



PROJECT MANUAL

*Stained Glass Laylight
Restoration and Repairs*

*Missouri State Capitol
Jefferson City, Missouri*

Designed By: Strata Architecture Inc.
1701 Oak Street, Suite 100
Kansas City, MO 64108

Date Issued: April 20, 2022

Project No.: O2040-02

STATE *of* MISSOURI

OFFICE *of* ADMINISTRATION
Facilities Management, Design & Construction

SECTION 000107 – PROFESSIONAL SEALS AND CERTIFICATIONS

PROJECT NUMBER: O2040-02

Stained Glass Laylight Restoration and Wood Laylight Repairs, Missouri State Capitol
Missouri State Capitol
Jefferson City, Missouri

THE FOLLOWING DESIGN PROFESSIONAL HAS SIGNED AND SEALED THE ORIGINAL ARCHITECTURAL DRAWINGS,

G002, G003, A050, A051, A100, A101, A102, A200, A201, A202, A203, A204, A300, A301, A302, A303, A304, A305

AND IS RESPONSIBLE FOR THE FOLLOWING ARCHITECTURAL SPECIFICATIONS,

011000, 012100, 012200, 012300, 012600, 013100, 013115, 013200.10, 013233, 013300, 013513.10, 013591, 015000, 017400, 017700, 017823, 017839, 024296, 055213, 060312, 061000, 079200, 088400, 090320, 092300, 099123, 099600

THIS PROJECT, WHICH ARE ON FILE WITH THE DIVISION OF FACILITIES MANAGEMENT, DESIGN AND CONSTRUCTION:



04/20/2022

Trudy Faulkner, AIA LEED AP
STRATA Architecture Inc.

Subsequent to items noted above, Specification Section 088000 was edited and provided under a specialty consultant, Julie L. Sloan, LLC for Stained Glass Scope.

SECTION 000107 – PROFESSIONAL SEALS AND CERTIFICATIONS

PROJECT NUMBER: O2040-02

Stained Glass Laylight Restoration and Wood Laylight Repairs, Missouri State Capitol
Missouri State Capitol
Jefferson City, Missouri

**THE FOLLOWING DESIGN PROFESSIONAL HAS SIGNED AND SEALED THE ORIGINAL
STRUCTURAL DRAWINGS,**

S100 and S101

**THIS PROJECT, WHICH ARE ON FILE WITH THE DIVISION OF FACILITIES MANAGEMENT,
DESIGN AND CONSTRUCTION:**



Richard C. Crabtree, P.E.
Bob D. Campbell & Co.



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SECTION 000115 – LIST OF DRAWINGS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section provides a comprehensive list of the drawings that comprise the Bid Documents for this project.

PART 2 - PRODUCTS (NOT APPLICABLE)

PART 3 - EXECUTION

3.1 LIST OF DRAWINGS

- A. The following list of drawings is a part of the Bid Documents:

	<u>TITLE</u>	<u>SHEET #</u>	<u>DATE</u>
1.	Cover	Sheet G001	4/20/2022
2.	Sheet Index, Site Plan, Rehabilitation Notes	Sheet G002	4/20/2022
3.	Key Plan – Base Bid / Alternates	Sheet G003	4/20/2022
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END OF SECTION 000115

SECTION 001116 - INVITATION FOR BID

1.0 OWNER:

- A. The State of Missouri
Office of Administration,
Division of Facilities Management, Design and Construction
Jefferson City, Missouri

2.0 PROJECT TITLE AND NUMBER:

- A. Stained Glass Laylight Restoration and Repairs
Missouri State Capitol
Jefferson City, Missouri
Project No.: O2040-02

3.0 BIDS WILL BE RECEIVED:

- A. Until: 1:30 PM (CST), Thursday, July 7, 2022
- B. **Only electronic bids on MissouriBUYS shall be accepted: <https://missouribuyss.mo.gov>. Bidder must be registered to bid.**

4.0 DESCRIPTION:

- A. Scope: The project includes the restoration and repair of one (1) stained-glass laylight and the repair of two (2) wood laylights. Stained Glass Restoration firms will be pre-qualified.
- B. MBE/WBE/SDVE Goals: MBE 10%, WBE 10%, and SDVE 3%. **NOTE: Only MBE/WBE firms certified by the State of Missouri Office of Equal Opportunity as of the date of bid opening, or SDVE(s) meeting the requirements of Section 34.074, RSMo and 1 CSR 30-5.010, can be used to satisfy the MBE/WBE/SDVE participation goals for this project.**
- C. ****NOTE:** Bidders are provided new Good Faith Effort (GFE) forms on MissouriBUYS.

5.0 PRE-BID MEETING:

- A. Place/Time: 10:00 AM (CST), Friday, June 17, 2022, at the Missouri State Capitol, Joint Committee Hearing Room 117 (located on the 1st floor of the Capitol behind the Rotunda on the north side of the building), 201 W. Capitol Ave., Jefferson City, MO 65101.
- B. Access to State of Missouri property requires presentation of a photo ID by all persons

5.0 PRE-QUALIFICATION SITE WALK-THRU MEETING:

- A. Place/Time: 10:00 AM (CST), Wednesday, June 1, 2022, at the Missouri State Capitol, Joint Committee Hearing Room 117 (located on the 1st floor of the Capitol behind the Rotunda on the north side of the building), 201 W. Capitol Ave., Jefferson City, MO 65101.
- B. Access to State of Missouri property requires presentation of a photo ID by all persons.

3.0 PRE-QUALIFICATION FORMS WILL BE RECEIVED:

- A. Until: 3:00 PM (CST), Wednesday, June 8, 2022
- B. **Only electronic pre-qualification forms on MissouriBUYS shall be accepted: <https://missouribuyss.mo.gov>. Stained Glass Restoration firms must be registered to submit. Sample panel and video must be submitted to Julie Sloan.**

6.0 HOW TO GET PLANS & SPECIFICATIONS:

- A. View Only Electronic bid sets are available at no cost or paper bid sets for a deposit of \$200.00 from American Document Solutions (ADS). MAKE CHECKS PAYABLE TO: American Document Solutions. Mail to: American Document Solutions, 1400 Forum Blvd., Suite 7A, Columbia, Missouri 65203. Phone 573-446-7768, Fax 573-355-5433, <https://www.adsplanroom.net>. NOTE: Prime contractors will be allowed a maximum of two bid sets at the deposit rate shown above. Other requesters will be allowed only one bid set at this rate. Additional bid sets or parts thereof may be obtained by any bidder at the cost of printing and shipping by request to American Document Solutions at the address shown above. **Bidder must secure at least one bid set to become a planholder.**
- B. **Refunds: Return plans and specifications in unmarked condition within 15 working days of bid opening to American Document Solutions, 1400 Forum Blvd., Suite 7A, Columbia, Missouri 65203. Phone 573-446-7768, Fax 573-355-5433. Deposits for plans not returned within 15 working days shall be forfeited.**
- C. Information for upcoming bids, including downloadable plans, specifications, Invitation for Bid, bid tabulation, award, addenda, and access to the ADS planholders list, is available on the Division of Facilities Management, Design and Construction's web site: <https://oa.mo.gov/facilities/bid-opportunities/bid-listing-electronic-plans>.

7.0 POINT OF CONTACT:

- A. Designer: Strata Architecture Inc., Trudy Faulkner, 816-474-0900, email: Trudy@strata-arch.com
- B. Project Manager: Sherry K. Kempf, 573-751-5003, email: sherry.kempf@oa.mo.gov

8.0 GENERAL INFORMATION:

- A. The State reserves the right to reject any and all bids and to waive all informalities in bids. No bid may be withdrawn for a period of 20 working days subsequent to the specified bid opening time. The contractor shall pay not less than the prevailing hourly rate of wages for work of a similar character in the locality in which the work is performed, as determined by the Missouri Department of Labor and Industrial Relations and as set out in the detailed plans and specifications.
- B. Bid results will be available at <https://oa.mo.gov/facilities/bid-opportunities/bid-listing-electronic-plans> after it is verified that at least one bid is awardable and affordable.

Very Important MissouriBUYS Instructions to Help Submit a Bid Correctly

- A. The bidder shall submit his or her bid and all supporting documentation on MissouriBUYS eProcurement System. No hard copy bids shall be accepted. Go to <https://missouribuyss.mo.gov> and register. The bidder must register and complete a profile fully with all required documents submitted prior to submitting a bid.
- B. Once registered, log in.
1. Under "Solicitation" select "View Current Solicitations."
 2. Under "Filter by Agency" select "OA-FMDC-Contracts Chapter 8", then click "Filter Solicitation" button.
 3. Select "Active Solicitations" tab.
 4. To see the Solicitation Summary, click on the Project Number and the summary will open. Click each heading to open detailed information.
- C. Here are simplified instructions for uploading the bid to MissouriBUYS:
1. Find the solicitation by completing Steps 1 through 4 above.
 2. Select the three dots under "Actions." Select "Add New Response."
 3. When the Quote box opens, give the response a title and select "OK."
 4. The detailed solicitation will open. Select "Check All" for the Original Solicitation Documents, open each document, and select "Accept." If this step is not completed, a bid cannot be uploaded. Scroll to the bottom of the page and select "Add Attachments." If you do not see this command, not all documents have been opened and accepted.
 5. The Supplier Attachments box will open. Select "Add Attachment" again.
 6. The Upload Documents box will open. Read the instructions for uploading. Disregard the "Confidential" check box.
 7. Browse and attach up to 5 files at a time. Scroll to bottom of box and select "Upload." The Supplier Attachments box will open. Repeat Steps 5 through 7 if more than 5 files are to be uploaded.
 8. When the Supplier Attachments box opens again and uploading is complete, select "Done." A message should appear that the upload is successful. If it does not, go to the Bidder Response tab and select "Submit."
 9. The detailed solicitation will open. At the bottom select "Close."
- D. Any time a bidder wants to modify the bid, he or she will have to submit a new one. FMDC will open the last response the bidder submits. The bidder may revise and submit the bid up to the close of the solicitation (bid date and time). Be sure to allow for uploading time so that the bid is successfully uploaded prior to the 1:30 PM deadline; we can only accept the bid if it is uploaded before the deadline.
- E. If you want to verify that you are uploading documents correctly, please contact Paul Girouard: 573-751-4797, paul.girouard@oa.mo.gov ; April Howser: 573-751-0053, April.Howser@oa.mo.gov ; or Mandy Roberson: 573-522-0074, Mandy.Roberson@oa.mo.gov.
- F. If you are experiencing login issues, please contact Web Procure Support (Proactis) at 866-889-8533 anytime from 7:00 AM to 7:00 PM Central Time, Monday through Friday. If you try using a userid or password several times that is incorrect, the system will lock you out. Web Procure Support is the only option to unlock you! If you forget your userid or password, Web Procure Support will provide a temporary userid or password. Also, if it has been a while since your last successful login and you receive an "inactive" message, contact Web Procure (Proactis). If you are having a registration issue, you may contact Cathy Holliday at 573-751-3491 or by email: cathy.holliday@oa.mo.gov.

IMPORTANT REMINDER REGARDING REQUIREMENT FOR OEO CERTIFICATION

A. SECTION 002113 – INSTRUCTIONS TO
BIDDERS: Article 15.0, Section D1:

As of July 1, 2020, all MBE, WBE, and MBE/WBE contractors, subcontractors, and suppliers must be certified by the State of Missouri, Office of Equal Opportunity. No certifications from other Missouri certifying agencies will be accepted.

SECTION 002113 – INSTRUCTIONS TO BIDDERS

1.0 - SPECIAL NOTICE TO BIDDERS

- A. If awarded a contract, the Bidder's employees, and the employees of all subcontractors, who perform the work on the project must adhere to requirements in Section 013513 – Site Security and Health Requirements as applicable per Agency.
- B. The Bidder's prices shall include all city, state, and federal sales, excise, and similar taxes that may lawfully be assessed in connection with the performance of work, and the purchased of materials to be incorporated in the work. THIS PROJECT IS NOT TAX EXEMPT.

2.0 - BID DOCUMENTS

- A. The number of sets obtainable by any one (1) party may be limited in accordance with available supply.
- B. For the convenience of contractors, sub-contractors and suppliers, copies of construction documents are on file at the office of the Director, Division of Facilities Management, Design and Construction and on the Division's web site - <https://oa.mo.gov/facilities/bid-opportunities/bid-listing-electronic-plans>.

3.0 - BIDDERS' OBLIGATIONS

- A. Bidders must carefully examine the entire site of the work and shall make all reasonable and necessary investigations to inform themselves thoroughly as to the facilities available as well as to all the difficulties involved in the completion of all work in accordance with the specifications and the plans. Bidders are also required to examine all maps, plans and data mentioned in the specifications. No plea of ignorance concerning observable existing conditions or difficulties that may be encountered in the execution of the work under this contract will be accepted as an excuse for any failure or omission on the part of the contractor to fulfill in every detail all of the requirements of the contract, nor accepted as a basis for any claims for extra compensation.
- B. Under no circumstances will contractors give their plans and specifications to another contractor. Any bid received from a contractor whose name does not appear on the list of plan holders may be subject to rejection.

4.0 - INTERPRETATIONS

- A. No bidder shall be entitled to rely on oral interpretations as to the meaning of the plans and specifications or the acceptability of alternate products, materials, form or type of construction. Every request for interpretation shall be made in writing and submitted with all supporting documents not less than five (5) working days before opening of bids. Every interpretation made to a bidder will be in the form of an addendum and will be sent as promptly as is practicable to all persons to whom plans and specifications have been issued. All such addenda shall become part of the contract documents.
- B. Approval for an "acceptable substitution" issued in the form of an addendum as per Paragraph 4A above, and as per Article 3.1 of the General Conditions; ACCEPTABLE SUBSTITUTIONS shall constitute approval for use in the project of the product.
- C. An "acceptable substitution" requested after the award of bid shall be approved if proven to the satisfaction of the Owner and the Designer as per Article 3.1, that the product is acceptable in design, strength, durability, usefulness, and convenience for the purpose intended. Approval of the substitution after award is at the sole discretion of the Owner.
- D. A request for "Acceptable Substitutions" shall be made on the Section 006325 Substitution Request Form. The request shall be sent directly to the project Designer. A copy of said request should also be mailed to the Owner, Division of Facilities Management, Design and Construction, Post Office Box 809, Jefferson City, Missouri 65102.

5.0 - BIDS AND BIDDING PROCEDURE

- A. Bidders shall submit all submission forms and accompanying documents listed in SECTION 004113 – BID FORM, Article 5.0, ATTACHMENTS TO BID by the stated time or their bid will be rejected for being non-responsive.

Depending on the specific project requirements, **the following is a GENERIC list** of all possible bid forms that may be due with bid submittals and times when they may be due. Please check for specific project requirements on the proposal form (Section 004113). ***Not all of the following bid forms may be required to be submitted.***

Bid Submittal – due before stated date and time of bid opening (see IFB):

004113	Bid Form (all pages are always required)
004322	Unit Prices Form
004336	Proposed Subcontractors Form
004337	MBE/WBE/SDVE Compliance Evaluation Form
004338	MBE/WBE/SDVE Eligibility Determination for Joint Ventures
004339	MBE/WBE/SDVE GFE Determination
004340	SDVE Business Form
004541	Affidavit of Work Authorization
004545	Anti-Discrimination Against Israel Act Certification form

- B. All bids shall be submitted without additional terms and conditions, modification or reservation on the bid forms with each space properly filled. Bids not on these forms will be rejected.
- C. All bids shall be accompanied by a bid bond executed by the bidder and a duly authorized surety company, certified check, cashier's check or bank draft made payable to the Division of Facilities Management, Design and Construction, State of Missouri, in the amount indicated on the bid form, Section 004113. Failure of the contractor to submit the full amount required shall be sufficient cause to reject his bid. The bidder agrees that the proceeds of the check, draft or bond shall become the property of the State of Missouri, if for any reason the bidder withdraws his bid after closing, or if on notification of award refuses or is unable to execute tendered contract, provide an acceptable performance and payment bond, provide evidence of required insurance coverage and/or provide required copies of affirmative action plans within ten (10) working days after such tender.
- D. The check or draft submitted by the successful bidder will be returned after the receipt of an acceptable performance and payment bond and execution of the formal contract. Checks or drafts of all other bidders will be returned within a reasonable time after it is determined that the bid represented by same will receive no further consideration by the State of Missouri. Bid bonds will only be returned upon request.

6.0 - SIGNING OF BIDS

- A. A bid from an individual shall be signed as noted on the Bid Form.
- B. A bid from a partnership or joint venture shall require only one signature of a partner, an officer of the joint venture authorized to bind the venture or an attorney-in-fact. If the bid is signed by an officer of a joint venture or an attorney-in-fact, a document evidencing the individual's authority to execute contracts should be included with the bid form.
- C. A bid from a limited liability company (LLC) shall be signed by a manager or a managing member of the LLC.
- D. A bid from a corporation shall have the correct corporate name thereon and the signature of an authorized officer of the corporation manually written. Title of office held by the person signing for the corporation shall appear, along with typed name of said individual. Corporate license number shall be provided and, if a corporation organized in a state other than Missouri, a Certificate of Authority to do business in the State of Missouri shall be attached. In addition, for corporate proposals, the President or Vice-President should sign as the bidder. If the signator is other than the corporate president or vice president, the bidder must provide satisfactory evidence that the signator has the legal authority to bind the corporation.

- E. A bid should contain the full and correct legal name of the Bidder. If the Bidder is an entity registered with the Missouri Secretary of State, the Bidder's name on the bid form should appear as shown in the Secretary of State's records.
- F. The Bidder should include its corporate license number on the Bid Form and, if the corporation is organized in a state other than Missouri, a Certificate of Authority to do business in the State of Missouri shall be attached to the bid form.

7.0 - RECEIVING BID SUBMITTALS

- A. It is the bidder's sole responsibility to assure receipt by Owner of bid submittals by the date and time specified in the Invitation for Bid. Bids received after the date and time specified shall not be considered by the Owner.
- B. Bids must be submitted through the MissouriBUYS statewide eProcurement system (<https://www.missouribuy.com/>) in accordance with the instructions for that system. The Owner shall only accept bids submitted through MissouriBUYS. Bids received by the Owner through any other means, including hard copies, shall not be considered and will be discarded by the Owner unopened.
- C. To respond to an Invitation for Bid, the Bidder must first register with MissouriBUYS by going through the MissouriBUYS Home Page (<https://www.missouribuy.com/>), clicking the "Register" button at the top of the page, and completing the Vendor Registration. Once registered, the Bidder accesses its account by clicking the "Login" button at the top of the MissouriBUYS Home Page. Enter your USERID and PASSWORD, which the Bidder will select. Under Solicitations, select "View Current Solicitations." A new screen will open. Under "Filter by Agency" select "OA-FMDC-Contracts Chapter 8." Under "Filter by Opp. No." type in the State Project Number. Select "Submit." Above the dark blue bar, select "Other Active Opportunities." To see the Solicitation Summary, single click the Opp. No. (Project Number) and the summary will open. Single quick click each blue bar to open detailed information. The Bidder must read and accept the Original Solicitation Documents and complete all identified requirements. The Bidder should download and save all of the Original Solicitation Documents on its computer so that the Bidder can prepare its response to these documents. The Bidder should upload its completed response to the downloaded documents as an attachment to the electronic solicitation response.
- D. Step-by-step instructions for how a registered vendor responds to a solicitation electronically are provided in Section 001116 – Invitation For Bid.
- E. The Bidder shall submit its bid on the forms provided by the Owner on MissouriBUYS with each space fully and properly completed, including all amounts required for alternate bids, unit prices, cost accounting data, etc. The Owner may reject bids that are not on the Owner's forms or that do not contain all requested information.
- F. No Contractor shall stipulate in his bid any conditions not contained in the specifications or standard bid form contained in the contract documents. To do so may subject the Contractor's bid to rejection.
- G. The completed forms shall be without interlineations, alterations or erasures.

8.0 - MODIFICATION AND WITHDRAWAL OF BIDS

- A. Bidder may withdraw his bid at any time prior to scheduled closing time for receipt of bids, but no bidder may withdraw his bid for a period of twenty (20) working days after the scheduled closing time for receipt of bids.
- B. The Bidder shall modify his or her original bid by submitting a revised bid on MissouriBUYS.

9.0 - AWARD OF CONTRACT

- A. The Owner reserves the right to reject any and/or all bids and further to waive all informalities in bidding when deemed in the best interest of the State of Missouri.
- B. The Owner reserves the right to let other contracts in connection with the work, including but not by way of limitation, contracts for the furnishing and installation of furniture, equipment, machines, appliances and other apparatus.

- C. In awarding the contract the Owner may take into consideration the bidder's skill, facilities, capacity, experience, responsibility, previous work record, financial standing and the necessity of prompt and efficient completion of work herein described. Inability of any bidder to meet the requirements mentioned above may be cause for rejection of his bid. However, no contract will be awarded to any individual, partnership or corporation, who has had a contract with the State of Missouri declared in default within the preceding twelve months.
- D. Award of alternates, if any, will be made in numerical order unless all bids received are such that the order of acceptance of alternates does not affect the determination of the low bidder.
- E. No bid shall be considered binding upon the Owner until the written contract has been properly executed, a satisfactory bond has been furnished, evidence of required insurance coverage, submittal of executed Section 004541, Affidavit of Work Authorization form, documentation evidencing enrollment and participation in a federal work authorization program has been received and an affirmative action plan submitted. Failure to execute and return the contract and associated documents within the prescribed period of time shall be treated, at the option of the Owner, as a breach of bidder's obligation and the Owner shall be under no further obligation to bidder.
- F. If the successful bidder is doing business in the State of Missouri under a fictitious name, he shall furnish to Owner, attached to the Bid Form, a properly certified copy of the certificate of Registration of Fictitious Name from the State of Missouri, and such certificate shall remain on file with the Owner.
- G. Any successful bidder which is a corporation organized in a state other than Missouri shall furnish to the Owner, attached to the Bid Form, a properly certified copy of its current Certificate of Authority to do business in the State of Missouri, such certificate to remain on file with the Owner. No contract will be awarded by the Owner unless such certificate is furnished by the bidder.
- H. Any successful bidder which is a corporation organized in the State of Missouri shall furnish at its own cost to the Owner, if requested, a Certificate of Good Standing issued by the Secretary of State, such certificate to remain on file with the Owner.
- I. Transient employers subject to Sections 285.230 and 285.234, RSMo, (out-of-state employers who temporarily transact any business in the State of Missouri) may be required to file a bond with the Missouri Department of Revenue. No contract will be awarded by the Owner unless the successful bidder certifies that he has complied with all applicable provisions of Section 285.230-234.
- J. Sections 285.525 and 285.530, RSMo, require business entities to enroll and participate in a federal work authorization program in order to be eligible to receive award of any state contract in excess of \$5,000. Bidders should submit with their bid an Affidavit of Work Authorization (Section 004541) along with appropriate documentation evidencing such enrollment and participation. Section-004541, Affidavit of Work Authorization is located on the MissouriBUYS solicitation for this project. Bidders must also submit an E-Verify Memorandum before the Owner may award a contract to the Bidder. Information regarding a E-Verify is located at <https://www.uscis.gov/e-verify/>. The contractor shall be responsible for ensuring that all subcontractors and suppliers associated with this contract enroll in E-Verify.

10.0 - CONTRACT SECURITY

- A. The successful bidder shall furnish a performance/payment bond as set forth in General Conditions Article 6.1 on a condition prior to the State executing the contract and issuing a notice to proceed.

11.0 - LIST OF SUBCONTRACTORS

- A. If required by "Section 004113 – Bid Form," each bidder must submit as part of their bid a list of subcontractors to be used in performing the work (Section 004336). The list must specify the name of the single designated subcontractor, for each category of work listed in "Section 004336 - Proposed Subcontractors Form." If work within a category will be performed by more than one subcontractor, the bidder must provide the name of each subcontractor and specify the exact portion of the work to be done by each. Failure to list the Bidder's firm, or a subcontractor for each category of work identified on the Bid Form or the listing of more than one subcontractor for any category without designating the portion of work to be performed by each shall be cause for rejection of the bid. If the bidder intends to perform any of the designated subcontract work with the use of his own employees, the bidder shall make that fact

clear, by listing his own firm for the subject category. **If any category of work is left vacant, the bid shall be rejected.**

12.0 - WORKING DAYS

- A. Contract duration time is stated in working days and will use the following definition in determining the actual calendar date for contract completion:
 - 1. Working days are defined as all calendar days except Saturdays, Sundays and the following State of Missouri observed holidays: New Year's Day, Martin Luther King, Jr. Day, Lincoln Day, Washington's Birthday, Truman Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and Christmas Day.

13.0 - AMERICAN AND MISSOURI - MADE PRODUCTS AND FIRMS

- A. By signing the bid form and submitting a bid on this project, the Bidder certifies that it will use American and Missouri products as set forth in Article 1.7 of the General Conditions. Bidders are advised to review those requirements carefully prior to bidding.
- B. A preference shall be given to Missouri firms, corporations or individuals, or firms, corporations or individuals that maintain Missouri offices or places of business, when the quality of performance promised is equal or better and the price quoted is the same or less.
- C. Pursuant to Section 34.076, RSMo, a contractor or Bidder domiciled outside the boundaries of the State of Missouri shall be required, in order to be successful, to submit a bid the same percent less than the lowest bid submitted by a responsible contractor or Bidder domiciled in Missouri as would be required for such a Missouri domiciled contractor or Bidder to succeed over the bidding contractor or Bidder domiciled outside Missouri on a like contract or bid being let in the person's domiciliary state and, further, the contractor or Bidder domiciled outside the boundaries of Missouri shall be required to submit an audited financial statement as would be required of a Missouri domiciled contractor or Bidder on a like contract or bid being let in the domiciliary state of that contractor or Bidder.

14.0 – ANTI-DISCRIMINATION AGAINST ISRAEL ACT CERTIFICATION:

- A. Pursuant to section 34.600, RSMo, if the Bidder meets the section 34.600, RSMo, definition of a “company” and the Bidder has ten or more employees, the Bidder must certify in writing that the Bidder is not currently engaged in a boycott of goods or services from the State of Israel as defined in section 34.600, RSMo, and shall not engage in a boycott of goods or services from the State of Israel, if awarded a contract, for the duration of the contract. The Bidder is requested to complete and submit the applicable portion of Section 004545 - Anti-Discrimination Against Israel Act Certification with their Bid Form. The applicable portion of the exhibit must be submitted prior to execution of a contract by the Owner and issuance of Notice to Proceed. If the exhibit is not submitted, the Owner shall rescind its Intent to Award and move to the next lowest, responsive, responsible bidder.

15.0 - MBE/WBE/SDVE INSTRUCTIONS

- A. Definitions:
 - 1. “**MBE**” means a Minority Business Enterprise.
 - 2. “**MINORITY**” has the same meaning as set forth in 1 C.S.R. 10-17.010.
 - 3. “**MINORITY BUSINESS ENTERPRISE**” has the same meaning as set forth in section 37.020, RSMo.
 - 4. “**WBE**” means a Women’s Business Enterprise.
 - 5. “**WOMEN’S BUSINESS ENTERPRISE**” has the same meaning as set forth in section 37.020, RSMo.
 - 6. “**SDVE**” means a Service-Disabled Veterans Enterprise.
 - 7. “**SERVICE-DISABLED VETERAN**” has the same meaning as set forth in section 34.074, RSMo.

8. **“SERVICE-DISABLED VETERAN ENTERPRISE”** has the same meaning as “Service-Disabled Veteran Business” set forth in section 34.074, RSMo.

B. MBE/WBE/SDVE General Requirements:

1. For all bids greater than \$100,000, the Bidder shall obtain MBE, WBE and SDVE participation in an amount equal to or greater than the percentage goals set forth in the Invitation for Bid and the Bid Form, unless the Bidder is granted a Good Faith Effort waiver by the Director of the Division, as set forth below. If the Bidder does not meet the MBE, WBE and SDVE goals, or make a good faith effort to do so, the Bidder shall be non-responsive, and its bid shall be rejected.
2. The Bidder should submit with its bid all of the information requested in the MBE/WBE/SDVE Compliance Evaluation Form for every MBE, WBE, or SDVE subcontractor or material supplier the Bidder intends to use for the contract work. The Bidder is required to submit all appropriate MBE/WBE/SDVE documentation before the stated time and date set forth in the Invitation for Bid. If the Bidder fails to provide such information by the specified date and time, the Owner shall reject the bid.
3. The Director reserves the right to request additional information from a Bidder to clarify the Bidder’s proposed MBE, WBE, and/or SDVE participation. The Bidder shall submit the clarifying information requested by the Owner within two (2) Working Days of receiving the request for clarification.
4. Pursuant to section 34.074, RSMo, a Bidder that is a SDVE doing business as Missouri firm, corporation, or individual, or that maintains a Missouri office or place of business, shall receive a three-point bonus preference in the contract award evaluation process. The bonus preference will be calculated and applied by reducing the bid amount of the eligible SDVE by three percent of the apparent low responsive bidder’s bid. Based on this calculation, if the eligible SDVE’s evaluation is less than the apparent low responsive bidder’s bid, the eligible SDVE’s bid becomes the apparent low responsive bid. This reduction is for evaluation purposes only, and will have no impact on the actual amount(s) of the bid or the amount(s) of any contract awarded. In order to be eligible for the SDVE preference, the Bidder must complete and submit with its bid the Missouri Service Disabled Veteran Business Form, and any information required by the form. The form is available on the MissouriBUYS solicitation for this project.

C. Computation of MBE/WBE/SDVE Goal Participation:

1. A Bidder who is a MBE, WBE, or SDVE may count 100% of the contract towards the MBE, WBE or SDVE goal, less any amounts awarded to another MBE, WBE or SDVE. (NOTE: A MBE firm that bids as general contractor must obtain WBE and SDVE participation; a WBE firm that bids as a general contractor must obtain MBE and SDVE participation; and a SDVE firm that bids as general contractor must obtain MBE and WBE participation.) In order for the remaining contract amount to be counted towards the MBE, WBE or SDVE goal, the Bidder must complete the MBE/WBE/SDVE Compliance Evaluation Form (Section 004337) identifying itself as an MBE, WBE or SDVE.
2. The total dollar value of the work granted to a certified MBE, WBE or SDVE by the Bidder shall be counted towards the applicable goal.
3. Expenditures for materials and supplies obtained from a certified MBE, WBE, or SDVE supplier or manufacturer may be counted towards the MBE, WBE and SDVE goals, if the MBE, WBE, or SDVE assumes the actual and contractual responsibility for the provision of the materials and supplies.
4. The total dollar value of the work granted to a second or subsequent tier subcontractor or a supplier may be counted towards a Bidder’s MBE, WBE and SDVE goals, if the MBE, WBE, or SDVE properly assumes the actual and contractual responsibility for the work.
5. The total dollar value of work granted to a certified joint venture equal to the percentage of the ownership and control of the MBE, WBE, or SDVE partner in the joint venture may be counted towards the MBE/WBE/SDVE goals.
6. Only expenditures to a MBE, WBE, or SDVE that performs a commercially useful function in the work may be counted towards the MBE, WBE and SDVE goals. A MBE, WBE, or SDVE performs a commercially useful function when it is responsible for executing a distinct element of the work

and carrying out its responsibilities by actually performing, managing and supervising the work or providing supplies or manufactured materials.

D. Certification of MBE/WBE/SDVE Subcontractors:

1. In order to be counted towards the goals, an MBE or WBE must be certified by the State of Missouri Office of Equal Opportunity and an SDVE must be certified by the State of Missouri, Office of Administration, Division of Purchasing and Material Management or by the Department of Veterans Affairs.
2. The Bidder may determine the certification status of a proposed MBE or WBE subcontractor or supplier by referring to the Office of Equal Opportunity (OEO)'s online MBE/WBE directory (<https://apps1.mo.gov/MWBCertifiedFirms/>). The Bidder may determine the eligibility of a SDVE subcontractor or supplier by referring to the Division of Purchasing and Materials Management's online SDVE directory (<https://oa.mo.gov/sites/default/files/sdvelisting.pdf>) or the Department of Veterans Affairs' directory (<https://vetbiz.va.gov/basic-search/>).
3. Additional information, clarifications, etc., regarding the listings in the directories may be obtained by calling the Division at (573)751-3339 and asking to speak to the Contract Specialist of record as shown in the Supplementary Conditions (Section 007300).

E. Waiver of MBE/WBE/SDVE Participation:

1. If a Bidder has made a good faith effort to secure the required MBE, WBE and/or SDVE participation and has failed, the Bidder shall submit with its bid the information requested in MBE/WBE/SDVE Good Faith Effort (GFE) Determination form. The GFE forms are located on the MissouriBUYS solicitation for this project. The Director will determine if the Bidder made a good faith effort to meet the applicable goals. If the Director determines that the Bidder did not make a good faith effort, the bid shall be rejected as being nonresponsive to the bid requirements. Bidders who demonstrate that they have made a good faith effort to include MBE, WBE, and/or SDVE participation will be determined to be responsive to the applicable participation goals, regardless of the percent of actual participation obtained, if the bid is otherwise acceptable.
2. In determining whether a Bidder has made a good faith effort to obtain MBE, WBE and/or SDVE participation, the Director may evaluate the factors set forth in 1 CSR 30-5.010(6)(C) and the following:
 - a. The amount of actual participation obtained;
 - b. How and when the Bidder contacted potential MBE, WBE, and SDVE subcontractors and suppliers;
 - c. The documentation provided by the Bidder to support its contacts, including whether the Bidder provided the names, addresses, phone numbers, and dates of contact for MBE/WBE/SDVE firms contacted for specific categories of work;
 - d. If project information, including plans and specifications, were provided to MBE/WBE/SDVE subcontractors;
 - e. Whether the Bidder made any attempts to follow-up with MBE, WBE or SDVE firms prior to bid;
 - f. Amount of bids received from any of the subcontractors and/or suppliers that the Bidder contacted;
 - g. The Bidder's stated reasons for rejecting any bids;
3. If no bidder has obtained any participation in a particular category (MBE/WBE/SDVE) or made a good faith effort to do so, the Director may waive that goal rather than rebid.

F. Contractor MBE/WBE/SDVE Obligations

1. If awarded a contract, the Bidder will be contractually required to subcontract with or obtain materials from the MBE, WBE, and SDVE firms listed in its bid, in amounts equal to or greater than the dollar amount bid, unless the amount is modified in writing by the Owner.
2. If the Contractor fails to meet or maintain the participation requirements contained in the Contractor's bid, the Contractor must satisfactorily explain to the Director why it cannot comply with the requirement and why failing meeting the requirement was beyond the Contractor's control. If the Director finds the Contractor's explanation unsatisfactory, the Director may take any appropriate action including, but not limited to:
 - a. Declaring the Contractor ineligible to participate in any contracts with the Division for up to twelve (12) months (suspension); and/or
 - b. Declaring the Contractor be non-responsive to the Invitation for Bid, or in breach of contract and rejecting the bid or terminating the contract.
3. If the Contractor replaces an MBE, WBE, or SDVE during the course of this contract, the Contractor shall replace it with another MBE, WBE, or SDVE or make a good faith effort to do so. All MBE, WBE and SDVE substitutions must be approved by the Director.
4. The Contractor shall provide the Owner with regular reports on its progress in meeting its MBE/WBE/SDVE obligations. At a minimum, the Contractor shall report the dollar-value of work completed by each MBE, WBE, or SDVE during the preceding month and the cumulative total of work completed by each MBE, WBE or SDVE to date with each monthly application for payment. The Contractor shall also make a final report, which shall include the total dollar-value of work completed by each MBE, WBE, and SDVE during the entire contract.

**STATE OF MISSOURI
DIVISION OF FACILITIES MANAGEMENT,
DESIGN AND CONSTRUCTION
*MBE/WBE/SDVE DIRECTORY***

The MBE/WBE Directory for goods and services is maintained by the Office of Equal Opportunity (OEO). The current Directory can be accessed at the following web address:

<https://apps1.mo.gov/MWBCertifiedFirms/>

Please note that you may search by MBE, WBE, or both as well as by region, location of the business by city or state, as well as by commodity or service.

The SERVICE DISABLED VETERAN ENTERPRISE (SDVE) Directory (s) may be accessed at the following web addresses:

<https://oa.mo.gov/sites/default/files/sdvelisting.pdf>

<https://vetbiz.va.gov/basic-search/>



State of Missouri Construction Contract

THIS AGREEMENT is made (DATE) by and between:

Contractor Name and Address

hereinafter called the "Contractor,"

and the **State of Missouri**, hereinafter called the "**Owner**", represented by the Office of Administration, Division of Facilities Management, Design and Construction, on behalf of the Office of Administration.

WITNESSETH, that the Contractor and the Owner, for the consideration stated herein agree as follows:

ARTICLE 1. STATEMENT OF WORK

The Contractor shall furnish all labor and materials and perform all work required for furnishing and installing all labor, materials, equipment and transportation and everything necessarily inferred from the general nature and tendency of the plans and specifications for the proper execution of the work for:

Project Name: **Stained Glass Laylight Restoration and Repairs
Missouri State Capitol
Jefferson City, Missouri**

Project Number: **O2040-02**

in strict accordance with the Contract Documents as enumerated in Article 7, all of which are made a part hereof.

ARTICLE 2. TIME OF COMPLETION

The contract completion date for Base Bid work is December 1, 2022. The Owner's acceptance of alternates does not change the Base Bid completion date. Completion dates for alternates are specific for that work. This time includes ten (10) working days for the Contractor to receive, sign and return the contract form along with required bonding and insurance certificates. Failure of the Contractor to provide correct bonding and insurance within the ten (10) working days shall not be grounds for a time extension. Receipt of proper bonding and insurance is a condition precedent to the formation of the contract and if not timely received, may result in forfeiture of the Contractor's bid security. Work may not commence until the Owner issues a written Notice to Proceed and must commence within seven (7) working days thereafter.

ARTICLE 3. LIQUIDATED DAMAGES

Whenever time is mentioned in this contract, time shall be and is of the essence of this contract. The Owner would suffer a loss should the Contractor fail to have the work embraced in this contract fully completed on or before the time above specified. THEREFORE, the parties hereto realize in order to adjust satisfactorily the damages on account of such failure that it might be impossible to compute accurately or estimate the amount of such loss or damages which the Owner would sustain by reason of failure to complete fully said work within the time required by this contract. The Contractor hereby covenants and agrees to pay the Owner, as and for **liquidated damages, the sum of \$1,000** per day for each and every day, Sunday and legal holidays excepted, during which the work remains incomplete and unfinished. Any sum which may be due the Owner for such damages shall be deducted and retained by the Owner from any balance which may be due the Contractor when said work shall have been finished and accepted. But such provisions shall not release the Bond of the Contractor from liability according to its terms. In case of failure to complete, the Owner will be under no obligation to show or prove any actual or specific loss or damage.

ARTICLE 4. CONTRACT SUM

The Owner shall pay the Contractor for the prompt, faithful and efficient performance of the conditions and undertakings of this contract, subject to additions, and deductions as provided herein, in current funds the sum of:

Base Bid:	\$
Alternate No. 1:	\$
Alternate No. 2:	\$
Alternate No. 3:	\$
Alternate No. 4:	\$

TOTAL CONTRACT AMOUNT: (\$CONTRACT AMOUNT)

ARTICLE 5. PREVAILING WAGE RATE

MISSOURI PREVAILING WAGE LAW (Sections 290.210 to 290.340, RSMo): The Contractor shall pay not less than the specified hourly rate of wages, as set out in the wage order attached to and made part of the specifications for work under this contract, to all workers performing work under the contract, in accordance with sections 290.210 to 290.340, RSMo. The Contractor shall forfeit a penalty to the Owner of one hundred dollars per day (or portion of a day) for each worker that is paid less than the specified rates for any work done under the contract by the Contractor or by any subcontractor, in accordance with section 290.250, RSMo.

DAVIS-BACON ACT: If this Project is financed in whole or in part from Federal funds (as indicated in the Instructions to Bidders or other bid or contract documents for this Project), then this contract shall be subject to all applicable federal labor statutes, rules and regulations, including provisions of the Davis-Bacon Act, 40 U.S.C. §3141 et seq., and the “Federal Labor Standards Provisions,” as further set forth in Section 007333 – Supplementary General Conditions for Federally Funded/Assisted Construction Projects, which is incorporated into the contract by reference. Where the Missouri Prevailing Wage Law and the Davis-Bacon Act require payment of different wages for work performed under this contract, the Contractor and all Subcontractors shall pay the greater of the wages required under either law, on a classification by classification basis.

ARTICLE 6. MINORITY/WOMEN/SERVICE DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION

The Contractor has been granted a waiver of the 10% MBE and 10% WBE and 3% SDVE participation goals. The Contractor agrees to secure the MBE/WBE/SDVE participation amounts for this project as follows: (OR)

The Contractor has met the MBE/WBE/SDVE participation goals and agrees to secure the MBE/WBE/SDVE participation amounts for this project as follows:

MBE/WBE/SDVE Firm:	Subcontract Amt:\$
MBE/WBE/SDVE Firm:	Subcontract Amt:\$
MBE/WBE/SDVE Firm:	Subcontract Amt:\$

Total \$

MBE/WBE/SDVE assignments identified above shall not be changed without a contract change signed by the Owner.

The Director of the Division of Facilities Management, Design and Construction or his Designee shall be the final authority to resolve disputes and disagreements between the Contractor and the MBE/WBE/SDVE firms listed above when such disputes impact the subcontract amounts shown above.

ARTICLE 7. CONTRACT DOCUMENTS

The following documents are hereby incorporated into this contract by reference (all division/section numbers and titles are as utilized in the Project Manual published by the Owner for this Project):

1. Division 0 – Procurement and Contracting Information, including, but not limited to:
 - a. Invitation for Bid (Section 001116)

- b. Instructions to Bidders (Section 002113)
- c. Supplementary Instructions to Bidders (if applicable) (Section 002213)
- d. The following documents as completed and executed by the Contractor and accepted by the Owner, if applicable:
 - i. Bid Form (Section 004113)
 - ii. Unit Prices (Section 004322)
 - iii. Proposed Contractors Form (Section 004336)
 - iv. MBE, WBE, SDVE Compliance Evaluation Form(s) (Section 004337)
 - v. MBE, WBE, SDVE Eligibility Determination Form for Joint Ventures (Section 004338)
 - vi. MBE, WBE, SDVE Good Faith Effort (GFE) Determination Form (Section 004339)
 - vii. Missouri Service Disabled Veteran Business Form (Section 004340)
 - viii. Affidavit of Work Authorization (Section 004541)
 - ix. Affidavit for Affirmative Action (Section 005414)
- e. Performance and Payment Bond, completed and executed by the Contractor and surety (Section 006113)
- f. General Conditions (Section 007213)
- g. Supplementary Conditions (Section 007300)
- h. Supplementary General Conditions for Federally Funded/Assisted Construction Projects (Section 007333)
- i. Wage Rate(s) (Section 007346)
- 2. Division 1 – General Requirements
- 3. All Drawings identified in the Project Manual
- 4. All Technical Specifications included in the Project Manual
- 5. Addenda, if applicable

By signature below, the parties hereby execute this contract document.

APPROVED:

Mark Hill, P.E., Director
Division of Facilities Management,
Design and Construction

Contractor's Authorized Signature

I, Corporate Secretary, certify that I am Secretary of the corporation named above and that (CONTRACTOR NAME), who signed said contract on behalf of the corporation, was then (TITLE) of said corporation and that said contract was duly signed for and in behalf of the corporation by authority of its governing body, and is within the scope of its corporate powers.

Corporate Secretary



STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF FACILITIES MANAGEMENT, DESIGN AND CONSTRUCTION
AFFIDAVIT FOR AFFIRMATIVE ACTION

PROJECT NUMBER

NAME

First being duly sworn on oath states: that

he/she is the ☐ sole proprietor ☐ partner ☐ officer or ☐ manager or managing member of

NAME

a ☐ sole proprietorship ☐ partnership
☐ limited liability company (LLC)

or ☐ corporation, and as such, said proprietor, partner, or officer is duly authorized to make this

affidavit on behalf of said sole proprietorship, partnership, or corporation; that under the contract known as

PROJECT TITLE

Less than 50 persons in the aggregate will be employed and therefore, the applicable Affirmative Action
requirements as set forth in Article 1.4 of the General Conditions of the State of Missouri have been met.

PRINT NAME & SIGNATURE

DATE

NOTARY INFORMATION

NOTARY PUBLIC EMBOSSER SEAL

STATE OF

COUNTY (OR CITY OF ST.
LOUIS)

**USE RUBBER STAMP IN CLEAR AREA
BELOW**

SUBSCRIBED AND SWORN BEFORE ME, THIS

DAY OF

YEAR

NOTARY PUBLIC SIGNATURE

MY COMMISSION EXPIRES

NOTARY PUBLIC NAME (TYPED OR PRINTED)

SECTION 006113 - PERFORMANCE AND PAYMENT BOND FORM

KNOW ALL MEN BY THESE PRESENTS, THAT we _____

as principal, and _____

_____ as Surety, are held and firmly bound unto the

STATE OF MISSOURI. in the sum of _____ Dollars (\$ _____)

for payment whereof the Principal and Surety bind themselves, their heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

WHEREAS, the Principal has, by means of a written agreement dated the _____

day of _____, 20_____, enter into a contract with the State of Missouri for

(Insert Project Title and Number)

NOW, THEREFORE, if the Principal shall faithfully perform and fulfill all the undertakings, covenants, terms, conditions and agreements of said contract during the original term of said contract and any extensions thereof that may be granted by the State of Missouri, with or without notice to the Surety and during the life of any guaranty required under the contract; and shall also faithfully perform and fulfill all undertakings, covenants, terms, conditions and agreements of any and all duly authorized modifications of said contract that may hereafter be made with or without notice to the Surety; and shall also promptly make payment for materials incorporated, consumed or used in connection with the work set forth in the contract referred to above, and all insurance premiums, both compensation and all other kinds of insurance, on said work, and for all labor performed on such work, whether by subcontractor or otherwise, at not less than the prevailing hourly rate of wages for work of a similar character (exclusive of maintenance work) in the locality in which the work is performed and not less than the prevailing hourly rate of wages for legal holiday and overtime work (exclusive of maintenance work) in the locality in which the work is performed both as determined by the Department of Labor and Industrial Relations or determined by the Court of Appeal, as provided for in said contract and in any and all duly authorized modifications of said contract that may be hereafter made, with or without notice to the Surety, then, this obligation shall be void and of no effect, but it is expressly understood that if the Principal should make default in or should fail to strictly, faithfully and efficiently do, perform and comply with any or more of the covenants, agreements, stipulations, conditions, requirements or undertakings, as specified in or by the terms of said contract, and with the time therein named, then this obligation shall be valid and binding upon each of the parties hereto and this bond shall remain in full force and effect; and the same may be sued on at the instance of any material man, laborer, mechanic, subcontractor, individual, or otherwise to whom such payment is due, in the name of the State of Missouri, to the use of any such person.

AND, IT IS FURTHER specifically provided that any modifications which may hereinafter be made in the terms of the contract or in the work to be done under it or the giving by the Owner of any extension of the time for the performance of the contract or any other forbearance on the part of either the Owner or the Principal to the other, shall not in any way release the Principal and the Surety, or either or any of them, their heirs, executors, administrators and successors, from their liability hereunder, notice to the Surety of any such extension, modifications or forbearance being hereby waived.

IN WITNESS WHEREOF, the above bounden parties have executed the within instrument this _____ day of _____, 20 ____.

AS APPLICABLE:

AN INDIVIDUAL

Name: _____

Signature: _____

A PARTNERSHIP

Name of Partner: _____

Signature of Partner: _____

Name of Partner: _____

Signature of Partner: _____

CORPORATION

Firm Name: _____

Signature of President: _____

SURETY

Surety Name: _____

Attorney-in-Fact: _____

Address of Attorney-in-Fact: _____

Telephone Number of Attorney-in-Fact: _____

Signature Attorney-in-Fact: _____

NOTE: Surety shall attach Power of Attorney



STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF FACILITIES MANAGEMENT, DESIGN AND CONSTRUCTION
PRODUCT SUBSTITUTION REQUEST

PROJECT NUMBER

PROJECT TITLE AND LOCATION

CHECK APPROPRIATE BOX

- ☐ **SUBSTITUTION PRIOR TO BID OPENING**
(Minimum of (5) working days prior to receipt of Bids as per Article 4 – Instructions to Bidders)
- ☐ **SUBSTITUTION FOLLOWING AWARD**
(Maximum of (20) working days from Notice to Proceed as per Article 3 – General Conditions)

FROM: BIDDER/CONTRACTOR (PRINT COMPANY NAME)

TO: ARCHITECT/ENGINEER (PRINT COMPANY NAME)

Bidder/Contractor hereby requests acceptance of the following product or systems as a substitution in accordance with provisions of Division One of the Bidding Documents:

SPECIFIED PRODUCT OR SYSTEM

SPECIFICATION SECTION NO.

SUPPORTING DATA

- ☐ Product data for proposed substitution is attached (include description of product, standards, performance, and test data)
- ☐ Sample ☐ Sample will be sent, if requested

QUALITY COMPARISON

	SPECIFIED PRODUCT	SUBSTITUTION REQUEST
NAME, BRAND		
CATALOG NO.		
MANUFACTURER		
VENDOR		

PREVIOUS INSTALLATIONS

PROJECT	ARCHITECT/ENGINEER
LOCATION	DATE INSTALLED

SIGNIFICANT VARIATIONS FROM SPECIFIED PRODUCT

REASON FOR SUBSTITUTION

DOES PROPOSED SUBSTITUTION AFFECT OTHER PARTS OF WORK?☐ YES ☐ NO

IF YES, EXPLAIN

SUBSTITUTION REQUIRES DIMENSIONAL REVISION OR REDESIGN OF STRUCTURE OR A/E WORK☐ YES ☐ NO**BIDDER'S/CONTRACTOR'S STATEMENT OF CONFORMANCE OF PROPOSED SUBSTITUTION TO CONTRACT REQUIREMENT:**

We have investigated the proposed substitution. We believe that it is equal or superior in all respects to specified product, except as stated above; that it will provide the same Warranty as specified product; that we have included complete implications of the substitution; that we will pay redesign and other costs caused by the substitution which subsequently become apparent; and that we will pay costs to modify other parts of the Work as may be needed, to make all parts of the Work complete and functioning as a result of the substitution.

BIDDER/CONTRACTOR

DATE

REVIEW AND ACTION☐ Resubmit Substitution Request with the following additional information:

☐ Substitution is accepted.☐ Substitution is accepted with the following comments:

☐ Substitution is not accepted.

ARCHITECT/ENGINEER

DATE



STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF FACILITIES MANAGEMENT, DESIGN AND CONSTRUCTION
FINAL RECEIPT OF PAYMENT AND RELEASE

PROJECT NUMBER

KNOW ALL MEN BY THESE PRESENT THAT: hereinafter called "Subcontractor" who heretofore entered into an agreement with hereinafter called "Contractor", for the performance of work and/or furnishing of material for the construction of the project entitled

(PROJECT TITLE, PROJECT LOCATION, AND PROJECT NUMBER)

at

(ADDRESS OF PROJECT)

for the State of Missouri (Owner) which said subcontract is by this reference incorporated herein, in consideration of such final payment by Contractor.

