

SECTION 01010 - SUMMARY OF WORK

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 WORK COVERED BY CONTRACT DOCUMENTS

- A. The Project consists of

Project Location: 83055 Hay Hollow Road
Folsom, Louisiana 70437

Owner: St. Tammany Parish School Board, Covington, LA 70434

- B. Contract Documents, dated May 15, 2009 were prepared for the Project by VergesRome Architects, 320 N. Carrollton Ave., Ste. 100, New Orleans, LA. 70119.
- C. The Work consists of Renovations and Additions to Folsom Jr. High School. The renovations entail approximately 10,592 square feet at the Classroom building. A second Classroom building will receive a 1,030 square foot restroom addition.
- D. General Contractor shall procure services of an independent AABC or NEBB Air Balance and Testing Agency which specializes in balancing and testing of heating, ventilating, and cooling systems to balance, adjust, and test air moving equipment, air distribution, and exhaust systems as specified in Division 15. These services cannot be provided by the installing Mechanical Contractor on the project.

1.3 WORK SEQUENCE/CONTRACTOR USE OF PREMISES/OCCUPANCY REQUIREMENTS - GENERAL

- A. No roofing work can be done over portions of the buildings while that portion of the building is occupied by Owner.
- B. Hazardous materials abatement will be done by others at the Classroom building before the start of renovation work.

C. Construction Phasing

1.4 EXTENSION OF TIME

- A. The general contractor is to include (5) five consecutive school days of shut down time in 2009 and 2010 into the overall construction schedule for Standardized Testing by St. Tammany Parish Schools and shall not be cause for an extension of contract time. No work can occur at the project during this time.
- B. The general contractor is to include ten (10) consecutive days of shut down time for anticipated time allowed for hazardous material abatement and owner move for each phase and shall not be cause for an extension of time. If the abatement requires more than the 10 days for each phase, the contractor shall be entitled to additional time, but not extended overhead or profit.

1.5 CONTRACTOR'S USE OF PREMISES

- A. Contractor shall have use of the premises as listed at 1.3 above. Owner to have 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 as listed at 1.3 above. 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 as listed at 1.3 above.
 - 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 Buildings: Maintain the existing buildings in a weathertight condition throughout the construction period. Repair damage caused by construction operations. Take all precautions necessary to protect the building and its occupants during the construction period. Use of the owners existing toilet facilities is not permitted.

1.6 OCCUPANCY REQUIREMENTS

- A. Full Owner Occupancy: The Owner will occupy the site and existing buildings during the construction period as listed at 1.3 above. 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.
- B. Partial Owner Occupancy: The Owner reserves the right to occupy and to place and install equipment in completed areas of the building prior to Substantial Completion, provided such occupancy does not interfere with completion of the Work. Such placing of equipment and partial occupancy shall not constitute acceptance of the total Work.
- C. The Architect will prepare a Certificate of Substantial Completion for each specific portion of the Work to be occupied prior to Owner occupancy.
- D. Obtain a Certificate of Occupancy from local building officials prior to Owner occupancy.
- E. Prior to partial Owner occupancy, mechanical and electrical systems shall be fully operational. Required inspections and tests shall have been successfully completed.
- F. Upon occupancy, the Owner will operate and maintain mechanical and electrical systems serving occupied portions of the building.
- G. Upon occupancy, the Owner will assume responsibility for maintenance and custodial service for occupied portions of the building.

1.7 OWNER-FURNISHED PRODUCTS

- A. The Owner will furnish items as indicated in the construction documents.
 - 1. The Contractor shall designate delivery dates of Owner-furnished items in the Contractor's Construction Schedule.
 - 2. The Contractor is responsible for receiving, unloading, and handling Owner-furnished items at the site.
 - 3. The Contractor is responsible for protecting Owner-furnished items from damage, including damage from exposure to the elements. The Contractor shall repair or replace items damaged as a result of his operations.

END OF SECTION 01010



SECTION 01015 - MISCELLANEOUS GENERAL REQUIREMENTS

PART 1 - GENERAL

1.1 GENERAL REQUIREMENTS

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 1 Specification sections, apply to the work of this section.
- B. The requirements of this Section apply to all other Sections of the Specifications.

1.2 OPERATIONAL NEEDS

- A. The General Contractor shall comply with the requirements of the specifications including Section 01100, "Summary of the Work."

1.3 OBSTRUCTIONS TO CONSTRUCTION

- A. The Contractor shall investigate actual job conditions at the site and, where there is any evidence or identification, shall anticipate and remove all obstructions to the construction. The continuity of such service lines such as power, water, waste, storm drainage, gas, etc., shall be maintained where the line is active by routing around new construction. The Contractor shall verify the locations of all utilities prior to beginning construction. Investigate areas above lay-in ceilings.

