



BID PACKAGE

PART IV

SPECIAL CONDITIONS OF THE CONTRACT

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SECTION 01010

SUMMARY OF WORK

PART 1 - GENERAL

1.01 RELATED DOCUMENTS

- A. Drawings and general provisions of the contract, including General and Supplemental Conditions and Division 1 Specification Sections apply to the work specified in this Section.

1.02 WORK UNDER THIS CONTRACT AS PROVIDED

- A. Project Identification:
Westwood High School Practice Field
- B. Project Summary:
The Department of Public Works and the Town of Westwood is constructing improvements to the Westwood High School Practice Field.
- C. The work of the Contract shall be comprised of but not limited to the following general construction:
 - 1. Base Bid Items:
 - a. Removal of synthetic turf at main practice field.
 - b. Regrading and repairs as needed to base material.
 - c. Installation of synthetic turf at main practice field.
 - 2. Add Alternate #1
 - a. Removal of synthetic turf at lacrosse practice court.
 - b. Installation of synthetic turf at lacrosse practice court.
 - 3. Add Alternate #2
 - a. Removal of top layer of bituminous pavement.
 - b. Installation of top course of bituminous pavement.
 - 4. Add Alternate #3
 - a. Refurbishment of existing chain link fencing.
 - 5. Add Alternate #4
 - a. Removal of lawn area.
 - b. Installation of concrete pads and base material for bleachers.
 - c. Loaming and seeding any damaged lawn area.
 - 6. Add Alternate #5
 - a. Removal of existing basketball backboards and hoops.
 - b. Installation of new basketball backboards and hoops.

1.03 SECTION INCLUDES

- A. Architectural Access Board, Americans with Disabilities Act
- B. Work by Others
- C. Contractor use of site

- D. Future work
- E. Work sequence
- F. Permits, Inspection and Testing
- G. Examination of Site and Documents.

1.04 ARCHITECTURAL ACCESS BOARD, AMERICANS WITH DISABILITIES ACT COMPLIANCE

- A. The Contractor is hereby notified that they are ultimately responsible for constructing all project elements in strict compliance with the current AAB/ADA rules, regulations, and standards. All construction elements in this project associated with sidewalks, walkways, ramps, play surfacing and seating are controlled by 521CMR - Rules and Regulations of the Architectural Access Board (AAB). The AAB Rules and Regulations specify maximum slopes and minimum dimensions required for construction acceptance. There is no tolerance allowed for slopes greater than the maximum slope or for dimensions less than the minimum dimensions.

1.05 WORK BY OTHERS

- A. Synthetic Turf field work must be done by an accredited turf company and may be a sub-contractor of general contractor of project.

1.06 CONTRACTOR USE OF SITE

- A. Refer to other sections of Project Manual for requirements with respect to time for performing work, project limits, access, etc.
- B. The Contractor shall supply and erect identifying signs directing persons and material supply trucking to the site. All construction employees shall restrict their operations to within the construction site limits as defined in the Construction Documents and are subject to search while on state property.
- C. No alcoholic beverages will be permitted on site.

1.07 FUTURE WORK

- A. None

1.08 WORK SEQUENCE

- A. Construct Work in stages to accommodate the Town and DPW requirements during the construction period, coordinate construction schedule and operations with the Town, DPW, and school and other contractors working on the site.

1.09 PERMITS, INSPECTION AND TESTING REQUIRED BY GOVERNING AUTHORITIES

- A. If the Contract Documents, laws, ordinances, rules, regulations or orders of any public

authority having jurisdiction require any portion of the Work to be inspected, tested or approved, the General Contractor shall give the Engineer and such Authority timely notice of its readiness so the Engineer may observe such inspection and testing.

- B. Prior to the start of construction, the General Contractor shall complete applications and pay all fees to the applicable Building Code enforcement authority for a Building Permit. Such Permit shall be displayed in a conspicuous location at the project site.

1.11 EXAMINATION OF SITE AND DOCUMENTS

- A. Bidders shall visit the site to visually inspect the location of the work and existing conditions that may affect the new work.
- B. The bidders are expected to examine and to be thoroughly familiar with all contract documents and with the conditions under which the work will be carried out. The Town will not be responsible for errors, omission and/or charges for extra work arising from General Contractor's or Subcontractors' failure to familiarize themselves with the contract documents or existing conditions. By submitting a bid, the bidder agrees and warrants that he has had the opportunity to examine the site and the contract documents, that he is familiar with the conditions and requirements of both where they require, in any part of the work a given result to be produced, that the contract documents are adequate and that he will produce the required result.

PART 2 – MATERIALS Not used

PART 3 – EXECUTION

3.01 PERFORM WORK IN ACCORDANCE WITH REQUIREMENTS:

- A. The Contractor shall perform the work in accordance with the Contract Documents, including the attached permits/Order of Conditions, and any applicable municipal or state requirements.
- B. Prior to commencing any construction activities, the Contractor shall demonstrate to the Owner and the Project Engineer, through on-site inspection and submitting copies of permits or approvals, that it is in full compliance with the terms and conditions of all permits specified herein. The Contractor shall maintain full compliance with all permits throughout the performance of the work, and upon request, grant access to permitting authorities to inspect the site for the purpose of verifying such compliance.

PART 4 - MEASUREMENT AND PAYMENT

4.01 BASIS OF PAYMENT

- A. Payment for the work of this Section will be included as part of the contract price for the structure or system to which the work applies. No separate measurement will be made for the work of this Section.

END OF SECTION

SECTION 01019

CONTRACT CONSIDERATIONS

PART 1 - GENERAL

1.01 RELATED DOCUMENTS

- A. Drawings and general provisions of the contract, including General and Supplemental Conditions and Division 1 Specification Sections apply to the work specified in this Section.

1.02 GENERAL INCLUDES

- A. Cash Allowances
- B. Contingency Allowance
- C. Inspection and Testing Laboratory
- D. Schedule of Values
- E. Application for Payment
- F. Change Procedures

1.03 RELATED SECTIONS

- A. Section 01300 - Submittals: Schedule of Values.
- B. Section 01600 - Material and Equipment: Product Substitutions.

1.04 CASH ALLOWANCES

None

1.05 CONTINGENCY ALLOWANCE

None

1.06 INSPECTION AND TESTING LABORATORY

- A. General
 - 1. All tests and inspections, required for each of the sections including Add Alternates, to be carried out by independent laboratory, at no additional cost to the owner.
- B. Contractors Responsibilities
 - 1. Provide to laboratory preliminary representative sample of materials to be tested, in required quantities.
 - 2. Furnish casual labor and facilities to provide access to work to be tested, to obtain and handle samples at site, to facilitate inspections and tests for

- laboratory's exclusive use for storage and curing of test samples.
3. Notify laboratory sufficiently in advance of operations to allow for assignment for personnel and scheduling of tests. Minimum 24 hours' notice is required for batch plant inspection.