DOES HEREBY:

1. ACKNOWLEDGE that they have been **PAID IN FULL** all sums due for work and materials contracted or done by their Subcontractors, Material Vendors, Equipment and Fixture Suppliers, Agents and Employees, or otherwise in the performance of the Work called for by the aforesaid Contract and all modifications or extras or additions thereto, for the construction of said project or otherwise.
2. RELEASE and fully, finally, and forever discharge the Owner from any and all suits, actions, claims, and demands for payment for work performed or materials supplied by Subcontractor in accordance with the requirements of the above referenced Contract.
1. REPRESENT that all of their Employees, Subcontractors, Material Vendors, Equipment and Fixture Suppliers, and everyone else has been **paid in full** all sums due them, or any of them, in connection with performance of said Work, or anything done or omitted by them, or any of them in connection with the construction of said improvements, or otherwise.

DATED this day of , 20 .

NAME OF SUBCONTRACTOR

BY (TYPED OR PRINTED NAME)

SIGNATURE

TITLE

ORIGINAL: FILE/Closeout Documents



STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF FACILITIES MANAGEMENT,
DESIGN AND CONSTRUCTION

MBE/WBE/SDVE PROGRESS REPORT

Remit with ALL Progress and Final Payments

(Please check appropriate box) ☐CONSULTANT ☐CONSTRUCTION

PAY APP NO.	PROJECT NUMBER
CHECK IF FINAL <input type="checkbox"/> FINAL	DATE

PROJECT TITLE			
PROJECT LOCATION			
FIRM			
ORIGINAL CONTRACT SUM (Same as Line Item 1. on Form A of Application for Payment) \$		TOTAL CONTRACT SUM TO DATE (Same as Line Item 3. on Form A of Application for Payment) \$	
THE TOTAL MBE/WBE/SDVE PARTICIPATION DOLLAR AMOUNT OF THIS PROJECT AS INDICATED IN THE ORIGINAL CONTRACT: \$			
SELECT MBE, WBE, SDVE	TOTAL AMOUNT OF SUBCONTRACT	\$ AMOUNT PAID-TO-DATE (include approved contract changes)	CONSULTANT/SUBCONSULTANT OR CONTRACTOR/SUBCONTRACTOR/SUPPLIER COMPANY NAME
<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> SDVE	\$	\$	
<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> SDVE	\$	\$	
<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> SDVE	\$	\$	
<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> SDVE	\$	\$	
<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> SDVE	\$	\$	
<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> SDVE	\$	\$	

INSTRUCTIONS FOR MBE/WBE/SDVE PROGRESS REPORT

CONTRACTOR OR CONSULTANT TO FILL OUT AND REMIT WITH EACH PAY APPLICATION:

The MBE/WBE/SDVE Progress Report for the project is issued with the contract comprising values reported in the consultant's Proposal or on the successful contractor's Section 004337 Compliance Evaluation Forms.

At Initial Pay Application fill in the following:

1. Pay App No. Start with 1.
2. Fill in the Project Number and Date.
3. Enter Project Title, Project Location, and Firm.
4. Fill in the "Original Contract Sum" and "Total Contract Sum To Date" (Reference applicable Line Items on Form A of Application for Payment).
5. Indicate the Total Participation Dollar Amount from the Original Contract.
6. Select MBE, WBE, or SDVE for each Consultant/Subconsultant or Contractor/Subcontractor/Supplier.
7. Enter the "Total Amount of Subcontract", "\$ Amount (Paid-To-Date)", and Company Name.

For all subsequent Pay Applications fill in the following:

1. Pay App No.
2. If Final Pay App, check box.
3. Fill in the Project Number and Date.
4. Enter Project Title, Project Location, and Firm
5. At each Pay App fill in the "Original Contract Sum" and "Total Contract Sum To Date" (reference applicable Line Items on Form A of Application for Payment).
6. Indicate the Total Participation Dollar Amount from the Original Contract.
7. Select MBE, WBE, or SDVE for each Consultant/Subconsultant or Contractor/Subcontractor/Supplier
8. Enter the "Total Amount of Subcontract", "\$ Amount (Paid-To-Date)", and Company Name.



STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF FACILITIES MANAGEMENT, DESIGN AND CONSTRUCTION
AFFIDAVIT – COMPLIANCE WITH PREVAILING WAGE LAW

PROJECT NUMBER

Before me, the undersigned Notary Public, in and for the County of _____

State of _____ personally came and appeared _____

(NAME)

of the _____

(POSITION)

(NAME OF THE COMPANY)

(a corporation) (a partnership) (a proprietorship) and after being duly sworn did depose and say that all provisions and requirements set out in Chapter 290, Sections 290.210 through and including 290.340, Missouri Revised Statutes, pertaining to the payment of wages to workmen employed on public works project have been fully satisfied and there has been no exception to the full and completed compliance with said provisions and requirements and with Wage Determination No: _____ issued by the Department of Labor and Industrial Relations, State of Missouri on the _____ day of _____ 20 _____ in carrying out the contract and working in connection with _____

(NAME OF PROJECT)

Located at _____ in _____ County

(NAME OF THE INSTITUTION)

Missouri, and completed on the _____ day of _____ 20 _____

SIGNATURE

NOTARY INFORMATION

NOTARY PUBLIC EMBOSSEY OR
BLACK INK RUBBER STAMP SEAL

STATE

COUNTY (OR CITY OF ST. LOUIS)

SUBSCRIBED AND SWORN BEFORE ME, THIS

DAY OF

YEAR

USE RUBBER STAMP IN CLEAR AREA BELOW

NOTARY PUBLIC SIGNATURE

MY COMMISSION
EXPIRES

NOTARY PUBLIC NAME (TYPED OR PRINTED)

FILE: Closeout Documents

GENERAL CONDITIONS

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SECTION 007213 - GENERAL CONDITIONS

- A. These General Conditions apply to each section of these specifications. The Contractor is subject to the provisions contained herein.
- B. The General Conditions are intended to define the relationship of the Owner, the Designer and the Contractor thereby establishing certain rules and provisions governing the operation and performance of the work so that the work may be performed in a safe, orderly, expeditious and workmanlike manner.

ARTICLE 1 – GENERAL PROVISIONS

ARTICLE 1.1 - DEFINITIONS

As used in these contract documents, the following terms shall have the meanings and refer to the parties designated in these definitions.

- 1. **"COMMISSIONER"**: The Commissioner of the Office of Administration.
- 2. **"CONSTRUCTION DOCUMENTS"**: The "Construction Documents" shall consist of the Project Manual, Drawings and Addenda.
- 3. **"CONSTRUCTION REPRESENTATIVE"**: Whenever the term "Construction Representative" is used, it shall mean the Owner's Representative at the work site.
- 4. **"CONTRACTOR"**: Party or parties who have entered into a contract with the Owner to furnish work under these specifications and drawings.
- 5. **"DESIGNER"**: When the term "Designer" is used herein, it shall refer to the Architect, Engineer, or Consultant of Record specified and defined in Paragraph 2.0 of the Supplemental Conditions, or his duly authorized representative. The Designer may be either a consultant or state employee.
- 6. **"DIRECTOR"**: Whenever the term "Director" is used, it shall mean the Director of the Division of Facilities Management, Design and Construction or his Designee, representing the Office of Administration, State of Missouri. The Director is the agent of the Owner.
- 7. **"DIVISION"**: Shall mean the Division of Facilities Management, Design and Construction, State of Missouri.

- 8. **"INCIDENTAL JOB BURDENS"**: Shall mean those expenses relating to the cost of work, incurred either in the home office or on the job-site, which are necessary in the course of doing business but are incidental to the job. Such costs include office supplies and equipment, postage, courier services, telephone expenses including long distance, water and ice and other similar expenses.
- 9. **"JOINT VENTURE"**: An association of two (2) or more businesses to carry out a single business enterprise for profit for which purpose they combine their property, capital, efforts, skills and knowledge.
- 10. **"OWNER"**: Whenever the term "Owner" is used, it shall mean the State of Missouri.
- 11. **"PROJECT"**: Wherever the term "Project" is used, it shall mean the work required to be completed by the construction contract.
- 12. **"PROJECT MANUAL"**: The "Project Manual" shall consist of Introductory Information, Invitation for Bid, Instructions to Bidders, Bid Documents, Additional Information, Standard Forms, General Conditions, Supplemental General Conditions, General Requirements and Technical Specifications.
- 13. **"SUBCONTRACTOR"**: Party or parties who contract under, or for the performance of part or this entire Contract between the Owner and Contractor. The subcontract may or may not be direct with the Contractor.
- 14. **"WORK"**: Labor, material, supplies, plant and equipment required to perform and complete the service agreed to by the Contractor in a safe, expeditious, orderly and workmanlike manner so that the project shall be complete and finished in the best manner known to each respective trade.
- 15. **"WORKING DAYS"**: are all calendar days except Saturdays, Sundays and the following holidays: New Year's Day, Martin Luther King, Jr. Day, Lincoln Day, Washington's Birthday (observed), Truman Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day (observed), Thanksgiving Day, Christmas Day.

ARTICLE 1.2 DRAWINGS AND SPECIFICATIONS

- A. In case of discrepancy between drawings and specifications, specifications shall govern. Should discrepancies in architectural drawings, structural drawings and mechanical drawings occur,

architectural drawings shall govern and, in case of conflict between structural and mechanical drawings, structural drawings shall govern.

- B. Specifications are separated into titled divisions for convenience of reference only and to facilitate letting of contracts and subcontracts. The Contractor is responsible for establishing the scope of work for subcontractors, which may cross titled divisions. Neither the Owner nor Designer will establish limits and jurisdiction of subcontracts.
- C. Figured dimensions take precedence over scaled measurements and details over smaller scale general drawings. In the event of conflict between any of the documents contained within the contract, the documents shall take precedence and be controlling in the following sequence: addenda, supplementary general conditions, general conditions, division 1 specifications, technical division specifications, drawings, bid form and instructions to bidders.
- D. Anything shown on drawings and not mentioned in these specifications or vice versa, as well as any incidental work which is obviously necessary to complete the project within the limits established by the drawings and specifications, although not shown on or described therein, shall be performed by the Contractor at no additional cost as a part of his contract.
- E. Upon encountering conditions differing materially from those indicated in the contract documents, the Contractor shall promptly notify the Designer and Construction Representative in writing before such conditions are disturbed. The Designer shall promptly investigate said conditions and report to the Owner, with a recommended course of action. If conditions do materially differ and cause an increase or decrease in contract cost or time required for completion of any portion of the work, a contract change will be initiated as outlined in Article 4 of these General Conditions.
- E. Only work included in the contract documents is authorized, and the Contractor shall do no work other than that described therein or in accordance with appropriately authorized and approved contract changes.

ARTICLE 1.3 - COMPLIANCE WITH LAWS, PERMITS, REGULATIONS AND INSPECTIONS

- A. Since the Owner is the State of Missouri, municipal or political subdivisions, zoning ordinances, construction codes (other than licensing of trades), and other like ordinances are not applicable to construction on Owner's property, and Contractor will not be required to submit drawings and specifications to any municipal or political subdivision, authority, obtain

construction permits or any other licenses (other than licensing of trades) or permits from or submit to inspections by any municipality or political subdivision relating to the construction for this project. All permits or licenses required by municipality or political subdivision for operation on property not belonging to Owner shall be obtained by and paid for by Contractor. Each Contractor shall comply with all applicable laws, ordinances, rules and regulations that pertain to the work of this contract.

- B. Contractors, subcontractors and their employees engaged in the businesses of electrical, mechanical, plumbing, carpentry, sprinkler system work, and other construction related trades shall be licensed to perform such work by the municipal or political subdivision where the project is located, if such licensure is required by local code. Local codes shall dictate the level (master, journeyman, and apprentice) and the number, type and ratio of licensed tradesmen required for this project within the jurisdiction of such municipal or political subdivision.
- C. Equipment and controls manufacturers and their authorized service and installation technicians that do not maintain an office within the jurisdiction of the municipal or political subdivision but are a listed or specified contractor or subcontractor on this project are exempt from Paragraph 1.3 B above.
- D. The Contractor shall post a copy of the wage determination issued for the project and included as a part of the contract documents, in a prominent and easily accessible location at the site of construction for the duration of the project.
- E. Any contractor or subcontractor to such contractor at any tier signing a contract to work on this project shall provide a ten-hour Occupational Safety and Health Administration (OSHA) construction safety program for their on-site employees which includes a course in construction safety and health approved by OSHA or a similar program approved by the Department of Labor and Industrial Relations which is at least as stringent as an approved OSHA program. The contractor shall forfeit as a penalty to the public body on whose behalf the contract is made or awarded, two thousand five hundred dollars plus one hundred dollars for each employee employed by the contractor or subcontractor, for each calendar day, or portion thereof, such employee is employed without the required training.

ARTICLE 1.4 - NONDISCRIMINATION IN EMPLOYMENT

- A. The Contractor and his subcontractors will not discriminate against individuals based on race,

color, religion, national origin, sex, disability, or age, but may use restrictions which relate to bona fide occupational qualifications. Specifically, the Contractor and his subcontractors shall not discriminate:

1. Against recipients of service on the basis of race, color, religion, national origin, sex, disability or age.
2. Against any employee or applicant, for employment on the basis of race, color, religion, national origin, sex or otherwise qualified disability status.
3. Against any applicant for employment or employee on the basis of age, where such applicant or employee is between ages 40 and 70 and where such Contractor employs at least 20 persons.
4. Against any applicant for employment or employee on the basis of that person's status as a disabled or Vietnam-era veteran.

The Contractor and his Subcontractors will take affirmative action to insure applicants for employment and employees are treated equally without regard to race, color, religion, national origin, sex, disability, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion and transfer; recruitment or recruitment advertising; and selection for training, including apprenticeship. The Contractor and his Subcontractors will give written notice of their commitments under this clause to any labor union with which they have bargaining or other agreements.

- B. The Contractor and his subcontractors shall develop, implement, maintain and submit in writing to the Owner an affirmative action program if at least fifty (50) persons in the aggregate are employed under this contract. If less than fifty (50) persons in the aggregate are to be employed under this contract, the Contractor shall submit, in lieu of the written affirmative action program, a properly executed Affidavit for Affirmative Action in the form included in the contract specifications. For the purpose of this section, an "affirmative action program" means positive action to influence all employment practices (including, but not limited to, recruiting, hiring, promoting and training) in providing equal employment opportunity regardless of race, color, sex, national origin, religion, age (where the person affected is between age 40 and 70), disabled and Vietnam-era veteran status, and disability. Such "affirmative action program" shall include:

1. A written policy statement committing the total organization to affirmative action and

assigning management responsibilities and procedures for evaluation and dissemination;

2. The identification of a person designated to handle affirmative action;
3. The establishment of non-discriminatory selection standards, objective measures to analyze recruitment, an upward mobility system, a wage and salary structure, and standards applicable to lay-off, recall, discharge, demotion and discipline;
4. The exclusion of discrimination from all collective bargaining agreements; and
5. Performance of an internal audit of the reporting system to monitor execution and to provide for future planning.

In the enforcement of this non-discrimination clause, the Owner may use any reasonable procedures available, including, but not limited to: requests, reports, site visits and inspection of relevant documents of contractors and subcontractors.

- C. In the event of the Contractor's or his subcontractor's noncompliance with any provisions of this Article of the Contract, the Owner may cancel this contract in whole or in part or require the Contractor to terminate his contract with the subcontractor.

ARTICLE 1.5 - ANTI-KICKBACK

No employee of the division, shall have or acquire any pecuniary interest, whether direct or indirect, in this contract or in any part hereof. No officer, employee, designer, attorney, or administrator of or for the Owner who is authorized in such capacity and on behalf of the Owner to exercise any legislative, executive, supervisory or other similar functions in connection with the construction of the project, shall have or acquire any pecuniary interest, whether direct or indirect, in this contract, any material supply contract, subcontract, insurance contract, or any other contract pertaining to the project.

ARTICLE 1.6 - PATENTS AND ROYALTIES

- A. The Contractor shall hold and save the Owner and its officers, agents, servants and employees harmless from liabilities of any nature or kind, including cost and expenses, for, or on account of, any patented or unpatented invention, process, article or appliance manufactured or used in the performance of this contract, including its use by the Owner, unless otherwise specifically stipulated in the contract documents.
- B. If the Contractor uses any design, device or materials covered by letters, patent or copyright,

the Contractor shall provide for such use by suitable agreement with the Owner of such patented or copyrighted design, device or material. It is mutually agreed and understood, without exception, that the contract prices shall include all royalties or costs arising from the use of such design, device or materials, in any way involved in the work. The Contractor and/or his sureties shall indemnify and save harmless the Owner of the project from any and all claims for infringement by reason of the use of such patented or copyrighted design, device or materials or any trademark or copyright in connection with work agreed to be performed under this contract and shall indemnify the Owner for any cost, expense or damage it may be obliged to pay by reason of such infringement at any time during the prosecution of the work or after completion of the work.

ARTICLE 1.7 - PREFERENCE FOR AMERICAN AND MISSOURI PRODUCTS AND SERVICES

- A. By virtue of statutory authority a preference will be given to Missouri labor and to products of mines, forests and quarries of the state of Missouri when they are found in marketable quantities in the state, and all such materials shall be of the best quality and suitable character that can be obtained at reasonable market prices, all as provided for in Section 8.280, Missouri Revised Statutes and Cumulative Supplements.
- B. Furthermore, pursuant to Section 34.076 Missouri Revised Statutes and Cumulative Supplements, a preference shall be given to those persons doing business as Missouri firms, corporations, or individuals, or which maintain Missouri offices or places of business, when the quality of performance promised is equal or better and the price quoted is the same or less. In addition, in order for a non-domiciliary bidder to be successful, his bid must be that same percentage lower than a domiciliary Missouri bidder's bid, as would be required for a Missouri bidder to successfully bid in the non-domiciliary state.
- C. In accordance with the Missouri Domestic Products Procurement Act Section 34.350 RSMo and Cumulative Supplements any manufactured goods or commodities used or supplied in the performance of this contract or any subcontract thereto shall be manufactured, assembled or produced in the United States, unless the specified products are not manufactured, assembled or produced in the United States in sufficient quantities to meet the agency's requirements or cannot be manufactured, assembled or produced in the United States within the necessary time in sufficient quantities to meet the contract requirements, or if obtaining the specified products manufactured, assembled or produced in the

United States would increase the cost of this contract for purchase of the product by more than ten percent.

ARTICLE 1.8 - COMMUNICATIONS

- A. All notices, requests, instructions, approvals and claims must be in writing and shall be delivered to the Designer and copied to the Construction Representative for the project except as required by Article 1.12 Disputes and Disagreements, or as otherwise specified by the Owner in writing as stated in Section 012600. Any such notice shall be deemed to have been given as of the time of actual receipt.
- B. The Contractor shall attend on-site progress and coordination meetings, as scheduled by the Construction Representative, no less than once a month.
- C. The Contractor shall ensure that major subcontractors and suppliers shall attend monthly progress meetings as necessary to coordinate the work, and as specifically requested by the Construction Representative.

ARTICLE 1.9 - SEPARATE CONTRACTS AND COOPERATION

- A. The Owner reserves the right to let other contracts in connection with this work. The Contractor shall afford other contractors reasonable opportunity for the introduction and storage of their materials and the execution of their work and shall properly connect and coordinate his work with theirs.
- B. The Contractor shall consult the drawings for all other contractors in connection with this work. Any work conflicting with the above shall be brought to the attention of the Owner's Representative before the work is performed. If the Contractor fails to do this, and constructs any work which interferes with the work of another contractor, the Contractor shall remove any part so conflicting and rebuild same, as directed by the Owner's Representative at no additional cost to the Owner.
- C. Each contractor shall be required to coordinate his work with other contractors so as to afford others reasonable opportunity for execution of their work. No contractor shall delay any other contractor by neglecting to perform contract work at the proper time. If any contractor causes delay to another, they shall be liable directly to that contractor for such delay in addition to any liquidated damages which might be due the Owner.
- D. Should the Contractor or project associated subcontractors refuse to cooperate with the instructions and reasonable requests of other Contractors or other subcontractors in the overall

coordinating of the work, the Owner may take such appropriate action and issue directions, as required, to avoid unnecessary and unwarranted delays.

- E. Each Contractor shall be responsible for damage done to Owner's or other Contractor's property by him/her or workers in his employ through their fault or negligence.
- F. Should a Contractor sustain any damage through any act or omission of any other Contractor having a contract with the Owner, the Contractor so damaged shall have no claim or cause of action against the Owner for such damage, but shall have a claim or cause of action against the other Contractor to recover any and all damages sustained by reason of the acts or omissions of such Contractor. The phrase "acts or omissions" as used in this section shall be defined to include, but not be limited to, any unreasonable delay on the part of any such contractors.

ARTICLE 1.10 - ASSIGNMENT OF CONTRACT

- A. No assignment by Contractor of any amount or any part of this contract or of the funds to be received there under will be recognized unless such assignment has had the written approval of the Director and the surety has been given due notice of such assignment and has furnished written consent thereto. In addition to the usual recitals in assignment contracts, the following language must be set forth: "It is agreed that the funds to be paid to the assignee under this assignment are subject to performance by the Contractor of this contract and to claims or liens for services rendered or materials supplied for the performance of the work called for in said contract in favor of all persons, firms or corporations rendering such services or supplying such materials."

ARTICLE 1.11 - INDEMNIFICATION

- A. Contractor agrees to indemnify and save harmless Owner and its respective commissioners, officers, officials, agents, consultants and employees and Designer, their agents, servants and employees, from and against any and all liability for damage arising from injuries to persons or damage to property occasioned by any acts or omissions of Contractor, any subcontractors, agents, servants or employees, including any and all expense, legal or otherwise, which may be incurred by Owner or Designer, its agents, servants or employees, in defense of any claim, action or suit.
- B. The obligations of the Contractor under this paragraph shall not extend to the liability of the Designer, his agents or employees, arising out of (1) the preparation or approval of maps, drawings, opinions, reports, surveys, contract changes, design or specifications, or (2) giving of or the failure to

give directions or instructions by the Designer, his agents or employees as required by this contract documents provided such giving or failure to give is the primary cause of the injury or damage.

ARTICLE 1.12 - DISPUTES AND DISAGREEMENTS

It is hereby expressly agreed and understood that in case any controversy or difference of opinion arises during construction, best efforts will be given to resolution at the field level. Should those efforts be unsuccessful, the Contractor has the right to appeal in writing, the decision of the Director's Designee to the Director at Room 730 Truman Building, P.O. Box 809, Jefferson City, Missouri 65102. The decision of the Director shall be final and binding on all parties.

ARTICLE 2 -- OWNER/DESIGNER RESPONSIBILITIES

- A. The Owner shall give all orders and directions contemplated under this contract relative to the execution of the work. During progress of work the Owner will be represented at the project site by the Construction Representative and/or Designer, whose responsibilities are to see that this contract is properly fulfilled.
- B. The Owner shall at all times have access to the work whenever it is in preparation or progress. The Contractors shall provide proper facilities for such access and for inspection and supervision.
- C. All materials and workmanship used in the work shall be subject to the inspection of the Designer and Construction Representative, and any work which is deemed defective shall be removed, rebuilt or made good immediately upon notice. The cost of such correction shall be borne by the Contractor. Contractor shall not be entitled to an extension of the contract completion date in order to remedy defective work. All rejected materials shall be immediately removed from the site of the work.
- D. If the Contractor fails to proceed at once with the correction of rejected defective materials or workmanship, the Owner may, by separate contract or otherwise, have the defects remedied or rejected. Materials removed from the site and charge the cost of the same against any monies which may be due the Contractor, without prejudice to any other rights or remedies of the Owner.
- E. Failure or neglect on the part of Owner to observe faulty work, or work done which is not in accordance with the drawings and specifications shall not relieve the Contractor from responsibility

for correcting such work without additional compensation.

- F. The Owner shall have the right to direct the Contractor to uncover any completed work.
 - 1. If the Contractor fails to adequately notify the Construction Representative and/or Designer of an inspection as required by the Contract Documents, the Contractor shall, upon written request, uncover the work. The Contractor shall bear all costs associated with uncovering and again covering the work exposed.
 - 2. If the Contractor is directed to uncover work, which was not otherwise required by the Contract Documents to be inspected, and the work is found to be defective in any respect, no compensation shall be allowed for this work. If, however, such work is found to meet the requirements of this contract, the actual cost of labor and material necessarily involved in the examination and replacement plus 10% shall be allowed the Contractor.
- G. The Designer shall give all orders and directions contemplated under this contract relative to the scope of the work and shall give the initial interpretation of the contract documents.
- H. The Owner may file a written notice to the Contractor to dismiss immediately any subcontractors, project managers, superintendents, foremen, workers, watchmen or other employees whom the Owner may deem incompetent, careless or a hindrance to proper or timely execution of the work. The Contractor shall comply with such notice as promptly as practicable without detriment to the work or its progress.
- I. If in the Owner's judgment it becomes necessary at any time to accelerate work, when ordered by the Owner in writing, the Contractor shall redirect resources to such work items and execute such portions of the work as may be required to complete the work within the current approved contract schedule.

ARTICLE 3 -- CONTRACTOR RESPONSIBILITIES

The Contractor shall register and utilize the Owner's eBuilder digital project management system for submission of documents described in the following sections. This includes but is not limited to submittals as required by designer, payment applications, Request for Information (RFI), construction change orders, Request for Proposals (RFP), Designer Supplemental Instructions (DSI), etc.

ARTICLE 3.1 -- ACCEPTABLE SUBSTITUTIONS

- A. The Contractor may request use of any article, device, product, material, fixture, form or type of construction which in the judgment of the Owner and Designer is equal in all respects to that named. Standard products of manufacturers other than those specified will be accepted when, prior to the ordering or use thereof, it is proven to the satisfaction of the Owner and Designer that they are equal in design, strength, durability, usefulness and convenience for the purpose intended.
- B. Any changes required in the details and dimensions indicated on the drawings for the substitution of products other than those specified shall be properly made at the expense of the Contractor requesting the substitution or change.
- C. The Contractor shall submit a request for such substitutions in writing to the Owner and Designer within twenty (20) working days after the date of the "Notice to Proceed." Thereafter no consideration will be given to alternate forms of accomplishing the work. This Article does not preclude the Owner from exercising the provisions of Article 4 hereof.
- D. Any request for substitution by the Contractor shall be submitted in accordance with SECTION 002113 - INSTRUCTIONS TO BIDDERS.
- E. When a material has been approved, no change in brand or make will be permitted unless:
 - 1. Written verification is received from the manufacturer stating they cannot make delivery on the date previously agreed, or
 - 2. Material delivered fails to comply with contract requirements.

ARTICLE 3.2 -- SUBMITTALS

- A. The Contractor's submittals must be submitted with such promptness as to allow for review and approval so as not to cause delay in the work. The Contractor shall coordinate preparation and processing of submittals with performance of construction activities.

Coordinate each submittal with fabrication, = purchasing, testing, delivery, other submittals, and related activities that require sequential activity.

Submit four (4) copies to the Designer and additional copies as required for the subcontractors and material suppliers. Also provide copies to meet the requirements for maintenance manuals.

- B. All subcontractors' shop drawings and schedules shall be submitted by the Contractor and shall bear evidence that Contractor has received, reviewed, and approved them. Any shop drawings and

schedules submitted without this evidence will be returned to the Contractor for resubmission.

- C. The Contractor shall include with the shop drawing, a letter indicating any and all deviations from the drawings and/or specifications. Failure to notify the Designer of such deviations will be grounds for subsequent rejection of the related work or materials. If, in the opinion of the Designer, the deviations are not acceptable, the Contractor will be required to furnish the item as specified and indicated on the drawings.
- D. The Designer shall check shop drawings and schedules with reasonable promptness and approve them only if they conform to the design concept of the project and comply with the information given in the contract documents. The approval shall not relieve the Contractor from the responsibility to comply with the drawings and specifications, unless the Contractor has called the Designer's attention to the deviation, in writing, at the time of submission and the Designer has knowingly approved thereof. An approval of any such modification will be given only under the following conditions:
 - 1. It is in the best interest of the Owner
 - 2. It does not increase the contract sum and/or completion time
 - 3. It does not deviate from the design intent
 - 4. It is without prejudice to any and all rights under the surety bond.
- E. No extension of time will be granted because of the Contractor's failure to submit shop drawings and schedules in ample time to allow for review, possible resubmission, and approval. Fabrication of work shall not commence until the Contractor has received approval. The Contractor shall furnish prints of approved shop drawings and schedules to all subcontractors whose work is in any way related to the work under this contract. Only prints bearing this approval will be allowed on the site of construction
- F. The Contractor shall maintain a complete file on-site of approved shop drawings available for use by the Construction Representative.

ARTICLE 3.3 – AS-BUILT DRAWINGS

- A. The Contractor shall update a complete set of the construction drawings, shop drawings and schedules of all work monthly by marking changes, and at the completion of their work (prior to submission of request for final payment) note all changes and turn the set over to the Construction Representative. The updates shall show all addenda, all field changes that were made to adapt to field conditions, changes resulting from contract

changes or supplemental instructions, and all locations of structures, buried installations of piping, conduit, and utility services. All buried and concealed items both inside and outside shall be accurately located as to depth and referenced to permanent features such as interior or exterior wall faces and dimensions shall be given in a neat and legible manner in a contrasting colored pencil or ink. If approved by the Designer, an electronic file format may be provided.

ARTICLE 3.4 – GUARANTY AND WARRANTIES

A. General Guaranty

- 1. Neither the final certificate of payment nor any provision in the contract documents nor partial use or occupancy of the premises by the Owner shall constitute an acceptance of work not done in accordance with contract requirements.
- 2. The Contractor or surety shall remedy any defects in the work and pay for any damage to property resulting there from which shall appear within a period of one (1) year from the date of substantial completion unless a longer period is otherwise specified or a differing guaranty period has been established in the substantial completion certificate. The Owner will give notice of observed defects with reasonable promptness.
- 3. In case of default on the part of the Contractor in fulfilling this part of this contract, the Owner may correct the work or repair the damage and the cost and expense incurred in such event shall be paid by or recoverable from the Contractor or surety.
- 4. The work will be free from defects not inherent in the quality required or permitted, and that the Work will conform to the requirements of the Contract Documents. Work not conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective. The Contractor's guaranty excludes remedy for damage or defect caused by abuse, modifications not executed by the Contractor, improper or insufficient maintenance, improper operation, or normal wear and tear under normal usage. If required by the Owner, the Contractor shall furnish satisfactory evidence as to the kind and quality of materials and equipment

B. Extended Warranty

Manufacturer's certificates of warranty shall be obtained for all major equipment. Warranty shall be obtained for at least one year. Where a longer

period is offered at no additional cost or called for in the specific equipment specifications, the longer period shall govern.

ARTICLE 3.5 -- OPERATION AND MAINTENANCE MANUALS

A. Immediately after equipment submittals are approved and no later than ten (10) working days prior to the substantial completion inspection, the Contractor shall provide to the Designer three (3) copies of operating instructions and service manuals, containing the following:

1. Start-up and Shut-down Procedures: Provide a step-by-step write up of all major equipment. When manufacturer's printed start-up, trouble shooting and shut-down procedures are available; they may be incorporated into the operating manual for reference.
2. Operating Instructions: Written operating instructions shall be included for the efficient and safe operation of all equipment.
3. Equipment List: List of all major equipment as installed shall be prepared to include model number, capacities, flow rate, name plate data, shop drawings and air and water balance reports.
4. Service Instructions: Provide the following information for all pieces of equipment.
 - a. Recommended spare parts including catalog number and name of local supplier or factory representative.
 - b. Belt sizes, types, and lengths.
 - c. Wiring diagrams.
5. Manufacturer's Certificate of Warranty as described in Article 3.4.
6. Prior to the final payment, furnish to the Designer three (4) copies of parts catalogs for each piece of equipment furnished by him/her on the project with the components identified by number for replacement ordering.

B. Submission of operating instructions shall be done in the following manner.

1. Manuals shall be in quadruplicate, and all materials shall be bound into volumes of standard 8½" x 11" hard binders. Large drawings too bulky to be folded into 8½" x 11" shall be separately bound or folded and in envelopes, cross referenced and indexed with the manuals.
2. The manuals shall identify project name, project number, and include the name and

address of the Contractor, subcontractors and manufacturers who were involved with the activity described in that particular manual.

3. Internally subdivide the binder contents with permanent page dividers, logically organized with tab titles clearly printed under reinforced laminated plastic tabs.
4. Contents: Prepare a Table of Contents for each volume, with each product or system description identified.

ARTICLE 3.6 -- OTHER CONTRACTOR RESPONSIBILITIES

- A. The Contractor shall keep on site, during progress of the work, a competent superintendent satisfactory to the Construction Representative. The superintendent shall represent the Contractor and all agreements made by the superintendent shall be binding. The superintendent shall carefully study and compare all drawings, specifications and other instructions and shall promptly notify the Construction Representative and Designer, in writing, any error, inconsistency or omission which may be discovered. The superintendent shall coordinate all work on the project. Any change of the superintendent shall be approved by the Construction Representative.
- B. Contractor shall, at all times, enforce strict discipline and good order among his employees, and shall not employ on the work any unfit person or anyone not skilled in the work assigned to him/her.
- C. The Contractor shall supply sufficient labor, material, plant and equipment and pay when due any laborer, subcontractor or supplier for supplies furnished and otherwise prosecute the work with diligence to prevent work stoppage and insure completion thereof within the time specified.
- D. The Contractor and each of his subcontractors shall submit to the Construction Representative, through the Designer such schedules of quantities and costs, progress schedules, payrolls, reports, estimates, records and other data as the Owner may request concerning work performed or to be performed under this contract.
- E. The Contractor, subcontractors, and material suppliers shall upon written request, give the Owner access to all time cards, material invoices, payrolls, estimates, profit and loss statements, and all other direct or indirect costs related to this work.
- F. The Contractor shall be responsible for laying out all contract work such as layout of architectural, structural, mechanical and electrical work, which shall be coordinated with layouts of subcontractors

for general construction work. The Contractor is also responsible for unloading, uncrating and handling of all materials and equipment to be erected or placed by him/her, whether furnished by Contractor or others. No extra charges or compensation will be allowed as a result of failure to verify dimensions before ordering materials or fabricating items.

- G. The Contractor must notify the Construction Representative at least one working day before placing concrete or burying underground utilities, pipelines, etc.
- H. Contractors shall prearrange time with the Construction Representative for the interruption of any facility operation. Unless otherwise specified in these documents, all connections, alterations or relocations as well as all other portions of the work will be performed during normal working hours.
- I. The Contractor shall coordinate all work so there will not be prolonged interruptions of existing equipment operation. Any existing plumbing, heating, ventilating, air conditioning or electrical disconnections necessary for the project, which affect portions of this construction or building or any other building must be scheduled with the Construction Representative to minimize or avoid any disruption of facility operations. In no case, unless previously approved in writing by the Construction Representative, shall utilities be left disconnected at the end of a work day or over a weekend. Any interruption of utilities either intentionally or accidentally shall not relieve the Contractor responsible for the interruption from the responsibility to repair and restore the utility to normal service. Repairs and restoration shall be made before the workers responsible for the repair and restoration leave the job.
- J. Contractors shall limit operations and storage of materials to the area within the project, except as necessary to connect to existing utilities, and shall not encroach on neighboring property. The Contractor shall be responsible for repair of their damage to property on or off the project site occurring during construction of project. All such repairs shall be made to the satisfaction of the property owner.
- K. Unless otherwise permitted, all materials shall be new and both workmanship and materials shall be of the best quality.
- L. Unless otherwise provided and stipulated within these specifications, the Contractor shall furnish, construct, and/or install and pay for materials, devices, mechanisms, equipment, all necessary personnel, utilities including, but not limited to water, heat, light and electric power, transportation

services, applicable taxes of every nature, and all other facilities necessary for the proper execution and completion of the work.

- M. Contractor shall carefully examine the plans and drawings and shall be responsible for the proper fitting of his material, equipment and apparatus into the building.
- N. The Contractor or subcontractors shall not overload, or permit others to overload, any part of any structure during the performance of this contract.
- O. All temporary shoring, bracing, etc., required for the removal of existing work and/or for the installation of new work shall be included in this contract. The Contractor shall make good, at no cost to the Owner, any damage caused by improper support or failure of shoring in any respect. Each Contractor shall be responsible for shoring required to protect his work or adjacent property and improvements of Owner and shall be responsible for shoring or for giving written notice to adjacent property owners. Shoring shall be removed only after completion of permanent supports.
- P. The Contractor shall provide at the proper time such material as is required for support of the work. If openings are required, whether shown on drawings or not, the Contractor shall see that they are properly constructed.
- Q. During the performance of work the Contractor shall be responsible for providing and maintaining warning signs, lights, signal devices, barricades, guard rails, fences and other devices appropriately located on site which will give proper and understandable warning to all persons of danger of entry onto land, structure or equipment.
- R. The Contractor shall be responsible for protection, including weather protection, and proper maintenance of all equipment and materials.
- S. The Contractor shall be responsible for care of the finished work and shall protect same from damage or defacement until substantial completion by the Owner. If the work is damaged by any cause, the Contractor shall immediately begin to make repairs in accordance with the drawings and specifications. Contractor shall be liable for all damage or loss unless attributable to the acts or omissions of the Owner or Designer. Any claim for reimbursement shall be submitted in accordance with Article 4. After substantial completion the Contractor will only be responsible for damage resulting from acts or omissions of the Contractor or subcontractors through final warranty.
- T. In the event the Contractor encounters an unforeseen hazardous material, the Contractor

shall immediately stop work in the area affected and report the condition to the Owner and Designer in writing. The Contractor shall not be required, pursuant to Article 4, to perform, any work relating to hazardous materials.

- U. In an emergency affecting safety of persons or property, the Contractor shall act, at the Contractor's discretion, to prevent threatened damage, injury or loss. Additional compensation or extension of time claimed by the Contractor on account of an emergency shall be determined as provided in Article 4.
- V. Before commencing work, Contractors shall confer with the Construction Representative and facility representative and review any facility rules and regulations which may affect the conduct of the work.
- W. Project signs will only be erected on major projects and only as described in the specifications. If no sign is specified, none shall be erected.

ARTICLE 3.7 -- SUBCONTRACTS

- A. Subcontractor assignments as identified in the bid form shall not be changed without written approval of the Owner. The Owner will not approve changes of a listed subcontractor unless the Contractor documents, to the satisfaction of the Owner that the subcontractor cannot or will not perform the work as specified.
- B. The Contractor is fully responsible to the Owner for the acts and omissions of all subcontractors and of persons either directly or indirectly employed by them.
- C. Every subcontractor shall be bound by the applicable terms and provisions of these contract documents, but no contractual relationship shall exist between any subcontractor and the Owner unless the right of the Contractor to proceed with the work is suspended or this contract is terminated as herein provided, and the Owner in writing elects to assume the subcontract.
- D. The Contractor shall upon receipt of "Notice to Proceed" and prior to submission of the first payment request, notify the Designer and Construction Representative in writing of the names of any subcontractors to be used in addition to those identified in the bid form and all major material suppliers proposed for all parts of the work.

ARTICLE 4 -- CHANGES IN THE WORK

4.1 CHANGES IN THE WORK

- A. The Construction Representative, without giving notice to the surety and without invalidating this contract, may order extra work or make changes by

altering, adding to or deducting from the work, this contract sum being adjusted accordingly. All such work shall be executed under the conditions of the original contract. A claim for extension of time caused by any change must be adjusted at the time of ordering such change. No future request for time will be considered.

- B. Each Contract Change shall include all costs required to perform the work including all labor, material, equipment, overheads and profit, delay, disruptions, or other miscellaneous expenses. No subsequent requests for additional compensation including claims for delay, disruption, or reduced efficiency as a result of each change will be considered. Values from the Schedule of Values will not be binding as a basis for additions to or deductions from the contract price.
- C. The amount of any adjustment in this contract price for authorized changes shall be agreed upon before such changes become effective and shall be determined, through submission of a request for proposal, as follows:
 - 1. By an acceptable fixed price proposal from the Contractor. Breakdowns shall include all takeoff sheets of each Contractor and subcontractor. Breakdown shall include a listing of each item of material with unit prices and number of hours of labor for each task. Labor costs per hour shall be included with labor burden identified, which shall be not less than the prevailing wage rate, etc. Overhead and profit shall be shown separately for each subcontractor and the Contractor.
 - 2. By a cost-plus-fixed-fee (time and material) basis with maximum price, total cost not to exceed said maximum. Breakdown shall include a listing of each item of material with unit prices and number of hours of labor for each task. Labor costs per hour shall be included with labor burden identified, which shall be not less than the prevailing wage rate, etc. Overhead and profit shall be shown separately for each subcontractor and the Contractor.
 - 3. By unit prices contained in Contractor's original bid form and incorporated in the construction contract.
- D. Overhead and Profit on Contract Changes shall be applied as follows:

- 1. The overhead and profit charge by the Contractor and all subcontractors shall be considered to include, but is not limited to: incidental job burdens, small truck (under 1 ton) expense, mileage, small hand tools,

warranty costs, company benefits and general office overhead. Project supervision including field supervision and job site office expense shall be considered a part of overhead and profit unless a compensable time extension is granted.

2. The percentages for overhead and profit charged on Contract Changes shall be negotiated, and may vary according to the nature, extent, and complexity of the work involved. However, the overhead and profit for the Contractor or subcontractor actually performing the work shall not exceed 14%. When one or more tiers of subcontractors are used, in no event shall any Contractor or subcontractor receive as overhead and profit more than 3% of the cost of the work performed by any of his subcontractors. In no case shall the total overhead and profit paid by the Owner on any Contract Changes exceed twenty percent (20%) of the cost of materials, labor and equipment (exclusive of Contractor or any Subcontractor overhead and profit) necessary to put the contract change work in place.
 3. The Contractor will be allowed to add the cost of bonding and insurance to their cost of work. This bonding and insurance cost shall not exceed 2% and shall be allowed on the total cost of the added work, including overhead and profit.
 4. On proposals covering both increases and decreases in the amount of this contract, the application of overhead and profit shall be on the net change in the cost of the work.
 5. The percentage for overhead and profit to be credited to the Owner on Contract Changes that are solely decreases in the quantity of work or materials shall be negotiated, and may vary according to the nature, extent and complexity of the work involved, but in no case shall be less than ten percent (10%). If the percentage for overhead and profit charged for work added by Contract Changes for this contract has been negotiated to less than 10%, the negotiated rate shall then apply to credits as well.
- E. No claim for an addition to this contract sum shall be valid unless authorized as aforesaid in writing by the Owner. In the event that none of the foregoing methods are agreed upon, the Owner may order the Contractor to perform work on a time and material basis. The cost of such work shall be determined by the Contractor's actual labor and material cost to perform the work plus overhead and profit as outlined herein. The

Designer and Construction Representative shall approve the Contractor's daily time and material invoices for the work involved.

- F. If the Contractor claims that any instructions involve extra cost under this contract, the Contractor shall give the Owner's Representative written notice thereof within a reasonable time after the receipt of such instructions, and in any event before proceeding to execute the work. No such claim shall be valid unless so made and authorized by the Owner, in writing.
- G. In an emergency affecting the safety of life or of the structure or of adjoining property, the Contractor, without special instruction or authorization from the Construction Representative, is hereby permitted to act at their discretion to prevent such threatened loss or injury. The Contractor shall submit a claim for compensation for such emergency work in writing to the Owner's Representative.

ARTICLE 4.2 – CHANGES IN COMPLETION TIME

- A. Extension of the number of work days stipulated in the Contract for completion of the work with compensation may be made when:
 1. The contractor documents that proposed Changes in the work, as provided in Article 4.1, extends construction activities critical to contract completion date, OR
 2. The Owner suspends all work for convenience of the Owner as provided in Article 7.3, OR
 3. An Owner caused delay extends construction activities critical to contract completion (except as provided elsewhere in these General Conditions). The Contractor is to review the work activities yet to begin and evaluate the possibility of rescheduling the work to minimize the overall project delay.
- B. Extension of the number of work days stipulated in the Contract for completion of the work without compensation may be made when:
 1. Weather-related delays occur, subject to provisions for the inclusion of a specified number of "bad weather" days when provided for in Section 012100-Allowances, OR
 2. Labor strikes or acts of God occur, OR
 3. The work of the Contractor is delayed on account of conditions which were beyond the control of the Contractor, subcontractors or suppliers, and were not the result of their fault or negligence.
- C. No time extension or compensation will be provided for delays caused by or within the control

of the Contractor, subcontractors or suppliers and for concurrent delays caused by the Owner.

- D. The Contractor shall notify the Owner promptly of any occurrence or conditions which in the Contractor's opinion results in a need for an extension of time. The notice shall be in writing and shall include all necessary supporting materials with details of any resultant costs and be submitted in time to permit full investigation and evaluation of the Contractor's claim. The Owner shall promptly acknowledge the Contractor's notice and, after recommendation from the Owner's Representative and/or Designer, shall provide a decision to the Contractor. Failure on the part of the Contractor to provide such notice and to detail the costs shall constitute a waiver by the Contractor of any claim. Requests for extensions of time shall be for working days only.

ARTICLE 5 - CONSTRUCTION AND COMPLETION

ARTICLE 5.1 – CONSTRUCTION COMMENCEMENT

- A. Upon receipt of the "Intent to Award" letter, the Contractor must submit the following properly executed instruments to the Owner:

1. Contract;
2. Performance/payment bond as described in Article 6.1;
3. Certificates of Insurance, or the actual policies themselves, showing that the Contractor has obtained the insurance coverage required by Article 6.2.
4. Written Affirmative Action Plans as required in Article 1.4.

Above referenced items must be received by the Owner within ten (10) working days after the effective date of the contract. If not received, the Owner may treat the failure to timely submit them as a refusal by the Contractor to accept a contract for this work and may retain as liquidated damages the Contractor's bid bond, cashier's check or certified check as provided in the Instructions to Bidders. Upon receipt the Owner will issue a "Notice to Proceed" with the work to the Contractor.

- B. Within the time frame noted in Section 013200 - Schedules, following receipt of the "Notice to Proceed", the Contractor shall submit to the Owner a progress schedule and schedule of values, showing activities through the end of the contract period. Should the Contractor not receive written notification from the Owner of the disapproval of the schedule of values within fifteen (15) working

days, the Contractor may consider it approved for purpose of determining when the first monthly Application and Certification for Payment may be submitted.

- C. The Contractor may commence work upon receipt of the Division of Facilities Management, Design and Construction's "Notice to Proceed" letter. Contractor shall prosecute the work with faithfulness and energy, and shall complete the entire work on or before the completion time stated in the contract documents or pay to the Owner the damages resulting from the failure to timely complete the work as set out within Article 5.4.

ARTICLE 5.2 -- PROJECT CONSTRUCTION

- A. Each Contractor shall submit for the Owner's approval, in reproducible form, a progress schedule showing the rate of progress and the order of the work proposed to carry on various phases of the project. The schedule shall be in conformance with the requirements outlined in Section 013200 – Schedules.
- B. Contractor shall employ and supply a sufficient force of workers, material, and equipment and shall pay when due, any worker, subcontractor or supplier and otherwise prosecute the work with such diligence so as to maintain the rate of progress indicated on the progress schedule, prevent work stoppage, and insure completion of the project within the time specified.

ARTICLE 5.3 -- PROJECT COMPLETION

- A. Substantial Completion. A Project is substantially complete when construction is essentially complete and work items remaining to be completed can be done without interfering with the Owner's ability to use the Project for its intended purpose.

1. Once the Contractor has reached what they believe is Substantial Completion, the Contractor shall notify the Designer and the Construction Representative of the following:
 - a. That work is essentially complete with the exception of certain listed work items. The list shall be referred to as the "Contractor's Punch."
 - b. That all Operation and Maintenance Manuals have been assembled and submitted in accordance with Article 3.5A.
 - c. That the Work is ready for inspection by the Designer and Construction Representative. The Owner shall be entitled to a minimum of ten working

days notice before the inspection shall be performed.

2. If the work is acceptable, the Owner shall issue a Certificate of Substantial Completion, which shall set forth the responsibilities of the Owner and the Contractor for utilities, security, maintenance, damage to the work and risk of loss. The Certificate shall also identify those remaining items of work to be performed by the Contractor. All such work items shall be complete within 30 working days of the date of the Certificate, unless the Certificate specifies a different time. If the Contractor shall be required to perform tests that must be delayed due to climatic conditions, it is understood that such tests and affected equipment will be identified on the Certificate and shall be accomplished by the Contractor at the earliest possible date. Performance of the tests may not be required before Substantial Completion can be issued. The date of the issuance of the Certificate of Substantial Completion shall determine whether or not the work was completed within the contract time and whether or not Liquidated Damages are due.
 3. If the work is not acceptable, and the Owner does not issue a Certificate of Substantial Completion, the Owner shall be entitled to charge the Contractor with the Designer's and Owner's costs of re-inspection, including time and travel.
- B. Partial Occupancy. Contractor agrees that the Owner shall be permitted to occupy and use any completed or partially completed portions of the Project, when such occupancy and use is in the Owner's best interest. Owner shall notify Contractor of its desire and intention to take Partial Occupancy as soon as possible but at least ten (10) working days before the Owner intends to occupy. If the Contractor believes that the portion of the work the Owner intends to occupy is not ready for occupancy, the Contractor shall notify the Owner immediately. The Designer shall inspect the work in accordance with the procedures above. If the Contractor claims increased cost of the project or delay in completion as a result of the occupancy, he shall notify the Owner immediately but in all cases before occupancy occurs.
- C. Final Completion. The Project is finally complete when the Certificate of Substantial Completion has been issued and all work items identified therein as incomplete have been completed, and when all administrative items required by the contract have been completed. Final Completion entitles the Contractor to payment of the outstanding balance of the contract amount including all change orders

and retainage. Within five (5) working days of the date of the Certificate of Substantial Completion, the Contractor shall identify the cost to complete any outstanding items of work. The Designer shall review the Contractor's estimate and either approve it or provide an independent estimate for all such items. If the Contractor fails to complete the remaining items within the time specified in the Certificate, the Owner may terminate the contract and go to the surety for project completion in accordance with Article 7.2 or release the contract balance to the Contractor less 150% of the approved estimate to complete the outstanding items. Upon completion of the outstanding items, when a final cost has been established, any monies remaining shall be paid to the Contractor. Failure to complete items of work does not relieve the Contractor from the obligation to complete the administrative requirements of the contract, such as the provisions of Article 5.3 FAILURE TO COMPLETE ALL ITEMS OF WORK UNDER THE CONTRACT SHALL BE CONSIDERED A DEFAULT AND BE GROUNDS FOR CONTRACT TERMINATION AND DEBARMENT.

- D. Liquidated Damages. Contractor agrees that the Owner may deduct from the contract price and retain as liquidated damages, and not as penalty or forfeiture, the sum stipulated in this contract for each work day after the Contract Completion Day on which work is not Substantially Complete. Assessment of Liquidated Damages shall not relieve the Contractor or the surety of any responsibility or obligation under the Contract. In addition, the Owner may, without prejudice to any other rights, claims, or remedies the Owner may have including the right to Liquidated Damages, charge the Contractor for all additional expenses incurred by the Owner and/or Designer as the result of the extended contract period through Final Completion. Additional Expenses shall include but not be limited to the costs of additional inspections.
- E. Early Completion. The Contractor has the right to finish the work before the contract completion date; however, the Owner assumes no liability for any hindrances to the Contractor unless Owner caused delays result in a time extension to the contract completion date. The Contractor shall not be entitled to any claims for lost efficiencies or for delay if a Certificate of Substantial Completion is given on or before the Contract Completion Date.

