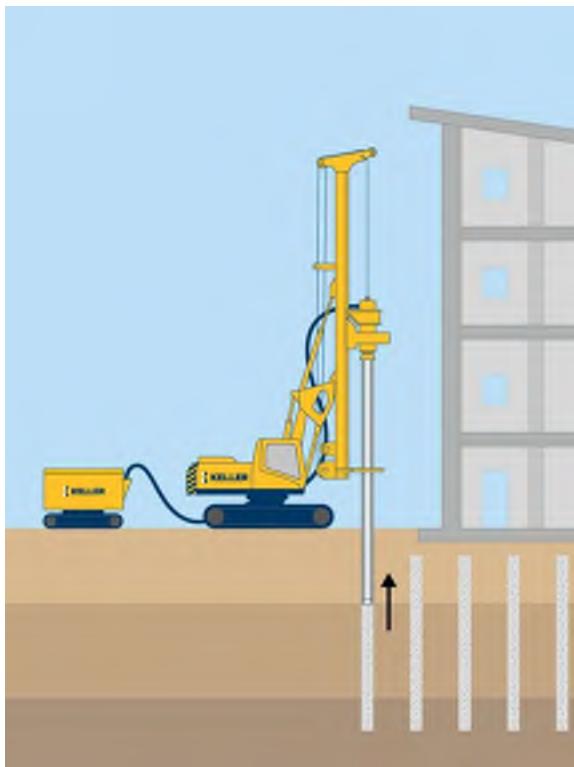
These piers are a system used across the United States for building foundation systems. Terracon (soils engineer) has this as a viable solution/ system to implement for the types of soils and water table level your site has. Ground improvement provides a higher bearing capacity and a lower potential settlement than a foundation that is bearing directly on the native soil.

Reasons For Consideration:

- Encore/ Confluence (2) developments to the North utilized this foundation system.
- No additional costs

Potential Concerns:

- Note 6 in Terracon (soil engineers) geo-technical report: recommends that the specialized contractor for the ground improvement technique designs the system for total movement on the order of 1" and differential movement on the order of $\frac{1}{2}$ ".



Auger Cast Piers:

Board approved 2-24-21 to accept the additional costs for Auger Cast Foundations of \$284,590

The Auger cast system (ACIP) is similar to the drilled pier system with regard to settlement tolerances. Since this is a deep foundation element it will be a lot stiffer than the ground improvement solutions.

Reasons For Consideration:

- Added belts and suspenders to mitigate the risk of movement to match the brand standard of $\frac{1}{2}$ " of movement or less.
- Terracon does agree that ACIP (Auger Cast Piers) is a feasible deep foundation system for the site.
- Alluvial sand and gravel sites like this- proves to be a good option because it eliminates the need for casing.

Potential Concerns:

- Additional costs associated with a deep foundation system.