1.07 SCHEDULE OF VALUES

- A. Submit typed schedule.
- B. Submit Schedule of Values in duplicate within 15 days after date of Town-Contractor Agreement. Schedule shall be approved by Engineer and the Department of Public Works prior to submitting the first application for payment.
- C. Format: Utilize the Unit Price Proposal Form to identify each line item with number and title of the major Specification Section. Identify site mobilization, bonds and insurance. Identify shop drawings and submittals with the pay item to be approved by the Town.
- D. Include separately from each line item, a directly proportional amount of Contractor's overhead and profit.
- E. Revise schedule to list approved Change Orders, with each Application for Payment.

1.08 APPLICATION FOR PAYMENT

- A. Application for payment shall be made in accordance with the Department of Public Works' General Conditions.
- B. Submit one (1) copy of each application to the Engineer.
- C. Content and Format: Utilize Schedule of Values or Unit Price Proposal Form for listing items in Application for Payment.
- D. Payment conditions for payments to be requested under "stored materials provisions":
 1. Provide receipted invoice for purchased materials.
 2. Provide typed "certificate of title" transferring ownership of stored materials to the Town.
 3. Provide Certificate of Insurance for theft, damage and casualty loss for stored materials with Town listed as beneficiary.
 4. Provide satisfactory evidence to Engineer that stored materials are within safe storage area.

1.09 CHANGE PROCEDURES

- A. Change Orders shall be made in accordance with the Department of Works' General Provisions.
- B. The Engineer will advise of minor changes in the Work not involving an adjustment to Contract Sum/Price or Contract Time.

- C. The Engineer may issue a Proposal Request which includes a detailed description of a proposed change with supplemental or revised Drawings and specifications, a change in Contract Time for executing the change and the period of time during which the requested price will be considered valid. Contractor will prepare and submit an estimate within 7 days.
- D. The Contractor may propose a change by submitting request for change to the Engineer, describing the proposed change and its full effect on the Work. Include a statement describing the reason for the change, and the effect on the Contract Sum/Price and Contract Time with full documentation (and a statement describing the effect on Work by separate or other contractors). Document any requested substitutions in accordance with Section 01600.
- E. Stipulated Sum/Price Change Order: Based on Notice of Change and Contractor's fixed price quotation (or Contractor's request for a Change Order).
- F. Change Order: Should certain additional work be required, or should the quantities of certain classes of work be increased or decreased from those on which the Contract Sum is based, by order or approval of the Town, the supplemental unit prices may be used as the basis of payment to him or credit to the Owner for such addition, increase, or decrease in the work as determined solely by the Town. Supplemental unit prices shall cover all costs, and the prices given shall represent the exact amount per unit to be paid the Contractor (in the case of additions or increases) or to be refunded the Town (in the case of decreases). No additional adjustments will be allowed for overhead, profit, insurance or other direct or indirect expense of Contractor or Subcontractor.
- G. Construction Change Authorization: The Engineer may issue a directive on Department of Public Works forms signed by the Town, instructing the Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order. Document will describe changes in the Work, and designate method of determining any change in Contract Sum/Price or Contract Time. Promptly execute the change.
- H. Time and Material Change Order: Submit itemized account and supporting data after completion of change, within time limits indicated in the Conditions of the Contract. Engineer will determine the change allowable in Contract Sum/Price and Contract Time as provided in the Contract Documents.
- I. Maintain detailed records of work done on Time and material basis. Provide full information required for evaluation of proposed changes, and to substantiate costs for changes in the Work.
- J. Change Order Forms: Department of Public Works Forms.
- K. Execution of Change Orders: Engineer will issue Change Orders for signature of parties as provided in the Conditions of the Contract.

PART 2 – MATERIALS Not Used

MARCH 2022

PART 3 – EXECUTION Not Used

PART 4 - MEASUREMENT AND PAYMENT

4.01 BASIS OF PAYMENT

- A. Payment for the work of this Section will be included as part of the contract price for the structure or system to which the work applies. No separate measurement will be made for the work of this Section.

END OF SECTION

SECTION 01039
COORDINATION AND MEETINGS

PART 1 – GENERAL

1.01 RELATED DOCUMENTS

- A. Drawings and general provisions of the contract, including General and Supplemental Conditions and Division 1 Specification Sections apply to the work specified in this Section.

1.02 SECTION INCLUDES

- A. Coordination
- B. Field Engineering
- C. Alteration Project Procedures
- D. Cutting and Patching
- E. Pre-Bid Conference
- F. Pre-Construction Conference
- G. Progress Meetings
- H. Pre-Installation Conference

1.03 COORDINATION

- A. Coordinate scheduling, submittals, and work of the various sections of specifications to assure efficient and orderly sequence of installation of interdependent construction elements.
- B. Verify that utility requirement characteristics of operating equipment are compatible with existing utilities. Coordinate work of various sections having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.
- C. Coordinate space requirements and installation of mechanical work which are indicated diagrammatically on Drawings. Follow routing shown as closely as practicable. Utilize spaces efficiently to maximize accessibility for other installations for maintenance, and for repairs.
- D. In finished areas (except as otherwise indicated), conceal pipes within the construction.
- E. Coordinate completion and cleanup of work of separate sections in preparation for Substantial Completion.
- F. After occupancy of premises, coordinate access to site for correction of defective Work and Work not in accordance with Contract Documents, to minimize disruption of activities.

1.04 FIELD ENGINEERING

- A. Contractor to locate and protect survey control and reference points.
- B. Survey has not been conducted. All locations, measurements, and assumptions are via field measuring. Contractor is responsible for checking grades, pitches, slopes, and locations in field to verify. Synthetic Turf Field locations for striping shall be verified before ordering materials and installation.
- C. Provide field engineering services. Establish elevations, lines, and levels, utilizing recognized engineering survey practices. Provide and supply name and registration number of registered engineer or surveyor who will do layout and grade work.

1.05 ALTERATION PROJECT PROCEDURES

- A. Materials: As specified in product Sections; match existing products and work for patching and extending work.
- B. Close openings in exterior surfaces to protect existing work from weather and extreme temperature and humidity.
- C. Remove, cut and patch work in a manner to minimize damage and to provide a means of restoring products and finishes to specified condition.
- D. Refinish visible existing surfaces to remain to specified conditions for each material, with a neat transition to adjacent finishes.
- E. Where new work abuts or aligns with existing, perform a smooth and even transition. Patched work to match existing adjacent work in texture and appearance.
- F. When finished surfaces are cut so that a smooth transition with new work is not possible, terminate existing surface along a straight line at a natural line of division and make recommendation for providing a smooth transition to Engineer.
- G. Where a change of plane of 1/4 inch (6mm) or more occurs, submit recommendation for providing a smooth transition for Engineer review.
- H. Patch or replace portions of existing surfaces which are damaged, lifted, discolored, or showing other imperfections.
- I. Finish surfaces as specified in individual project Sections.

