



PROJECT MANUAL

St. Paul Episcopal Church Renovation

DATE: January 9, 2014

PROJECT: #13038 / St. Paul Episcopal Church Renovation
OWNER: St. Paul Episcopal Church
201 Allison St, NW
Washington, DC 20011

ARCHITECT: RM Sovich Architecture
Suite 240
3600 O'Donnell Street
Baltimore MD 21224

Schedule of Drawings

ARCHITECTURAL DRAWINGS

January 9, 2014

A000	COVER SHEET
A0001	GENERAL NOTES
A0011	CONSTRUCTION PLAN AND DETAIL
A0021	RCP AND DETAILS
A0011-A	CONSTRUCTION PLAN AND DETAIL (Add alternate)

SECTION 01090 DEFINITIONS**1.1 OWNER**

- A. Where the term Owner is used in the Project Manual, it refers to:
 St. Paul Episcopal Church
 201 Allison St, NW
 Washington, DC 20011

1.2 ARCHITECT

- A. For architectural work, refers to
 RM Sovich Architecture, Inc.
 Suite 240
 3600 O'Donnell Street
 Baltimore, Maryland, 21224

who by contract with the Owner, is authorized to prepare Contract Documents for construction of this project and provide professional services as described in the Contract Documents.

1.3 PROVIDE

- A. Where the term "provide" is used, it shall be understood to mean "Furnish and install".

1.4 PROJECT MANUAL

- A. The term "Project Manual" describes the written document, of one or more volumes, which includes the Contractual Legal Documents, Sample Forms and Technical Specifications and Technical Specifications on drawings.

1.5 PRODUCT

- A. The term "product" shall be deemed to mean all natural and manufactured materials, fixtures, equipment, devices, and furnishings to be incorporated into the Work.

1.6 LANGUAGE OF PROJECT MANUAL

- A. The language of the Project manual is of the abbreviated or streamline type and includes incomplete sentences. Omission of words or phrases such as "the Contractor shall", "in conformity therewith", "shall be", "as noted on the Drawings", "according to the Plans", "A", "an", "the", and "all" are intentional.
- B. Omitted words or phrases shall be supplied by inference in the same manner as they are when a "note" occurs on the Drawings, the words "shall be" or "shall", will, be supplied by inference.

END OF SECTION 01090

DOCUMENT 001116 - INVITATION TO BID

1 PROJECT INFORMATION

- A. Notice to Bidders: Qualified bidders are invited to submit bids for Project as described in this Document according to the Instructions to Bidders.
- B. Project Identification: #13038 / St. Paul Episcopal Church Renovation.
 - 1. Project Location: 201 Allison St, NW, Washington, DC 20011
- C. Owner: St. Paul Episcopal Church.
 - 1. Owner's Representative: Allan Johnson, allan.johnson@stpaulsrockcreek.org
- D. Architect:
 - A. For architectural work, refers to
RM Sovich Architecture, Inc.
Suite 240
3600 O'Donnell Street
Baltimore, Maryland, 21224

who by contract with the Owner, is authorized to prepare Contract Documents for construction of this project and provide professional services as described in the Contract Documents.
- E. Project Description: Project consists of adding permanent, full height, glazed room dividers in an existing multi purpose room in order to create a small conference room, office, and class room. The service room adjacent to the multipurpose room will be modified by moving a wall between the two rooms towards the multipurpose room. New base cabinets will be installed at two locations. The cabinets will be located in the service room and multipurpose room where there was existing millwork. The new six foot long cabinet in the service room will be installed where the existing sink was located. The new sink will be connected to the existing plumbing line. Four existing electrical receptacles will be relocated from the demo wall to the new partition. New interior windows (6 windows) will be installed on the service room south and west wall. Sprinkler heads will be reconfigured or relocated to comply with code. One mechanical diffuser will be relocated in the class room.
- F. Construction Contract: Bids will be received for the following Work:
 - 1. General Contract (all trades).