ARTICLE 5.4 -- PAYMENT TO CONTRACTOR

- A. Payments on account of this contract will be made monthly in proportion to the work which has been completed. Request for payment must be submitted on the Owner's forms. No other pay request will

be processed. Supporting breakdowns must be in the same format as Owner's forms and must provide the same level of detail. The Designer will, within 5 working days from receipt of the contractor's request for payment either issue a Certificate for Payment to the Owner, for such amount as the Designer determines is properly due, or notify the Contractor in writing of reasons for withholding a Certificate. The Owner shall make payment within 30 calendar days after the "Application and Certification for Payment" has been received and certified by the Designer. The following items are to be attached to the contractor's pay request:

1. Updated construction schedule
 2. Certified payrolls consisting of name, occupation and craft, number of hours worked and actual wages paid for each individual employee, of the Contractor and all subcontractors working on the project
- B. The Owner shall retain 5 percent of the amount of each such payment application, except as allowed by Article 5.4, until final completion and acceptance of all work covered by this contract.
- C. Each payment made to Contractor shall be on account of the total amount payable to Contractor and all material and work covered by paid partial payment shall thereupon become the sole property of Owner. This provision shall not be construed as relieving Contractor from sole responsibility for care and protection of materials and work upon which payments have been made or restoration of any damaged work or as a waiver of the right of Owner to require fulfillment of all terms of this contract.
- D. Materials delivered to the work site and not incorporated in the work will be allowed in the Application and Certification for Payment on the basis of one hundred (100%) percent of value, subject to the 5% retainage providing that they are suitably stored on the site or in an approved warehouse in accordance with the following requirements:
1. Material has previously been approved through submittal and acceptance of shop drawings conforming to requirements of Article 3.2 of General Conditions.
 2. Delivery is made in accordance with the time frame on the approved schedule.
 3. Materials, equipment, etc., are properly stored and protected from damage and deterioration and remain so - if not, previously approved amounts will be deleted from subsequent pay applications.

4. The payment request is accompanied by a breakdown identifying the material equipment, etc. in sufficient detail to establish quantity and value.
- E. The Contractor shall be allowed to include in the Application and Certification for Payment, one hundred (100%) of the value, subject to retainage, of major equipment and material stored off the site if all of the following conditions are met:
1. The request for consideration of payment for materials stored off site is made at least 15 working days prior to submittal of the Application for Payment including such material. Only materials inspected will be considered for inclusion on Application for Payment requests.
 2. Materials stored in one location off site are valued in excess of \$25,000.
 3. That a Certificate of Insurance is provided indicating adequate protection from loss, theft conversion or damage for materials stored off site. This Certificate shall show the State of Missouri as an additional insured for this loss.
 4. The materials are stored in a facility approved and inspected, by the Construction Representative.
 5. Contractor shall be responsible for, Owner costs to inspect out of state facilities, and any delays in the completion of the work caused by damage to the material or for any other failure of the Contractor to have access to this material for the execution of the work.
- F. The Owner shall determine the amount, quality and acceptability of the work and materials which are to be paid for under this contract. In the event any questions shall arise between the parties, relative to this contract or specifications, determination or decision of the Owner or the Construction Representative and the Designer shall be a condition precedent to the right of the Contractor to receive any money or payment for work under this contract affected in any manner or to any extent by such question.
- G. Payments Withheld: The Owner may withhold or nullify in whole or part any certificate to such extent as may be necessary to protect the Owner from loss on account of:
1. Defective work not remedied. When a notice of noncompliance is issued on an item or items, corrective action shall be undertaken immediately. Until corrective action is completed, no monies will be paid and no additional time will be allowed for the item or

items. The cost of corrective action(s) shall be borne by the Contractor.

2. A reasonable doubt that this contract can be completed for the unpaid balance.
3. Failure of the Contractor to update as-built drawings monthly for review by the Construction Representative.
4. Failure of the Contractor to update the construction schedule.

When the Construction Representative is satisfied the Contractor has remedied above deficiencies, payment shall be released.

H. Final Payment: Upon receipt of written notice from the Contractor to the Designer and Project Representative that the work is ready for final inspection and acceptance, the Designer and Project Representative, with the Contractor, shall promptly make such inspection. If the work is acceptable and the contract fully performed, the Construction Representative shall complete a final acceptance report and the Contractor will be directed to submit a final Application and Certification for Payment. If the Owner approves the same, the entire balance shall be due and payable, with the exception of deductions as provided for under Article 5.4.

1. Where the specifications provide for the performance by the Contractor of (certain tests for the purpose of balancing and checking the air conditioning and heating equipment and the Contractor shall have furnished and installed all such equipment in accordance with the specifications, but said test cannot then be made because of climatic conditions, such test shall may be considered as required under the provisions of the specifications, Section 013300 and this contract may be substantial Full payment will not be made until the tests have been made and the equipment and system is finally accepted. If the tests are not completed when scheduled, the Owner may deduct 150% of the value of the tests from the final payment.
2. The final payment shall not become due until the Contractor delivers to the Construction Representative:
 - a) A complete file of releases, on the standard form included in the contract documents as "Final Receipt of Payment and Release Form", from subcontractors and material suppliers evidencing payment in full for services, equipment and materials, as the case may require, if the Owner approves, or a consent from

the Surety to final payment accepting liability for any unpaid amounts.

- b) An Affidavit of Compliance with Prevailing Wage Law, in the form as included in this contract specifications, properly executed by each subcontractor, and the Contractor
 - c) Certified copies of all payrolls
 - d) As-built drawings
3. If any claim remains unsatisfied after all payments are made, the Contractor shall refund to the Owner all monies that the latter may be compelled to pay in discharging such a claim including all costs and a reasonable attorney's fee.
 4. Missouri statute requires prompt payment from the Owner to the Contractor within thirty calendar days and from the Contractor to his subcontractors within fifteen calendar days. Failure to make payments within the required time frame entitles the receiving party to charge interest at the rate of one and one half percent per month calculated from the expiration of the statutory time period until paid.
 5. The value of all unused unit price allowances and/or 150% of the value of the outstanding work items, and/or liquidated damages may be deducted from the final pay request without executing a Contract Change. Any unit price items which exceed the number of units in the contract may be added by Contract Change.

ARTICLE 6 -- INSURANCE AND BONDS

ARTICLE 6.1 -- BOND

- A. Contractor shall furnish a performance/payment bond in an amount equal to 100% of the contract price to guarantee faithful performance of the contract and 100% of the contract price to guarantee the payment of all persons performing labor on the project and furnishing materials in connection therewith under this contract as set forth in the standard form of performance and payment bond included in the contract documents. The surety on such bond shall be issued by a surety company authorized by the Missouri Department of Insurance to do business in the state of Missouri.
- B. All Performance/Payment Bonds furnished in response to this provision shall be provided by a bonding company with a rating of B+ or higher as established by A.M. Best Company, Inc. in their most recent publication.

ARTICLE 6.2 – INSURANCE

A. The successful Contractor shall procure and maintain for the duration of the contract issued a policy or policies of insurance for the protection of both the Contractor and the Owner and their respective officers, officials, agents, consultants and employees. The Owner requires certification of insurance coverage from the Contractor prior to commencing work.

B. Minimum Scope and Extent of Coverage

1. General Liability

Commercial General Liability, ISO coverage form number or equivalent CG 00 01 ("occurrence" basis), or I-SO coverage form number CG 00 02, or ISO equivalent.

If ISO equivalent or manuscript general liability coverage forms are used, minimum coverage will be as follows: Premises/Operations; Independent Contractors; Products/Completed Operations; personal Injury; Broad Form Property Damage including Completed Operations; Broad Form Contractual Liability Coverage to include Contractor's obligations under Article 1.11 Indemnification and any other Special Hazards required by the work of the contract.

2. Automobile Liability

Business Automobile Liability Insurance, ISO Coverage form number or equivalent CA 00 01 covering automobile liability, code 1 "ANY AUTO".

3. Workers' Compensation and Employer's Liability

Statutory Workers' Compensation Insurance for Missouri and standard Employer's Liability Insurance, or the authorization to self-insure for such liability from the Missouri Division of Workers' Compensation.

4. Builder's Risk or Installation Floater Insurance

Insurance upon the work and all materials, equipment, supplies, temporary structures and similar items which may be incident to the performance of the work and located at or adjacent to the site, against loss or damage from fire and such other casualties as are included in extended coverage in broad "All Risk" form, including coverage for Flood and Earthquake, in an amount not less than the replacement cost of the work or this contract price, whichever is greater, with loss payable to Contractor and Owner as their respective interests may appear.

Contractor shall maintain sufficient insurance to cover the full value of the work and materials as the work progresses, and shall furnish Owner copies of all endorsements. If Builder's Risk Reporting- Form of Endorsement is used, Contractor shall make all reports as required therein so as to keep in force an amount of insurance which will equal the replacement cost of the work, materials, equipment, supplies, temporary structures, and other property covered thereby; and if, as a result of Contractor's failure to make any such report, the amount of insurance so recoverable shall be less than such replacement cost, Contractor's interest in the proceeds of such insurance, if any, shall be subordinated to Owner's interest to the end that Owner may receive full reimbursement for its loss.

C. Minimum Limits of Insurance

1. General Liability

Contractor

\$2,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage

\$2,000,000 annual aggregate

2. Automobile Liability

\$2,000,000 combined single limit per occurrence for bodily injury and property damage

3. Workers' Compensation and Employers Liability

Workers' Compensation limits as required by applicable State Statutes (generally unlimited) and minimum of \$1,000,000 limit per accident for Employer's Liability.

General Liability and Automobile Liability insurance may be arranged under individual policies for the full limits required or by a combination of underlying policies with the balance provided by a form-following Excess or Umbrella Liability policy.

D. Deductibles and Self-Insured Retentions

All deductibles, co-payment clauses, and self-insured retentions must be declared to and approved by the Owner. The Owner reserves the right to request the reduction or elimination of unacceptable deductibles or self-insured retentions, as they would apply to the Owner, and their respective officers, officials, agents, consultants and employees. Alternatively, the Owner may request Contractor to procure a bond guaranteeing

payment of losses and related investigations, claims administration, and defense expenses.

E. Other Insurance Provisions and Requirements

The respective insurance policies and coverage, as specified below, must contain, or be endorsed to contain the following conditions or provisions:

1. General Liability

The Owner, and its respective commissioners, officers, officials, agents, consultants and employees shall be endorsed as additional insured's by ISO form CG 20 26 Additional Insured - Designated Person or Organization. As additional insured's, they shall be covered as to work performed by or on behalf of the Contractor or as to liability which arises out of Contractor's activities or resulting from the performance of services or the delivery of goods called for by the Contract.

Contractor's insurance coverage shall be primary with respect to all additional insured's. Insurance of self-insurance programs maintained by the designated additional -insured's shall be excess of the Contractor's insurance and shall not contribute with it.

Additionally, the Contractor and Contractor's general liability insurer shall agree to waive all rights of subrogation against the Owner and any of their respective officers, officials, agents, consultants or employees for claims, losses, or expenses which arise out of Contractor's activities or result from the performance of services or the delivery of goods called for by the Contract.

Contractor's failure to comply with the terms and conditions of these insurance policies shall not affect or abridge coverage for the Owner, or for any of their officers, officials, agents, consultants or employees.

2. Automobile Insurance

The Owner, and their respective officers, officials, agents, consultants and employees shall be endorsed as additional insured's by ISO form CG 20 26 - Additional Insured Designated Person or Organization. As additional insured's, they shall be covered as to work performed by or on behalf of the Contractor or as to liability which arises out of Contractor's activities or resulting from the performance of services or the delivery of goods called for by the Contract.

Contractor's insurance coverage shall be primary with respect to all additional insured's. Insurance or self-insurance

programs maintained by the designated additional insured's shall be in excess of the Contractor's insurance and shall not contribute with it.

Additionally, the Contractor and Contractor's automobile insurer shall agree to waive all rights of subrogation against the Owner and any of their respective officers, officials, agents, consultants or employees for claims, losses, or expenses which arise out of Contractor's activities or result from the performance of services or the delivery of goods called for by the Contract.

Contractor's failure to comply with the terms and conditions of these insurance policies shall not affect or abridge coverage for the Owner or for any of its officers, officials, agents, consultants or employees.

3. Workers' Compensation/Employer's Liability

Contractor's workers' compensation insurance shall be endorsed with NCCI form WC 00 03 01 A - Alternative Employer Endorsement. The Alternative Employer Endorsement shall designate the Owner as "alternate employers."

4. All Coverages

Each insurance policy required by this section of the Contract shall contain a stipulation, endorsed if necessary, that the Owner will receive a minimum of a thirty (30) calendar day advance notice of any policy cancellation. Ten (10) calendar days advance notice is required for policy cancellation due to non-payment of premium.

F. Insurer Qualifications and Acceptability

Insurance required hereunder shall be issued by an A.M. Best, "B+" rated, Class IX insurance company approved to conduct insurance business in the state of Missouri.

G. Verification of Insurance Coverage

Prior to Owner issuing a Notice to Proceed, the Contractor shall furnish the Owner with Certificate(s) of Insurance and with any applicable original endorsements evidencing the required insurance coverage. The insurance certificates and endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements received by the Owner are subject to review and approval by the Owner. The Owner reserves the right to require certified copies of all required policies at any time. If the scope of this contract will exceed one (1) year - or, if any of Contractor's applicable insurance coverage expires prior to completion of the work or services required under this contract -

the Contractor will provide a renewal or replacement certificate before continuing work or services hereunder. If the Contractor fails to provide documentation of required insurance coverage, the Owner may issue a stop work order and no additional contract completion time and/or compensation shall be granted as a result thereof.

ARTICLE 7 – SUSPENSION OR TERMINATION OF CONTRACT

ARTICLE 7.1 - FOR SITE CONDITIONS

When conditions at the site of the proposed work are considered by the Owner to be unsatisfactory for prosecution of the work, the Contractor may be ordered in writing to suspend the work or any part thereof until reasonable conditions exist. When such suspension is not due to fault or negligence of the Contractor, time allowed for completion of such suspended work will be extended by a period of time equal to that lost due to delay occasioned by ordered suspension. This will be a no cost time extension.

ARTICLE 7.2 - FOR CAUSE

A. Termination or Suspension for Cause:

1. If the Contractor shall file for bankruptcy, or should make a general assignment for the benefit of the creditors, or if a receiver should be appointed on account of insolvency, or if the contractor should persistently or repeatedly refuse or fail to supply enough properly skilled workers or proper materials, or if the contractor should fail to make prompt payment to subcontractors or for material or labor, or persistently disregard laws, ordinances or the instructions of the Owner, or otherwise be guilty of a substantial violation of any provision of this contract, then the Owner may serve notice on the Contractor and the surety setting forth the violations and demanding compliance with this contract. Unless within ten (10) consecutive calendar days after serving such notice, such violations shall cease and satisfactory arrangements for correction be made, the Owner may suspend the Contractor's right to proceed with the work or terminate this contract.
2. In the event the Owner suspends Contractor's right to proceed with the work or terminates the contract, the Owner may demand that the Contractor's surety take over and complete the work on this contract, after the surety submits a written proposal to the Owner and receives written approval and upon the surety's failure or refusal to do so within ten (10) consecutive

calendar days after demand therefore, the Owner may take over the work and prosecute the same to completion by bid or negotiated contract, or the Owner may elect to take possession of and utilize in completing the work such materials, supplies, appliances and plant as may be on the site of the work, and all subcontractors, if the Owner elects, shall be bound to perform their contracts.

- B. The Contractor and its surety shall be and remain liable to the Owner for any excess cost or damages occasioned to the Owner as a result of the actions above set forth.
- C. The Contractor in the event of such suspension or termination shall not be entitled to receive any further payments under this contract until the work is wholly finished. Then if the unpaid balance under this contract shall exceed all expenses of the Owner as certified by the Director, such excess shall be paid to the Contractor; but, if such expenses shall exceed the unpaid balance as certified by the Director, the Contractor and their surety shall be liable for and shall pay the difference and any damages to the Owner.
- D. In exercising Owner's right to secure completion of the work under any of the provisions hereof, the Director shall have the right to exercise Owner's sole discretion as to the manner, methods and reasonableness of costs of completing the work.
- E. The rights of the Owner to suspend or terminate as herein provided shall be cumulative and not exclusive and shall be in addition to any other remedy provided by law.
- F. The Contractor in the event of such suspension or termination may be declared ineligible for Owner contracts for a minimal period of twelve (12) months. Further, no contract will be awarded to any Contractor who lists in their bid form any subcontractor whose prior performance has contributed, as determined by the Owner, to a breach of a contract. In order to be considered for state-awarded contracts after this period, the Contractor/subcontractor will be required to forward acceptance reports to the Owner regarding successful completion of non-state projects during the intervening twelve (12) months from the date of default. No contracts will be awarded to a subcontractor/Contractor until the ability to perform responsibly in the private sector has been proven to the Owner.

ARTICLE 7.3 -- FOR CONVENIENCE

- A. The Owner may terminate or suspend the Contract or any portion of the Work without cause at any time, and at the Owner's convenience. Notification of a termination or suspension shall be in writing

and shall be given to the Contractor and their surety. If the Contract is suspended, the notice will contain the anticipated duration of the suspension or the conditions under which work will be permitted to resume. If appropriate, the Contractor will be requested to demobilize and re-mobilize and will be reimbursed time and costs associated with the suspension.

B. Upon receipt of notification, the Contractor shall:

1. Cease operations when directed.
2. Take actions to protect the work and any stored materials.
3. Place no further subcontracts or orders for material, supplies, services or facilities except as may be necessary to complete the portion of the Contract that has not been terminated. No claim for payment of materials or supplies ordered after the termination date shall be considered.
4. Terminate all existing subcontracts, rentals, material, and equipment orders.

5. Settle all outstanding liabilities arising from termination with subcontractors and suppliers.

6. Transfer title and deliver to the Owner, work in progress, completed work, supplies and other material produced or acquire for the work terminated, and completed or partially completed plans, drawings information and other property that, if the Contract had been completed, would be required to be furnished to the Owner.

C. For termination without cause and at the Owner's convenience, in addition to payment for work completed prior to date of termination, the Contractor may be entitled to payment of other documented costs directly associated with the early termination of the contract. Payment for anticipated profit and unapplied overhead will not be allowed.

SECTION 007300 - SUPPLEMENTARY CONDITIONS

1.0 GENERAL:

- A. These Supplementary General Conditions clarify, add, delete, or otherwise modify standard terms and conditions of DIVISION 0, BIDDING AND CONTRACTING REQUIREMENTS.

2.0 CONTACTS:

Designer: Trudy Faulkner
Strata Architecture Inc.
1701 Oak Street, Suite 100
Kansas City, MO 64108
Telephone: 816-474-0900
Email: Trudy@strata-arch.com

Construction Representative: Robert Rehagen
Division of Facilities Management, Design and Construction
709 Missouri Blvd (Upper Level)
Jefferson City, MO 65109
Telephone: 573-522-0002
Email: robert.rehagen@oa.mo.gov

Project Manager: Sherry K. Kempf
Division of Facilities Management, Design and Construction
301 West High Street, Room 730
Jefferson City, Missouri 65101
Telephone: 573-751-5003
Email: sherry.kempf@oa.mo.gov

Contract Specialist: Mandy Roberson
Division of Facilities Management, Design and Construction
301 West High Street, Room 730
Jefferson City, Missouri 65101
Telephone: 573-522-0074
Email: mandy.roberson@oa.mo.gov

3.0 NOTICE: ALL BID MATERIALS ARE DUE AT THE TIME OF BID SUBMITTAL. THERE IS NO SECOND SUBMITTAL FOR THIS PROJECT.

4.0 FURNISHING CONSTRUCTION DOCUMENTS:

- A. The Owner will furnish the Contractor with approximately 4 complete sets of drawings and specifications at no charge.
- B. The Owner will furnish the Contractor with approximately 4 sets of explanatory or change drawings at no charge.
- C. The Contractor may make copies of the documents as needed with no additional cost to the Owner.

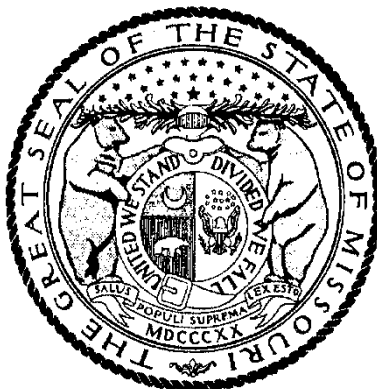
5.0 SAFETY REQUIREMENTS

Contractor and subcontractors at any tier shall comply with RSMo 292.675 and Article 1.3, E, of Section 007213, General Conditions.

Missouri

Division of Labor Standards

WAGE AND HOUR SECTION



MICHAEL L. PARSON, Governor

Annual Wage Order No. 28

Section 026
COLE COUNTY

In accordance with Section 290.262 RSMo 2000, within thirty (30) days after a certified copy of this Annual Wage Order has been filed with the Secretary of State as indicated below, any person who may be affected by this Annual Wage Order may object by filing an objection in triplicate with the Labor and Industrial Relations Commission, P.O. Box 599, Jefferson City, MO 65102-0599. Such objections must set forth in writing the specific grounds of objection. Each objection shall certify that a copy has been furnished to the Division of Labor Standards, P.O. Box 449, Jefferson City, MO 65102-0449 pursuant to 8 CSR 20-5.010(1). A certified copy of the Annual Wage Order has been filed with the Secretary of State of Missouri.

Original Signed by

Taylor Burks, Director
Division of Labor Standards

Filed With Secretary of State: March 10, 2021

Last Date Objections May Be Filed: April 8, 2021

Prepared by Missouri Department of Labor and Industrial Relations

OCCUPATIONAL TITLE	**Prevailing Hourly Rate
Asbestos Worker	\$55.53
Boilermaker	*\$26.79
Bricklayer	\$50.57
Carpenter	\$45.76
Lather	
Linoleum Layer	
Millwright	
Pile Driver	
Cement Mason	*\$26.79
Plasterer	
Communications Technician	\$52.66
Electrician (Inside Wireman)	\$53.03
Electrician Outside Lineman	*\$26.79
Lineman Operator	
Lineman - Tree Trimmer	
Groundman	
Groundman - Tree Trimmer	
Elevator Constructor	*\$26.79
Glazier	\$54.87
Ironworker	\$60.21
Laborer	\$41.45
General Laborer	
First Semi-Skilled	
Second Semi-Skilled	
Mason	\$53.22
Marble Mason	
Marble Finisher	
Terrazzo Worker	
Terrazzo Finisher	
Tile Setter	
Tile Finisher	
Operating Engineer	\$59.73
Group I	
Group II	
Group III	
Group III-A	
Group IV	
Group V	
Painter	*\$26.79
Plumber	\$63.54
Pipe Fitter	
Roofer	\$51.08
Sheet Metal Worker	\$55.49
Sprinkler Fitter	\$53.71
Truck Driver	\$41.13
Truck Control Service Driver	
Group I	
Group II	
Group III	
Group IV	

*The Division of Labor Standards received less than 1,000 reportable hours for this occupational title.
Public works contracting minimum wage is established for this occupational title using data provided by Missouri
Economic Research and Information Center.

**The Prevailing Hourly Rate includes any applicable fringe benefit amounts for each occupational title.

Heavy Construction Rates for
COLE County

Section 026

OCCUPATIONAL TITLE	**Prevailing Hourly Rate
Carpenter	\$53.60
Millwright	
Pile Driver	
Electrician (Outside Lineman)	*\$26.79
Lineman Operator	
Lineman - Tree Trimmer	
Groundman	
Groundman - Tree Trimmer	
Laborer	\$46.32
General Laborer	
Skilled Laborer	
Operating Engineer	\$58.42
Group I	
Group II	
Group III	
Group IV	
Truck Driver	*\$26.79
Truck Control Service Driver	
Group I	
Group II	
Group III	
Group IV	

Use Heavy Construction Rates on Highway and Heavy construction in accordance with the classifications of construction work established in 8 CSR 30-3.040(3).

Use Building Construction Rates on Building construction in accordance with the classifications of construction work established in 8 CSR 30-3.040(2).

If a worker is performing work on a heavy construction project within an occupational title that is not listed on the Heavy Construction Rate Sheet, use the rate for that occupational title as shown on the Building Construction Rate Sheet.

*The Division of Labor Standards received less than 1,000 reportable hours for this occupational title. Public works contracting minimum wage is established for this occupational title using data provided by Missouri Economic Research and Information Center.

**The Prevailing Hourly Rate includes any applicable fringe benefit amounts for each occupational title.

OVERTIME and HOLIDAYS

OVERTIME

For all work performed on a Sunday or a holiday, not less than twice (2x) the prevailing hourly rate of wages for work of a similar character in the locality in which the work is performed or the public works contracting minimum wage, whichever is applicable, shall be paid to all workers employed by or on behalf of any public body engaged in the construction of public works, exclusive of maintenance work.

For all overtime work performed, not less than one and one-half (1½) the prevailing hourly rate of wages for work of a similar character in the locality in which the work is performed or the public works contracting minimum wage, whichever is applicable, shall be paid to all workers employed by or on behalf of any public body engaged in the construction of public works, exclusive of maintenance work or contractual obligation. For purposes of this subdivision, "**overtime work**" shall include work that exceeds ten hours in one day and work in excess of forty hours in one calendar week; and

A thirty-minute lunch period on each calendar day shall be allowed for each worker on a public works project, provided that such time shall not be considered as time worked.

HOLIDAYS

January first;
The last Monday in May;
July fourth;
The first Monday in September;
November eleventh;
The fourth Thursday in November; and
December twenty-fifth;

If any holiday falls on a Sunday, the following Monday shall be considered a holiday.

SECTION 011000 – SUMMARY OF WORK

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract including General and Supplementary Conditions and Division 1 Specification Sections apply to this Section.
- B. Reference Section 013591 "Historic Treatment Procedures" for Qualification information and submittal requirements to be provided with Bid Forms.

1.2 WORK COVERED BY CONTRACT DOCUMENTS

- A. The Project consists of the restoration of one (1) stained-glass laylight and the repair of two (2) wood laylights.
 - 1. Project Location: Missouri State Capitol, 201 W Capitol Ave, Jefferson City, Missouri, 65101.
 - 2. Owner: State of Missouri, Office of Administration, Division of Facilities Management, Design and Construction, Harry S Truman State Office Building, Post Office Box 809, 301 West High Street, Jefferson City, Missouri, 65102.
- B. Contract Documents, dated April 20, 2022 were prepared for the Project by STRATA Architecture Inc., 1701 Oak Street, Suite 100, Kansas City, Missouri, 64108.
- C. The scope of work consists of the restoration of one (1) stained-glass laylight and the repair of two (2) wood laylights.
 - 1. Laylight S1 (Stained-Glass Laylight)
 - a. **Base Bid – Scope of work includes but not limited to the following (reference contract drawings and specifications for full scope of work):**
 - 1) Installation of scaffolding below the stained glass laylight. Dance floor to be draped.
 - 2) Label and careful removal of the stained glass panels.
 - 3) Crate panels for transportation.
 - 4) Installation of new ¼" frosted plastic glazing temporarily within the existing stained glass steel frame.
 - 5) Removal of scaffolding below the stained glass laylight.
 - b. **Alternate No. 1 – Scope of work includes but not limited to the following (reference contract drawings and specifications for full scope of work):**
 - 1) Transportation of the crates with the stained glass panels from the project site to the stained glass studio.
 - 2) Restoration and cleaning of the stained glass panels (off site).
 - 3) Crate restored panels for transportation.
 - 4) Storage of stained glass panels in the stained glass studio or other secure location until end of May 2024.
 - 5) Transportation of the crates with the restored stained glass panels from the stained glass studio to the project site.
 - c. **Alternate No. 2 – Scope of work includes but not limited to the following (reference contract drawings and specifications for full scope of work):**
 - d. Installation of scaffolding below the stained glass laylight. Dance floor to be draped.

- 1) Removal of the temporary plastic glazing from the stained glass laylight steel frame.
 - 2) Restoration and repair of the stained glass steel structure, as required.
 - 3) Reinstallation of stained glass panels after the panels are restored and steel structure repaired.
 - 4) Installation of a new support system of saddle bars.
 - 5) Restoration and repair of the ornamental plaster frame. Prep, prime, and paint plaster.
 - 6) Restoration and repair of the plaster in the lightwell. Prep, prime, and paint plaster wall.
 - 7) Installation of new pipe railings along the platforms within Laylight S1 lightwell.
 - 8) Clean the entire lightwell.
 - 9) Removal of scaffolding below the stained glass laylight.
2. **Laylight S4 (Alternate No. 3) – Scope of work includes but not limited to the following (reference contract drawings and specifications for full scope of work):**
- a. Restoration and repair of the wood laylight frame.
 - b. Prep, prime, and paint the wood laylight frame and steel structure at both top and bottom sides.
 - c. Installation of new ¼” plastic glazing over the top of the laylight to protect the glazing.
 - d. Repair of the steel structure, as required.
 - e. Clean both sides of the laylight.
 - f. Restoration and repair of the plaster ceiling immediately surrounding the laylight. Prep, prime, and paint plaster.
 - g. Restoration and repair of the plaster in the lightwell. Prep, prime, and paint plaster wall.
 - h. Clean the entire lightwell.
3. **Laylight S5 (Alternate No. 4) – Scope of work includes but not limited to the following (reference contract drawings and specifications for full scope of work):**
- a. Restoration and repair of the wood laylight frame.
 - b. Prep, prime, and paint the wood laylight frame and steel structure at both top and bottom sides.
 - c. Installation of new ¼” plastic glazing over the top of the laylight to protect the glazing.
 - d. Repair of the steel structure, as required.
 - e. Clean both sides of the laylight.
 - f. Restoration and repair of the plaster ceiling immediately surrounding the laylight. Prep, prime, and paint plaster.
 - g. Restoration and repair of the plaster in the lightwell. Prep, prime, and paint plaster wall.
 - h. Clean the entire lightwell.
- D. Per Section 013591 “Historic Treatment Procedures” and 024296 “Historic Removal and Dismantling,” all contractors working on the project are to have knowledge and experience working on historic structures of this caliber and quality. Submittals for qualifications are to address the general contractor as well as key sub-contractors for the project including historic wood repair and historic treatment of plaster.

1. Minimum Qualifications include:
 - a. Experience regularly engaged in historic treatments similar in nature, materials, design, and extent to the work as specified in each Section.
 - b. Minimum five (5) years documented experience working on similar projects.
 - c. Completed a minimum of five (5) recent projects with a record of successful in-service performance that demonstrates the firm's qualifications to form the work.
 2. Upon receipt of the Bid, qualification information may be requested.
- E. Per Section 088000 "Stained Glass (Laylight S1) Restoration," stained-glass conservator are to have knowledge and experience working on stained-glass compositions of this caliber and quality.
1. Minimum Stained Glass Studio Qualifications:
 - a. Experience regularly engaged in historic treatments similar in nature, materials, design, and extent to the work as specified in Section 088000 "Stained Glass (Laylight S1) Restoration".
 - b. Studio experience of at least three (3) satisfactory projects at certified historic sites (listed on a municipal, state, or federal historic registers) involving historic stained glass windows having similar or great scope, exclusive of protective glazing.
 - 1) These shall follow the Secretary of Interior's Standards for the Treatment of historic Properties.
 - 2) Projects must have been completed within the last five (5) years, or be on-going.
 - 3) At least one of these projects shall have been reviewed and approved by a State Historic Preservation Officer or the historic review body responsible for administration of registered sites; or by a funding agency.
 - 4) At least one of these project much involve replacement painting.
 - c. Stained Glass Studio shall have facilities of sufficient size to store and work on the laylight within this Scope of Work. Those facilities shall comply with OSHA requirements for health, safety, and handling of hazardous materials.
 2. Minimum Personnel Qualifications:
 - a. A project foreman having no less than ten (10) years' experience at the journeyman level in stained-glass restoration.
 - b. No person having less than five (5) years' experience in stained-glass restoration at the journeyman level shall be allowed to work on this project.
 - c. Apprentices may be employed on this project, providing there are no more than one (1) apprentice per every four (4) journeymen actively working on this project, and that the apprentice is under the direct supervision of at least one (1) journeyman. The Stained-Glass Contractor is responsible for the quality of the apprentice's work and shall be expected to correct any unacceptable work at no cost.
 - d. If necessary, Stained-Glass Contractor shall subcontract a painter acceptable to Owner and Conservation Consultant for replacement painting.
- F. The Work will be constructed under a single prime contract.

1.3 WORK UNDER OTHER CONTRACTS

- A. Work with Separate Contractors: Cooperate fully with Owner's separate contractors, so work on those contracts may be carried out smoothly, without interfering with or delaying

Work under this Contract or other contracts. Coordinate the Work of this Contract with work performed under Owner's separate contracts.

- B. Those operations will be conducted simultaneously with work under this contract. That Contract includes the following:
1. Contract: A separate contract has been awarded to Pro-Prost Joint Venture to repair and replace twenty-two skylights on the roof of the Missouri State Capitol. The Work includes:
 - a. The rehabilitation and repair of three (3) existing original copper skylights with in-kind replacement and repairs of damaged glass.
 - b. Repair of sixteen (16) existing previously replaced (circa 1980s) aluminum framed skylights and installation of new Insulated Glazing Units (IGU), new mullion snap covers, new gasketing, and new curb flashing. The majority of the skylights are to be lifted in place and a new membrane installed to provide separation of dissimilar metals and counterflashing. All new sealants will be installed.
 - c. Repair and partial replacement of one (1) skylight to replace damage and deteriorated perimeter frame and select internal framing and installation of new Insulated Glazing Units (IGU), new mullion snap covers, new gasketing, and new curb flashing. The skylight will be lifted in place and a new membrane installed to provide separation of dissimilar metals and counterflashing. All new sealants will be installed.
 - d. Full skylight replacement of two (2) non-original skylight with new aluminum replacement unit to match existing aluminum skylights with new IGUs, gasketing, and snap trim covers/mullions.
 2. Sequencing for the work for Laylights S1, S4, and S5 will need to be closely coordinated with the repair of the skylights.

1.4 WORK SEQUENCE

- A. The Work will be conducted in a single phase.
- B. The Project shall be substantially completed by the following days:
1. Base Bid – December 1, 2022
 2. Alternate No. 1 (if the alternate is taken) – May 31, 2024
 3. Alternate No. 2 (if the alternate is taken) – November 1, 2024
 4. Alternate No. 3 (if the alternate is taken) – November 1, 2024
 5. Alternate No. 4 (if the alternate is taken) – November 1, 2024
- C. Each phase (base bids and alternates) is to be completed by the dates of substantial completion listed above.
- D. Active work within the Capitol is not allowed to happen on site during Legislative Session (Typical Dates – January 1 to May 15). Work schedule is to be coordinated with the State's Project Manager. Work can be completed outside of the building for addressing submittals, etc.

1.5 CONTRACTOR USE OF PREMISES

- A. General: During the construction period the Contractor shall have full use of the premises for construction operations, including use of the site. The Contractor's use of

the premises limited only by the Owner's right to perform work or to retain other contractors on portions of the Project.

- B. Use of the Site: Limit use of the premises to work in areas indicated. Confine operations to areas within contract limits indicated. Do not disturb portions of the site beyond the areas in which the Work is indicated.
 - 1. Owner Occupancy: Allow for Owner occupancy and use by the public.
 - 2. Driveways and Entrances: Keep driveways and entrances serving the premises clear and available to the Owner, the Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
- C. Use of the Existing Building: Maintain the existing building in a weathertight condition throughout the construction period. Repair damage cause by construction operations. Take all precautions necessary to protect the building and its occupants during the construction period.

1.6 OCCUPANCY REQUIREMENTS

- A. Full Owner Occupancy: The Owner will occupy the site and existing building during the entire construction period. Cooperate with the Owner during construction operations to minimize conflicts and facilitate owner usage. Perform the Work so as not to interfere with the Owner's operations.

1.7 OWNER-FURNISHED PRODUCTS

- A. Not Applicable.

1.8 MISCELLANEOUS PROVISIONS

- A. Noise control is critical while the Senate and House of Representatives are in session. Coordination with the Owner for hours / times of operation and when noise disruption will not be allowed.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.1 SCHEDULE OF PRODUCTS ORDERED IN ADVANCE (Not Applicable)

END OF SECTION 011000

SECTION 012100 – ALLOWANCES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements governing allowances.
 - 1. Certain items are specified in the Contract Documents by allowances. Allowances have been established in lieu of additional requirements and to defer selection of actual materials and equipment to a later date when additional information is available for evaluation. If necessary, additional requirements will be issued by Change Order.
- B. Types of allowances include the following:
 - 1. Facility interruption allowances.
- C. Related Sections include the following:
 - 1. Division 1 Section "Contract Modification Procedures" for procedures for submitting and handling Change Orders for allowances.

1.3 FACILITY INTERRUPTION DAYS

- A. Included within the completion period for this project are a specified number of facility interruption days (see Schedule of Allowances).
- B. In the event the State stops work without cause for 50% or more of the Contractor's scheduled workday, that day shall be declared unavailable for work (a facility interruption day) and charged against the above allowance. Critical work activities will be determined by review of the Contractor's current progress schedule.
- C. The Contractor's Representative and the Construction Representative shall agree monthly on the number of facility interruption days to be charged against the allowance. This determination will be documented in writing and be signed by the Contractor and the Construction Representatives. If there is a failure to agree on all or part of the facility interruption days for a particular month, that disagreement shall be noted on this written document and signed by each party's representative. Failure of the Contractor's representative to sign the facility interruption day documentation after it is presented, with or without the notes of disagreement, shall constitute agreement with the facility interruption day determination contained in that document.
- D. There will be no modification to the time of contract performance due solely to the failure to deplete the facility interruption day allowance.
- E. Once this allowance is depleted, a no cost Change Order time extension will be executed for facility interruption days, as defined above, encountered during the remainder of the Project.

1.4 SUBMITTALS

- A. Submit proposals for purchase of products or systems included in allowances, in the form specified for Change Orders.
- B. Coordinate and process submittals for allowance items in same manner as for other portions of the Work.

1.5 COORDINATION

- A. Coordinate allowance items with other portions of the Work. Furnish templates as required to coordinate installation.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 SCHEDULE OF ALLOWANCES

- A. Facility Interruption Days: Include within the completion period for this Project ten (10) facility interruption days.

END OF SECTION 012100

SECTION 012300 – ALTERNATES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements governing Alternates.

1.3 DEFINITIONS

- A. Definition: An alternate is an amount proposed by bidders and stated on the Bid Form for certain work defined in the Bidding Requirements that may be added to the Base Bid amount if the Owner decides to accept a corresponding 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.
 - 1. The cost for each alternate is the net addition to the Contract Sum to incorporate the Alternate into the Work. No other adjustments are made to the Contract Sum.
- B. No additional time will be allowed for alternate work unless the number of workdays is so stated on the bid form.

1.4 PROCEDURES

- A. Coordination: Modify or adjust affected adjacent Work as necessary to completely and fully integrate the Alternate Work into the Project.
 - 1. Include as part of each alternate, miscellaneous devices, accessory objects, and similar items incidental to or required for a complete installation whether or not mentioned as part of the Alternate.
- B. Notification: The award of the Contract will indicate whether alternates have been accepted or rejected.
- C. Execute accepted alternates under the same conditions as other Work of this Contract.
- D. Schedule: A "Schedule of Alternates" is included at the end of this Section. Specification Sections referenced in the Schedule contain requirements for materials necessary to achieve the Work described under each alternate.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.1 SCHEDULE OF ALTERNATES

- A. Alternate No. 1 (ADD): Adds the following scope of work, which includes but not limited to the following (reference contract drawings and specification for full scope of work):
1. Transportation of the crates with the stained-glass panels from the Project Site to the stained glass studio.
 2. Restoration of the Stained Glass Laylight S1 scope of work. Reference Specification Section 088000 for full scope of work and Sheet A203.
 3. Crating the individual stained-glass panels for transportation and storage. Reference Specification Section 088000 crate requirements.
 4. Storage of stained glass panels in the stained glass studio or other secure location until end of May 2024.
 5. Transportation of the crates with the stained-glass panels to the Project Site.
 6. Completion date for this work is May 31, 2024.
- B. Alternate No. 2 (ADD): Adds the following scope of work, which includes but not limited to the following (reference Sheets A200, A201, A202, A204, S100, and S101):
1. Erection of Scaffolding below Laylight S1. Dance floor to be draped.
 2. Removal of the temporary plastic glazing from the Laylight S1 Steel Frame.
 3. Required repairs to the Laylight S1 stained glass steel frame and apply a high-performance coating to the steel structure.
 4. Reinstallation of the Laylight S1 stained glass within the existing steel frame with a new support system of saddle bars. Reference Specification Section 088000 for reinstallation requirements.
 5. Restore and repair ornamental plaster frame at Laylight S1.
 6. Prep, prime, and paint ornamental plaster frame at Laylight S1.
 7. Restore and repair plaster within the Laylight S1 lightwell.
 8. Prep, prime, and paint plaster within Laylight S1 lightwell.
 9. Installation of new pipe railing along the platforms within the Laylight S1 lightwell.
 10. Clean 100% of both side of Laylight S1.
 11. Clean the Laylight S1 lightwell.
 12. Removal of scaffolding below Laylight S1.
 13. Completion date for this work is November 1, 2024.

- C. Alternate No. 3 (ADD): Incorporated Laylight S4 into the project. The scope of work includes but not limited to the following (Reference Sheets A051, A300, A301, A302, and A305):
1. Full removal the paint from the entire laylight frame and muntins (both sides of the laylight) back to bare wood.
 2. Removal of all loose and delaminated paint from the steel support to remove all corrosion on the ferrous metal surfaces.
 3. Removal of 100% of the plaster and metal lath back to the terra cotta block.
 4. Repair and replacement of laylight wood frame and muntins.
 5. Infill the joint between the plaster ceiling and the laylight frame on the public side of the laylight.
 6. Infill the joint between the concrete deck and the laylight frame on the attic side of the laylight.
 7. Prepare, prime, and paint the entire laylight frame and muntins (both sides of the laylight).
 8. Prepare, prime, and paint plaster ceiling and acoustical ceiling coating.
 9. Prepare, prime, and paint steel support frame.
 10. Installation of new plastic glazing over the top of the laylight.
 11. Installation of new metal lath and plaster on four (4) walls within the laylight lightwell. Prepare, prime, and paint entire plaster walls.
 12. Prepare, prime, and paint historic laylight door, frame, trim (both sides of the door, frame, and trim).
 13. Clean 100% of both side of Laylight S4.
 14. Clean the Laylight S4 lightwell.
 15. Completion date for this work is November 1, 2024.
- D. Alternate No. 4 (ADD): Incorporated Laylight S5 into the project. The scope of work includes but not limited to the following (Reference Sheets A051, A300, A303, A304, and A305):
1. Full removal the paint from the entire laylight frame and muntins (both sides of the laylight) back to bare wood.
 2. Removal of all loose and delaminated paint from the steel support to remove all corrosion on the ferrous metal surfaces.
 3. Removal of 100% of the plaster and metal lath back to the terra cotta block.
 4. Repair and replacement of laylight wood frame and muntins.
 5. Infill the joint between the plaster ceiling and the laylight frame on the public side of the laylight.

6. Infill the joint between the concrete deck and the laylight frame on the attic side of the laylight.
7. Prepare, prime, and paint the entire laylight frame and muntins (both sides of the laylight).
8. Prepare, prime, and paint plaster ceiling and acoustical ceiling coating.
9. Prepare, prime, and paint steel support frame.
10. Installation of new plastic glazing over the top of the laylight.
11. Installation of new metal lath and plaster on four (4) walls within the laylight lightwell. Prepare, prime, and paint entire plaster walls.
12. Prepare, prime, and paint historic laylight door, frame, trim (both sides of the door, frame, and trim).
13. Clean 100% of both side of Laylight S5.
14. Clean the Laylight S5 lightwell.
15. Completion date for this work is November 1, 2024.

END OF SECTION 012300

SECTION 012600 – CONTRACT MODIFICATION PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section specifies administrative and procedural requirements for handling and processing Contract Modifications.
- B. Related Sections include the following:
 - 1. Division 1, Section 012100 "Allowances" for procedural requirements for handling and processing Allowances.
 - 2. Division 1, Section 013115 "Project Management Communications" for administrative requirements for communications.
 - 3. Division 0, Section 007213, Article 3.1 "Acceptable Substitutions" for administrative procedures for handling Requests for Substitutions made after Contract award.
 - 4. Division 0, Section 007213, Article 4.0 "Changes in the Work" for Change Order requirements.

1.3 REQUESTS FOR INFORMATION

- A. In the event that the Contractor or Subcontractor, at any tier, determines that some portion of the Drawings, Specifications, or other Contract Documents requires clarification or interpretation, the Contractor shall submit a "Request for Information" (RFI) in writing to the Designer. A RFI may only be submitted by the Contractor and shall only be submitted on the RFI forms provided by the Owner. The Contractor shall clearly and concisely set forth the issue for which clarification or interpretation is sought and why a response is needed. In the RFI, the Contractor shall set forth an interpretation or understanding of the requirement along with reasons why such an understanding was reached.
- B. Responses to RFI shall be issued within ten (10) working days of receipt of the Request from the Contractor unless the Designer determines that a longer time is necessary to provide an adequate response. If a longer time is determined necessary by the Designer, the Designer will, within five (5) working days of receipt of the request, notify the Contractor of the anticipated response time. If the Contractor submits a RFI on a time sensitive activity on the current project schedule, the Contractor shall not be entitled to any time extension due to the time it takes the Designer to respond to the request provided that the Designer responds within the ten (10) working days set forth above.
- C. Responses from the Designer will not change any requirement of the Contract Documents. In the event the Contractor believes that a response to a RFI will cause a change to the requirements of the Contract Document, the Contractor shall give written

notice to the Designer requesting a Change Order for the work. Failure to give such written notice within ten (10) working days, shall waive the Contractor's right to seek additional time or cost under Article 4, "Changes in the Work" of the General Conditions.

1.4 MINOR CHANGES IN THE WORK

- A. Designer will issue supplemental instructions authorizing Minor Changes in the Work, not involving adjustment to the Contract Amount or the Contract Time, on "Designer's Supplemental Instructions" (DSI).

1.5 PROPOSAL REQUESTS

- A. The Designer or Owner Representative will issue a detailed description of proposed Changes in the Work that may require adjustment to the Contract Amount or the Contract Time. The proposed Change Description will be issued using the "Request for Proposal" (RFP) form. If necessary, the description will include supplemental or revised Drawings and Specifications.
 - 1. Proposal Requests issued by the Designer or Owner Representative are for information only. Do not consider them instructions either to stop work in progress or to execute the proposed change.
 - 2. Within ten (10) working days after receipt of Proposal Request, submit a proposal for the cost adjustments to the Contract Amount and the Contract Time necessary to execute the Change. The Contractor shall submit his proposal on the appropriate Change Order Detailed Breakdown form. Subcontractors may use the appropriate Change Order Detailed Breakdown form or submit their proposal on their letterhead provided the same level of detail is included. All proposals shall include:
 - a. A detailed breakdown of costs per Article 4.1 of the General Conditions.
 - b. If requesting additional time per Article 4.2 of the General Conditions, include an updated Contractor's Construction Schedule that indicates the effect of the Change including, but not limited to, changes in activity duration, start and finish times, and activity relationship.

1.6 CHANGE ORDER PROCEDURES

- A. On Owner's approval of a Proposal Request, the Designer or Owner Representative will issue a Change Order for signatures of Owner and Contractor on the "Change Order" form.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 012600

SECTION 013100 – COORDINATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes administrative provisions for coordinating construction operations on Projects including, but not limited to, the following:
 - 1. Coordination Drawings.
 - 2. Administrative and supervisory personnel.
 - 3. Project meetings.
- B. Each Contractor shall participate in coordination requirements. Certain areas of responsibility will be assigned to a specific Contractor.
- C. Related Sections include the following:
 - 1. Division 1, Section 013200 "Schedules" for preparing and submitting Contractor's Construction Schedule.
 - 2. Articles 1.8.B and 1.8.C of Section 007213 "General Conditions" for coordinating meetings onsite.
 - 3. Article 5.4.H of Section 007213 "General Conditions" for coordinating Closeout of the Contract.

1.3 COORDINATION

- A. Coordination: Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations included in different Sections, which depend on each other for proper installation, connection, and operation.
- B. Coordination: Each Contractor shall coordinate its construction operations with those of other contractors and entities to ensure efficient and orderly installation of each part of the Work. Each Contractor shall coordinate its operations with operations included in different Sections that depend on each other for proper installation, connection, and operation.
 - 1. Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
 - 2. Coordinate installation of different components with other Contractors to ensure maximum accessibility for required maintenance, service, and repair.
 - 3. Make adequate provisions to accommodate items scheduled for later installation.
 - 4. Where availability of space is limited, coordinate installation of different components to ensure maximum performance and accessibility for required

maintenance, service, and repair of all components including mechanical and electrical.

- C. Prepare memoranda for distribution to each party involved outlining special procedures required for coordination. Include such items as required notices, reports, and list of attendees at meetings.
 - 1. Prepare similar memoranda for Owner and separate Contractors if coordination of their Work is required.
- D. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities and activities of other Contractors to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
 - 1. Preparation of Contractor's Construction Schedule.
 - 2. Preparation of the Schedule of Values.
 - 3. Installation and removal of temporary facilities and controls.
 - 4. Delivery and processing of submittals.
 - 5. Progress meetings.
 - 6. Preinstallation conferences.
 - 7. Startup and adjustment of systems.
 - 8. Project Closeout activities.
- E. Conservation: Coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials.
 - 1. Salvage materials and equipment involved in performance of, but not actually incorporated into, the Work. Refer to other Sections for disposition of salvaged materials that are designated as Owner's property.

1.4 SUBMITTALS

- A. Coordination Drawings: Prepare Coordination Drawings if limited space availability necessitates maximum utilization of space for efficient installation of different components or if coordination is required for installation of products and materials fabricated by separate entities.
- B. Key Personnel Names: Within fifteen (15) work days of starting construction operations, submit a list of key personnel assignments including superintendent and other personnel in attendance at Project site. Identify individuals and their duties and responsibilities; list addresses and telephone numbers including home and office telephone numbers. Provide names, addresses, and telephone numbers of individuals assigned as standbys in the absence of individuals assigned to Project.
 - 1. Post copies of list in Project meeting room, in temporary field office, and by each temporary telephone. Keep list current at all times.

1.5 PROJECT MEETINGS

- A. The Owner's Construction Representative will schedule a Pre-Construction Meeting prior to beginning of construction. The date, time, and exact place of this meeting will be determined after Contract Award and notification of all interested parties. The Contractor

shall arrange to have the Job Superintendent and all prime Subcontractors present at the meeting. During the Pre-Construction Meeting, the construction procedures and information necessary for submitting payment requests will be discussed and materials distributed along with any other pertinent information.

