



Clarke Caton Hintz
May, 2026

Clarke Caton Hintz

Architecture

Planning

Landscape Architecture

Atlantic County Justice Facility

Mays Landing, New Jersey

Detention Locks Replacement

Construction Documents Project Specifications

100% Construction Documents

For Construction

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May, 2026
CCH Project #2501

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SECTION 003120 – MILESTONE DATES AND LIQUIDATED DAMAGES

PART 1-GENERAL

1.1 SUMMARY

- A. This Section describes the requirements for completion of interim milestone events and final completion of all work required by the Contract Documents.
- B. This Section also establishes the relationship of liquidated damages for failure to complete the interim milestone events or final completion requirements within the time requirements stated herein.

1.2 RELATED DOCUMENTS

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

- 1. Refer to the Section 003100 – Project Management and Coordination

1.3 TIME OF COMPLETION

- A. The Contractor shall complete its work in coordination with the work of its subcontractors and provide his forces and his subcontractors with access to the site so that they may complete their work within the times established.
- B. If the Architect determines that a Contractor is falling behind schedule for any phase of the Work, then the Contractor, upon receipt of a written directive from the Architect shall provide sufficient manpower to complete the current Phase on time for occupancy, at no additional cost to the Owner.
- C. Each Contractor shall work overtime, additional shifts, weekends, and/or holidays to complete the work with no additional cost to the Owner.
 - 1. Scarce resources shall not be an excuse for not completing the work on time.
- D. Each Contractor shall execute all required subcontracts and order all materials and equipment required for delivery to the project site to ensure that it will meet all milestones on the project schedule in accordance with this Section and the Contract Documents.

1.4 MILESTONE DATES AND LIQUIDATED DAMAGES

- A. Access to Building: Contractor shall schedule all construction activities with Owner, through the Architect, to allow Owner full use of building areas and systems for its use and normal educational process. The Contractor shall coordinate with the Justice Facility staff officers for access to the work spaces as outlined in the “Phased Construction” and “Preliminary Schedule” featured on the Architect’s drawing G-010.
- B. Contractor shall coordinate its work with all other Contractors.

1.5 OWNER OCCUPANCY

- A. The Contractor acknowledges that the liquidated damages are not a penalty but are utilized because of the difficulty in assessing damages where there is not timely performance of the Work required herein. The Contractor further acknowledges that the Owner will suffer from the disruption in its education program and incur added costs, including, but not limited to, administrative, inspection costs, testing costs, interest, professional fees, etc because of any delays.
- B. The “Substantial Completion” dates noted are dates the referenced spaces are to be made fully available to the Owner for their complete use for the purpose intended, with all required approvals and certificates of occupancy.
- C. In accordance with *N.J.S.A 40A:11-1, et seq.*, the Owner shall deduct from the Contract Price any wages paid by the Owner to any inspectors, Architect and Architect's Consultants necessarily employed by it on the work of this Project, for any number of days in excess of the number of days or indicated dates allowed in the milestones herein.
- D. In the event of the failure of the Contractor to timely complete the work of any milestone listed herein, the Contractor shall be liable to the Owner for the sum indicated herein for each milestone and shall pay to the Owner the specified sum as liquidated damages for each calendar day of delay until the milestone task is substantially completed.
- E. In the event the Contractor shall miss any milestone dates, no subsequent milestone dates shall be changed as a result there from. In the event of the failure of the Contractor to complete the work of any milestone listed herein, the Contractor is responsible for providing a recovery schedule to meet the remaining original milestone dates, which shall not change.
- F. The liquidated damage amounts are fixed and agreed upon by and between the Contractor and the Owner due to the impracticality and extreme difficulty of fixing and ascertaining the actual damages the Owner would sustain by delays in the project. Such amounts may be retained from time to time by the Owner from the current periodical payments, at the Owner’s sole discretion.
- G. The Owner shall have the right to deduct the total amount of any liquidated damages from which the Contractor may be liable from any monies otherwise due the Contractor, including any retainage under control of the Owner.
- H. The Contractor’s surety shall be liable for any liquidated damages for which the Contractor may be liable.

PART 2 – PRODUCTS (Not Applicable)

PART 3 – EXECUTION

3.1 PROJECT MILESTONE DATES

Milestone No.	Task (Base Bid)	Start Date	Milestone Completion Date
1	All submittals, shop drawings and product data.	Notice to Proceed; (NTP)	28 Calendar Days, (4 weeks from NTP)
2	Submittal Review	Completion of Milestone 1	14 Calendar Days (42 Calendar Days from NTP)
	Delivery of all equipment associated with the proposed Work, including all required electric materials and accessories. Materials may be delivered to the site and placed at approved locations with the prior approval of the Owner:		
3	Substantial Completion of all Level 1 and Level 1 Tier “Mezzanine” Work including but not limited to door opening/lock and electrical demolition work, installation of all electrical equipment, materials and accessories, and finishes. Work of this Phase shall not be permitted to start until all materials required to complete this Phase are on site or are readily available.	Completion of Milestone 2	64 Calendar days (8 weeks)
	Liquidated Damages - \$500 / calendar day of delay		
4	Substantial Completion of all Level 2 and Level 2 Tier “Mezzanine” Work including but not limited to door opening/lock and electrical demolition work, installation of all electrical equipment, materials and accessories, and finishes. Work of this Phase shall not be permitted to start until all materials required to complete this Phase are on site or are readily available.	Completion of Milestone 3	134 Calendar Days (19 weeks)
	Liquidated Damages - \$500 / calendar day of delay		
5	Final Completion of all work, including final cleaning and punch list completion	Completion of Milestone 4	21 Calendar Days; (3 weeks)
	Liquidated Damages - \$500 / calendar day of delay		

1. The start date for the contract shall be established within a formal "Notice to Proceed" issued in writing by the owner.
2. All work shall be performed in accordance with the county's schedule and shall not impact on the county's use of its facilities.
3. On-site work hours: contractors are advised that work hours are from 8:00 am to 5:00 pm daily, Monday through Friday, except otherwise indicated or required to comply with the project milestones.
 - a. Hours for noise and odor generating activities. Activities which, in the opinion of the architect, generate excess noise and odors will not be permitted at any time during work hours.

- b. Other activities which, in the opinion of the architect, adversely impact owner's use of the facility will not be permitted at any time during work hours. Activities include:
 - i. Disruption of building ventilation systems
 - ii. Disruption of building electrical systems including security, internet, power and lighting.
 - iii. Disruption of building fire alarm system.
 - iv. Disruption of building plumbing system.

END OF SECTION 003120

SECTION 011000 - SUMMARY

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Project Information
2. Work covered by Contract Documents.
3. Contractor's use of site and premises.
4. Coordination with occupants.
5. Work restrictions.
6. Specification and Drawing conventions.

B. Related Requirements:

1. Section 015000 "Temporary Facilities and Controls" for limitations and procedures governing temporary use of Owner's facilities.

1.2 PROJECT INFORMATION

A. Project Identification: Atlantic County Justice Facility

1. Project Location: 5060 Atlantic Avenue, Mays Landing, New Jersey

B. Owner: Atlantic County

C. Owner's Representative: Atlantic County Facilities Management

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D. Designers of Record

1. Architect: Clarke Caton Hintz, PC
2. Security/IT/AV: Tanner Hoskins Consulting, LLC

E. Construction Manager

1. A Construction Manager may be engaged for this Project to serve as an advisor to Owner and to provide assistance in administering the Contract for construction between Owner and Contractor, according to a separate contract between Owner and Construction Manager.

1.3 PERMITS AND INSPECTIONS

- A. The Contractor shall secure and pay for the building permit as well as for all other permits, fees, licenses and inspections by government agencies necessary for proper execution and completion of the Work that are customarily secured after execution of the Contract and legally required at the time bids are received or negotiations concluded.

1.4 PHASED CONSTRUCTION

Reference the Supplemental Conditions in addition to the phasing & staging plans for required completion milestones and dates in addition to items listed below.

1. The Contractor shall achieve Final Completion of the entire project within TWO HUNDRED (261) CALENDAR DAYS from, and including, the date of the Notice to Proceed. In addition, the Contractor shall also achieve the following Interim Milestones, in accordance with any phasing requirements outlined in the Contract Documents.

2. Phasing notes:

- a. Not more than a single cell block shall be made available as the contractor's work area at any one time. Allow for minimum 2 days transition for owner to re-occupy cell block and turn over the next cell block to contractor. See phasing and staging diagrams for additional notes and requirements.
- b. Multiple Substantial completionS and a final completion are required and shall be provided based on floor as follows:
 - i. Substantial completion 1st floor and 1st floor mezzanine
 - ii. Substantial completion 2nd floor and 2nd floor mezzanine.
 - iii. Final completion
- c. Warranty durations shall be set and measured from date of each substantial completion issued for the entire floor and its mezzanine. The contractor shall extend durations of warranties as needed for individual cell blocks completed prior to the issuance of substantial completion for each floor level including its mezzanine.
- d. All specified work within each cell block shall be completed within the allotted time noted on the phasing drawing. The contractor shall allow minimum 3 days within the allotted time duration of each cell block for the Owner/Architect to create and issue a punchlist and the contractor's completion of the punchlist.
- e. Contractor to maintain security of construction site work areas at all times and shall provide a tool inventory for all items brought on site and completed upon owner's forms.
- f. Cell blocks shall be completed in the order listed in the preliminary schedule identified on the drawings.

3. Milestones:

- a. Notice to proceed
- b. Permits
- c. Mobilization on-site
- d. each cell block/work site area identified in the preliminary schedule
- e. Date of substantial completion
- f. Final Completion

Contractor shall prosecute all construction in a sequence eliminating any rework or damage to newly installed building products. Contractor is responsible for the sequences determined and means and methods necessary for execution of the contract work. Where work requires coordination with owner operations, or the traveling public for safety reasons, the contractor shall provide written notice minimum 7 working days prior to the upcoming outage. This request will be in writing and accompany the phasing logistics plan. This plan will at a minimum provide information about known impacts, detours required for vehicles and pedestrian movement, and foreseeable impacts to owner operations.

1.5 WORK COVERED BY CONTRACT DOCUMENTS

A. The Work of Project is defined by the Contract Documents and consists of the following:

1. The project includes but is not limited to the following:

The removal and replacement of existing detention locksets and associated hardware. Existing locksets and hardware are to be salvaged and turned over to the owner. Repainting of the existing modified detention doors and frames.

B. Type of Contract:

1. Project will be constructed under a single prime contract.

1.6 CONTRACTOR'S USE OF SITE AND PREMISES

A. Restricted Use of Site: Contractor shall have limited use of Project site for construction operations as indicated on Drawings by the Contract limits and as indicated by requirements of this Section.

B. Limits on Use of Site: Limit use of Project site to Work in areas. Do not disturb portions of Project site beyond areas in which the Work is indicated for each phase of work.

1. Driveways, Walkways, and Entrances: Keep driveways, loading areas, and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or for storage of materials.
2. All work to be contained within the cell block work area for each phase of the project. All other cell blocks and corridors to remain clear and will be actively in-use by owner.
3. No interior storage areas will be provided outside of the cell block work area.

C. Condition of Existing Grounds: Maintain portions of existing grounds, landscaping, and hardscaping affected by construction operations throughout construction period. Repair damage caused by construction operations.

D. Notify owner of any work that may compromise the security of the facility within minimum 5 days notice. Coordinate required mitigating steps with owner to maintain security at all times.

1.7 COORDINATION WITH OCCUPANTS

- A. Owner Occupancy: Owner will occupy the premises during entire construction period, with the exception of areas under construction. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's operations. Maintain existing exits unless otherwise indicated.
- B. Owner Occupancy of Completed Areas of Construction: Owner will occupy completed portions of the Work in accordance with the phasing and staging plans prior to Substantial Completion of the Work defined for the purpose of warranty duration. Such limited occupancy shall not constitute acceptance of the total Work.

1.8 WORK RESTRICTIONS

- A. Comply with restrictions on construction operations.
 - 1. Comply with limitations on use of public streets, work on public streets, rights of way, and other requirements of authorities having jurisdiction.
- B. On-Site Work Hours: Limit work in the existing building to normal business working hours of 8a.m. to 5 p.m., Monday through Friday, unless otherwise indicated.
- C. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after providing and paying for all temporary utility services according to requirements indicated.
 - 1. Notify Architect, Construction Manager, and Owner not less than seven days in advance of proposed utility interruptions
 - 2. Obtain Architect's, Construction Manager's, or Owner's written permission before proceeding with utility interruptions.
- D. Noise, Vibration, Dust, and Odors: Coordinate operations that may result in high levels of noise and vibration, dust, odors, or other disruption to Owner occupancy with Owner.
 - 1. Notify Architect, Construction Manager, or Owner not less than two days in advance of proposed disruptive operations.
- E. Smoking and Controlled Substance Restrictions: Use of tobacco products, alcoholic beverages, and other controlled substances on Project site is not permitted.
- F. Contractor shall not bring gas or other flammable materials into the premise.
- G. Employee Identification: Provide identification badges for Contractor personnel working on Project site. Require personnel to use identification tags at all times.
 - 1. GC must maintain list of all on-site employee names with address, contact phone number and badge number
 - 2. List must be submitted to construction Manager on a monthly basis
 - 3. All workers will be required to submit background information to and receive approval from the Department of Corrections.