1.06 CUTTING AND PATCHING

- A. Employ skilled and experienced installer to perform cutting and patching.
- B. Submit written request in advance of cutting or altering elements which affects:
 - 1. Structural integrity of element
 - 2. Integrity of weather-exposed or moisture-resistant elements
 - 3. Efficiency, maintenance, or safety of element
 - 4. Visual qualities of sight-exposed elements
 - 5. Work of Owner of separate contractor
- C. Execute cutting, fitting, and patching including excavation and fill to complete work and

to:

1. Fit the several parts together, to integrate with other work
 2. Uncover work to install or correct ill-timed work
 3. Remove and replace defective and non-conforming work
 4. Remove samples of installed work for testing
 5. Provide openings in elements of work for penetrations of mechanical and electrical work.
- D. Execute work by methods which will avoid damage to other work, and provide proper surfaces to receive patching and finishing.
- E. Cut rigid materials using masonry saw or core drill.
- F. Restore work with new products in accordance with requirements of Contract Documents.
- G. Fit work tight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
- H. Refinish surfaces to match adjacent finishes. For continuous surfaces, refinish to nearest intersection: for an assembly, refinish entire unit.
- I. Identify any hazardous substance or condition exposed during the work to the Landscape Architect/Resident Engineer for decision or remedy.

1.07 PRE-BID CONFERENCE

- A. Engineer has scheduled a pre-bid meeting as noted at the top Front Overleaf of these Specifications.
- B. Attendees: All timely subscribers (prospective bidders) with earnest intentions to submit a valid bid.

1.08 PRE-CONSTRUCTION CONFERENCE

- A. In accordance with Article V of the Contract and General Conditions, a pre-construction conference to review the work will be conducted by the Engineer and Town representative. The Engineer will schedule a conference after Notice of Award.
- B. Attendance Required:
Engineer
Contractor's Engineer
Contractor's Field Superintendent
- C. Contractor shall make specified pre-construction submissions including the following:
1. Typed list of Subcontractors with their addresses and telephone numbers.
 2. Construction Progress Schedule.
 3. Schedule of Values
- D. Agenda shall include discussion of the following items:
1. Distribution of Contract Documents.
 2. Submission by Contractor of list of Subcontractors, list of products, Schedules of Values, and progress schedule.

3. Designation of personnel representing the parties in Contract, and the Engineer.
4. Procedures and processing of field decisions, submittals, substitutions, applications for payment, proposal request, Change Orders and Contract closeout procedures.
5. Scheduling
6. Processing application for payment
7. Location and maintenance of temporary storage buildings, field offices, etc.
8. Site security
9. Maintenance of record documents

1.09 PROGRESS MEETINGS

- A. Schedule and administer meetings throughout progress of the Work at maximum weekly intervals with the Engineer.
- B. Attendance Required: Job superintendent, subcontractors and suppliers as requested, Engineer as appropriate to agenda topics for each meeting.
- C. Project meeting shall be chaired by the Engineer.
- D. Minutes of project meeting shall be prepared by the Engineer or by his/her designated representative and shall be distributed in a timely manner to all present.
- E. Agenda:
 1. Review minutes of previous meetings.
 2. Review of Work progress.
 3. Field observations, problems and decisions.
 4. Identification of problems which impede planned progress.
 5. Review of submittals schedule and statues of submittals.
 6. Maintenance of progress schedule.
 7. Correcting measures to regain projected schedules.
 8. Planned progress during succeeding work period.
 9. Coordination of projected progress.
 10. Maintenance of quality and work standards.
 11. Effect of proposed changes on progress schedules and coordination.
 12. Other business relating to Work.
 13. Review of off-site fabrication and delivery schedule.
- F. First progress meeting of each month
 1. The contractor will submit a rough draft of the application for payment for the previous months work, for review by the Engineer. The Contractor will make revisions based on the review and submit in final form to the Engineer at the next meeting.
 2. Progress meetings shall be scheduled weekly, bi-weekly, or monthly as the workload dictates. The meeting schedule will be established at the first such progress meeting.
 3. The Contractor shall furnish the Town, in writing, the names, addresses, and telephone numbers of the personnel of the Contractor and principal Sub-Contractors to be contracted in the event of an off-hour's emergency at the site.

1.10 PRE-INSTALLATION CONFERENCE

- A. When required in individual specification Section, convene a pre-installation conference at work site prior to commencing work of the Section.
- B. Required attendance of parties directly affecting, or affected by, work of the specific Section.
- C. Notify Engineer four days in advance of meeting date.
- D. Review conditions of installation, preparation and installation procedures, and coordination with related work.

PART 4 - MEASUREMENT AND PAYMENT

4.01 MEASUREMENT AND BASIS OF PAYMENT

- A. No separate measurement will be made for the work of this Section. Payment for the work of this Section will be included as part of the contract price for the structure or system to which the work applies.

END OF SECTION

SECTION 01300

SUBMITTALS

PART 1 – GENERAL

1.01 RELATED DOCUMENTS

- A. Drawings and general provisions of the contract, including General and Supplemental Conditions and Division 1 Specification Sections apply to the work specified in this Section.

1.02 SECTION INCLUDES:

- A. Submittal procedures
- B. Construction progress schedules
- C. Proposed products list
- D. Shop drawings
- E. Product data
- F. Samples
- G. Manufacturers' instructions
- H. Manufacturers' certificates
- I. Construction photographs

1.03 RELATED SECTIONS:

- A. Section 01019 - Contract Considerations: Schedule of Values.
- B. Section 01400 - Quality Control: Manufacturers' field services and reports.
- C. Section 01700 - Contract Closeout: Contract warranty, manufacturer's certificates and closeout submittals.

1.04 SUBMITTAL PROCEDURES:

- A. Transmit each submittal with Engineer accepted form (see sample at end of this section).
- B. Sequentially number the transmittal forms. Re-submittals shall have original number with an alphabetic suffix.
- C. Identify Project, Contractor, Subcontractor, or supplier; pertinent Drawing sheet and detail number(s), and specification Section number, as appropriate.
- D. Apply Contractor's stamp, signed or initialed certifying that review, verification of Products required, field dimensions, adjacent construction work, and coordination of information is in accordance with the requirements of the Work and Contract Documents.
- E. Schedule submittals to expedite the Project and deliver to Engineer at business address. Coordinate submission of related items.
- F. Identify variations from Contract Documents and Product or system limitations which may be detrimental to successful performance of the completed work.
- G. Provide space for Contractor and Engineer review stamps (see sample at end of this section).
- H. Revise and resubmit submittals as required, identify all changes made since previous submittal.

- I. Distribute copies of reviewed submittals to concerned parties. Instruct parties to promptly report any inability to comply with provisions.
- J. Refer to sample review/approval form (see sample at end of this section).