2 BID SUBMITTAL AND OPENING

- A. Owner will receive sealed bids until the bid time and date at the location indicated below. Owner will consider bids prepared in compliance with the Instructions to Bidders issued by Owner, and delivered as follows:

1. Bid Date: January 30, 2014.
2. Bid Time: 2:00 p.m., local time.
3. Location: RM Sovich Architecture, Inc.
Suite 240
3600 O'Donnell Street
Baltimore, Maryland, 21224

Bids will be thereafter privately opened

BID SECURITY

- B. Bid security shall be submitted with each bid in the amount of (5) Five percent of the bid amount. No bids may be withdrawn for a period of (60) sixty days after opening of bids. Owner reserves the right to reject any and all bids and to waive informalities and irregularities.

3 PREBID CONFERENCE

- A. A prebid conference for all bidders will be held at 201 Allison St, NW, Washington, DC 20011. on Thursday, January 16, 2014 at 10:00 a.m., local time. Prospective bidders are required to attend.

4 DOCUMENTS

- A. Online Procurement and Contracting Documents: Obtain access after January 10, 2014 by contacting Architect. Online access will be provided to prime bidders only.

B. TIME OF COMPLETION

1. Bidders shall begin the Work on receipt of the Notice to Proceed and shall complete the Work within the Contract Time.
2. Bidders shall begin the Work on receipt of the Notice to Proceed and shall complete the Work within the Contract Time.

C. BIDDER'S QUALIFICATIONS

1. Bidders must be pre-qualified by Owner.
2. Bidders must be properly licensed under the laws governing their respective trades and be able to obtain insurance and bonds required for the Work. A Performance Bond, a separate Labor and Material Payment Bond, and Insurance in a form acceptable to Owner will be required of the successful Bidder.

END OF DOCUMENT 001116

SECTION 01200 PRICE AND PAYMENT PROCEDURES

PART 1 - GENERAL

1.1 ALLOWANCES

- A. The following Allowances are included in the Contract Sum:
 - 1. Provide an allowance for Five (5) additional convenience outlets to be located as determined by the Owner.
- B. Advise the Architect of the date when selection and purchase of each product or system described by an Allowance must be completed to avoid delaying the Work.
- C. Submit invoices to show cost of products furnished under each allowance. Reconciliation of Allowance amounts with actual costs will be by Change Order.

1.2 ALTERNATES

- A. An alternate is an amount proposed by bidders and stated on the Bid Form for certain work that may be added to or deducted from the Base Bid amount if the Owner accepts a change in either the amount of construction to be completed or in the products, materials, equipment, systems, or installation methods described in the Contract Documents.
 - a. The cost or credit for each alternate is the net addition to or deduction from the Contract Sum to incorporate the alternate into the Work. No other adjustments are made to the Contract Sum.
 - b. ALTERNATE PRICE #1, Item #b.1 Alternate price/credit to provide privacy wall system as shown on drawing A0011.A

1.3 CONTRACT MODIFICATION PROCEDURES

- A. Upon the Owner's approval of a proposal from the Contractor, submitted either in response to a Proposal Request issued by the Architect or as a request for change from the Contractor, the Architect will issue a Change Order on AIA Document G701, for all changes to the Contract Sum or Contract Time.
- B. When the Owner and Contractor disagree on the terms of a proposal, the Architect may issue a Construction Change Directive on AIA Document G714, instructing the Contractor to proceed with the change. The Construction Change Directive will contain a description of the change, and designate the method to be followed to determine changes to the Contract Sum or Contract Time.

1.4 UNIT PRICES

- A. The following Unit Prices will be used as the price per unit of measure for materials, products and/or services added to or deducted from the Contract:

N/A
- B. Submit 3 copies of each Application for Payment on AIA Document G702/703, in accordance with the schedule established in the Agreement.