- H. Employee Screening: Comply with Owner's and Department of Corrections requirements for drug and background screening of contractor personnel working on the project site:
 - 1. Drug and Background check and clearance is required for all personnel on-site. Allow minimum 14 days from submission of all required forms and paperwork for completion of background check.
 - 2. Maintain list of approved screened personnel including badge numbers with Owner's representative.

1.9 SPECIFICATION AND DRAWING CONVENTIONS

- A. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:
 - 1. Imperative mood and streamlined language are generally used in the Specifications. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.
 - 2. Text Color: Text used in the Specifications, including units of measure, manufacturer and product names, and other text may appear in multiple colors or underlined as part of a hyperlink; no emphasis is implied by text with these characteristics.
 - 3. Hypertext: Text used in the Specifications may contain hyperlinks. Hyperlinks may allow for access to linked information that is not residing in the Specifications. Unless otherwise indicated, linked information is not part of the Contract Documents.
 - 4. Specification requirements are to be performed by Contractor unless specifically stated otherwise.
- B. Division 00 Contracting Requirements: General provisions of the Contract, including General and Supplementary Conditions, apply to all Sections of the Specifications.
- C. Division 01 General Requirements: Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.
- D. Drawing Coordination: Requirements for materials and products identified on Drawings are described in detail in the Specifications. One or more of the following are used on Drawings to identify materials and products:
 - 1. Terminology: Materials and products are identified by the typical generic terms used in the individual Specifications Sections.
 - 2. Keynoting: Materials and products are identified by reference keynotes referencing Specification Section numbers found in this Project Manual.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 011000

SECTION 012100 - ALLOWANCES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes administrative and procedural requirements governing allowances.
- B. Types of allowances include the following:
 - 1. Contingency allowances.

1.3 DEFINITIONS

- A. Allowance: A quantity of work or dollar amount included in the Contract, established in lieu of additional requirements, used to defer selection of actual materials and equipment to a later date when direction will be provided to Contractor. If necessary, additional requirements will be issued by Change Order.

1.4 SELECTION AND PURCHASE

- A. At the earliest practical date after award of the Contract, advise Architect of the date when final selection, or purchase and delivery, of each product or system described by an allowance must be completed by the Owner to avoid delaying the Work.
- B. At Architect's request, obtain proposals for each allowance for use in making final selections. Include recommendations that are relevant to performing the Work.
- C. Purchase products and systems selected by Architect from the designated supplier.

1.5 ACTION SUBMITTALS

- A. Submit proposals for purchase of products or systems included in allowances in the form specified for Change Orders.

1.6 INFORMATIONAL SUBMITTALS

- A. Submit surveys and volumes of in-place rock quantities invoices or delivery slips to show actual quantities of materials delivered to the site for use in fulfillment of each allowance.

- B. Submit time sheets and other documentation to show labor time and cost for installation of allowance items that include installation as part of the allowance.
- C. Coordinate and process submittals for allowance items in same manner as for other portions of the Work.

1.7 QUANTITY ALLOWANCES

- A. Allowance shall include cost to Contractor of specific products and materials ordered by Owner or selected by Architect under allowance and shall include **taxes**, freight, and delivery to Project site.
- B. Unless otherwise indicated, Contractor's costs for receiving and handling at Project site, labor, installation, overhead and profit, and similar costs related to products and materials ordered by Owner or selected by Architect under allowance shall be included as part of the Contract Sum and not part of the allowance.
- C. Unused Materials: Return unused materials purchased under an allowance to manufacturer or supplier for credit to Owner, after installation has been completed and accepted.
 - 1. If requested by Architect, retain and prepare unused material for storage by Owner. Deliver unused material to Owner's storage space as directed.

1.8 ADJUSTMENT OF ALLOWANCES

- A. Allowance Adjustment: To adjust allowance amounts, prepare a Change Order proposal based on the difference between purchase amount and the allowance, multiplied by final measurement of work-in-place where applicable. If applicable, include reasonable allowances for cutting losses, tolerances, mixing wastes, normal product imperfections, required maintenance materials, and similar margins.
 - 1. If requested, prepare explanation and documentation to substantiate distribution of overhead costs and other markups.
 - 2. Submit substantiation of a change in scope of Work, if any, claimed in Change Orders related to unit-cost allowances.
 - 3. Owner reserves the right to establish the quantity of work-in-place by independent quantity survey, measure, or count.
- B. Submit claims for increased costs due to a change in the scope or nature of the allowance described in the Contract Documents, whether for the purchase order amount or Contractor's handling, labor, installation, overhead, and profit.
 - 1. Do not include Contractor's or subcontractor's indirect expense in the Change Order cost amount unless it is clearly shown that the nature or extent of Work has changed from what could have been foreseen from information in the Contract Documents.
 - 2. No change to Contractor's indirect expense is permitted for selection of higher- or lower-priced materials or systems of the same scope and nature as originally indicated.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine products covered by an allowance promptly on delivery for damage or defects. Return damaged or defective products to manufacturer for replacement.

3.2 PREPARATION

- A. Coordinate materials and their installation for each allowance with related materials and installations to ensure that each allowance item is completely integrated and interfaced with related work.

3.3 SCHEDULE OF ALLOWANCES

- A. Allowance No 1: Contingency allowance: Lump sum in value \$200,000.00 (two-hundred and thousand dollars) Refer also to project summary.

END OF SECTION 012100

SECTION 012200 – UNIT PRICES

PART 1 – GENERAL

1.1 SUMMARY

- A. This Section specifies administrative and procedural requirements for unit prices.
- B. A unit price is an amount proposed by Bidders and stated on the Bid form as a price per unit of measurement for materials or services that will be added to or deducted from the Contract Sum by Change Order in the event quantities of Work required by the Contract Documents are increased or decreased.
- C. Unit prices include all necessary material, delivery and handling costs, installation costs, overhead, supervision, profit, insurance and applicable taxes.
- D. A "Unit Price Schedule" is included at the end of this Section. Specification Sections referenced in the Schedule contain requirements for materials and methods described under each unit price.
- E. The Owner reserves the right to reject the Contractor's measurement of work-in- place that involves use of established unit prices, and to have this Work measured by an independent surveyor acceptable to the Contractor at the Owner's expense.

1.2 UNIT PRICE SCHEDULE

Unit Price #1: Cost to replace set of wires to 120VAC door lock

\$ / set of wires

The unit price provided shall include all of the following: costs for pre construction surveys and layout, insurance; all costs for equipment and materials and labor; cost to remove damaged wire and pull new set of **(3) 12gauge + (2) 14gauge THHN/THWN with molex connectors for one 120vac lock** through existing conduit from detention door to the local control room, removal and disposal of debris; all costs of complying with Federal, State and local laws; the cost of all labor, material and equipment necessary and incidental to performing the work.

Unit of Measurement: Each set of wires.

Unit Price #2: Cost to replace set of wires to 24VAC door lock

\$ / set of wires

The unit price provided shall include all of the following: costs for pre construction surveys and layout, insurance; all costs for equipment and materials and labor; cost to remove damaged wire and pull new set of **(5) 14gauge THHN/THWN with molex connectors for one 24vac lock** through existing conduit from detention door to the local control room, removal and disposal of debris; all costs of complying with Federal, State and local laws; the cost of all labor, material and equipment necessary and incidental to performing the work.

Unit of Measurement: Each set of wires

Unit Price #3: Cost to replace additional Detention barrel Hinge

\$ each

The unit price provided shall include all of the following: costs for pre construction surveys and layout, insurance; all costs for equipment and materials; all costs to remove and replace a single additional hinge with new detention barrel hinge equal to those specified and approved including costs to grind smooth, patch existing frame/door and repaint affected area; all costs of complying with Federal, State and local laws. the cost of all labor, material and equipment necessary and incidental to performing the work.

Unit of Measurement: Each hinge

Unit Price #4: Replace additional Detention Lockset, top hinge, and closer per hardware group SH-3

\$ each location

The unit price provided shall include all of the following: costs for pre construction surveys and layout, insurance; all costs for equipment and materials and labor; all costs to remove and replace existing door hardware with new specified hardware including costs to grind smooth, patch existing frame/door, install shim plates and repaint affected area; all costs of complying with Federal, State and local laws. the cost of all labor, material and equipment necessary and incidental to performing the work.

Unit of Measurement: Each location

Unit Price #5: Replace existing barrel hinges at a severely racked door location with new maximum security continuous hinge

\$ each location

The unit price provided shall include allof the following: costs for pre construction surveys and layout, insurance; all costs for equipment and materials and labor; all costs to remove existing hinges on an existing door and replace with new maximum security continuous hinge basis of design “Willo part #CC18730082TWRX” or approved equal. Price shall also include costs to grind smooth, patch existing frame/door, install shim plates and repaint affected area; all costs of complying with Federal, State and local laws. the cost of all labor, material and equipment necessary and incidental to performing the work.

Unit of Measurement: Each location

END OF SECTION

SECTION 012500 - SUBSTITUTION PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for substitutions.
- B. Related Requirements:
 - 1. Refer to Section 01 6000 "Product Requirements" for requirements for submitting comparable product submittals for products by listed manufacturers as substitutes and for evaluation of equivalency.

1.2 DEFINITIONS

- A. Substitutions: Changes in products, materials, equipment, and methods of construction from those required by the Contract Documents and proposed by Contractor.
 - 1. Substitutions for Cause: Changes proposed by Contractor that are required due to changed Project conditions, such as unavailability of product, regulatory changes, or unavailability of required warranty terms.
 - 2. Substitutions for Convenience: Changes proposed by Contractor or Owner that are not required in order to meet other Project requirements but may offer advantage to Contractor or Owner.
 - 3. Substitution with comparable product submitted as equal: refer to section 01 6000 "Product requirements" and requirements herein.

1.3 ACTION SUBMITTALS

- A. Substitution Requests: Submit one digital copy of each request for consideration. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
 - 1. Substitution Request Form: Use form acceptable to Architect or CSI form 13.1A (sample form at end of section)
 - 2. Documentation: Show compliance with requirements of section 01 6000 product requirements for comparable and evaluation of equivalency and the following, as applicable:
 - a. Statement indicating why specified product or fabrication or installation method cannot be provided, if applicable.

- b. Coordination of information, including a list of changes or revisions needed to other parts of the Work and to construction performed by Owner and separate contractors that will be necessary to accommodate proposed substitution.
 - c. Detailed comparison of significant qualities of proposed substitutions with those of the Work specified. Include annotated copy of applicable Specification Section. Significant qualities may include attributes, such as performance, weight, size, durability, visual effect, sustainable design characteristics, warranties, and specific features and requirements indicated. Indicate deviations, if any, from the Work specified.
 - d. Product Data, including drawings and descriptions of products and fabrication and installation procedures.
 - e. Samples, where applicable or requested.
 - f. Certificates and qualification data, where applicable or requested.
 - g. List of similar installations for completed projects, with project names and addresses as well as names and addresses of architects and owners.
 - h. Material test reports from a qualified testing agency, indicating and interpreting test results for compliance with requirements indicated.
 - i. Detailed comparison of Contractor's construction schedule using proposed substitutions with products specified for the Work, including effect on the overall Contract Time. If specified product or method of construction cannot be provided within the Contract Time, include letter from manufacturer, on manufacturer's letterhead, stating date of receipt of purchase order, lack of availability, or delays in delivery.
 - j. Cost information, including a proposal of change, if any, in the Contract Sum.
 - k. Contractor's certification that proposed substitution complies with requirements in the Contract Documents, except as indicated in substitution request, is compatible with related materials and is appropriate for applications indicated.
 - l. Contractor's waiver of rights to additional payment or time that may subsequently become necessary because of failure of proposed substitution to produce indicated results.
3. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within seven days of receipt of a request for substitution. Architect will notify Contractor of acceptance or rejection of proposed substitution within **15** days of receipt of request, or seven days of receipt of additional information or documentation, whichever is later.
- a. Forms of Acceptance: Change Order, or Architect's Supplemental Instructions for minor changes in the Work.
 - b. Submittal of comparable product may also be approved as detailed in submittal procedures
 - c. Use product specified or submit different product for evaluation of equivalency if request is rejected.

1.4 QUALITY ASSURANCE

- A. Compatibility of Substitutions: Investigate and document compatibility of proposed substitution with related products and materials. Engage a qualified testing agency to perform compatibility tests recommended by manufacturers.

1.5 PROCEDURES

- A. Coordination: Revise or adjust affected work as necessary to integrate work of the approved substitutions.

1.6 SUBSTITUTIONS

- A. Substitutions for Cause: Submit requests for substitution immediately on discovery of need for change, but not later than **30** days prior to time required for preparation and review of related submittals.

- 1. Conditions: Architect will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Architect will return requests without action, except to record noncompliance with these requirements:

- a. Requested substitution is consistent with the Contract Documents and will produce indicated results.
- b. Substitution request is fully documented and properly submitted.
- c. Requested substitution will not adversely affect Contractor's construction schedule.
- d. Requested substitution has received necessary approvals of authorities having jurisdiction.
- e. Requested substitution is compatible with other portions of the Work.
- f. Requested substitution has been coordinated with other portions of the Work.
- g. Requested substitution provides specified warranty.
- h. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.

- B. Substitutions for Convenience: Architect will consider requests for substitution if received within 60 days after the Notice to Proceed. Requests received after that time may be considered or rejected at discretion of Architect.