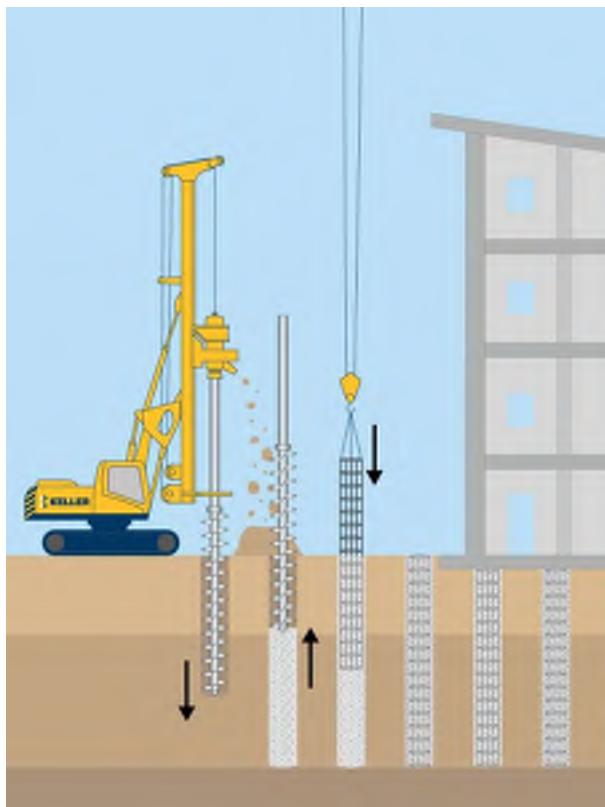


EXHIBIT M**Deep Foundation—Drilled Piers**

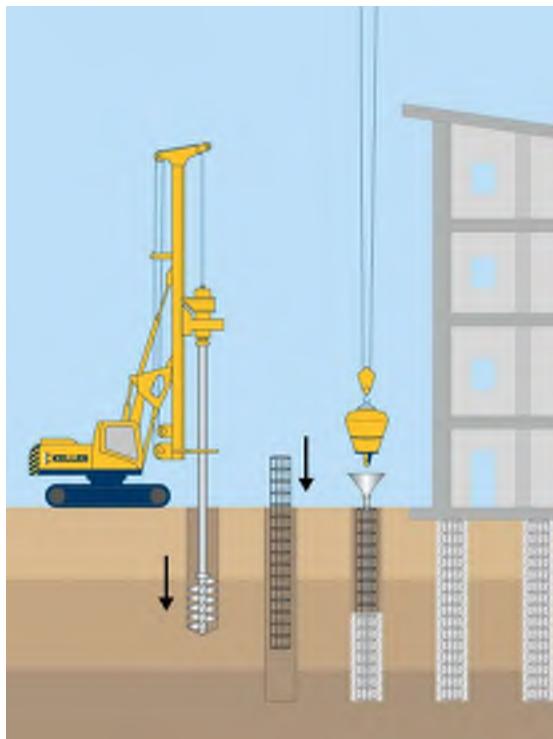
The drilled pier system is another well known foundation system that proves to be a stiffer than ground improvement practice.

Reasons for Consideration:

- Added belts and suspenders to mitigate the risk of movement to match the brand standard of $\frac{1}{2}$ " of movement or less.

Potential Concerns:

- Extended time / Schedule. \$\$
- 80' depth drilling through alluvial soil and water table will demand casing of the hole – \$\$
- Groundwater / water table can cause the hole to cave / sidewall loss meaning the hole would need to be redrilled. \$\$
- Overall, the cost of this system is exponentially more, as is a (4) step process: Drill, Case, Reinforce, and Pour. \$\$