1.4 PERMITS

- A. The building permit will be applied for by the Owner during the bid period. The Contractor shall include in his bid the cost of the building permit and all other permits. The Contractor shall pick-up building permit and shall provide the Architect and Owner with copies of building permit.

1.6 ASBESTOS LIABILITY

- A. The Owner shall assume complete responsibility for identification and removal of asbestos materials. The Contractor shall notify the Owner and Architect immediately if any material is found that the Contractor suspects could be hazardous. The Owner shall be responsible for securing a qualified testing laboratory to inspect, locate, and identify asbestos material which, if found to exist, shall be removed by a qualified asbestos removal contractor secured by and paid for in this contract except that the Owner shall provide third party air monitoring at his cost. The Owner and the Contractor hereby agrees to indemnify and save and hold harmless the Architect and any of his agents or employees from any and all claims, including defense cost related in any way to asbestos removal.

1.7 PRIOR APPROVALS

- A. Subcontractors and material suppliers desiring to bid on products that are not specified must contact Architect or Engineer requesting prior approval.
- B. The Architect may issue a written approval within 72 hours of the bid date or he may give a verbal approval and follow up same with written approval shortly thereafter.

Under no circumstances will the Architect entertain any substitution of materials after the bid date without prior approval.

1.8 EXAMINATION OF DOCUMENTS AND SITE

- A. Contractor(s) shall carefully examine Documents and the Construction Site to obtain the first-hand knowledge of scope and conditions of the Work. The Contractor, by signing a contract to perform the work, represents and warrants that he has examined Drawings, specifications and site of the Work and from his own investigation has satisfied himself as to scope, accessibility, nature and location of work, character of equipment and other facilities needed for performance of Work, character and extent of other work to be performed, local availability, practices, and jurisdiction and other circumstances that affect performance of Work. The area devoted to this Project is available to be inspected by the Contractor prior to bidding. Contractor(s) shall make sufficient investigation to ascertain that existing conditions are as represented on the Drawings and that the final results can be achieved as shown on the Drawings.
- B. No additional compensation will be allowed by Owner for failure of Contractor(s) to fully inform himself as to conditions affecting work. The Contractor shall verify existing dimensions and conditions which would affect new work or renovations before proceeding with actual construction. The Contractor shall check for broken glass in all windows in the area of the project and shall replace all broken glass under this project.

1.9 PRE-BID CONFERENCE

- A. Bidding Contractors shall be responsible for all information clarified at a Pre-Bid Conference.

1.10 PERSONNEL REQUIREMENTS

- A. Emergency contact phone numbers (work, cell, and home) are required for construction company Owner, Project Manager, and full-time project Superintendent.
- B. Every worker shall be required to wear an identification badge to be issued by the Contractor. Contractor shall keep a log of all identification badges issued and a daily log of workers on site.
- C. No smoking is permitted on St. Tammany Parish School Board property.
- D. Any violations of smoking or failure to wear an identification badge will result in immediate removal from the site.

PART 2 – MATERIALS (NOT APPLICABLE)

PART 3 – EXECUTION (NOT APPLICABLE)

END OF SECTION 01015

SECTION 01250 – 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: Other Sections contain requirements that relate to this Section:

1.3 MINOR CHANGES IN THE WORK

- A. The Architect will issue supplemental instructions authorizing minor changes in the Work, not involving adjustment to the Contract Sum or Contract Time, on AIA Form G710, Architect's Supplemental Instructions.

1.4 CHANGE ORDER PROPOSAL REQUESTS

- A. Owner-Initiated Proposal Requests: The Architect will issue a detailed description of proposed changes in the Work that will require adjustment to the Contract Sum or Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.
 - 1. Proposal requests issued by the Architect are for information only. Do not consider them as an instruction either to stop work in progress or to execute the proposed change.
 - 2. Within 7 days of receipt of a proposal request, submit an estimate of cost necessary to execute the change to the Architect for the Owner's review.
 - a. Include a list of quantities of products required and unit costs, with the total amount of purchases to be made. Where requested, furnish survey data to substantiate quantities.
 - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
 - c. Include a statement indicating the effect the proposed change in the Work will have on the Contract Time.
 - 3. Contractor-Initiated Proposals: When latent or unforeseen conditions require modifications to the Contract, the Contractor may propose changes by submitting a request for a change to the Architect.
 - 4. Include a statement outlining the reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and Contract Time.

5. Include a list of quantities of products required and unit costs, with the total amount of purchases to be made. Where requested, furnish survey data to substantiate quantities.
6. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
7. Comply with requirements in Section "Product Substitutions" if the proposed change requires substitution of one product or system for a product or system specified.
8. Proposal Request Form: Use AIA Document G709 for Change Order Proposal Requests.