- 1. Conditions: Architect will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Architect will return requests without action, except to record noncompliance with these requirements:

- a. Requested substitution offers Owner a substantial advantage in cost, time, energy conservation, or other considerations, after deducting additional responsibilities Owner must assume. Owner's additional responsibilities may include

- compensation to Architect for redesign and evaluation services, increased cost of other construction by Owner, and similar considerations.
- b. Requested substitution does not require extensive revisions to the Contract Documents.
 - c. Requested substitution is consistent with the Contract Documents and will produce indicated results.
 - d. Substitution request is fully documented and properly submitted.
 - e. Requested substitution will not adversely affect Contractor's construction schedule.
 - f. Requested substitution has received necessary approvals of authorities having jurisdiction.
 - g. Requested substitution is compatible with other portions of the Work.
 - h. Requested substitution has been coordinated with other portions of the Work.
 - i. Requested substitution provides specified warranty.
 - j. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.
2. Substitution with comparable product submitted as equal: refer to section 01 6000 "Product requirements" and requirements herein.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

**SUBSTITUTION
REQUEST**

Project: _____ Substitution Request Number: _____

From: _____
To: _____ Date: _____

A/E Project Number: _____
Re: _____ Contract For: _____

Specification Title: _____ Description: _____
Section: _____ Page: _____ Article/Paragraph: _____

Proposed Substitution: _____

Manufacturer: _____ Address: _____ Phone: _____

Trade Name: _____ Model No.: _____

Installer: _____ Address: _____ Phone: _____

History: New product 2-5 years old 5-10 yrs old More than 10 years old

Differences between proposed substitution and specified product: _____

Point-by-point comparative data attached - REQUIRED BY A/E

Reason for not providing specified item: _____

Similar Installation:

Project: _____ Architect: _____ Address: _____

Owner: _____

Date Installed: _____

Proposed substitution affects other parts of Work: No Yes; explain _____

Supporting Data Attached: Drawings Product Data Samples Tests Reports _____

**SUBSTITUTION
REQUEST**

(Continued)

The Undersigned certifies:

- Proposed substitution has been fully investigated and determined to be equal or superior in all respects to specified product.
- Same warranty will be furnished for proposed substitution as for specified product.
- Same maintenance service and source of replacement parts, as applicable, is available.
- Proposed substitution will have no adverse effect on other trades and will not affect or delay progress schedule.
- Cost data as stated above is complete. Claims for additional costs related to accepted substitution which may subsequently become apparent are to be waived.
- Proposed substitution does not affect dimensions and functional clearances.
- Payment will be made for changes to building design, including A/E design, detailing, and construction costs caused by the substitution.
- Coordination, installation, and changes in the Work as necessary for accepted substitution will be complete in all respects.

Submitted by: _____

Signed by: _____

Firm: _____

Address: _____

Telephone: _____

Attachments: _____

A/E's REVIEW AND ACTION

- Substitution approved - Make submittals in accordance with Specification Section 01330.
- Substitution approved as noted - Make submittals in accordance with Specification Section 01330.
- Substitution rejected - Use specified materials.
- Substitution Request received too late - Use specified materials.

Signed by: _____

Date: _____

Additional Comments: Contractor Subcontractor Supplier Manufacturer A/E _____

SECTION 012600 –MODIFICATION PROCEDURES

PART 1 GENERAL

1.1 GENERAL REQUIREMENTS

- A. Minor Changes in the Work: The Construction Manager or Architect will issue instructions authorizing minor changes in the Work on AIA Form G710 or other form acceptable to Construction Manager and Architect.

1.2 OWNER-INITIATED PROPOSAL REQUESTS (POTENTIAL CHANGE ORDERS – PCO’S):

The Construction Manager or Architect will issue a description of proposed changes in the Work that require adjustment to the Contract Sum or Time. The description may include supplemental or revised Drawings and Specifications.

1. Proposal requests are for information only. Do not consider them an instruction to stop work or to execute the proposed change.
2. Within specified time or 14 calendar days of receipt, submit an estimate of cost necessary to execute the change for the Owner's review.
 - a. Include an itemized list of products required and unit costs, with the total amount of purchases.
 - b. Indicate taxes, delivery charges, equipment rental, and amounts of trade discounts.
 - c. Indicate the effect the change will have on the Contract Time.
3. Contractor shall endeavor to solicit reasonable prices from high quality Subcontractors for any additional work required.
4. Total available float time is to be used by owner or contractor prior to any request for extension of contract time.

1.3 CONTRACTOR-INITIATED PROPOSALS: When unforeseen conditions require modifications, the Contractor may submit a request for a change to the Architect.

1. Describe the proposed change. Indicate reasons for the change and the effect of the change on the Contract Sum and Time.
2. Include an itemized list of products required and unit costs, with the total amount of purchases.
3. Indicate taxes, delivery charges, equipment rental, and amounts of trade discounts.
4. Include an updated Contractor's construction schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Total available float time is to be used before requesting an extension of the Contract Time.
5. Proposal Request Form: Use AIA Document G709 or form acceptable to Construction Manager and Architect.

1.4 CHANGE ORDER PROCEDURES

- A. All change orders will be done in accordance with NJAC 5:30-11.3
- B. Contractor will submit a Potential Change Order (PCO) to the Construction Manager for review.
- C. Construction Manager and Architect will review the PCO and either; 1) reject the PCO and indicate the reason for rejection, 2) request additional information to substantiate the PCO, 3) make comments for revisions on scope, quantity, costs, etc., or 4) recommend acceptance of the PCO.
- D. Construction Manager will review and recommended acceptance or rejection of the PCO with Ocean County Administration and/or Buildings and Grounds representative and obtain approval or rejection of the PCO.
- E. The architect or with approval of all parties the General Contractor, shall issue Change Orders for signatures of approved PCOs on AIA document G731 if a construction manager is hired, and on AIA document G701 without a construction manager . Each Change Order may contain multiple PCO's.
- F. The Owner will review the Change Order at their regularly scheduled Board Meetings and issue formal rejection or acceptance.

1.5 CONTRACTOR MARGINS (ALLOWABLE MARKUP)

- A. See specification 012900 payment procedures

1.6 CHANGE ORDER LOGS

- A. The Contractor shall maintain a change order log, in acceptable format to the Owner, that includes all Potential Change Orders. The log shall include the following minimum information:
 - 1. PCO number;
 - 2. Date submitted and date last revised;
 - 3. Submitted, revised and approved amounts;
 - 4. Description of the PCO;
 - 5. Status of the PCO;
 - 6. If approved and included in a formal Change Order, the corresponding Change Order number;
 - 7. Total amount of submitted, pending and approved PCO's.

1.7 ALLOWANCE ADJUSTMENT:

- A. Base Change Order Proposals on the difference between the purchase amount and the allowance, multiplied by the measurement of work-in-place. Allow for cutting

losses, tolerances, mixing wastes, normal product imperfections, and similar margins.

1. Include installation costs only where indicated as part of the allowance.
 2. Prepare explanations and documentation to substantiate margins claimed.
 3. Submit substantiation of a change in work claimed in the Change Orders related to unit-cost allowances.
- B. Submit claims for increased costs because of a change in the allowance, whether for purchase order amount or handling, labor, installation, overhead, and profit. Submit claims within 7 days of receipt of authorization to proceed. The Owner will reject claims submitted later than 14 days.
- C. Change Order Procedures: Upon the Owner's approval of a Proposal Request, the Contractor will issue a Change Order on AIA document G731 if a construction manager is hired, and on AIA document G701 without a construction manager.

 **AIA** Document G731™ – 2019

Change Order, Construction Manager as Adviser Edition

PROJECT: <i>(name and address):</i>	CONTRACT INFORMATION: Contract For: Date:	CHANGE ORDER INFORMATION: Change Order Number: Date:
OWNER: <i>(name and address):</i>	ARCHITECT: <i>(name and address):</i>	CONSTRUCTION MANAGER: <i>(name and address):</i>
CONTRACTOR: <i>(name and address):</i>		

THE CONTRACT IS CHANGED AS FOLLOWS:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

The original (Contract Sum) (Guaranteed Maximum Price) was \$ _____
Net change by previously authorized Change Orders \$ _____
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was \$ _____
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by \$ _____
this Change Order in the amount of _____
The new Contract Sum including this Change Order will be \$ _____

The Contract Time will be (increased) (decreased) (unchanged) by () days.
The Contractor's Work shall be substantially complete on _____

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONSTRUCTION MANAGER, CONTRACTOR, AND OWNER.

_____ ARCHITECT <i>(Firm name)</i>	_____ CONSTRUCTION MANAGER <i>(Firm name)</i>
_____ SIGNATURE	_____ SIGNATURE
_____ PRINTED NAME AND TITLE	_____ PRINTED NAME AND TITLE
_____ DATE:	_____ DATE:
_____ CONTRACTOR <i>(Firm name)</i>	_____ OWNER <i>(Firm name)</i>
_____ SIGNATURE	_____ SIGNATURE
_____ PRINTED NAME AND TITLE	_____ PRINTED NAME AND TITLE
_____ DATE:	_____ DATE:

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 **AIA** Document G701[®] – 2017

Change Order

PROJECT: (name and address)	CONTRACT INFORMATION: Contract For: Date:	CHANGE ORDER INFORMATION: Change Order Number: Date:
OWNER: (name and address)	ARCHITECT: (name and address)	CONTRACTOR: (name and address)

THE CONTRACT IS CHANGED AS FOLLOWS:
 (Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

The original (Contract Sum) (Guaranteed Maximum Price) was \$ _____

The net change by previously authorized Change Orders \$ _____

The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was \$ _____

The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order in the amount of \$ _____

The new (Contract Sum) (Guaranteed Maximum Price), including this Change Order, will be \$ _____

The Contract Time will be (increased) (decreased) (unchanged) by () days.

The new date of Substantial Completion will be _____

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

_____ ARCHITECT (Firm name)	_____ CONTRACTOR (Firm name)	_____ OWNER (Firm name)
_____ SIGNATURE	_____ SIGNATURE	_____ SIGNATURE
_____ PRINTED NAME AND TITLE	_____ PRINTED NAME AND TITLE	_____ PRINTED NAME AND TITLE
_____ DATE	_____ DATE	_____ DATE

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END OF SECTION

SECTION 012900 - PAYMENT PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes administrative and procedural requirements necessary to prepare and process Applications for Payment.
- B. Related Requirements:
 - 1. Section 012100 "Allowances" for procedural requirements governing the handling and processing of allowances.
 - 2. Section 012600 "Contract Modification Procedures" for administrative procedures for handling changes to the Contract.
 - 3. Section 013200 "Construction Progress Documentation" for administrative requirements governing the preparation and submittal of the Contractor's construction schedule.

1.3 DEFINITIONS

- A. Schedule of Values: A statement furnished by Contractor allocating portions of the Contract Sum to various portions of the Work and used as the basis for reviewing Contractor's Applications for Payment.

1.4 SCHEDULE OF VALUES

- A. Coordination: Coordinate preparation of the schedule of values with preparation of Contractor's construction schedule.
 - 1. Coordinate line items in the schedule of values with other required administrative forms and schedules, including the following:
 - a. Application for Payment forms with continuation sheets.
 - b. Submittal schedule.
 - c. Items required to be indicated as separate activities in Contractor's construction schedule.
 - 2. Submit the schedule of values to Construction Manager at earliest possible date, but no later than seven days before the date scheduled for submittal of initial Applications for Payment for review & approval

3. Subschedules for Phased Work: Where the Work is separated into phases requiring separately phased payments, provide subschedules showing values coordinated with each phase of payment.
 4. Subschedules for Separate Elements of Work: Where the Contractor's construction schedule defines separate elements of the Work, provide subschedules showing values coordinated with each element.
 5. Subschedules for Separate Design Contracts: Where the Owner has retained design professionals under separate contracts who will each provide certification of payment requests, provide subschedules showing values coordinated with the scope of each design services contract as described in Section 011000 "Summary."
- B. Format and Content: Use 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 Section.
1. Identification: Include the following Project identification on the schedule of values:
 - a. Project name and location.
 - b. Name of Architect/Engineer.
 - c. Architect's project number.
 - d. Contractor's name and address.
 - e. Date of submittal.
 2. Arrange schedule of values consistent with format of AIA Document G703.
 3. Arrange the schedule of values in tabular form with separate columns to indicate the following for each item listed:
 - a. Related Specification Section or Division.
 - b. Description of the Work.
 - c. Name of subcontractor.
 - d. Name of manufacturer or fabricator.
 - e. Name of supplier.
 - f. Change Orders (numbers) that affect value.
 - g. Dollar value of the following, as a percentage of the Contract Sum to nearest one-hundredth percent, adjusted to total 100 percent.
 - 1) Labor.
 - 2) Materials.
 - 3) Equipment.
 4. Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Coordinate with Project Manual table of contents. Provide multiple line items for principal subcontract amounts in excess of five percent of the Contract Sum.
 5. Round amounts to nearest whole dollar; total shall equal the Contract Sum.
 6. 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.

- a. Differentiate between items stored on-site and items stored off-site. If required, include evidence of insurance.
7. 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.
8. Allowances: Provide a separate line item in the schedule of values for each allowance. Show line-item value of unit-cost allowances, as a product of the unit cost, multiplied by measured quantity. Use information indicated in the Contract Documents to determine quantities.
9. Purchase Contracts: Provide a separate line item in the schedule of values for each purchase contract. Show line-item value of purchase contract. Indicate owner payments or deposits, if any, and balance to be paid by Contractor.
10. Each item in the schedule of values and Applications for Payment shall be complete. Include total cost and proportionate share of general overhead and profit for each item.
 - a. 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.
11. Schedule Updating: Update and resubmit the schedule of values before the next Applications for Payment when Change Orders result in a change in the Contract Sum.

