

SECTION 01 21 00 - ALLOWANCES

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes administrative and procedural requirements governing the following:
1. Cost per-item and Cost per-sq/ft allowances.
 2. Testing and inspection allowances.

1.2 SELECTION AND PURCHASE

- A. At the earliest practical date after award of the Contract, but no later than seven (7) business days, advise Architect and Owner of final selection and/or executed sub-contract for each service, product or system described by an allowance.
1. Sub-contract negotiation and/or testing schedule shall not delay project construction schedule nor be grounds for change order based on general conditions.
- B. General Contractor shall, obtain separate proposals for each allowance for use in making final selections. Include recommendations that are relevant to performing the Work.
- C. Sub-contractors must be licensed, bonded, and insured to complete the full scope of services proposed.
1. Proper and legal completion of this Work is the sole responsibility of the General Contractor.

1.3 SUBMITTALS

- A. Submittals for products proposed under allowance shall follow Division 1 Section "Submittals" and follow the same schedule for submittal / review as specified products.
1. At no time shall submittal coordination time be considered as reason to accept an inferior or cost-reduced product for a submittal by allowance. GC is responsible to maintain a submittal schedule that allows for product sample acquisition, transportation, distribution and review by Architect / Owner.
- B. Submit full scope of Work description for edit sub-contract.
- C. Submit invoices or delivery slips to show actual quantities of materials delivered to the site for use in fulfillment of each allowance.
- D. Coordinate and process submittals for allowance items in same manner as for other portions of the Work.

1.4 COORDINATION

- A. Coordination allowance items with other portions of the Work.

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1.5 INCLUSIVENESS OF ALLOWANCES

- A. Allowance shall include gross cost to General Contractor of specific services, products, and materials within scope and shall include fees, general conditions, OHP, licensing, commissioning, taxes, freight, and delivery to Project site.
- B. Unless otherwise indicated, General Contractor's costs for managing, receiving, and handling at Project site, labor, installation, overhead and profit, and similar costs related to products and materials under allowance shall be included as part of the Base Contract Sum and not part of the allowance.

1.6 DOCUMENTATION / PAYMENT PROCEDURES

- A. Documentation: General Contractor shall provide to Architect and Owner evidence of actual cost of materials procured, quantity ordered and delivered including shipping, handling and all other similar costs.
- B. Contract Payment: Allowance shall be disbursed according to actual work done - Time and Materials
 - 1. No General Contractor mark-up, fee, or surcharge (these items should be included in GC General Conditions as a lump-sum) shall be attached to said Allowances; however, General Conditions should include the management and installation of said allowance determined items.
 - 2. Un-used portions of this Allowance shall be returned to Owner in the form of Change Order (CO) to the direct Owner / General Contractor Contract.
- C. Payment Applications shall be submitted for each separate address. Any Payment Applications that combine Work more than one house address will be returned without action or processing for correction to the above requirement.

1.7 ALLOWANCES

- A. For specific allowances, see construction specification Section under the corresponding division.

END OF SECTION 01 21 00

SECTION 01 29 00 - PAYMENT PROCEDURES

PART I - GENERAL

1.1 SUMMARY

- A. This Section specifies administrative and procedural requirements necessary to prepare and process Applications for Payment.

1.2 SCHEDULE OF VALUES

- A. Coordination: Coordinate preparation of the Schedule of Values with preparation of Contractor's Construction Schedule.
1. Submit the Schedule of Values to Architect for approval at earliest possible date but no later than eight (8) working days after bid opening.
 2. Correlate line items in the Schedule of Values with other required administrative forms and schedules, including:
 - a. Broken out by each individual property address.
 - b. CSI format-line items by main divisions.
 - c. Sub-divided within CSI division by individual sub-contractor, if applicable.
- B. Format and Content: Use the CSI Format Project Manual table of contents as a guide to establish line items for the Schedule of Values. Provide at least one line item for each Specification Division.
1. Identification: Include the following Project identification on the Schedule of Values:
 - a. Project name and Location.
 - b. Name of Architect.
 - c. Architect's project number.
 - d. General Contractor's name and address.
 - e. Date of submittal.
 2. Submit draft of AIA Document G703 Continuation Sheets.
 3. Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Coordinate with the Project Manual Table of Contents. Provide several line items for principal subcontract amounts, where appropriate.
 - a. Indicate each Change Order as separate line-items, and sub-divided by individual sub-contractors.
 - b. Indicate General Contractor General Conditions as separate line-item.
 - c. Provide a separate line item in the Schedule of Values for each part of the Work where Applications for Payment may include materials or equipment purchased or fabricated and stored, but not yet installed.
 - d. Provide separate line items in the Schedule of Values for initial cost of materials, for each subsequent stage of completion, and for total installed value of that part of the Work.
 - e. Provide separate line item for specific costs related to lead removal on site.
 - f. Allowances: Provide a separate line item in the Schedule of Values for each allowance.
 - g. Each item in the Schedule of Values and Applications for Payment shall be complete, and match contract amount to sub-contractors.