1. Minutes: Designer/Architect will record and distribute meeting minutes.
- B. Progress Meetings: The Owner's Construction Representative will conduct Monthly Progress Meetings as stated in Articles 1.8.B and 1.8.C of Section 007213 "General Conditions".
1. Minutes: Designer/Architect will record and distribute to Contractor the meeting minutes when they are in attendance, otherwise, Contractor is to record and distribute meeting minutes. Field condition photographs at the time of the meeting are to be provided within the meeting minutes for progress updates.
- C. Preinstallation Conferences: Contractor shall conduct a preinstallation conference at Project site before each construction activity that requires coordination with other construction.
1. Attendees: Installer and representatives of Manufacturers and Fabricators involved in or affected by the installation and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise Designer and Construction Representative of scheduled meeting dates.
 2. Agenda: Review progress of other construction activities and preparations for the particular activity under consideration including requirements for the following:
 - a. Contract Documents
 - b. Options
 - c. Related RFIs
 - d. Related Change Orders
 - e. Purchases
 - f. Deliveries
 - g. Submittals
 - h. Review of mockups
 - i. Possible conflicts
 - j. Compatibility problems
 - k. Time schedules
 - l. Weather limitations
 - m. Manufacturer's written recommendations
 - n. Warranty requirements
 - o. Compatibility of materials
 - p. Acceptability of substrates
 - q. Temporary facilities and controls
 - r. Space and access limitations

- s. Regulations of authorities having jurisdiction
 - t. Testing and inspecting requirements
 - u. Installation procedures
 - v. Coordination with other Work
 - w. Required performance results
 - x. Protection of adjacent Work
 - y. Protection of construction and personnel
- 3. Contractor shall record significant conference discussions, agreements, and disagreements including required corrective measures and actions.
 - 4. Reporting: Distribute minutes of the meeting to each party present and to parties who should have been present.
 - 5. Do not proceed with installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the Work and reconvene the conference at earliest feasible date.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 013100

SECTION 013115 - PROJECT MANAGEMENT COMMUNICATIONS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract including General and Supplementary Conditions, Bid Form, and other Division 1 Specification Sections apply to this Section.
- B. Division 1, Section 013300 - Submittals
- C. Division 1, Section 012600 – Contract Modification Procedures

1.2 SUMMARY

- A. Project Management Communications: The Contractor shall use the Internet web based project management communications tool, E-Builder® ASP software, and protocols included in that software during this project. The use of project management communications as herein described does not replace or change any contractual responsibilities of the participants.
 - 1. Project management communications is available through E-Builder® as provided by "e-Builder®" in the form and manner required by the Owner.
 - 2. The project communications database is on-line and fully functional. User registration, electronic and computer equipment, and Internet connections are the responsibility of each project participant. The sharing of user accounts is prohibited
- B. Support: E-Builder® will provide on-going support through on-line help files.
- C. Copyrights and Ownership: Nothing in this specification or the subsequent communications supersedes the parties' obligations and rights for copyright or document ownership as established by the Contract Documents. The use of CAD files, processes or design information distributed in this system is intended only for the project specified herein.
- D. Purpose: The intent of using E-Builder® is to improve project work efforts by promoting timely initial communications and responses. Secondly, to reduce the number of paper documents while providing improved record keeping by creation of electronic document files.
- E. Authorized Users: Access to the web site will be by individuals who are authorized users.
 - 1. Individuals shall complete the E-Builder New Company/User Request Form located at the following web site: <https://oa.mo.gov/facilities/vendor-links/contractor-forms>. Completed forms shall be emailed to the following email address: OA.FMDCE-BuilderSupport@oa.mo.gov.
 - 2. Authorized users will be contacted directly and assigned a temporary user password.
 - 3. Individuals shall be responsible for the proper use of their passwords and access to data as agents of the company in which they are employed.
- F. Administrative Users: Administrative users have access and control of user licenses and all posted items. DO NOT POST PRIVATE OR YOUR COMPANY CONFIDENTIAL ITEMS IN THE DATABASE! Improper or abusive language toward any party or repeated posting of items intended to deceive or disrupt the work of the project will not be tolerated and will result in

deletion of the offensive items and revocation of user license at the sole discretion of the Administrative User(s).

- G. Communications: The use of fax, email and courier communication for this project is discouraged in favor of using E-Builder® to send messages. Communication functions are as follows:
1. Document Integrity and Revisions:
 - a. Documents, comments, drawings and other records posted to the system shall remain for the project record. The authorship time and date shall be recorded for each document submitted to the system. Submitting a new document or record with a unique ID, authorship, and time stamp shall be the method used to make modifications or corrections.
 - b. The system shall make it easy to identify revised or superseded documents and their predecessors.
 - c. Server or Client side software enhancements during the life of the project shall not alter or restrict the content of data published by the system. System upgrades shall not affect access to older documents or software.
 2. Document Security:
 - a. The system shall provide a method for communication of documents. Documents shall allow security group assignment to respect the contractual parties communication except for Administrative Users. **DO NOT POST PRIVATE OR YOUR COMPANY CONFIDENTIAL ITEMS IN THE DATABASE!**
 3. Document Integration:
 - a. Documents of various types shall be logically related to one another and discoverable. For example, requests for information, daily field reports, supplemental sketches and photographs shall be capable of reference as related records.
 4. Reporting:
 - a. The system shall be capable of generating reports for work in progress, and logs for each document type. Summary reports generated by the system shall be available for team members.
 5. Notifications and Distribution:
 - a. Document distribution to project members shall be accomplished both within the extranet system and via email as appropriate. Project document distribution to parties outside of the project communication system shall be accomplished by secure email of outgoing documents and attachments, readable by a standard email client.
 6. Required Document Types:
 - a. RFI, Request for Information.
 - b. Submittals, including record numbering by drawing and specification section.
 - c. Transmittals, including record of documents and materials delivered in hard copy.
 - d. Meeting Minutes.
 - e. Application for Payments (Draft or Pencil).
 - f. Review Comments.
 - g. Field Reports.
 - h. Construction Photographs.
 - i. Drawings.
 - j. Supplemental Sketches.
 - k. Schedules.
 - l. Specifications.
 - m. Request for Proposals
 - n. Designer's Supplemental Instructions
 - o. Punch Lists

- H. Record Keeping: Except for paper documents, which require original signatures and large format documents (greater than 8½ x 11 inches), all other 8½ x 11 inches documents shall be submitted by transmission in electronic form to the E-Builder® web site by licensed users.
- a. The Owner and his representatives, the Designer and his consultants, and the Contractor and his Sub Contractors and suppliers at every tier shall respond to documents received in electronic form on the web site, and consider them as if received in paper document form.
 - b. The Owner and his representatives, the Designer and his consultants, and the Contractor and his Sub Contractors and suppliers at every tier reserves the right to and shall reply or respond by transmissions in electronic form on the web site to documents actually received in paper document form.
 - c. The Owner and his representatives, the Designer and his consultants, and the Contractor and his Sub Contractors and suppliers at every tier reserves the right to and shall copy any paper document into electronic form and make same available on the web site.
- I. Minimum Equipment and Internet Connection: In addition to other requirements specified in this Section, the Owner and his representatives, the Construction Manager and his representatives, the Architect and his consultants, and the Contractor and his sub-contractors and suppliers at every tier required to have a user license(s) shall be responsible for the following:
1. Providing suitable computer systems for each licensed user at the users normal work location¹ with high-speed Internet access, i.e. DSL, local cable company's Internet connection, or T1 connection.
 2. Each of the above referenced computer systems shall have the following minimum system² and software requirements:
 - a. Desktop configuration (Laptop configurations are similar and should be equal to or exceed desktop system.)
 - 1) Operating System: Windows XP or newer
 - 2) Internet Browser: Internet Explorer 6.01SP2+ (Recommend IE7.0+)
 - 3) Minimum Recommend Connection Speed: 256K or above
 - 4) Processor Speed: 1 Gigahertz and above
 - 5) RAM: 512 mb
 - 6) Operating system and software shall be properly licensed.
 - 7) Internet Explorer version 7 (current version is a free distribution for download). This specification is not intended to restrict the host server or client computers provided that industry standard HTTP clients may access the published content.
 - 8) Adobe Acrobat Reader (current version is a free distribution for download).
 - 9) Users should have the standard Microsoft Office Suite (current version must be purchased) or the equivalent.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable.)

END OF SECTION 013115

¹ The normal work location is the place where the user is assigned for more than one-half of his time working on this project.

² The minimum system herein will not be sufficient for many tasks and may not be able to process all documents and files stored in the E-Builder® Documents area.

SECTION 013200.10 – SCHEDULES – CRITICAL PATH METHOD (CPM)

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 CONSTRUCTION PROGRESS SCHEDULE – CRITICAL PATH METHOD (CPM)

- A. This Section includes administrative and procedural requirements for the Critical Path Method (CPM) of scheduling and reporting progress of the Work.
 - 1. Refer to the General Conditions and the Agreement for definitions and specified dates of Contract Time.
 - 2. Due to the scheduling sensitivity of this Project and the need for the Owner to closely monitor all levels of activity, the following personnel and reporting requirements are mandatory.
- B. CPM Definitions
 - 1. Critical Path Method (CPM): A method of planning and scheduling a construction project where activities are arranged based on activity relationships and network calculations determine when activities can be performed and the critical path of the Project.
 - 2. Critical Path: The longest continuous chain of activities through the network schedule that establishes the minimum overall project duration.
 - 3. Network Diagram: A graphic diagram of a network schedule, showing the activities and activity relationships.
 - 4. Activity: A discrete part of a project than can be identified for planning, scheduling, monitoring, and controlling the construction project. Activities included in a construction schedule consume time and resources.
 - a. Critical activities are activities on the critical path.
 - b. Predecessor activity is an activity that must be completed before a given activity can be started.
 - 5. Event: An event is the starting or ending point of an activity.
 - 6. Milestone: A key or critical point in time for reference or measurement.
 - 7. Float or Slack Time: The measure of leeway in activity performance. Accumulative float time is not for the exclusive use or benefit of the Owner or Contractor, but is a project resource available to both parties as needed to meet contract milestones and the completion date.
 - a. Free float is the amount of time an activity can be delayed without adversely affecting the early start of the following activity.
 - b. Total float is the measure of leeway in starting or completing an activity without adversely affecting the planned project completion date.
 - 8. Inclement Weather: Adverse weather conditions affecting the critical path.

C. CPM Quality Assurance

1. The Owner's Consultant shall assist in planning, evaluating, and reporting by CPM Scheduling.
2. The Contractor is responsible for developing its own schedule logic and activities with appropriate duration, restraints and relationships. All information must be acceptable and compatible with the Owner's needs. All target, completion, and milestone dates generated must be acceptable to the Owner and meet the requirements of the Contract Documents including the Statement of Work in the Agreement.
3. The Owner reserves the right to reject any schedule or report that fails to reflect timely completion of the Project, or any intermediate milestone, or otherwise indicates unrealistic performance. Failure of the Contractor to deliver satisfactory schedules or reports to the Owner may result in temporary suspension of progress payments at the Owner's sole discretion.

1.3 PROJECT INSPECTION

- A. The Owner will designate the time for a regular monthly update inspection at which time representatives of the Owner, Designer, and Contractor will inspect the Project and agree on progress of all activities. The information so obtained may be the basis for the Contractor's monthly schedule update.

1.4 REPORTS

- A. Daily Construction Reports: Prepare a daily construction report recording the following information concerning events at Project site:

1. List of subcontractors at Project site
2. List of separate contractors at Project site
3. Approximate count of personnel at Project site
4. Equipment at Project site
5. Material deliveries
6. High and low temperatures and general weather conditions
7. Accidents
- 3.4 8. Meetings and significant decisions
9. Unusual events (refer to special reports)
10. Stoppages, delays, shortages, and losses
11. Meter readings and similar recordings
12. Emergency procedures
13. Orders and requests of authorities having jurisdiction
14. Change Orders received and implemented
15. Services connected and disconnected
16. Equipment or system tests and startups
17. Partial Completions and Occupancies
18. Substantial Completions authorized

PART 2 - PRODUCTS

2.1 HARDWARE – Reserved

2.2 CPM SCHEDULING SOFTWARE

- A. The Contractor will use Primavera Project Planner (P6) or other approved scheduling software.

2.3 CPM SCHEDULING PERSONNEL

- A. The Contractor is to designate a person who will have all scheduling responsibilities for this Work. That individual must have had previous scheduling responsibilities on similar construction projects. The Contractor shall submit the resume of the designated person for approval by Owner prior to the Notice to Proceed.
- B. The Owner will designate the time and location for regular Monthly Progress Meetings. The Contractor is required to attend these Meetings. Current schedule, job progress, delays, projections, problem issues, alternatives, and applications for payment will be among the priority items addressed in detail at these meetings.

PART 3 - EXECUTION

3.1 CONSTRUCTION PROGRESS SCHEDULE – CRITICAL PATH METHOD (CPM)

- A. Preliminary Schedule:
 - 1. The Contractor's Preliminary CPM Schedule including Schedule of Values shall be submitted before the first pay application is approved. The preliminary network diagram shall outline activities for the first (60) days of construction. Include a skeleton diagram for the remainder of the Work with the preliminary diagram. This schedule will be the basis for pay applications for the first (60) days.
 - a. Include each significant construction activity. Coordinate each activity in the network with other activities. Schedule each construction activity in proper sequence.
 - b. Include an activity showing the contract weather allowance time – if any.
 - c. Indicate completion of the Work on the date established for Substantial Completion.
 - d. A tabular activity list.
 - e. In addition to submitting paper copies of schedule reports, updates, and plots, the Contractor shall submit all diskettes containing all required schedule information.
 - 2. Cash Requirement Prediction: With submittal of the preliminary network diagram, include a preliminary cash requirement prediction based on indicated activities.
 - 3. Distribution: Distribute the preliminary network diagram to parties involved in construction activities that are scheduled early, including the Designer and the Owner.

3.4

B. Schedule Submittals:

1. In preparing the CPM Schedule, the Contractor shall include procurement, submittal, approval, fabrication, and delivery activities for review and approval by the Owner.
2. Submittal and Distribution: Submit (3) copies of the initial issue of the tabulations and network for acceptance. When authorized, distribute copies to the Designer, Owner's CPM Consultant, and the Owner, separate Contractors, subcontractors, and suppliers or fabricators, and others identified by the Contractor with a need-to-know schedule responsibility.
 - a. Post copies in the Project meeting rooms and temporary field offices.
 - b. When revisions are made, distribute updated schedules to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in the performance of construction activities.
 - c. Submit copies of each computer-produced report to the Designer.
3. Schedule Updating: Revise the Schedule within five (5) working days after each meeting or other activity, where revisions have been recognized or made. Issue the updated Schedule concurrently with the report of each project meeting.
 - a. Weekly: On a weekly basis, the current detailed construction schedule (Three Week Look Ahead Schedule) shall be provided by the Contractor, at the request of the Owner. This information shall include a brief written report describing activities begun or finished, during the preceding week and a projection of all activities to be started or finished in the next three weeks.
 - b. Monthly: Each month, the Contractor shall provide current, detailed construction schedule information consisting of certified tabular data and summaries, which show all changes to the schedule which have occurred since the previous submission of schedule information and indicates progress of each activity and shown completion dates. The submittal shall include major changes in scope, logic changes, activities modified since previous update, identification of any slippage, revised projections due to changes, out-of-sequence progress, and other identifiable changes.
4. In the event a revised detailed schedule is not acceptable to the Owner, the Schedule shall be revised within five (5) working days by the Contractor until it is found acceptable by the Owner.
5. The Contractor shall submit an updated schedule to CPM Consultant a minimum of five (5) working days prior to the scheduled Monthly Progress Meeting.
6. In the event that the Contractor fails to provide the required Schedules, reports, or updates noted above, in a timely manner, the Owner shall have the right to withhold all progress payments until such time as acceptable scheduling documentation is received.
7. Following each update, the Contractor shall distribute copies of the updated schedule to subcontractors, designer, and Owner.

C. Schedule Requirements:

1. Within (30) days after approval of the proposed preliminary network diagram, the Contractor shall submit draft of proposed complete network diagram for review.

- Upon request, include written certification that major subcontractors have reviewed and accepted the proposed schedule.
2. Within (15) days after joint review of proposed complete network diagram, submit final complete network diagram. The Owner anticipates a final base line schedule acceptable to the CPM Consultant within (90) days from Contractor's Notice to Proceed.
 3. All relevant data is to be acquired and processed and reports prepared and submitted by the person designated to be responsible for the Project Schedule.
 4. The scheduled logic for the Work shall be developed by the Contractor and approved by the Owner, along with established duration for each activity. Activity numbers shall be based on a reasonable, rational system for identification purposes. As a minimum, along with the activity numbers, include the building/area and type of work by trade and subcontractor company activity codes.
 5. Participate in joint review and evaluation of network diagrams and analysis with Owner, Owner's CPM Consultant, and Designer at each submittal above.
 - a. Following joint review of the final completion network diagram, distribute copies of the schedule to subcontractors, suppliers, designer, and Owner.
 6. The detailed construction schedule submitted by the Contractor shall reflect complete sequence of construction by activity including:
 - a. Procurement and delivery dates for long lead items
 - b. Contractual milestone dates
 - c. Dates for beginning and completion of each element of construction
 - d. Disruptions and shutdowns due to other operations, facilities, functions, or testing agencies' activities
 - e. Planned periods of inactivity on the project
 - f. Anticipated periods of overtime or shift work
 - g. Dates for installation and testing of all equipment
 - h. Cleanup
 - i. Contract startup and closeout
 7. Identify work for separate buildings or areas and other logically grouped activities.
 8. The schedule is to show projected percentage of completion for each item of work as of the last day of each month. Each item of work shall be cost loaded.
 9. Provide special schedules to define critical portions of the entire schedule as requested by Owner.
 10. Incorporate the procurement submittal schedule.
 - a. Discrete activities shall be separated by trade or other category as requested by the Owner and separate activities shall be assigned activity numbers for use and monitoring.
 - b. Separate activities shall be reflected in a level of detail such that no activity shall be of greater duration than (15) days. Specific exceptions must be requested in writing.

11. Provide recovery plan to complete the project within the contract completion time as requested by Owner.
12. The schedule activities shall be cost loaded per the schedule of values and will be used as the basis for the Contractor's monthly pay applications including:
 - a. Milestone and zero duration activities shall not be dollar loaded.
 - b. The dollar value for each activity will be the cost including labor, materials, equipment, and pro rata contribution to overhead and profit. The Contractor shall make the sum of all activity costs equal to the total Contract sum.
 - c. The Contractor shall provide a "General Conditions" activity which shall include all Contractor jobsite costs. This activity cost shall be distributed evenly for the entire duration of the Contract. The Contractor shall furnish a detailed listing to the Owner of the items and their associated costs included in this activity.
 - d. Separate activities should be shown for mobilization and demobilization. These should be equal cost amounts.
 - e. "Front-end" dollar loading of construction activities will not be allowed.
13. Change Orders that extend the Contract Completion Date shall be shown as a new activity. This schedule impact shall be submitted with the Change Order proposal showing float used and/or impact on the critical path.
14. If a Change Order results in a compensable time extension, the daily General Condition rate defined above will be used. It will be added to the Change Order and will be excluded from overhead and profit markup as allowed by the General Conditions.
 - a. Any additional General Condition monies associated with the approved additional time will be added on a daily basis to the end of the project. The additional time granted per the change order shall also be added to the end of the latest approved contract completion date. These additional General Condition monies shall be held by the Owner and not paid to the Contractor until the project's original contract time has been exceeded.
 - b. If the Owner grants the Contractor Substantial Completion prior to the most current Contract Completion date, then for any and all contract days remaining beyond the date of Substantial Completion, the Contractor and Owner shall share on a 50% - 50% basis, all previously approved extended daily General Conditions costs.
 - c. If the change warrants a reduction in contract time, for any reason, then the Owner shall deduct as part of the change 50% of the applicable pro rata share of the General Conditions monies as shown in the Schedule of Values.

D. Reporting:

1. Contractor reports shall include monthly updates, and as requested by Owner, revised network logic diagrams, and activity lists. The monthly updates may be accompanied by certificates that all data submitted is complete and current (See sample at end of this Section).
2. Contractor network diagrams shall legibly show the order and interdependence of activities, and the sequence in which the work is to be accomplished as planned

by the Contractor. Networks shall be drawn on 24" by 36" or 11" by 17" sized sheets, as directed by Owner, with title, match data, and date of latest version on each sheet.

3. Tabular Activity Lists shall be provided and shall show one activity per line along with appropriate data for the purpose intended including various combinations of the following:
 - a. Activity ID number
 - b. Activity description
 - c. Preceding and succeeding activities and descriptions
 - d. Original duration (in working days)
 - e. Remaining duration (in working days)
 - f. Percent complete
 - g. Earliest start date (by calendar date)
 - h. Earliest finish date (by calendar date)
 - i. Latest start date (by calendar date)
 - j. Latest finish date (by calendar date)
4. Narrative: A written narrative shall be required by Owner under the following circumstances:
 - a. Added, deleted, or changed activities including logic and budget changes
 - b. To explain out-of-sequence progress
 - c. To detail procurement/delivery problems
 - d. To describe recovery plans, if the Contractor fails to maintain its schedule
 - e. To explain any schedule item which requires clarification as directed by the Owner

3.2 SCHEDULE OF SUBMITTALS

- A. Tabulation of Submittals: With submittal of the preliminary network diagram, include a tabulation by date of submittals required during the first (90) days of construction. List those required to maintain orderly progress of the Work and those required early because of long lead-time for manufacture or fabrication.
- B. Upon acceptance of the CPM Construction Progress Schedule, prepare, and submit a complete schedule of submittals. Coordinate the submittal schedule with Section 013300 SUBMITTALS, the approved Construction Progress Schedule, list of subcontracts, Schedule of Values and the list of products.
- C. Prepare the schedule in chronological order. Provide the following information:
 1. Scheduled date for the first submittal
 2. Related Section number
 3. Submittal category
 4. Name of the subcontractor

5. Description of the part of the Work covered
 6. Scheduled date for resubmittal
 7. Scheduled date for the Designer's final release or approval
- D. Distribution: Following the Designer's response to the initial submittal schedule, print, and distribute copies to the Designer, Owner, Subcontractors, and other parties required to comply with submittal dates indicated.
1. Post copies in the Project meeting room and temporary field office.
 2. When revisions are made, distribute to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned part of the Work and are no longer involved in construction activities.
- E. Schedule Updating: Revise the schedule after each meeting or other activity where revisions have been recognized or made. Issue the updated schedule concurrently with the report of each meeting.

3.3 SCHEDULE OF INSPECTIONS AND TESTS

- A. Upon acceptance of the CPM Construction Progress Schedule, prepare and submit within (15) working days a complete schedule of inspections, tests, and similar services required by the Contract Documents.
- B. Form: The schedule shall be in tabular form and shall include, but not be limited to, the following:
1. Specification Section number
 2. Description of the test
 3. Identification of applicable standards
 4. Identification of test methods
 5. Number of tests required
 6. Time schedule or time span for tests
 7. Entity responsible for performing tests
 8. Requirements for taking samples
 9. Unique characteristics of each service
- C. Distribution: Distribute the schedule to the Owner, Designer, and each party involved in performance of portions of the Work where inspections and tests are required.

3.4 SCHEDULE OF VALUES

- A. The Contractor's approved Schedule of Values must have the following line items included with the value of the item as indicated below:
1. O&M's (Operation and Maintenance Manuals)
 - a. Project contract amount \$1,000,000 and under - 2% of the total contract amount.
 - b. Project contract amount over \$1,000,000 - 1% of the total contract amount.
 2. Close Out Documents
 - a. Project contract amount \$1,000,000 and under - 2% of the total contract amount.
 - b. Project contract amount over \$1,000,000 - 1% of the total contract amount.
 3. General Conditions
 - a. No more than 10% of the total contract amount.
 - b. General Conditions pay request shall not exceed percent complete of construction.

END OF SECTION 013200.10

SECTION 013233 - PHOTOGRAPHIC DOCUMENTATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for the following:
 - 1. Preconstruction photographs.
 - 2. Concealed Work photographs.
 - 3. Periodic construction photographs.
 - 4. Final Completion construction photographs.
- B. Related Requirements:
 - 1. Section 017700 "Closeout Procedures" for submitting photographic documentation as Project Record Documents at Project closeout.
 - 2. Section 024119 "Selective Demolition" for photographic documentation before selective demolition operations commence.

1.3 INFORMATIONAL SUBMITTALS

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

1.4 QUALITY ASSURANCE

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

1.5 FORMATS AND MEDIA

- A. Digital Photographs: Provide color images in JPG format, produced by a digital camera with minimum sensor size of 12 megapixels, and at an image resolution of not less than 3200 by 2400 pixels, and with vibration-reduction technology. Use flash in low light levels or backlit conditions.
- B. Digital Images: Submit digital media as originally recorded in the digital camera, without alteration, manipulation, editing, or modifications using image-editing software.
- C. Metadata: Record accurate date and time and GPS location data from camera.
- D. File Names: Name media files with date and sequential numbering suffix.

1.6 CONSTRUCTION PHOTOGRAPHS

- A. Photographer: Engage a qualified photographer to take construction photographs.
- B. General: Take photographs with maximum depth of field and in focus.
 - 1. Maintain key plan with each set of construction photographs that identifies each photographic location.
- C. Preconstruction Photographs: Before commencement of the Work, take photographs of Project site and surrounding properties, including existing items to remain during construction, from different vantage points, as directed by Architect and Construction Manager.
 - 1. Take photographs in quantity necessary to show existing conditions adjacent to property before starting the Work. Minimally, 20 photographs.
 - 2. Take minimally 20 photographs of existing buildings and adjoining roofs to accurately record physical conditions at start of construction.
 - 3. Take additional photographs as required to record existing conditions, any settlement or any cracking present on adjacent roofs and improvements.
- D. Concealed Work Photographs: Before proceeding with installing work that will conceal other work, take photographs sufficient in number, with annotated descriptions, to record nature and location of concealed Work.
- E. Periodic Construction Photographs: Take 50 photographs weekly coinciding with the cutoff date associated with each Application for Payment. Select vantage points to show status of construction and progress since last photographs were taken.
- F. Final Completion Construction Photographs: Take 50 photographs after date of Substantial Completion for submission as Project Record Documents. Architect and Construction Manager will inform photographer of desired vantage points.

Stained Glass Laylight Restoration and Wood Laylight Repairs
Missouri State Capitol
Jefferson City, Missouri

Project No. O2040-02
April 20, 2022

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 013233

SECTION 013300 – SUBMITTALS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract including General and Supplementary Conditions, Bid Form, and other Division 1 Specification Sections apply to this Section.
- B. Division 1, Section 013115 "Project Management Communications" for administrative requirements for communications.

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for submittals required for performance of the Work including the following:
 - 1. Shop Drawings
 - 2. Product Data
 - 3. Samples
 - 4. Quality Assurance Submittals
 - 5. Construction Photographs
 - 6. Operating and Maintenance Manuals
 - 7. Warranties
- B. Administrative Submittals: Refer to General and Supplementary Conditions other applicable Division 1 Sections and other Contract Documents for requirements for administrative submittals. Such submittals include, but are not limited to, the following:
 - 1. Construction Progress Schedule including Schedule of Values
 - 2. Performance and Payment Bonds
 - 3. Insurance Certificates
 - 4. Applications for Payment
 - 5. Certified Payroll Reports
 - 6. Partial and Final Receipt of Payment and Release Forms
 - 7. Affidavit – Compliance with Prevailing Wage Law
 - 8. Record Drawings
 - 9. Notifications, Permits, etc.
- C. The Contractor is obliged and responsible to check all shop drawings and schedules to assure compliance with contract plans and specifications. The Contractor is responsible for the content of the shop drawings and coordination with other contract work. Shop drawings and schedules shall indicate, in detail, all parts of an Item or Work including erection and setting instructions and integration with the Work of other trades.
- D. The Contractor shall at all times make a copy, of all approved submittals, available on site to the Construction Representative.

1.3 SUBMITTAL PROCEDURES

- A. The Contractor shall comply with the General and Supplementary Conditions and other applicable sections of the Contract Documents. The Contractor shall submit, with such promptness as to cause no delay in his work or in that of any other contractors, all required submittals indicated in Part 3.1 of this section and elsewhere in the Contract Documents. Coordinate preparation and processing of submittals with performance of construction activities. Transmit each submittal sufficiently in advance of performance of related construction activities to avoid delay.
 - 1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
 - 2. Coordinate transmittal of different types of submittals for related elements of the Work so processing will not be delayed by the need to review submittals concurrently for coordination.
 - a. The Designer reserves the right to withhold action on a submittal requiring coordination with other submittals until all related submittals are received.
- B. Each drawing and/or series of drawings submitted must be accompanied by a letter of transmittal giving a list of the titles and numbers of the drawings. Each series shall be numbered consecutively for ready reference and each drawing shall be marked with the following information:
 - 1. Date of Submission
 - 2. Name of Project
 - 3. Location
 - 4. Section Number of Specification
 - 5. State Project Number
 - 6. Name of Submitting Contractor
 - 7. Name of Subcontractor
 - 8. Indicate if Item is submitted as specified or as a substitution

1.4 SHOP DRAWINGS

- A. Comply with the General Conditions, Article 3.2.
- B. The Contractor shall submit newly prepared information drawn accurately to scale. Highlight, encircle, or otherwise indicate deviations from the Contract Documents. Do not reproduce Contract Documents or copy standard information as the basis of Shop Drawings. Standard information prepared without specific reference to the Project is not a Shop Drawing.
- C. Shop Drawings include fabrication and installation drawings, setting diagrams, schedules, patterns, templates, and similar drawings including the following information:
 - 1. Dimensions
 - 2. Identification of products and materials included by sheet and detail number
 - 3. Compliance with specified standards
 - 4. Notation of coordination requirements

5. Notation of dimensions established by field measurement
6. Sheet Size: Except for templates, patterns and similar full-size Drawings, submit Shop Drawings on sheets at least 8½"x11" but no larger than 36"x48".

1.5 PRODUCT DATA

- A. The Contractor shall comply with the General Conditions, Article 3.2.
- B. The Contractor shall collect Product Data into a single submittal for each element of construction or system. Product Data includes printed information, such as manufacturer's installation instructions, catalog cuts, standard color charts, roughing-in diagrams and templates, standard wiring diagrams, and performance curves.
 1. Mark each copy to show applicable choices and options. Where printed Product Data includes information on several products that are not required, mark copies to indicate the applicable information including the following information:
 - a. Manufacturer's printed recommendations
 - b. Compliance with Trade Association standards
 - c. Compliance with recognized Testing Agency standards
 - d. Application of Testing Agency labels and seals
 - e. Notation of dimensions verified by field measurement
 - f. Notation of coordination requirements
 2. Do not submit Product Data until compliance with requirements of the Contract Documents has been confirmed.

1.6 SAMPLES

- A. The Contractor shall comply with the General Conditions, Article 3.2.
- B. The Contractor shall submit full-size, fully fabricated samples, cured and finished as specified, and physically identical with the material or product proposed. Samples include partial sections of manufactured or fabricated components, cuts or containers of materials, color range sets, and swatches showing color, texture, and pattern.

3.4 SC

1. The Contractor shall mount or display samples in the manner to facilitate review of qualities indicated. Prepare samples to match the Designer's sample including the following:
 - a. Specification Section number and reference
 - b. Generic description of the Sample
 - c. Sample source
 - d. Product name or name of the Manufacturer
 - e. Compliance with recognized standards
 - f. Availability and delivery time
2. The Contractor shall submit samples for review of size, kind, color, pattern, and texture. Submit samples for a final check of these characteristics with other elements and a comparison of these characteristics between the final submittal and the actual component as delivered and installed.

- a. Where variation in color, pattern, texture, or other characteristic is inherent in the material or product represented, submit at least three (3) multiple units that show approximate limits of the variations.
 - b. Refer to other Specification Sections for requirements for samples that illustrate workmanship, fabrication techniques, details of assembly, connections, operation, and similar construction characteristics.
 - c. Refer to other Sections for samples to be returned to the Contractor for incorporation in the Work. Such samples must be undamaged at time of use. On the transmittal, indicate special requests regarding disposition of sample submittals.
 - d. Samples not incorporated into the Work, or otherwise designated as the Owner's property, are the property of the Contractor and shall be removed from the site prior to Substantial Completion.
3. Field samples are full-size examples erected onsite to illustrate finishes, coatings, or finish materials and to establish the Project standard.
- a. The Contractor shall comply with submittal requirements to the fullest extent possible. The Contractor shall process transmittal forms to provide a record of activity.

1.7 QUALITY ASSURANCE DOCUMENTS

- A. The Contractor shall comply with the General Conditions, Article 3.2
- B. The Contractor shall submit quality control submittals including design data, certifications, manufacturer's instructions, manufacturer's field reports, and other quality-control submittals as required under other Sections of the Specifications.
- C. Certifications: Where other Sections of the Specifications require certification that a product, material, or installation complies with specified requirements, submit a notarized certification from the Manufacturer certifying compliance with specified requirements.
1. Signature: Certification shall be signed by an officer of the Manufacturer or other individual authorized to contractually bind the Company.
- D. Inspection and Test Reports: The Contractor shall submit the required inspection and test reports from independent testing agencies as specified in this Section and in other Sections of the Contract Documents.

3.4

- E. Construction Photographs: The Contractor shall submit record construction photographs as specified in this Section and in other Sections of the Contract Documents.
1. The Contractor shall submit digital photographs. The Construction Administrator shall determine the quantity and naming convention at the preconstruction meeting.
 2. The Contractor shall identify each photograph with project name, location, number, date, time, and orientation.
 3. The Contractor shall submit progress photographs monthly unless specified otherwise. Photographs shall be taken one (1) week prior to submitting.
 4. The Contractor shall take four (4) site photographs from differing directions and a minimum of five (5) interior photographs indicating the relative progress of the Work.

1.8 OPERATING AND MAINTENANCE MANUALS AND WARRANTIES

- A. The Contractor shall submit all required manufacturer's operating instructions, maintenance/service manuals, and warranties in accordance with the General Conditions, Article 3.5, and Supplementary Conditions along with this and other Sections of the Contract Documents.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.1 REQUIRED SUBMITTALS

- A. Contractor shall submit the following information for materials and equipment to be provided under this contract.

SPEC SECTION	TITLE	CATEGORY
013200	Schedules	Construction Schedule
013200	Schedules	Schedule of Values
013200	Schedules	Schedule of Submittals
013200	Schedules	List of Subcontractors
013200	Schedules	Major Materials Supplies
024296	Historic Removal and Dismantling	Qualification Data
024296	Historic Removal and Dismantling	Preconstruction Documentation
024296	Historic Removal and Dismantling	Removal and Dismantling Historic Treatment Program
024296	Historic Removal and Dismantling	List of Items Indicated to be Salvaged
024296	Historic Removal and Dismantling	Inventory of Salvaged Items
024296	Historic Removal and Dismantling	Qualifications
055213	Pipe and Tube Railings	Product Data
055213	Pipe and Tube Railings	Shop Drawings
055213	Pipe and Tube Railings	Samples
055213	Pipe and Tube Railings	Delegated-Design Submittal
055213	Pipe and Tube Railings	Qualification Data
055213	Pipe and Tube Railings	Mill Certificates
055213	Pipe and Tube Railings	Product Test Reports
055213	Pipe and Tube Railings	Evaluation Reports
060312	Historic Wood Repair	Produce Data
060312	Historic Wood Repair	Shop Drawings
060312	Historic Wood Repair	Samples

060312	Historic Wood Repair	Qualification Data
060312	Historic Wood Repair	Wood Historic Treatment Program
060312	Historic Wood Repair	Preconstruction Test Reports
061000	Rough Carpentry	Product Data
061000	Rough Carpentry	Material Certificates
061000	Rough Carpentry	Qualification Statements
079200	Joint Sealants	Product Data
079200	Joint Sealants	Samples
079200	Joint Sealants	Joint-Sealant Schedule
079200	Joint Sealants	Test and Evaluation Reports
079200	Joint Sealants	Field-Adhesion-Test Reports
079200	Joint Sealants	Sample Warranties
088000	Stained-Glass (Laylight S1) Restoration	Samples
088000	Stained-Glass (Laylight S1) Restoration	Product Data
088400	Plastic Glazing	Product Data
088400	Plastic Glazing	Samples
088400	Plastic Glazing	Plastic Glazing Schedule
088400	Plastic Glazing	Qualification Data
088400	Plastic Glazing	Product Certificates
088400	Plastic Glazing	Product Test Reports
088400	Plastic Glazing	Preconstruction Adhesion and Compatibility Test Report
088400	Plastic Glazing	Research/Evaluation Reports
088400	Plastic Glazing	Sample Warranty
090320	Historic Treatment of Plaster	Product Data
090320	Historic Treatment of Plaster	Shop Drawings
090320	Historic Treatment of Plaster	Samples
090320	Historic Treatment of Plaster	Qualification Data
090320	Historic Treatment of Plaster	Plasterwork Historic Treatment Program
092300	Gypsum Plaster	Product Data
092300	Gypsum Plaster	Shop Drawings
099123	Interior Paint	Product Data
099123	Interior Paint	Samples
099123	Interior Paint	Product Schedule
099600	High-Performance Coatings	Product Data
099600	High-Performance Coatings	Samples
099600	High-Performance Coatings	Product List
099600	High-Performance Coatings	Quality Assurance Submittals

099600	High-Performance Coatings	Qualification Data
Sheet S100	Laylight S1 Steel Framing	Product Data
Sheet S100	Laylight S1 Steel Framing	Shop Drawings
Sheet S100	Laylight S1 Steel Framing	Deferred Design Submittal

END OF SECTION 013300

SECTION 013513.10 – SITE SECURITY AND HEALTH REQUIREMENTS (OA)

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUBMITTALS

- A. List of required submittals:
 - 1. Materials Safety Data Sheets for all hazardous materials to be brought onsite.
 - 2. Schedule of proposed shutdowns, if applicable.
 - 3. A list of the names of all employees who will submit fingerprints for a background check, and the signed privacy documents identified below for each employee.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.1 ACCESS TO THE SITE

- A. The Contractor shall arrange with Facility Representatives to establish procedures for the controlled entry of workers and materials into the work areas at the Facility.
- B. The Contractor shall establish regular working hours with Facility Representatives. The Contractor must report changes in working hours or overtime to Facility Representatives and obtain approval twenty-four (24) hours ahead of time. The Contractor shall report emergency overtime to Facility Representatives as soon as it is evident that overtime is needed. The Contractor must obtain approval from Facility Representatives for all work performed after dark.
- C. The Contractor shall provide the name and phone number of the Contractor's employee or agent who is in charge onsite; this individual must be able to be contacted in case of emergency. The Contractor must be able to furnish names and address of all employees upon request.
- D. All construction personnel shall visibly display issued identification cards.

3.2 FIRE PROTECTION, SAFETY, AND HEALTH CONTROLS

- A. The Contractor shall take all necessary precautions to guard against and eliminate possible fire hazards.
 - 1. Onsite burning is prohibited.
 - 2. The Contractor shall store all flammable or hazardous materials in proper containers located outside the buildings or offsite, if possible.
 - 3. The Contractor shall provide and maintain, in good order, during construction fire extinguishers as required by the National Fire Protection Association. In areas of

flammable liquids, asphalt, or electrical hazards, 15-pound carbon dioxide or 20-pound dry chemical extinguishers shall be provided.

- B. The Contractor shall not obstruct streets or walks without permission from the Owner's Construction Representative and Facility Representatives.
- C. The Contractor's personnel shall not exceed the speed limit of 15 mph while at the Facility unless otherwise posted.
- D. The Contractor shall take all necessary, reasonable measures to reduce air and water pollution by any material or equipment used during construction. The Contractor shall keep volatile wastes in covered containers, and shall not dispose of volatile wastes or oils in storm or sanitary drains.
- E. The Contractor shall keep the project site neat, orderly, and in a safe condition at all times. The Contractor shall immediately remove all hazardous waste, and shall not allow rubbish to accumulate. The Contractor shall provide onsite containers for collection of rubbish and shall dispose of it at frequent intervals during the progress of the Work.
- F. Fire exits, alarm systems, and sprinkler systems shall remain fully operational at all times, unless written approval is received from the Owner's Construction Representative and the appropriate Facility Representative at least twenty-four (24) hours in advance. The Contractor shall submit a written time schedule for any proposed shutdowns.
- G. For all hazardous materials brought onsite, Material Safety Data Sheets shall be on site and readily available upon request at least a day before delivery.
- H. Alcoholic beverages or illegal substances shall not be brought upon the Facility premises. The Contractor's workers shall not be under the influence of any intoxicating substances while on the Facility premises.

3.3 SECURITY CLEARANCES AND RESTRICTIONS

A. FMDC CONTRACTOR BACKGROUND AND ID BADGE PROCESS

- 1. All employees of an OA/FMDC contractor (or subcontractor performing work under an OA/FMDC contract) are required to submit a fingerprint check through the Missouri State Highway Patrol (MSHP) and the FBI enabling OA/FMDC to obtain state and national criminal background checks on the employees, unless stated otherwise in the Contractor's contract.
- 2. FMDC reserves the right to prohibit any employee of the Contractor from performing work in or on the premises of any facility owned, operated, or utilized by the State of Missouri for any reason.
- 3. The Contractor shall ensure all of its employees submit fingerprints to the Missouri State Highway Patrol and pay for the cost of such background checks. The Contractor shall submit to FMDC via email to FMDCSecurity@oa.mo.gov a list of the names of the Contractor's employees who will be fingerprinted and a signed OA/FMDC Authorization for Release of Information Confidentiality Oath for each employee. All employees of the Contractor approved by FMDC to work at a State facility must obtain a contractor ID badge from FMDC prior to beginning work on-site, unless the Director of FMDC, at the Director's discretion, waives the requirement for a contractor ID badge. The Contractor and its employees must comply with the process for background checks and contractor ID badges found on FMDC's website at: <https://oa.mo.gov/facilities/facilities-operations/security-information/fmdc-contractor-background-and-id-badge>

4. Fingerprints and Authorization for Release of Information Confidentiality Oath form are valid for one (1) year and must be renewed annually. Changing or adding locations may result in additional required documentation. Certain employees may be required to be fingerprinted more frequently. OA/FMDC reserves the right to request additional background checks at any time for any reason.
5. The Contractor shall notify FMDC via email to FMDCSecurity@oa.mo.gov within 48 hours of anyone severing employment with their company.

3.4 DISRUPTION OF UTILITIES

- A. The Contractor shall give a minimum of seventy-two (72) hours written notice to the Construction Representative and the Facility Representative before disconnecting electric, gas, water, fire protection, or sewer service to any building.
- B. The Contractor shall give a minimum of seventy-two (72) hours written notice to the Construction Representative and Facility Representative before closing any access drives, and shall make temporary access available, if possible. The Contractor shall not obstruct streets, walks, or parking.

END OF SECTION 013513.10

SECTION 013591 - HISTORIC TREATMENT PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes general protection and treatment procedures for designated historic spaces, areas, rooms, and surfaces in Project.

1.2 DEFINITIONS

- A. Consolidate: To strengthen loose or deteriorated materials in place.
- B. Design Reference Sample: A sample that represents Architect's prebid selection of work to be matched; it may be existing work or work specially produced for Project.
- C. Dismantle: To disassemble or detach a historic item from a surface, or a non-historic item from a historic surface, using gentle methods and equipment to prevent damage to historic items and surfaces; disposing of items unless indicated to be salvaged or reinstalled.
- D. Historic: Spaces, areas, rooms, surfaces, materials, finishes, and overall appearance that are important to the successful preservation and restoration as determined by Architect. Designated historic materials and surfaces are indicated on Drawings.
 - 1. Preservation Zones: Areas of greatest architectural importance, integrity, and visibility; to be preserved and restored to the original, circa 1917, design and finish as indicated on Drawings.
 - 2. Alteration Zones: Areas of slight architectural importance, integrity, and visibility; to leave any remaining original fabric untouched insofar as is consistent with accommodating modern uses for the building as indicated on Drawings.
- E. Match: To blend with adjacent construction and manifest no apparent difference in material type, species, cut, form, detail, color, grain, texture, or finish; as approved by Architect.
- F. Refinish: To remove existing finishes to base material and apply new finish to match original, or as otherwise indicated.
- G. Reinstall: To protect removed or dismantled item, repair and clean it as indicated for reuse, and reinstall it in original position, or where indicated.
- H. Remove: To take down or detach a nonhistoric item located within a historic space, area, or room, using methods and equipment to prevent damage to historic items and surfaces; disposing of items unless indicated to be salvaged or reinstalled.
- I. Repair: To correct damage and defects, retaining existing materials, features, and finishes while employing as little new material as possible. This includes patching, piecing-in, splicing, consolidating, or otherwise reinforcing or upgrading materials.
- J. Replace: To remove, duplicate, and reinstall entire item with new material. The original item is the pattern for creating duplicates unless otherwise indicated.

- K. Replicate: To reproduce in exact detail, materials, and finish unless otherwise indicated.
- L. Reproduce: To fabricate a new item, accurate in detail to the original, and from either the same or a similar material as the original, unless otherwise indicated.
- M. Restore: To consolidate, replicate, reproduce, repair, and refinish as required to achieve the indicated results.
- N. Retain: To keep existing items that are not to be removed or dismantled.
- O. Reversible: New construction work, treatments, or processes that can be removed or undone in the future without damaging historic materials unless otherwise indicated.
- P. Salvage: To protect removed or dismantled items and deliver them to Owner.
- Q. Stabilize: To provide structural reinforcement of unsafe or deteriorated items while maintaining the essential form as it exists at present; also, to reestablish a weather-resistant enclosure.
- R. Strip: To remove existing finish down to base material unless otherwise indicated.

1.3 PROJECT MEETINGS FOR HISTORIC TREATMENT

- A. Preliminary Historic Treatment Conference: Before starting historic treatment work, conduct conference at Project site.
 - 1. Attendees: In addition to representatives of Owner, Construction Manager, Architect, and Contractor, historic treatment specialists, and installers whose work interfaces with or affects historic treatment shall be represented at the meeting.
 - 2. Agenda: Discuss items of significance that could affect progress of historic treatment work, including review of the following:
 - a. Fire-prevention plan.
 - b. Governing regulations.
 - c. Areas where existing construction is to remain and the required protection.
 - d. Hauling routes.
 - e. Sequence of historic treatment work operations.
 - f. Storage, protection, and accounting for salvaged and specially fabricated items.
 - g. Existing conditions, staging, and structural loading limitations of areas where materials are stored.
 - h. Qualifications of personnel assigned to historic treatment work and assigned duties.
 - i. Requirements for extent and quality of work, tolerances, and required clearances.
 - j. Methods and procedures related to historic treatments, including product manufacturers' written instructions and precautions regarding historic treatment procedures and their effects on materials, components, and vegetation.
 - k. Embedded work such as flashings and lintels, special details, collection of wastes, protection of occupants and the public, and condition of other construction that affect the Work or will affect the work.
 - 3. Reporting: Record conference results and distribute copies to everyone in attendance and to others affected by decisions or actions resulting from conference.

1.4 MATERIALS OWNERSHIP

- A. Historic items, relics, and similar objects including, but not limited to, cornerstones and their contents, commemorative plaques and tablets, antiques, and other items of interest or value to Owner that may be encountered or uncovered during the Work, regardless of whether they were previously documented, remain Owner's property.

1.5 INFORMATIONAL SUBMITTALS

- A. Historic Treatment Program: Submit 30 days before work begins. Upon receipt of the Bid, qualification information may be requested.
 - 1. Submit Company qualification data to illustrate firm experience as stated in Quality Assurance below. Note, submittals are to be provided for the General Contractor and key Specialty Sub-contractors (Reference Section 011000 Summary of Work). Provide documentation of projects of similar size and caliber for work completed in the past ten years.
 - 2. Submit documentation of five recent projects with a record of successful inservice performance demonstrating firm's qualifications, budget compliance, and schedule compliance.
 - 3. Submit list of five project client references associated with above projects with current contact information.
 - 4. Submit Historic Treatment Program.

1.6 QUALITY ASSURANCE

- A. Historic Treatment Specialist Qualifications: An experienced firm regularly engaged in historic treatments similar in nature, materials, design, and extent to the work as specified in each Section and that has minimally five (5) years of documented experience working on similar projects and has completed a minimum of five (5) recent projects with a record of successful in-service performance that demonstrates the firm's qualifications to perform this work.
 - 1. Field Supervisor Qualifications: Full-time supervisors experienced in historic treatment work similar in nature, material, design, and extent to that indicated for this Project. Supervisors shall be on site when historic treatment work begins and during its progress. Supervisors shall not be changed during Project except for causes beyond control of the specialist firm.
- B. Title X Requirement: Each firm conducting activities that disturb painted surfaces shall be a "Lead-Safe Certified Firm" according to 40 CFR 745, Subpart E, and use only workers that are trained in lead-safe work practices.
- C. Historic Treatment Program: Prepare a written plan for historic treatment for whole Project, including each phase or process and protection of surrounding materials during operations. Describe in detail the materials, methods, and equipment to be used for each phase of work. Show compliance with indicated methods and procedures specified in this and other Sections. Coordinate this whole-Project historic treatment program with specific requirements of programs required in other historic treatment Sections.
 - 1. Dust and Noise Control: Include locations of proposed temporary dust- and noise-control partitions and means of egress from occupied areas coordinated with continuing on-site operations and other known work in progress.

2. Debris Hauling: Include plans clearly marked to show debris hauling routes, turning radii, and locations and details of temporary protective barriers.
- D. Fire-Prevention Plan: Prepare a written plan for preventing fires during the Work, including placement of fire extinguishers, fire blankets, rag buckets, and other fire-control devices during each phase or process. Coordinate plan with Owner's fire-protection equipment and requirements. Include fire-watch personnel's training, duties, and authority to enforce fire safety.
- E. Safety and Health Standard: ANSI/ASSE A10.6.

1.7 STORAGE AND HANDLING OF HISTORIC MATERIALS

- A. Salvaged Historic Materials:
 1. Clean loose dirt and debris from salvaged historic items unless more extensive cleaning is indicated.
 2. Pack or crate items after cleaning; cushion against damage during handling. Label contents of containers.
 3. Store items in a secure area until delivery to Owner.
 4. Transport items to Owner's storage area designated by Owner.
 5. Protect items from damage during transport and storage.
- B. Historic Materials for Reinstallation:
 1. Repair and clean historic items for reuse as indicated.
 2. Pack or crate items after cleaning and repairing; cushion against damage during handling. Label contents of containers.
 3. Protect items from damage during transport and storage.
 4. Reinstall items in locations indicated. Comply with installation requirements for new materials and equipment unless otherwise indicated. Provide connections, supports, and miscellaneous materials to make items functional for use indicated.
- C. Existing Historic Materials to Remain: Protect construction indicated to remain against damage and soiling from construction work. Where permitted by Architect, items may be dismantled and taken to a suitable, protected storage location during construction work and reinstalled in their original locations after historic treatment and construction work in the vicinity is complete.
- D. Storage: Catalog and store historic items within a weathertight enclosure where they are protected from moisture, weather, condensation, and freezing temperatures.
 1. Identify each item with a nonpermanent mark to document its original location. Indicate original locations on plans, elevations, sections, or photographs by annotating the identifying marks.
 2. Secure stored materials to protect from theft.
 3. Control humidity so that it does not exceed 85 percent. Maintain temperatures 5 deg F or more above the dew point.