1.05 CONSTRUCTION PROGRESS SCHEDULES:

- A. Submit initial progress schedule in duplicate within 10 days after date of Contractor Agreement for Engineer review.
- B. Revise and resubmit as required.
- C. Submit a horizontal bar chart with separate line for each major section of work or operation, identifying first workday of each week.
- D. Show complete sequence of construction by activity, identifying Work of separate stages and other logically grouped activities. Indicate the early and late start, early and late finish, float dates, and duration.
- E. Indicate estimated percentage of completion for each item of Work at each submission.
- F. Indicate submittal dates required for shop drawings, product data, samples, and product delivery dates.

1.06 PROPOSED PRODUCT LIST

- A. Within 15 days after date of Notice to Proceed, submit complete list of major products proposed for use, with name of manufacturer, trade name, and model number of each product.
- B. For products specified only by references standards, give manufacturer, trade name, model or catalog designation, and reference standards.

1.07 SHOP DRAWINGS

- A. Submit in accordance with the general conditions of this Contract.
- B. All Subcontractors shall submit their shop drawings to the General Contractor for approval.
- C. Only shop drawings received from the General Contractor will be considered for approval by the Town/Engineer. The General Contractor shall check all shop drawings for conformity with the contract documents and particularly for field measurement and proper fit with adjoining work prior to submitting same for Engineer approval. Certification shall appear on each shop drawing stating that the General Contractor has made this check. The term "By Others" shall not be used on shop drawings. The Contractor shall state by whom related items are to be furnished and/or installed or the supplier of Sub-Contractor preparing said drawings shall note related work as "NOT BY (This Supplier or Subcontractor)". The Engineer reserves the right to reject and return to the Contractor without examination any shop drawings which have not been previously checked and certified as outlined above, which carry the term "BY OTHERS," or other such vague reference, or which in any way are obviously, not in conformity with Contract Document requirements.
- D. Shop drawings shall show the design, dimensions, and other details necessary to insure that they accurately interpret the Contract Document and shall also show adjoining work in such detail as required to provide proper connection with the same. Where adjoining

work requires shop drawings; they shall be submitted for approval so the connection can be accurately checked.

- E. The Engineer will check and approve shop drawings only for conformance with the design concept and for compliance with information given in the contract documents. Approval by the Engineer of shop drawings for any material, apparatus, device, etc. will not relieve the Contractor from responsibility for furnishing same of proper dimensions, size, quantity, and quality, and quality to effectively perform the work and carry out the requirements and intent of the Contract Documents. Such approval will not relieve the Contractor from responsibility for errors of any sort in the shop drawings, nor for the proper coordination of any submittal with all other work. If the shop drawings deviate from the Contract Documents, the Contractor shall so advise the Engineer in writing at the time the shop drawings are submitted stating the difference in value between the contract requirements and that denoted by said shop drawing.
- F. The Contractor shall be fully responsible for delay in the delivery of materials or progress of work caused by late approval of shop drawings due to failure of the Contractor to submit, revise, or resubmit shop drawings in adequate time to allow the Town and Engineer reasonable time (up to two (2) weeks) for normal checking and processing of each submission or re-submission.
- G. Shop Drawing Grading:
 - 1. APPROVED: No corrections, no marks.
 - 2. APPROVED AS NOTED: Resubmission not required. Minor amounts of corrections; all items can be fabricated without further corrections to original drawing; checking is complete, and all corrections are deemed obvious without ambiguity.
 - 3. REVISE AND RESUBMIT: Resubmission required. Minor amounts of corrections; noted items must not be fabricated without further corrections of original drawing; checking is not complete; details of items noted by checker are to be clarified further before full approval can be given. Correct and resubmit.
 - 4. REJECTED: Drawing is rejected as not in accord with the Contract, too many corrections, or other justifiable reasons. When returning drawing, Engineer will state reasons for rejection. Correct and resubmit. Do not fabricate.
- H. After review, reproduce and distribute in accordance with Articles on Procedures above and for Record Documents described in Section 01700- Contract Closeout.

1.08 PRODUCT DATA

- A. Shop drawings, product data, and sample submissions shall clearly identify by note, mark, or labels the Specification paragraph(s) applicable to each product. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturer's standard data to provide information unique to this project.
- B. Product data shall be submitted to Engineer in packets of six (6) copies each for distribution and filing, accompanied by an appropriate transmittal form. Product data shall include complete specifications, performance data, certified laboratory test report data, installation instructions, health and safety precautions, and maintenance instructions, and shall show illustrated capacities, characteristics, wiring diagrams, controls, and other pertinent information for complete product and product use description. If more than one size or type is shown on any printed sheet, indicate clearly intended item(s).

- C. Shop drawings shall be submitted by the Contractor only, to the Engineer/Resident engineer, electronically, accompanied by an appropriate transmittal form. Each shop drawing shall be thoroughly checked by the Contractor for accuracy and conformity with the Contract requirements prior to submittal, and certification must appear on each shop drawing that the Contractor has made such a check. References on shop drawings to other trade(s) shall designate such trade(s) and the term "by others" shall not be used.
- D. Submit in accordance with the special conditions of the Contract.
- E. After review, reproduce and distribute in accordance with Articles on Procedures above and for the Record Documents described in Section 01700 - Contract Closeout.
- F. Each drawing shall have a title block on the right-hand side containing the following data:
 - Name of project
 - Engineer
 - Contractor
 - Subcontractor or Supplier
 - Date of Submission
- G. Each drawing shall have a clear space on the right-hand side for approval stamps of both the Engineer and Contractor. The Engineer shall insert the date of action taken and an identification of the person taking the action.
- H. Product Data Grading:
 - 1. APPROVED: No corrections, no marks.
 - 2. APPROVED AS NOTED: Resubmission not required. Minor amounts of corrections; all items can be fabricated without further corrections to original drawing; checking is complete, and all corrections are deemed obvious without ambiguity.
 - 3. REVISE AND RESUBMIT: Resubmission required. Minor amounts of corrections: noted items must not be fabricated without further corrections of original drawing; checking is not complete; details of items noted by checker are to be clarified further before full approval can be given. Correct and resubmit.
 - 4. REJECTED: Drawing is rejected as not in accord with the Contract, too many corrections, or other justifiable reasons. When returning drawing, Landscape Architect will state reasons for rejection. Correct and resubmit. Do not fabricate.
- I. The Contractor shall be fully responsible for delay in the delivery of materials or progress of work caused by late approval of product data due to failure of the Contractor to submit, revise, or resubmit product data in adequate time to allow the Town and the Engineer reasonable time (up to two (2) weeks) for normal checking and processing of each submission or re-submission.

1.09 SAMPLES

- A. Submit samples to illustrate functional and aesthetic characteristics of the Product, with integral parts and attachment devices. Coordinate sample submittals for interfacing work.
- B. Submit samples of finishes, colors, textures, and patterns for Engineer selection. Samples shall be clearly labeled as to its material, type or make, manufacturer, size or gauge, and other pertinent data.