- h. Temporary facilities and other major cost items that are not direct cost of actual work-in-place may be shown either as separate line items in the Schedule of Values or distributed as general overhead expense, at Contractor's option.
 - i. Schedule Updating: Update and resubmit the Schedule of Values before the next Applications for Payment when Change Orders or Construction Change Directives result in a change in the Contract Sum.
4. Round amounts to nearest whole dollar; total amount shall equal the Contract Sum.

1.3 RETAINAGE

- A. Retainage in the amount of ^{5% five SP} ~~10%~~ (ten percent) of the current payment application will be withheld by Owner at the time of Payment Application.
- 1. Retained funds will be held in an escrow account by the Owner.

1.4 APPLICATIONS FOR PAYMENT

- A. Each Application for Payment shall be consistent with previous applications and payments as certified by Architect and paid for by Owner.
- B. Payment Application Times: The date for each progress payment is indicated in the Agreement between Owner and General Contractor. The period of construction Work covered by each Application for Payment is the period indicated in the Agreement, but no more than one (1) month.
- C. Payment Application Forms: Use AIA Document G702 and AIA Document G703 Continuation Sheets as form for Applications for Payment.
- D. Final Individual Application Preparation(s): Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of Contractor. Architect will return incomplete applications without action.
 - 1. Draft "Pencil Copy" does not need to be notarized.
 - 2. Entries shall match data on the Schedule of Values and Contractor's Construction Schedule. Use updated schedules if revisions were made.
 - 3. Include amounts of Change Orders and Construction Change Directives approved before last day of construction period covered by application.
- E. Transmittal: Submit three (3) signed and notarized original copies of each Application for Payment to Architect by a method ensuring receipt. One copy shall include waivers of lien and similar attachments as required.
 - 1. Transmit each copy with a transmittal form listing attachments and recording appropriate information about application.
 - 2. Include Architect's Project Number on Transmittal Cover.
- F. Waivers of Mechanic's Lien: With each Application for Payment, submit waivers of mechanic's lien from every entity who is lawfully entitled to file a mechanic's lien arising out of the Contract and related to the Work covered by the payment.
 - 1. Submit partial waivers on each item for amount requested in previous application, after deduction for retainage, on each item.
 - 2. When an application shows completion of an item, submit final or full waivers.

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3. Owner reserves the right to designate which entities involved in the Work must submit waivers.
4. Waiver Forms: Submit waivers of lien on forms, executed in a manner acceptable to Owner; verify format at Pre-Construction meeting.
- G. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:
 1. List of subcontractors.
 2. Schedule of Values.
 3. Contractor's Construction Schedule (preliminary if not final).
 4. Submittal Log and Schedule (preliminary if not final).
 5. List of General Contractor's staff assignments.
 6. List of General Contractor's principal consultants.
 7. Copies of building permits.
 8. Copies of authorizations and licenses from authorities having jurisdiction for performance of the Work.
 9. Initial progress report, Report / Minutes of Pre-Construction conference.
 10. Certificates of insurance and insurance policies.
- H. Application for Payment at Substantial Completion: After verifying Substantial Completion, submit an Application for Payment showing 100 percent completion for portion of the Work claimed as substantially complete.
 1. Include documentation supporting claim that the Work is substantially complete and a statement showing an accounting of changes to the Contract Sum.
 2. This application shall reflect Certificates of Partial Substantial Completion issued previously for Owner occupancy of designated portions of the Work.
- I. Final Project Payment Application: Submit final Application for Payment for retainage balance with releases and supporting documentation not previously submitted and accepted, including, but not limited to the following:
 1. Evidence of completion of Project closeout requirements.
 2. Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid.
 3. Updated final statement, accounting for final changes to the Contract Sum.
 4. AIA Document G706, "Contractor's Affidavit of Payment of Debts and Claims."
 5. AIA Document G706A, "Contractor's Affidavit of Release of Liens."
 6. AIA Document G707, "Consent of Surety to Final Payment."
 7. Evidence that claims have been settled.
 8. Final meter readings for utilities, a measured record of stored fuel, and similar data as a date of Substantial Completion or when Owner took possession of and assumed responsibility for corresponding elements of the Work.
 9. Final, liquidated damages settlement statement.

END OF SECTION 01 29 00

SECTION 01 31 13 - PROJECT COORDINATION

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:
1. Administrative Procedures.
 2. Coordination Drawings.
 3. Project meetings.
 4. Requests for Interpretation (RFIs)
 5. Architect's Supplemental Instructions (ASI)
 6. Construction Manager Request for Proposal / Change Order Request (RFP)
 7. General Contractor's Change Order (CO).
- B. See Divisions 1 Sections "Field Engineering" and "Execution" for Project requirements and procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.