DOUGLAS COUNTY LIBRARIES - PSM

	ITEM DESCRIPTION	BID TOTAL	RECOMMENDED SUBCONTRACTOR	COMMENTS
DIVISION 02 SITE WORK				
	2A - Demo			
1	Alpine Demolition	\$ 274,600.00		
2	Dynamis Demolition	NO BID		
3	Earth Services & Abatement	DECLINED TO BID		
4	Engineered Demolition	NO BID		
5	MP Contracting	\$ 371,920.00		
	2B - Earthwork & Utilities			
1	Bear Excavating	\$ 510,398.54		
2	Denver Dirtworks	\$ 484,575.00		
3	Dyer Construction	\$ 539,070.00		
4	Elite Surface Infrastructure (ESI)	\$ 531,050.00		
5	TBL	NO BID		
	2C - Asphalt Paving			
1	Aggregate Industries	\$ 270,628.39		
2	Colorado Asphalt Services	NO BID		
3	Elite Surface Infrastructure (ESI)	NO BID		
4	Sundland Asphalt & Construction	NO BID		
	2D - Site Concrete Paving			
1	All Phase Concrete	NO BID		
2	K&S Enterprises	\$ 359,082.49		
3	The Art of Concrete	\$ 507,224.00		
4	Thoutt Bros.	NO BID		
5	Total Concrete Services	\$ 351,353.22		Total Concrete Services
	2E - Auger Cast Piles			
1	Keller North America	\$ 827,500.00		
	2F - Landscaping & Irrigation			
1	Artscape Landscape & Design	\$ 398,550.00		
2	Brightview Landscape	NO BID		
3	Environmental Landworks	\$ 229,644.00		
4	Hall Contracting	DECLINED TO BID		
5	Landtech Contractors	DECLINED TO BID		
5	Syn Lawn Colorado	\$ 7,500.00		Syn Lawn Colorado
DIVISION 03 CONCRETE				
	3A - Building Concrete			
1	All Phase Concrete	NO BID		
2	CB Concrete	\$ 693,100.00		
3	JB Concrete	\$ 325,800.00		
4	Total Concrete Services	\$ 1,004,335.63		Total Concrete Services
DIVISION 04 MASONRY				
	4A - Masonry			
1	Berich Masonry	\$ 178,600.00		
DIVISION 05 STEEL				
	5A - Structural Steel			
1	Ron's Welding	\$ 1,894,591.00		
DIVISION 06 CASEWORK				
	6B - Finish Carpentry/Millwork			
1	Concepts in Millwork	\$ 376,545.00		
2	H2I Group	NO BID		
3	ISEC	DECLINED TO BID		
4	Sun Architectural Millwork	\$ 302,100.00		Sun Architectural Millwork
DIVISION 07 MOISTURE PROTECTION				
	7A - Waterproofing, Fluid Applied Air Barrier, Foundation Insulation, Sealants, Expansion			
1	AAA Waterproofing Front Range	\$ 87,360.00		
2	Custom Restoration	NO BID		
3	Restoration Specialties	\$ 86,140.00		
4	Summit Sealants	\$ 88,770.00		
	7C - Roofing, Metal, Flashing/Trim			
1	Douglass Colony	\$ 1,013,956.00		
	7F - Caulking & Sealants			
1	Included in Tab 7A	\$ -		

DIVISION 08 DOORS, WINDOWS & GLASS				
8A - Doors, Frames & Hardware			\$ 182,018	
1	Architectural Doors	DECLINED TO BID		
2	Collins Door & Hardware	\$ 170,720.20		
3	Colorado Doorways	\$ 157,018.00	Colorado Doorways	
4	McKinney Door & Hardware	NO BID		
5	ASA Door Tech	\$ 25,000.00	ASA Door Tech	
6	Diversified Doorways	NO BID77		
7	Metro Door Specialists	\$ 26,650.00		
8C - Glass and Glazing			\$ 923,363	
1	Architectural Concepts	\$ 1,299,800.00		
2	Colorado Window Systems	NO BID		
3	Commercial Glass	DECLINED TO BID		
4	Dynamic Glass	NO BID		
5	EAP Glass	\$ 923,363.00	EAP Glass	
6	El Paso Glass	NO BID		
7	JR Butler	NO BID		
8	Ken Caryl Glass	\$ 996,240.00		
9	Metropolitan Glass	NO BID		
DIVISION 09 FINISHES				
9A - Framing/Drywall			\$ 1,241,240	
1	Drywall Partitions Inc	\$ 1,241,240.00	Drywall Partitions Inc	Early Subcontractor Release
9B - Floor Coverings			\$ 386,504	
1	Acierno & Co.	DECLINED TO BID		
2	All Commercial Floors	DECLINED TO BID		
3	Elements	DECLINED TO BID		
4	Gary Leimer	NO BID		
5	Next Generation Surface	NO BID		
6	Performance Surfaces	\$ 21,610.00	Performance Surfaces	
7	ReSource Colorado	\$ 364,894.00	ReSource Colorado	
8	TAJ Flooring	NO BID		
9D - Acoustical Ceilings /Sound Treatment			\$ 652,766	
1	Drywall Partitions Inc	\$ 652,110.00		
2	Heartland Acoustics	\$ 636,120.00		
3	Innovative Interiors & Construction	\$ 652,766.00	Innovative Interiors & Construction	
9E - Painting/Wall Coverings			\$ 158,885	
1	Cornerstone	\$ 170,995.00		
2	Elevation Painting	DECLINED TO BID		
3	ICI	\$ 206,875.00		
4	Lundquist	\$ 211,850.00		
5	Pappas Painting	NO BID		
6	Southwest	\$ 158,885.00	Southwest	
DIVISION 10 SPECIALTIES				
10B - Toilet Partitions & Accessories , Fire Protection Specialties			\$ 110,073	
1	Associated Building Specialties	\$ 110,073.00	Associated Building Specialties	
2	Colorado Specialties	\$ 153,965.00		
3	Penn Quick Specialties	NO BID		
4	Specialties Contracting	\$ 110,784.00		
10C - Operable Partitions / Cubicle Curtains			\$ 54,530	
1	Associated Building Specialties	\$ 65,076.00		
2	Powers Products	\$ 54,530.00	Powers Products	
DIVISION 11 EQUIPMENT				
11C - Appliances				
1	Appliances-OFOI	By Owner		
DIVISION 12 FURNISHINGS				
12A - Window Coverings			\$ 30,350	
1	CCI Shading Systems	\$ 39,870.00		
2	Elements	\$ 30,350.47	Elements	Base Bid
3	Lu-Tek	\$ 19,587.00	Lu-Tek	Accepted Trend Log Item
4	Royal Textile	\$ 34,575.00		
DIVISION 14 ELEVATORS				
14A - Elevators			\$ 105,800	
1	TK Elevator Corp	\$ 105,800.00	TK Elevator Corp	Early Subcontractor Release
DIVISION 15 MECHANICAL				
15A - HVAC & Plumbing			\$ 1,966,080	
1	Mountain Aire Mechanical	\$ 1,966,080.00	Mountain Aire Mechanical	Design Build Partner
15B - Fire Sprinklers			\$ 105,800	
1	Johnson Controls Inc.	\$ 267,612.00	Johnson Controls Inc.	Early Subcontractor Release