- C. Include identification on each sample, with full Project information accompanied by an appropriate transmittal form.
- D. Submit the number or samples specified in individual specification Sections; one of which will be retained by the Engineer.
- E. Reviewed samples which may be used in the Work are indicated in individual specification Sections.

1.10 MANUFACTURER'S INSTRUCTIONS

- A. When specified in individual specification Sections, submit manufacturers' printed instructions for delivery, storage, assembly, installation, start-up, adjusting, finishing, and maintenance in quantities specified for Product Data.
- B. Identify conflicts between manufacturers' instructions and Contract Documents, and notify the Resident Engineer and the Engineer in writing of such conflicts prior to fabrication, construction, or application of the item. Engineer shall provide written resolution to conflict prior to fabrication, construction, or application of the item.

1.11 MANUFACTURER'S CERTIFICATES

- A. When specified in individual specification Sections, submit manufacturers' certificate to the Engineer for review, in quantities specified for Product Data.
- B. Indicate material or product conforms to or exceeds specified requirements. Submit supporting reference date, affidavits, and certifications as appropriate.
- C. Certificates may be recent or previous test results on material or products if acceptable to Town/Engineer.

1.12 CONSTRUCTION PHOTOGRAPHS

- A. Each month submit photographs to Engineer with Application for Payment.
- B. Photographs: Each print, color, glossy, minimum 8" x 10" size; mounted on 8-1/2 x 11-inch soft card stock, with left edge binding margin for three-hole punch.
- C. Prior to the beginning of work, the Contractor shall take up to twenty (20) photographs from differing directions and locations as approved by the Engineer.
- D. Contractor shall provide an archival digital record of all photographs prior to final acceptance of the work.
- E. On the last workday of each month, for the duration of the contract, the Contractor shall take up to twenty (20) additional photographs from essentially the same location as the original photographs to demonstrate the progress of work.
- F. Identify photographs on the back with date, time, location/orientation, product number, title of project, name of contractor and name of General Contractor and Engineer.
- G. Submit one (1) copy of each photograph to the Engineer.

1.13 PERMITS AND LICENSES

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- A. The Contractor shall comply with all requirements of permit and licenses issued by cognizant Federal, State, and local agencies.

1.14 UTILITY NOTIFICATION

- A. The Contractor shall notify in writing all utilities located on the project site to request confirmation of all utility locations, depths, and sizes. Contractor shall record contact name, telephone number and date of correspondence with each utility company. The Contractor shall submit to the Engineer written notification forms to each utility and written responses from each utility.

PART 2 – MATERIALS Not Used

PART 3 – EXECUTION Not Used

PART 4 - MEASUREMENT AND PAYMENT

4.01 BASIS OF PAYMENT

- A. Payment for the work of this Section will be included as part of the contract price for the structure or system to which the work applies. No separate measurement will be made for the work of this Section.

Date: _____

Project: Westwood High School Practice Field

Dear Sirs:

The following shop drawings, catalog cuts, and/or manufacturer's specifications are submitted for your review to permit incorporation of the products into the work. These have been prepared by this office or received from manufacturers or installers in accord with the contract.

We have checked and approved the submitted information and certify that it complies with the intent of the contract documents, has been field verified, and meets necessary construction criteria. Any deviation from the requirements of the contract documents is stated below.

List of Submittals

Specification Page or Item

Deviations from Contract Requirements:

Very truly yours,

Contractor's Signature _____

Name _____

Title _____

SAMPLE REVIEW / APPROVAL FORM

APPROVED

APPROVED AS NOTED

DISAPPROVED

Resubmission (is) required
(is not) required

Checked by:

Date:

The Engineer's approval of this is only for conformance with the design concept of the Project and compliance with the information given in the Contract to be confirmed and correlated to the job site; for quantities; for information that pertains solely to the fabrication processes or to techniques of Construction; and for the coordination of the work of all trades. This approval shall not relieve the Contractor from responsibility for deviations from drawings or specifications or errors to shop drawings or schedules.

END OF SECTION

SECTION 01400
QUALITY CONTROL

PART 1 – GENERAL

1.01 RELATED DOCUMENTS

- A. Drawings and general provisions of the contract, including General and Supplemental Conditions and Division 1 Specification Sections apply to the work specified in this Section.

1.02 DESCRIPTION

- A. These general requirements apply to all work operations. Refer to other Division Specification Sections for specific general, product, and execution requirements.

1.03 SECTION INCLUDES

- A. Quality assurance and control of installation
- B. References
- C. Field samples
- D. Mock-up
- E. Inspection and testing laboratory services
- F. Manufacturer's field services and reports

1.04 RELATED SECTIONS

- A. Section 01300 - Submittals: Submission of Manufacturer's Instructions and Certificates.
- B. Section 01600 - Material and Equipment: Requirements for materials and product quality.

1.05 QUALITY ASSURANCE/CONTROL OF INSTALLATION

- A. Monitor quality control over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce work of specified quality.
- B. Comply fully with manufacturers' instructions, including each step in sequence.
- C. Should manufacturers' instructions conflict with Contract Documents, notify the Engineer.
- D. Perform work by persons qualified to produce workmanship of specified quality.
- E. Comply with specified standards as a minimum quality for the work except when more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.
- F. Secure Products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion, or disfigurement.

1.06 REFERENCES

- A. Conform to reference standard by date of issue current on date of Contract Documents.
- B. Obtain copies of standards when required by Contract Documents.

1.07 FIELD SAMPLES

- A. Install field samples at the site as required by individual specification Sections for review.
- B. Acceptable samples represent a quality level for the Work.
- C. Where field samples are specified in individual Sections to be removed, clear area after field sample has been accepted by the Engineer.

1.08 MOCK-UP

- A. Tests will be performed under provisions identified in this Section.
- B. Assemble and erect specified items, with specified attachment and anchorage devices, flashings, seals and finishes.
- C. Where mock-up is specified in individual Sections to be removed, clear area after mock-up has been accepted by the Engineer.

1.09 INSPECTION AND TESTING LABORATORY SERVICES

- A. The Contractor shall be responsible for laboratory testing that will carry out tests and inspections for concrete and paving to assure compliance with Department, ASTM and other criteria as listed in each of the sections.
- B. All tests and inspections, required for each of the sections other than concrete and paving, to be carried out by independent laboratory, at no additional cost to the owner. See section 01019.

1.10 MANUFACTURER'S FIELD SERVICES AND REPORTS

- A. Submit qualifications of observer to Engineer 30 days in advance of required observations. Observer subject to approval by the Engineer.
- B. When specified in individual specifications Sections, require materials or Product suppliers of manufacturers to provide qualified staff personnel to observe site conditions, conditions of surfaces and installation, quality of workmanship, start-up of equipment, test, adjust, and balance of equipment as applicable, and to initiate instructions when necessary.
- C. Individuals to report observations and site decisions or instructions given to applicators or installers that are supplemental or contrary to manufacturers' written instructions.
- D. Submit report in duplicate within 30 days of observations to the Engineer for review.