1.2 DEFINITIONS

- A. RFI: Request from General Contractor to Construction Manager seeking interpretation or clarification of the Contract Documents.
- B. ASI: Supplemental Instruction from Architect / Structural Engineer not resulting in a Change Order between the General Contractor and Owner.
- C. RFP: Request for comprehensive quote (including all labor, materials, construction fees, contractor overhead and schedule change(s) from Construction Manager to General Contractor. RFP DOES NOT constitute approval to proceed.
- D. CO: A change to the scope of construction, approved by the Construction Manager and Owner, based on the General Contractor's comprehensive quote (RFP from above). Only a signed CO constitutes approval to proceed with additional scope.

1.3 COORDINATION

- A. Coordination: General Contractor to coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly removal / installation of each part of the Work. Coordinate construction operations, included in different Sections that depend on each other for proper removal, disposal, installation, connection, and operation.
1. Schedule construction operations in sequence required to obtain the best results where removal / installation of one part of the Work depends on removal / installation of other components, before or after its own removal / installation.
 2. Coordinate removal / installation of different components between sub-contractors and with other contractors to ensure maximum accessibility for future work under consecutive packages.

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- B. Coordination Drawings to be submitted when different components or if coordination is required for removal, installation of products and materials fabricated by separate entities and/ or verification of color and finish is required:
1. Content: Project-specific information, drawn accurately to scale. Do not base Coordination Drawings on reproductions of the Contract Documents or standard printed data. Include the following information, as applicable:
 - a. Indicate functional and spatial relationships of components of architectural, structural, civil, mechanical, and electrical systems.
 - b. Indicate dimensions shown on the Contract Drawings and make specific note of dimensions that appear to be in conflict with submitted equipment and minimum clearance requirements. Provide alternate sketches to Architect for resolution of such conflicts. Minor dimension changes and difficult installations will not be considered changes to the Contract.
 - c. Clear identification of the Project Name, Location, and Location of specific work to be completed (Street Address).
 2. Sheet Size: Match Architectural Drawings.
 3. Number of Copies: Submit four (4) physical copies, reproducible copies of each submittal, including all components. Electronic submittals are not approved for work on this project. Architect will return one copy.
 4. Refer to individual Sections for Submittals for requirements for Work in those Sections.
- C. Payment Applications - See Section 01 29 00 Payment Procedures.

1.5 **PROJECT MEETINGS**

- A. General: Construction Manager is responsible for scheduling and conducting bi-weekly meetings and conferences at Project site, unless otherwise indicated.
1. Attendees: Inform participants and others involved, and individuals whose presence is required, of date and time of each meeting. Notify Owner, Tenant, and Architect of scheduled meeting dates and times minimum five (5) working days prior to meeting.
 2. Minutes: Record significant discussions and agreements achieved. Distribute the meeting minutes to everyone concerned, including Owner, Tenant and Architect, within three (3) working days of the meeting minutes before entering them as record documents.
- B. Pre-construction Conference: Schedule a pre-construction conference before starting construction, at a time convenient to Owner and Construction Manager, but no later than ten (10) working days after execution of the Prime Agreement between Owner and General Contractor. Hold the conference at Project site or another convenient location. Conduct the meeting to review responsibilities and personnel assignments.
1. Attendees: Authorized representatives of Owner, Construction Manager, and their Consultants; Contractor and its superintendent; major subcontractors; design-build contractor; suppliers; and other concerned parties shall attend the conference. All participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
 2. Agenda: Discuss items of significance that could affect progress, including the following:

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SECTION 01 33 00 - SUBMITTALS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of 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 submittals required for performance of the Work, including:
 - 1. Shop Drawings.
 - 2. Product Data.
 - 3. Samples.
 - 4. Design-Build Required Submittals.
- B. Administrative Submittals: Refer to Division 1 Section "Project Coordination" for additional requirements for administrative submittals. Such submittals include, but are not limited to:
 - 1. Permits.
 - 2. Applications for payment.
 - 3. Insurance certificates.
 - 4. Drug-Free Workplace Corporate Policy.

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.
 - 1. Contractor shall provide Construction Manager and Owner with proposed Submittal Log for approval within two weeks of Apparent low-Bid Announcement. Submittal Log shall include the following:
 - a. Product Division in Master Format 2004 format to match these Specifications.
 - b. Sample / Product Data / Shop Drawing Description.
 - c. Estimated date of delivery to Construction Manager.
 - d. Requested date of return from Construction Manager.
 - 2. Submittal Log shall be organized by the following:
 - a. Product division in ascending order.
 - b. Individual Entry Line for each Sample / Product data / Shop Drawing Set. Multiple products shall not be combined within one submittal.
 - 3. Processing: Allow sufficient review time so that installation will not be delayed as a result of the time required to process submittals, including time for re-submittals.

