

SECTION 01 10 00
SUMMARY OF WORK

PART 1 - GENERAL

1.1 Summary

- A. **“Snow Hall Window Replacement, BGS Project No PT3241 at NMCC” by Robert J. Kervin, Architect, Job No.: 4-20**, consists of all labor, materials, methods, equipment, and products necessary to complete required demolition and new construction as described in the written specifications and drawings. Demolition includes, but is not limited to removal of exterior windows indicated on plans, damaged interior window sills and trim, patching and painting of interior prow areas where noted on plans, replacement of prow roof cap/ flashing under Alternate #3, and any other additional damaged structure or damaged finish found during window replacement on a cost plus basis beyond contract price under Alternate #2. Construction includes, but is not limited to: the replacement of exterior windows where identified on plans as having new windows as part of Base Bid and/or windows that are part of Alternate #1, any required flashing, insulation, exterior window trim, hardware, removal and reinstallation of existing interior trim, installation of new interior window sills and trim where shown on plans, sanding, varnishing, plastering, and painting as indicated on plans and/ or in specifications.
- B. Work performed for the completion of this project, to be scheduled so as to least impact the day to day business activities of the Owner. If necessary during Renovation Work, the General Contractor shall coordinate with the Owner appropriate timing for relocation of students and/ or personnel, to allow for window removal and installation of new windows, trim, and finishing. Safety of students, college personnel, and the public shall be top priority of the Contractor and his workers during demolition and construction. Removal and delivery of materials shall take place through the main entry on the South end of Building or the stairwell located at the North End of Snow Hall or thru window openings during demolition.
- C. The Owner’s preference is to have all work performed in a logical sequence and so as to least impact day to day operations of the College.

1.2 Demolition

- A. Remove and properly dispose of materials and items as indicated for removal on plans and/ or as described in the specifications.
1. Remove window assemblies where indicated for new window assemblies.
 2. Remove existing exterior windows indicated on plans as having new windows in the Window Schedule, including interior deteriorated window trim listed on plans.
 3. Replace only interior window finish noted on plans as needing to be replaced and any other additional interior window trim found to be deteriorated and approved by Owner for removal.
 4. All other window trim on windows and window assemblies being replaced to be carefully removed and set aside for reinstallation after new windows are installed.

1.3 New Construction

- A. New construction by Contractor as shown on Floor Plans, Elevations, Sections, and Details includes:
1. Install new window assemblies, new windows, adhere vycor to window sills, low expansion foam insulation, foam backer rods; install new trim or reinstall existing trim, putty fill all nail holes to match wood finish, and caulk as shown on plans and as indicated in specifications.
 2. Finish surfaces as indicated or required on plans and as specified in 09 91 00 4.1 Paint Schedule.

1.4 Miscellaneous Work

- A. Upon completion, all Work Areas are to be cleaned, including windows, and all Building Areas are to be left in a clean condition acceptable to Owner. See Section 01 77 00 Contract Closeout.

END OF SECTION

SECTION 01 31 00
CONSTRUCTION SCHEDULES

PART 1 - GENERAL

1.1 Summary

A. Work Included: Within seven (7) days after the effective date of the Agreement between Owner and Contractor and prior to start of Work, submit to the Architect an estimated progress schedule as specified herein.

B. Form of Schedules:

1. Narrative - Completely describe the construction methods to be employed.
2. Horizontal Bar Chart-
 - a. Provide a separate horizontal bar column for each trade or operation.
 - b. Order: Chronological order of beginning of each trade or operation.
 - c. Horizontal Scale: Identify first work day of each week, allow space for updating and revision.

C. Content of Schedules:

1. Provide complete sequence of construction by activity -
 - a. Shop Drawings, Project Data and Samples:
 - (1) Submittal dates;
 - (2) Dates reviewed copies will be required.
 - b. Decision Dates for:
 - (1) Selection of finishes.
 - c. Produce procurement and delivery dates.
 - d. Dates for beginning and completion of each element of construction.
2. Show the projected percentages of completion for each item of work as of the first day of each month.

D. Updating:

1. Show all changes occurring since previous submissions.
2. Indicate progress of each activity, show completion dates.
3. Include -
 - a. Major changes in scope.
 - b. Activities modified since previous updating.
 - c. Revised projections due to changes.
4. Provide narrative report, including -
 - a. Discussion of problem areas, including current and anticipated delay factors.
 - b. Corrective action taken or proposed.
 - c. Description of revisions that may affect schedule.