1.8 FIELD CONDITIONS

- A. Size Limitations in Historic Spaces: Materials, products, and equipment used for performing the Work and for transporting debris, materials, and products shall be small enough to clear surfaces within historic spaces, areas, rooms, and openings, including temporary protection.

PART 2 - PRODUCTS - (Not Used)

PART 3 - EXECUTION

3.1 PROTECTION

- A. Protect persons, motor vehicles, surrounding surfaces of building, building site, plants, and surrounding buildings from harm resulting from historic treatment procedures.
 - 1. Use only proven protection methods, appropriate to each area and surface being protected.
 - 2. Provide temporary barricades, barriers, and directional signage to exclude the public from areas where historic treatment work is being performed.
 - 3. Erect temporary protective covers over walkways and at points of pedestrian and vehicular entrance and exit that must remain in service during historic treatment work.
 - 4. Contain dust and debris generated by historic treatment work, and prevent it from reaching the public or adjacent surfaces.
 - 5. Provide shoring, bracing, and supports as necessary. Do not overload structural elements.
 - 6. Protect floors and other surfaces along hauling routes from damage, wear, and staining.
 - 7. Provide supplemental sound-control treatment to isolate removal and dismantling work from other areas of the building.
- B. Temporary Protection of Historic Materials:
 - 1. Protect existing historic materials with temporary protections and construction. Do not remove existing materials unless otherwise indicated.
 - 2. Do not attach temporary protection to historic surfaces except as indicated as part of the historic treatment program and approved by Architect.
- C. Comply with each product manufacturer's written instructions for protections and precautions. Protect against adverse effects of products and procedures on people and adjacent materials, components, and vegetation.
- D. Utility and Communications Services:
 - 1. Notify Owner, Architect, authorities having jurisdiction, and entities owning or controlling wires, conduits, pipes, and other services affected by historic treatment work before commencing operations.
 - 2. Disconnect and cap pipes and services as required by authorities having jurisdiction, as required for historic treatment work.
 - 3. Maintain existing services unless otherwise indicated; keep in service, and protect against damage during operations. Provide temporary services during interruptions to existing utilities.

3.2 PROTECTION FROM FIRE

- A. Follow fire-prevention plan and the following:
 - 1. Comply with NFPA 241 requirements unless otherwise indicated.

2. Remove and keep area free of combustibles, including rubbish, paper, waste, and chemicals, unless necessary for the immediate work.
 - a. If combustible material cannot be removed, provide fire blankets to cover such materials.
 3. Prohibit smoking by all persons within Project work and staging areas.
- B. Heat-Generating Equipment and Combustible Materials: Comply with the following procedures while performing work with heat-generating equipment or combustible materials, including welding, torch-cutting, soldering, brazing, removing paint with heat, or other operations where open flames or implements using high heat or combustible solvents and chemicals are anticipated:
1. Use of open-flame equipment is not permitted.
 2. As far as practicable, restrict heat-generating equipment to shop areas or outside the building.
 3. Do not perform work with heat-generating equipment in or near rooms or in areas where flammable liquids or explosive vapors are present or thought to be present. Use a combustible gas indicator test to ensure that area is safe.
 4. Use fireproof baffles to prevent flames, sparks, hot gases, or other high-temperature material from reaching surrounding combustible material.
 5. Prevent the spread of sparks and particles of hot metal through open windows, doors, holes, and cracks in floors, walls, ceilings, roofs, and other openings.
 6. Fire Watch: Before working with heat-generating equipment or combustible materials, station personnel to serve as a fire watch at each location where such work is performed. Fire-watch personnel shall have the authority to enforce fire safety. Station fire watch according to NFPA 51B, NFPA 241, and as follows:
 - a. Train each fire watch in proper operation of fire-control equipment and alarms.
 - b. Prohibit fire-watch personnel from other work that would distract from fire-watch duties.
 - c. Cease work with heat-generating equipment whenever fire-watch personnel are not present.
 - d. Have fire-watch personnel perform final fire-safety inspection each day beginning no sooner than **30 minutes** after conclusion of work to detect hidden or smoldering fires and to ensure that proper fire prevention is maintained.
 - e. Maintain fire-watch personnel at each area of Project site until two hours after conclusion of daily work.
- C. Fire-Control Devices: Provide and maintain fire extinguishers, fire blankets, and rag buckets for disposal of rags with combustible liquids. Maintain each as suitable for type of fire risk in each work area. Ensure that nearby personnel and fire-watch personnel are trained in fire-extinguisher and blanket use.
- D. Sprinklers: Where sprinkler protection exists and is functional, maintain it without interruption while operations are being performed. If operations are performed close to sprinklers, shield them temporarily with guards.
1. Remove temporary guards at the end of work shifts, whenever operations are paused, and when nearby work is complete.

3.3 PROTECTION DURING APPLICATION OF CHEMICALS

- A. Protect motor vehicles, surrounding surfaces of building being restored, building site, plants, and surrounding buildings from harm or spillage resulting from applications of chemicals and adhesives.
- B. Cover adjacent surfaces with protective materials that are proven to resist chemicals selected for Project unless chemicals being used will not damage adjacent surfaces as indicated in historic treatment program. Use covering materials and masking agents that are waterproof and UV resistant and that will not stain or leave residue on surfaces to which they are applied. Apply protective materials according to manufacturer's written instructions. Do not apply liquid masking agents or adhesives to painted or porous surfaces. When no longer needed, promptly remove protective materials.
- C. Do not apply chemicals during winds of sufficient force to spread them to unprotected surfaces.
- D. Neutralize alkaline and acid wastes and legally dispose of off Owner's property.
- E. Collect and dispose of runoff from chemical operations by legal means and in a manner that prevents soil contamination, soil erosion, undermining of paving and foundations, damage to landscaping, or water penetration into building interior.

3.4 GENERAL HISTORIC TREATMENT

- A. Have historic treatment work performed only by qualified historic treatment specialists.
- B. Ensure that supervisory personnel are present when historic treatment work begins and during its progress.
- C. Record existing work before each procedure (preconstruction), and record progress during the work. Use digital preconstruction documentation photographs or video recordings. Comply with requirements in Section 013233 "Photographic Documentation."
- D. Perform regular inspections of Project site as the Work progresses to detect hazards resulting from historic treatment procedures.
- E. Follow the procedures in subparagraphs below and procedures approved in historic treatment program unless otherwise indicated:
 - 1. Retain as much existing material as possible; repair and consolidate rather than replace.
 - 2. Use additional material or structure to reinforce, strengthen, prop, tie, and support existing material or structure.
 - 3. Use reversible processes wherever possible.
 - 4. Use historically accurate repair and replacement materials and techniques unless otherwise indicated.
 - 5. Record existing work before each procedure (preconstruction) and progress during the work with digital preconstruction documentation photographs or recordings. Comply with requirements in Section 013233 "Photographic Documentation."
- F. Notify Architect of visible changes in the integrity of material or components whether from environmental causes including biological attack, UV degradation, freezing, or thawing or from structural defects including cracks, movement, or distortion.

1. Do not proceed with the work in question until directed by Architect.
- G. Where missing features are indicated to be repaired or replaced, provide work with appearance based on accurate duplications rather than on conjecture, subject to approval of Architect.
- H. Where work requires existing features to be removed or dismantled and reinstalled, perform these operations without damage to the material itself, to adjacent materials, or to the substrate.
- I. Identify new and replacement materials and features with permanent marks hidden in the completed Work to distinguish them from original materials. Record a legend of identification marks and the locations of the items on record Drawings.

END OF SECTION 013591

SECTION 015000 – CONSTRUCTION FACILITIES AND TEMPORARY CONTROLS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes requirements for construction facilities and temporary controls including temporary utilities, support facilities, security, and protection.
- B. Temporary utilities include, but are not limited to, the following:
 - 1. Water service and distribution
 - 2. Temporary electric power and light
 - 3. Temporary heat
 - 4. Ventilation
 - 5. Telephone service
 - 6. Sanitary facilities, including drinking water
 - 7. Storm and sanitary sewer
- C. Support facilities include, but are not limited to, the following:
 - 1. Field offices and storage sheds
 - 2. Temporary roads and paving
 - 3. Dewatering facilities and drains
 - 4. Temporary enclosures
 - 5. Hoists and temporary elevator use
 - 6. Temporary project identification signs and bulletin boards
 - 7. Waste disposal services
 - 8. Rodent and pest control
 - 9. Construction aids and miscellaneous services and facilities
- D. Security and protection facilities include, but are not limited to, the following:
 - 1. Temporary fire protection
 - 2. Barricades, warning signs, and lights
 - 3. Sidewalk bridge or enclosure fence for the site
 - 4. Environmental protection

1.3 SUBMITTALS

- A. Temporary Utilities: Submit reports of tests, inspections, meter readings, and similar procedures performed on temporary utilities.
- B. Implementation and Termination Schedule: Within (15) days of the date established for commencement of the Work, submit a schedule indicating implementation and termination of each temporary utility.

1.4 QUALITY ASSURANCE

- A. Regulations: Comply with industry standards and applicable laws and regulations including, but not limited to, the following:
 - 1. Building code requirements
 - 2. Health and safety regulations
 - 3. Utility company regulations
 - 4. Police, fire department, and rescue squad rules
 - 5. Environmental protection regulations
- B. 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 "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 "National Electric Code".
- C. Inspections: Arrange for authorities having jurisdiction to inspect and test each temporary utility before use. Obtain required certifications and permits.

1.5 PROJECT CONDITIONS

- A. Temporary Utilities: Prepare a schedule indicating dates for implementation and termination of each temporary utility. At the earliest feasible time, when acceptable to the Owner, change over from use of temporary service to use of permanent service.
- B. Conditions of Use: Keep temporary services and facilities clean and neat in appearance. Operate in a safe and efficient manner. Relocate temporary services and facilities as the Work progresses. Do not overload facilities or permit them to interfere with progress. Take necessary fire-prevention measures. Do not allow hazardous, dangerous, or unsanitary conditions, or public nuisances to develop or persist onsite.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. General: Provide new materials. If acceptable to the Designer, the Contractor may use undamaged, previously used materials in serviceable condition. Provide materials suitable for use intended.

- B. Lumber and Plywood: Comply with requirements in Division 6 Section "Rough Carpentry".
 - 1. For job-built temporary office, shops, and sheds within the construction area, provide UL-labeled, fire-treated lumber and plywood for framing, sheathing, and siding.
 - 2. For signs and directory boards, provide exterior-type, Grade B-B high-density concrete form overlay plywood of sized and thicknesses indicated.
 - 3. For fences and vision barriers, provide minimum 3/9" (9.5mm) thick exterior plywood.
 - 4. For safety barriers, sidewalk bridges, and similar uses, provide minimum 5/8" (16mm) thick exterior plywood.
- C. Gypsum Wallboard: Provide gypsum wallboard on interior walls of temporary offices.
- D. Roofing Materials: Provide UL Class A standard-weight asphalt shingles or UL Class C mineral-surfaced roll roofing on roofs of job-built temporary office, shops, and shed.
- E. Paint: Comply with requirements of Division 9 Section "Painting".
 - 1. For job-built temporary offices, shops, sheds, fences, and other exposed lumber and plywood, provide exterior-grade acrylic-latex emulsion over exterior primer.
 - 2. For sign panels and applying graphics, provide exterior-grade alkyd gloss enamel over exterior primer.
 - 3. For interior walls of temporary offices, provide two (2) quarts interior latex-flat wall paint.
- F. Tarpaulins: Provide waterproof, fire-resistant, UL-labeled tarpaulins with flame-spread rating of (15) or less. For temporary enclosures, provide translucent, nylon-reinforced laminated polyethylene or polyvinyl chloride, fire-retardant tarpaulins.
- G. Water: Provide potable water approved by local health authorities.
- H. Open-Mesh Fencing: Provide 0.120" (3mm) thick, galvanized 2" (50mm) chainlink fabric fencing 6' (2m) high with galvanized steel pipe posts, 1½" (38mm) ID for line posts and 2½" (64mm) ID for corner posts.

2.2 EQUIPMENT

- A. General: Provide new equipment. If acceptable to the Designer, the Contractor may use undamaged, previously used equipment in serviceable condition. Provide equipment suitable for use intended.
- B. Water Hoses: Provide ¾" (19mm), heavy-duty, abrasion-resistant, flexible rubber hoses 100' (30m) long, with pressure rating greater than the maximum pressure of the water distribution system. Provide adjustable shutoff nozzles at hose discharge.
- C. Electrical Outlets: Provide properly configured, NEMA-polarized outlets to prevent insertion of 110 to 120V plugs into higher voltage outlets. Provide receptacle outlets equipped with ground-fault circuit interrupters, reset button, and pilot light for connection of power tools and equipment.

- D. Electrical Power Cords: Provide grounded extension cords. Use hard-service cords where exposed to abrasion and traffic. Provide waterproof connectors to connect separate lengths of electric cords if single lengths will not reach areas where construction activities are in progress. Do not exceed safe length-voltage rating.
- E. Lamps and Light Fixtures: Provide general service incandescent lamps of wattage required for adequate illumination. Provide guard cages or tempered-glass enclosures where exposed to breakage. Provide exterior fixture where exposed to moisture.
- F. Heating Units: Provide temporary heating units that have been tested and labeled by UL, FM, or another recognized trade association related to the type of fuel being consumed.
- G. Temporary Offices: Provide prefabricated or mobile units or similar job-built construction with lockable entrances, operable windows, and serviceable finishes. Provide heated and air-conditioned units on foundations adequate for normal loading.
- H. Temporary Toilet Units: Provide self-contained, single-occupant toilet units of the chemical, aerated re-circulation, or combustion type. Provide units properly vented and fully enclosed with a glass-fiber-reinforced polyester shell or similar nonabsorbent material.
- I. Fire Extinguishers: Provide hand-carried, portable, UL-rated, Class A fire extinguishers for temporary offices and similar spaces. In other locations, provide hand-carried, portable, UL-rated, Class ABC, dry-chemical extinguishers, or a combination of extinguishers of NFPA-recommended classes for the exposures.
 - 1. Comply with NFPA 10 and NFPA 241 for classification, extinguishing agent, and size required by location and class of fire exposure.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Use qualified personnel for installation of temporary facilities. Locate facilities where they will serve the Project adequately and result in minimum interference with performance of the Work. Relocate and modify facilities as required.
- B. Provide each Facility ready for use when needed to avoid delay. Maintain and modify as required. Do not remove until facilities are no longer needed or are replaced by authorized use of completed permanent facilities.

3.2 TEMPORARY UTILITY INSTALLATION

- A. General: Engage the appropriate local utility company to install temporary service or connect to existing service. Where company provides only part of the service, provide the remainder with matching, compatible materials and equipment. Comply with company recommendations.
 - 1. Arrange with company and existing users for a time when service can be interrupted, if necessary, to make connections for temporary services.
 - 2. Provide adequate capacity at each stage of construction. Prior to temporary utility availability, provide trucked-in services.
 - 3. Obtain easements to bring temporary utilities to the site where the Owner's easements cannot be used for that purpose.

4. Use Charges: Cost or use charges for temporary facilities are not chargeable to the Owner or Designer. Neither the Owner nor Designer will accept cost or use charges as a basis of claims for Change Order.
- B. Temporary Water Service: The Owner will provide basic water for construction purposes from the existing building system. All required temporary extensions shall be provided and removed by the Contractor. Connection points and methods of connection shall be designated and approved by the Construction Representative.
- A. Temporary Electric Power Service: The Owner will provide basic electric power for construction lighting and power tools. Contractors using such services shall pay all costs of temporary services, circuits, outlet, extensions, etc. Contractor to provide weatherproof, grounded electric power service and distribution system for electrical power requirements above and beyond basic electrical power requirements. Provide sufficient size, capacity, and power characteristics during construction period. Include meters, transformers, overload-protected disconnects, automatic ground-fault interrupters, and main distribution switch gear.
 1. Power Distribution System: Install wiring overhead and rise vertically where least exposed to damage. Where permitted, wiring circuits not exceeding 125V, AC 20ampere rating, and lighting circuits may be nonmetallic sheathed cable where overhead and exposed for surveillance.
- B. Temporary Lighting: When overhead floor or roof deck has been installed, provide temporary lighting with local switching.
 1. Install and operate temporary lighting that will fulfill security and protection requirements without operating the entire system. Provide temporary lighting that will provide adequate illumination for construction operations and traffic conditions.
- C. Temporary Heating and Cooling: The normal heating and/or cooling system of the building shall be maintained in operation during the construction. Provide temporary heating/cooling that is required by construction activities for curing or drying or to protection installed work from adverse effects of low temperatures or high humidity. Select safe equipment that will not have a harmful effect on completed installations or elements being installed. Coordinate ventilation requirements to produce the ambient condition required and minimize consumption of energy.
 1. Heating Facilities: Except where the Owner authorizes use of the permanent system, provide vented, self-contained, LP gas or fuel-oil heaters with individual space thermostatic control.
 2. Use of gasoline-burning space heaters, open flame, or salamander heating units is prohibited.
 3. Should the Contractor find it necessary to interrupt the normal HVAC service to spaces, which have not been vacated for construction, such interruptions shall be pre-scheduled with the Construction Representative.
- D. Temporary Telephones: Provide temporary telephone service throughout the construction period for all personnel engaged in construction activities.
 1. Telephone Lines: Provide telephone lines for the following:
 - a. Where an office has more than two (2) occupants, install a telephone for each additional occupant or pair of occupants.

- b. Provide a dedicated telephone for a fax machine in the field office.
 - c. Provide a separate line for the Owner's use.
- 2. At each telephone, post a list of important telephone numbers.
- E. Temporary Toilets: Install self-contained toilet units. Use of pit-type privies will not be permitted. Comply with regulations and health codes for the type, number, location, operation, and maintenance of fixtures and facilities. Install where facilities will best serve the Project's needs.
 - 1. Shield toilets to ensure privacy.
 - 2. Provide separate facilities for male and female personnel.
 - 3. Provide toilet tissue materials for each facility.
- F. Wash Facilities: Install wash facilities supplied with potable water at convenient locations for personnel involved in handling materials that require wash-up for a health and sanitary condition. Dispose of drainage properly. Supply cleaning compounds appropriate for each condition.
 - 1. Provide paper towels or similar disposable materials for each facility.
 - 2. Provide covered waste containers for used material.
 - 3. Provide safety showers, eyewash fountains, and similar facilities for convenience, safety, and sanitation of personnel.
- G. Drinking-Water Facilities: Provide containerized, tap-dispenser, bottled-water drinking-water units, including paper supply.
 - 1. Where power is accessible, provide electric water coolers to maintain dispensed water temperature at 45°F to 55°F (7°C to 13°C).

3.3 SUPPORT FACILITIES INSTALLATION

- A. General: Locate field offices, storage sheds, and other temporary construction and support facilities for easy access.
 - 1. Maintain support facilities until near Substantial Completion. Remove prior to Substantial Completion. Personnel remaining after Substantial Completion will be permitted to use permanent facilities, under conditions acceptable to the Owner.
- B. Field Offices: Provide insulated, weathertight temporary offices of sufficient size to accommodate required office personnel at the Project site. Keep the office clean and orderly for use for small progress meetings. Furnish and equip office as follows:
 - 1. Furnish with a desk and chairs, a 4-drawer file cabinet, plan table, plan rack, and a 6-shelf bookcase.
 - 2. Equip with a water cooler and private toilet complete with water closet, lavatory, and medicine cabinet unit with a mirror.
- C. Storage facilities: Install storage sheds sized, furnished, and equipped to accommodate materials and equipment involved, including temporary utility service. Sheds may be open shelters or fully enclosed spaces within the building or elsewhere onsite.

- D. Construction Parking: Parking at the site will be provided in the areas designated at the Pre-Construction Meeting.
- E. Construction Parking: Contractors must be prepared to discuss their storage and parking needs at the Pre-Bid Meeting. Parking for construction personnel cannot be provided onsite. All parking will be offsite. The Contractor will have to park on the street, in city-owned lots, or in commercial lots. Under no circumstances will any vehicle be parked in a fire lane. Parking on lawns shall be prohibited.
- F. Dewatering Facilities and Drains: For temporary drainage and dewatering facilities and operations not directly associated with construction activities included under individual Sections, comply with dewatering requirements of applicable Division 2 Sections. Where feasible, utilize the same facilities. Maintain the site, excavations, and construction free of water.
- G. Temporary Enclosures: Provide temporary enclosures for protection of construction, in progress and completed, from exposure, foul weather, other construction operations, and similar activities.
 - 1. Where heat is needed and the permanent building enclosure is not complete, provide temporary enclosures where there is no other provision for containment of heat. Coordinate enclosure with ventilating and materials drying or curing requirements to avoid dangerous conditions and effects.
 - 2. Install tarpaulins securely with incombustible wood framing and other materials. Close openings of 25SqFt (2.3SqM) or less with plywood or similar materials.
 - 3. Close openings through floor or roof decks and horizontal surfaces with load-bearing, wood-framed construction.
 - 4. Where temporary wood or plywood enclosure exceeds 100SqFt (9.2SqM) in area, use UL-labeled, fire-retardant-treated material for framing and main sheathing.
- H. Temporary Lifts and Hoists: Provide facilities for hoisting materials and employees. Truck cranes and similar devices used for hoisting materials are considered "tools and equipment" and not temporary facilities.
- I. Temporary Elevator Use: The Owner will allow use of elevators within the building. All construction personnel will be allowed access only to those specific elevators designated by the Construction Representative.
- J. Project Identification and Temporary Signs: Prepare project identification and other signs of size indicated. Install signs where indicated 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 unauthorized signs.
 - 1. Project Identification Signs: 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.
- K. Temporary Exterior Lighting: Install exterior yard and sign lights so signs are visible when Work is being performed.

- L. Collection and Disposal of Waste: Collect waste from construction areas and elsewhere daily. Comply with requirements of NFPA 241 for removal of combustible waste material and debris. Enforce requirements strictly. Do not hold materials more than seven (7) days during normal weather or three (3) days when the temperature is expected to rise above 80°F (27°C). Handle hazardous, dangerous, or unsanitary waste materials separately from other waste by containerizing properly. Dispose of material lawfully.
- A. Stairs: Cover finished, permanent stairs with a protective covering of plywood or similar material so finishes will be undamaged at the time of acceptance.

3.4 SECURITY AND PROTECTION FACILITIES INSTALLATION

- A. Except for use of permanent fire protection as soon as available, do not change over from use of temporary security and protection facilities to permanent facilities until Substantial Completion, or longer, as requested by the Designer.
- B. Temporary Fire Protection: Until fire-protection needs are supplied by permanent facilities, install and maintain temporary fire-protection facilities of the types needed to protect against reasonable predictable and controllable fire losses. Comply with NFPA 10 "Standard for Portable Fire Extinguishers" and NFPA 241 "Standard for Safeguarding Construction, Alterations, and Demolition Operations".
 - 1. Locate fire extinguishers where convenient and effective for their intended purpose, but not less than one (1) extinguisher on each floor at or near each usable stairwell.
 - 2. Store combustible materials in containers in fire-safe locations.
 - 3. Maintain unobstructed access to fire extinguishers, fire hydrants, temporary fire-protection facilities, stairways, and other access routes for fighting fires. Prohibit smoking in hazardous fire-exposure areas.
 - 4. Provide supervision of welding operations, combustion-type temporary heating units, and similar sources of fire ignition.
- C. Barricades, Warning Signs, and Lights: Comply with standards and code requirements for erection of structurally adequate barricades. Paint with appropriate colors, graphics, and warning signs to inform personnel and the public of the hazard being protected against. Where appropriate and needed, provide lighting including flashing red or amber lights.
- D. Enclosure Fence: Before excavation begins, install an enclosure fence with lockable entrance gates. Locate where indicated, or enclose the entire site or the portion determined sufficient to accommodate construction operations. Install in a manner that will prevent people, dogs, and other animals from easily entering the site, except by the entrance gates.
 - 1. Provide open-mesh, chainlink fencing with posts set in a compacted mixture of gravel and earth.
- E. Security Enclosure and Lockup: Install substantial temporary enclosure of partially completed areas of construction. Provide locking entrances to prevent unauthorized entrance, vandalism, theft, and similar violations of security.
 - 1. Storage: Where materials and equipment must be stored and are of value or attractive for theft, provide a secure lockup. Enforce discipline in connection with the installation and release of material to minimize the opportunity for theft and vandalism.

- F. Environmental Protection: Provide protection, operate temporary facilities, and conduct construction in ways and by methods that comply with environmental regulations and minimize the possibility that air, waterways, and subsoil might be contaminated or polluted or that other undesirable effects might result. Avoid use of tools and equipment that produce harmful noise. Restrict use of noisemaking tools and equipment to hours that will minimize complaints from persons or firms near the site.

3.5 OPERATION, TERMINATION AND REMOVAL

- A. Supervision: Enforce strict discipline in use of temporary facilities. Limit availability of temporary facilities to essential and intended uses to minimize waste and abuse.
- B. Maintenance: Maintain facilities in good operating condition until removal. Protect from damage by freezing temperatures and similar elements.
 - 1. Maintain operation of temporary enclosures, heating, cooling, humidity control, ventilation, and similar facilities on a 24-hour basis where required to achieve indicated results and to avoid possibility of damage.
 - 2. Protection: Prevent water-filled piping from freezing. Maintain markers for underground lines. Protect from damage during excavation operations.
- C. Termination and Removal: Unless the Designer requests that it be maintained longer, remove each temporary facility when the need has ended, when replaced by authorized use of a permanent facility, or no later than Substantial Completion. Complete or, if necessary, restore permanent construction that may have been delayed because of interference with the temporary facility. Repair damaged Work, clean exposed surfaces, and replace construction that cannot be satisfactorily repaired.
 - 1. Materials and facilities that constitute temporary facilities are the Contractor's property. The Owner reserves the right to take possession of project identification signs.
 - 2. Remove temporary paving not intended for or acceptable for integration into permanent paving. Where the area is intended for landscape development, remove soil and aggregate fill that do not comply with requirements for fill or subsoil in the area. Remove materials contaminated with road oil, asphalt and other petrochemical compounds, and other substances that might impair growth of plant materials or lawns. Repair or replace street paving, curbs, and sidewalks at the temporary entrances as required by the governing authority.
 - 3. At Substantial Completion, clean and renovate permanent facilities used during the construction period including, but not limited to, the following:
 - a. Replace air filters and clean inside of ductwork and housing.
 - b. Replace significantly worn parts and parts subject to unusual operating conditions.
 - c. Replace lamps burned out or noticeably dimmed by hours of use.

END OF SECTION 015000

SECTION 017400 – CLEANING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for cleaning during the Project.
- B. Environmental Requirements: Conduct cleaning and waste-disposal operations in compliance with local laws and ordinances. Comply fully with federal and local environmental and anti-pollution regulations.
 - 1. **Do not dispose of volatile wastes such as mineral spirits, oil, or paint thinner in roof drains, storm drains or sanitary drains.**
 - 2. Burning or burying of debris, rubbish, or other waste material on the premises is not permitted.

PART 2 - PRODUCTS

2.1 MATERIALS

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

PART 3 - EXECUTION

3.1 PROGRESS CLEANING

- A. General
 - 1. Retain all stored items in an orderly arrangement allowing maximum access, not impeding drainage or traffic, and providing the required protection of materials.
 - 2. Do not allow the accumulation of scrap, debris, waste material, and other items not required for construction of this Work.
 - 3. At least once each month, and more often if necessary, completely remove all scrap, debris, and waste material from the jobsite.
 - 4. Provide adequate storage for all items awaiting removal from the jobsite, observing all requirements for fire protection and protection of the ecology.
- B. Site
 - 1. Daily, inspect the site and pick up all scrap, debris, and waste material. Remove all such items to the place designated for their storage.
 - 2. Weekly, inspect all arrangements of materials stored onsite. Re-stack, tidy, or otherwise service all material arrangements.

3. Maintain the site in a neat and orderly condition at all times.

C. Structures

1. Daily, inspect the structures and pick up all scrap, debris, and waste material. Remove all such items to the place designated for their storage.
2. Weekly, sweep all interior spaces clean. "Clean" for the purposes of this paragraph, shall be interpreted as meaning free from dust and other material capable of being removed by use of reasonable effort and handheld broom.
3. In preparation for installation of succeeding materials, clean the structures or pertinent portions thereof to the degree of cleanliness recommended by the manufacturer of the succeeding material, using all equipment and materials required to achieve the required cleanliness.
4. Protect all adjacent materials that are not part of the defined scope of work from any cleaning chemicals or abrasive repair methodologies for removal of corrosion. Adjacent materials are highly susceptible to staining and damage and should be protected to the greatest extent possible. Only products compatible and non-harmful to adjacent surface materials are to be utilized. If chemical cleaners are utilized for the skylight scope of work, products should be immediately neutralized to eliminate permanent staining or etching.
5. Following the installation of finish floor materials, clean the finish floor daily while work is being performed in the space in which finish materials have been installed. "Clean" for the purposes of this subparagraph, shall be interpreted as meaning free from all foreign material which, in the opinion of the Construction Representative, may be injurious to the finish of the finish floor material.

3.2 FINAL CLEANING

- A. General: Provide final cleaning operations when indicated. Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit of Work to the condition expected from a commercial building cleaning and maintenance program. Comply with manufacturer's instructions.
- B. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for the entire Project or a portion of the Project.
 1. Clean the Project Site, yard and grounds, in areas disturbed by construction activities including landscape development areas, of rubbish, waste material, litter, and foreign substances.
 2. Sweep paved areas broom clean. Rake grounds that are neither planted nor paved to a smooth, even-textured surface.
 3. Remove petrochemical spills, stains, and other foreign deposits.
 4. Remove tools, construction equipment, machinery, and surplus material from the site.
 5. Remove snow and ice to provide safe access to the building.
 6. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.

7. Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.
 8. Broom clean concrete floors in unoccupied spaces.
 9. Vacuum clean carpet and similar soft surfaces removing debris and excess nap. Shampoo, if required.
 10. Clean transparent material, including mirrors and glass in doors and windows. Remove glazing compounds and other substances that are noticeable vision-obscuring materials. Replace chipped or broken glass and other damaged transparent materials. Polish mirrors and glass, taking care not to scratch surfaces.
 11. Remove labels that are not permanent labels.
 12. Touch up and otherwise repair and restore marred, exposed finishes and surfaces. Replace finishes and surfaces that cannot be satisfactorily repaired or restored or that already show evidence of repair or restoration.
 - a. Do not paint over "UL" and similar labels, including mechanical and electrical nameplates.
 13. Wipe surfaces of mechanical and electrical equipment, elevator equipment, and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
 14. Clean plumbing fixtures to a sanitary condition free of stains, including stains resulting from water exposure.
 15. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.
 16. Clean ducts, blowers, and coils if units were operated without filters during construction.
 17. Clean light fixtures, lamps, globes, and reflectors to function with full efficiency. Replace burned-out bulbs and defective and noisy starters in fluorescent and mercury vapor fixtures.
 18. Leave the Project clean and ready for occupancy.
- C. Removal of Protection: Remove temporary protection and facilities installed during construction to protect previously completed installations during the remainder of the construction period.
- D. Compliances: Comply with governing regulations and safety standards for cleaning operations. Remove waste materials from the site and dispose of lawfully.
1. Where extra materials of value remain after Final Acceptance by the Owner, they become the Owner's property.

END OF SECTION 017400

SECTION 017700 - CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for Contract closeout, including, but not limited to, the following:
 - 1. Substantial Completion procedures.
 - 2. Final completion procedures.
 - 3. Warranties.
 - 4. Final cleaning.
- B. Related Requirements:
 - 1. Section 013233 "Photographic Documentation" for submitting Final Completion construction photographic documentation.
 - 2. Section 017400 "Cleaning" for final cleaning requirements.
 - 3. Section 017823 "Operation and Maintenance Data" for additional operation and maintenance manual requirements.
 - 4. Section 017839 "Project Record Documents" for submitting Record Drawings, Record Specifications, and Record Product Data.

1.2 ACTION SUBMITTALS

- A. List of Incomplete Items: Contractor-prepared list of items to be completed or corrected, prepared for the Architect's use prior to Architect's inspection, to determine if the Work is substantially complete.
- B. Certified List of Incomplete Items: Final submittal at Final Completion.

1.3 CLOSEOUT SUBMITTALS

- A. Certificates of Release: From authorities having jurisdiction.
- B. Certificate of Insurance: For continuing coverage.

1.4 SUBSTANTIAL COMPLETION PROCEDURES

- A. Contractor's List of Incomplete Items: Prepare and submit a list of items to be completed and corrected (Contractor's "punch list"), indicating the value of each item on the list and reasons why the Work is incomplete.
- B. Submittals Prior to Substantial Completion: Complete the following a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.

1. Certificates of Release: Obtain and submit releases from authorities having jurisdiction, permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
 2. Submit closeout submittals specified in other Division 01 Sections, including Project Record Documents, operation and maintenance manuals, damage or settlement surveys, property surveys, and similar final record information.
 3. Submit closeout submittals specified in individual Sections, including specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
 4. Submit maintenance material submittals specified in individual Sections, including tools, spare parts, extra materials, and similar items, and deliver to location designated by Construction Manager. Label with manufacturer's name and model number.
 5. Submit testing records.
- C. Procedures Prior to Substantial Completion: Complete the following a minimum of 10 working days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
1. Advise Owner of pending insurance changeover requirements.
 2. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems.
 3. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
 4. Complete final cleaning requirements.
 5. Touch up paint and otherwise repair and restore marred exposed finishes to eliminate visual defects.
- D. Inspection: Submit a written request for inspection to determine Substantial Completion a minimum of 10 working days prior to date the Work will be completed and ready for final inspection and tests. On receipt of request, Architect and Construction Manager will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Architect, that must be completed or corrected before certificate will be issued.

1.5 FINAL COMPLETION PROCEDURES

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

1.6 LIST OF INCOMPLETE ITEMS

- A. Organization of List: Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction.
 - 1. Organize list of spaces in sequential order, per numbering system for individual skylights.
 - 2. Include the following information at the top of each page:
 - a. Project name.
 - b. Date.
 - c. Name of Architect and Construction Manager.
 - d. Name of Contractor.
 - e. Page number.
 - 3. Submit list of incomplete items in the following format:
 - a. MS Excel electronic file. Architect, through Construction Manager, will return annotated file.

1.7 SUBMITTAL OF PROJECT WARRANTIES

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

PART 2 - PRODUCTS

2.1 MATERIALS

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

PART 3 - EXECUTION

3.1 FINAL CLEANING

- A. General: Perform final cleaning per Section 017400 "Cleaning." Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.
- B. Construction Waste Disposal: Comply with waste disposal requirements in Section 015000 "Temporary Facilities and Controls."

3.2 REPAIR OF THE WORK

- A. Complete repair and restoration operations, before requesting inspection for determination of Substantial Completion.
- B. Repair, or remove and replace, defective construction. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment. Where damaged or worn items cannot be repaired or restored, provide replacements. Remove and replace operating components that cannot be repaired. Restore damaged construction and permanent facilities used during construction to specified condition.

END OF SECTION 017700

SECTION 017823 - OPERATION AND MAINTENANCE DATA

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for preparing operation and maintenance manuals, including the following:
 - 1. Operation and maintenance documentation directory manuals.
 - 2. Emergency manuals.
 - 3. Systems and equipment maintenance manuals.
 - 4. Product maintenance manuals.

1.2 DEFINITIONS

- A. System: An organized collection of parts, equipment, or subsystems united by regular interaction.
- B. Subsystem: A portion of a system with characteristics similar to a system.

1.3 CLOSEOUT SUBMITTALS

- A. Submit operation and maintenance manuals indicated. Provide content for each manual as specified in individual Specification Sections, and as reviewed and approved at the time of Section submittals. Submit reviewed manual content formatted and organized as required by this Section.
 - 1. Architect will comment on whether content of operation and maintenance submittals is acceptable.
 - 2. Where applicable, clarify and update reviewed manual content to correspond to revisions and field conditions.
- B. Format: Submit operation and maintenance manuals in the following format:
 - 1. Submit on digital media acceptable to Architect and by uploading to web-based project software site. Enable reviewer comments on draft submittals.
- C. Initial Manual Submittal: Submit draft copy of each manual at least 30 days before commencing demonstration and training. Architect will comment on whether general scope and content of manual are acceptable.
- D. Final Manual Submittal: Submit each manual in final form prior to requesting inspection for Substantial Completion and at least 15 days before commencing demonstration and training. Architect will return any non-compliant items with comments.
 - 1. Correct or revise each manual to comply with Architect's comments. Submit copies of each corrected manual within 15 days of receipt of Architect's comments and prior to commencing demonstration and training.

- E. Comply with Section 017700 "Closeout Procedures" for schedule for submitting operation and maintenance documentation.

1.4 FORMAT OF OPERATION AND MAINTENANCE MANUALS

- A. Manuals, Electronic Files: Submit manuals in the form of a multiple file composite electronic PDF file for each manual type required.
 - 1. Electronic Files: Use electronic files prepared by manufacturer where available. Where scanning of paper documents is required, configure scanned file for minimum readable file size.
 - 2. File Names and Bookmarks: Bookmark individual documents based on file names. Name document files to correspond to system, subsystem, and equipment names used in manual directory and table of contents. Group documents for each system and subsystem into individual composite bookmarked files, then create composite manual, so that resulting bookmarks reflect the system, subsystem, and equipment names in a readily navigated file tree. Configure electronic manual to display bookmark panel on opening file.
- B. Manuals, Paper Copy: Submit manuals in the form of hard-copy, bound and labeled volumes.
 - 1. Binders: Heavy-duty, three-ring, vinyl-covered, loose-leaf binders, in thickness necessary to accommodate contents, sized to hold 8-1/2-by-11-inch paper; with clear plastic sleeve on spine to hold label describing contents and with pockets inside covers to hold folded oversize sheets.
 - a. Identify each binder on front and spine, with printed title "OPERATION AND MAINTENANCE MANUAL," Project title or name, and subject matter of contents. Indicate volume number for multiple-volume sets.
 - 2. Supplementary Text: Prepared on 8-1/2-by-11-inch white bond paper.
 - 3. Drawings: Attach reinforced, punched binder tabs on drawings and bind with text.
 - a. If oversize drawings are necessary, fold drawings to same size as text pages and use as foldouts.
 - b. If drawings are too large to be used as foldouts, fold and place drawings in labeled envelopes and bind envelopes in rear of manual. At appropriate locations in manual, insert typewritten pages indicating drawing titles, descriptions of contents, and drawing locations.

1.5 REQUIREMENTS FOR EMERGENCY, OPERATION, AND MAINTENANCE MANUALS

- A. Organization of Manuals: Unless otherwise indicated, organize each manual into a separate section for each system and subsystem, and a separate section for each piece of equipment not part of a system. Each manual shall contain the following materials, in the order listed:
 - 1. Title page.
 - 2. Table of contents.
 - 3. Manual contents.
- B. Title Page: Include the following information:

1. Subject matter included in manual.
 2. Name and address of Project.
 3. Name and address of Owner.
 4. Date of submittal.
 5. Name and contact information for Contractor.
 6. Name and contact information for Construction Manager.
 7. Name and contact information for Architect.
 8. Name and contact information for Commissioning Authority.
 9. Names and contact information for major consultants to the Architect that designed the systems contained in the manuals.
 10. Cross-reference to related systems in other operation and maintenance manuals.
- C. Table of Contents: List each product included in manual, identified by product name, indexed to the content of the volume, and cross-referenced to Specification Section number in Project Manual.
- D. Manual Contents: Organize into sets of manageable size. Arrange contents alphabetically by system, subsystem, and equipment. If possible, assemble instructions for subsystems, equipment, and components of one system into a single binder.
- E. Identification: In the documentation directory and in each operation and maintenance manual, identify each system, subsystem, and piece of equipment with same designation used in the Contract Documents. If no designation exists, assign a designation according to ASHRAE Guideline 4, "Preparation of Operating and Maintenance Documentation for Building Systems."

1.6 EMERGENCY MANUALS

- A. Emergency Manual: Assemble a complete set of emergency information indicating procedures for use by emergency personnel and by Owner's operating personnel for types of emergencies indicated.
- B. Content: Organize manual into a separate section for each of the following:
1. Type of emergency.
 2. Emergency instructions.
 3. Emergency procedures.
- C. Type of Emergency: Where applicable for each type of emergency indicated below, include instructions and procedures for each system, subsystem, piece of equipment, and component:
1. Fire.
 2. Flood.
 3. Gas leak.
 4. Water leak.
 5. Power failure.
 6. Water outage.
 7. System, subsystem, or equipment failure.
 8. Chemical release or spill.
- D. Emergency Instructions: Describe and explain warnings, trouble indications, error messages, and similar codes and signals. Include responsibilities of Owner's operating personnel for notification of Installer, supplier, and manufacturer to maintain warranties.

- E. Emergency Procedures: Include the following, as applicable:
 - 1. Instructions on stopping.
 - 2. Shutdown instructions for each type of emergency.
 - 3. Operating instructions for conditions outside normal operating limits.
 - 4. Required sequences for electric or electronic systems.
 - 5. Special operating instructions and procedures.

1.7 SYSTEMS AND EQUIPMENT MAINTENANCE MANUALS

- A. Systems and Equipment Maintenance Manuals: Assemble a complete set of data indicating maintenance of each system, subsystem, and piece of equipment not part of a system. Include manufacturers' maintenance documentation, preventive maintenance procedures and frequency, repair procedures, wiring and systems diagrams, lists of spare parts, and warranty information.
- B. Content: For each system, subsystem, and piece of equipment not part of a system, include source information, manufacturers' maintenance documentation, maintenance procedures, maintenance and service schedules, spare parts list and source information, maintenance service contracts, and warranties and bonds as described below.
- C. Manufacturers' Maintenance Documentation: Include the following information for each component part or piece of equipment:
 - 1. Standard maintenance instructions and bulletins; include only sheets pertinent to product or component installed. Mark each sheet to identify each product or component incorporated into the Work. If data include more than one item in a tabular format, identify each item using appropriate references from the Contract Documents. Identify data applicable to the Work and delete references to information not applicable.
 - a. Prepare supplementary text if manufacturers' standard printed data are not available and where the information is necessary for proper operation and maintenance of equipment or systems.
 - 2. Drawings, diagrams, and instructions required for maintenance, including disassembly and component removal, replacement, and assembly.
 - 3. Identification and nomenclature of parts and components.
 - 4. List of items recommended to be stocked as spare parts.
- D. Maintenance Procedures: Include the following information and items that detail essential maintenance procedures:
 - 1. Test and inspection instructions.
 - 2. Troubleshooting guide.
 - 3. Precautions against improper maintenance.
 - 4. Disassembly; component removal, repair, and replacement; and reassembly instructions.
 - 5. Aligning, adjusting, and checking instructions.
- E. Maintenance and Service Schedules: Include service and lubrication requirements, list of required lubricants for equipment, and separate schedules for preventive and routine maintenance and service with standard time allotment.

- F. Spare Parts List and Source Information: Include lists of replacement and repair parts, with parts identified and cross-referenced to manufacturers' maintenance documentation and local sources of maintenance materials and related services.
- G. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.
 - 1. Include procedures to follow and required notifications for warranty claims.
- H. Drawings: Prepare drawings supplementing manufacturers' printed data to illustrate the relationship of component parts of equipment and systems and to illustrate control sequence and flow diagrams. Coordinate these drawings with information contained in record Drawings to ensure correct illustration of completed installation.
 - 1. Do not use original project record documents as part of maintenance manuals.

1.8 PRODUCT MAINTENANCE MANUALS

- A. Product Maintenance Manual: Assemble a complete set of maintenance data indicating care and maintenance of each product, material, and finish incorporated into the Work.
- B. Content: Organize manual into a separate section for each product, material, and finish. Include source information, product information, maintenance procedures, repair materials and sources, and warranties and bonds, as described below.
- C. Source Information: List each product included in manual, identified by product name and arranged to match manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project Manual and drawing or schedule designation or identifier where applicable.
- D. Product Information: Include the following, as applicable:
 - 1. Product name and model number.
 - 2. Manufacturer's name.
 - 3. Color, pattern, and texture.
 - 4. Material and chemical composition.
 - 5. Reordering information for specially manufactured products.
- E. Maintenance Procedures: Include manufacturer's written recommendations and the following:
 - 1. Inspection procedures.
 - 2. Types of cleaning agents to be used and methods of cleaning.
 - 3. List of cleaning agents and methods of cleaning detrimental to product.
 - 4. Schedule for routine cleaning and maintenance.
 - 5. Repair instructions.
- F. Repair Materials and Sources: Include lists of materials and local sources of materials and related services.
- G. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.

1. Include procedures to follow and required notifications for warranty claims.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 017823

SECTION 017839 - PROJECT RECORD DOCUMENTS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for Project Record Documents, including the following:
 - 1. Record Drawings.
 - 2. Record Product Data.
 - 3. Miscellaneous record submittals.
- B. Related Requirements:
 - 1. Section 017700 "Closeout Procedures" for general closeout procedures.
 - 2. Section 017823 "Operation and Maintenance Data" for operation and maintenance manual requirements.

1.2 CLOSEOUT SUBMITTALS

- A. Record Drawings: Comply with the following:
 - 1. Number of Copies: Submit copies of Record Drawings as follows:
 - a. Initial Submittal:
 - 1) Submit one paper-copy set(s) of marked-up record prints.
 - 2) Submit PDF electronic files of scanned record prints.
 - 3) Architect will indicate whether general scope of changes, additional information recorded, and quality of drafting are acceptable.
 - b. Final Submittal:
 - 1) Submit one paper-copy set(s) of marked-up record prints.
 - 2) Submit record digital data files.
- B. Record Product Data: Submit annotated PDF electronic files and directories of each submittal.
 - 1. Where record Product Data are required as part of operation and maintenance manuals, submit duplicate marked-up Product Data as a component of manual.
- C. Miscellaneous Record Submittals: See other Specification Sections for miscellaneous record-keeping requirements and submittals in connection with various construction activities. Submit annotated PDF electronic files and directories of each submittal.

1.3 RECORD DRAWINGS

- A. Record Prints: Maintain one set of marked-up paper copies of the Contract Drawings and Shop Drawings, incorporating new and revised drawings as modifications are issued.
1. Preparation: Mark record prints to show the actual installation, where installation varies from that shown originally. Require individual or entity who obtained record data, whether individual or entity is Installer, subcontractor, or similar entity, to provide information for preparation of corresponding marked-up record prints.
 - a. Give particular attention to information on concealed elements that would be difficult to identify or measure and record later.
 - b. Accurately record information in an acceptable drawing technique.
 - c. Record data as soon as possible after obtaining it.
 - d. Record and check the markup before enclosing concealed installations.
 - e. Cross-reference record prints to corresponding photographic documentation.
 2. Content: Types of items requiring marking include, but are not limited to, the following:
 - a. Dimensional changes to Drawings.
 - b. Revisions to details shown on Drawings.
 - c. Changes made by Change Order or Construction Change Directive.
 - d. Changes made following Architect's written orders.
 - e. Details not on the original Contract Drawings.
 - f. Field records for variable and concealed conditions.
 - g. Record information on the Work that is shown only schematically.
 3. Mark the Contract Drawings and Shop Drawings completely and accurately. Use personnel proficient at recording graphic information in production of marked-up record prints.
 4. Mark record prints with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at same location.
 5. Mark important additional information that was either shown schematically or omitted from original Drawings.
 6. Note Construction Change Directive numbers, alternate numbers, Change Order numbers, and similar identification, where applicable.
- B. Record Digital Data Files: Immediately before inspection for Certificate of Substantial Completion, review marked-up record prints with Architect and Owner's Project Manager. When authorized, prepare a full set of corrected digital data files of the Contract Drawings, as follows:
1. Format: Same digital data software program, version, and operating system as for the original Contract Drawings.
 2. Format: DWG, Version 2022, Microsoft Windows operating system.
 3. Format: Annotated PDF electronic file with comment function enabled.
 4. Incorporate changes and additional information previously marked on record prints. Delete, redraw, and add details and notations where applicable.
 5. Architect will furnish Contractor with one set of digital data files of the Contract Drawings for use in recording information.
 - a. See Section 013100 "Project Management and Coordination" for requirements related to use of Architect's digital data files.
 - b. Architect will provide data file layer information. Record markups in separate layers.

- C. Format: Identify and date each Record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location.
 - 1. Record Prints: Organize record prints into manageable sets. Bind each set with durable paper cover sheets. Include identification on cover sheets.
 - 2. Format: Annotated PDF electronic file with comment function enabled.
 - 3. Record Digital Data Files: Organize digital data information into separate electronic files that correspond to each sheet of the Contract Drawings. Name each file with the sheet identification. Include identification in each digital data file.
 - 4. Identification: As follows:
 - a. Project name.
 - b. Date.
 - c. Designation "PROJECT RECORD DRAWINGS."
 - d. Name of Architect.
 - e. Name of Contractor.

1.4 RECORD PRODUCT DATA.

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

1.5 MISCELLANEOUS RECORD SUBMITTALS

- A. Assemble miscellaneous records required by other Specification Sections for miscellaneous record keeping and submittal in connection with actual performance of the Work. Bind or file miscellaneous records and identify each, ready for continued use and reference.
- B. Format: Submit miscellaneous record submittals as PDF electronic file.
 - 1. Include miscellaneous record submittals directory organized by Specification Section number and title, electronically linked to each item of miscellaneous record submittals.

1.6 MAINTENANCE OF RECORD DOCUMENTS

- A. Maintenance of Record Documents: Store Record Documents in the field office apart from the Contract Documents used for construction. Do not use Project Record Documents for construction purposes. Maintain Record Documents in good order and in a clean, dry, legible condition, protected from deterioration and loss. Provide access to Project Record Documents for Architect's reference during normal working hours.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 017839

SECTION 024296 - HISTORIC REMOVAL AND DISMANTLING

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes historic treatment procedures in the form of special types of selective demolition work for designated historic materials and surfaces.
- B. Related Requirements:
 - 1. Section 013591 "Historic Treatment Procedures" for general historic treatment requirements.

1.2 DEFINITIONS

- A. Dismantle: To disassemble or detach a historic item from a surface, or a nonhistoric item from a historic surface, using gentle methods and equipment to prevent damage to historic items and surfaces; disposing of items unless indicated to be salvaged or reinstalled.
- B. Existing to Remain: Existing items that are not to be removed or dismantled, except to the degree indicated for performing required Work.
- C. Remove: To take down or detach a nonhistoric item located within a historic space, area, or room, using methods and equipment to prevent damage to historic items and surfaces; disposing of items unless indicated to be salvaged or reinstalled.
- D. Retain: To keep existing items that are not to be removed or dismantled.
- E. Salvage: To protect removed or dismantled items and deliver them to Owner.

1.3 PRECONSTRUCTION MEETINGS

- A. Preconstruction Conference(s): Conduct conference(s) at Project site.
 - 1. Review minutes of Preliminary Historic Treatment Conference that pertain to removal and dismantling procedures and protection of historic areas and surfaces.
 - 2. Review list of items indicated to be salvaged.
 - 3. Verify qualifications of personnel assigned to perform removal and dismantling.
 - 4. Inspect and discuss condition of each construction type to be removed or dismantled.
 - 5. Review requirements of other work that depends on condition of substrates exposed by removal and dismantling work.
 - 6. Review methods and procedures related to removal and dismantling work, including, but not limited to, the following:
 - a. Historic removal and dismantling specialist's personnel, equipment, and facilities needed to make progress and avoid delays.
 - b. Materials, material application, sequencing, tolerances, and required clearances.