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- a. Allow five (5) business days for initial review. Allow additional time if processing must be delayed to permit coordination with subsequent submittals. The Architect will promptly advise the Contractor when a submittal being processed must be delayed for coordination.
 - b. If an intermediate submittal is necessary, process the same as the initial submittal.
 - c. Allow three (3) business days for reprocessing each submittal.
 - d. No extension of Contract time will be authorized because of failure to transmit submittals to the CM sufficiently in advance of the Work to permit processing.
- B. 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-inches by 5-inches on the label or beside the title block on Shop Drawings to record the Contractor's review and acceptance 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 Contractor.
 - d. Name and address of Subcontractor.
 - e. Name and address of Supplier.
 - f. Name of Manufacturer.
 - g. Number and title of appropriate Specification Section.
 - h. Drawing number and detail references, as appropriate.
 3. Include minimum of four (4) copies of each submittal, unless otherwise noted in Construction Documents.
- C. Submittal Transmittal: Package each submittal appropriately for transmittal and handling. Transmit each submittal from Contractor to Architect using a transmittal form. Submittals received from sources other than the Contractor will be returned without action.
1. Record relevant information and requests for data on the Transmittal. On the form, or separate sheet, record deviations from Contract Document requirements, including minor variations and limitations. Include Sub-Contractor's certification that information complies with Contract Document requirements.

1.4 SHOP DRAWINGS

- A. Submit newly prepared information, drawn to accurate 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 considered Shop Drawings.
- B. Shop Drawings include fabrication and installation drawings, setting diagrams, schedules, patterns, templates and similar drawings. Include the following information:
 1. Dimensions / Field Verified Dimensions.
 2. Identification of products and materials included.
 3. Compliance with specified standards.
 4. Notation of coordination requirements.

1.6 SAMPLES

- A. 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.
1. Mount, display, or package Samples in the manner specified to facilitate review of qualities indicated. Include the following:
 - a. Generic description of the Sample.
 - b. Sample source.
 - c. Product name or name of manufacturer.
 - d. Compliance with recognized standards.
 - e. Availability and delivery time.
 2. Submit Samples for review of kind, color, pattern, and texture, for a final check of these characteristics with other elements, and for 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 characteristics are inherent in the material or product represented, submit multiple units (not less than 3), that show approximate limits of the variations.
 - b. Refer to other Specification Sections for requirements for Samples that illustrate workmanship, fabrication techniques, and details of assembly, connections, operation and similar construction characteristics.
 3. Preliminary submittals: Where Samples are for selection of color, pattern, texture or similar characteristics from a range of standard choices, submit a full set of choices for the material or product.
 - a. Preliminary submittals will be reviewed and returned with the Architect's mark indicating another selection and other action.
 4. Submittals: Except for Samples illustrating assembly details, workmanship, fabrication techniques, connections, operation and similar characteristics, submit two (2) sets; one will be returned marked with the action taken.
 5. Quantity: Two (2) physical samples minimum 5" x 6", unless otherwise noted.
 6. Contractor will maintain sets of Samples, as returned, at the Project site, for quality comparisons throughout the course of construction
 - a. Unless noncompliance with Contract Document provisions is observed, the submittal may serve as the final submittal.
 - b. Sample sets may be used to obtain final acceptance of the construction associated with each set.
- B. Distribution of Samples: Prepare and distribute additional sets to Subcontractors, manufacturers, fabricators, suppliers, installers, and others as required for performance of the Work. Show distribution on transmittal forms.
1. Field Samples specified in individual Sections are special types of Samples. Field Samples are full-sized examples on site to illustrate finishes, coatings, or finish materials and to establish the standard by which the Work will be judged.
 - a. Comply with submittal requirements to the fullest extent possible. Process transmittal to Architect to document activity for approval.

1.7 ARCHITECT'S ACTION

1. **Revise and resubmit:** When submittal is marked "Revise and Resubmit", do not proceed with that part of the Work covered by the submittal, including purchasing, fabrication, delivery, or other activity. Revise or prepare a new submittal in accordance with the notations; resubmit without delay. Repeat if necessary to obtain a different action mark.
 - a. Do not permit submittals marked "Revise and Resubmit" to be used at the Project site, or elsewhere where Work is in progress.
2. **Rejected:** When submittal is marked "Rejected", that part of the Work covered has not met the minimum specifications and cannot be accepted.
3. **Other Action:** Where a submittal is primarily for information or record purposes, special processing or other activity, the submittal will be returned, marked "Reviewed". When more specific information is requested, the submittal will note "Submit Specific Item".

END OF SECTION 01 33 00

SECTION 01 43 00 - QUALITY ASSURANCE

PART 1 - GENERAL

1.1 QUALITY ASSURANCE

- A. The products and materials in the Contract Documents represent the Basis of Design. Subject to compliance with requirements, provide the named products and materials or products and materials by other manufactures that are equal in quality, appearance and durability.

END SECTION 01 43 00

SECTION 01 71 23 - FIELD ENGINEERING

PART 1 - GENERAL

1.1 FIELD ENGINEERING

- A. Contractor shall be responsible for all required construction engineering; establishing lines and levels, performed in compliance with recognized engineering survey practices.
- B. Contractor shall verify setbacks and easements and locate and protect survey control and reference points.
- C. Contractor shall confirm drawing dimensions and elevations as required for the Work.