1.5 CHANGES IN THE WORK

- A. When a change in the Work includes a category or categories of Work both added to and deducted from the Contract, the total quantities of added Work and of deleted Work shall be determined separately for each category and the appropriate unit price or net cost of the Work shall be applied to the difference between the two total quantities.
- B. Contractor change order requests are to be submitted for approval and shall include the following components:
 1. Direct Materials – Direct material costs shall consist of actual cost of materials purchased by the Contractor. Contractors are to list all materials with quantities and unit prices along with bill of sale from the applicable vendor.
 2. Direct Equipment – Rental and operating costs for equipment only, either rented or owned, by the Contractor. The equipment shall be listed with quantity of hours and hourly rate. For verification of the rate charged, the Contractor shall furnish a comparable rental rate from a vendor should the equipment be owned by the Contractor. Costs for operation will only be approved for actual operation for the approved change in work regardless on the time the equipment is onsite.
 3. Direct Labor – The term direct labor shall include working foremen (non-working foremen are considered overhead), journeymen, apprentices, equipment operators, and/or laborers directly assigned to the approved change in work by the Contractor.
 4. Indirect Costs – Included are costs which are neither direct construction material, equipment, and labor costs. Allowable indirect costs are for document reproduction of drawings only, engineering if applicable, premium freight charges if approved by the

owner, and permits. No other indirect costs will be considered. Copies of invoices are to be provided for billing verification.

- C. Unit prices shall be inclusive of all costs and shall be applied to units of measure as defined in the Specifications for each category of Work.
- D. For all extra Work performed by Contractor, the gross cost to the Owner shall include the net cost of the Work to the Contractor plus an allowance for overhead and profit (inclusive of Bond / Insurance) not to exceed 15% of the net cost. The 15% markup shall also apply to deleted work.
- A. For all extra Work performed by a Subcontractor, the gross cost to the Owner shall include the net cost of the Work to the Subcontractor plus an allowance for overhead and profit not to exceed 10% of the net cost, plus the Contractor's overhead and profit (inclusive of Bond / Insurance) not to exceed 10% of the Subcontractor's cost. The 10% markup of Contractor and 10% markup of subcontractor shall also apply to deleted work.
 - 1. When more than one tier of subcontracts exists, for the purpose of markups, they shall be treated as one subcontract.
- E. Net cost of extra Work shall be the actual or pro-rated cost of:
 - 1. Labor, including foreman, at the prevailing rate of wages, contributions and taxes.
 - 2. Materials entering permanently into the Work, including delivery to the site.
 - 3. The ownership or rental cost of construction equipment and expendable tools, pro-rated for the time necessary for the Work.
 - 4. Power and consumable supplies for the operation of power equipment, pro-rated for the time necessary for the Work. Insurance and Bonds.
 - 5. Contractor to provide detailed breakdown & back up for Items 1-3 when submitting their change order request.
- F. Gross costs shall be net costs plus the allowances described above, such allowances being inclusive, of all cost of superintendence, supervision, engineering, overhead, profit, administrative and site office expenses and all other general expenses.

1.6 APPLICATIONS FOR PAYMENT

- A. Each Application for Payment following the initial Application for Payment shall be consistent with previous applications and payments as certified by Architect and Construction Manager and paid for by Owner.
 - 1. Initial Application for Payment, Application for Payment at time of Substantial Completion, and final Application for Payment involve additional requirements.
- B. Payment Application Times: The date for each progress payment is indicated in the Agreement between Owner and Contractor. The period of construction work covered by each Application for Payment is the period indicated in the Agreement.

- C. Payment Application Times: Submit Application for Payment to Construction Manager monthly, date to be agreed with Owner. The period covered by each Application for Payment is one month.
 - 1. Submit draft copy of Application for Payment seven days prior to due date for review by Architect.
- D. Application for Payment Forms: Use AIA Document G732-2009 and AIA Document G703 as form for Applications for Payment, as well as “County of Atlantic Standard Invoice” form, also known as the “County Voucher”.
- E. Application Preparation: 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. Entries shall match data on the schedule of values and Contractor's construction schedule. Use updated schedules if revisions were made.
 - 2. Include amounts for work completed following previous Application for Payment, whether or not payment has been received. Include only amounts for work completed at time of Application for Payment.
 - 3. Include amounts of Change Orders issued before last day of construction period covered by application.
 - 4. Indicate separate amounts for work being carried out under Owner-requested project acceleration.
- F. Stored Materials: Include in Application for Payment amounts applied for materials or equipment purchased or fabricated and stored, but not yet installed which is stored on-site.
 - 1. Provide certificate of insurance, evidence of transfer of title to Owner, and consent of surety to payment, for stored materials.
 - 2. Provide supporting documentation that verifies amount requested, such as paid invoices. Match amount requested with amounts indicated on documentation; do not include overhead and profit on stored materials.
 - 3. Provide summary documentation for stored materials indicating the following:
 - a. Value of materials previously stored and remaining stored as of date of previous Applications for Payment.
 - b. Value of previously stored materials put in place after date of previous Application for Payment and on or before date of current Application for Payment.
 - c. Value of materials stored since date of previous Application for Payment and remaining stored as of date of current Application for Payment.
- G. Transmittal: Submit three signed and notarized original copies of each Application for Payment to Construction Manager by a method ensuring receipt within 24 hours.
 - 1. Transmit each copy with a transmittal form listing attachments and recording appropriate information about application.
- H. 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. Combined Contractor's construction schedule (preliminary if not final) incorporating Work of multiple contracts, with indication of acceptance of schedule by each Contractor.
 5. Products list (preliminary if not final).
 6. Schedule of unit prices.
 7. Submittal schedule (preliminary if not final).
 8. List of Contractor's staff assignments.
 9. List of Contractor's principal consultants.
 10. Copies of building permits.
 11. Copies of authorizations and licenses from authorities having jurisdiction for performance of the Work.
 12. Initial progress report.
 13. Report of preconstruction conference.
 14. Certificates of insurance and insurance policies.
 15. Performance and payment bonds.
 16. Data needed to acquire Owner's insurance.
- I. Application for Payment at Substantial Completion: After Architect issues the Certificate of 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 Certificate(s) of Substantial Completion issued previously for Owner occupancy of designated portions of the Work.
- J. Final Payment Application: After completing Project closeout requirements, submit final Application for Payment 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 of 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.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

- 3.1 All applications for payments, payments, and payment related disputes will be in accordance with the prompt payment act NJSA 2A:30A-1 et seq.

 **AIA**® Document G706® – 1994

Contractor's Affidavit of Payment of Debts and Claims

PROJECT: <i>(Name and address)</i>	ARCHITECT'S PROJECT NUMBER:	OWNER <input type="checkbox"/>
	CONTRACT FOR:	ARCHITECT <input type="checkbox"/>
		CONTRACTOR <input type="checkbox"/>
TO OWNER: <i>(Name and address)</i>	CONTRACT DATED:	SURETY <input type="checkbox"/>
		OTHER <input type="checkbox"/>

STATE OF:

COUNTY OF:

The undersigned hereby certifies that, except as listed below, payment has been made in full and all obligations have otherwise been satisfied for all materials and equipment furnished, for all work, labor, and services performed, and for all known indebtedness and claims against the Contractor for damages arising in any manner in connection with the performance of the Contract referenced above for which the Owner or Owner's property might in any way be held responsible or encumbered.

EXCEPTIONS:

SUPPORTING DOCUMENTS ATTACHED HERETO:

1. Consent of Surety to Final Payment. Whenever Surety is involved, Consent of Surety is required. AIA Document G707™, Consent of Surety to Final Payment, may be used for this purpose.

Indicate attachment: Yes No

The following supporting documents should be attached hereto if required by the Owner:

1. Contractor's Release or Waiver of Liens, conditional upon receipt of final payment
2. Separate Releases or Waivers of Liens from Subcontractors and material and equipment suppliers, to the extent required by the Owner, accompanied by a list thereof
3. Contractor's Affidavit of Release of Liens (AIA Document G706A™)

CONTRACTOR: *(Name and address)*

BY:

(Signature of authorized representative)

(Printed name and title)

Subscribed and sworn to before me on this date:

Notary Public:

My Commission Expires:

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Contractor's Affidavit of Release of Liens

PROJECT: <i>(Name and address)</i>	ARCHITECT'S PROJECT NUMBER:	OWNER <input type="checkbox"/>
	CONTRACT FOR:	ARCHITECT <input type="checkbox"/>
		CONTRACTOR <input type="checkbox"/>
TO OWNER: <i>(Name and address)</i>	CONTRACT DATED:	SURETY <input type="checkbox"/>
		OTHER <input type="checkbox"/>

STATE OF:

COUNTY OF:

The undersigned hereby certifies that to the best of the undersigned's knowledge, information and belief, except as listed below, the Releases or Waivers of Lien attached hereto include the Contractor, all Subcontractors, all suppliers of materials and equipment, and all performers of Work, labor or services who have or may have liens or encumbrances or the right to assert liens or encumbrances against any property of the Owner arising in any manner out of the performance of the Contract referenced above.

EXCEPTIONS:

SUPPORTING DOCUMENTS ATTACHED HERETO:

1. Contractor's Release or Waiver of Liens, conditional upon receipt of final payment.
2. Separate Releases or Waivers of Liens from Subcontractors and material and equipment suppliers, to the extent required by the Owner, accompanied by a list thereof.

CONTRACTOR: *(Name and address)*

BY:

(Signature of authorized representative)

(Printed name and title)

Subscribed and sworn to before me on this date:

Notary Public:

My Commission Expires:

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 **AIA** Document G707™ – 1994

Consent of Surety to Final Payment

PROJECT: <i>(Name and address)</i>	ARCHITECT'S PROJECT NUMBER:	OWNER <input type="checkbox"/>
	CONTRACT FOR:	ARCHITECT <input type="checkbox"/>
		CONTRACTOR <input type="checkbox"/>
TO OWNER: <i>(Name and address)</i>	CONTRACT DATED:	SURETY <input type="checkbox"/>
		OTHER <input type="checkbox"/>

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(Insert name and address of Surety)

on bond of
(Insert name and address of Contractor)

, SURETY,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve
the Surety of any of its obligations to
(Insert name and address of Owner)

, CONTRACTOR,

as set forth in said Surety's bond.

, OWNER,

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date:
(Insert in writing the month followed by the numeric date and year.)

(Surety)

(Signature of authorized representative)

Attest:
(Seal)

(Printed name and title)

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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**COUNTY OF ATLANTIC
 STANDARD INVOICE**

Department: County of Atlantic – Facilities Management
 Attn.: Robert D. Reynolds Jr., RA, AIA
 Location to which Delivered: Atlantic County Facilities Management
 1227 Drexel Ave., PO Box 1107,
 Atlantic City, New Jersey 08404-1107
 Name and Address of Vendor: _____

Invoice Date: _____
 County Order #: _____
(Copy From Order)
 Account No.: _____
(Copy From Purchase Order)

Vendor Leave Blank
 Amount: _____
 Checked By: _____

SEND THIS INVOICE IN DUPLICATE TO THE
 Division of Facilities Management
 1227 Drexel Avenue, PO Box 1107
 Atlantic City, NJ 08404

Quantity	Unit	Description	Unit Price	Amount
			TOTAL AMOUNT	

CLAIMANT'S CERTIFICATE & DECLARATION

I do solemnly declare and certify under the penalties of the law that the within bill is correct in all particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in the connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

 SIGNATURE

 OFFICIAL POSITION

 DATE

INSTRUCTIONS TO VENDOR

1. Invoices must be submitted in duplicate on this form; retain a copy for your files.
2. Use a separate invoice for each COMPLETED purchase order. INVOICE FOR PARTIAL SHIPMENT WILL NOT BE ACCEPTED.
3. Be sure to insert the purchase order or contract number in the space provided.
4. Do not include Federal, State, or Local Taxes.
 FAILURE TO COMPLY STRICTLY WITH INSTRUCTIONS WILL RESULT IN THE RETURN OF THE INVOICE FOR CORRECTION AND CONSEQUENTLY DELAY IN PAYMENT.

F001/REV.11-91

END OF SECTION 012900

SECTION 013100 - PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:
 - 1. General coordination procedures.
 - 2. Coordination drawings.
 - 3. RFIs.
 - 4. Digital project management procedures.
 - 5. Project meetings.
- B. Related Requirements:
 - 1. Section 017300 "Execution" for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.

1.2 INFORMATIONAL SUBMITTALS

- A. Subcontract List: Prepare a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design. Include the following information in tabular form:
 - 1. Name, address, telephone number, and email address of entity performing subcontract or supplying products.
 - 2. Number and title of related Specification Section(s) covered by subcontract.
 - 3. Drawing number and detail references, as appropriate, covered by subcontract.

1.3 GENERAL COORDINATION PROCEDURES

- A. Coordination: Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations included in different Sections that depend on each other for proper installation, connection, and operation.
 - 1. Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
 - 2. Coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair.
 - 3. Make adequate provisions to accommodate items scheduled for later installation.

- B. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:

1. Preparation of Contractor's construction schedule.
2. Preparation of the schedule of values.
3. Installation and removal of temporary facilities and controls.
4. Delivery and processing of submittals.
5. Progress meetings.
6. Preinstallation conferences.
7. Project closeout activities.
8. Startup and adjustment of systems.