- C. For the second Application through the Application submitted at Substantial Completion, submit partial releases of liens from each subcontractor or supplier for whom amounts were requisitioned on the previous payment.

1.5 OWNER FURNISHED ITEMS

- A. The following items are to be furnished by the Owner and installed by the Contractor:
N/A

1.6 PAYMENT PROCEDURES

- A. Submit a Schedule of Values which breaks down the Contract Sum into at least one line item for each Specification Section. Correlate the Schedule of Values with the Contractor's Construction Schedule.
- B. Submit Schedule of Values at least 10 days prior to the first Application for Payment.
- C. Submit 3 copies of each Application for Payment on AIA Document G702/703, in accordance with the schedule established in the Agreement.
- D. For the second Application through the Application submitted at Substantial Completion, submit partial releases of liens from each subcontractor.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION 01200

SECTION 01300 - ADMINISTRATIVE REQUIREMENTS**PART 1 - GENERAL****1.1 PROJECT MANAGEMENT AND COORDINATION**

- A. Verify layout information shown on Drawings, in relation to property survey and existing benchmarks, before laying out the Work.
- B. Progress meetings will be held at Project site every two weeks. Owner, Architect, Contractor, and each subcontractor or other entity concerned with current progress or involved with planning or coordination of future activities, shall attend. Any of the participants may call additional meetings as needed.
 - 1. Minutes of each meeting will be prepared by Contractor, and distributed to all parties present within three business days of the meeting.

1.2 CONSTRUCTION SCHEDULE

- A. Prepare a horizontal bar-chart-type, construction schedule. Provide a separate time bar for each activity and a vertical line to identify the first workday of each week. Use same breakdown of Work indicated in the Schedule of Values. As Work progresses, mark each bar to indicate actual completion.
 - 1. Submit within 10 days of the date established for Commencement of the Work.
 - 2. Prepare the schedule on reproducible media, of width sufficient to show data for the entire construction period.
 - 3. Coordinate each element with other activities. Show each activity in proper sequence. Indicate sequences necessary for completion of related Work.
 - 4. Indicate Substantial Completion and allow time for Architect's procedures necessary for certifying Substantial Completion.
 - 5. Schedule Distribution: Distribute copies to Owner, Architect, subcontractors, and parties required to comply with dates.
 - 6. Updating: Revise the schedule after each meeting or activity where revisions have been made.

1.3 SUBMITTAL PROCEDURES

- A. Coordinate submittal preparation with construction schedule, fabrication lead-times, other submittals, and other activities that require sequential operations.
 - 1. No extension of Contract Time will be authorized due to failure to transmit submittals in time to permit processing sufficiently in advance of when materials are required in the Work.
 - 2. Architect will not accept submittals from sources other than Contractor.
- B. Prepare submittals by placing a permanent label on each for identification. Provide a 4-by 5-inch (100- by 125-mm) space on the label or beside title block to record review and approval markings and action taken. Include the following information on the label:
 - 1. Project name.
 - 2. Date.
 - 3. Name and address of Contractor.
 - 4. Name and address of subcontractor or supplier.
 - 5. Number and title of appropriate Specification Section.

6. Contractor's certification that materials comply with specified requirements.
- C. Product Data: Mark each copy to show applicable choices and options. Include the following:
 1. Data indicating compliance with specified standards and requirements.
 2. Notation of coordination requirements.
 3. For equipment data, include rated capacities, dimensions, weights, required clearances, and furnished specialties and accessories.
- D. Shop Drawings: Submit newly prepared information drawn to scale. Indicate deviations from Contract Documents. Do not reproduce Contract Documents or copy standard information. Submit 1 reproducible print and 1 blue- or black-line print on sheets at least 8-1/2 by 11 inches (215 by 280 mm) but no larger than 30 by 42 inches (762 by 1067 mm). Architect will return the reproducible print. Include the following:
 1. Dimensions, profiles, methods of attachment, coordination with adjoining work, large scale details, and other information, as appropriate for the Work.
 2. Identification of products and materials.
 3. Notation of coordination requirements.
 4. Notation of dimensions established by field measurement.
- E. Samples: Submit Samples finished as specified and identical with the material proposed. Where variations are inherent in the material, submit at least 3 units that show limits of the variations. Include product name or name of the manufacturer.
- F. Architect will review each submittal, mark as appropriate to indicate action taken, and return copies less those retained. Compliance with specified requirements remains Contractor's responsibility.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