END SECTION 01 71 23

SECTION 01 73 00 - EXECUTION

PART 1 - GENERAL

1.1 EXECUTION

- A. Contractor shall coordinate space requirements and installation of mechanical, electrical and plumbing Work and utilize space efficiently to maximize accessibility for other installations, for maintenance and for repairs.
 - 1. In finished areas except as indicated otherwise on the Drawings, Contractor shall conceal pipes, ducts and wiring within the construction.
 - 2. Coordinate locations of fixtures and outlets with other elements.

END SECTION 01 73 00

SECTION 01 74 21 - WASTE DISPOSAL

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes administrative and procedural requirements for the following:
 - 1. Disposing of non-hazardous waste.
- B. This section does not cover the identification, testing, handling, removal, transportation, or disposal of Potentially Hazardous Materials. Removal of hazardous materials shall be by Owner under separate contract.

1.2 DEFINITIONS

- A. **Construction Waste:** Building and site improvement materials and other solid waste resulting from construction, remodeling, renovation, or repair operations. Construction waste includes packaging.
- B. **Disposal:** Removal off-site of demolition and construction waste and subsequent sale, recycling, reuse, or deposit in landfill or incinerator acceptable to authorities having jurisdiction.
- C. **Potentially Hazardous Materials:** Materials slated for removal and disposal which either through testing or qualified professional opinion have been determined to contain significant qualities of materials known at time of construction to contribute to hazard to public safety or welfare.

PART 2 - EXECUTION

2.1 DISPOSAL OF WASTE

- A. **General:** Except for items or materials to be salvaged, recycled, or otherwise reused, remove waste materials from Project site and legally dispose of them in a landfill or incinerator acceptable to authorities having jurisdiction.
 - 1. Except as otherwise specified, do not allow waste materials that are to be disposed of accumulate on-site.
 - 2. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.
- B. **Burning:** Burning of waste materials is NOT on Owner's property.
- C. **Disposal:** Transport waste materials off Owner's property and legally dispose of them.
- D. **Potentially hazardous waste disposal:** Hazardous Waste shall be removed by Owner prior to work in that identified area. Should additional potentially hazardous materials be encountered, contact Architect / Owner immediately, prior to additional work in this area. Removal / Abatement and Disposal shall be by federal, state, and local environmental standards as indicated in draft potential hazardous materials plan as approved by Owner.

END OF SECTION 01 74 21

SECTION 01 77 00 - CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section included administrative and procedural requirements for contract closeout, including, but not limited to, the following:
 - 1. Inspection procedures.
 - 2. Warranties.
 - 3. Final cleaning.
- B. See Appendix 'A' - State Requirements provided by Owner for additional requirements.

1.2 SUBSTANTIAL COMPLETION

- A. Preliminary Procedures: Before requesting inspection for determining date of Substantial completion, General Contractor to complete the following. List items below that are incomplete in request.
 - 1. Prepare a list of items to be completed and corrected (punch list), the value of items on the list, and reasons why the work is not complete.
 - 2. Advise Owner of pending insurance changeover requirements.
 - 3. Submit all specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents to Contractor for compilation on behalf of Owner.
 - 4. Obtain and submit releases permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
 - 5. Prepare and submit Project Record Documents, operation and maintenance manuals, Final Completion construction photographs, damage or settlement surveys, property surveys, and similar final record information for each Sub-Contractor's Scope of Work.
 - 6. Deliver tools, spare parts, extra materials, and similar items to location designated by Owner. Label with manufacturer's name and model number where applicable.
 - 7. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.
 - 8. Complete startup testing of systems.
 - 9. Submit test / adjust / balance records.
 - 10. Terminate and remove temporary facilities from Project site, along with construction tools and similar elements.
 - 11. Advise Owner of changeover in heat and other utilities.
 - 12. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.
 - 13. Complete final cleaning requirements, including touchup painting.
 - 14. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.
- B. Inspection: General Contractor to generate a written request for inspection for Substantial Completion. On receipt of request, Architect will either proceed with inspection or notify General Contractor of unfulfilled requirements. Construction Manager will prepare written Substantial Completion after inspection or will notify General Contractor of items either on

General Contractor's list or additional items identified by Architect, which must be completed or corrected before certificate will be issued.

1. Re-inspection: General Contractor will request re-inspection when the Work identified in previous inspections as incomplete is completed or corrected. A single re-inspection is provided by Owner. Additional inspections will be back-charged to General Contractor general conditions per Owner/Architect contract.
2. Results of completed inspection will form the basis of requirements for Final Completion.