- c. Fire prevention.
- d. Coordination with building occupants.

1.4 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For historic removal and dismantling specialist. Submit 30 days before work begins. Upon receipt of the Bid, qualification information may be requested.
 - 1. Submit Company qualification data to illustrate firm experience as stated in Quality Assurance below. Note, submittals are to be provided for the General Contractor and key Specialty Sub-contractors (Reference Section 011000 Summary of Work). Provide documentation of projects of similar size and caliber for work completed in the past ten years.
 - 2. Submit documentation of five recent projects with a record of successful inservice performance demonstrating firm's qualifications, budget compliance, and schedule compliance.
 - 3. Submit list of five project client references associated with above projects with current contact information.
- B. Preconstruction Documentation: Show preexisting conditions of adjoining construction and site improvements, including finish surfaces, that might be misconstrued as damage caused by Contractor's removal and dismantling operations.
- C. Removal and Dismantling Historic Treatment Program: Submit 15 days before work begins.
- D. List of Items Indicated to Be Salvaged: Prepare a list of items indicated on Drawings to be salvaged for Owner's use or for reinstallation. Submit 15 days before preconstruction conference.
- E. Inventory of Salvaged Items: After removal or dismantling work is complete, submit a list of items that have been salvaged.

1.5 QUALITY ASSURANCE

- A. Historic Removal and Dismantling Specialist Qualifications: A qualified historic treatment specialist. General selective demolition experience is insufficient experience for historic removal and dismantling work. An experienced firm regularly engaged in historic treatments similar in nature, materials, design, and extent to the work as specified in each Section and that has minimally five (5) years of documented experience working on similar projects and has completed a minimum of five (5) recent projects with a record of successful in-service performance that demonstrates the firm's qualifications to perform this work.
- B. Removal and Dismantling Historic Treatment Program: Prepare a written, detailed description of materials, methods, equipment, and sequence of operations to be used for each phase of removal and dismantling work, including protection of surrounding and substrate materials and Project site.
 - 1. Dust and Noise Control: Include locations of proposed temporary dust- and noise-control partitions and means of egress from occupied areas coordinated with continuing on-site operations and other known work in progress.
 - 2. Debris Hauling: Include plans clearly marked to show debris hauling routes, turning radii, and locations and details of temporary protective barriers.

- C. Regulatory Requirements: Comply with notification regulations of authorities having jurisdiction before beginning removal and dismantling work. Comply with hauling and disposal regulations of authorities having jurisdiction.

1.6 FIELD CONDITIONS

- A. Conditions existing at time of inspection for bidding purpose will be maintained by Owner as far as practical.
- B. Notify Architect of discrepancies between existing conditions and Drawings before proceeding with removal and dismantling work.
- C. Hazardous Materials: It is unknown whether hazardous materials will be encountered in the Work.
 - 1. If suspect hazardous materials are encountered, do not disturb; immediately notify Architect and Owner.
 - a. In the case of hazardous materials, stop work in the area of potential hazard, shut off fans and other air handlers ventilating the area, and rope off area until the questionable material is identified. Reassign workers to continue work in unaffected areas. Resume work in the area of concern after safe working conditions are verified.
 - 2. Asbestos is frequently found in the setting putty of historic stained glass windows. Due to current conditions and height restrictions, hazardous material testing could not be completed prior to the start of the project. Hazardous material testing will be completed by the Owner after the installation of scaffolding and report will be provided to the Contractor.
- D. Storage or sale of removed or dismantled items on-site is not permitted unless otherwise indicated.

PART 2 - PRODUCTS - (Not Used)

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Preparation for Removal and Dismantling: Examine construction to be removed or dismantled to determine best methods to safely and effectively perform removal and dismantling work. Examine adjacent work to determine what protective measures are necessary.
 - 1. Verify that affected utilities are disconnected and capped.
 - 2. Inventory and record the condition of items to be removed and dismantled for reinstallation or salvage. Enter this information on the submittal of inventory of salvaged items.

3. Before removal or dismantling of existing building elements that will be reproduced or duplicated in final Work, make permanent record of measurements, materials, and construction details required to make exact reproduction.
- A. Survey of Existing Conditions: Record existing conditions by use of preconstruction photographs and preconstruction video recordings.
 1. Comply with requirements specified in Section 013233 "Photographic Documentation."
- B. Perform surveys as the Work progresses to detect hazards resulting from historic removal and dismantling procedures.

3.2 HISTORIC REMOVAL AND DISMANTLING

- A. General: Have removal and dismantling work performed by a qualified historic removal and dismantling specialist.
- B. Perform work according to the historic treatment program.
 1. Perform removal and dismantling to the limits indicated.
 2. Provide supports or reinforcement for existing construction that becomes temporarily weakened by removal and dismantling work, until the Project Work is completed unless otherwise indicated.
 3. Perform cutting by hand or with small power tools wherever possible. Cut holes and slots neatly to size required, with minimum disturbance of adjacent work.
 4. Do not operate air compressors inside building unless approved by Architect in each case.
 5. Do not drill or cut columns, beams, joints, girders, structural slabs, or other structural supporting elements, without having Contractor's professional engineer's written approval for each location before such work is begun.
 6. Dispose of removed and dismantled items off-site unless indicated to be salvaged or reinstalled.
- C. Unacceptable Equipment: Keep equipment that is not permitted for historic removal or dismantling work away from the vicinity where such work is being performed.
- D. Steelwork:
 1. Expose structural steel for examination by Architect and Contractor's professional engineer before proceeding with removal or dismantling.
 2. If distress in structure is apparent during performance of the work, stop removal or dismantling and take immediate precautionary measures to ensure safety of the structure. Inform Architect of the problem, steps taken, and proposed corrective actions.
- E. Loose Plaster: Identify loose, nonhistoric plaster, and separate it from its substrate by tapping with a hammer and prying with a chisel or screwdriver. Do not use pry bars. Leave sound, firmly adhered plaster in place. Do not damage, remove, or dismantle historic plasterwork, except where indicated or where it is an immediate hazard to personnel and as approved by Architect.
- F. Anchorages:
 1. Remove anchorages associated with removed items.
 2. Dismantle anchorages associated with dismantled items.

3. In nonhistoric surfaces, patch holes created by anchorage removal or dismantling according to the requirements for new work.
4. In historic surfaces, patch or repair holes created by anchorage removal or dismantling according to Section that is specific to the historic surface being patched.

END OF SECTION 024296

SECTION 055213 - PIPE AND TUBE RAILINGS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section Includes:
 - 1. Steel pipe railings.

1.3 COORDINATION

- A. Coordinate selection of shop primers with topcoats to be applied over them. Comply with paint and coating manufacturers' written recommendations to ensure that shop primers and topcoats are compatible with one another.
- B. Coordinate installation of anchorages for railings. Furnish setting drawings, templates, and directions for installing anchorages, including sleeves, concrete inserts, anchor bolts, and items with integral anchors, that are to be embedded in concrete or masonry. Deliver such items to Project site in time for installation.
- C. Do not support railings temporarily by any means that do not satisfy structural performance requirements.

1.4 ACTION SUBMITTALS

- A. Product Data: For the following:
 - 1. Manufacturer's product lines of mechanically connected railings.
 - 2. Railing brackets.
 - 3. Grout, anchoring cement, and paint products.
- B. Shop Drawings: Include plans, elevations, sections, details, and attachments to other work.
- C. Samples: For each type of exposed finish required.
 - 1. Sections of each distinctly different linear railing member, including handrails, top rails, posts, and balusters, including finish.
 - 2. Fittings and brackets.
 - 3. Assembled Sample of railing system, made from full-size components, including top rail, post, handrail, and infill. Sample need not be full height.
 - a. Show method of connecting and finishing members at intersections.

- D. Delegated-Design Submittal: For railings, including analysis data signed and sealed by the qualified professional engineer responsible for their preparation.

1.5 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For testing agency.
- B. Mill Certificates: Signed by manufacturers of stainless-steel products certifying that products furnished comply with requirements.
- C. Product Test Reports: For pipe and tube railings, for tests performed by a qualified testing agency, according to ASTM E894 and ASTM E935.
- D. Evaluation Reports: For post-installed anchors, from ICC-ES.

1.6 DELIVERY, STORAGE, AND HANDLING

- A. Protect mechanical finishes on exposed surfaces from damage by applying a strippable, temporary protective covering before shipping.
- B. Store products in manufacturer's unopened packaging until ready for installation.

1.7 FIELD CONDITIONS

- A. Field Measurements: Verify actual locations of walls and other construction contiguous with metal fabrications by field measurements before fabrication.
- B. Maintain environmental conditions (temperature, humidity, and ventilation) within limits recommended by manufacturer for optimum results. Do not install products under environmental conditions outside manufacturer's absolute limits.
- C. Coordinate fabrication and delivery schedule of handrails with construction progress and sequence to avoid delay of railing installation.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Steel Pipe and Tube Railings:
 - 1. Manufacturers' Names:
 - a. Basis of Design: Kee Klamp, Kee Safety, Inc.
 - b. McNichols Co.
 - c. Julius Blum & Co. Inc.
- B. Source Limitations: Obtain each type of railing from single source from single manufacturer.

2.2 PERFORMANCE REQUIREMENTS

- A. Delegated Design: Engage a qualified professional engineer, as defined in Section 014000 "Quality Requirements," to design railings, including attachment to building construction.
- B. Structural Performance: Railings, including attachment to building construction, shall withstand the effects of gravity loads and the following loads and stresses within limits and under conditions indicated:
 - 1. Handrails and Top Rails of Guards:
 - a. Uniform load of 50 lbf/ ft. applied in any direction.
 - b. Concentrated load of 200 lbf applied in any direction.
 - c. Uniform and concentrated loads need not be assumed to act concurrently.
 - 2. Infill of Guards:
 - a. Concentrated load of 50 lbf applied horizontally on an area of 1 sq. ft..
 - b. Infill load and other loads need not be assumed to act concurrently.
- C. Thermal Movements: Allow for thermal movements from ambient and surface temperature changes.

2.3 METALS, GENERAL

- A. Metal Surfaces, General: Provide materials with smooth surfaces, without seam marks, roller marks, rolled trade names, stains, discolorations, or blemishes.
- B. Brackets, Flanges, and Anchors: Cast or formed metal of same type of material and finish as supported rails unless otherwise indicated.
 - 1. Provide type of bracket with predrilled hole for exposed bolt anchorage and that provides 1-1/2-inch clearance from inside face of handrail to finished wall surface.

2.4 STEEL AND IRON

- A. Pipe: ASTM A53/A53M, Grade B, Schedule 40, unless another grade and weight are required by structural loads.
 - 1. Provide galvanized finish.
- B. Fittings, Including Elbows, Crossovers, Wall Flanges, Tees, Couplings:
 - 1. Galvanized Malleable Cast Iron: ASTM A447 with ASTM 153 galvanizing.
 - 2. Aluminum Alloy: High grade aluminum silicon magnesium alloy.

2.5 FASTENERS

- A. General: Provide the following:
 - 1. Stainless-Steel Railings: Type 304 stainless-steel fasteners.

- B. Fasteners for Anchoring Railings to Other Construction: Select fasteners of type, grade, and class required to produce connections suitable for anchoring railings to other types of construction indicated and capable of withstanding design loads.
- C. Fasteners for Interconnecting Railing Components:
 - 1. Provide square or hex socket flat-head machine screws for exposed fasteners unless otherwise indicated.
- D. Post-Installed Anchors: Torque-controlled expansion anchors capable of sustaining, without failure, a load equal to 6 times the load imposed when installed in unit masonry and 4 times the load imposed when installed in concrete, as determined by testing according to ASTM E488/E488M, conducted by a qualified independent testing agency.
 - 1. Material for Interior Locations: Carbon-steel components zinc-plated to comply with ASTM B633 or ASTM F1941, Class Fe/Zn 5, unless otherwise indicated.
 - 2. Material for Exterior Locations and Where Stainless Steel Is Indicated: Alloy Group 2 stainless-steel bolts, ASTM F593, and nuts, ASTM F594.

2.6 MISCELLANEOUS MATERIALS

- A. Galvanizing Repair Paint: High-zinc-dust-content paint complying with SSPC-Paint 20 and compatible with paints specified to be used over it.

2.7 FABRICATION

- A. General: Fabricate railings to comply with requirements indicated for design, dimensions, member sizes and spacing, details, finish, and anchorage, but not less than that required to support structural loads.
- B. Shop assemble railings to greatest extent possible to minimize field splicing and assembly. Disassemble units only as necessary for shipping and handling limitations. Clearly mark units for reassembly and coordinated installation. Use connections that maintain structural value of joined pieces.
- C. Cut, drill, and punch metals cleanly and accurately. Remove burrs and ease edges to a radius of approximately 1/32 inch unless otherwise indicated. Remove sharp or rough areas on exposed surfaces.
- D. Form work true to line and level with accurate angles and surfaces.
- E. Cut, reinforce, drill, and tap as indicated to receive finish hardware, screws, and similar items.
- F. Connections: Fabricate railings with nonwelded connections unless otherwise indicated.
- G. Nonwelded Connections: Connect members with concealed mechanical fasteners and fittings. Fabricate members and fittings to produce flush, smooth, rigid, hairline joints.
 - 1. Fabricate splice joints for field connection using an epoxy structural adhesive if this is manufacturer's standard splicing method.
- H. Form Changes in Direction as Follows:

1. As detailed.
 2. By inserting prefabricated elbow fittings.
- I. Close exposed ends of railing members with prefabricated end fittings.
 - J. Provide wall returns at ends of wall-mounted handrails unless otherwise indicated. Close ends of returns unless clearance between end of rail and wall is 1/4 inch or less.
 - K. Brackets, Flanges, Fittings, and Anchors: Provide wall brackets, flanges, miscellaneous fittings, and anchors to interconnect railing members to other work unless otherwise indicated.
 1. At brackets and fittings fastened to plaster or gypsum board partitions, provide crush-resistant fillers or other means to transfer loads through wall finishes to structural supports and prevent bracket or fitting rotation and crushing of substrate.
 - L. Provide anchorage devices for connecting railings to concrete or masonry work. Fabricate anchorage devices capable of withstanding loads imposed by railings. Coordinate anchorage devices with supporting structure.

2.8 STEEL AND IRON FINISHES

- A. Galvanized Railings:
 1. Hot-dip galvanize steel railings, including hardware, after fabrication.
 2. Comply with ASTM A123/A123M for hot-dip galvanized railings.
 3. Comply with ASTM A153/A153M for hot-dip galvanized hardware.
 4. Do not quench or apply post galvanizing treatments that might interfere with paint adhesion.
 5. Fill vent and drain holes that are exposed in the finished Work, unless indicated to remain as weep holes, by plugging with zinc solder and filing off smooth.
- B. For galvanized railings, provide hot-dip galvanized fittings, brackets, fasteners, sleeves, and other ferrous components.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Do not begin installation until substrate have been properly prepares.
- B. If substrate preparation is the responsibility of another install, notify General Contractor of unsatisfactory preparation before proceeding.

3.2 PREPARATION

- A. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.

3.3 INSTALLATION, GENERAL

- A. Fit exposed connections together to form tight, hairline joints.
- B. Perform cutting, drilling, and fitting required for installing railings. Set railings accurately in location, alignment, and elevation; measured from established lines and levels and free of rack.
 - 1. Do not weld, cut, or abrade surfaces of railing components that are coated or finished after fabrication and that are intended for field connection by mechanical or other means without further cutting or fitting.
 - 2. Set posts plumb within a tolerance of 1/16 inch in 3 feet.
 - 3. Align rails so variations from level for horizontal members and variations from parallel with rake of steps and ramps for sloping members do not exceed 1/4 inch in 12 feet.
- C. Control of Corrosion: Prevent galvanic action and other forms of corrosion by insulating metals and other materials from direct contact with incompatible materials.
 - 1. Coat, with a heavy coat of bituminous paint, concealed surfaces of aluminum that are in contact with grout, concrete, masonry, wood, or dissimilar metals.
- D. Adjust railings before anchoring to ensure matching alignment at abutting joints.
- E. Fastening to In-Place Construction: Use anchorage devices and fasteners where necessary for securing railings and for properly transferring loads to in-place construction.

3.4 RAILING CONNECTIONS

- A. Nonwelded Connections: Use mechanical joints for permanently connecting railing components. Seal recessed holes of exposed locking screws using plastic cement filler colored to match finish of railings.

3.5 ANCHORING POSTS

- A. Install in accordance with manufacturer's instructions.
- B. Anchor posts to substrates with base flanges as required by conditions, attach posts using fittings designed and engineered for this purpose.

3.6 ATTACHING RAILINGS

- A. Install in accordance with manufacturer's instructions.
- B. Anchor railing ends at walls with round flanges anchored to wall construction and connected to railing ends using nonwelded connections.
- C. Secure wall brackets and railing end flanges to building construction as follows:
 - 1. For concrete and solid masonry anchorage, use drilled-in expansion shields and hanger or lag bolts.

3.7 ADJUSTING AND CLEANING

- A. Galvanized Surfaces: Clean bolted connections, and abraded areas, and repair galvanizing to comply with ASTM A780/A780M.

3.8 PROTECTION

- A. Protect finishes of railings from damage during construction period with temporary protective coverings approved by railing manufacturer. Remove protective coverings at time of Substantial Completion.

END OF SECTION 055213

SECTION 060312 - HISTORIC WOOD REPAIR

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes historic treatment of wood in the form of repairing wood features as follows:
 - 1. Repairing wood laylight frame, muntins, and trim.
 - 2. Replacing wood laylight frame, muntins, and trim.
- B. Related Requirements:
 - 1. Section 013591 "Historic Treatment Procedures" for general historic treatment requirements.
 - 2. Section 024296 "Historic Removal and Dismantling" for historic removal and dismantling work.

1.2 PREINSTALLATION MEETINGS

- A. Preinstallation Conference: Conduct conference at Project site.
 - 1. Review minutes of Preliminary Historic Treatment Conference that pertain to historic wood repair.
 - 2. Review methods and procedures related to historic wood repair, including, but not limited to, the following:
 - a. Historic treatment specialist's personnel, equipment, and facilities needed to make progress and avoid delays.
 - b. Materials, material application, sequencing, tolerances, and required clearances.
 - c. Fire-protection plan.
 - d. Wood historic treatment program.
 - e. Coordination with building occupants.

1.3 SEQUENCING AND SCHEDULING

- A. Perform historic wood repair in the following sequence, which includes work specified in this and other Sections:

1. Before removing wood components for on-site or off-site repair, tag each component with location-identification numbers. Indicate on tags and building plans the locations of each component, such as "Baseboard on North Side of Room 101."
2. Label each repaired component and whole or partial replacement with permanent location-identification number in inconspicuous location and remove site-applied tags.
3. Sort units by condition, separating those that need extensive repair.
4. Clean surfaces.
5. General Wood-Repair Sequence:
 - a. Remove paint to bare wood.
 - b. Repair wood by consolidation, replacement, partial replacement, and patching.
 - c. Sand, prime, fill, sand again, and prime surfaces again for refinishing.
6. Reinstall components.
7. Apply finish coats.

1.4 ACTION SUBMITTALS

- A. Product Data: For each type of product.
 1. Include recommendations for product application and use. Include test data substantiating that products comply with requirements.
- B. Shop Drawings:
 1. Include plans, elevations, and sections showing locations and extent of repair and replacement work, with enlarged details of replacement parts indicating materials, profiles, joinery, reinforcing, method of splicing or attaching wood members to other surfaces, accessory items, and finishes.
 2. Include field-verified dimensions and the following:
 - a. Full-size shapes and profiles with complete dimensions for replacement components and their jointing, showing relationship of existing components to new components.
 - b. Templates and directions for anchorages.
 - c. Identification of each new unit and its corresponding location in the building on annotated plans and elevations.
 - d. Provisions for sealant joints as required for location.
- C. Samples for Initial Selection: For each type of exposed wood and finish.
 1. Identify wood species, cut, and other features.
 2. Include Samples of hardware and accessories involving color selection.
- D. Samples for Verification: For the following products in manufacturer's standard sizes unless otherwise indicated, finished as required for use in the Work:
 1. Replacement Wood: 12-inch long, full-size molding sections with applied finish.
 - a. Additional Samples of replacement members that show fabrication techniques, materials, and finishes as requested by Architect.

2. Repaired Wood: Prepare Samples using existing wood removed from site, repaired, and prepared for refinishing.
3. Refinished Wood: Prepare Samples using existing wood removed from site, repaired, and refinished.

1.5 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For historic treatment specialist including workers and wood-repair-material manufacturer.
- B. Wood Historic Treatment Program: Submit before work begins.
- C. Preconstruction Test Reports: For historic wood repair.

1.6 QUALITY ASSURANCE

- A. Historic Treatment Specialist Qualifications: A qualified historic wood-repair specialist, experienced in repairing, refinishing, and replacing wood in whole and in part. Experience only in fabricating and installing new woodwork is insufficient experience for wood historic treatment work.
- B. Wood-Repair-Material Manufacturer Qualifications: A firm regularly engaged in producing wood consolidant and wood-patching compound that have been used for similar historic wood-treatment applications with successful results, and with factory-authorized service representatives who are available for consultation, Project-site inspection, and on-site assistance.
- C. Wood Historic Treatment Program: Prepare a written, detailed description of materials, methods, equipment, and sequence of operations to be used for historic treatment work, including protection of surrounding materials and Project site.
 1. If materials and methods other than those indicated are proposed for any phase of historic treatment work, add a written description of such materials and methods, including evidence of successful use on comparable projects, and demonstrations to show their effectiveness for this Project.
- D. Mockups: Prepare mockups of historic treatment repair processes to demonstrate aesthetic effects and to set quality standards for materials and execution, and for fabrication and installation. Prepare mockups so they are as inconspicuous as practicable.
 1. Locate mockups on existing surfaces where directed by Architect.
 2. Approval of mockups does not constitute approval of deviations from the Contract Documents contained in mockups unless Architect specifically approves such deviations in writing.
 3. Subject to compliance with requirements, approved mockups may become part of the completed Work if undisturbed at time of Substantial Completion.

1.7 DELIVERY, STORAGE, AND HANDLING

- A. Pack, deliver, and store products in suitable packs, heavy-duty cartons, or wooden crates; surround with sufficient packing material to ensure that products will not be deformed, broken, or otherwise damaged.
- B. Until installed, store products inside a well-ventilated area and protect from weather, moisture, soiling, abrasion, extreme temperatures, and humidity, and where environmental conditions comply with manufacturer's requirements.

1.8 FIELD CONDITIONS

- A. Weather Limitations: Proceed with historic wood repair only when existing and forecasted weather conditions are within the environmental limits set by each manufacturer's written instructions and specified requirements.

PART 2 - PRODUCTS

2.1 HISTORIC WOOD REPAIR, GENERAL

- A. Quality Standard: Comply with applicable requirements in Section 12, "Historic Restoration Work," and related requirements in AWI/AWMAC/WI's "Architectural Woodwork Standards" for construction, finishes, grade rules, and other requirements unless otherwise indicated.
 - 1. Exception: Industry practices cited in Section 12, Article 1.5, "Industry Practices," of the Architectural Woodwork Standards do not apply to the work of this Section.

2.2 WOOD-REPLACEMENT MATERIALS

- A. Wood, General: Clear fine-grained lumber; kiln dried to a moisture content of 6 to 12 percent at time of fabrication; free of visible finger joints, blue stain, knots, pitch pockets, and surface checks larger than 1/32 inch deep by 2 inches wide.
 - 1. Species: Match species of each existing type of wood component or assembly unless otherwise indicated.

2.3 WOOD-REPAIR MATERIALS

- A. Source Limitations: Obtain wood consolidant and wood-patching compound from single source from single manufacturer.
- B. Wood Consolidant: Ready-to-use product designed to penetrate, consolidate, and strengthen soft fibers of wood materials that have deteriorated due to weathering and decay and designed specifically to enhance the bond of wood-patching compound to existing wood.
 - 1. Manufacturer's Names: Subject to compliance with requirements, provide products by one of the following:
 - a. Basis-of-Design: Abatron, Inc.
 - b. ConServ Epoxy LLC

- c. Protective Coating Company
 - d. System Three Resins, Inc.
- C. Wood-Patching Compound: Two-part, epoxy-resin, wood-patching compound; knife-grade formulation as recommended in writing by manufacturer for type of wood repair indicated, tooling time required for the detail of work, and site conditions. Compound shall be designed for filling voids in damaged wood materials that have deteriorated due to weathering and decay. Compound shall be capable of filling deep holes and spreading to featheredge.
 - 1. Manufacturer's Names: Subject to compliance with requirements, provide products by one of the following:
 - a. Basis-of-Design: Abatron, Inc.
 - b. ConServ Epoxy LLC
 - c. Protective Coating Company
 - d. System Three Resins, Inc.

2.4 MISCELLANEOUS MATERIALS

- A. Borate Preservative Treatment: Inorganic, borate-based solution, with disodium octaborate tetrahydrate as the primary ingredient; manufactured for preserving weathered and decayed wood from further damage caused by fungi and wood-boring insects; complying with AWWA P5; containing no boric acid.
 - 1. Manufacturer's Names: Subject to compliance with requirements, provide products by one of the following:
 - a. Nisus Corporation
 - b. Sashco, Inc.
 - c. System Three Resins, Inc.
- B. Cleaning Materials:
 - 1. Detergent Solution: Solution prepared by mixing 2 cups of tetrasodium pyrophosphate (TSP), 1/2 cup of laundry detergent that contains no ammonia, 5 quarts of 5 percent sodium hypochlorite bleach, and 15 quarts of warm water for each 5 gal. of solution required.
 - 2. Mildewcide: Commercial, proprietary mildewcide or a solution prepared by mixing 1/3 cup of household detergent that contains no ammonia, 1 quart of 5 percent sodium hypochlorite bleach, and 3 quarts of warm water.
- C. Adhesives: Wood adhesives with minimum 15- to 45-minute cure at 70 deg F, in gunnable and liquid formulations as recommended in writing by adhesive manufacturer for each type of repair and exposure condition.
- D. Fasteners: Use fastener metals that are noncorrosive and compatible with each material joined.
 - 1. Match existing fasteners in material and type of fastener unless otherwise indicated.
 - 2. Use concealed fasteners for interconnecting wood components.
 - 3. Use concealed fasteners for attaching items to other work unless exposed fasteners are unavoidable or the existing fastening method.
 - 4. For fastening metals, use fasteners of same basic metal as fastened metal unless otherwise indicated.
 - 5. For exposed fasteners (attic side only), use Phillips-type machine screws of head profile flush with metal surface unless otherwise indicated.

6. Finish exposed fasteners to match finish of metal fastened unless otherwise indicated.

2.5 WOOD FINISHES

- A. Unfinished Replacement Units: Provide exposed exterior and interior wood surfaces of replacement units unfinished; smooth, filled, and suitably prepared for on-site priming and finishing.

PART 3 - EXECUTION

3.1 PREPARATION

- A. Protect adjacent materials from damage by historic wood repair.
- B. Clean wood of mildew, algae, moss, plant material, loose paint, grease, dirt, and other debris by scrubbing with bristle brush or sponge and detergent solution. Scrub mildewed areas with mildewcide. After cleaning, rinse thoroughly with fresh water. Allow to dry before repairing or painting.
- C. Condition replacement wood members and replacement units to prevailing conditions at installation areas before installing.

3.2 HISTORIC WOOD REPAIR, GENERAL

- A. Historic Treatment Appearance Standard: Completed work is to have a uniform appearance as viewed by Architect from 5 feet away for work.
- B. General: In treating historic items, disturb them as minimally as possible and as follows:
 1. Stabilize and repair wood to reestablish structural integrity and weather resistance while maintaining the existing form of each item.
 2. Remove coatings and apply borate preservative treatment before repair. Remove coatings according to the drawings.
 3. Repair items in place where possible.
 4. Install temporary protective measures to protect wood-treatment work that is indicated to be completed later.
 5. Refinish historic wood according to the drawings.
- C. Mechanical Abrasion: Where mechanical abrasion is needed for the work, use only the gentlest mechanical methods, such as scraping and natural-fiber bristle brushing, that will not abrade wood substrate, reducing clarity of detail. Do not use abrasive methods, such as sanding, wire brushing, or power tools, except as indicated as part of the historic treatment program and as approved by Architect.
- D. Repair Wood: Match existing materials and features, retaining as much original material as possible to perform repairs.
 1. Unless otherwise indicated, repair wood by consolidating, patching, splicing, or otherwise reinforcing wood with new wood matching existing wood or with salvaged, sound, original wood.

2. Where indicated, repair wood by limited replacement matching existing material.
- E. Replace Wood: Where indicated, duplicate and replace units with units made from salvaged, sound, original wood or with new wood matching existing wood. Use surviving prototypes to create patterns for duplicate replacements.
 1. Do not use substitute materials unless otherwise indicated.
 2. Compatible substitute materials may be used.
- F. Identify removed items with numbering system corresponding to item locations, to ensure reinstallation in same location. Key items to Drawings showing location of each removed unit. Permanently label units in a location that will be concealed after reinstallation.

3.3 WOOD PATCH-TYPE REPAIR

- A. General: Patch wood that exhibits depressions, holes, or similar voids, and that has limited amounts of rotted or decayed wood.
 1. Verify that surfaces are sufficiently clean and free of paint residue prior to patching.
 2. Treat wood with wood consolidant prior to application of patching compound. Coat wood surfaces by brushing, applying multiple coats until wood is saturated and refuses to absorb more. Allow treatment to harden before filling void with patching compound.
 3. Remove rotted or decayed wood down to sound wood.
- B. Apply borate preservative treatment to accessible surfaces either before applying wood consolidant or after removing rotted or decayed wood. Apply treatment liberally by brush to joints, edges, and ends; top, sides, and bottom. Allow treatment to dry.
- C. Apply wood-patching compound to fill depressions, nicks, cracks, and other voids created by removed or missing wood.
 1. Prime patch area with application of wood consolidant or manufacturer's recommended primer.
 2. Mix only as much patching compound as can be applied according to manufacturer's written instructions.
 3. Apply patching compound in layers as recommended in writing by manufacturer until the void is completely filled.
 4. Sand patch surface smooth and flush with adjacent wood, without voids in patch material, and matching contour of wood member.
 5. Clean spilled compound from adjacent materials immediately.

3.4 WOOD-REPLACEMENT REPAIR

- A. General: Replace parts of or entire wood items at locations indicated on Drawings and where damage is too extensive to patch.
 1. Remove surface-attached items from wood surface before performing wood-replacement repairs unless otherwise indicated.
 2. Verify that surfaces are sufficiently clean and free of paint residue prior to repair.
 3. Remove broken, rotted, and decayed wood down to sound wood.
 4. Custom fabricate new wood to replace missing wood; either replace entire wood member or splice new wood part into existing member.

5. Secure new wood using finger joints, multiple dowels, or splines with adhesive and nailing to ensure maximum structural integrity at each splice. Use only concealed fasteners. Fill nail holes and patch surface to match surrounding sound wood.
- B. Apply borate preservative treatment to accessible surfaces after replacements are made. Apply treatment liberally by brush to joints, edges, and ends; top, sides, and bottom.
- C. Repair remaining depressions, holes, or similar voids with patch-type repairs.
- D. Clean spilled materials from adjacent surfaces immediately.
- E. Reinstall items removed for repair into original locations.

3.5 FIELD QUALITY CONTROL

- A. Manufacturers Field Service: Engage wood-repair-material manufacturers' factory-authorized service representatives for consultation and Project-site inspection, and provide on-site assistance when requested by Architect.

3.6 CLEANING AND PROTECTION

- A. Protect wood surfaces from contact with contaminating substances resulting from construction operations. Monitor wood surfaces adjacent to and below exterior concrete and masonry during construction for presence of dirt, scum, alkaline deposits, stains, or other contaminants. If contaminating substances contact wood surfaces, remove contaminants immediately.
- B. Clean exposed surfaces immediately after historic wood repair. Avoid damage to coatings and finishes. Remove excess sealants, patching materials, dirt, and other substances.

END OF SECTION 060312

SECTION 061000 - ROUGH CARPENTRY

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Wood blocking and nailers.

1.2 DEFINITIONS

- A. Boards or Strips: Lumber of less than 2 inches nominal size in least dimension.
- B. Dimension Lumber: Lumber of 2 inches nominal size or greater but less than 5 inches nominal size in least dimension.
- C. Exposed Framing: Framing not concealed by other construction.
- D. OSB: Oriented strand board.
- E. Timber: Lumber of 5 inches nominal size or greater in least dimension.
- F. Lumber grading agencies, and abbreviations used to reference them, include the following:
 - 1. NeLMA: Northeastern Lumber Manufacturers' Association.
 - 2. NLGA: National Lumber Grades Authority.
 - 3. SPIB: The Southern Pine Inspection Bureau.
 - 4. WCLIB: West Coast Lumber Inspection Bureau.
 - 5. WWPAA: Western Wood Products Association.

1.3 ACTION SUBMITTALS

- A. Product Data: For each type of process and factory-fabricated product. Indicate component materials and dimensions and include construction and application details.

1.4 INFORMATIONAL SUBMITTALS

- A. Material Certificates:
 - 1. For dimension lumber specified to comply with minimum allowable unit stresses. Indicate species and grade selected for each use and design values approved by the ALSC Board of Review.
- B. Qualification Statements: For testing agency providing classification marking for fire-retardant treated material, an inspection agency acceptable to authorities having jurisdiction that periodically performs inspections to verify that the material bearing the classification marking is representative of the material tested.

1.5 DELIVERY, STORAGE, AND HANDLING

- A. Stack wood products flat with spacers beneath and between each bundle to provide air circulation. Protect wood products from weather by covering with waterproof sheeting, securely anchored. Provide for air circulation around stacks and under coverings.

PART 2 - PRODUCTS

2.1 WOOD PRODUCTS, GENERAL

- A. Lumber: Comply with DOC PS 20 and applicable rules of grading agencies indicated. If no grading agency is indicated, comply with the applicable rules of any rules-writing agency certified by the ALSC Board of Review. Grade lumber by an agency certified by the ALSC Board of Review to inspect and grade lumber under the rules indicated.
 - 1. Factory mark each piece of lumber with grade stamp of grading agency.
 - 2. Dress lumber, S4S, unless otherwise indicated.
- B. Maximum Moisture Content of Lumber: 15 percent for 2-inch nominal thickness or less; 19 percent for more than 2-inch nominal thickness unless otherwise indicated.

2.2 MISCELLANEOUS LUMBER

- A. Provide miscellaneous lumber indicated and lumber for support or attachment of other construction, including the following:
 - 1. Blocking.
 - 2. Nailers.
- B. Dimension Lumber Items: Construction or No. 2 grade lumber of any species.
- C. Concealed Boards: 15 percent maximum moisture content and any of the following species and grades:
 - 1. Mixed southern pine or southern pine; No. 2 grade; SPIB.
 - 2. Northern species; No. 2 Common grade; NLGA.
 - 3. Western woods; Construction or No. 2 Common grade; WCLIB or WWPA.
- D. For blocking and nailers used for attachment of other construction, select and cut lumber to eliminate knots and other defects that will interfere with attachment of other work.

2.3 FASTENERS

- A. General: Fasteners shall be of size and type indicated and shall comply with requirements specified in this article for material and manufacture.
- B. Nails, Brads, and Staples: ASTM F1667.
- C. Power-Driven Fasteners: Fastener systems with an evaluation report acceptable to authorities having jurisdiction, based on ICC-ES AC70.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

- A. Framing Standard: Comply with AF&PA's WCD 1, "Details for Conventional Wood Frame Construction," unless otherwise indicated.
- B. Set work to required levels and lines, with members plumb, true to line, cut, and fitted. Fit rough carpentry accurately to other construction. Locate furring, nailers, blocking, and similar supports to comply with requirements for attaching other construction.
- C. Do not splice structural members between supports unless otherwise indicated.
- D. Provide blocking and framing as indicated and as required to support facing materials and specialty items.
- E. Sort and select lumber so that natural characteristics do not interfere with installation or with fastening other materials to lumber. Do not use materials with defects that interfere with function of member or pieces that are too small to use with minimum number of joints or optimum joint arrangement.
- F. Securely attach rough carpentry work to substrate by anchoring and fastening as indicated, complying with the following:
 - 1. Table 2304.9.1, "Fastening Schedule," in ICC's International Building Code (IBC).
 - 2. Table R602.3(1), "Fastener Schedule for Structural Members," and Table R602.3(2), "Alternate Attachments," in ICC's International Residential Code for One- and Two-Family Dwellings.
 - 3. ICC-ES evaluation report for fastener.

3.2 INSTALLATION OF WOOD BLOCKING AND NAILERS

- A. Install where indicated and where required for attaching other work. Form to shapes indicated and cut as required for true line and level of attached work. Coordinate locations with other work involved.
- B. Attach items to substrates to support applied loading. Recess bolts and nuts flush with surfaces unless otherwise indicated.

3.3 PROTECTION

- A. Protect rough carpentry from weather. If, despite protection, rough carpentry becomes wet, apply EPA-registered borate treatment. Apply borate solution by spraying to comply with EPA-registered label.

END OF SECTION 061000

SECTION 079200 - JOINT SEALANTS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Urethane joint sealants.

1.2 ACTION SUBMITTALS

- A. Product Data:
 - 1. Joint-sealants.
 - 2. Joint sealant backing materials.
- B. Samples for Initial Selection: Manufacturer's standard color charts consisting of strips of cured sealants showing the full range of colors available for each product exposed to view.
- C. Samples for Verification: For each type and color of joint sealant required, provide Samples with joint sealants in 1/2-inch-wide joints formed between two 6-inch-long strips of material matching the appearance of exposed surfaces adjacent to joint sealants.
- D. Joint-Sealant Schedule: Include the following information:
 - 1. Joint-sealant application, joint location, and designation.
 - 2. Joint-sealant manufacturer and product name.
 - 3. Joint-sealant formulation.
 - 4. Joint-sealant color.

1.3 INFORMATIONAL SUBMITTALS

- A. Test and Evaluation Reports:
 - 1. Preconstruction Laboratory Test Schedule: Include the following information for each joint sealant and substrate material to be tested:
 - a. Joint-sealant location and designation.
 - b. Manufacturer and product name.
 - c. Type of substrate material.
 - d. Proposed test.
 - e. Number of samples required.
 - 2. Preconstruction Laboratory Test Reports: For each joint sealant and substrate material to be tested from sealant manufacturer, indicating the following:
 - a. Materials forming joint substrates and joint-sealant backings have been tested for compatibility and adhesion with joint sealants.

3. Preconstruction Field-Adhesion-Test Reports: Indicate which sealants and joint preparation methods resulted in optimum adhesion to joint substrates based on testing specified in "Preconstruction Testing" Article.
- B. Field-Adhesion-Test Reports: For each sealant application tested.
- C. Sample warranties.

1.4 CLOSEOUT SUBMITTALS

- A. Warranty Documentation:
 1. Manufacturers' special warranties.
 2. Installer's special warranties.

1.5 QUALITY ASSURANCE

- A. Installer Qualifications: An authorized representative who is trained and approved by manufacturer.
- B. Product Testing: Test joint sealants using a qualified testing agency.
 1. Testing Agency Qualifications: Qualified according to ASTM C 1021 to conduct the testing indicated.

1.6 PRECONSTRUCTION TESTING

- A. Preconstruction Laboratory Testing: Submit to joint-sealant manufacturers, for testing indicated below, samples of materials that will contact or affect joint sealants.
 1. Adhesion Testing: Use ASTM C794 to determine whether priming and other specific joint preparation techniques are required to obtain rapid, optimum adhesion of joint sealants to joint substrates.
 2. Compatibility Testing: Use ASTM C1087 to determine sealant compatibility when in contact with glazing and gasket materials.
 3. Stain Testing: Use ASTM C1248 to determine stain potential of sealant.
 4. Submit manufacturer's recommended number of pieces of each type of material, including joint substrates, joint-sealant backings, and miscellaneous materials.
 5. Schedule sufficient time for testing and analyzing results to prevent delaying the Work.
 6. For materials failing tests, obtain joint-sealant manufacturer's written instructions for corrective measures, including use of specially formulated primers.
 7. Testing will not be required if joint-sealant manufacturers submit data that are based on previous testing, not older than 24 months, of sealant products for adhesion to, staining of, and compatibility with joint substrates and other materials matching those submitted.

1.7 FIELD CONDITIONS

- A. Do not proceed with installation of joint sealants under the following conditions:

1. When ambient and substrate temperature conditions are outside limits permitted by joint-sealant manufacturer or are below 40 deg F.
2. When joint substrates are wet.
3. Where joint widths are less than those allowed by joint-sealant manufacturer for applications indicated.
4. Where contaminants capable of interfering with adhesion have not yet been removed from joint substrates.

1.8 WARRANTY

- A. Special Installer's Warranty: Installer agrees to repair or replace joint sealants that do not comply with performance and other requirements specified in this Section within specified warranty period.
 1. Warranty Period: Two years from date of Substantial Completion.
- B. Special Manufacturer's Warranty: Manufacturer agrees to furnish joint sealants to repair or replace those joint sealants that do not comply with performance and other requirements specified in this Section within specified warranty period.
 1. Warranty Period: Five years from date of Substantial Completion.
- C. Special warranties specified in this article exclude deterioration or failure of joint sealants from the following:
 1. Movement of the structure caused by stresses on the sealant exceeding sealant manufacturer's written specifications for sealant elongation and compression.
 2. Disintegration of joint substrates from causes exceeding design specifications.
 3. Mechanical damage caused by individuals, tools, or other outside agents.
 4. Changes in sealant appearance caused by accumulation of dirt or other atmospheric contaminants.

PART 2 - PRODUCTS

2.1 JOINT SEALANTS, GENERAL

- A. Compatibility: Provide joint sealants, backings, and other related materials that are compatible with one another and with joint substrates under conditions of service and application, as demonstrated by joint-sealant manufacturer, based on testing and field experience.
- B. Colors of Exposed Joint Sealants: As selected by Architect from manufacturer's full range.

2.2 URETHANE JOINT SEALANTS

- A. Urethane, S, NS, 25, NT: Single-component, nonsag, nontraffic-use, plus 25 percent and minus 25 percent movement capability, urethane joint sealant; ASTM C920, Type S, Grade NS, Class 25, Use NT.
 1. Dow Corning Corporation
 2. Pecora Corporation

3. Sika Corporation

2.3 JOINT-SEALANT BACKING

- A. Sealant Backing Material, General: Nonstaining; compatible with joint substrates, sealants, primers, and other joint fillers; and approved for applications indicated by sealant manufacturer based on field experience and laboratory testing.
- B. Cylindrical Sealant Backings: ASTM C1330, Type O (open-cell material), and of size and density to control sealant depth and otherwise contribute to producing optimum sealant performance.
- C. Bond-Breaker Tape: Polyethylene tape or other plastic tape recommended by sealant manufacturer for preventing sealant from adhering to rigid, inflexible joint-filler materials or joint surfaces at back of joint. Provide self-adhesive tape where applicable.

2.4 MISCELLANEOUS MATERIALS

- A. Primer: Material recommended by joint-sealant manufacturer where required for adhesion of sealant to joint substrates indicated, as determined from preconstruction joint-sealant-substrate tests and field tests.
- B. Cleaners for Nonporous Surfaces: Chemical cleaners acceptable to manufacturers of sealants and sealant backing materials, free of oily residues or other substances capable of staining or harming joint substrates and adjacent nonporous surfaces in any way, and formulated to promote optimum adhesion of sealants to joint substrates.
- C. Masking Tape: Nonstaining, nonabsorbent material compatible with joint sealants and surfaces adjacent to joints.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine joints indicated to receive joint sealants, with Installer present, for compliance with requirements for joint configuration, installation tolerances, and other conditions affecting performance of the Work.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Surface Cleaning of Joints: Clean out joints immediately before installing joint sealants to comply with joint-sealant manufacturer's written instructions and the following requirements:
 1. Remove all foreign material from joint substrates that could interfere with adhesion of joint sealant, including dust, paints (except for permanent, protective coatings tested and approved for sealant adhesion and compatibility by sealant manufacturer), old joint sealants, oil, grease, waterproofing, water repellents, water, surface dirt, and frost.

2. Clean porous joint substrate surfaces by brushing, grinding, mechanical abrading, or a combination of these methods to produce a clean, sound substrate capable of developing optimum bond with joint sealants. Remove loose particles remaining after cleaning operations above by vacuuming or blowing out joints with oil-free compressed air. Porous joint substrates include the following:
 - a. Concrete.
 - b. Plaster
 3. Remove laitance and form-release agents from concrete.
 4. Clean nonporous joint substrate surfaces with chemical cleaners or other means that do not stain, harm substrates, or leave residues capable of interfering with adhesion of joint sealants.
- B. Joint Priming: Prime joint substrates where recommended by joint-sealant manufacturer or as indicated by preconstruction joint-sealant-substrate tests or prior experience. Apply primer to comply with joint-sealant manufacturer's written instructions. Confine primers to areas of joint-sealant bond; do not allow spillage or migration onto adjoining surfaces.
- C. Masking Tape: Use masking tape where required to prevent contact of sealant or primer with adjoining surfaces that otherwise would be permanently stained or damaged by such contact or by cleaning methods required to remove sealant smears. Remove tape immediately after tooling without disturbing joint seal.

3.3 INSTALLATION OF JOINT SEALANTS

- A. General: Comply with joint-sealant manufacturer's written installation instructions for products and applications indicated, unless more stringent requirements apply.
- B. Sealant Installation Standard: Comply with recommendations in ASTM C1193 for use of joint sealants as applicable to materials, applications, and conditions indicated.
- C. Install sealant backings of type indicated to support sealants during application and at position required to produce cross-sectional shapes and depths of installed sealants relative to joint widths that allow optimum sealant movement capability.
 1. Do not leave gaps between ends of sealant backings.
 2. Do not stretch, twist, puncture, or tear sealant backings.
 3. Remove absorbent sealant backings that have become wet before sealant application and replace them with dry materials.
- D. Install bond-breaker tape behind sealants where sealant backings are not used between sealants and backs of joints.
- E. Install sealants using proven techniques that comply with the following and at the same time backings are installed:
 1. Place sealants so they directly contact and fully wet joint substrates.
 2. Completely fill recesses in each joint configuration.
 3. Produce uniform, cross-sectional shapes and depths relative to joint widths that allow optimum sealant movement capability.

- F. Tooling of Nonsag Sealants: Immediately after sealant application and before skinning or curing begins, tool sealants according to requirements specified in subparagraphs below to form smooth, uniform beads of configuration indicated; to eliminate air pockets; and to ensure contact and adhesion of sealant with sides of joint.
 - 1. Remove excess sealant from surfaces adjacent to joints.
 - 2. Use tooling agents that are approved in writing by sealant manufacturer and that do not discolor sealants or adjacent surfaces.
 - 3. Provide concave joint profile in accordance with Figure 8A in ASTM C1193 unless otherwise indicated.

3.4 CLEANING

- A. Clean off excess sealant or sealant smears adjacent to joints as the Work progresses by methods and with cleaning materials approved in writing by manufacturers of joint sealants and of products in which joints occur.

3.5 PROTECTION

- A. Protect joint sealants during and after curing period from contact with contaminating substances and from damage resulting from construction operations or other causes so sealants are without deterioration or damage at time of Substantial Completion. If, despite such protection, damage or deterioration occurs, cut out, remove, and repair damaged or deteriorated joint sealants immediately so installations with repaired areas are indistinguishable from original work.

END OF SECTION 079200

SECTION 088000 – STAINED-GLASS (LAYLIGHT S1) RESTORATION

PART I - GENERAL

1.1 DESCRIPTION OF PROJECT

- A. The project consists of the removal, full restoration, and reinstallation of the Laylight S1, The Great Window, by Herman Schladermundt, located in Missouri State Capitol, Jefferson City, MO.
- B. The laylight is approximately 34'-0" square in a barrel vault above the Grand Staircase. It is set in a steel frame. The frame will not be removed.

1.2 SCOPE OF WORK

- A. The Stained-Glass Contractor for the conservation of the stained-glass laylight shall provide all labor, materials, equipment, services, and incidentals necessary for the removal, reinstallation, and restoration of the laylight, detailed in the Contract as the Work, as follows:
 - 1. Staging will be provided by others.
 - 2. Protection of laylight and surrounding area as necessary, for removal, reinstallation, and all other necessary site work.
 - 3. Removal of laylight on schedule.
 - 4. Blocking of laylight opening with frosted acrylic sheet.
 - 5. Crate and transport laylight to Stained-Glass Contractor's studio.
 - 6. Provisions for meetings at Studio after removal to determine and/or verify the extent of restoration and review materials submittals.
 - 7. Submission of all required samples, drawings, and other submittals.
 - 8. Reporting progress to Conservation Consultant and/or Architect.
 - 9. Providing required documentation, including rubbings, photographs, and day-books.
 - 10. Cleaning glass.
 - 11. Consolidation or preservation of existing paint on stained glass.
 - 12. Consolidation or preservation of fragile glass.
 - 13. Furnishing and replacement of missing areas of glass.
 - 14. Furnishing and replacement of missing areas of paint.
 - 15. Rejoining broken glass as specified.
 - 16. Replacing broken glass as specified.
 - 17. Releading.
 - 18. Rewaterproofing.
 - 19. Structural reinforcement.
 - 20. Storage of laylight until installation.
 - 21. Crating and transport of laylight to the site.
 - 22. Installation of restored stained glass.

1.3 RELATED DOCUMENTS

- A. Refer to the rest of the contract for Restoration of the Laylight for related information.

1.4 PURPOSE OF PROJECT

- A. The purpose of the restoration of the stained-glass laylight of Missouri State Capitol is to restore the beauty and structural stability while preserving the artistic and historical integrity.

1.5 PROJECT PHILOSOPHY

- A. Specifications for restoration are based philosophically on accepted and established preservation theory, as codified by the U.S. Secretary of the Interior's Standards for Rehabilitation of Historic Structures, U.S. National Park Service Preservation Brief 33, the Venice Charter, the Standards of the American Institute for Conservation of Artistic and Historic Works, and the Corpus Vitrearum.
- B. The laylight shall be treated as an artistic element that is also an integral and functional part of the building fabric, not as museum artifacts. Their restoration shall not interfere with the fabric of the building, nor shall it be unduly esoteric.
- C. All original material and artwork shall be maintained, stabilized, and conserved where possible.
- D. Intervention shall be the minimum necessary to ensure the extended lifetime of the laylight.
- E. All restoration or intervention of any kind shall be accurately recorded.
- F. All restoration procedures shall be proven reversible wherever possible.

1.6 PERFORMANCE CRITERIA

- A. The Stained-Glass Contractor shall have minimum studio experience of at least three (3) satisfactory projects at certified historic sites (listed on a municipal, state, or federal historic register) of similar or greater scope. These shall follow the Secretary of Interior's Standards for the Treatment of Historic Properties. Projects must have been completed within the last five (5) years or be on-going. At least one of these projects shall have been reviewed and approved by a State Historic Preservation Officer or the historic review body responsible for administration of registered sites; or by a funding agency.
- B. The Stained-Glass Contractor's employees shall have the required experience as outlined in Personnel, below.
- C. The Stained-Glass Contractor may be required to submit samples or mock-ups prior to the awarding of the contract.
- D. The Stained-Glass Contractor shall have facilities of sufficient size to store and work on all the laylight within this Scope of Work. Those facilities shall comply with OSHA requirements for health, safety, and handling of hazardous materials.
- E. All decisions and procedures shall be subject to approval by representatives of the Missouri State Capitol and the Conservation Consultant and the Architect.
- F. Only the highest quality materials and craftsmanship shall be acceptable, as determined by the Conservation Consultant and/or Architect.
- G. A high level of supervision shall be maintained.