END OF SECTION 01300

SECTION 01400 - QUALITY REQUIREMENTS**PART 1 - GENERAL****1.1 QUALITY CONTROL**

- A. Quality-control services include inspections, tests, and related actions including reports, performed by Contractor, by independent agencies, and by governing authorities. All stake out /survey work to be provided by the Contractor.
- B. Owner shall employ and pay a qualified independent testing agency to perform tests and inspections specified in other Sections, and those required by authorities having jurisdiction.
 - 1. Contractor is responsible for scheduling inspections and tests.
- C. Retesting: Contractor shall pay for retesting where results of inspections and tests prove unsatisfactory and indicate noncompliance with requirements.
- D. Auxiliary Services: Cooperate with agencies performing inspections and tests. Provide auxiliary services as requested. Notify agency in advance of operations requiring tests or inspections, to permit assignment of personnel. Auxiliary services include the following:
 - 1. Access to the Work.
 - 2. Incidental labor and facilities to assist inspections and tests.
 - 3. Adequate quantities of samples of materials that require testing, and assisting in taking samples.
 - 4. Facilities for storage and curing of test samples.
 - 5. Security and protection of samples and test equipment.
- E. Duties of Testing Agency: Testing agency shall cooperate with Architect and Contractor in performing its duties. Agency shall provide qualified personnel to perform inspections and tests.
 - 1. Agency shall notify Architect and Contractor of irregularities or deficiencies observed in the Work during performance of its services.
 - 2. Agency shall not release, revoke, alter, or enlarge requirements of the Contract Documents or approve or accept any portion of the Work.
 - 3. Agency shall not perform duties of Contractor.
- F. Submittals: Testing agency shall submit a certified written report of each inspection and test to the following:
 - 1. Owner.
 - 2. Architect.
 - 3. Contractor.
 - 4. Structural engineer.
 - 5. Civil Engineer
 - 6. Authorities having jurisdiction, when authorities so direct.
- G. Report Data: Reports of each inspection, test, or similar service shall include at least the following:
 - 1. Date of issue.
 - 2. Project title and number.
 - 3. Name, address, and telephone number of testing agency.
 - 4. Dates and locations of samples and tests or inspections.
 - 5. Names of individuals making the inspection or test.
 - 6. Designation of the Work and test method.

7. Identification of product.
8. Complete inspection or test data.
9. Test results and an interpretation of test results.
10. Ambient conditions at the time of sample taking and testing.
11. Comments or professional opinion on whether inspected or tested Work complies with requirements.
12. Name and signature of laboratory inspector.
13. Recommendations on retesting or re-inspection.

- H. Qualifications for Service Agencies: Engage inspection and testing service agencies that are pre qualified as complying with the American Council of Independent Laboratories' "Quality Assurance Manual" and that specialize in the types of inspections and tests to be performed.

1. Each agency shall be authorized by authorities having jurisdiction to operate in the state where the Project is located.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION 01400

SECTION 01500 - TEMPORARY FACILITIES AND CONTROLS**PART 1 - GENERAL****1.1 SECTION REQUIREMENTS**

- A. Standards: Comply with NFPA 241, "Standard for Safeguarding Construction, Alterations, and Demolition Operations"; ANSI A10 Series standards for "Safety Requirements for Construction and Demolition"; and NECA Electrical Design Library's "Temporary Electrical Facilities."
 - 1. Electrical Service: Comply with NEMA, NECA, and UL standards and regulations for temporary electric service. Install service in compliance with NFPA 70.
- B. At the earliest possible time, change over from use of temporary utility services to use of permanent utilities.
- C. Contractor will be assigned to use permanent facilities for temporary construction office and tool storage space, under conditions acceptable to Owner.
- D. Owner shall have access to Contractor's office.