1.3 LIST OF INCOMPLETE ITEMS (PUNCH LIST)

- A. Preparation: Submit one (1) electronic or two (2) physical copies 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 Construction Manager that are outside the limits of construction.
 1. Organize list of spaces in sequential order, starting with exterior areas first and proceeding from lowest floor to highest floor.
 2. Organize items applying to each space by major element, including categories for ceiling, individual walls, floors, equipment, and building systems.
 3. Include an updated schedule of values showing break-out of incomplete work (including products not on site) by division.

1.4 WARRANTIES

- A. Submittal Time: General Contractor will submit written warranties for Work where commencement of warranties other than date of Substantial completion is indicated.
- B. Organize warranty documents into an orderly sequence based on the table of contents of the Project Manual (i.e. CSI Spec Format).
 1. Bind warranties and bonds in heavy-duty, 3-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 Sub-contractor(s).
- C. Provide additional copies of each warranty in operation and maintenance manuals.

1.5 OPERATION MAINTENANCE MANUALS:

- A. Submittal Time: General Contractor will submit written Operation and Maintenance Manuals for Work where commencement of operation and maintenance other than date of Substantial Completion is indicated.
- B. Organize Operation and Maintenance Manuals into an orderly sequence based on the table of contents of the Project Manual (i.e. CSI Spec Format).

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1. Bind Operation and Maintenance Manuals in heavy-duty, 3-ring, vinyl-covered, loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8 ½ 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 "OPERATION AND MAINTENANCE", Project name, and name of Sub-contractor(s).
- F. Provide additional copies of each warranty 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:** Provide final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.
- B. **Extent:** General Contractor is responsible for final cleaning of work and area of this contract only. Coordinate final cleaning with architect and general contractor(s) on other Packages prior to beginning final cleaning. Final cleaning shall be complete prior to substantial completion.
- C. **Cleaning:** Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.
- I. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a portion of Project:
 - a. Clean Project site, yard, and grounds, in areas disturbed by construction activities, including landscape development areas of rubbish, waste material, litter, and other foreign substances.
 - b. Sweep paved areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.
 - c. Remove tools, construction equipment, machinery, and surplus material from Project site.

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- d. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances.
 - e. Sweep concrete floors broom clean in unoccupied spaces.
 - f. Vacuum carpet and similar soft surfaces, removing debris and excess nap; shampoo if visible soil or stains remain.
 - g. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other noticeable, vision-obscuring materials. Replace chipped or broken glass and other damaged transparent materials. Polish mirrors and glass, taking care not to scratch surfaces.
 - h. 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.
 - 1. Do not paint over "UL" and similar labels, including mechanical and electrical nameplates.
 - i. Wipe surfaces of mechanical and electrical equipment and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
 - j. Replace parts subject to unusual operating conditions.
 - k. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
 - 1. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers and grills.
 - m. Clean light fixtures, lamps, globes, and reflectors to function with full efficiency. Replace burned-out bulbs, and those noticeably dimmed by hours of use, and defective and noisy starters in fluorescent and mercury vapor fixtures to comply with requirements for new fixtures.
 - o. Leave Project clean and ready for occupancy.
- D. Comply with safety standards for cleaning. Do not burn waste materials. Do not bury debris or excess materials on Owner's Property. Do not discharge volatile, harmful, or dangerous materials into drainage systems. Remove waste materials from Project site and dispose of lawfully.

END OF SECTION 01 77 00

SECTION 01 78 39 - PROJECT RECORD DOCUMENTS

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes administrative and procedural requirements for Project Record Documents, including the following:

1. Record Drawings.
2. Record Specifications.
3. Record Product Data.

1.2 SUBMITTALS

- A. Record Drawings:

1. Each Sub-Contractor shall comply with the following:
 - a. Number of Copies: Submit two (2) sets of marked-up Record Prints to General Contractor
2. General Contractor shall comply with the following:
 - a. Number of copies = One (1).

- B. Record Specifications:

1. Each Sub-Contractor shall comply with the following:
 - a. Number of Copies: Submit two (2) copies of marked-up Project's Specifications, including addenda and contract modifications to General Contractor.
2. General Contractor shall submit one (1) Product Data as part of operation and maintenance manuals - see requirements in Section 01 77 00.
 - a. Submit completed set within eight (8) working days of request for substantial completion.

- C. Record Product Data:

1. Each Sub-Contractor shall submit copies of each Product data as part of operation and maintenance manuals. See Section 01 77 00.

PART 2 - PRODUCTS

2.1 RECORD DRAWINGS

- A. Record Prints: General Contractor shall maintain one set of blue- or black-line white prints of the Contract Drawings and Shop Drawings on Site.
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 prepare the marked-up Record Prints.

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3. Record the name of manufacturer, supplier, Installer, and other information necessary to provide a record of selections made.
4. Note related Change Orders, Record Product Data, and Record Drawings where applicable.