1.5 CONSTRUCTION CHANGE DIRECTIVE

- A. Construction Change Directive: When the Owner and the Contractor disagree on the terms of a Proposal Request, the Architect may issue a Construction Change Directive on AIA Form G714. The Construction Change Directive instructs the Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.
- B. The Construction Change Directive contains a complete description of the change in the Work. It also designates the method to be followed to determine change in the Contract Sum or Contract Time.
- C. Documentation: Maintain detailed records on a time and material basis of work required by the Construction Change Directive.
- D. After completion of the change, submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract.

1.6 CHANGE ORDER PROCEDURES

- A. Upon the Owner's approval of a Proposal Request, the Architect will issue a Change Order for signatures of the Owner and the Contractor on AIA Form G701.

PART 2 – MATERIALS (NOT APPLICABLE)

PART 3 – EXECUTION (NOT APPLICABLE)

END OF SECTION 01250

SECTION 01310 – PROJECT MANAGEMENT AND 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 and supervisory requirements necessary for coordinating construction operations including, but not necessarily limited to, the following:

1. General project coordination procedures.
2. Conservation.
3. Coordination Drawings.
4. Administrative and supervisory personnel.
5. Cleaning and protection.
6. Separate Contract Coordinator
7. Utility Shut Downs

- B. Related Sections: Other Sections contain requirements that relate to this Section. Attention is not limited to the following:

1. Division 1 Section "Submittal Procedures" for preparing and submitting the Contractor's Construction Schedule.

1.3 COORDINATION

- A. Coordinate construction operations included in various Sections of these Specifications to assure efficient and orderly installation of each part of the Work. Coordinate construction operations included under different Sections that depend on each other for proper installation, connection, and operation.
- B. Schedule construction operations in the 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.
- C. Coordinate installation of different components to assure maximum accessibility for required maintenance, service, and repair.
- D. Make provisions to accommodate items scheduled for later installation.
- E. Coordinate separate contracts, and delivery and shop drawings for Owner furnished materials.
- F. Where necessary, prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and attendance at meetings.

- G. Prepare similar memoranda for the Owner and separate contractors where coordination of their work is required.
- H. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities to avoid conflicts and assure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
 - 1. Preparation of schedules.
 - 2. Installation and removal of temporary facilities.
 - 3. Delivery and processing of submittals.
 - 4. Progress meetings.
 - 5. Project closeout activities.
- I. Conservation: Coordinate construction operations to assure that operations are carried out with consideration given to conservation of energy, water, and materials.
- J. Salvage materials and equipment involved in performance of, but not actually incorporated in, the Work.

1.4 SUBMITTALS

- A. Coordination Drawings: Prepare coordination drawings where careful coordination is needed for installation of products and materials fabricated by separate entities. Prepare coordination drawings where limited space availability necessitates maximum utilization of space for efficient installation of different components.
- B. Show the relationship of components shown on separate Shop Drawings.
- C. Indicate required installation sequences.
- D. Comply with requirements contained in Section "Submittal Procedures."
- E. Staff Names: Within 15 days of commencement of construction operations, submit a list of the Contractor's principal staff assignments, including the superintendent and other personnel in attendance at the Project Site. Identify individuals and their duties and responsibilities. List their addresses and telephone numbers.
Post copies of the list in the Project meeting room, the temporary field office, and each temporary telephone.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.1 GENERAL COORDINATION PROVISIONS

- A. Inspection of Conditions: Require the Installer of each major component to inspect both the substrate and conditions under which Work is to be performed. Do not proceed until unsatisfactory conditions have been corrected in an acceptable manner.

- B. Coordinate temporary enclosures with required inspections and tests to minimize the necessity of uncovering completed construction for that purpose.

3.2 CLEANING AND PROTECTION

- A. Clean and protect construction in progress and adjoining materials in place, during handling and installation. Apply protective covering where required to assure protection from damage or deterioration at Substantial Completion.
- B. Clean and provide maintenance on completed construction as frequently as necessary through the remainder of the construction period. Adjust and lubricate operable components to assure operability without damaging effects.
- C. Limiting Exposures: Supervise construction operations to assure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period.

END OF SECTION 01310



SECTION 01320 – CONSTRUCTION PROCEDURES AND MEETINGS

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 project meetings, including, but not limited to, the following:

1. Preconstruction conferences.
2. Pre-installation conferences.
3. Progress meetings.
4. Coordination meetings.

- B. Related Sections: Other Sections contain requirements that relate to this Section:

1.3 PRECONSTRUCTION CONFERENCE

- A. Schedule a preconstruction conference before starting construction, at a time convenient to the Owner and the Architect, but no later than 15 days after execution of the Agreement. Hold the conference at the Project Site or another convenient location. Conduct the meeting to review responsibilities and personnel assignments.