1.2 Submittals

- A. Submit periodically updated schedules when requested by the Architect.
- B. Submit three (3) copies of the initial and updated schedules to the Architect.

END OF SECTION

SECTION 01 33 00
SUBMITTALS AND SUBSTITUTIONS

PART 1 - GENERAL

1.1 Summary

- A. Work Included: Make submittals required by the General Conditions, and as specified herein; and revise and resubmit as necessary to establish compliance with the specified requirements.
- B. Related Work:
 - 1. Documents affecting work of this Section include, but are not necessarily limited to, General Conditions and Sections in Division 1 of these Specifications.
 - 2. Individual requirements for submittals are also described in pertinent Sections of these Specifications.
- C. The below listed requirements are in addition to the requirements contained in the General Conditions.
- D. Work Not Included:
 - 1. Unrequired submittals will not be reviewed by the Architect.
 - 2. The Contractor may require his subcontractors to provide drawings, setting diagrams, and similar information to help coordinate the Work, but such data shall remain between the Contractor and his subcontractors and will not be reviewed by the Architect.

1.2 Quality Assurance

- A. Coordination of Submittals:
 - 1. Prior to each submittal, carefully review and coordinate all aspects of each item being submitted.
 - 2. Verify that each item and the submittal for it conforms in all respects with the specified requirements.
 - 3. By affixing the Contractor's signature to each submittal, certify that this coordination has been performed.
- B. Substitutions:
 - 1. The contract is based on the standards of quality established in the Contract Documents. If proposed substitutions are judged as being acceptable, make all changes to structures, buildings, piping, electrical and other items necessary to accommodate the substitutions at no additional cost to the Owner.
 - 2. Whenever it may be written that an equipment manufacturer must have a

specified period of experience with his product, equipment which does not meet the specified experience period can be considered if the equipment supplier or manufacturer is willing to provide a bond or cash deposit which will guarantee replacement of that equipment in the event of failure for the duration of the specified time period.

3. Do not substitute materials, equipment or methods unless such substitution has been specifically approved in writing for this Work by the Architect.

C. “Or Equivalent”:

1. Where the phrase “or equivalent” or “or equivalent as approved by the Architect” occur in the Contract Documents, do not assume that the materials, equipment or methods will be approved as equivalent unless the item has been specifically so approved for this Work by the Architect.
2. The decision of the Architect shall be final.

- D Only approved materials will be incorporated into the work.

1.3 Submittals

- A. Make submittals of Shop Drawings, Samples, substitution requests and other items in accordance with the provisions of this Section.

END OF SECTION

SECTION 01 73 20
SELECTIVE DEMOLITION

PART 1 - GENERAL

1.1 Summary

- A. The Contractor to provide all tools, equipment, and labor for removal and proper disposal of items and materials listed as Contractor's Work in the following list:
1. Owner to remove existing beds, tables, chairs, or other items blocking access to work areas.
 2. Contractor to remove and properly dispose of existing windows and window assemblies indicated on plans as openings to receive new windows.
 3. Prow roof caps/ flashing to be removed prior to installation of window assembly "B" if Alternate #3 is accepted, to allow flashing to rest under exterior window sill.
 4. Steel plates above window assembly "B" to have loose paint removed and surfaces cleaned and prepared for being primed and painted.
 5. Contractor to remove and properly dispose of existing deteriorated interior window sills and/or window trim indicated on plans.
 6. Remove existing caulking and backer rods around window openings of units to be replaced.
 7. Contractor to remove and set aside all sound interior window trim from windows being removed. Contractor to reinstall acceptable casing and window return board trim after window assemblies and windows are installed and after any needed sanding and refinishing of trim including interior window sills is complete.
 8. Contractor to remove any other items found necessary for the completion of new window installation as indicated on plans.
- B. Items and materials identified as being removed by Contractor are to be removed from NMCC campus and taken to a recycle facility, or are to become Contractor's salvage.

END OF SECTION

SECTION 01 77 00 CONTRACT CLOSEOUT

PART 1 - GENERAL

1.1 Description of Requirements

- A. **Definitions:** Closeout is defined to include general requirements near end of Contract time, in preparation for final acceptance, final payment, normal termination of Contract, occupancy by OWNER and similar actions evidencing completion of the Work. Time of closeout is directly related to "Substantial Completion", and therefore may be either a single time period for entire Work or a series of time periods for individual parts of the Work which have been certified as Substantially Complete at different dates. Time variation (if any) shall be applicable to other provisions of this Section.