B. Record Specification:

1. Organize Record Specifications and newly prepared Record Drawings into manageable sets. Bind each set with durable paper cover sheets. Include identification on cover sheets. All prints to match size and format of Architect's original construction documents.
2. Identification: As follows:
 - a. Project name.
 - b. Date.
 - c. Designation "PROJECT RECORD DRAWINGS".
 - d. Name of Architect.
 - e. Name of Contractor.
 - f. Name of Owner.

2.3 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.

PART 3 - EXECUTION

3.1 RECORDING AND MAINTENANCE

- A. Recording: Maintain one (1) copy of each submittal during the construction period for Project Record Document purposes. Post changes and modifications to Project Record Documents as they occur; do not wait until the end of Project.
- B. Maintenance of Record Documents and Samples: Store Record Documents and Samples 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.

END OF SECTION 01 78 39

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SECTION 06 00 00 - WOOD, PLASTICS AND COMPOSITES

PART 1 - GENERAL

1.1 ROUGH CARPENTRY

- A. Layout and construct structural wood framing in accordance with Building Codes, local Ordinances and as indicated on Drawings. Layout and construct 2-inch by 4-inch nominal interior wood stud walls, 2-inch by 6-inch nominal exterior and interior restroom walls and Wood Joists as indicated on Drawings. Contractor shall submit Framing Plans as required to authorities having jurisdiction for Permit. Provide and install ½-inch thick exterior grade OSB sheathing on all exterior walls and ½-inch thick exterior grade plywood sheathing on all roof areas. Provide and install ¾-inch thick tongue and groove OSB board over all floor joist framing (glue and screw floor). Provide and install 2-inch by 8-inch wood blocking at mounting points of all wall-hung cabinets, toilet fixtures and hardware.

END SECTION 06 00 00

SECTION 06 20 13 - EXTERIOR FINISH CARPENTRY

PART 1 - GENERAL

1.1 EXTERIOR FINISH CARPENTRY

- A. Installation shall be in strict accordance with manufacturer's written instructions, including Tremco 830 joint sealant at all joints and nail heads. See Division 9 Section "Exterior Painting" for priming and painting of siding, trim and fascia.

END SECTION 06 20 13

SECTION 06 20 23 - INTERIOR FINISH CARPENTRY

PART 1 - GENERAL

1.1 INTERIOR FINISH CARPENTRY

- A. Provide and install wood trim as follows:
1. Casing: Primed Colonial - WM366
 2. Base: Primed Colonial - WM623

END SECTION 06 20 23

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SECTION 06 41 00 - ARCHITECTURAL WOOD CABINETS

PART 1 - GENERAL

1.1 ARCHITECTURAL WOOD CABINETS CABINETS, VANITIES & TOP ALLOWANCE \$3,500.00

- A. Provide and install standard cabinetry manufactured by ~~XXXXXX~~⁴⁰ in standard unit modules as indicated on the Drawings. Styles and finishes shall be as follows:
 - 1. Cabinet and Top Allowance for each home.
 - 2. Bath mirror shall be 4.0-mm thick clear silvered flat glass material per ASTM C 1503, glazing quality in sizes indicated on Drawings and mounted in full perimeter wood frames stained to match adjacent Wood Cabinets.

- B. Attic Access Hatch: Provide and install one (1) 18-inch by 24-inch plywood hatch finished to match adjacent ceiling including framing as required as indicated on Drawings.

END SECTION 06 41 00

SECTION 07 21 00 - THERMAL AND MOISTURE PROTECTION

PART 1 - GENERAL

1.1 THERMAL INSULATION

- A. Provide and install 6-inch thick fiberglass insulation at exterior perimeter walls and interior bathroom walls.

END SECTION 07 21 00

SECTION 07 25 00 - WEATHER BARRIERS

PART 1 - GENERAL

1.1 WEATHER BARRIERS

- A. Provide and install DrainWrap over all exterior sheathing surfaces and Flexwrap Flashing at all openings as manufactured by Tyvek.

END SECTION 07 25 00

SECTION 07 30 00 - STEEP SLOPE ROOFING

PART 1 - GENERAL

1.1 STEEP SLOPE ROOFING

- A. Provide and install 15-lb. felt paper over roof sheathing. Provide and install shingles with standard ridge and soffit vents with manufacturer's standard 30-year warranty. Color of shingles shall be selected by Owner from manufacturer's full range of colors.

END SECTION 07 30 00

SECTION 07 71 23 - GUTTERS AND DOWNSPOUTS

PART 1 - GENERAL

1.1 GUTTERS AND DOWNSPOUTS

- A. Provide and install manufacturer's standard gutters and downspouts with precast concrete splash blocks as indicated on Drawings. Colors of gutters and downspouts shall match adjacent trim color.

END SECTION 07 71 23

SECTION 08 14 00 - WOOD DOORS AND FRAMES

PART 1 - GENERAL

1.1 WOOD DOORS AND FRAMES

- A. Provide and install wood doors in wood frames as seen on Drawings.