PART 2 – MATERIALS Not Used

PART 3 – EXECUTION Not Used

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PART 4 - MEASUREMENT AND PAYMENT

4.01 BASIS OF PAYMENT

- A. Payment for the work of this Section will be included as part of the contract price for the structure or system to which the work applies. No separate measurement will be made for the work of this Section.

END OF SECTION

SECTION 01500

CONSTRUCTION FACILITIES AND TEMPORARY CONTROLS

PART 1 - GENERAL

1.00 RELATED DOCUMENTS

- A. Drawings and General Provisions of the contract, including General and Supplemental Conditions and Division 1 Specification Sections apply to the work specified in this Section.

1.01 SCOPE OF WORK

- A. Provide all temporary control and construction facilities required including those for the prevention of environmental pollution during and as a result of work under this Contract.

1.02 REQUIREMENTS OF REGULATORY AGENCIES

- A. Applicable Regulations: Comply with all Federal, State and local laws and regulations concerning environmental pollution control and abatement, noise, air pollution and any other governing agencies.

1.03 TEMPORARY LIGHTING

- A. Provide branch wiring from power source to distribution boxes with lighting conductors, pigtails, and lamps as required.
- B. Maintain lighting and provide routine repairs.

1.04 TEMPORARY ELECTRICITY

- A. Provide and pay for power service required from NATIONAL GRID.
- B. Provide power outlets for construction operations, with branch wiring and distribution boxes located as required. Provide flexible power cords as required.
- C. Provide main service disconnect and overcurrent protection at convenient location.
- D. Permanent convenience receptacles may not be utilized during construction.

1.05 TEMPORARY WATER SERVICE

- A. Connect to existing water source for construction operations.
- B. Extend branch piping with outlets located so water is available by hoses with threaded connections. Provide temporary pipe insulation to prevent freezing.
- C. Obtain necessary permits from the Town of Sutton; pay all costs of permit and water used during term of contract.

1.06 TEMPORARY SANITARY FACILITIES

- A. Provide and maintain required facilities and enclosures. Existing facilities shall not be used.

1.07 PROTECTION OF INSTALLED WORK

- A. Protect installed Work and provide special protection where specified in individual specification Sections.
- B. Provide temporary and removable protection for installed Products. Control activity in immediate work area to minimize damage.
- C. Provide protective coverings at walls, projections and openings.
- D. Protect surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials.

1.08 SECURITY

- A. Provide security and facilities to protect Work and existing facilities from unauthorized entry, vandalism, or theft.
- B. Coordinate with Owner's security program.

1.09 PARKING AND SITE ACCESS

- A. Arrange for temporary off-site parking to accommodate construction personnel with the Owner.

1.10 PROGRESS CLEANING

- A. Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition.
- B. Remove waste materials, debris, and rubbish from site weekly and dispose off-site.

1.11 BARRIERS

- A. Provide barriers to prevent unauthorized entry to construction areas and to protect existing facilities and adjacent properties from damage from construction operations and demolition.
- B. Provide protection for plants designated to remain. Replace damaged plants.
- C. Protect non-owned vehicular traffic, stored materials, site and structures from damage.

1.12 REMOVAL OF UTILITIES, FACILITIES, AND CONTROLS

- A. Remove temporary above grade or buried utilities, equipment, facilities, materials, prior to Final Application for Payment inspection.
- B. Remove underground installations to a minimum depth of 2 feet (600 mm). Grade site as indicated.
- C. Clean and repair damage caused by installation or use of temporary work.

PART 2 – PRODUCTS Not Used

PART 3 - EXECUTION

3.01 PROTECTION OF LAND RESOURCES

- A. General: Land resources within the project boundaries and outside the limits of the work as may be affected under the work of this contract shall be preserved in their present condition, or be restored to a condition, after completion of construction, that will appear to be natural. The Contractor shall confine his construction activities to areas defined by the plans or specifications.
- B. Prevention of Landscape Defacement: Do not deface, injure or destroy trees or shrubs, do not remove or cut them without special authority. No ropes, cables or guys shall be fastened to or attached to any existing nearby trees for anchorages unless specifically approved. Where such special emergency use is permitted, adequately wrap the tree with burlap or rags over which soft wood slats shall be tied. The Contractor shall be responsible for any damage resulting from such use. Where trees may possibly be defaced, bruised, injured or other damaged by equipment, dumping or other operations, protect such trees by placing boards, planks, tires, or poles around them. Monuments and markers shall be protected similarly before beginning operations near them.
- C. Restoration of Landscape Damage: Any trees or other landscape feature scarred or damaged by equipment or operations shall be restored as nearly as possible to original condition, as approved. All scars made on trees by equipment, construction operations or by the removal of limbs larger than one inch (1") in diameter shall be coated as soon as possible with an approved tree wound dressing. All trimming or pruning shall be performed in an approved manner by experienced workmen with saws or pruning shears. Trimming with axes will not be permitted.
- D. Post-Construction Clean-up or Obliteration: Obliterate all signs of temporary construction facilities such as haul roads, work areas, structures, foundations of temporary structures, stockpiles of excess or waste materials, or any other vestiges of construction caused by work under this Contract.

3.02 PROTECTION OF WATER RESOURCES

- A. General: Do not pollute the waterways with fuels, oils, bitumen, calcium chloride, acids, or harmful materials. It is the responsibility of the Contractor to investigate and comply with all applicable Federal, State, County and Municipal laws concerning pollution of receiving waters. All work under this contract shall be performed in such a manner that objectionable conditions will not be allowed to enter through or adjacent to the project areas.
- B. Erosion Control: Such methods as may be necessary shall be utilized to effectively prevent erosion and sediment from entering nearby waterways, including but not limited to the following:
 - 1. Mechanical Retardation and Control of Runoff: The rate of runoff from the construction site shall be mechanically retarded and controlled. This includes straw bales and filter fabric, construction of diversion ditches, benches and berms, to retard and divert runoff to protect water courses.

3.03 DUST CONTROL

- A. Maintain all excavations, embankments, stockpiles, haul roads, permanent access roads, plant sites, waste areas, borrow areas, and all other work areas within or without the project boundaries free from dust which would cause the standards for air pollution to be exceeded or cause a hazard or nuisance to others. Approved temporary methods of stabilization consisting of sprinkling, or similar methods will be permitted to control dust. Sprinkling, to be approved, must be repeated at such intervals as to keep all parts of the disturbed area at least damp at all times, and the Contractor must have sufficient competent equipment on the job to accomplish this if sprinkling is used. Dust control shall be performed as the work proceeds and whenever a dust nuisance or hazard occurs.