DIVISION 16		ELECTRICAL		
		16A - Electrical		
1	Duro Electric		\$ 2,162,623.00	\$ 2,162,623
		Low Voltage Systems	INCLUDED ABOVE	Duro Electric
1	Strategic Wiring		\$ 108,360.00	Strategic Wiring
2	IES		\$ 133,553.00	IES
3			\$ -	
		Audio Visual	INCLUDED ABOVE	
1	Ford AV		\$ 344,157.00	
2	IES		\$ 247,675.00	IES
3			\$ -	
		Access Control	INCLUDED ABOVE	
1	Mathias Lock & Key		NO BID	
2	IES		\$ 65,040.00	IES
3			\$ -	

Douglas County Libraries

100% CD Pricing Summary

Unit Prices

- Earthwork- Rock Removal \$ 50 /Cubic Yard
- ASTM D 1443 Static Axial Compression test \$ 55,000/ EA
- ASTM D 3689 Static Axial Tension test \$ 55,000/ EA
- ASTM D 3966 Lateral Load \$ 15,000/ EA
- Unit Prices for 16" Diameter Auger Cast Grout Piles - 36':
 - Price per LF OVER 36' - \$68/LF, Additional Piles - \$2,440/EA
 - Price per LF UNDER than 36' - \$32/LF, Fewer Piles - \$1,264/EA
- Unit Prices for 16" Diameter Auger Cast Grout Piles - 66':
 - Price per LF OVER 66' - \$68/LF, Additional Piles - \$4,474/EA
 - Price per LF UNDER than 66' - \$32/LF, Fewer Piles - \$2,076/EA
- Unit Prices for 24" Diameter Auger Cast Grout Piles - 66':
 - Price per LF OVER 66' - \$96/LF, Additional Piles - \$6,339/EA
 - Price per LF UNDER than 66' - \$48/LF, Fewer Piles - \$3,066/EA
- Unit Prices for 24" Diameter Auger Cast Grout Piles - 66' Shear Wall:
 - Price per LF OVER 66' - \$160/LF, Additional Piles - \$10,590/EA
 - Price per LF UNDER than 66' - \$80/LF, Fewer Piles - \$5,010/EA
- Grout for Auger Cast \$350/ Cubic Yard
 - Included (798 CY)
- Unit Concrete Paver \$26/ SF
- Cat 6 Drops - Additional \$550/ EA
- Additional Cameras \$2,078/ EA