PART 2 - PRODUCTS**2.1 MATERIALS AND EQUIPMENT**

- A. Provide new materials and equipment to adapt the assigned permanent facility for temporary construction office and controls.

PART 3 - EXECUTION**3.1 TEMPORARY UTILITIES**

- A. Provide temporary electric power, lighting, water, fire-protection, gas, telephone service(s) to the Project site for use during construction and to existing facilities during interruptions of permanent utilities. Arrange for and coordinate service(s) with local utility companies.
 - 1. Contractor shall also pay use charges for temporary utilities.
- B. Provide temporary heat for curing or drying of work, and for protection of new and existing construction from adverse effects of low temperatures. Use of gasoline-burning heaters and open-flame heaters is not permitted.
- C. Provide temporary sanitary facilities. Comply with regulations and health codes for type, number, location, and maintenance of facilities.

3.2 TEMPORARY CONSTRUCTION FACILITIES

- A. Provide field offices, storage trailers, and other support facilities as necessary for efficient prosecution of the Work.
 - 1. Temporary facilities located within the construction area or within 30 feet (9 m) of building lines shall be of noncombustible construction.
 - 2. Temporary facility will be large enough to accommodate job meetings and shall be heated and air-conditioned.
- B. Provide temporary enclosures for protection of construction and workers from exposure and inclement weather and for containment of heat.

- C. Collect waste daily and dispose of waste off-site according to local ordinances, when containers are full.
 - 1. Handle hazardous, dangerous, or unsanitary waste materials separately from other waste by containerizing properly. Dispose of material according to applicable laws and regulations.
- D. Prepare project identification and other signs of the size indicated; install signs in locations as approved by Owner; install signs to inform the public and persons seeking entrance to the Project.
 - Support on posts or framing of preservative treated wood or steel. Do not permit installation of signs without authorization of Owner.
 - 1. Project Identification Sign: Engage an experienced sign painter to apply graphics. Comply with details indicated.
 - 2. Temporary Signs: Prepare signs to provide directional information to construction personnel and visitors.

3.3 TEMPORARY CONTROLS

- A. Provide temporary fire protection until permanent systems supply fire-protection needs.
 - 1. Provide adequate numbers and types of fire extinguishers.
 - 2. Store combustible materials in fire-safe containers in fire-safe locations.
 - 3. Prohibit smoking in hazardous fire-exposure areas.
 - 4. Supervise welding operations, combustion-type temporary heating units, and similar sources of fire ignition.
- B. Provide temporary barricades, warning signs, and lights to protect the public and construction personnel from construction hazards.
 - 1. Enclose construction area with fence(s) with lockable entrance gates, as required to prevent unauthorized vehicular access.
- C. Provide temporary environmental controls as required by authorities having jurisdiction including, but not limited to, erosion and sediment control, dust control, noise control, and pollution control.

END OF SECTION 01500

SECTION 01600 PRODUCT OPTIONS AND SUBSTITUTIONS**PART 1 GENERAL****1.1 SUMMARY**

- A. This Section describes procedures for securing approval of proposed product substitutions.

1.2 SECTION REQUIREMENTS

- A. Provide products of same kind from a single source.
- B. Deliver, store, and handle products according to manufacturer's written instructions, using means and methods that will prevent damage, deterioration, and loss, including theft.
- C. Schedule delivery to minimize long-term storage and to prevent overcrowding construction spaces.
- D. Deliver in manufacturer's original sealed packaging with labels and written instructions for handling, storing, protecting, and installing.
- E. Inspect to ensure compliance with the Contract Documents and to ensure items are undamaged and properly protected.
- F. Store heavy items in a manner that will not endanger supporting construction.
- G. Store items subject to damage aboveground, under cover in a weathertight enclosure, with ventilation adequate to prevent condensation. Maintain temperature and humidity within range required.