3.04 NOISE CONTROL

- A. The Contractor shall use every effort and every means possible to minimize noises caused by his operations. The Contractor shall provide working machinery and equipment designed to operate with the least possible noise, and when gearing is used, such gearing shall be of a type designed to reduce noise to a minimum. Compressors shall be equipped with silencers on intake lines. All gas or oil operated equipment shall be equipped with silencers or mufflers on intake and exhaust lines. Wherever practicable, electricity shall be used for power to reduce noise.

3.05 PROTECTION AND RESTORATION OF PROPERTY

- A. The Contractor shall, at his own expense, preserve and protect from injury all property either public or private along and adjacent to the proposed work and he shall be responsible for and repair at his own expense any and all damage and injury thereto, arising out of or in consequence of any act or omission, neglect or misconduct in the execution of the work, or in consequence of the non-execution hereof by the Contractor or his employees or subcontractors in the performance of the work covered by the Contract prior to completion and acceptance thereof. The Contractor will be solely responsible for any trespass upon adjacent property or injury thereto, resulting from or in connection with his operations. He will be liable for any claims that may be made on account of the deposit of debris of any kind upon private property. He shall exercise special care during his operations to avoid injury to underground structures and utilities.
- B. Written notice shall be given by the Contractor to all public service corporations or officials owning or having charge of public or private utilities of his intention to commence operations affecting such utilities at least 48 hours, exclusive of Saturdays, Sundays and legal holidays, in advance of the start of such operations in accordance with applicable local, State or Federal laws and regulations.
- C. Although the plans may indicate the approximate location of existing subsurface utilities in the vicinity of the work, the accuracy and completeness of the information is not guaranteed by the Engineer. Before commencing any work or operations which may endanger or damage any subsurface structures, the Contractor shall notify "DIG SAFE" at telephone number 1-888-344-7233, carefully locate all such structures and conduct his operations in such manner as to avoid damage thereto. When necessary, the Contractor shall cooperate with representatives of public service companies in order to avoid damage to their structures by furnishing and erecting suitable supports, props, shoring or other means of protection. The Contractor shall not interrupt live services until new services have been provided. All abandoned services shall be plugged or otherwise made secure.

- D. If the Contractor wishes to have any utilities temporarily relocated for his convenience, other than contemplated by the Engineer, he shall make the necessary arrangement with the appropriate utility company and make reimbursement for the cost thereof at the Contractor's expense.
- E. Fire hydrants adjacent to the work at all times shall be readily accessible to fire apparatus and no materials or other obstruction shall be placed with a radius of ten feet (10') of a fire hydrant or a fire alarm box. Where materials are unavoidable piled or placed temporarily in the vicinity of a fire hydrant or fire alarm box and to such height as to prevent the same from being readily seen, the position of such hydrant or fire alarm box shall be indicated by suitable signs and lights, both day and night. Mailboxes, street shut-off valves on gas and water lines, standpipe connections and manholes shall be readily accessible at all times.
 - 1. Land monuments and property marks shall be carefully protected by the Contractor and if necessary, to remove the same, he shall do so only at the Engineer's direction and after an authorized agent has witnessed or otherwise referenced their location.
 - 2. The Contractor shall at his expense protect existing structures, shall provide lights and fences, and take all other precautions that may be necessary to protect life and property. He shall carry on all operations and use equipment of such types that all noise resulting from construction operations will be kept to a minimum. The Contractor shall construct barriers and bridges for the protection and use of the public and for the protection of the work as may be necessary. The Contractor shall provide and maintain access for occupant entrance to and exit from all adjacent building and property at all times. All temporary facilities required for the general protection of the public and the work shall be substantial in character, neat in appearance and subject to approval of the Resident Engineer.

3.06 REMOVAL OF UTILITIES, FACILITIES, AND CONTROLS

- A. Remove temporary above grade or buried utilities, equipment, facilities, materials, prior to Final Application for Payment inspection.
- B. Remove underground installations to a minimum depth of 2 feet (600 mm). Grade site as indicated.
- C. Clean and repair damage caused by installation or use of temporary work.

PART 4 - MEASUREMENT AND PAYMENT

4.01 MEASUREMENT

- A. The work of this section shall be measured for payment under MOBILIZATION complete in-place as specified herein to consist of installation of protection, controls, temporary facilities, temporary utilities, temporary signage, and all other incidentals and removal of all utilities, facilities, and controls and all other incidentals.

4.02 PAYMENT

- A. Construction facilities will be paid for under Mobilization.

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4.03 PAYMENT ITEMS

ITEM	DESCRIPTION	UNIT
01500-1	Mobilization	LS

END OF SECTION

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JANUARY 2022

01500-1

CONSTRUCTION FACILITIES
AND TEMPORARY CONTROLS

SECTION 01600
MATERIAL AND EQUIPMENT

PART 1 - GENERAL

1.0 RELATED DOCUMENTS

- A. Drawings and general provisions of the contract, including General and Supplemental Conditions and Division 1 Specification Sections apply to the work specified in this Section.

1.01 SECTION INCLUDES

- A. Products
- B. Transportation and handling
- C. Storage and protection
- D. Product options
- E. Substitutions

1.02 RELATED SECTIONS

- A. Section 01400 - Quality Control: Product quality monitoring.

1.03 PRODUCTS

- A. Products: means new material, machinery, components, equipment, fixtures, and systems forming the Work. Does not include machinery and equipment used for preparation, fabrication, conveying and erection of the Work. Products may also include existing materials or components required for reuse.
- B. Do not use materials and equipment removed from existing premises, except as specifically permitted by the Contract Documents.
- C. Provide interchangeable components of the same manufacturer, for similar components.

1.04 TRANSPORTATION AND HANDLING

- A. Transport and handle products in accordance with manufacturer's instructions.
- B. Promptly inspect shipments to assure that products comply with requirements, quantities are correct, and products are undamaged.
- C. Provide equipment and personnel to handle products by methods to prevent soiling, disfigurement, or damage.

1.05 STORAGE AND PROTECTION

- A. Store and protect products in accordance with manufacturer's instructions, with seals and labels intact and legible. Store sensitive products in weather-tight, climate controlled enclosures.
- B. For exterior storage of fabricated products, place on sloped supports, above ground.

- C. Provide off-site storage and protection when site does not permit on-site storage or protection.
- D. Cover products subject to deterioration with impervious sheet covering. Provide ventilation to avoid condensation.
- E. Store loose granular materials on solid flat surfaces in a well-drained area. Prevent mixing with foreign matter.
- F. Provide equipment and personnel to store products by methods to prevent soiling, disfigurement, or damage.
- G. Arrange storage of products to permit access for inspection. Periodically inspect to assure products are undamaged and are maintained under specified conditions.