1.2 Prerequisites to Substantial Completion

- A. **General:** Prior to requesting Architect's inspection for certification of Substantial Completion complete the following and list known exceptions in request:
1. Include supporting documentation for completion as indicated in these Contract Documents.
 2. Advise OWNER of pending insurance change-over requirements.
 3. Submit specific warranties, final certifications and similar documents.
 4. Deliver spare parts, extra stocks of materials, and similar physical items to OWNER.
 5. Remove from project site all temporary facilities and services, along with construction tools and facilities, and similar elements.
- B. **Inspection Procedures:** Upon receipt of CONTRACTOR's request, ARCHITECT will either proceed with inspection or advise CONTRACTOR of prerequisites not fulfilled. Following initial inspection, ARCHITECT will either prepare Certificate of Substantial Completion, or advise CONTRACTOR of Work which must be performed prior to issuance of certificate, and repeat inspection when requested and assured that Work has been substantially completed. Results of completed inspection will form initial "punch list" for final acceptance.

1.3 Prerequisites to Final Acceptance

- A. **General:** Prior to requesting ARCHITECT's final inspection for certification of final acceptance and final payment, as required by General Conditions, complete the following and list known exceptions (if any) in request:
1. Submit final payment request with final releases and supporting documentation not previously submitted and accepted.
 2. Submit updated final statement, accounting for final changes to Contract Sum. A final change order may be necessary to adjust Contract accounts, (bid items).
 3. Submit copy of ARCHITECT's final punch list of itemized Work to be completed or corrected, stating that each item has been completed or otherwise resolved for acceptance, endorsed and dated by ARCHITECT.
 4. Submit Record Drawings and all other record documents.
 5. Revise and submit evidence of final, continuing insurance coverage complying with insurance requirements.
 6. Submit evidence of compliance with requirements of governmental agencies such as, but not limited to, "Certificates of Inspection", and "Certificates of Occupancy".
- B. **Reinspection Procedure:** Upon receipt of CONTRACTOR's notice that Work has been completed, including punch list items resulting from earlier inspections, and excepting incomplete items delayed because of acceptable circumstances, ARCHITECT will reinspect Work. Upon completion of reinspection, ARCHITECT will either prepare "Certificate of Substantial Completion" or advise CONTRACTOR of Work not completed or obligations not fulfilled as required for final acceptance. If necessary, procedure will be repeated.

1.4 Record Document Submittals

- A. **General:** Specific requirements for record documents are indicated in individual sections of these Specifications. Do not use record documents for construction purposes. Provide access to record documents for ARCHITECT's reference during normal working hours.
- B. **Record Drawings:** Maintain a white-print set (blue-line or black-line) of Contract Drawings and shop drawings in clean, undamaged condition, with mark-up of actual installations which vary substantially from the Work as originally shown, for continuous updating during the course of the project. Record all changes, differences, modifications, and substitutions of the Drawings and Contract Documents. Mark whichever drawing is most capable of showing "field" condition fully and accurately; however, where shop drawings are used for mark-up, record a cross reference at corresponding location on working Drawings. Mark with red erasable pencil. Give particular attention to concealed Work, which would be difficult to measure and record at a later date. Note related change order numbers where applicable. Organize Record Drawing sheets, bind with durable paper cover sheets, and print suitable titles, dates and other identification on cover of each set.
- C. **Record Specifications:** Maintain one copy of Specifications, including Addenda, Change Orders and similar modifications issued in printed form during construction, and mark-up variations (of substance) in actual Work in comparison with text of Specifications and modifications as issued. Give particular attention to substitutions, selection of options, and similar information on Work where it is concealed or cannot otherwise be readily discerned at a later date. Note related Record Drawing information and product data, where applicable.
- D. **Record Product Data:** Maintain one copy of each product data submittal, and mark-up significant variations in actual Work in comparison with submitted information. Include both variations in product as delivered to site, and variations from manufacturer's instructions and recommendations for installation. Give particular attention to concealed products and portions of the Work which cannot otherwise be readily discerned at a later date. Note related Change Orders and mark-up of Record Drawings and Specifications.
- E. **Warranties and Bonds:**
 - 1. Provide fully executed warranties and bonds including builders warranties where specified.
 - 2. Guarantee on all completed work (materials, installed equipment, workmanship, etc.):
 - a. Contractor shall warranty the work for one year from the date of substantial completion, except for items completed after that date shall have work warranty for one year from completion of such items.