PART 2 - PRODUCTS**2.1 DELAYS**

- A. Delays in construction arising because of the non-availability of a specified material or method will not be considered by the Owner as justifying an extension of the agreed Time of Completion.

2.2 PRODUCT OPTIONS

- A. Provide items that comply with the Contract Documents, are undamaged, and are new at the time of installation.
- B. Provide products and equipment complete with accessories, trim, finish, and other devices and components needed for a complete installation and the intended use and effect.
- C. Do not attach manufacturer's labels or trademarks, except for required nameplates, on surfaces exposed to view in occupied spaces or on the exterior.
- D. Unless otherwise indicated, Architect will select color, pattern, and texture of any product from manufacturer's full range of options.

2.2 PRODUCT SUBSTITUTIONS

- A. The Contract is based on standards of quality established in the Contract Documents.
 - 1. In agreeing to the terms and conditions of the Contract, the Contractor has accepted the responsibility to verify that the specified products will be available and to place orders for all required materials in such a timely manner as is needed to meet his agreed construction schedule.
 - 2. The Owner has not agreed to the substitution of materials or methods called for in the Contract Documents, except as they may specifically otherwise state in writing.

- B. Where materials and methods are specified by naming one single manufacturer or model number, without stating that equal products will be considered, only the material and method named is approved for incorporation into the Work.
- C. Where materials and methods are specified by name or model number, followed by the words "or equal approved in advance by the Owner", materials and methods proposed by the Contractor to be used in lieu of the named materials and methods shall in all ways be equal or exceed the qualities of the named materials and methods.
- D. Where the phrase "or equal," or "or equal as approved by the Owner," occurs in the Contract Documents, do not assume that the materials, equipment or methods will be approved as equal unless the item has been specifically so approved, in writing, for this Work by the Owner.
- E. The decision of the Owner shall be final.
- F. Reasonable and timely requests for substitutions will be considered. Substitutions include changes proposed by the Contractor after award of the Contract, in products and methods of construction required by the Contract Documents.
- G. Do not submit unapproved substitutions on Shop drawings.
- H. Submit 3 copies of each Request for Product Substitution on the forms provided in the Project Manual.

PART 3 - EXECUTION (Not Applicable)

END OF SECTION 01600

SECTION 01700 - EXECUTION REQUIREMENTS**PART 1 - GENERAL****1.1 CLOSEOUT SUBMITTALS**

- A. Record Drawings: Maintain a set of Contract Drawings as Record Drawings. Mark to show installation that varies from the Work originally shown.
- B. Record Specifications: Maintain one copy of the Project Manual, including addenda, as Record Specifications. Mark to show variations in Work performed in comparison with the text of the Specifications and modifications.
- C. Operation and Maintenance Data: Organize data into 3-ring binders, with pocket folders for folded sheet information. Mark identification on front and spine of each binder. Include the following:
 - 1. Emergency instructions.
 - 2. Spare parts list.
 - 3. Copies of warranties.
 - 4. Wiring diagrams.
 - 5. Shop Drawings and Product Data.

PART 2 - PRODUCTS (Not Applicable)**PART 3 - EXECUTION****3.1 EXAMINATION AND PREPARATION**

- A. Examine substrates and conditions for compliance with manufacturer's written requirements including, but not limited to, surfaces that are sound, level, and plumb; substrates within installation tolerances; surfaces that are smooth, clean, and free of deleterious substances; and application conditions within environmental limits. Do not proceed with installation until unsatisfactory conditions have been corrected.
- B. Prepare substrates and adjoining surfaces according to manufacturer's written instructions, including, but not limited to, the application of fillers and primers.
- C. Contractor shall not use building heating systems if use of such system voids any manufacturer's warranties.