1.4 COORDINATION DRAWINGS

- A. Coordination Drawings, General: Prepare coordination drawings according to requirements in individual Sections, and additionally where installation is not completely indicated on Shop Drawings, where limited space availability necessitates coordination, or if coordination is required to facilitate integration of products and materials fabricated or installed by more than one entity.

1. Content: Project-specific information, drawn accurately to a scale large enough to indicate and resolve conflicts. Do not base coordination drawings on 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 Drawings. Specifically note dimensions that appear to be in conflict with submitted equipment and minimum clearance requirements. Provide alternative sketches to Architect indicating proposed resolution of such conflicts. Minor dimension changes and difficult installations will not be considered changes to the Contract.

- B. Coordination Drawing Organization: Organize coordination drawings as follows:

1. Floor Plans and Reflected Ceiling Plans: Show architectural and structural elements, and mechanical, plumbing, fire-protection, fire-alarm, and electrical Work. Show locations of visible ceiling-mounted devices relative to acoustical ceiling grid. Supplement plan drawings with section drawings where required to adequately represent the Work.
2. Plenum Space: Indicate subframing for support of ceiling and wall systems, mechanical and electrical equipment, and related Work. Locate components within plenums to accommodate layout of light fixtures and other components indicated on Drawings. Indicate areas of conflict between light fixtures and other components.
3. Mechanical Rooms: Provide coordination drawings for mechanical rooms showing plans and elevations of mechanical, plumbing, fire-protection, fire-alarm, and electrical equipment.
4. Structural Penetrations: Indicate penetrations and openings required for all disciplines.
5. Slab Edge and Embedded Items: Indicate slab edge locations and sizes and locations of embedded items for metal fabrications, sleeves, anchor bolts, bearing plates, angles, door

- floor closers, slab depressions for floor finishes, curbs and housekeeping pads, and similar items.
6. Review: Architect will review coordination drawings to confirm that, in general, the Work is being coordinated, but not for the details of the coordination, which are Contractor's responsibility. If Architect determines that coordination drawings are not being prepared in sufficient scope or detail, or are otherwise deficient, Architect will so inform Contractor, who shall make suitable modifications and resubmit.
 7. Architect will furnish Contractor one set of digital data files of Drawings for use in preparing coordination digital data files.
 - a. Architect makes no representations as to the accuracy or completeness of digital data files as they relate to Drawings.
 - b. Digital Data Software Program: Drawings are available in AutoCAD release 2017 format.
 - c. Contractor shall execute a data licensing agreement in the form of Agreement form acceptable to Owner and Architect.

1.5 REQUEST FOR INFORMATION (RFI)

- A. General: Immediately on discovery of the need for additional information, clarification, or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI in the form specified.
 1. Architect will return without response those RFIs submitted to Architect by other entities controlled by Contractor.
 2. Coordinate and submit RFIs in a prompt manner so as to avoid delays in Contractor's work or work of subcontractors.
- B. Content of the RFI: Include a detailed, legible description of item needing information or interpretation and the following:
 1. Owner name.
 2. Owner's Project number.
 3. Name of Architect.
 4. Architect's Project number.
 5. Date.
 6. Name of Contractor.
 7. RFI number, numbered sequentially.
 8. RFI subject.
 9. Specification Section number and title and related paragraphs, as appropriate.
 10. Drawing number and detail references, as appropriate.
 11. Field dimensions and conditions, as appropriate.
 12. Contractor's suggested resolution. If Contractor's suggested resolution impacts the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
 13. Contractor's signature.
 14. Attachments: Include sketches, descriptions, measurements, photos, Product Data, Shop Drawings, coordination drawings, and other information necessary to fully describe items needing interpretation.

- C. RFI Forms: Software-generated form with substantially the same content as indicated above, acceptable to Architect.
 - D. Architect's Action: Architect will review each RFI, determine action required, and respond. Allow seven days for Architect's response for each RFI. RFIs received by Architect after 1:00 p.m. will be considered as received the following working day.
 - 1. The following Contractor-generated RFIs will be returned without action:
 - a. Requests for approval of submittals.
 - b. Requests for approval of substitutions.
 - c. Requests for approval of Contractor's means and methods.
 - d. Requests for coordination information already indicated in the Contract Documents.
 - e. Requests for adjustments in the Contract Time or the Contract Sum.
 - f. Requests for interpretation of Architect's actions on submittals.
 - g. Incomplete RFIs or inaccurately prepared RFIs.
 - 2. Architect's action may include a request for additional information, in which case Architect's time for response will date from time of receipt by Architect of additional information.
 - 3. Architect's action on RFIs that may result in a change to the Contract Time or the Contract Sum may be eligible for Contractor to submit Change Proposal according to Section 012600 "Contract Modification Procedures."
 - a. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Architect in writing within five days of receipt of the RFI response.
 - E. RFI Log: Prepare, maintain, and submit a tabular log of RFIs organized by the RFI number. Use software log that is part of web-based Project management software.
 - 1. Project name.
 - 2. Name and address of Contractor.
 - 3. Name and address of Architect.
 - 4. RFI number including RFIs that were returned without action or withdrawn.
 - 5. RFI description.
 - 6. Date the RFI was submitted.
 - 7. Date Architect's response was received.
 - F. On receipt of Architect's action, update the RFI log and immediately distribute the RFI response to affected parties. Review response and notify Architect within three days if Contractor disagrees with response.
- 1.6 DIGITAL PROJECT MANAGEMENT PROCEDURES
- A. Use of Architect's Digital Data Files: Digital data files of Architect's CAD drawings will be provided by Architect for Contractor's use during construction.

1. Digital data files may be used by Contractor in preparing coordination drawings, Shop Drawings, and Project record Drawings.
 2. Architect makes no representations as to the accuracy or completeness of digital data files as they relate to Contract Drawings.
 3. Digital Drawing Software Program: Contract Drawings are available in AutoCAD version 2017.
 4. Contractor shall execute a data licensing agreement in the form of Agreement form acceptable to Owner and Architect.
 5. The following digital data files will be furnished for each appropriate discipline:
 - a. Floor plans.
 - b. Reflected ceiling plans.
 - c. Building Sections
 - d. Elevations
- B. Web-Based Project Management Software Package: Provide, administer, and use web-based Project management software package for purposes of hosting and managing Project communication and documentation until Final Completion.
1. Web-based Project management software includes, at a minimum, the following features:
 - a. Compilation of Project data, including Contractor, subcontractors, Architect, architect's consultants, Owner, and other entities involved in Project. Include names of individuals and contact information.
 - b. Access control for each entity for each workflow process, to determine entity's digital rights to create, modify, view, and print documents.
 - c. Document workflow planning, allowing customization of workflow between project entities.
 - d. Creation, logging, tracking, and notification for Project communications required in other Specification Sections, including, but not limited to, RFIs, submittals, Minor Changes in the Work, and Change Orders.
 - e. Track status of each Project communication in real time, and log time and date when responses are provided.
 - f. Procedures for handling PDFs or similar file formats, allowing markups by each entity. Provide security features to lock markups against changes once submitted.
 - g. Processing and tracking of payment applications.
 - h. Processing and tracking of contract modifications.
 - i. Creating and distributing meeting minutes.
 - j. Document management for Drawings, Specifications, and coordination drawings, including revision control.
 - k. Management of construction progress photographs.
 - l. Mobile device compatibility, including smartphones and tablets.
 2. Provide web-based Project management software user licenses for use of Owner, Architect, and Architect's consultants.
 3. At completion of Project, provide digital archive in format that is readable by common desktop software applications in format acceptable to Architect. Provide data in locked format to prevent further changes.

- C. PDF Document Preparation: Where PDFs are required to be submitted to Architect, prepare as follows:
1. Assemble complete submittal package into a single indexed file incorporating submittal requirements of a single Specification Section and transmittal form with links enabling navigation to each item.
 2. Name file with submittal number or other unique identifier, including revision identifier.
 3. Certifications: Where digitally submitted certificates and certifications are required, provide a digital signature with digital certificate on where indicated.

1.7 PROJECT MEETINGS

- A. General: Schedule and conduct meetings and conferences at Project site unless otherwise indicated.
- B. Preconstruction Conference: Architect will schedule and conduct a preconstruction conference before starting construction, at a time convenient to Owner and Architect, but no later than 15 days after execution of the Agreement.
1. Attendees: Authorized representatives of Owner, Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the conference. 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:
 - a. Responsibilities and personnel assignments.
 - b. Tentative construction schedule.
 - c. Phasing.
 - d. Critical work sequencing and long lead items.
 - e. Designation of key personnel and their duties.
 - f. Lines of communications.
 - g. Use of web-based Project software.
 - h. Procedures for processing field decisions and Change Orders.
 - i. Procedures for RFIs.
 - j. Procedures for testing and inspecting.
 - k. Procedures for processing Applications for Payment.
 - l. Distribution of the Contract Documents.
 - m. Submittal procedures.
 - n. Preparation of Record Documents.
 - o. Use of the premises.
 - p. Work restrictions.
 - q. Working hours.
 - r. Owner's occupancy requirements.
 - s. Responsibility for temporary facilities and controls.
 - t. Procedures for moisture and mold control.
 - u. Procedures for disruptions and shutdowns.
 - v. Construction waste management and recycling.
 - w. Parking availability.
 - x. Office, work, and storage areas.

- y. Equipment deliveries and priorities.
 - z. First aid.
 - aa. Security.
 - bb. Progress cleaning.
3. Minutes: The Architect will be responsible for compiling meeting minutes. Owner to be provided 5 days for review, comment and approval prior to distribution.
4. Attendees: Authorized representatives of Owner, Architect, and their consultants; Contractor and its superintendent and sustainable design coordinator; major subcontractors; suppliers; and other concerned parties shall attend the conference. Participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
- C. Preinstallation Conferences: Conduct a preinstallation conference at Project site before each construction activity when required by other sections and when required for coordination with other construction.
1. Attendees: Installer and representatives of manufacturers and fabricators involved in or affected by the installation and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise Architect of scheduled meeting dates.
2. Agenda: Review progress of other construction activities and preparations for the particular activity under consideration, including requirements for the following:
- a. Contract Documents.
 - b. Options.
 - c. Related RFIs.
 - d. Related Change Orders.
 - e. Purchases.
 - f. Deliveries.
 - g. Submittals.
 - h. Review of mockups.
 - i. Possible conflicts.
 - j. Compatibility requirements.
 - k. Time schedules.
 - l. Weather limitations.
 - m. Manufacturer's written instructions.
 - n. Warranty requirements.
 - o. Compatibility of materials.
 - p. Acceptability of substrates.
 - q. Temporary facilities and controls.
 - r. Space and access limitations.
 - s. Regulations of authorities having jurisdiction.
 - t. Testing and inspecting requirements.
 - u. Installation procedures.
 - v. Coordination with other work.
 - w. Required performance results.
 - x. Protection of adjacent work.

- y. Protection of construction and personnel.
3. Record significant conference discussions, agreements, and disagreements, including required corrective measures and actions.
4. Reporting: Distribute minutes of the meeting to each party present and to other parties requiring information.
5. Do not proceed with installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the Work and reconvene the conference at earliest feasible date.
6. Agenda: Review and correct or approve minutes of previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
 - a. Contractor's Construction Schedule: Review progress since the last meeting. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to Contractor's construction schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
 - 1) Review schedule for next period.
 - b. Review present and future needs of each entity present, including the following:
 - 1) Interface requirements.
 - 2) Sequence of operations.
 - 3) Status of submittals.
 - 4) Deliveries.
 - 5) Off-site fabrication.
 - 6) Access.
 - 7) Site use.
 - 8) Temporary facilities and controls.
 - 9) Progress cleaning.
 - 10) Quality and work standards.
 - 11) Status of correction of deficient items.
 - 12) Field observations.
 - 13) Status of RFIs.
 - 14) Status of Proposal Requests.
 - 15) Pending changes.
 - 16) Status of Change Orders.
 - 17) Pending claims and disputes.
 - 18) Documentation of information for payment requests.
7. Minutes: Entity responsible for conducting the meeting will record and distribute the meeting minutes to each party present and to parties requiring information.
 - a. Schedule Updating: Revise Contractor's construction schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with the report of each meeting.

END OF SECTION 013100

SECTION 01 3233 - PHOTOGRAPHIC DOCUMENTATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for the following:
 - 1. Preconstruction photographs.
 - 2. Periodic construction photographs.
 - 3. Final completion construction photographs.

1.3 INFORMATIONAL SUBMITTALS

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

1.4 QUALITY ASSURANCE

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

1.5 FORMATS AND MEDIA

- A. Digital Photographs: Provide color images in JPG format, produced by a digital camera with minimum sensor size of 12 megapixels, and at an image resolution of not less than 3200 by 2400 pixels, and with vibration-reduction technology. Use flash in low light levels or backlit conditions.
- B. Digital Images: Submit digital media as originally recorded in the digital camera, without alteration, manipulation, editing, or modifications using image-editing software.

- C. Metadata: Record accurate date and time and GPS location data from camera.
- D. File Names: Name media files with date, Project area and sequential numbering suffix.