PART 2 - PRODUCTS (not applicable)

PART 3 - EXECUTION

3.1 Closeout Procedures

- A. **General Operating /Maintenance Instructions:** Include instructions by manufacturer's representatives where installers are not expert in the required procedures. Review maintenance manuals, record documentation, tools, spare parts and materials, lubricants, identification system, control sequences, hazards, cleaning and similar procedures and facilities. Review maintenance and operations in relation with applicable warranties, agreements to maintain and similar continuing commitments.

3.2 Final Cleaning

- A. **General:** Final clean-up requirements are as followed:
 - 1. Remove labels which are not required as permanent labels.
 - 2. Removing substances which are noticeable as vision-obscuring on transparent materials. Replace broken glass and damaged transparent materials.

3. Clean exposed interior hard-surfaced finishes, to a dirt-free condition, free of dust, stains, films, and similar substances.
 4. Wipe surfaces of mechanical equipment clean; remove excess lubricant and other substances.
 5. Clean floors in non-occupied spaces broom clean.
 6. Clean project site impacted by Work, of litter and foreign substances. Remove stains, petro-chemical spills and other foreign deposits.
- B. **Removal and Protection:** Except as otherwise requested by ARCHITECT, remove temporary protection devices and facilities which were installed during course of Work.
- C. **Disposal of Wastes:** Do not burn waste materials at site, or bury debris or excess materials on OWNER's property, or discharge volatile or other harmful or dangerous materials into drainage system. Remove waste materials from site and dispose of in a lawful manner.

END OF SECTION

SECTION 01 78 39 RECORD DOCUMENTS

PART 1 - GENERAL

1.1 Summary

- A. This work shall include all labor, materials and equipment necessary to complete the Project Record Documents.

PART 2 - PRODUCTS

2.1 Contract Documents

- A. Contractor shall maintain one (1) copy of the Contract Documents, Drawings, Shop Drawings, Test Reports, Change Orders, etc., for continuous updating during the course of the Project. All material shall be kept in a secure and dust free environment and shall only be used for record document purposes.

PART 3 - EXECUTION

3.1 Recording

- A. Record all changes, differences, modifications, substitutions of the Drawings and Contract Documents.
- B. Record locations of any electrical or other items discovered during Work. Provide placement, including depths and horizontal locations. Use swing ties or similar methods approved by the Architect.
- C. Indicate on Drawings manufacturer, trade name, catalog number and supplier of products and equipment actually installed.

3.2 Submittals

- A. Upon completion of the Project, submit to Architect, completed Record Drawings and other documents for Owner files.
- B. Provide Owner **two (2) sets** of all Manufacturer's Information, Assembly and Operating Instructions, Warranties, Repair Parts Lists, and similar materials in 3 ring binders with appropriate labels. Also, provide **two (2)** copies of all operations manuals describing the use operation and maintenance of the plant, structure, or process (as applicable). Operations manuals shall include sufficient narrative to completely describe any and all major processes for the particular project, along with all manufacturer's care and maintenance requirements- suitably bound in 3 ring binders.

END OF SECTION

SECTION 01 81 00
PERMITS AND INSPECTION CERTIFICATES

PART 1 - GENERAL

1.1 Summary

- A. All permits required for the construction of this project shall be identified and obtained prior to beginning any construction work.
- B. Inspection Certificates shall be obtained from local Code Enforcement officials or other appropriate entities.
- C. Contractor shall secure and pay for all permits unless otherwise specified or advised by the Architect.

PART 2 - PRODUCTS

2.1 Applicable Permits and Inspection Certificates

- A. Applicable permits may be:
 - 1. Building permit (Municipal).
 - 2. Plumbing Permit (Municipal).
 - 3. Electrical Permit (Municipal or State).
- B. Applicable Inspection Certificates may be:
 - 1. Building - Inspection Certificate (Certificate of Occupancy)(Municipal).
 - 2. Plumbing - Inspection Certificate.
 - 3. Electrical - Inspection Certificate.

PART 3 - EXECUTION

3.1 Submittals

- A. Permits - Submit three (3) copies of all applicable permits to Architect prior to construction plus one [1] original copy to Owner.
- B. Inspection Certificate - Submit three (3) copies of all applicable Inspection Certificates to Architect immediately after issuance of certificate from inspection official. An original copy of all certificates shall be submitted to Owner.

END OF SECTION