3.2 CUTTING AND PATCHING

- A. Do not cut structural members without prior written approval of Architect.
- B. For patching, provide materials whose installed performance will equal or surpass that of existing materials. For exposed surfaces, provide or finish materials to visually match existing adjacent surfaces to the fullest extent possible.

3.3 INSTALLATION

- A. Comply with manufacturer's written instructions for installation. Anchor each product securely in place, accurately located and aligned. Clean exposed surfaces and protect from damage. If applicable, prepare surfaces for field finishing.
- B. Comply with NFPA 70 for installation of electrically operated equipment and electrical components and materials.

3.4 FINAL CLEANING

- A. Clean each surface or item as follows before requesting inspection for certification of Substantial Completion:
 - 1. Remove labels that are not permanent.
 - 2. Clean transparent materials, including interior and exterior windows, dormer windows, and mirrors. Remove excess glazing compounds. Replace chipped or broken glass.
 - 3. Clean exposed finishes to a dust-free condition, free of stains, films, and foreign substances. Leave concrete floors broom clean.
 - 4. Vacuum carpeted surfaces and wax resilient flooring.
 - 5. Wipe surfaces of mechanical and electrical equipment. Remove excess lubrication. Clean plumbing fixtures. Clean light fixtures and lamps.
 - 6. Replace filters, clean coils in through HVAC units.
 - 7. Clean the site. Sweep paved areas; remove stains, spills, and foreign deposits. Rake grounds to a smooth, even-textured surface., in condition to receive sod or seed. Site shall be seeded w/ tall fescue and appropriately covered.

3.5 CLOSEOUT PROCEDURES

- A. Request Substantial Completion inspection once the following are complete:
 - 1. Advise Owner of pending insurance changeover requirements.
 - 2. Submit Record Drawings and Specifications, maintenance manuals, warranties, and similar record information.
 - 3. Deliver spare parts, extra stock, and similar items.
 - 4. Changeover locks and transmit keys to Owner.
 - 5. Complete startup testing of systems and instruction of operation and maintenance personnel.
 - 6. Remove temporary facilities and controls.
 - 7. Complete final cleanup.
 - 8. Touch up, repair, and restore marred, exposed finishes.
 - 9. Obtain final inspections from authorities having jurisdiction.
 - 10. Obtain certificate of occupancy.
- B. Upon receipt of a request for inspection, Architect will proceed with inspection or advise Contractor of unfilled requirements. Architect will prepare the Certificate of Substantial Completion after inspection or advise Contractor of items that must be completed or corrected before the certificate will be issued.
- C. Arrange for each installer of equipment that requires operation and maintenance to provide instruction to Owner's personnel. Include a detailed review of the following:
 - 1. Startup and shutdown.
 - 2. Emergency operations and safety procedures.
 - 3. Noise and vibration adjustments.
 - 4. Maintenance manuals.
 - 5. Spare parts, tools, and materials.
 - 6. Lubricants and fuels.
 - 7. Identification systems.
 - 8. Control sequences.
 - 9. Hazards.
 - 10. Warranties and bonds.
- D. Request inspection for certification of final acceptance and final payment, once the following are complete:

1. Submit final payment request with releases of liens and supporting documentation. Include insurance certificates.
 2. Submit a copy of the Substantial Completion inspection list stating that each item has been completed or otherwise resolved for acceptance.
 3. Submit final meter readings for utilities, a record of stored fuel, and similar data as of the date of Substantial Completion.
 4. Submit consent of surety to final payment.
- E. Architect will reinspect the Work on receipt of notice that the Work has been completed. On completion of reinspection, Architect will prepare a certificate of final acceptance. If the Work is incomplete, Architect will advise Contractor of the Work that is incomplete or obligations that have not yet been fulfilled.