END SECTION 08 14 00

SECTION 08 36 13 - SECTIONAL DOORS

PART 1 - GENERAL

1.1 SECTIONAL DOORS

- A. Provide and install steel insulated overhead sectional garage doors with operator and two (2) controls.

END SECTION 08 36 13

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SECTION 08 52 00 - WOOD WINDOWS

PART 1 - GENERAL

1.1 WOOD WINDOWS

- A. Provide and install _____; white exterior pine wood interior with low e double pane glass tempered where required by code. Estate Collection Brushed Chrome. Provide insect screen. Install according to manufacturer's recommendation.

END SECTION 08 52 00

SECTION 08 71 00 - HARDWARE

PART 1 - GENERAL

1.1 HARDWARE

- A. Provide and install builder's standard door hardware as indicated on Drawings. Submit manufacturer's cut sheets for all hardware to Architect for review prior to placing order. Hardware finish shall be as follows:
1.

END SECTION 08 71 00

SECTION 09 21 00 - GYPSUM BOARD

PART 1 - GENERAL

1.1 GYPSUM BOARD

- A. Provide and install 1/2-inch thick gypsum drywall at interior walls, inside all perimeter wood stud walls and 5/8-inch all ceilings as indicated on Drawings. Tape and finish all drywall with industry standard accessories.

END SECTION 09 21 00

SECTION 09 30 00 - TILING

PART 1 - GENERAL

1.1 TILING

- A. Allow a floor covering allowance of ~~\$2,000.00~~ ^{\$8,000.00} installed.

END SECTION 09 30 00

SECTION 09 90 00 - EXTERIOR PAINTING

PART 1 - GENERAL

1.1 EXTERIOR PAINTING

- A. Prime all exterior surfaces with Sherwin Williams 100 Series Exterior Latex Primer. Paint all exterior surfaces with Sherwin Williams A89-100 Exterior Latex, Satin Finish tinted to the following Sherwin Williams Colors:
 - 1. Colors to be determined by Owner at later date.

END SECTION 09 90 00

SECTION 09 91 23 - INTERIOR PAINTING

PART 1 - GENERAL

1.1 INTERIOR PAINTING

- A. Prime all gypsum board with Sherwin Williams Drywall Primer.
- B. Prime interior wood trim with Sherwin Williams Preprite Wood Primer. Paint interior wood trim with Sherwin Williams Super Paint Interior Acrylic Latex, Satin Finish.
 - 1. Colors to be determined by Owner at later date.

END SECTION 09 91 23

SECTION 10 28 16 - BATH ACCESSORIES

PART 1 - GENERAL

1.1 BATH ACCESSORIES

- A. Provide toilet accessories:
 - 1. One (1) Paper holder in chrome finish.
 - 2. Two (2) Towel Bars in chrome finish.

END SECTION 10 28 16

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- B. Provide and install duct insulation on all ductwork in unconditioned spaces and other ducts that could generate condensation. Install ductwork to the exterior.

- C. Provide and install 70 cfm light and fan in all bathrooms.

END SECTION 23 05 00

SECTION 26 05 00 - ELECTRICAL SYSTEM AND EQUIPMENT

PART 1 - GENERAL

1.1 ELECTRICAL SYSTEM AND EQUIPMENT

- A. Provide and install by Design-Build a complete and operable electrical system including one (1) 200-Amp single phase 3-wire 120/130 Volt main panel, all interior distribution wiring, outlets and switches. Contractor shall coordinate installation of primary service connection and equipment with local utility provider.
 - 1. Allow a light fixture allowance of \$2,000.00.

END SECTION 26 05 00

SECTION 31 10 00 - SITE CLEARING

PART 1 - GENERAL

1.1 SITE CLEARING

- A. Clear and grub site as required for construction Work indicated on Drawings. Strip and stockpile 6-inches thick topsoil as required to construct building. Contractor shall final shape and grade topsoil for positive drainage away from building and pavement areas as indicated on Drawings, and legally dispose of all surplus topsoil not required for fine grading.

END SECTION 31 10 00

SECTION 32 00 00 - EXTERIOR IMPROVEMENTS

PART 1 - GENERAL

1.1 LANDSCAPING - PLEASE ALLOW A LANDSCAPING ALLOWANCE OF ~~\$2,000.00~~ ^{\$2,000.00} ^{SP}

- A. Landscaping will be bid at a later date. Building Contractor to provide 6" of topsoil and fine grade.

END SECTION 32 00 00

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SECTION 33 00 00 - UTILITIES

PART 1 - GENERAL

1.1 UTILITIES

- A. Building to provide sanitary sewer to the nearest tap and coordinate gas, telephone and electric service installations.
- B. Provide and install a complete and operable waste and service water system from the building to the Municipal sewer and water lines located in the utility company's easements. Contractor shall coordinate all aspects of installation of piping and systems.
- C. Provide and install one (1) 4-inch diameter Schedule 40 PVC conduit as required for the telephone system from the building to the property line including coordination of location and other requirements with the telephone provider.

END SECTION 33 00 00