2/15/2022

Pricing Clarifications for
Douglas County Libraries - PSM
100% Construction Documents
of Drawings Dated 11/19/2021

Division One

- 1 This GMP is based on the 100% Construction Document drawings and specifications dated 11/19/2021 as generated by OPN
- 2 The Contract excludes all utility development fees and all municipal development fees.
- 3 The Scope of Work excludes all hazardous material sampling, testing and abatement.
- 4 It is assumed that the structural engineer of record will provide all structural engineering, including providing structural services in accordance with 2016 AISC Steel Manual 15th Edition - Code of Standard Practice For Steel Buildings and Bridges, Section 3.1 and subsection 3.1.1 Option 1, and that no structural engineering services will be required by Fransen Pittman.
- 5 This guaranteed maximum price is not a line item guaranteed maximum price and cannot be treated as such.
- 6 Fransen Pittman has not included any money for electrical, gas, or water consumption for the duration of the project
- 7 This estimate assumes the use of the retail center for the Fransen Pittman office trailer.
- 8 Use tax has not been included as a part of the GMP.
- 9 Fransen Pittman has included an escalation contingency that is equal to 0.5% of the project total.
- 10 Fransen Pittman has included a construction contingency that is equal to 3% of the project total.
- 11 Liquidated damages have not been included as part of this bid.



2/15/2022

- 12 Fransen Pittman has not included any FF&E costs for the project, these items included Office desks/table/chairs, café tables/chairs, office equipment, point of sale equipment, appliances, or furniture.
- 13 We assume that all development, tap, traffic impact, municipal, site development plan review, zoning, stabilization, HOA, tri-county health, and fire department fees are to be paid for by the Owner.
- 14 It is the responsibility of the Owner to address all potential issues with adjoining property owners such as party lines, zero lot lines, site drainage, etc. before the commencement of construction. Fransen Pittman specifically excludes costs resulting from issues with adjoining properties.
- 15 All third-party inspections and testing are provided by the Owner. Fransen Pittman will coordinate inspections and provide testing reports.

Division Two

- 1 We have not included any monies for anything beyond standard recycling and disposal.
- 2 Mold remediation, Hazardous Material Abatement, and/or lead paint encapsulation have not been included in this GMP.
- 3 Fransen Pittman has included a \$15,000 Dewatering allowance within the GMP
- 4 Fransen Pittman has included a \$25,000 Irrigation Booster allowance within the GMP
- 5 Fransen Pittman has included a \$60,000 Weather Protection allowance within the GMP
- 6 The demolition of the existing foundation at the library will be removed to 2' below the existing grade elevation for spread footings or drilled piers.



2/15/2022

- Asphalt Paving section is based on Sheet CD3.0 - Heavy Duty Asphalt 6" Full Depth HMA, Standard Duty Asphalt 5" Full Depth HMA. Site concrete Heavy Duty 7" Full Depth PCC, Standard Duty Paving 5" Full Depth PCC
- Fransen Pittman will coordinate all utility shut downs with the Owner, we have not included additional monies for off hour shut downs and assume all shut downs can be done during regular working hours.
- We assume the civil engineer has provided ADA compliant slopes and cross slopes for hardscape surfaces.
- Rock excavation and blasting has been excluded

Division Three

- Fransen Pittman does not warrant slabs-on-grade and slabs cast on metal decking against cracking that will affect the aesthetic characteristics of the floor.
- Specific requirements limiting moisture or ph of concrete materials, including flow-fill are excluded from Scope of Work.
- Special coatings and/or special floor preparations required for concrete due to moisture or ph conditions are excluded from the Scope of Work.