1.6 CONSTRUCTION PHOTOGRAPHS

- A. Photographer: Engage a qualified photographer to take construction photographs.
- B. General: Take photographs with maximum depth of field and in focus.
 - 1. Maintain key plan with each set of construction photographs that identifies each photographic location.
- C. Preconstruction Photographs: Before commencement of demolition, take photographs of Project site and work area, including existing items to remain during construction, from different vantage points, as directed by Architect.
 - 1. Flag construction limits before taking construction photographs.
 - 2. Take 20 photographs of the existing work area and adjacent areas to accurately record physical conditions at start of construction for each work area and phase.
- D. Periodic Construction Photographs: Take 20 photographs weekly. Select vantage points to show status of construction and progress since last photographs were taken.
- E. Final Completion Construction Photographs: Take 20 photographs after date of Substantial Completion for each work area and phase for submission as Project Record Documents. Architect will inform photographer of desired vantage points.
- F. Additional Photographs: Architect may request photographs in addition to periodic photographs specified. Additional photographs will be paid for by Change Order and are not included in the Contract Sum.
 - 1. Three days' notice will be given, where feasible.
 - 2. In emergency situations, take additional photographs within 24 hours of request.
 - 3. Circumstances that could require additional photographs include, but are not limited to, the following:
 - a. Special events planned at Project site.
 - b. Immediate follow-up when on-site events result in construction damage or losses.
 - c. Photographs to be taken at fabrication locations away from Project site. These photographs are not subject to unit prices or unit-cost allowances.
 - d. Substantial Completion of a major phase or component of the Work.
 - e. Extra record photographs at time of final acceptance.
 - f. Owner's request for special publicity photographs.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 3233

SECTION 013300 - SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Submittal schedule requirements.
2. Administrative and procedural requirements for submittals.

1.2 DEFINITIONS

- A. Action Submittals: Written and graphic information and physical samples that require Architect's responsive action. Action submittals are those submittals indicated in individual Specification Sections as "action submittals."
- B. Informational Submittals: Written and graphic information and physical samples that do not require Architect's responsive action. Submittals may be rejected for not complying with requirements. Informational submittals are those submittals indicated in individual Specification Sections as "informational submittals."

1.3 SUBMITTAL SCHEDULE

- A. Submittal Schedule: Submit, as an action submittal, a list of submittals, arranged in chronological order by dates required by construction schedule. Include time required for review, ordering, manufacturing, fabrication, and delivery when establishing dates. Include additional time required for making corrections or revisions to submittals noted by Architect and additional time for handling and reviewing submittals required by those corrections.

1.4 SUBMITTAL FORMATS

A. Submittal Information: Include the following information in each submittal:

1. Project name.
2. Date.
3. Name of Architect.
4. Name of Contractor.
5. Name of firm or entity that prepared submittal.
6. Names of subcontractor, manufacturer, and supplier.
7. Unique submittal number, including revision identifier. Include Specification Section number with sequential alphanumeric identifier; and alphanumeric suffix for resubmittals.
8. Category and type of submittal.

9. Submittal purpose and description.
 10. Number and title of Specification Section, with paragraph number and generic name for each of multiple items.
 11. Drawing number and detail references, as appropriate.
 12. Indication of full or partial submittal.
 13. Location(s) where product is to be installed, as appropriate.
 14. Other necessary identification.
 15. Remarks.
 16. Signature of transmitter.
- B. Options: Identify options requiring selection by Architect.
- C. Deviations and Additional Information: On each submittal, clearly indicate deviations from requirements in the Contract Documents, including minor variations and limitations; include relevant additional information and revisions, other than those requested by Architect on previous submittals. Indicate by highlighting on each submittal or noting on attached separate sheet.
- D. Electronic Submittals: Prepare submittals as PDF package, incorporating complete information into each PDF file. Name PDF file with submittal number.
- E. Submittals for Utilizing Web-Based Project Management Software: Prepare submittals as PDF files, or other format indicated by Project management software.

1.5 SUBMITTAL PROCEDURES

- A. Prepare and submit submittals required by individual Specification Sections. Types of submittals are indicated in individual Specification Sections.
1. Email: Prepare submittals as PDF package, and transmit to Architect by sending via email. Include PDF transmittal form. Include information in email subject line as requested by Architect.
 2. Web-Based Project Management Software: Prepare submittals in PDF form, and upload to web-based Project management software website. Enter required data in web-based software site to fully identify submittal.
- B. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
 2. Submit all submittal items required for each Specification Section concurrently unless partial submittals for portions of the Work are indicated on approved submittal schedule.
 3. Submit action submittals and informational submittals required by the same Specification Section as separate packages under separate transmittals.
- C. Processing Time: Allow time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Architect's receipt of submittal. No extension of the

Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.

1. Initial Review: Allow 15 days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Architect will advise Contractor when a submittal being processed must be delayed for coordination.
 2. Resubmittal Review: Allow 15 days for review of each resubmittal.
- D. Resubmittals: Make resubmittals in same form and number of copies as initial submittal.
- E. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.
- F. Use for Construction: Retain complete copies of submittals on Project site. Use only final action submittals that are marked with approval notation from Architect's action stamp.

1.6 SUBMITTAL REQUIREMENTS

- A. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
1. If information must be specially prepared for submittal because standard published data are unsuitable for use, submit as Shop Drawings, not as Product Data.
 2. Mark each copy of each submittal to show which products and options are applicable.
 3. Include the following information, as applicable:
 - a. Manufacturer's catalog cuts.
 - b. Manufacturer's product specifications.
 - c. Standard color charts.
 - d. Statement of compliance with specified referenced standards.
 - e. Testing by recognized testing agency.
 - f. Application of testing agency labels and seals.
 - g. Notation of coordination requirements.
 - h. Availability and delivery time information.
 4. For equipment, include the following in addition to the above, as applicable:
 - a. Wiring diagrams that show factory-installed wiring.
 - b. Printed performance curves.
 - c. Operational range diagrams.
 - d. Clearances required to other construction, if not indicated on accompanying Shop Drawings.
 5. Submit Product Data before Shop Drawings, and before or concurrent with Samples.
- B. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data.

1. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
 - a. Identification of products.
 - b. Schedules.
 - c. Compliance with specified standards.
 - d. Notation of coordination requirements.
 - e. Notation of dimensions established by field measurement.
 - f. Relationship and attachment to adjoining construction clearly indicated.
 - g. Seal and signature of professional engineer if specified.

- C. Samples: Submit Samples for review of kind, color, pattern, and texture for a check of these characteristics with other materials.
 1. Transmit Samples that contain multiple, related components such as accessories together in one submittal package.
 2. Identification: Permanently attach label on unexposed side of Samples that includes the following:
 - a. Project name and submittal number.
 - b. Generic description of Sample.
 - c. Product name and name of manufacturer.
 - d. Sample source.
 - e. Number and title of applicable Specification Section.
 - f. Specification paragraph number and generic name of each item.
 3. Email Transmittal: Provide PDF transmittal. Include digital image file illustrating Sample characteristics, and identification information for record.
 4. Web-Based Project Management Software: Prepare submittals in PDF form, and upload to web-based Project software website. Enter required data in web-based software site to fully identify submittal.
 5. Paper Transmittal: Include paper transmittal including complete submittal information indicated.
 6. Disposition: Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.
 - a. Samples that may be incorporated into the Work are indicated in individual Specification Sections. Such Samples must be in an undamaged condition at time of use.
 - b. Samples not incorporated into the Work, or otherwise designated as Owner's property, are the property of Contractor.
 7. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available.
 - a. Number of Samples: Submit **one** full set(s) of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Architect will return submittal with options selected.

8. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from same material to be used for the Work, cured and finished in manner specified, and physically identical with material or product proposed for use, and that show full range of color and texture variations expected. Samples include, but are not limited to, the following: partial sections of manufactured or fabricated components; small cuts or containers of materials; complete units of repetitively used materials; swatches showing color, texture, and pattern; color range sets; and components used for independent testing and inspection.
 - a. Number of Samples: Submit three sets of Samples. Architect will retain two Sample sets; remainder will be returned.
 - 1) Submit a single Sample where assembly details, workmanship, fabrication techniques, connections, operation, and other similar characteristics are to be demonstrated.
 - 2) If variation in color, pattern, texture, or other characteristic is inherent in material or product represented by a Sample, submit at least three sets of paired units that show approximate limits of variations.
- D. Product Schedule: As required in individual Specification Sections, prepare a written summary indicating types of products required for the Work and their intended location. Include the following information in tabular form:
- E. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, contact information of architects and owners, and other information specified.
- F. Design Data: Prepare and submit written and graphic information indicating compliance with indicated performance and design criteria in individual Specification Sections. Include list of assumptions and summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Number each page of submittal.
- G. Certificates:
 1. Certificates and Certifications Submittals: Submit a statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity. Provide a notarized signature where indicated.
 2. Installer Certificates: Submit written statements on manufacturer's letterhead certifying that Installer complies with requirements in the Contract Documents and, where required, is authorized by manufacturer for this specific Project.
 3. Manufacturer Certificates: Submit written statements on manufacturer's letterhead certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.
 4. Material Certificates: Submit written statements on manufacturer's letterhead certifying that material complies with requirements in the Contract Documents.
 5. Product Certificates: Submit written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.
 6. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements in the Contract Documents. Submit record of Welding

Procedure Specification and Procedure Qualification Record on AWS forms. Include names of firms and personnel certified.

H. Test and Research Reports:

1. Compatibility Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for substrate preparation and primers required.
2. Field Test Reports: Submit written reports indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements in the Contract Documents.
3. Material Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements in the Contract Documents.
4. Preconstruction Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements in the Contract Documents.
5. Product Test Reports: Submit written reports indicating that current product produced by manufacturer complies with requirements in the Contract Documents. Base reports on evaluation of tests performed by manufacturer and witnessed by a qualified testing agency, or on comprehensive tests performed by a qualified testing agency.
6. Research Reports: Submit written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for Project. Include the following information:
 - a. Name of evaluation organization.
 - b. Date of evaluation.
 - c. Time period when report is in effect.
 - d. Product and manufacturers' names.
 - e. Description of product.
 - f. Test procedures and results.
 - g. Limitations of use.

1.7 DELEGATED-DESIGN SERVICES

- A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.
 1. If criteria indicated are insufficient to perform services or certification required, submit a written request for additional information to Architect.
- B. Delegated-Design Services Certification: In addition to Shop Drawings, Product Data, and other required submittals, submit digitally signed PDF files of certificate, signed and sealed by the responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by a design professional.

1. Indicate that products and systems comply with performance and design criteria in the Contract Documents. Include list of codes, loads, and other factors used in performing these services.

1.8 CONTRACTOR'S REVIEW

- A. Action Submittals and Informational Submittals: Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to Architect.
- B. Contractor's Approval: Indicate Contractor's approval for each submittal with a uniform approval stamp. Include name of reviewer, date of Contractor's approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.
 1. Architect will not review submittals received from Contractor that do not have Contractor's review and approval.

1.9 ARCHITECT'S REVIEW

- A. Action Submittals: Architect will review each submittal, indicate corrections or revisions required.
 1. PDF Submittals: Architect will indicate, via markup on each submittal, the appropriate action.
 2. Submittals by Web-Based Project Management Software: Architect will indicate, on Project management software website, the appropriate action.
- B. Informational Submittals: Architect will review each submittal and will not return it, or will return it if it does not comply with requirements. Architect will forward each submittal to appropriate party.
- C. Partial submittals prepared for a portion of the Work will be reviewed when use of partial submittals has received prior approval from Architect.
- D. Incomplete submittals are unacceptable, will be considered nonresponsive, and will be returned for resubmittal without review.
- E. Architect will discard submittals received from sources other than Contractor.
- F. Submittals not required by the Contract Documents will be returned by Architect without action.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 013300

SECTION 01 5000 - TEMPORARY FACILITIES AND CONTROLS

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes requirements for temporary utilities, support facilities, and security and protection facilities.
- B. Related Sections:
 - 1. Division 1 Section "Summary" for division of responsibilities for temporary facilities and controls.
 - 2. Division 1 Section "Submittal Procedures" for procedures for submitting copies of implementation and termination schedule and utility reports.
 - 3. Division 1 Section "Execution Requirements" for progress cleaning requirements.

1.2 SECTION INCLUDES

- A. Work of this Section includes all labor, materials, equipment and services necessary to complete the temporary facilities and controls as shown on the drawings and specified herein, including but not limited to, the following:
 - 1. Use Charges
 - 2. Fire protection.
 - 3. Access to work areas
 - 4. Temporary facilities.
 - 5. Security/Protection provisions
 - 6. Temporary toilets
 - 7. Environmental controls.
 - 8. Temporary Light and Power

1.3 USE CHARGES

- A. General: Cost or use charges for temporary facilities shall be included in the Contract Sum. Allow other entities to use temporary services and facilities without cost, including, but not limited to, Owner's construction forces, Architect, occupants of Project, testing agencies, and authorities having jurisdiction.
- B. Electric Power Service: Electric power from Owner's existing system is available for use without metering and without payment of use charges. Provide connections and extensions of services as required for construction operations at no cost to owner. Remove at completion of work.
- C. Sewer Service: From Owner's Existing system is available for use without metering and without payment of use charges. Provide connections and extensions of services as required for construction operations at no cost to owner. Remove at completion of work.

- D. Water Service: From Owner's Existing system is available for use without metering and without payment of use charges. Provide connections and extensions of services as required for construction operations at no cost to owner. Remove at completion of work.
- E. Communications: Contractor will pay communication use charges for communication services (phone/data) provided to construction trailers and job office as applicable.