- H. Unacceptable materials, procedures, workmanship, or personnel shall be rejected and must be removed and replaced at the Stained-Glass Contractor's expense within the specified schedule.

1.7 QUALITY ASSURANCE

- A. Comply with all applicable federal, state, and municipal codes and regulations and with all recommendations and specifications of product manufacturers.
- B. Allow periodic inspection of Work in progress by Conservation Consultant and/or Architect, Owner, or their Representative.
- C. Use consummate craftsmanship in all phases of the work, as determined by the Conservation Consultant and/or Architect.
- D. Mock-ups shall be required for the following:
 - 1. All new glass pieces.
 - 2. All new painted pieces.
 - 3. Sample glazing.
 - 4. Sample waterproofing.
 - 5. Sample plating.
 - 6. Sample edge-joining.
 - 7. Sample final cleaning.
 - 8. Sample of new and original barring attached to stained-glass panel.
 - 9. Setting of stained glass in frame.

1.8 GUARANTEE

- A. Provide a written guarantee for full replacement of all new materials and all craftsmanship performed under the scope of this project, for a period of ten (10) years from the date of final completion of the project.
- B. Should any work become necessary under the terms of this guarantee or any other guarantee or warranty associated with this contract, the Contractor shall be responsible for the cost of access to the remedy the issue, such access shall be determined and/or approved by the Owner.

1.9 HAZARDOUS MATERIALS: LEAD

- A. Stained-Glass Contractor is responsible for proper handling, abatement, disposal, and recycling of hazardous materials with the exception of asbestos and including but not limited to lead and lead waste related to his portion of the work, both on site and in the studio, all in strict compliance with all applicable local, state, and federal health, safety, and environmental laws and regulations. Stained-Glass Contractor shall provide documentation to Owner of such proper disposal and recycling of lead and lead waste.

1.10 PERSONNEL

- A. A project foreman having no less than ten (10) years' experience at the journeyman level in stained-glass restoration must be on the site at all times during removal and reinstallation, and present in the studio at all times during restoration. He/she shall be held directly responsible for all work.

- B. No person having less than five (5) years' experience in stained-glass restoration at the journeyman level shall be allowed to work on this project.
- C. Apprentices may be employed on this project, providing there are no more than one (1) apprentice per every four (4) journeymen actively working on this project, and that the apprentice is under the direct supervision of at least one (1) journeyman. The Stained-Glass Contractor is responsible for the quality of the apprentice's work and shall be expected to correct any unacceptable work at no cost.
- D. If necessary, Stained-Glass Contractor shall subcontract a painter acceptable to Owner and Conservation Consultant for replacement painting.
- E. A list of craftspeople employed on this project and proof of this level of experience shall be submitted with the bid and updated whenever there is a change in personnel during the project. The Conservation Consultant reserves the right to approve or disapprove any craftsman engaged in this work.

1.11 INSURANCE

- A. The Stained-Glass Contractor shall provide the Owner with certificates evidencing compliance with all insurance requirements before work begins.
- B. The replacement value of the laylight is \$17,000,000.

1.12 DEFINITIONS

- A. Apprentice: A craftsman with less than 4 years of experience in architectural stained glass.
- B. Architectural stained glass: Stained-glass unit assembled with lead, set in frames or sash in a building where they perform as any other window.
- C. Full Restoration: Removal, complete releading, cleaning, edge-gluing, conservation measures, and reinstallation, and any other services related to this work.
- D. Journeyman: One who has worked professionally at least 4 years in leaded architectural stained glass.
- E. Original: As applied to materials, that which is known or believed to have been inserted by the manufacturers or artists.
- F. Panel: Independent unit of glazing composed of pieces of glass and came.
- G. Percentages of Work Required: Where percentages are given to identify quantities of work, they shall be figured as percentages of the total number of pieces in the laylight.
- H. Plates: Layers of glass applied to stained glass.

PART 2 - PRODUCTS

2.1 PRODUCT HANDLING

- A. Protection: Use all means necessary to protect laylight, glazing materials, and surrounding area, interior and exterior, before, during, and after removal and reinstallation, during transport, and during restoration.
- B. Handling: Stained-Glass Contractor shall use proprietary materials in accordance with the manufacturer's instructions or as specified, and shall adhere to all local, state, and federal codes and requirements for handling, containment, removal, and disposal of all materials. Stained-Glass Contractor shall use all other materials in accordance with OSHA and EPA requirements, where applicable.
- C. Replacements: In the event of damage to laylight or surrounding areas, notify the Conservation Consultant and/or Architect immediately, and make all restoration necessary on approval and at no additional Cost to the Owner.

2.2 SUBMITTALS

- A. Provide three (3) representative samples of each type of glass, came and painting to be used for replacement or infill.
- B. Provide representative samples of all other materials and products to be used in the restoration process on demand
- C. Provide manufacturers' literature and Safety Data Sheets (SDS) on all products to be used, whether specified or unspecified.

2.3 SUBSTITUTIONS

- A. No substitutions shall be allowed except where stated.
- B. Materials proposed for substitution must meet the submittals requirements as described above.
- C. Materials, methods or procedures proposed for substitution must be accompanied in writing by a clear, concise description of where, how, and why the substitute material, method or procedure shall be used. Any substitute materials or products to be used in the substitute method or procedure must meet the submittal requirements as described above.

2.4 GLASS

- A. Replacement glass, where required, shall match the original in size, color, texture, thickness, and manufacture, on approval of Conservation Consultant and/or Architect.
- B. Glass samples shall be not less than 2" x 2" and shall be packaged in clear polyethylene pocket pages. Provide a sample of the original material for comparison, if possible.

2.5 PLATING GLASS

- A. Single-strength clear float glass, on approval by the Conservation Consultant on a case by case basis.

2.6 CAME

- A. Comes are to match the original in profile and dimension, on approval of the Conservation Consultant.
- B. Came samples shall be no shorter than 4" and no longer than 6". Provide a sample of the original material for comparison.
- C. Composition of the alloy shall match ASTM, spec. B.29-79, or shall include 0.03 - 0.06% copper and/or silver to reduce fatigue failure.
- D. Stained-Glass Contractor shall supply the Conservation Consultant with proof of this alloy from the manufacturer; and by analysis by an independent laboratory on demand.
- E. It shall be anticipated that appropriate sizes of came must be custom-manufactured. Stained-Glass Contractor shall not be allowed additional costs for this.

2.7 SOLDER

- A. 60/40 (tin/lead) or 63/37 (tin/lead).

2.8 FLUX

- A. For lead came: stearic acid or oleic acid.
- B. For flat bars, non-zinc chloride.
- C. No substitutions shall be allowed.

2.9 SILICONE ADHESIVE

- A. Basis of design is Dow Corning Silastic RTV 734 silicone sealant.
 - 1. Momentive Performance Materials RTV 118 One-Part Adhesive Sealant
 - 2. Momentive Performance Materials RTV103 One Component Acetoxy Adhesive, in black.

2.10 PAINT CONSOLIDANT

- A. Permanent: Basis of design is Acryloid B72, by Rohm and Haas, available from Conservation Support Systems, info@conservationsupportsystems.com, phone: (800) 482-6299. This is the only acceptable material.
- B. Temporary: Basis of design is Cyclododecane (C₁₂H₂₄), available from Kremer Pigmente, Inc., 247 W. 29th St., New York, NY 10001. Solvent for this material is hexane or Shellsol T, available from Kremer Pigmente, Inc., 247 W. 29th St., New York, NY 10001. It can also be melted without the use of a solvent. Refer to Kremer Pigmente Information Sheet 87100. These are the only acceptable materials.

2.11 GLASS PAINT

- A. Fired vitreous glass paint matching the original in transmitted and reflected color and in surface texture after firing.

2.12 COLD PAINT

- A. Artists' oil paints having pure pigments and a linseed- or safflower-oil base, in colors to match the transmitted and reflected color of the original fired or cold paint.

2.13 WATERPROOFING COMPOUND

- A. Glaziers' putty containing calcium carbonate in an organic oil medium, mixed to a stiff consistency. Putty shall contain no Portland cement or plaster of Paris.

2.14 CLEANING AGENT

- A. The following cleaning agents shall be used only as specified:
- B. For unpainted glass and glass with stable paint: Non-ionic, pH-7 (neutral), non-abrasive detergent, on approval by Conservation Consultant, diluted with non-ionic or softened warm water.
- C. For unpainted glass only: A dilute solution of 1 pint of denatured or isopropyl alcohol and tap water to make 1 gallon of cleanser.
- D. Acetone shall be used to degrease glass to be edge-glued. Do not use acetone to clean up epoxy.
- E. Petroleum naphtha of the highest grade (V. M. & P. or better) shall be used to clean areas of fragile paint, cold paint, or unstable materials.
- F. Commercial paint remove, for use on unpainted glass or glass with stable fired paint, to remove house paint.
- G. Whiting shall be used to clean restored glass after puttying and installation.
- H. No other solvents, acids, bases, abrasives, or commercial cleansers shall be used without written approval of the Conservation Consultant.

2.15 ADHESIVE TAPE

- A. Low adhesion painters' tape.

2.16 CORROSION-INHIBITING METAL PAINT

- A. Polyurethane paint and primer, or epoxy paint and primer, in gloss black.

2.17 PAPER FOR RUBBINGS

- A. Acid-free 100% rag vellum no more than 42" wide.

2.18 RUBBING STONES

- A. Hard wax rubbing stones or wax-based carbon paper.
- B. If other materials are used, such as artists' or children's wax crayon, oil or hard pastel, conte crayon, or graphite (pencil), for example, apply artists' spray fixative to prevent smudging.
- C. Tar paper is not permitted because it is not archival.

2.19 ANNOTATION MARKERS FOR RUBBINGS

- A. If annotations are to be color-coded, they must be made with colored pencils or ball-point pens, not felt-tip or liquid markers.

2.20 INK FOR RUBBINGS

- A. If ink is required for annotating rubbings (for example, if rubbings are identified by a rubber stamp), use archivally stable ink that will not bleed into vellum over time.

2.21 STORAGE CONTAINER FOR RUBBINGS

- A. Acid-free tubes or boxes of fiber stock or polyethylene, of sufficient length to prevent damage to rubbings.

2.22 PHOTOGRAPHY

- A. Digital images in RAW or TIFF and JPG format, at least 5" x 7" at 300dpi, with appropriate exposure levels.

2.23 STORAGE MEDIA FOR PHOTOGRAPHS AND RUBBINGS

- A. Archival DVD-R disks readable by either Macintosh or PC operating systems, labeled by hand using solvent-free black markers; OR
- B. External hard drive.

2.24 BINDERS FOR DOCUMENTATION

- A. Box-enclosed 3-ring binders.

2.25 CRATE MATERIALS

- A. 1/2" exterior grade plywood
- B. 2x4 or 2x6 pine board

2.26 VENTS FOR CRATES

- A. Soffit or siding vents.

2.27 RIGID FOAM PACKING

- A. Rigid foam insulation, OR
- B. Hard closed-cell polyethylene (PE) foam.

2.28 SOFT PACKING

- A. Soft closed-cell polyethylene (PE) foam, OR
- B. PVDC-coated polyethylene (PE) bubble pack.

2.29 BLOCKING

- A. 1/4" white frosted acrylic sheet.

2.30 BARS

- A. See Drawings S100 and S101.

2.31 TIE WIRES

- A. 14- or 16-gauge tinned copper wire.

2.32 GLAZING CLIPS

- A. Galvanized steel clips of appropriate size, on approval of Conservation Consultant and/or Architect; OR
- B. Cedar pegs.

2.33 SETTING TAPE

- A. Vinyl closed-cell foam, double-side adhesive.
- B. 100% solid butyl preformed tape.

2.34 DROP MONITORS

- A. Basis of design is Shockwatch® indicators and labels for rough handling of crates and Tiltwatch® indicators and labels for tilting of crates, from Uline, 12575 Uline Drive, Pleasant Prairie, WI 53158, (800) 295-5571.

2.35 OTHER MATERIALS

- A. All other materials as required to complete Work for each laylight, on approval and to the satisfaction of Conservation Consultant and/or Architect.

PART 3 - EXECUTION

3.1 DOCUMENTATION: GENERAL

- A. Three copies of all documentation except full-size rubbings are required.
- B. Submit one copy to Conservation Consultant during the project as required. Provide binder with first submittal. Retain two copies and collect in specified binders. At Final Completion, submit remaining two binders with all specified documentation.

3.2 DOCUMENTATION: LAYLIGHT MAP

- A. Create a numbering diagram providing each section with a unique number.
- B. Provide copy to Conservation Consultant prior to or with first photography submittal.

3.3 DOCUMENTATION: PHOTOGRAPHY, GENERAL

- A. Provide archival digital photographs in the following formats:
 - 1. JPG
 - 2. RAW or NEF or TIF
- B. All photography shall be clear, in focus, and with appropriate exposure levels.
- C. All photographs shall include a legible label within the photo frame including the following information:
 - 1. Building name and city (State Capitol, Jeff. City, MO);
 - 2. Laylight name and number;
 - 3. Section number from the Laylight Map;
 - 4. "Before Restoration" or "After Restoration" as appropriate;
 - 5. Date.
- D. These labels shall not cover any of the glass. If adhesive-backed labels are used, or if labels are attached with adhesive tape, they shall be removed prior to storage for any period longer than one month. A template shall be provided on request.
- E. Include a scale within the photo frame.
- F. All digital photograph files shall be named as follows:
 - 1. Building name and city (StateCapitolJeffCityMO);
 - 2. Laylight number (S1);
 - 3. Section number;
 - 4. Stage of project ("Pre" or "Before" for "before restoration", "Post" or "After" for "after restoration");
 - 5. Location ("in situ" or "in studio").
 - 6. Orientation (I for interior, E for exterior) and Lighting (T for transmitted, R for reflected), i.e., IR (interior reflected), IT (interior transmitted), and ER (exterior reflected).
 - 7. For example, StateCapitolJeffCityMO-S1-B4-Pre-InSitu-IT would be a photograph of laylight S1, section B4, before restoration, in situ, transmitted light of the interior side.
- G. All digital documentation shall be provided on specified CDs or DVDs. Label each disk in marker (do not use adhesive-backed labels) with the following:
 - 1. Building name and city;
 - 2. Laylight number;
 - 3. Location (in studio or in situ);
 - 4. Stage of restoration (before or after);
 - 5. Inclusive dates of photography.
 - 6. For example: State Capitol, Jeff. City, MO, Laylight S1, In studio, Before restoration, May10-June 15, 2022.
- H. Separate files on each disk into the following folders: "JPG" and "RAW" or "TIF."

3.4 DOCUMENTATION: PHOTOGRAPHY ON SITE, BEFORE REMOVAL

- A. All photography shall be submitted to Conservation Consultant for approval before proceeding with removal. No removal or preparation for removal shall be undertaken prior to receipt of such approval. Submittal for this approval should be made electronically. This submittal is for approval purposes only; it shall not be considered as submittal of archival documentation. Conservation Consultant shall make approvals within three (3) days of receipt.

- B. Prior to removal of the stained glass, take photographs panel by panel. If scaffolding pipe is in the way of part of the laylight in any given shot, ensure that that part of the laylight is photographed separately. Multiple photographs can be used if necessary to capture a complete panel.
- C. Provide reflected-light digital photographs of setting details of sashes into frames (not of stained glass into sashes), including, but not necessarily limited to the following:
 - 1. Frame detail for typical panels;
 - 2. All atypical conditions.
- D. Each panel of the laylight shall have the following photographs:
 - 1. Transmitted light, interior surface;
 - 2. Reflected light, interior surface;
 - 3. Reflected light, exterior surface.

3.5 DOCUMENTATION: PHOTOGRAPHY IN STUDIO BEFORE AND AFTER RESTORATION

- A. Take photographs of each panel on a light box in specified lighting conditions (i.e., transmitted and reflected), with labels as specified above, and a scale in each photograph, before restoration is begun, and after restoration is completed.
- B. Photograph each layer on the bench, with labels indicating the layer number.

3.6 DOCUMENTATION: PHOTOGRAPHY IN STUDIO DURING RESTORATION

- A. If painting is restored, provide transmitted-light digital color photographs of piece before restoration, restoration plates, and piece with restoration plate in place.

3.7 DOCUMENTATION: PHOTOGRAPHY ON SITE, AFTER REINSTALLATION

- A. All photography shall be submitted electronically to Conservation Consultant for approval before leaving the site. This submittal is for approval purposes only; it shall not be considered as submittal of archival documentation.
- B. After installation of the stained glass, take photographs panel by panel. If scaffolding pipe is in the way of part of the laylight in any given shot, ensure that that part of the laylight is photographed separately. Multiple photographs can be used if necessary to capture a complete panel.
- C. Each panel of the laylight shall have the following photographs:
 - 1. Transmitted light, interior surface;
 - 2. Reflected light, interior surface;
 - 3. Reflected light, exterior surface.

3.8 DOCUMENTATION: RUBBINGS

- A. Purpose: To provide full-size detailed information on the construction of the laylight and the restoration techniques used.
- B. Original rubbings shall be treated as archival documents. If rubbings are required by the Stained-Glass Contractor for use in reconstructing the panels, the original rubbings shall be copied for that purpose, or additional sets of rubbings shall be made. No glazing shall be done on original archival rubbings. If copies are made of original archival rubbings, the

copies shall be checked against the original for distortion in the copying process. Type of paper and rubbing material used for construction rubbings is immaterial, providing that the required information is not distorted, permitting accurate reconstruction of the panels.

- C. All markings on archival rubbings, including identification information, must be made in archival ink. No attached labels are permitted.
- D. All rubbings shall be marked with a title box indicating the Owner's and Stained-Glass Contractor's names and address, the name and number of the laylight, the panel number, and the date.
- E. All rubbings shall be marked with a scale of not less than 6" long.
- F. Develop and provide to the Conservation Consultant a legend or key to rubbing annotations which shall be used for all rubbings.
- G. In the studio, before and during dismantling, make full-size rubbings on paper of appropriate dimensions, of each layer of each panel.
- H. Annotate rubbings with existing conditions of glass, came, paint, bars, wires, and extent of soiling, using symbols standard to the project.
- I. If color-coded annotations are to be used, use colored pencils or ball-point pens; felt-tip or other liquid markers are not to be used because they are archivally unstable.
- J. After restoration, annotate rubbings with restoration procedures.
- K. Archival rubbings shall be provided to the owner in their original format. They shall be packaged in specified boxes, labeled on each end and one side with the name of the laylight and the date of its completion.
- L. Rubbings shall be scanned onto specified archival computer media.

3.9 DOCUMENTATION: DRAWN AND WRITTEN

- A. Intent: To provide and complete the record of the conditions and restoration of the laylight.
- B. Provide barring diagrams for each laylight showing placement, profiles, and sizes of original bars. Include measurements from the sill to each end of each bar for the lancets. For the tracery, include measurements from a level base line to each end of each bar. Indicate how the base line shall be located at the time of reinstallation.
- C. If barring is to be altered, provide drawing showing alterations.
- D. Provide full-scale measured drawings of the following setting details:
 - a. Setting detail for typical panels.
- E. All atypical conditions.
- F. These drawings shall be in section from the exterior outer-most surface of the frame to the interior inner-most surface of the frame, showing the location of the section in the rabbet. Each drawing shall be labeled as the rubbings are.

- G. Submit drawings to Conservation Consultant by email for approval prior to leaving the site. Consultant shall respond with approval or required changes within 48 hours of receipt.
- H. Each stained-glass craftsperson employed on the project is to keep a day-book of his or her work. The day-book shall include the following the information: name of the craftsperson; temperature and humidity (if this is regulated in the workplace and is constant from day to day, a single statement at the opening of the book for each laylight shall suffice); the number of the laylight and panel being worked on; the tasks performed; and any unusual conditions encountered. These may be handwritten but must be legible.

3.10 REMOVAL

- A. Intent: To remove laylight from the building without damage to glass, frame, or surrounding area.
- B. Submit a tally of all visible broken or missing glass to the Conservation Consultant prior to removal.
- C. Stabilize the panels as necessary before removal and before transport, using specified tape to stabilize fragile areas; remove within one week of application, using solvents on painted areas if necessary to prevent damage to the paint.
- D. Label all panels and loose glass before removal and before transport according to map.
- E. Remove all panels of specified laylight with care to avoid breakage. Do not cause damage to framing during removal or cleaning of setting area.
- F. Existing bolts holding stained glass to bars shall not be reused and do not have to saved.
- G. Label and retain all saddle bars.
- H. Fully clean setting areas.
- I. Make full-size templates of frame openings (not of stained-glass sections). Restored laylight must fit the opening without alteration to the stained glass.
- J. If other contractors require templates, provide additional sets.
- K. Provide and install specified blocking to fit openings. Reinstall original saddle bars that attach to the frame and tie blocking to them with copper wire. If more than one sheet of blocking is required to span an opening, provide and install aluminum H-bar not larger than 1" wide and ensure that it rests on the rabbet of the frame securely at both ends.

3.11 CRATES

- A. All stained-glass sections shall be crated for storage and transport.
- B. Provide wood crates in which to store and transport the laylight sections in a vertical position.

- C. Each section of stained glass shall be supported by a cradle matching the curvature of the frame for crating and transport.
- D. Crates shall be fully enclosed on all sides and have handles for ease in lifting and carrying.
- E. Crates shall have at least 1" of space around each edge of the stained-glass panel.
- F. Provide two vent holes of minimum 2"-diameter in each plywood side of the crate. Insert soffit or siding vents, or shower drain grates.
- G. Interior surfaces of all wood shall be sealed with shellac to prevent off-gassing of the wood while in storage.
- H. Provide feet or tie-downs to ensure that crates cannot be tipped in handling, storage, and transport.
- I. Clearly mark crates to indicate the top, to instruct handlers not to lay the crate flat, and that it contains fragile material.
- J. Crates shall weigh not more than 200 pounds loaded.

3.12 DISASSEMBLY

- A. Intent: To remove all lead came and prepare glass for conservation.
- B. Make rubbings as specified before dismantling.
- C. All lead came shall be replaced.
- D. Retain samples of all original came sizes and profiles. Ensure that at least one cut end of each sample is clean and straight.
- E. Carefully dismantle without breaking glass or causing losses of paint.
- F. If cleaning of unpainted glass or glass with stable paint can be managed more easily prior to disassembly, it may be done at that time, following specified soaking procedures below.

3.13 REMOVAL OF OLD PUTTY

- A. Remove all putty, cement, and sealant from glass, by mechanical means if necessary, using care not to scratch or break glass or damage painted areas.
- B. If glass or paint is too fragile to remove putty without damage, do not remove putty.
- C. If putty does not easily separate from glass by mechanical means, contact Conservation Consultant for other removal method.

3.14 REMOVAL OF SEALANT

- A. If sealant is present and does not rub or lift off the glass easily, cut as much away as possible using razor blades or scalpels, with care not to scratch glass.

- B. On unpainted glass only, use specified solvent according to manufacturer's instructions, to remove remainder. It may be necessary to soak for up to several weeks. Check progress to ensure that no alteration to glass occurs.
- C. Thoroughly rinse.
- D. If paint is stable on painted glass, test small area of solvent to ensure that it does not alter painted surface. If it does not, proceed with use of solvent to remove sealant.
- E. Do not use solvent near or on pieces with cold paint.
- F. Do not substitute materials, equipment, or methods unless such substitution has been approved for this Work in writing by Conservation Consultant.

3.15 CLEANING UNPAINTED STAINED GLASS

- A. Intent: To remove accretions of dirt from all surfaces of the glass using very mild processes and extreme care to ensure that glass is not damaged and that no deteriorated glass is lost.
- B. All unpainted glass shall be cleaned.
- C. If cleaning is to be done before or during disassembly, remove all painted pieces first.
- D. Determine stability of glass prior to cleaning, if glass is other than opalescent, antique, or cathedral (i.e., if it is confetti, fused, etc.). Notify Conservation Consultant of any unique glass and problems it may exhibit before cleaning is begun.
- E. Clean stable unpainted glass by soaking in or flooding with soft water with specified cleaning agent(s). Glass may be scrubbed with soft cloths and/or soft-bristle brushes to remove dirt. Do not use steel wool or other abrasives to clean without first checking to ensure that glass is not scratched.
- F. Rinse glass thoroughly, ensuring that no cleaning agent is left on the glass.
- G. If house paint on glass does not come off during cleaning, use commercial paint stripper according to manufacturers' instructions. Thoroughly remove all stripper from glass.
- H. Report the presence of varnishes or other coatings to the Conservation Consultant for determination of solvent removal system.
- I. Do not substitute materials, equipment, or methods unless such substitution has been approved for this Work in writing by Conservation Consultant.

3.16 CLEANING PAINTED STAINED GLASS

- A. Intent: To remove accretions of dirt as much as possible from all surfaces of the glass using very mild processes and extreme care to ensure that glass and paint is not damaged and that no deteriorated glass or paint is lost.
- B. Conservation Consultant must determine stability of all painted decoration.
- C. If paint is completely stable, pieces or sections may be soaked in water or water and cleanser for up to one-half (1/2) hour. Thoroughly rinse.

- D. If paint is unstable, contact Conservation Consultant. Temporarily stabilize paint for cleaning (below).
- E. Report the presence of varnishes or other coatings to the Conservation Consultant for determination of solvent removal system.
- F. Do not substitute materials, equipment, or methods unless such substitution has been approved for this Work in writing by Conservation Consultant.

3.17 TEMPORARY PAINT STABILIZATION

- A. If glass paint is unstable, apply cyclododecane in either a melted state or dissolved in a solvent such as Shellsol T or hexane to penetrate or encapsulate the fragile paint. This will evaporate slowly on its own. Reapply as often as needed.
- B. No other materials are permitted.
- C. Fewer than 500 pieces may require temporary paint consolidation.

3.18 PERMANENT PAINT CONSOLIDATION

- A. Intent: To reattach paint to glass.
- B. Fewer than 1000 pieces may require paint consolidation.
- C. If Stained-Glass Contractor believes paint to be unstable, contact Conservation Consultant prior to treatment for approval to consolidate.
- D. Specified consolidant may be applied by brush or by spray. Consult with Conservation Consultant to determine most appropriate approach.
- E. No other materials are permitted.
- F. Prepare solution according to manufacturer's directions.
- G. Apply gently to avoid displacing original paint. Reapply if necessary without creating a shiny surface.
- H. Do not allow consolidant to come in contact with linseed-oil-based putties.

3.19 PRESERVATION PLATING

- A. Intent: To protect fragile paint, deteriorating glass, or structurally unstable glass or edge-joints, where those original pieces cannot be replaced as specified.
- B. Fewer than 1000 pieces may require plating.
- C. In general, plating shall be applied to the interior surface where an original piece of glass is broken and could fall if the adhesive repair fails.
- D. Cut a clear-glass plate to match or slightly exceed the size of the original piece of glass.

- E. If the original glass is textured or is not flat, make a plaster mold of one or both sides of the original, without damaging the original, and slump the plates to fit against the surface texture of the stained glass.
- F. Sign new plates with the names of the Stained-Glass Contractor and with the date, in diamond scribe on the edge of the plate where it shall be hidden by the flange of the came. Painted signatures are not acceptable.
- G. Edge-join the plates and the original stained-glass pieces with copper foil to provide an air- and water-tight seal, not visible beneath the flange of the came. Reglaze as one piece.

3.20 REPLACEMENT OF MISSING PAINT

- A. Intent: To re-establish the original integrity of painted detail only where that appearance is known from shadows left by the original paint, from photographs, or from adjacent pieces in areas of background, border, or inscription.
- B. Anticipate fewer than 100 pieces will require replacement painting.
- C. Use only where approved by Conservation Consultant.
- D. All painting shall be carried out by an artist approved by Conservation Consultant, to be subcontracted, if necessary, by Stained-Glass Contractor.
- E. If the original glass is textured or is not flat, make a plaster mold of one or both sides of the original, without damaging the original, and slump the plates to fit against the surface texture of the stained glass.
- F. For missing painted detail on existing glass, apply missing detail to a clear-glass plate, and fire at an appropriate temperature to ensure full adhesion and bonding to the glass substrate.
- G. For missing painted detail on replacement glass, apply missing detail to the replacement glass and fire at an appropriate temperature to ensure full adhesion and bonding to the glass substrate.
- H. Execution of all replacement painting shall be in the style and manner of the original artist. No modern hand shall be visible.
- I. All new painting shall match the original in reflected and transmitted color, texture, and application, on approval of the Conservation Consultant.
- J. Provide new piece(s) and surrounding pieces waxed up on a plate-glass easel with lead lines painted in, for review at the Stained-Glass Contractor's studio. Area to be waxed up shall be the whole width of the panel and approximately 18" above and below the painted piece. Easel must be placed in natural light to imitate the light that the laylight receives in the church.
- K. Sign all newly painted pieces with the names of the Painter and the Stained-Glass Contractor and with the date, in diamond scribe on the edge of the plate where it shall be hidden by the flange of the came. Painted signatures are not acceptable.

- L. Edge-join the newly painted glass plates and the original stained-glass pieces with copper foil to provide an air- and water-tight seal, not visible beneath the flange of the came. Reglaze as one piece.

3.21 REPLACEMENT OF MISSING AND BROKEN GLASS

- A. Intent: To maintain and preserve the original artistic, aesthetic, and structural integrity of the laylight by replacing missing or broken original glass and poor previous restorations with glass that matches the original. It is preferred to replace broken glass rather than edge-join it for reasons of safety in an overhead position.
- B. All previous restoration shall be recorded on the "before restoration" rubbings.
- C. Anticipate approximately 4,000 pieces to be replaced.
- D. Select all new glass in natural light in the same compass orientation as the laylight.
- E. Submit samples of replacement glass to Conservation Consultant for approval prior to insertion.
- F. If the missing piece was painted, apply appropriate glass paint and fire to the replacement glass as specified.
- G. Sign all new pieces with the name of the Stained-Glass Contractor and with the date, in diamond scribe on the edge of the plate where it shall be hidden by the flange of the came.
- H. Remove poor previous repairs and install appropriate replacement glass. Replacement of previous repairs and all new glass shall be made on approval of Conservation Consultant.
- I. All glass removed from the panels shall be labeled with the panel number, saved, boxed, and returned to the owner.

3.22 REJOINING OF BROKEN GLASS

- A. Intent: The only glass to be rejoined will be that broken glass that cannot be adequately replaced. The intent shall be to rejoin all breaks as effectively and as invisibly as possible. Previous repairs using lead came shall be removed. All edge-joined pieces shall include restoration plating on the lower side.
- B. All previous restoration shall be recorded on the before-restoration rubbings.
- C. Fewer than 1500 pieces may require edge-joining.
- D. Choice of joining method from those described below is at the Stained-Glass Contractor's discretion, with the approval of the Owner or their Representative. Method chosen shall fall within the parameters described for each procedure and shall be the least visible and most effective.
- E. Provide a mock-up to the Conservation Consultant for approval prior to use in laylight.
- F. Remove mending leads.

- G. If necessary, remove dirt particles or glazing compound from the broken edges of the glass by gentle mechanical means.
- H. Using acetone, degrease all edges to be joined.
- I. Align pieces over a light table to ensure matching of the painted decoration or pattern of the glass.
- J. Tape piece together on surface without paint.
- K. Using tape as a hinge, fold pieces apart and apply silicone.
- L. Remove excess silicone adhesive.
- M. Allow to set according to manufacturer's instructions before glazing.
- N. Provide clear-glass plate underneath the piece as specified above.
- O. Do not substitute materials, equipment, or methods unless such substitution has been approved for this Work in writing by Owner or their Representative.

3.23 RELEADING

- A. Intent: To provide the maximum amount of structural integrity, all original came shall be replaced.
- B. Provide samples of new and original lead as required. If profile is not available, have custom dies fabricated.
- C. Perform all conservation procedures as specified.
- D. Releading shall approximate in appearance and configuration the original. Changes from original may be made only on approval from the Conservation Consultant.
- E. Releading is to proceed with consummate craftsmanship, as determined by Conservation Consultant. Joints shall be flat and of consistent appearance throughout the laylight. All joints are to meet; solder shall not be used to bridge gaps between leads. Miters shall be clean and accurate. If flat leads are used, joints may be tucked if appropriate. Edges of comes shall not be nicked, folded, or otherwise damaged.
- F. When glazing the top and bottom of any section, align section with rubbings of panels above and below it in the laylight, to ensure line-up of lead lines that run through from one panel to the next.
- G. Use specified flux and fully remove after soldering.
- H. There shall be no flux or solder on the glass. No solder shall be splashed, and joints shall show that soldering irons were hot enough and cleaned and tinned well. Came shall not be melted during soldering.
- I. Releaded panels shall match the original in overall dimensions and shape. No original glass shall be cut, grozed, ground, or otherwise altered.

3.24 WATERPROOFING

- A. Intent: To seal and weather-proof the panels.
- B. After restoration and releading, thoroughly thumb or brush glaziers' putty under all flanges, interior and exterior, to refusal.
- C. If flat leads are used, flatten edges after waterproofing.
- D. Where there is plating in more than one layer of lead, waterproof base layers prior to attaching upper layers.
- E. Fully cut back putty beneath the leads using wood or plastic sticks. Do not use implements that might scratch the glass or glass paint.
- F. Remove all residual oil with whiting.
- G. Allow panels to set at least 24 hours.
- H. Cut back putty again and clean with whiting again to remove all traces of oil. Additional cutting back shall be done as necessary, cleaning the panel with whiting each time.
- I. Allow panels to set at least two weeks prior to installation.
- J. Cut back putty again and clean with whiting again to remove all traces of oil. Additional cutting back shall be done as necessary, cleaning the panel with whiting each time. There shall be no visible putty on the laylight or in textured glass.
- K. Reapply putty under tie wires after wires have been soldered in place. Clean with whiting.
- L. Burnish soldered areas with natural fiber brushes to tone down joints and provide even color and tone to the metals.
- M. Polishes, waxes, patinas, or other surface applications to color the came or solder shall not be approved.
- N. After installation, remove all residual oils from setting putty with whiting.

3.25 STRUCTURAL REINFORCEMENT

- A. Intent: To ensure that the weight of the laylight is supported by the frame.
- B. Refer to Drawings S100 and S101 for arrangement and details of new barring.
- C. Provide all new support bars and fasteners.
- D. All cut ends and edges of the bars shall be tinned with solder.
- E. Apply new tinned copper tie wires at every joint along all bar lines on upper sides of panels. Wires are to be fully sunk into the comes. Fully remove all flux.

3.26 INSTALLATION

- A. Crate all restored stained glass. Transport to site in secure vehicle, ensuring that no damage occurs to stained glass. Store laylight overnight on site in a secure location, not on the scaffolding.
- B. Stained-Glass Contractor is responsible for safety of all materials, equipment, and stained glass while on site.
- C. Dry-fit panels. Allow no less than 1/8" space between outer edge of stained-glass panel and back of rabbet.
- D. Provide glass catch within perimeter leads of no less than 1/8" at all edges. If original stained glass is too small to provide this catch, add perimeter border of black glass or glass encased in lead so that it is not visible in transmitted light.
- E. All edges shall be encased in lead came. Do not shave came beyond hearts.
- F. Stained glass shall be set with single-sided glazing tape only. The adhesive side of the tape shall be affixed to the primary frame.
- G. Install all support bars. Fasten at all ends to primary frame. Fasten at all intersections. Tie panels to bars at all tie wires. Flatten wires to bars.
- H. Touch up light leaks in stained glass with putty or cold paint, on approval of Conservation Consultant and/or Owner's Representative.
- I. Burnish all solder on both interior and exterior surfaces to be the same color as the lead, using only natural-bristle brushes; apply no polish, wax, oil, or other material to lead or solder.
- J. Fully clean stained-glass. There shall be no marks, dust, dirt, whiting, or any other foreign material on exterior of stained glass or within the frame.
- K. Fully clean interior and exterior of the site prior to leaving. If dust was generated during installation and was not contained, fully remove from all interior surfaces.

END OF SECTION 088000

SECTION 088400 - PLASTIC GLAZING

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Monolithic acrylic glazing to be used in the following applications:
 - a. Temporary infill to be installed within Laylight S1
 - b. Protective cover to be installed over the top of Laylights S4 and S5.

1.2 RELATED DOCUMENT

- A. Section 088000 "Stained-Glass (Laylight S1) Restoration" for the temporary infill at Laylight S1.

1.3 ACTION SUBMITTALS

- A. Product Data: For each type of product.
- B. Plastic Glazing Samples: For each color and finish of plastic glazing indicated, 12 inches square and of same thickness indicated for final Work.
- C. Glazing Accessory Samples: For sealants, in 12-inch lengths.
- D. Plastic Glazing Schedule: List plastic glazing types and thicknesses for each size opening and location. Use same designations indicated on Drawings. Indicate coordinated dimensions of plastic glazing and construction that receives plastic glazing, including clearances and glazing channel dimensions.

1.4 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For testing agency.
- B. Product Certificates: For plastic glazing and glazing products.
- C. Product Test Reports: For plastic glazing and glazing sealants, for tests performed by a qualified testing agency.
 - 1. For glazing sealants, provide test reports based on testing current sealant formulations within previous 36-month period.
- D. Preconstruction adhesion and compatibility test report.
- E. Research/Evaluation Reports: For plastic glazing.
- F. Sample Warranty: For special warranty.

1.5 CLOSEOUT SUBMITTALS

- A. Maintenance Data: For plastic glazing to include in maintenance manuals.

1.6 QUALITY ASSURANCE

- A. Sealant Testing Agency Qualifications: An independent testing agency qualified according to ASTM C1021 to conduct the testing indicated.

1.7 DELIVERY, STORAGE, AND HANDLING

- A. Protect plastic glazing materials according to manufacturer's written instructions. Prevent damage to plastic glazing and glazing materials from condensation, temperature changes, direct exposure to sun, or other causes.
- B. Maintain protective coverings on plastic glazing to avoid exposures to abrasive substances, excessive heat, and other sources of possible deterioration.

1.8 FIELD CONDITIONS

- A. Environmental Limitations: Do not proceed with glazing when ambient and substrate temperature conditions are outside limits permitted by glazing material manufacturers and when glazing channel substrates are wet from rain, frost, condensation, or other causes.
 - 1. Do not install glazing sealants when ambient and substrate temperature conditions are outside limits permitted by sealant manufacturer or below 40 deg F.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Source Limitations: Obtain plastic glazing from single source from single manufacturer. Obtain sealants from single source from single manufacturer for each product and installation method.

2.2 PERFORMANCE REQUIREMENTS

- A. Plastic glazing sheets and glazing materials shall withstand normal temperature changes, wind, and impact loads without failure, including loss or breakage of plastic sheets attributable to the following: failure of sealants or gaskets to remain watertight and airtight, deterioration of plastic sheet and glazing materials, or other defects in materials and installation.
- B. Thermal Movements: Allow for thermal movements from ambient and surface temperature changes acting on plastic glazing and glazing framing members.
 - 1. Temperature Change: 120 deg F, ambient; 180 deg F, material surfaces.

2.3 PLASTIC GLAZING, GENERAL

- A. Glazing Publication: Comply with published instructions of plastic glazing manufacturers and with GANA's "Glazing Manual" unless more stringent requirements are indicated. See this publication for definitions of glazing terms not otherwise defined in this Section or in other referenced standards.
- B. Plastic Glazing Labeling: Identify plastic sheets with appropriate markings of applicable testing and inspecting agency, indicating compliance with required fire-test-response characteristics.

2.4 MONOLITHIC ACRYLIC GLAZING

- A. Plastic Glazing Type PG-1: Transparent acrylic sheet; ASTM D4802, Category A-1 (cell cast), Finish 1 (smooth or polished), Type UVF (UV filtering).
 - 1. Nominal Thickness: ¼ inch.
 - 2. Color: Colorless.
 - 3. Combustibility Class: CC2.

2.5 GLAZING SEALANTS

- A. General:
 - 1. Compatibility: Provide glazing sealants that are compatible with one another and with other materials they contact, including plastic glazing products, under conditions of service and application, as demonstrated by sealant manufacturer based on testing and field experience.
 - 2. Suitability: Comply with sealant and glass manufacturers' written instructions for selecting glazing sealants suitable for applications indicated and for conditions existing at time of installation.
 - 3. Colors of Exposed Glazing Sealants: Clear
- B. Glazing Sealant: Neutral-curing silicone glazing sealant complying with ASTM C920, Type S, Grade NS, Class 50, Use NT.
 - 1. Dow Corning Corporation
 - 2. Pecora Corporation
 - 3. Sika Corporation

2.6 MISCELLANEOUS GLAZING MATERIALS

- A. Compatibility: Provide products of material, size, and shape complying with requirements of manufacturers of plastic glazing and other glazing materials for application indicated, and with a proven record of compatibility with surfaces contacted in installation.
- B. Cleaners, Primers, and Sealers: Types recommended by sealant or gasket manufacturer.

2.7 FABRICATION

- A. Sizes: Fabricate plastic glazing to sizes required for openings indicated. Allow for thermal expansion and contraction of plastic glazing without restraint and without withdrawal of edges

from frames, with edge clearances and tolerances complying with plastic glazing manufacturer's written instructions.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine plastic glazing framing, with glazing Installer present, for compliance with the following:
 - 1. Manufacturing and installation tolerances, including those for size, squareness, and offsets at corners.
 - 2. Minimum required face or edge clearances.
 - 3. Effective sealing between joints of plastic glazing framing members.
- B. Proceed with glazing only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Clean glazing channels and other framing members immediately before glazing. Remove coatings not firmly bonded to substrates. Remove lacquer from metal surfaces where elastomeric sealants are indicated for use.

3.3 GLAZING, GENERAL

- A. Comply with combined written instructions of manufacturers of plastic glazing materials, sealants, and other glazing materials unless more stringent requirements are indicated, including those in referenced glazing publication.
- B. Sand or scrape cut edges of plastic glazing to provide smooth edges, free of chips and hairline cracks.
- C. Remove burrs and other projections from glazing channel surfaces.
- D. Protect plastic glazing surfaces from abrasion and other damage during handling and installation, according to the following requirements:
 - 1. Retain plastic glazing manufacturer's protective covering or protect by other methods according to plastic glazing manufacturer's written instructions.
 - 2. Remove covering at border of each piece before glazing; remove remainder of covering immediately after installation where plastic glazing is exposed to sunlight or where other conditions make later removal difficult.
 - 3. Remove damaged plastic glazing sheets from Project site and legally dispose of off-site. Damaged plastic glazing sheets are those containing imperfections that, when installed, result in weakened glazing and impaired performance and appearance.
- E. Apply primers to joint surfaces where required for adhesion of sealants, as determined by preconstruction sealant-substrate testing.
- F. Provide edge blocking to comply with referenced glazing publication unless otherwise instructed by plastic glazing manufacturer.

3.4 SEALANT GLAZING

- A. Install continuous spacers between plastic glazing lites and glazing stops to maintain plastic glazing face clearances and to prevent sealant from extruding into glazing channel weep systems until sealants cure. Secure spacers in place and in position to control depth of installed sealant relative to edge clearance for optimum sealant performance.
- B. Force sealants into glazing channels to eliminate voids and to ensure complete wetting or bond of sealant to plastic glazing and channel surfaces.
- C. Tool exposed surfaces of sealants to provide a substantial wash away from plastic glazing.

3.5 CLEANING AND PROTECTION

- A. Protect plastic glazing from contact with contaminating substances from construction operations. If, despite such protection, contaminating substances do come into contact with plastic glazing, remove immediately and wash plastic glazing according to plastic glazing manufacturer's written instructions.
- B. Remove and replace plastic glazing that is broken, chipped, cracked, abraded, or damaged in other ways during construction period, including natural causes, accidents, and vandalism.
- C. Wash plastic glazing on both faces before date scheduled for inspections intended to establish date of Substantial Completion in each area of Project. Wash plastic glazing according to plastic glazing manufacturer's written instructions.

END OF SECTION 088400

SECTION 090320 - HISTORIC TREATMENT OF PLASTER

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Repair of historic interior gypsum plaster.
- B. Related Requirements:
 - 1. Section 013591 "Historic Treatment Procedures" for general historic treatment requirements.

1.2 PREINSTALLATION MEETINGS

- A. Preinstallation Conference: Conduct conference at Project site.
 - 1. Review minutes of Preliminary Historic Treatment Conference that pertain to historic treatment of plaster.
 - 2. Review methods and procedures related to historic treatment of plaster including, but not limited to, the following:
 - a. Verify historic treatment specialist's personnel, equipment, and facilities needed to make progress and avoid delays.
 - b. Materials, material application, colors, patterns, and sequencing.
 - c. Fire-protection plan.
 - d. Plasterwork historic treatment program.
 - e. Coordination with building occupants.

1.3 SEQUENCING AND SCHEDULING

- A. Perform historic treatment of plaster in the following sequence, which includes work specified in this and other Sections:
 - 1. Dismantle existing surface-mounted objects and hardware that overlie plaster surfaces except items indicated to remain in place. Tag items with location identification and protect.
 - 2. Verify that temporary protections have been installed.
 - 3. Examine condition of plaster surfaces.
 - 4. Clean plaster surface and remove paint and other finishes to the extent required.
 - 5. Repair and replace existing plaster and supports to the degree required for a uniform, tightly adhered surface on which to paint or apply other finishes.

6. Cure repaired surfaces and allow them to dry for proper finishing.
7. Paint and apply other finishes.
8. Reinstall dismantled surface-mounted objects and hardware unless otherwise indicated.

1.4 ACTION SUBMITTALS

- A. Product Data: For each type of product.
 1. Include recommendations for product application and use.
- B. Shop Drawings: For each configuration of new or replicated plaster molding and ornament required for the work.
 1. Include plans, elevations, and sections that show locations and extent of work.
 2. Show full-size details of configurations, joint locations, and attachments to other work.
- C. Samples for Initial Selection: For each exposed product that will be exposed and not be painted or otherwise finished and for each color and texture specified.
- D. Samples for Verification: For the following products:
 1. Cast Plaster: Each type and form of cast-plaster fabrication.
 - a. Patterns for Casting: Before manufacturing cast-plaster fabrications, submit the actual patterns from which molds will be made for casting new units. Package and ship to prevent loss or damage or make patterns available for inspection by Architect at fabrication plant.
 - b. Cast-Plaster Fabrications: Provide one unit of each shape and surface design, suitable and ready for installation. Submit unit samples after acceptance of patterns for casting.
 2. Linear Moldings: 24-inch-long section of each configuration wet-applied molding with finished joint. Show complete pattern and applied nonlinear cast-plaster shapes, if any.
 3. Nonlinear Shapes: Full-size unit of each configuration.
 4. Wood Lath: 18-inch-long section.
 5. Metal Lath: 18 inches square.
 6. Accessories: Each type in manufacturer's standard size.

1.5 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For qualified historic plastering specialist.
- B. Plasterwork Historic Treatment Program: Submit before work begins.

1.6 QUALITY ASSURANCE

- A. Historic Treatment Specialist Qualifications: A qualified historic plastering specialist with five (5) years of experience in the repair and restoration of historic plasterwork. Experience only in installing and repairing new plasterwork, veneer plaster, or gypsum board is insufficient experience for historic treatment work.

- B. Cast-Plaster Manufacturer Qualifications: A firm regularly engaged in manufacturing custom-cast plasterwork for building restoration purposes, of same types and of similar size, complexity, and tolerances as those required for the Work.
- C. Plasterwork Historic Treatment Program: Prepare a written, detailed description of materials, methods, equipment, and sequence of operations to be used for historic treatment work and protection of surrounding materials and Project site.
 - 1. Include methods and procedures to protect plastered surfaces from damage caused by construction operations, including, but not limited to, exposure to moisture, vibration, mechanical damage, and soiling.
 - 2. If materials and methods other than those indicated are proposed for any phase of historic treatment work, add a written description of such materials and methods, including evidence of successful use on comparable projects, and demonstrations to show their effectiveness for this Project.
- D. Mockups: Prepare mockups of historic treatment processes for each type of plaster repair and reconstruction work to demonstrate aesthetic effects and to set quality standards for materials and execution and for fabrication and installation.
 - 1. Locate mockups in locations that enable viewing under same conditions as the completed Work.
Number and Size: A wall surfaces of at least 50 sq. ft. or approximately 48 inches in least dimension to represent surfaces and conditions for application of each type of plaster repair and reconstruction under same conditions as the completed Work. Include at least the following:
 - a. Install 6 linear ft. of cast-plaster molding, but not less than two cast units.
 - b. Repair 3 linear ft. of plaster cracks in the ornamental plaster frame at Laylight S1.
 - c. Reattach 4-sq. ft. area of delaminated plaster that has not fallen.
 - 2. Simulate finished lighting conditions for review of mockups.
 - 3. Approval of mockups does not constitute approval of deviations from the Contract Documents contained in mockups unless Architect specifically approves such deviations in writing.
 - 4. Subject to compliance with requirements, approved mockups may become part of the completed Work if undisturbed at time of Substantial Completion.

1.7 DELIVERY, STORAGE, AND HANDLING

- A. Deliver packaged materials to Project site in manufacturer's original and unopened containers, labeled with manufacturer's name and type of products.
- B. Store materials on elevated platforms, under cover, and in a dry location with ambient temperatures continuously maintained at not less than 45 deg F to protect against damage from weather, direct sunlight, surface contamination, corrosion, construction traffic, and other caused. Neatly stack gypsum base flat to prevent sagging.
- C. Store sand where grading and other required characteristics can be maintained and contamination avoided.
- D. Handle cast-plaster fabrications to prevent overstressing, chipping, defacement, and other damage.

1.8 FIELD CONDITIONS

- A. Comply with plaster-material manufacturers' written instructions. For gypsum plaster, also comply with ASTM C842 requirements.
- B. Temperatures: Maintain temperatures in work areas at not less than 55 deg F or greater than 80 deg F for at least seven days before application of plaster, continuously during application, and for seven days after plaster has set or until plaster has dried.
- C. Conditioning: Acclimatize cast-plaster fabrications to ambient temperature and humidity of spaces in which they are installed. Remove packaging and move units into installation spaces not less than 48 hours before installing them.
- D. Field Measurements: Where cast-plaster fabrications are indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication and indicate measurements on Shop Drawings. Coordinate fabrication schedule with construction progress to avoid delaying the Work.
- E. Avoid conditions that result in plaster drying out too quickly.
 - 1. Distribute heat evenly; prevent concentrated or uneven heat on plaster.
 - 2. Maintain relative humidity levels for prevailing ambient temperature that produce normal drying conditions.
 - 3. Ventilate work areas in a manner that prevents drafts of air from contacting surfaces during plaster application and until plaster is dry.

1.9 REUSABLE PLASTER MOLDS AND PATTERNS

- A. On completion of the manufacturing of cast units, deliver one unused mold and pattern of each shape and size of unit delivered to Project site. Deliver to a location and at a time determined by Owner, to become Owner's property.
- B. Identify each piece whether it was sized for casting lime- or gypsum-plaster fabrications and where the fabrications were used.
- C. Have molds delivered carefully packed; protected from dirt, moisture, and breakage; so as to arrive in usable, undamaged condition and enable long-term storage and possible future use.