END OF SECTION 01700

DOCUMENT 002113 - INSTRUCTIONS TO BIDDERS

1 INSTRUCTIONS TO BIDDERS

- A. Owner will occupy portions of building immediately adjacent to selective demolition area. Conduct selective demolition so Owner's operations will not be disrupted.
- B. The schedule of construction shall take into consideration to allow the continuous use of the space during regular owners operation time. Work shall only take place after hours and Saturdays. Contractor to coordinate when work will be performed with Owner + Architect.
- C. Owners operation time.
 - 1. Sunday: To be confirmed with Owner representative.
 - 2. Week day: Business hours. To be confirmed with Owner representative.
- D. During owners operation time contractor shall clear the space from any disruptive and hazardous material.
- E. Contractor will be provided with a room / a space as an operation office where they can lock their tools during the construction period.

END OF DOCUMENT 002113

SECTION 024119 - SELECTIVE DEMOLITION

PART 1 - GENERAL

1 SECTION REQUIREMENTS

- A. Items indicated to be removed and salvaged remain Owner's property. Carefully detach from existing construction, in a manner to prevent damage, and deliver to Owner (ready for reuse) Include fasteners or brackets needed for reattachment elsewhere.
- B. Pre-demolition Photographs: Show existing conditions of adjoining construction and site improvements. Submit before Work begins.
- C. Owner will occupy portions of building immediately adjacent to selective demolition area. Conduct selective demolition so Owner's operations will not be disrupted.
- D. It is not expected that hazardous materials will be encountered in the Work. If hazardous materials are encountered, do not disturb; immediately notify Architect and Owner. Hazardous materials will be removed by Owner under a separate contract.

PART 2 - PRODUCTS

1 PERFORMANCE REQUIREMENTS

- A. Regulatory Requirements: Comply with EPA regulations and with hauling and disposal regulations of authorities having jurisdiction.
- B. Standards: Comply with ANSI/ASSE A10.6 and NFPA 241.

PART 3 - EXECUTION

1 DEMOLITION

- A. Maintain services/systems indicated to remain and protect them against damage during selective demolition operations. Before proceeding with demolition, provide temporary services/systems that bypass area of selective demolition and that maintain continuity of services/systems to other parts of the building.
- B. Locate, identify, shut off, disconnect, and seal or cap off indicated utility services and mechanical/electrical systems serving areas to be selectively demolished.
- C. Refrigerant: Remove refrigerant from mechanical equipment to be selectively demolished according to 40 CFR 82 and regulations of authorities having jurisdiction. N/A

- D. Provide temporary barricades and other protection required to prevent injury to people and damage to adjacent buildings and facilities to remain.
- E. Protect walls, ceilings, floors, and other existing finish work that are to remain. Erect and maintain dustproof partitions. Cover and protect furniture, furnishings, and equipment that have not been removed.
- F. Provide and maintain shoring, bracing, and structural supports as required to preserve stability and prevent movement, settlement, or collapse of construction and finishes to remain, and to prevent unexpected or uncontrolled movement or collapse of construction being demolished.
- G. Provide temporary weather protection to prevent water leakage and damage to structure and interior areas.
- H. Requirements for Building Reuse:
 - 1. Maintain existing building structure (including structural floor and roof decking) and envelope (exterior skin and framing, excluding window assemblies and nonstructural roofing material) not indicated to be demolished; do not demolish such existing construction beyond indicated limits.
 - 2. Maintain existing interior nonstructural elements (interior walls, doors, floor coverings, and ceiling systems) not indicated to be demolished; do not demolish such existing construction beyond indicated limits.
- I. Neatly cut openings and holes plumb, square, and true to dimensions required. Use cutting methods least likely to damage construction to remain or adjoining construction.
- J. Remove demolition waste materials from Project site[and legally dispose of them in an EPA-approved landfill]. Do not burn demolished materials.
- K. Clean adjacent structures and improvements of dust, dirt, and debris caused by selective demolition operations. Return adjacent areas to condition existing before selective demolition operations began.

END OF SECTION 024119