1.4 SUBMITTALS

- A. Site Utilization Plan: Separate by phases where multiple phases occur. Show temporary facilities, temporary utility lines and connections, staging areas, construction site entrances, vehicle circulation, and parking areas for construction personnel.
- B. Project Identification and Temporary Signs: Show fabrication and installation details, including plans, elevations, details, layouts, typestyles, graphic elements, and message content.
- C. Dust- and HVAC-Control Plan: Submit coordination drawing and narrative that indicates the dust- and HVAC-control measures proposed for use, proposed locations, and proposed time frame for their operation. Include the following:
 - 1. Locations of dust-control partitions at each phase of work.
 - 2. HVAC system isolation schematic drawing.
 - 3. Location of proposed air-filtration system discharge.
 - 4. Waste-handling procedures.
 - 5. Other dust-control measures.

1.5 QUALITY ASSURANCE

- A. Tests and Inspections: Arrange for authorities having jurisdiction to test and inspect each temporary utility before use. Obtain required certifications and permits.

1.6 PROJECT CONDITIONS

- A. Temporary Use of Permanent Facilities: Installer of each permanent service shall assume responsibility for operation, maintenance, and protection of each permanent service during its use as a construction facility before Owner's acceptance, regardless of previously assigned responsibilities.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Lumber and Plywood: Fire-retardant treated dimensional lumber.

- B. Gypsum Board: Minimum 1/2 inch thick by 48 inches wide by maximum available lengths; regular-type panels with tapered edges. Comply with ASTM C 36.
- C. Insulation: Unfaced mineral-fiber blanket, manufactured from glass, slag wool, or rock wool; with maximum flame-spread and smoke-developed indexes of 25 and 50, respectively.
- D. Paint: Comply with requirements in Division 9 painting Sections.
- E. Dust-Control Adhesive-Surface Walk-Off Mats: Provide mats, minimum 36 by 60 inches (914 by 1524 mm).
- F. Polyethylene Sheet: Reinforced, fire-resistive sheet, 10-mil (0.25-mm) minimum thickness, with flame-spread rating of 15 or less in accordance with ASTM E84 and passing NFPA 701 Test Method 2.

2.2 FIRE PROTECTION

- A. Provide and maintain adequate fire protection, ready for instant use, distributed around the project.
- B. Make arrangements for periodical inspection by local fire protection authorities and insurance underwriters inspections. Cooperate with said authorities and promptly carry out their recommendations.
- C. Open fire will not be permitted within the building enclosure or on the project site.
- D. Fire Extinguishers: Portable, UL rated; with class and extinguishing agent as required by locations and classes of fire exposures.

2.3 ACCESS TO WORK AREAS

- A. An Atlantic County Justice Officer is required to escort all Contractor employees. To limit impact to the Justice facility staff resources, escorts shall be to a single escort at the beginning and at the end of each day.**
- B. Contractor and their workers and subcontractors shall remain within the work area at all times unless escorted by owner.
- C. Dirt and Debris carried off out of work area and into owner occupied shall be removed immediately by the Contractor.
- D. Provide dust and smell control treatments and filters on existing HVAC intakes that is nonpolluting and non-tracking to prevent dispersal into owner occupied areas. Install tracking pads at all work area entrance doors and dust barriers as needed.
- E. Access to the site for delivery of construction material or equipment shall be made only from locations designated by the Architect and shall be restricted to specified times and dates to minimum impacts to owner operations. All attempts shall be made to bring material and

equipment in for each work area during a single time at start of work within each phased area. Material shall enter the facility from fenced enclosed yard adjacent the kitchen and is limited to a 3'-0" x 7'-0" door opening.

2.4 TEMPORARY FACILITIES

- A. The types of temporary support facilities required include, but not by way of limitation, field offices, storage sheds, fabrication sheds sanitary facilities, drinking water, first aid facilities, bulletin board, private and public telephones, clocks, thermometer, project identification signs, clean-up facilities, waste disposal service, rodent/pest control and similar miscellaneous general services, all as may be reasonably required for proficient performance of the Work and accommodation of personnel at the site including Owner's and Architect's personnel. Discontinue and remove temporary support facilities and make incidental similar use of permanent Work of the project, only when and in a manner authorized by the Atlantic County Justice Facility and the Architect; and, if not otherwise indicated, immediately before time of substantial completion. Location of temporary support facilities for convenience of users, and for minimum interference with construction activities and the Jail inmate personnel shall be as determined by the staff of the Atlantic County Justice Facility
- B. Field Office: The field office shall be located in the area of Work, as designated by the Owner's Representative. Office shall be sufficient size to accommodate needs of construction personnel. Keep office clean and orderly. Furnish and equip offices as follows:
1. Furniture required for Project-site documents including file cabinets, plan tables, plan racks, and bookcases.
 2. Conference room table of sufficient size to accommodate meetings of 10 individuals.. Furnish room with table, chairs.
 3. Drinking water and private toilet.
- C. Storage and Fabrication Sheds or storage boxes: Provide storage sheds or boxes located in the area of Work. Sheds shall be sized, furnished, and equipped to accommodate materials and equipment for construction operations and shall be lockable.
1. Store combustible materials apart from building.
- D. A small shipping container, maximum size 8'x8'x10' long for material storage can be located within the fence enclosed yard adjacent to the kitchen. An escort would be provided by Atlantic County Justice Officers for access to the shipping container. Escort shall be limited to a single trip per day.
- E. Electrical Power: Provide electrical power all in accordance with specifications for temporary light and power, a copy of which is included at the end of this Section. Provide service with ground-fault circuit interrupter features for receptacle and power circuits, activated from each circuit of 20-amp or less rating. Provide ground-fault circuit interrupter feature at power panel only for temporary lighting circuits.
- F. Access Provisions: Provide ladders or other equipment as reasonably required to perform the Work and facilitate its inspection during installation. Comply with reasonable requests of governing authorities performing inspections. As permanent stairs are available for access to work areas during construction, cover finished surfaces with sufficient protection to ensure

freedom from damage and deterioration at time of substantial completion.

- G. **Drinking Water:** Provide dispenser-type, electrical-power-cooled drinking water units; either piped with potable water or supplied with bottled water; adequate in number and locations for personnel at project site. Furnish paper cups and waste receptacles.

2.5 SECURITY/PROTECTION PROVISIONS:

- A. **Temporary security and protection provisions:** Security is determined by the staff of the Atlantic County Justice Facility (ACJF.)
- B. **Tool Count:** the Contractor(s)' tools and equipment shall be routinely counted and examined by the staff of the Atlantic County Justice Facility. The Contractor is permitted to have a lockable portable tool storage container, at the discretion of the ACJF staff.
- C. **Fire Extinguishers:** Provide types, sizes, number, and locations as would be reasonably effective in extinguishing fires during early stages, by personnel at project site. Provide Type A extinguishers at locations of low potential for either electrical or grease-oil-flammable liquids fires; provide Type ABC dry chemical extinguishers at other locations; comply with recommendations of NFPA NO. 10. Post warning and quick instructions at each extinguisher location, and instruct personnel at project site, at time of their first arrival, on proper use of extinguishers and other available facilities at project site. Post local fire department call number on each telephone instrument at project site.
- D. **Site Enclosure Fence:** Not Applicable to this project. Security is determined by the staff of the Atlantic County Justice Facility.
- E. **Building Enclosure and Lockup:** As this project site is the Atlantic County Justice Facility, a full-time continuously functioning Jail Detention Center, all lock-up of the premises, including the proposed work areas, shall be as determined by the staff of the Atlantic County Justice Facility. Also, the Contractor(s)' tools and equipment shall be routinely counted and examined by the staff of the Atlantic County Justice Facility.
- F. **Environmental Protection Procedures:** Provide facilities, establish procedures, and conduct construction activities in a manner which will ensure compliance with Owner's environmental impact statement and other regulations controlling construction activities at project site. Designate one person, the Construction Superintendent or other, to enforce strict discipline on activities related to generation of wastes, pollution of air/water/soil, general of noise, and similar harmful or deleterious effects which might violate regulations or reasonably irritate persons at or in vicinity of project site.

2.6 TEMPORARY TOILETS

- A. A portable toilet is not required. The contractor may use the toilet facilities located within each pod. With written approval from the Jail staff, the contractor may additionally utilize the lobby restrooms or one of the officer toilet rooms located in the corridors. The Contractor's use of any facility toilet rooms is contingent upon the Contractor's assistance in maintaining a clean and courteous environment for all to utilize.

2.1 ENVIRONMENTAL CONTROLS

- A. The Contractor shall comply with all applicable Federal, State and local laws, regulations, ordinances, codes and standards concerning environment control. Particular attention shall be given, without limitations, to:
 - 1. Minimization of dust, containment of chemical vapors, control of engine exhaust gases, and control of smoke from temporary heaters.
 - 2. Reduction of water pollution by control of sanitary facilities, proper storage of fuels and other potential contaminants, and prevention of siltation from land erosion.
 - 3. Minimization of noise levels.
 - 4. Proper and legal disposal, off site unless otherwise provided, of waste and spoil resulting from construction activities.

2.2 TEMPORARY LIGHT AND POWER, (IF APPLICABLE):

- A. The Electrical Contractor (herein referred to as “Electrical Subcontractor”) shall provide, maintain, and operate a suitable temporary electrical distribution system of light and power.
- B. All necessary labor and materials required for the installation and maintenance and subsequent removal of the temporary distribution system including all fuses and lamps shall be provided by the Electrical Subcontractor.
- C. Any subcontractor requiring temporary power more than the type and capacity specified herein shall provide the same at his expense.
- D. No subcontractor shall allow, provide, or make available for use by any employees, any apparatus, equipment, or cord sets not meeting OSHA requirements. Electrical Subcontractor shall provide and maintain a central facility conforming to OSHA requirements, for the use of the Contractor and his subcontractors to test cord sets for continuity.
- E. Subcontractor shall be responsible for obtaining all wiring permits required; prior to, as well as during construction and adjust the temporary wiring system as needed to accommodate the construction of the new building elements such as walls, ceilings, architectural work, etc.
- F. Electrical Subcontractor shall maintain the temporary light and power system until its use is no longer required as determined by the Contractor. Electrical Subcontractor shall keep the system in good repair and shall promptly replace burned-out, defective, missing, or broken lamps. Permanent fixtures may be used for temporary lighting. When used for temporary lighting purposes in permanent fixtures, they shall be replaced with new unused lamps immediately prior to final acceptance of the permanent system.
- G. Except as provided, Electrical Subcontractor shall keep the temporary light and power system energized from one half hour before until one half hour after working hours on each workday (9-1/2 hours of each normal workday), five (5) days per week, except on those holidays when all trades normally suspend work. If the Contractor authorizes Electrical Subcontractor to maintain and operate any of the temporary power systems for safety purposes except as provided or for stand-by beyond normal working hours as defined above, the cost thereof shall be reimbursed at the prevailing wage rate. Any subcontractor requiring light or power except during normal working hours shall make appropriate arrangements with Electrical

Subcontractors for the same and shall bear the cost thereof.

- H. Electrical Subcontractor shall alter and relocate temporary wiring as required when such interfaces with construction as determined by the Contractor. Upon notification from the Contractor, Electrical Subcontractor shall disconnect and completely remove the temporary electrical system or portions thereof on a neat workman-like manner without cost to the Contractor.
- I. Electrical Subcontractor shall not disrupt electrical power whether temporary or permanent during normal working hours. Any switching, splicing, or other work performed by the Subcontractor, necessitating an interruption of power shall be performed during hours other than during which temporary light and power are required, as set forth herein, and the cost thereof shall be borne entirely by the Subcontractor.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

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

3.2 TEMPORARY UTILITY INSTALLATION

- A. General: Install temporary service or connect to existing service.
 - 1. Arrange with utility company, Owner, and existing users. Existing services cannot be interrupted.
 - 2. Sanitary Facilities: Provide temporary toilets, wash facilities, and drinking water for use of construction personnel. Comply with authorities having jurisdiction for type, number, location, operation, and maintenance of fixtures and facilities.
- B. Heating and Cooling: Provide temporary heating and cooling required by construction activities for curing or drying of completed installations or for protecting installed construction from adverse effects of low temperatures or high humidity. Select equipment that will not have a harmful effect on completed installations or elements being installed.
- C. Ventilation and Humidity Control: Provide temporary ventilation required by construction activities for curing or drying of completed installations or for protecting installed construction from adverse effects of high humidity. Select equipment that will not have a harmful effect on completed installations or elements being installed. Coordinate ventilation requirements to produce ambient condition required and minimize energy consumption.
- D. Electric Power Service: Use of Owner's existing electric power service will be permitted, as long as equipment is maintained in a condition acceptable to Owner.

- E. Lighting: Provide and required temporary lighting with local switching that provides adequate illumination for construction operations, observations, inspections, and traffic conditions.
 - 1. Install and operate temporary lighting that fulfills security and protection requirements without operating entire system.
- F. Electronic Communication Service: Provide temporary electronic communication service, including electronic mail, in common-use facilities.