1.06 PRODUCT OPTIONS

- A. Products Specified by Reference Standards or by Description Only: Any product meeting those standards or description.
- B. Products Specified by Naming One or More Manufacturers: with a Provision for Substitutions: Submit a request for substitution for any manufacturer not named.

1.07 SUBSTITUTIONS

- A. Resident Engineer and Engineer will consider requests for substitutions only within 30 days after date of Town-Contractor Agreement.
- B. Substitution may be considered when a product becomes unavailable through no fault of the Contractor.
- C. Document each request with complete data substantiating compliance of proposed substitution with Contract Documents.
- D. A request constitutes a representation that the Contractor:
 - 1. Has investigated proposed product and determined that it meets or exceeds the quality level of the specified product.
 - 2. Will provide the same warranty for the substitution as for the specified product.
 - 3. Will coordinate installation and make changes to other Work which may be required for the Work to be completed with no additional cost to Owner.
 - 4. Waives claims for additional costs or time extension which may subsequently become apparent.
- E. Substitutions will not be considered when they are indicated or implied on shop drawing or product data submittals, without separate written request, or when acceptance will require revision to the Contract Documents.
- F. Substitution Submittal Procedure:
 - 1. Submit three copies of requests for Substitution for consideration. Limit each request to one proposed Substitution.
 - 2. Submit shop drawings, product data, and certified test results attesting to the proposed product equivalence.
 - 3. The Engineer will notify Contractor, in writing, of

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decision to accept or reject request.

PART 2 – MATERIALS Not Used

PART 3 – EXECUTION Not Used

PART 4 - MEASUREMENT AND PAYMENT

4.01 BASIS OF PAYMENT

- A. Payment for the work of this Section will be included as part of the contract price for the structure or system to which the work applies. No separate measurement will be made for the work of this Section.

END OF SECTION

SECTION 01700

FINAL CLEANING
CONTRACT CLOSE-OUT

GENERAL

1.00 RELATED DOCUMENTS

- A. Drawings and general provisions of the contract, including General and Supplemental Conditions and Division 1 Specification Sections apply to the work specified in this Section.

1.01 SECTION INCLUDES

- A. Requirements for final cleaning specific administrative procedures, record keeping, close-out submittals, and forms used at substantial and final completion of the Work.
- B. Contractor shall satisfy all administrative requirements within the Contract Documents and the Requirements listed in this section prior to Contract Close-out.

FINAL CLEANING

- A. On or before the completion of the work, the Contractor shall, unless otherwise especially directed or permitted in writing, tear down and remove all temporary buildings or structures built by him; shall remove all temporary works, tools, and machinery or other construction equipment furnished by him; shall remove all rubbish from any grounds which he has occupied; and shall leave the roads and all parts of the premises and adjacent property affected by his operations in a neat and satisfactory condition.
- B. The Contractor shall restore or replace, when and as directed, any public or private property damage by his work, equipment, or employees, to a condition at least equal to that existing immediately prior to the beginning of operations. To this end, the Contractor shall do as required, all necessary parking lot, access, walkway, trail and landscaping work. Suitable materials, equipment, and methods shall be used for such restoration. The restoration of existing property or structures shall be done as promptly as practicable as work progresses and shall not be left until the end of the contract period.
- C. Unless otherwise specified under the various Sections of the Specifications, the Contractor shall perform final cleaning operations as herein specified prior to final inspection.
- D. At completion of work, remove waste materials, rubbish tools, equipment, machinery, and surplus materials, and clean all sight-exposed surfaces; leave project clean and ready for occupancy.
- E. Cleaning shall include all surfaces, interior and exterior in which the Contractor and all Subcontractors have had access whether existing or new.
- F. Refer to Sections of the Specifications for cleaning of specific products or work.
- G. Use only those materials which will not create hazards to health or property, and which will not damage surfaces.
- H. Use only those cleaning materials and methods that are recommended by the manufacturer of surfaces material to be cleaned.
- I. Employ experienced workmen, or professional cleaners, for final cleaning operations.

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1.03 ADJUSTING

- A. Adjust operating Products and equipment to ensure smooth and unhindered operation.

1.04 PROJECT RECORD DOCUMENTS

- A. Project Record Documents also referred here as Record Drawings shall consist of all the contract drawings.
- B. The Contractor and all Subcontractors shall be required to maintain one set of Record Drawings, as the work relates to their Sections of the Specifications, at the site.
- C. Record Drawings shall be stored and maintained in the General Contractor's field office apart from other documents used for construction. The Record Drawings shall be maintained in a clean, dry, and legible condition and shall not be used for construction purposes.
- D. Record Drawings shall be always available for inspection by the Owner. All deficiencies noted shall be promptly corrected.
- E. At the end of each month and before payment for materials installed, the Contractor, and his Subcontractors, shall review Record Drawings for purpose of payment. If the changes in location of all installed elements are not shown on the Record Drawings and verified in the field, then the material shall not be considered as installed and payment will be withheld.
- F. At the completion of the contract, each Subcontractor shall submit to the Contractor a complete set of his respective Record Drawings indicating all changes. After checking the above drawings, the Contractor shall certify in writing on the title sheet of the drawings that they are complete and correct and shall submit the Record Drawings to the Engineer.
- G. Following Engineer's review, Contractor shall transfer approved as-built notations to the Site Plan and Plot files using AutoCAD. Following final review of the CAD files by the Engineer and the Town, Contractor shall submit the "as built" data to the Town in the following format:
 - a. Digital file transfer
 - b. CD-ROM – 2 disks
 - c. Printed & bound Full-size Drawing Sets – 2 copies

1.05 WARRANTIES

- A. Provide duplicate notarized copies.
- B. Execute and assemble documents from Subcontractors, suppliers, and manufacturers.
- C. Provide Table of Contents and assemble in three D side ring binder with durable plastic cover.
- D. Submit prior to final Application for Payment.
- E. For items of Work delayed beyond date of Substantial Completion, provide updated submittal within ten days after acceptance, listing date of acceptance as start of warranty period.

1.06 SPARE PARTS AND MAINTENANCE MATERIALS

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- A. Provide products, spare parts, maintenance, and extra materials in quantities specified in individual specification Sections.
- B. Deliver to and place in location as directed. Obtain receipt prior to final payment.

1.07 FINAL INSPECTION

- A. The Contractor shall submit written certification that:
 - 1. Project has been inspected for compliance with Contract Documents.
 - 2. Equipment and systems have been tested in the presence of the manufacturer's representative and are operational and satisfactory.
 - 3. Project is completed, and ready for final inspection.

PART 2 - PRODUCTS

NOT USED

PART 3 - EXECUTION

NOT USED

PART 4 - MEASUREMENT AND PAYMENT

4.01 BASIS OF PAYMENT

- A. Payment for the work of this Section will be included as part of the contract price for the structure or system to which the work applies. No separate measurement will be made for the work of this Section.

END OF SECTION