- B. Attendees: Authorized representatives of the Owner, Architect, and their consultants; the Contractor and its superintendent; major subcontractors; manufacturers; suppliers; and other concerned parties shall attend the conference. All participants at the conference shall be familiar with the Project and authorized to conclude matters relating to the Work.

- C. Agenda: Discuss items of significance that could affect progress, including the following:

1. Tentative construction schedule.
2. Critical work sequencing.
3. Designation of responsible personnel.
4. Procedures for processing field decisions and Change Orders.
5. Procedures for processing Applications for Payment.
6. Distribution of Contract Documents.
7. Submittal of Shop Drawings, Product Data, and Samples.
8. Preparation of record documents.
9. Use of the premises.
10. Parking availability.
11. Office, work, and storage areas.
12. Equipment deliveries and priorities.
13. Safety procedures.
14. First aid.
15. Security.
16. Housekeeping.
17. Working hours.

1.4 PRE-INSTALLATION CONFERENCES

- A. Conduct a pre-installation conference at the Project Site before each construction activity that requires coordination with other construction.
- B. Attendees: The 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 the Architect of scheduled meeting dates.
 - 1. Review the progress of other construction activities and preparations for the particular activity under consideration at each preinstallation conference.
 - 2. Record significant discussions and agreements and disagreements of each conference, and the approved schedule. Promptly distribute the record of the meeting to everyone concerned, including the Owner and the Architect.
 - 3. Do not proceed with the installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of Work and reconvene the conference at the earliest feasible date.

1.5 PROGRESS MEETINGS

- A. Conduct monthly progress meetings at the Project Site. Notify the Owner and the Architect of scheduled meeting dates. Coordinate dates of meetings with preparation of the payment request.
- B. Attendees: In addition to representatives of the Architect, each subcontractor, supplier, or other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the conference shall be familiar with the Project and authorized to conclude matters relating to the Work.
- C. Agenda: Review and correct or approve minutes of the previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to the status of the Project.
 - 1. Contractor's Construction Schedule: Review progress since the last meeting. Determine where each activity is in relation to the Contractor's Construction Schedule, whether on time or ahead or behind schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to insure that current and subsequent activities will be completed within the Contract Time.
- D. Reporting: No later than 3 days after each meeting, distribute minutes of the meeting to each party present and to parties who should have been present. Include a brief summary, in narrative form, of progress since the previous meeting and report.
 - 1. Schedule Updating: Revise the Contractor's Construction Schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue the revised schedule concurrently with the report of each meeting.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION 01320



SECTION 01330 – SUBMITTAL 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 includes administrative and procedural requirements for submittals required for performance of the Work, including the following:

1. Contractor's construction schedule.
2. Rain day claims.
3. Submittal schedule.
4. Daily construction reports.
5. Shop Drawings.
6. Product Data.
7. Samples – Provide full range of manufacturer's colors.
8. Quality assurance submittals.

- B. Administrative Submittals: Refer to other Division 1 Sections and other Contract Documents for requirements for administrative submittals. Such submittals include, but are not limited to, the following:

1. Permits.
2. Applications for Payment.
3. Performance and payment bonds.
4. Insurance certificates.
5. List of subcontractors.

1.3 SUBMITTAL PROCEDURES

- A. Coordination: 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.
- B. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
- C. 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.

1. The Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until all related submittals are received.
- D. Processing: To avoid the need to delay installation as a result of the time required to process submittals, allow sufficient time for submittal review, including time for resubmittals.
1. Allow 2 weeks (10 working days) for initial review. Allow additional time if the Architect must delay processing to permit coordination with subsequent submittals. The Architect is to make every effort to review submittals within the 2 weeks but there is no guarantee that the review will occur and submittals returned within the allotted time period. The Architect is not responsible for the failure of the delivery service, of such submittals.
 2. If an intermediate submittal is necessary, process the same as the initial submittal.
 3. Allow 2 weeks (10 working days) for reprocessing each submittal.
 4. No extension of Contract Time will be authorized because of failure to transmit submittals to the Architect sufficiently in advance of the Work to permit processing, nor will an extension of time be granted for the failure of the Architect, or one of his consultants, to review the submittals within the two week review period.
- E. Submittal Preparation: Place a permanent label or title block on each submittal for identification. Indicate the name of the entity that prepared each submittal on the label or title block.
1. Provide a space approximately 4 by 5 inches (100 by 125 mm) on the label or beside the title block on Shop Drawings to record the Contractor's review and approval markings and the action taken.
 2. Include the following information on the label for processing and recording action taken.
 - a. Project name.
 - b. Date.
 - c. Name and address of the Architect.