- Unit Prices for 16" Diameter Auger Cast Grout Piles - 36':
- Price per LF OVER 36' - \$68/LF, Additional Piles - \$2,440/EA
 - Price per LF UNDER than 36' - \$32/LF, Fewer Piles - \$1,264/EA

- Unit Prices for 16" Diameter Auger Cast Grout Piles - 66':
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- Unit Prices for 24" Diameter Auger Cast Grout Piles - 66':
- 6 Price per LF OVER 66' - \$96/LF, Additional Piles - \$6,339/EA
Price per LF UNDER than 66' - \$48/LF, Fewer Piles - \$3,066/EA

- Unit Prices for 24" Diameter Auger Cast Grout Piles - 66' Shear Wall:
- 7 Price per LF OVER 66' - \$160/LF, Additional Piles - \$10,590/EA
Price per LF UNDER than 66' - \$80/LF, Fewer Piles - \$5,010/EA

- 8 Fransen Pittman does not accept any liability for disturbance of existing structures and their inhabitants on or near the site associated with Auger Cast Pile construction work.

Division Four

- 1 Fransen Pittman has included a \$15,000 Trash Enclosure allowance within the GMP

Division Five

- 1 Fransen Pittman has included a \$7,000 Toilet Partition Bracing allowance within the GMP
- 2 Fransen Pittman has included a \$25,000 Curtain Head Wall Bracing allowance within the GMP

Division Seven

- 1 Fransen Pittman has included a \$65,000 Roofing Insulation Storage allowance within the GMP

Division Eight

- 1 N/A

Division Nine

- 1 Floor covering prices do not include special high moisture and/or excessive alkalinity adhesives or special floor preparations.



2/15/2022

- Fransen Pittman recommends Level 5 finish drywall. Should the Contract Documents specify a lower grade
- 2 finish, Fransen Pittman cannot guarantee a satisfactory final product as some irregularities may not be concealed, especially with the use of semi gloss or gloss sheens of paint and any wall covering type products.

 - 3 Fransen Pittman has included a \$25,000 Major Floor Preparation allowance within the GMP.

 - 4 Tectum Ceiling Blade Baffles at the Main stair have not been included within the GMP, RE: Tracking Log.

Division Ten

- 1 N/A

Division Eleven

- 1 Fransen Pittman has not included money for appliance or equipment including: residential appliances, collection shelving, high density shelving, Book Drop, Sorter Machine, or Furniture within this GMP.

Division Twelve

- 1 N/A

Division Thirteen

- 1 N/A

Division Fourteen

- 1 Owner agrees to allow the use of all elevators during construction and Owner agrees to pay the elevator manufacturer for this use. The warranty period for this equipment will begin when the elevator is put into use during construction.

Division Fifteen

- 1 The permanent heating/cooling equipment provided as part of the Scope of Work may be used by Fransen Pittman for construction heating/cooling prior to Substantial Completion of the Project. Proper equipment maintenance, as recommended by the manufacturer, shall be implemented by Fransen Pittman. The warranty period on said equipment shall begin when such equipment is put into use during construction.



2/15/2022

2 Fransen Pittman will coordinate all utility shut downs with the Owner, we have not included additional monies for off hour shut downs and assume all shut downs can be done during regular working hours.

3 Duct cleaning and coil cleaning have not been included in this proposal.

Division Sixteen

Fransen Pittman excludes replacement of all light bulbs used in permanent fixtures during construction regardless of the duration of use. However, all bulbs that are not working or are burnt out at the time of
1 Substantial Completion will be replaced by Fransen Pittman.

BDA/Bi-directional amplification/Radio Frequency booster systems have not been included. It is likely that
2 South Metro Fire District will require testing to determine whether or not a BDA system will be required.
BDA testing can be provided for \$8,000. If a system is required Fransen Pittman will price the furnishing and installation of a BDA system at that time.

3 Third party lighting commissioning has not been included as part of this bid.