PART 2 - PRODUCTS

2.1 GYPSUM PLASTER MATERIALS

- A. Gypsum Materials:
 - 1. Gypsum Neat Plaster: ASTM C28/C28M for use with job-mixed aggregates.
 - a. Products: Subject to compliance with requirements, provide products by one of the following:
 - 1) Two-Way Hardwall Plaster; National Gypsum Co.
 - 2) Red Top Gypsum Plaster; United States Gypsum Co.
 - 3) Red Top Two-Purpose Plaster; United States Gypsum Co.

2. Gypsum Gaging Plaster. ASTM C28/C28M.
 - a. Products: Subject to compliance with requirements, provide products by one of the following:
 - 1) Super-White Gauging Plaster; National Gypsum Co.
 - 2) Champion Gauging Plaster; United States Gypsum Co.
 - 3) Red Top Gauging Gypsum Plaster; United States Gypsum Co.
 - 4) Star Gauging Plaster; United States Gypsum Co.
- B. Hydrated Lime: ASTM C206, Type S.
- C. Aggregates:
 1. Aggregate for Base-Coat Plasters: ASTM C35, sand.
- D. Fiber: 1/2 to 1 inch in length; composed of free of grease, waxes, and oils; and beaten well to separate fibers before blending into unfibered plaster material.
 1. Proportion of Fiber to Unfibered Plaster Material: 3.5 oz./cu. ft. of unfibered plaster material, adjusted as required to produce a well-fibered, cohesive, spreadable, stiff mix with fibers uniformly distributed.
- E. Bonding Compound: ASTM C631.

2.2 LATH

- A. Metal Lath:
 1. Expanded-Metal Lath: ASTM C847, cold-rolled carbon-steel sheet, ASTM A653/A653M, G60, hot-dip galvanized zinc coated.
 - a. Diamond-Mesh Lath: Flat, 2.5 lb/sq. yd.

2.3 TRIM ACCESSORIES

- A. General: Comply with ASTM C841, and coordinate depth of trim and accessories with thicknesses and number of plaster coats required.
- B. Metal Accessories:
 1. Cornerite: Fabricated from expanded-metal lath with ASTM A653/A653M, G60, hot-dip galvanized-zinc coating.
 2. Striplath: Fabricated from expanded-metal lath with ASTM A653/A653M, G60, hot-dip galvanized-zinc coating.
 3. Cornerbeads: Fabricated from zinc-coated (galvanized) steel.
 4. Casing Beads: Fabricated from zinc-coated (galvanized) steel; square-edged style; with expanded flanges.
 5. Control Joints: Fabricated from zinc-coated (galvanized) steel; one-piece-type, folded pair of unperforated screeds in M-shaped configuration; with perforated flanges and removable protective tape on plaster face of control joint.

6. Expansion Joints: Fabricated from zinc-coated (galvanized) steel; folded pair of unperforated screeds in M-shaped configuration; with expanded flanges.
7. Two-Piece Expansion Joints: Fabricated from zinc-coated (galvanized) steel; formed to produce slip-joint and square-edged reveal that is adjustable from 1/4 to 5/8 inch wide; with perforated flanges.

2.4 MISCELLANEOUS MATERIALS

- A. Water for Mixing and Finishing Plaster: Potable and free of substances capable of affecting plaster set or of damaging plaster, lath, or accessories.
- B. Fasteners for Attaching Lath to Substrates:
 1. For Gypsum Plaster: ASTM C841.
- C. Wire Ties: ASTM A641/A641M, Class 1 zinc coating, soft temper, not less than 0.0475-inch diameter, unless otherwise indicated.
- D. Plaster-Stabilization Materials: Acrylic emulsion(s) and related installation products shall have proven effectiveness in reattaching delaminated plaster and shall have been used previously by historic treatment specialist with successful results.
 1. Acrylic Emulsion(s), General: Aqueous emulsion(s) of acrylic polymer, adhesive to plaster and plaster substrates, nontoxic, and non-reemulsifiable after curing.
 2. Prewet Solution: Low-viscosity acrylic emulsion.
 3. Adhesive: Thickened acrylic emulsion; thickener as recommended in writing by resin manufacturer and historic treatment specialist.
- E. Other Products: Select materials and methods of use based on the following, subject to approval of a mockup:
 1. Previous effectiveness in performing the work involved.
 2. Little possibility of damaging exposed surfaces.
 3. Consistency of each application.
 4. Uniformity of the resulting overall appearance.
 5. Do not use products or tools that could do the following:
 - a. Remove, alter, or in any way harm the present condition or future preservation of existing surfaces, including surrounding surfaces not in contract.
 - b. Leave an unintended residue on surfaces.

2.5 CAST-PLASTER FABRICATIONS

- A. General: Fabricate cast-plaster units with uniformly finished surfaces and sharply defined details; repair hollows, voids, scratches, and other surface imperfections.
 1. Fabricate units of sizes and shapes to match similar existing plasterwork unless otherwise indicated.
 2. Fabricate units in lengths and sizes that minimize number of joints between abutting units unless otherwise indicated.
 3. Configure joints between units so that they may be finished flush or otherwise concealed inconspicuously.

4. Maximum deviation from true line, size, or shape shall be 1/16 inch, noncumulative.
- B. Composition: Fabricate units from gypsum-plaster materials. Reinforce units with fiber or fabric reinforcing.
 1. Plaster Face: Molding plaster with or without aggregate as is standard with manufacturer for required surface finish.
 2. Plaster Backup: Molding plaster with or without aggregate, but with high-proportion of plaster-saturated fiber or fabric reinforcing as is standard with manufacturer.
- C. Thickness: Not less than 3/16-inch thickness of plaster material at any point.
- D. Finish: Smooth for paint finish.
- E. Embedments: Incorporate manufacturer's standard embedments for attaching units to supporting elements unless otherwise indicated. Place embedments to develop the full strength of cast-plaster fabrications. Cover embedments with not less than 3/16-inch thickness of reinforced plaster material.
- F. Joint-Treatment Materials: As recommended in writing by manufacturer.

PART 3 - EXECUTION

3.1 HISTORIC TREATMENT OF PLASTER, GENERAL

- A. Historic Treatment Appearance Standard: Completed work is to have a uniform appearance as viewed by Architect from building interior at 10 feet away from surface.
- B. General: In treating historic plaster, disturb it as minimally as possible and as follows unless otherwise indicated:
 1. Dismantle loose, damaged, or deteriorated plaster, lath, and support systems that cannot be repaired.
 2. Verify extent of plaster deterioration against that indicated on Drawings. Consult Architect on types and extent of required work.
 3. Verify that substrate surface conditions are suitable for repairs.
 4. Provide lath, furring, and support systems for plaster included in the work of this Section.
 5. Replace lost details in new, wet-applied and cast plaster that replicate existing or indicated plaster configurations.
 6. Leave repaired plasterwork in proper condition for painting or applying other finishes as indicated.
 7. Install temporary protective measures to protect historic surfaces that shall be treated later.
- C. Illumination: Perform plastering work with adequate, uniform illumination that does not distort the flatness or curvature of surfaces.

3.2 EXAMINATION

- A. Examine substrates, areas, and conditions, with Installer present, for compliance with requirements for substrate and environmental conditions, installation tolerances, and other conditions affecting performance of the Work.
 - 1. If existing substrates cannot be prepared to an acceptable condition for plastering work, notify Architect in writing.
 - 2. Notify Architect of undocumented detrimental conditions including cracks, bulges, loose backup, rotted wood, rusted metal, and other deteriorated items.
- B. Begin historic plastering work only after unsatisfactory conditions have been corrected.

3.3 PREPARATION FOR PLASTERING

- A. Substrates: Prepare according to plaster manufacturer's written instructions and as follows:
 - 1. Clean surfaces to remove dust, loose particles, grease, oil, incompatible curing compounds, form-release agents, and other foreign matter and deposits that could impair bond with plaster.
 - 2. Remove ridges and protrusions greater than 1/8 inch and fill depressions greater than 1/4 inch with patching material. Allow to set and dry.

3.4 PLASTER REMOVAL AND REPLACEMENT, GENERAL

- A. Protect surrounding interior finishes, furnishings, wall paper, and plaster from damage during repair work as described below.
- B. Dismantle plaster that is damaged, deteriorated, or unsound to the limits indicated. Carefully dismantle areas along straight edges that lie over supports, without damaging surrounding plasterwork.
- C. Maintain lath and supporting members in an undamaged condition so far as practicable. Dismantle damaged lath and supports that cannot be repaired or resecured and replace with new work of same type.
- D. Notify Architect of undocumented detrimental conditions including cracks, bulges, loose backup, rotted wood, rusted metal, and other deteriorated items.
- E. Do not deviate more than plus or minus 1/8 inch in 10 feet from a true plane in finished plaster surfaces, as measured by a 10-foot straightedge placed on surface.
- F. Clean substrate surfaces to remove grease, waxes, oils, waterborne staining, debris, and other foreign matter and deposits that could impair bond with repair material.
- G. Wet bases before plaster application. Keep substrate damp to the touch but without visible water droplets.
- H. Wet remaining plaster abutting the replacement plaster before installing new plasterwork.
- I. Provide plaster surfaces that are ready to receive field-applied finishes indicated.

3.5 REPLACEMENT OF DETERIORATED OR DAMAGED FLAT PLASTER

- A. General: Dismantle deteriorated plaster to existing sound plaster. Use replacement plaster mixes of gypsum, lime, and aggregate; and application according to ASTM C842 unless otherwise indicated.
 - 1. Chip back damaged or deteriorated finish and base coats in a stepped pattern to overlap and bond the new plaster patch to the existing plaster material.
 - 2. Clean area of loose debris and reattach lath.
 - 3. Inspect for lath deterioration. If any, replace lath.
 - 4. Sand bonding surfaces of repair area, and clean the surface with a nonmetallic bristle brush.
 - 5. Wet substrate to damp condition, but without visible water droplets, then install new plaster to original profiles.
- B. Compound: Apply on plaster bases.
- C. Apply two successive coats of base plaster, matching the brown coat and scratch coat layers, allowing each to set but no dry.
- D. Bring areas of new finish plaster out flush with the projecting firm layers of adjacent plaster. Once dry, sand to product surface without bumps, cracks, or depressions, ready to paint.
- E. Finish areas of repair to match adjacent surface to form an invisible patch.

3.6 CAST-PLASTER REMOVAL AND REPLACEMENT

- A. General: Dismantle and replace cast-plaster that is damaged or deteriorated. Carefully dismantle whole cast units from joint to joint, without damaging surrounding plasterwork.
 - 1. Coordinate removal and installation of cast plaster with other plaster repair and installation work.
 - 2. Inspect for deterioration of supporting plaster and lath, and repair or replace deteriorated material as required for a sound substrate.
 - 3. Maintain lath and supporting members in an undamaged condition so far as practicable. Dismantle damaged lath and supports that cannot be repaired or resecured and replace with new work of same type.
 - 4. Sand repair bonding surfaces and clean the surface with a nonmetallic bristle brush.
 - 5. Wetting Substrate: Wet to damp condition, but without visible water droplets.
- B. Replacement Material: Replace cast fabrications in-kind.
- C. Adhering Cast Plaster: Wet the substrate in replacement area and affix cast plaster using finish-coat plaster for smooth-troweled finish as adhesive. Support units until adhesive can fully support weight of plaster. Remove excess adhesive.
- D. Install cast-plaster fabrications level, plumb, true, and aligned with adjacent materials and ready to receive required finishes. Use concealed shims secured with wet plaster where required for alignment.
 - 1. Install replacement, cast-plaster units into bonding and coursing pattern of existing units.
 - 2. Finish nonarticulated joints with joint-treatment materials so that they are flush or otherwise concealed inconspicuously.

3. Where cast-plaster units are joined to form composite fabrications, join units inconspicuously and as recommended in writing by manufacturer.
 4. Repair hollows, voids, scratches, and other surface imperfections on units.
- E. Hairline cracking within the plaster or plaster separation at edge of a replacement is unacceptable. Completely dismantle such work and reinstall or repair as a crack repair as directed by Architect.

3.7 REMOVING AND INSTALLING LATH AND ACCESSORIES

- A. General: Dismantle existing plaster as necessary to expose deteriorated or rusted lath, wire ties, and support system, back to firm substrates and supports. Repair with new materials, well secured to existing lath in good condition and to building structure.
1. Cutting: Cut lath so it can be taken out completely from one support to the next. Cut to avoid cracking surrounding plaster.
 2. Cut out existing base-coat plaster beyond the edges of the new lath to permit new plaster to extend onto the old lath. Then step subsequent plaster coats to permit new plaster to extend over the old material.
 3. Fasten new lath to support system and to good existing lath. Wire tie at least every 6 inches.
 4. Install new lath according to ASTM C841 for gypsum plaster.
- B. Notify Architect of undocumented detrimental conditions including cracks, bulges, loose backup, rotted wood, rusted metal, and other deteriorated items.
- C. Metal Lath: Install according to ASTM C841 for gypsum plaster.

3.8 PATCH-TYPE REPAIR

- A. General: Patch voids, fractured surfaces, and crushed areas in otherwise sound plaster that are larger than cracks.
1. Notify Architect of undocumented detrimental conditions including cracks, bulges, loose backup, rotted wood, rusted metal, and other deteriorated items.
 2. Inspect for deterioration of supporting plaster and lath, and repair or replace deteriorated material as required for a sound substrate.
 3. Rake perimeter of hole to sound plaster, and slightly undercut existing plaster to enable replacement plaster to tuck behind existing plaster.
 4. Replace missing lath in kind. Bridge gaps in wood lath with expanded-metal lath, overlapping wood by 6 inches and fastening them together.
 5. Clean hole to remove loose materials and other foreign matter and deposits that could impair bond with repair material. Where grease, waxes, oils, waterborne staining, or other foreign matter and deposits that could impair bond with repair material have penetrated into the plaster, enlarge the hole to remove these deposits.
 6. Wet substrate to damp condition, but without visible water droplets, then install patch material to original profiles.
 7. Maintain adjacent plasterwork in an undamaged condition so far as practicable.
- B. Finishing: Finish flat surfaces flush and with same texture as adjacent existing plaster. For molded plaster shapes, tool surface to restore the sharp edges and the shape of the molded shape to original contours.

- C. Hairline cracking within the plaster or plaster separation at edge of a patch is unacceptable. Completely dismantle such work and reinstall or repair.

3.9 PATCHING CHIPPED OR DAMAGED MATERIAL

- A. Patch all areas of plaster less than one square foot that are chipped or otherwise damaged. For areas greater than one square foot, repair or replace plaster as described above.
- B. Scrape loose or damaged finish plaster from surface. Remove material where required to enlarge holes or chips to at least 1/2 inch across to improve bonding of new material.
- C. Brush or vacuum surface to remove dust and debris.
- D. Apply liquid plaster bonding agent onto the areas of base coat plaster that will receive new finish coat.

3.10 HAIRLINE CRACK REPAIR

- A. General: Repair cracks 1/32 inch in width or narrower in otherwise sound plaster.
 - 1. Notify Architect of undocumented detrimental conditions including cracks, bulges, loose backup, rotted wood, rusted metal, and other deteriorated items.
 - 2. Maintain adjacent plasterwork in an undamaged condition so far as practicable.
- B. Existing Topcoat: Open crack in existing topcoat to at least 1/8 inch in width and check for broken fiber reinforcement in base coats.
- C. Existing Base Coats: Do not open crack wider in existing base coats unless inspection or other indication shows that the fiber reinforcement has broken. Where inspections indicate failure of fiber reinforcement, proceed as for a large crack repair, but only for length of crack with broken fiber reinforcement.
- D. Clean out crack to remove loose materials and other foreign matter and deposits that could impair bond with repair material. Where grease, waxes, oils, waterborne staining, or other foreign matter and deposits that could impair bond with repair material have penetrated into the topcoat plaster, widen the crack and sand surface of the exposed basecoat to remove these deposits.
- E. Wet substrate to damp condition, but without visible water droplets.
- F. Force finish-coat plaster without aggregate into crack, filling crack to original plaster profile.
- G. Finishing: Finish flat surfaces flush and with same texture as adjacent existing plaster. For molded plaster shapes, tool surface to restore the sharp edges and the shape of the molded shape to original contours.

3.11 LARGE CRACK REPAIR

- A. General: Repair cracks over 1/32 inch in width in otherwise sound plaster.
 - 1. Notify Architect of undocumented detrimental conditions including cracks, bulges, loose backup, rotted wood, rusted metal, and other deteriorated items.
 - 2. Maintain adjacent plasterwork in an undamaged condition so far as practicable.
- B. Open crack to at least 1/8 inch in width and full depth with V-groove tool, and check for bond separation or lath deterioration.
- C. Abrade side surfaces of crack and remove inner crack debris by gouging (keying) the inside area of the crack.
- D. Clean out crack to remove loose materials and other foreign matter and deposits that could impair bond with repair material. Where grease, waxes, oils, waterborne staining, or other foreign matter and deposits that could impair bond with repair material have penetrated into the plaster, widen the crack to remove these deposits.
- E. Wet substrate to damp condition, but without visible water droplets.
- F. Apply bonding agent to edge surface of plaster.
- G. Fill crack opening with successive layers of base coat plaster 1/4" to 3/8" in thickness.
- H. Allow previous coats to achieve initial set before applying succeeding coats.
- I. Bring final brown coat to existing brown coat level.
- J. Apply finish coat troweled smooth and flush with surrounding surfaces.
- K. Finishing: Finish flat surfaces flush and with same texture as adjacent existing plaster. For molded plaster shapes, tool surface to restore the sharp edges and the shape of the molded shape to original contours.
- L. Offset Cracks: If the crack is offset in surface plane by more than 1/8 inch, dismantle the plaster on each side of the crack, a minimum width of 6 inches and down to the lath or other substrate. Then, repair as specified for flat-plaster removal and replacement.

3.12 INSTALLATION TOLERANCES

- A. Completed plaster installation shall not deviate from a true plane by more than 1/8 inch as measured by a 5-foot straightedge placed at any location on a surface, except where existing plaster is retained as a substrate for new plasterwork.

3.13 CLEANING AND PROTECTION

- A. Protect work of other trades against damage. Promptly remove plaster from surfaces not indicated to be repaired or plastered. Do not scratch or damage finished surfaces.
- B. Repair floors, walls, and other surfaces stained, marred, or otherwise damaged during plastering.

- C. Correct damage to other historic surfaces and to new work of other trades by cleaning, repairing, replacing, and refinishing, as approved by Architect, and leave in an undamaged condition.
- D. Remove temporary protection and enclosure of other work.

END OF SECTION 090320

SECTION 092300 - GYPSUM PLASTERING

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Gypsum plastering on expanded-metal lath.

1.2 ACTION SUBMITTALS

- A. Product Data: For each type of product.
- B. Shop Drawings: Show locations and installation of control and expansion joints, including plans, elevations, sections, details of components, and attachments to other work.

1.3 QUALITY ASSURANCE

- A. Mockups: Build mockups to demonstrate aesthetic effects and to set quality standards for materials and execution.
 - 1. Build mockups for each substrate and finish texture indicated for gypsum plastering, including accessories.
 - a. Size: 50 sq. ft. in surface area.
 - 2. Simulate finished lighting conditions for review of mockups.
 - 3. Approval of mockups does not constitute approval of deviations from the Contract Documents contained in mockups unless Architect specifically approves such deviations in writing.
 - 4. Subject to compliance with requirements, approved mockups may become part of the completed Work if undisturbed at time of Substantial Completion.

1.4 DELIVERY, STORAGE, AND HANDLING

- A. Store materials inside under cover, and keep them dry and protected against damage from weather, moisture, direct sunlight, contamination, corrosion, construction traffic, and other causes.

1.5 FIELD CONDITIONS

- A. Comply with ASTM C842 requirements or gypsum plaster manufacturer's written recommendations, whichever are more stringent.

- B. Room Temperatures: Maintain temperatures at not less than 55 deg F or greater than 80 deg F for at least seven days before application of gypsum plaster, continuously during application, and for seven days after plaster has set or until plaster has dried.
- C. Avoid conditions that result in gypsum plaster drying out too quickly.
 - 1. Distribute heat evenly; prevent concentrated or uneven heat on plaster.
 - 2. Maintain relative humidity levels for prevailing ambient temperature that produce normal drying conditions.
 - 3. Ventilate building spaces in a manner that prevents drafts of air from contacting surfaces during plaster application and until plaster is dry.

PART 2 - PRODUCTS

2.1 EXPANDED-METAL LATH

- A. Expanded-Metal Lath: ASTM C847, cold-rolled carbon-steel sheet with ASTM A653/A653M, G60, hot-dip galvanized-zinc coating.
 - 1. Diamond-Mesh Lath:
 - a. Type: Flat.
 - b. Weight: 2.5 lb/sq. yd.

2.2 ACCESSORIES

- A. General: Comply with ASTM C841, and coordinate depth of trim and accessories with thicknesses and number of plaster coats required.
- B. Metal Accessories:
 - 1. Cornerite: Fabricated from expanded-metal lath with ASTM A653/A653M, G60, hot-dip galvanized-zinc coating.
 - 2. Striplath: Fabricated from expanded-metal lath with ASTM A653/A653M, G60, hot-dip galvanized-zinc coating.
 - 3. Cornerbeads: Fabricated from zinc-coated (galvanized) steel.
 - 4. Casing Beads: Fabricated from zinc-coated (galvanized) steel; square-edged style; with expanded flanges.
 - 5. Control Joints: Fabricated from zinc-coated (galvanized) steel; one-piece-type, folded pair of unperforated screeds in M-shaped configuration; with perforated flanges and removable protective tape on plaster face of control joint.
 - 6. Expansion Joints: Fabricated from zinc-coated (galvanized) steel; folded pair of unperforated screeds in M-shaped configuration; with expanded flanges.
 - 7. Two-Piece Expansion Joints: Fabricated from zinc-coated (galvanized) steel; formed to produce slip-joint and square-edged reveal that is adjustable from 1/4 to 5/8 inch wide; with perforated flanges.

2.3 MISCELLANEOUS MATERIALS

- A. Water for Mixing and Finishing Plaster: Potable and free of substances capable of affecting plaster set or of damaging plaster, lath, or accessories.
- B. Bonding Compound: ASTM C631.
- C. Fasteners for Attaching Metal Lath to Substrates: ASTM C841.
- D. Wire: ASTM A641/A641M, Class 1 zinc coating, soft temper, not less than 0.0475-inch diameter unless otherwise indicated.
- E. Mix Additives: Use gypsum plaster accelerators and retarders from plaster manufacturer if required by Project conditions. Use only additives that manufacturer recommends in writing for use with plaster to which it is added.

2.4 BASE-COAT PLASTER MATERIALS

- A. Gypsum Neat Plaster: ASTM C28/C28M, for use with job-mixed aggregates.
- B. Aggregates for Base-Coat Plasters: ASTM C35, sand.
- C. Products: Subject to compliance with requirements, provide products by one of the following:
 - 1. Two-Way Hardwall Plaster; National Gypsum Co.
 - 2. Red Top Gypsum Plaster; United States Gypsum Co.
 - 3. Red Top Two-Purpose Plaster; United States Gypsum Co.

2.5 FINISH-COAT PLASTER MATERIALS

- A. Gypsum Gaging Plaster: ASTM C28/C28M.
- B. Products: Subject to compliance with requirements, provide products by one of the following:
 - 1. Super-White Gauging Plaster; National Gypsum Co.
 - 2. Champion Gauging Plaster; United States Gypsum Co.
 - 3. Red Top Gauging Gypsum Plaster; United States Gypsum Co.
 - 4. Star Gauging Plaster; United States Gypsum Co.
- C. Lime: ASTM C206, Type S, special finishing hydrated lime.
 - 1. Products: Subject to compliance with requirements, provide products by one of the following:
 - a. Ivory Finish Lime; United States Gypsum Co.
 - b. Snowdrift Finish Lime; United States Gypsum Co.

2.6 PLASTER MIXES

- A. Plaster Base Coat Compositions: Comply with ASTM C 842 and manufacturer's directions for gypsum plaster base coat proportions that correspond to application methods and plaster bases indicated below:

1. Three-Coat Work Over Metal Lath: Base coats, as indicated below:
 - a. Scratch Coat: 2 cubic feet sand. 100 lbs. gypsum plaster.
 - b. Brown Coat: 3 cubic feet sand. 100 lbs. gypsum plaster.
- B. Finish Coats: Proportion materials in parts by dry weight for finish coats to comply with the following requirements for each type of finish coat and texture indicated.
 1. Smooth Finishes: Finish coat as indicated below:
 - a. Gypsum Gauging Plaster: 1 part plaster and 2 parts lime. Mixing: Comply with ASTM C842 and manufacturer's written instructions for applications indicated.

2.7 MIXING

- A. Mechanically mix cementitious and aggregate materials for plasters to comply with applicable referenced application standard and with recommendations of plaster manufacturer.

PART 3 - EXECUTION

3.1 EXAMINATION

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

3.2 PREPARATION

- A. Protect adjacent work from soiling, spattering, moisture deterioration, and other harmful effects caused by plastering.

3.3 INSTALLING EXPANDED-METAL LATH

- A. Expanded-Metal Lath: Install according to ASTM C841.
 1. Install supplementary framing, blocking, and bracing at terminations in the work to comply with applicable published recommendations of gypsum plaster.
 2. Install expanded metal lath where plaster base coats are required. Provide appropriate type, configuration, and weight of metal lath selected from materials indicated that comply with referenced lathing installation standards.

3.4 INSTALLING ACCESSORIES

- A. General: Install according to ASTM C841.

- B. Cornerbeads: Install at external corners.
- C. Casing Beads: Install at terminations of plasterwork, except where plaster passes behind and is concealed by other work and where metal screeds, bases, or frames act as casing beads.

3.5 PLASTER APPLICATION

- A. General: Comply with ASTM C842.
 - 1. Do not deviate more than plus or minus 1/8 inch in 10 feet from a true plane in finished plaster surfaces when measured by a 10-foot straightedge placed on surface.
 - 2. Finish plaster flush with metal frames and other built-in metal items or accessories that act as a plaster ground unless otherwise indicated. Where casing bead does not terminate plaster at metal frame, cut base coat free from metal frame before plaster sets and groove finish coat at junctures with metal.
 - 3. Provide plaster surfaces that are ready to receive field-applied finishes indicated.
- B. Bonding Compound: Apply on substrates for direct application of plaster.
- C. Base-Coat Plaster:
 - 1. Over Expanded-Metal Lath:
 - a. Scratch Coat: Gypsum neat plaster with job-mixed sand.
 - b. Brown Coat: Gypsum neat plaster with job-mixed sand.
- D. Finish Coats:
 - 1. Smooth-Troweled Finishes:
 - a. Materials: Gypsum gauging plaster.

3.6 PLASTER REPAIRS

- A. Repair or replace work to eliminate cracks, dents, blisters, buckles, crazing and check cracking, dry outs, efflorescence, sweat outs, and similar defects and where bond to substrate has failed.

3.7 CLEANING AND PROTECTION

- A. Remove temporary protection and enclosure of other work after plastering is complete. Promptly remove plaster from door frames, windows, and other surfaces not indicated to be plastered. Repair floors, walls, and other surfaces stained, marred, or otherwise damaged during plastering.

END OF SECTION 092300

SECTION 099123 - INTERIOR PAINTING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes surface preparation and the application of paint systems on following substrates:
 - 1. Steel
 - 2. Wood.
 - 3. Plaster.
- B. Related Requirements:
 - 1. Section 099600 "High-Performance Coatings" for tile-like coatings.

1.3 DEFINITIONS

- A. MPI Gloss Level 1: Not more than five units at 60 degrees and 10 units at 85 degrees, according to ASTM D523.
- B. MPI Gloss Level 2: Not more than 10 units at 60 degrees and 10 to 35 units at 85 degrees, according to ASTM D523.
- C. MPI Gloss Level 3: 10 to 25 units at 60 degrees and 10 to 35 units at 85 degrees, according to ASTM D523.
- D. MPI Gloss Level 4: 20 to 35 units at 60 degrees and not less than 35 units at 85 degrees, according to ASTM D523.
- E. MPI Gloss Level 5: 35 to 70 units at 60 degrees, according to ASTM D523.
- F. MPI Gloss Level 6: 70 to 85 units at 60 degrees, according to ASTM D523.
- G. MPI Gloss Level 7: More than 85 units at 60 degrees, according to ASTM D523.

1.4 ACTION SUBMITTALS

- A. Product Data: For each type of product. Include preparation requirements and application instructions.
 - 1. Include printout of current "MPI Approved Products List" for each product category specified, with the proposed product highlighted.

2. Indicate VOC content.
- B. Samples for Initial Selection: For each type of topcoat product.
- C. Samples for Verification: For each type of paint system and in each color and gloss of topcoat.
 1. Submit Samples on rigid backing, 8 inches square.
 2. Apply coats on Samples in steps to show each coat required for system.
 3. Label each coat of each Sample.
 4. Label each Sample for location and application area.
- D. Product List: Use same designations indicated on Drawings and in the Interior Painting Schedule to cross-reference paint systems specified in this Section. Include color designations.

1.5 MAINTENANCE MATERIAL SUBMITTALS

- A. Furnish extra materials that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
 1. Paint: 5 percent, but not less than 1 gal. of each material and color applied.

1.6 QUALITY ASSURANCE

- A. Mockups: Apply mockups of each paint system indicated and each color and finish selected to verify preliminary selections made under Sample submittals and to demonstrate aesthetic effects and set quality standards for materials and execution.
 1. Architect will select one surface to represent surfaces and conditions for application of each paint system.
 - a. Vertical and Horizontal Surfaces: Provide samples of at least 100 sq. ft.
 - b. Other Items: Architect will designate items or areas required.
 2. Final approval of color selections will be based on mockups.
 - a. If preliminary color selections are not approved, apply additional mockups of additional colors selected by Architect at no added cost to Owner.
 3. Subject to compliance with requirements, approved mockups may become part of the completed Work if undisturbed at time of Substantial Completion.

1.7 DELIVERY, STORAGE, AND HANDLING

- A. Store materials not in use in tightly covered containers in well-ventilated areas with ambient temperatures continuously maintained at not less than 45 deg F.
 1. Maintain containers in clean condition, free of foreign materials and residue.
 2. Remove rags and waste from storage areas daily.

1.8 FIELD CONDITIONS

- A. Apply paints only when temperature of surfaces to be painted and ambient air temperatures are between 50 and 95 deg F.
- B. Do not apply paints when relative humidity exceeds 85 percent; at temperatures of less than 5 deg F above the dew point; or to damp or wet surfaces.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following, or equal:
 - 1. Benjamin Moore & Co.
 - 2. PPG Paints.
 - 3. Sherwin-Williams Company (The).
- B. Source Limitations: Obtain each paint product from single source from single manufacturer.

2.2 PAINT, GENERAL

- A. MPI Standards: Products shall comply with MPI standards indicated and shall be listed in its "MPI Approved Products List."
- B. Material Compatibility:
 - 1. Materials for use within each paint system shall be compatible with one another and substrates indicated, under conditions of service and application as demonstrated by manufacturer, based on testing and field experience.
 - 2. For each coat in a paint system, products shall be recommended in writing by topcoat manufacturers for use in paint system and on substrate indicated.
- C. Colors: Match existing adjacent paint colors.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates and conditions, with Applicator present, for compliance with requirements for maximum moisture content and other conditions affecting performance of the Work.
- B. Maximum Moisture Content of Substrates: When measured with an electronic moisture meter as follows:
 - 1. Wood: 15 percent.
 - 2. Plaster: 12 percent.

- C. Plaster Substrates: Verify that plaster is fully cured.
- D. Verify suitability of substrates, including surface conditions and compatibility, with existing finishes and primers.
- E. Proceed with coating application only after unsatisfactory conditions have been corrected.
 - 1. Application of coating indicates acceptance of surfaces and conditions.

3.2 PREPARATION

- A. Comply with manufacturer's written instructions and recommendations in "MPI Architectural Painting Specification Manual" applicable to substrates and paint systems indicated.
- B. Remove hardware, covers, plates, and similar items already in place that are removable and are not to be painted. If removal is impractical or impossible because of size or weight of item, provide surface-applied protection before surface preparation and painting.
 - 1. After completing painting operations, use workers skilled in the trades involved to reinstall items that were removed. Remove surface-applied protection if any.
- C. Clean substrates of substances that could impair bond of paints, including dust, dirt, oil, grease, and incompatible paints and encapsulants.
 - 1. Remove incompatible primers and reprime substrate with compatible primers or apply tie coat as required to produce paint systems indicated.
- D. Steel Substrates: Remove rust, loose mill scale, and shop primer, if any. Clean using methods recommended in writing by paint manufacturer, but not less than the following:
 - 1. SSPC-SP 2.
- E. Wood Substrates:
 - 1. Scrape and clean knots, and apply coat of knot sealer before applying primer.
 - 2. Sand surfaces that will be exposed to view, and dust off.
 - 3. Prime edges, ends, faces, undersides, and backsides of wood.
 - 4. After priming, fill holes and imperfections in the finish surfaces with putty or plastic wood filler. Sand smooth when dried.
 - 5. After priming, fill joints and seams with putty or plastic wood filler. Sand smooth when dried.

3.3 INSTALLATION

- A. Apply paints according to manufacturer's written instructions and to recommendations in "MPI Manual."
 - 1. Use applicators and techniques suited for paint and substrate indicated.
 - 2. Paint surfaces behind movable equipment and furniture same as similar exposed surfaces.
 - 3. Do not paint over labels of independent testing agencies or equipment name, identification, performance rating, or nomenclature plates.

4. Primers specified in painting schedules may be omitted on items that are factory primed or factory finished if acceptable to topcoat manufacturers.
- B. If undercoats or other conditions show through topcoat, apply additional coats until cured film has a uniform paint finish, color, and appearance.
- C. Apply paints to produce surface films without cloudiness, spotting, holidays, laps, brush marks, roller tracking, runs, sags, ropiness, or other surface imperfections. Cut in sharp lines and color breaks.

3.4 FIELD QUALITY CONTROL

- A. Dry-Film Thickness Testing: Owner may engage the services of a qualified testing and inspecting agency to inspect and test paint for dry-film thickness.
 1. Contractor shall touch up and restore painted surfaces damaged by testing.
 2. If test results show that dry-film thickness of applied paint does not comply with paint manufacturer's written recommendations, Contractor shall pay for testing and apply additional coats as needed to provide dry-film thickness that complies with paint manufacturer's written recommendations.

3.5 CLEANING AND PROTECTION

- A. At end of each workday, remove rubbish, empty cans, rags, and other discarded materials from Project site.
- B. After completing paint application, clean spattered surfaces. Remove spattered paints by washing, scraping, or other methods. Do not scratch or damage adjacent finished surfaces.
- C. Protect work of other trades against damage from paint application. Correct damage to work of other trades by cleaning, repairing, replacing, and refinishing, as approved by Architect, and leave in an undamaged condition.
- D. At completion of construction activities of other trades, touch up and restore damaged or defaced painted surfaces.

3.6 INTERIOR PAINTING SCHEDULE

- A. Steel Substrates:
 1. High-Performance Architectural Latex System, MPI INT 5.1RR:
 - a. Prime Coat: Primer, alkyd, anticorrosive, for metal, MPI #79.
 - b. Intermediate Coat: Latex, interior, high performance architectural, matching topcoat.
 - c. Topcoat: Latex, interior, high performance architectural, semigloss (MPI Gloss Level 5), MPI #141.

- B. Wood Substrates: Laylight Wood frame and trim.
 - 1. High-Performance Architectural Latex System, MPI INT 6.3A:
 - a. Prime Coat: Primer, latex, for interior wood, MPI #39.
 - b. Intermediate Coat: Latex, interior, high performance architectural, matching topcoat.
 - c. Topcoat: Latex, interior, high performance architectural, to match existing sheen (assume semigloss, MPI Gloss Level 5, MPI #141).
- C. Existing Plaster Substrates (Ceiling and Ornamental Plaster):
 - 1. Latex over Latex Sealer System, MPI INT 9.2A:
 - a. Prime Coat: Latex, interior, matching topcoat.
 - b. Intermediate Coat: Latex, interior, matching topcoat.
 - c. Topcoat: Latex, interior to match existing (assume MPI Gloss Level 2, MPI #44).
- D. New Plaster / Finish Substrates (Lightwells / and Existing Lightwell at S1):
 - 1. Latex over Latex Sealer System, MPI INT 9.2A:
 - a. Prime Coat: Primer sealer, latex, interior, MPI #50.
 - b. Intermediate Coat: Latex, interior, matching topcoat.
 - c. Topcoat: Latex, interior to match existing (assume MPI Gloss Level 4, MPI #43).

END OF SECTION 099123

SECTION 099600 - HIGH-PERFORMANCE COATINGS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes surface preparation and the application of high-performance coating systems to interior ferrous metal surfaces.
- B. Related Requirements:
 - 1. Section 051200 "Structural Steel Framing" for shop priming of structural steel with primers specified in this Section.
 - 2. Section 099123 "Interior Painting" for general field painting.

1.2 DEFINITIONS

- A. MPI Gloss Level 5: Semigloss refers to medium-sheen finish with a gloss range between 35 and 70 when measured at a 60-degree meter, according to ASTM D523.
- B. MPI Gloss Level 6: 70 to 85 units at 60 degrees, according to ASTM D523.

1.3 ACTION SUBMITTALS

- A. Product Data: For each type of product. Include preparation requirements and application instructions.
 - 1. Include printout of current "MPI Approved Products List" for each product category specified, with the proposed product highlighted.
- B. Samples for Initial Selection: For each type of topcoat product indicated.
- C. Samples for Verification: For each type of coating system and each color and gloss of topcoat indicated.
 - 1. Submit Samples on rigid backing, 8 inches square.
 - 2. Apply coats on Samples in steps to show each coat required for system.
 - 3. Label each coat of each Sample.
 - 4. Label each Sample for location and application area.
- D. Product List: An inclusive list of required coating materials. Indicate each material and cross-reference to specific coating, finish system, and application. Use same designations indicated on Drawings and in schedules. Include color designations.
- E. Quality Assurance Submittals:
 - 1. Manufacturer's Information: Provide manufacturer's technical information, including label analysis and instructions for handling, storing, and applying each coating material proposed for use.

2. Qualification Data: For firms and persons specified in the "Quality Assurance" Article to demonstrate their capabilities and experience. Include lists of completed projects with project names and addresses, names and addresses of contracting officer's representatives and owners, and other information specified.

1.4 MAINTENANCE MATERIAL SUBMITTALS

- A. Furnish extra materials that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
 1. Coatings: 5 percent, but not less than 1 gal. of each material and color applied.

1.5 QUALITY ASSURANCE

- A. Master Painters Institute (MPI) Standards:
 1. Products: Complying with MPI standards indicated and listed in "MPI Approved Products List."
 2. Preparation and Workmanship: Comply with requirements in "MPI Architectural Painting Specification Manual" for products and coating systems indicated.
- B. Applicator Qualifications: Engage an experienced applicator who has completed high-performance coating system applications similar in material and extent to those indicated for Project and whose work has a record of successful in-service performance.
- C. Source Limitations: Obtain primers and undercoat materials for each coating system from the same manufacturer as the finish coats.
- D. Chemical Components of Field-Applied Exterior Paints and Coatings: Provide topcoat paints and anti-corrosive and anti-rust paints applied to ferrous metals that comply with the following chemical restrictions; these requirements do not apply to paints and coatings that are applied in a fabrication or finishing shop:
 1. Aromatic Compounds: Paints and coatings shall not contain more than 1.0 percent by weight of total aromatic compounds (hydrocarbon compounds containing one or more benzene rings).

1.6 DELIVERY, STORAGE, AND HANDLING

- A. Deliver materials to Project site in manufacturer's original, unopened packages and containers bearing manufacturer's name and label with the following information:
 1. Name or title of material.
 2. Product description (generic classification or binder type).
 3. Manufacturer's stock number and date of manufacture.
 4. Contents by volume, for pigment and vehicle constituents.
 5. Thinning instructions.
 6. Application instructions.
 7. Color name and number.
 8. Handling instructions and precautions.

- B. Store materials not in use in tightly covered containers in a well-ventilated area at a minimum ambient temperature of 45 deg F. Maintain containers used in storage in a clean condition, free of foreign materials and residue.
 - 1. Protect materials from freezing. Keep storage area neat and orderly. Remove oily rags and waste daily. Take necessary measures to ensure that workers and work areas are protected from fire and health hazards resulting from handling, mixing, and applying coatings.

1.7 FIELD CONDITIONS

- A. Apply coatings only when temperature of surfaces to be coated and ambient air temperatures are between 50 and 95 deg F.
- B. Do not apply coatings when relative humidity exceeds 85 percent; at temperatures less than 5 deg F above the dew point; or to damp or wet surfaces.
 - 1. Allow wet surfaces to dry thoroughly and attain temperature and conditions specified before proceeding with or continuing coating operation.
 - 2. Work may continue during inclement weather only if areas and surfaces to be coated are enclosed and temperature within the area can be maintained within limits specified by manufacturer during application and drying periods.

1.8 WARRANTY

- A. Manufacturer's Warranty: Manufacturer agrees to replacement material for paints that do not comply with requirements or that fails within specified warranty period.
 - 1. Warranty Period: Fifteen years from date of Substantial Completion.
- B. Installer's Special Warranty: Specified form, signed by Installer, covering Work of this Section, for warranty period of two years.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Products: Subject to compliance with requirements, provide one of the products indicated in the coating system descriptions.
- B. Manufacturers' Names: The following manufacturers are referred to in the coating system descriptions by shortened versions of their names shown in parenthesis:
 - 1. Basis of Design: Tnemec Company, Inc. (Tnemec).
 - 2. Carboline Company
 - 3. Induron Coating, Inc.
 - 4. Pittsburgh Paint; PPG Industries, Inc. (PPG).

2.2 HIGH-PERFORMANCE COATINGS, GENERAL

- A. Material Compatibility: Provide primers, undercoats, and finish-coat materials that are compatible with one another and substrates indicated under conditions of service and application, as demonstrated by manufacturer based on testing and field experience.
 - 1. Provide barrier coat system over shop-applied primers when recommended by coating manufacturer.
- B. Material Quality: Provide manufacturer's highest grade of the various high-performance coatings specified. Materials not displaying manufacturer's product identification are not acceptable.
 - 1. Proprietary Names: Use of manufacturer's proprietary product names to designate colors or materials is not intended to imply that products named are required to be used to the exclusion of equivalent products of other manufacturers. Furnish manufacturer's material data and certificates of performance for proposed substitutions.

2.3 COLORS

- A. Colors: Final colors selections are to be determined in the field as directed by the Owner / Architect.

2.4 HIGH-PERFORMANCE COATING SYSTEMS

- A. Ferrous Metal: Provide the following finish systems over all ferrous metal. Primer is not required on items shop-primed with zinc-rich primer.
 - 1. High-Build Polyurethane Coating: 2 or 3 finish coats over an organic zinc-rich primer.
 - a. Primer: Organic zinc-rich primer applied at spreading rate recommended by the manufacturer to achieve a total dry film thickness of not less than 3.0 mils.

Basis of design is Tnemec, Epoxy Primer, Series 27 F. C. Typoxy.
 - 1) Carboline: 861, Carboline
 - 2) PPG: 97-670, Aquapon Zinc-Rich Primer
 - b. First and Second Coats: Semi-gloss, aliphatic acrylic polyurethane applied at spreading rate recommended by the manufacturer to achieve a total dry film thickness of not less than 3.0 mils.

Basis of design is Tnemec, Polyurethane Series 73, Endura-Shield.
 - 1) Carboline: 133HB, Carboline
 - 2) PPG: 97-840 Series, Pitthane
 - c. Finish Coat: Satin, aliphatic acrylic polyurethane applied at spreading rate recommended by the manufacturer to achieve a total dry film thickness of not less than 3.0 mils.

Basis of design is Kynar Liquid Applied Fluoropolymer, 1072 Fluoronar Satin.
 - 1) Carboline: 133HB, Carboline
 - 2) PPG: 97-840 Series, Pitthane

2.5 SOURCE QUALITY CONTROL

- A. Testing of Coating Materials: Owner reserves the right to invoke the following procedure:
 - 1. Owner will engage the services of a qualified testing agency to sample coating materials. Contractor will be notified in advance and may be present when samples are taken. If coating materials have already been delivered to Project site, samples may be taken at Project site. Samples will be identified, sealed, and certified by testing agency.
 - 2. Testing agency will perform tests for compliance with product requirements.
 - 3. Owner may direct Contractor to stop applying coatings if test results show materials being used do not comply with product requirements. Contractor shall remove noncomplying coating materials from Project site, pay for testing, and recoat surfaces coated with rejected materials. Contractor will be required to remove rejected materials from previously coated surfaces if, on recoating with complying materials, the two coatings are incompatible.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. With Applicator present, examine substrates and conditions under which high-performance coatings will be applied, for compliance with coating application requirements.
- B. Verify suitability of substrates, including surface conditions and compatibility, with existing finishes and primers.
- C. Proceed with coating application only after unsatisfactory conditions have been corrected.
 - 1. Application of coating indicates acceptance of surfaces and conditions.

3.2 PREPARATION

- A. Comply with manufacturer's written instructions and recommendations in "MPI Architectural Painting Specification Manual" applicable to substrates and coating systems indicated.
- B. Remove hardware, covers, plates, and similar items already in place that are removable and are not to be painted. If removal is impractical or impossible because of size or weight of item, provide surface-applied protection before surface preparation and painting.
 - 1. After completing painting operations, use workers skilled in the trades involved to reinstall items that were removed. Remove surface-applied protection if any.
- C. Clean substrates of substances that could impair bond of coatings, including dust, dirt, oil, grease, and incompatible paints and encapsulants.
 - 1. Remove incompatible primers and reprime substrate with compatible primers or apply tie coat as required to produce coating systems indicated.
 - 2. Schedule cleaning and coating application so dust and other contaminants from cleaning process will not fall on wet, newly coated surfaces.

- D. Surface Preparation: Clean and prepare surfaces to be coated according to manufacturer's written instructions for each substrate condition and as specified.
- E. Steel Substrates: Remove rust, loose mill scale, and shop primer if any. Clean using methods recommended in writing by paint manufacturer but not less than the following:
 - 1. SSPC-SP 2
- F. Material Preparation: Carefully mix and prepare coating materials according to manufacturer's written instructions.
 - 1. Maintain containers used in mixing and applying coatings in a clean condition, free of foreign materials and residue.
 - 2. Stir materials before applying to produce a mixture of uniform density. Stir as required during application. Do not stir surface film into the material. Remove film and, if necessary, strain coating material before using.
 - 3. Use only the type of thinners approved by manufacturer and only within recommended limits.

3.3 APPLICATION

- A. Apply high-performance coatings according to manufacturer's written instructions and recommendations in "MPI Architectural Painting Specification Manual."
 - 1. Use applicators and techniques suited for coating and substrate indicated.
 - 2. Do not apply high-performance coatings over dirt, rust, scale, grease, moisture, scuffed surfaces, or conditions detrimental to forming a durable coating film.
 - 3. Coat surfaces behind movable equipment and furniture same as similar exposed surfaces. Before final installation, coat surfaces behind permanently fixed equipment or furniture with prime coat only.
 - 4. Coat backsides of access panels, removable or hinged covers, and similar hinged items to match exposed surfaces.
 - 5. Do not apply coatings over labels of independent testing agencies or equipment name, identification, performance rating, or nomenclature plates.
- B. Tint each undercoat a lighter shade to facilitate identification of each coat if multiple coats of the same material are to be applied. Tint undercoats to match color of finish coat, but provide sufficient difference in shade of undercoats to distinguish each separate coat.
- C. Scheduling Coating: Apply first coat to surfaces that have been cleaned, pretreated, or otherwise prepared for coating as soon as practicable after preparation and before subsequent surface deterioration.
 - 1. The number of coats and film thickness required is the same regardless of application method.
 - a. Do not apply succeeding coats until previous coat has cured as recommended by manufacturer.
 - b. Where manufacturer's written instructions require sanding, sand between applications to produce a smooth, even surface.
 - c. Allow sufficient time between successive coats to permit proper drying. Do not recoat surfaces until coating has dried to where it feels firm, does not deform or

feel sticky under moderate thumb pressure, and application of another coat does not cause undercoat to lift or lose adhesion.

2. If undercoats or other conditions show through final coat, apply additional coats until cured film has a uniform coating finish, color, and appearance. Give special attention to edges, corners, crevices, welds, exposed fasteners, and similar surfaces to ensure that they receive a dry film thickness equivalent to that of flat surfaces.
- D. Application Procedures: Apply coatings by brush, roller, spray, or other applicators according to manufacturer's written instructions.
1. Brush Application: Use brushes best suited for material applied and of appropriate size for the surface or item being coated.
 - a. Apply primers and first coats by brush unless manufacturer's written instructions permit using roller or mechanical applicators.
 - b. Brush out and work brush coats into surfaces in an even film.
 - c. Eliminate cloudiness, spotting, holidays, laps, brush marks, runs, sags, ropiness, or other surface imperfections. Neatly draw glass lines and color breaks.
 2. Rollers: Use rollers of carpet, velvet back, or high-pile sheep's wool as recommended by manufacturer for the material and texture required.
 3. Spray Equipment: Use mechanical methods to apply coating if permitted by manufacturer's written instructions and governing regulations.
 - a. Use spray equipment with orifice size recommended by manufacturer for material and texture required.
 - b. Apply each coat to provide the equivalent hiding of brush-applied coats.
 - c. Do not double back with spray equipment building-up film thickness of two coats in one pass, unless recommended by manufacturer.
- E. Minimum Coating Thickness: Apply each material no thinner than manufacturer's recommended spreading rate. Provide total dry film thickness of the entire system as recommended by manufacturer.
- F. Prime Coats: Before applying finish coats, apply a prime coat of material, as recommended by manufacturer, to material required to be coated or finished that has not been prime coated by others.
1. Recoat primed and sealed substrates if there is evidence of suction spots or unsealed areas in first coat, to ensure a finish coat with no burn-through or other defects caused by insufficient sealing.
- G. Completed Work: Match approved Samples for color, texture, and coverage. Remove, refinish, or recoat work that does not comply with specified requirements.

3.4 CLEANING

- A. Cleanup: At end of each workday, remove rubbish, empty cans, rags, and other discarded materials from Project site.

1. After completing coating application, clean spattered surfaces. Remove spattered coatings by washing, scraping, or other methods. Do not scratch or damage adjacent finished surfaces.

3.5 PROTECTION

- A. Protect work of other trades, whether being coated or not, against damage from coating operation. Correct damage by cleaning, repairing, replacing, and recoating, as approved by Design Professional, and leave in an undamaged condition.
 1. Provide "Wet Paint" signs to protect newly coated finishes. After completing coating operations, remove temporary protective wrappings provided by others to protect their work.
 2. At completion of construction activities of other trades, touch up and restore damaged or defaced coated surfaces. Comply with procedures specified in PDCA P1.

3.6 SCHEDULE

- A. Provide high performance coatings on all exterior and interior ferrous metal as noted in the drawings.

END OF SECTION 099600