3.3 SUPPORT FACILITIES INSTALLATION

- A. General: Comply with the following:
 - 1. Provide incombustible construction for offices, shops, and sheds located within construction area. Comply with NFPA 241.
 - 2. Maintain support facilities until near Substantial Completion. Remove before Substantial Completion. Personnel remaining after Substantial Completion will be permitted to use permanent facilities, under conditions acceptable to Owner.
- B. Parking: Use designated areas of Owner's existing parking areas for construction personnel.
- C. Project Identification and Temporary Signs: Provide Project identification and other signs. Install signs where indicated to inform public and individuals seeking entrance to Project. Unauthorized signs are not permitted.
 - 1. Provide temporary, directional signs for construction personnel and visitors.
 - 2. Maintain and touchup signs so they are legible at all times.
- D. Waste Disposal Facilities: Provide waste-collection containers in sizes adequate to handle waste from construction operations. Comply with requirements of authorities having jurisdiction. Comply with Division 1 Section "Execution Requirements" for progress cleaning requirements.
- E. Lifts and Hoists: Provide facilities necessary for hoisting materials and personnel.
 - 1. Truck cranes and similar devices used for hoisting materials are considered "tools and equipment" and not temporary facilities.
- F. Existing Elevator Use: Use of Owner's existing elevators will not be permitted.
- G. Existing Stair Usage: Use of Owner's existing stairs, will be permitted, as long as stairs are cleaned and maintained. At Substantial Completion, damages, defects and other such conditions resulting from construction use shall be returned to their original condition prior to construction use, as acceptable to the Owner.
 - 1. Provide protective coverings, barriers, devices, signs, or other procedures to protect stairs and to maintain means of egress. If, despite such protection, stairs become damaged, restore damaged areas so no evidence remains of correction work.

3.4 SECURITY AND PROTECTION FACILITIES INSTALLATION

- A. Environmental Protection: Provide protection, operate temporary facilities, and conduct construction in ways and by methods that comply with environmental regulations and that minimize possible air, waterway, and subsoil contamination or pollution or other undesirable effects.
 - 1. Comply with work restrictions specified in Contract Documents.
- B. Security Enclosure and Lockup: Install substantial temporary enclosure around partially completed areas of construction. Provide lockable entrances to prevent unauthorized entrance, vandalism, theft, and similar violations of security.
- C. Barricades, Warning Signs, and Lights: Comply with requirements of authorities having jurisdiction for erecting structurally adequate barricades, including warning signs and lighting.

3.5 OPERATION, TERMINATION, AND REMOVAL

- A. Supervision: Enforce strict discipline in use of temporary facilities. To minimize waste and abuse, limit availability of temporary facilities to essential and intended uses.
- B. Maintenance: Maintain facilities in good operating condition until removal.
 - 1. Maintain operation of temporary enclosures, heating, cooling, humidity control, ventilation, and similar facilities on a 24-hour basis where required to achieve indicated results and to avoid possibility of damage.

END OF SECTION 01 5000

SECTION 016000 - PRODUCT REQUIREMENTS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for selection of products for use in Project; product delivery, storage, and handling; manufacturers' standard warranties on products; special warranties; and equivalent (comparable) products.
- B. Related Requirements:
 - 1. Section 012500 "Substitution Procedures" for requests for substitutions.

1.2 DEFINITIONS

- A. Products: Items obtained for incorporating into the Work, whether purchased for Project or taken from previously purchased stock. The term "product" includes the terms "material," "equipment," "system," and terms of similar intent.
 - 1. Named Products: Items identified by manufacturer's product name, including make or model number or other designation shown or listed in manufacturer's published product literature that is current as of date of the Contract Documents.
 - 2. New Products: Items that have not previously been incorporated into another project or facility. Salvaged items or items reused from other projects are not considered new products. Items that are manufactured or fabricated to include recycled content materials are considered new products, unless indicated otherwise.
 - 3. Equivalent Product: Product by named manufacturer that is demonstrated and approved through the equivalent product submittal process described in Part 2 "Equivalent Products" Article submitted by contractor as an "equal", to have the indicated qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics that equal or exceed those of specified product.
- B. Basis-of-Design Product Specification: A specification in which a single manufacturer's product is named and accompanied by the words "basis-of-design product," including make or model number or other designation. Published attributes and characteristics of basis-of-design product establish salient characteristics of products.
 - 1. Evaluation of Equivalent Products: In addition to the basis-of-design product description, product attributes and characteristics may be listed to establish the significant qualities related to type, function, in-service performance and physical properties, weight, dimension, durability, visual characteristics, and other special features and requirements for purposes of evaluating equivalent products of additional manufacturers named in the specification. Manufacturer's published attributes and characteristics of basis-of-design product also establish salient characteristics of products for purposes of evaluating equivalent products.

- C. Subject to Compliance with Requirements: Where the phrase "Subject to compliance with requirements" introduces a product selection procedure in an individual Specification Section, provide products qualified under the specified product procedure. In the event that a named product or product by a named manufacturer does not meet the other requirements of the specifications, select another named product or product from another named manufacturer that does meet the requirements of the specifications; submit a equivalent product request or substitution request, if applicable.
- D. Equivalent (comparable) Product Request Submittal: An action submittal requesting consideration of a equivalent product, including the following information:
 - 1. Identification of basis-of-design product or fabrication or installation method to be replaced, including Specification Section number and title and Drawing numbers and titles.
 - 2. Data indicating compliance with the requirements specified in Part 2 "Equivalent Products" Article.
- E. Basis-of-Design Product Specification Submittal: An action submittal complying with requirements in Section 013300 "Submittal Procedures."
- F. Substitution: Refer to Section 012500 "Substitution Procedures" for definition and limitations on substitutions.

1.3 QUALITY ASSURANCE

- A. Compatibility of Options: If Contractor is given option of selecting between two or more products for use on Project, select product compatible with products previously selected, even if previously selected products were also options.

1.4 PRODUCT DELIVERY, STORAGE, AND HANDLING

- A. Deliver, store, and handle products, using means and methods that will prevent damage, deterioration, and loss, including theft and vandalism. Comply with manufacturer's written instructions.

1.5 PRODUCT WARRANTIES

- A. Warranties specified in other Sections shall be in addition to, and run concurrent with, other warranties required by the Contract Documents. Manufacturer's disclaimers and limitations on product warranties do not relieve Contractor of obligations under requirements of the Contract Documents.
 - 1. Manufacturer's Warranty: Written standard warranty form furnished by individual manufacturer for a particular product and issued in the name of the Owner or endorsed by manufacturer to Owner.

2. Special Warranty: Written warranty required by the Contract Documents to provide specific rights for Owner and issued in the name of the Owner or endorsed by manufacturer to Owner.
- B. Special Warranties: Prepare a written document that contains appropriate terms and identification, ready for execution.
1. Manufacturer's Standard Form: Modified to include Project-specific information and properly executed.
 2. Specified Form: When specified forms are included in the Project Manual, prepare a written document, using indicated form properly executed.
 3. See other Sections for specific content requirements and particular requirements for submitting special warranties.

PART 2 - PRODUCTS

2.1 PRODUCT SELECTION PROCEDURES

- A. General Product Requirements: Provide products that comply with the Contract Documents, are undamaged and, unless otherwise indicated, are new at time of installation.
1. Provide products complete with accessories, trim, finish, fasteners, and other items needed for a complete installation and indicated use and effect.
 2. Standard Products: If available, and unless custom products or nonstandard options are specified, provide standard products of types that have been produced and used successfully in similar situations on other projects.
 3. Owner reserves the right to limit selection to products with warranties meeting requirements of the Contract Documents.
 4. Where products are accompanied by the term "as selected," Architect will make selection.
 5. Descriptive, performance, and reference standard requirements in the Specifications establish salient characteristics of products.
- B. Product Selection Procedures:
1. Non-Limited List of Products: Where Specifications include a list of names of both available manufacturers and products, provide one of the products listed or an unnamed product that complies with requirements.
 - a. Non-limited list of products is indicated by the phrase "Subject to compliance with requirements, available products that may be incorporated in the Work include, but are not limited to, the following."
 - b. Provision of an unnamed product is not considered a substitution, if the product complies with requirements.
 2. Non-Limited List of Manufacturers: Where Specifications include a list of available manufacturers, provide a product by one of the manufacturers listed or a product by an unnamed manufacturer that complies with requirements.

- a. Non-limited list of manufacturers is indicated by the phrase "Subject to compliance with requirements, available manufacturers whose products may be incorporated in the Work include, but are not limited to, the following."
 - b. Provision of products of an unnamed manufacturer is not considered a substitution, if the product complies with requirements..
3. Basis-of-Design Product: Where Specifications name a product, or refer to a product indicated on Drawings, provide the specified or indicated product or a equivalent product for evaluation. Equivalent products may be by a named or unnamed manufacturer. Drawings and Specifications may additionally indicate sizes, profiles, dimensions, and other characteristics that are based on the product named. Comply with requirements in "Equivalent Products" Article for consideration of an equivalent and equivalent product by a different manufacturer or an unnamed product by one of the named manufacturers.
- C. Visual Matching Specification: Where Specifications require the phrase "match Architect's sample," provide a product that complies with requirements and matches Architect's sample. Architect's decision will be final on whether a proposed product matches.
1. If no product available within specified category matches and complies with other specified requirements, comply with requirements in Section 012500 "Substitution Procedures" for proposal of product.
- D. Visual Selection Specification: Where Specifications include the phrase "as selected by Architect from manufacturer's full range" or a similar phrase, select a product that complies with requirements. Architect will select color, gloss, pattern, density, or texture from manufacturer's product line that includes both standard and premium items.
- E. Sustainable Product Selection: Where Specifications require product to meet sustainable product characteristics, select products complying with indicated requirements. Comply with requirements in Division 01 sustainability requirements Section and individual Specification Sections.

2.2 EQUIVALENT (COMPARABLE) PRODUCTS

- A. Conditions for Consideration of equivalent Products: Architect will consider Contractor's request for equivalent product when the following conditions are satisfied. If the following conditions are not satisfied, Architect may return requests without action, except to record noncompliance with the following requirements. Contractor may submit additional evidence of equivalency for product or shall submit named or specified product:
1. Evidence that proposed product does not require revisions to the Contract Documents, is consistent with the Contract Documents, will produce the indicated results, and is compatible with other portions of the Work.
 2. Detailed comparison of significant qualities of proposed product with those of the named basis-of-design product. Significant product qualities include attributes, such as type, function, in-service performance and physical properties, weight, dimension, durability, visual characteristics, and other specific features and requirements.
 3. Evidence that proposed product provides specified warranty.

4. List of similar installations for completed projects, with project names and addresses and names and addresses of architects and owners, if requested.
 5. Samples, if requested.
 6. By submission of equivalent product contractor acknowledges familiarity and suitability of the product for its application and responsibility for coordination with adjacent work or trades to install and integrate equivalent product into the work whether difference are identified when submitted or not.
- B. Architect's Action on equivalent (comparable) Products Submittal: If necessary, Architect will request additional information or documentation for evaluation, as specified in Section 013300 "Submittal Procedures."
1. Form of Approval of Submittal: As specified in Section 013300 "Submittal Procedures."
 2. Use product specified if Architect does not issue a decision on use of a equivalent product request within time allocated.
- C. Submittal Requirements, Two-Step Process: Approval by the Architect of Contractor's request for use of equivalent product is not intended to satisfy other submittal requirements. Comply with specified submittal requirements.
- D. Submittal Requirements, Single-Step Process: When acceptable to Architect, incorporate specified submittal requirements of individual Specification Section in combined submittal for equivalent products. Approval by the Architect of Contractor's request for use of equivalent product and of individual submittal requirements will also satisfy other submittal requirements.

PART 3 - EXECUTION (Not Used)

END OF SECTION 016000

SECTION 017300 - EXECUTION REQUIREMENTS

PART 1 GENERAL

1.1 GENERAL REQUIREMENTS

- A. Work of this Section, as shown or specified, shall be in accordance with the requirements of the Contract Documents.

1.2 SECTION INCLUDES

- A. This Section includes general procedural requirements governing execution of the Work including, but not limited to, the following:
 - 1. General installation of products.
 - 2. Progress cleaning.
 - 3. Starting and adjusting.
 - 4. Protection of installed construction.
 - 5. Correction of the Work.

1.3 RELATED SECTIONS

- A. Cutting and Patching - Section 017329.
- B. Closeout Procedures - Section 017700.

PART 2 PRODUCTS

(Not Applicable)

PART 3 EXECUTION

3.1 EXAMINATION

- A. Acceptance of Conditions: Examine substrates, areas, and conditions, with Installer or Applicator present where indicated, for compliance with requirements for installation tolerances and other conditions affecting performance. Record observations.
 - 1. Written Report: Where a written report listing conditions detrimental to performance of the Work is required by other Sections, include the following:
 - a. Description of the Work.
 - b. List of detrimental conditions, including substrates.
 - c. List of unacceptable installation tolerances.

- d. Recommended corrections.
2. Verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.
3. Examine roughing-in for mechanical and electrical systems to verify actual locations of connections before equipment and fixture installation.
4. Examine walls, floors, and roofs for suitable conditions where products and systems are to be installed.
5. Proceed with installation only after unsatisfactory conditions have been corrected. Proceeding with the Work indicates acceptance of surfaces and conditions.

3.2 PREPARATION

- A. Field Measurements: Take field measurements as required to fit the Work properly. Recheck measurements before installing each product. Where portions of the Work are indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication. Coordinate fabrication schedule with construction progress to avoid delaying the Work.
- B. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Drawings.
- C. Review of Contract Documents and Field Conditions: Immediately on discovery of the need for clarification of the Contract Documents, submit a request for information to Architect. Include a detailed description of problem encountered, together with recommendations for changing the Contract Documents.

3.3 INSTALLATION

- A. General: Locate the Work and components of the Work accurately, in correct alignment and elevation, as indicated.
 1. Make vertical work plumb and make horizontal work level.
 2. Where space is limited, install components to maximize space available for maintenance and ease of removal for replacement.
 3. Conceal pipes, ducts, and wiring in finished areas, unless otherwise indicated.
- B. Comply with manufacturer's written instructions and recommendations for installing products in applications indicated.
- C. Install products at the time and under conditions that will ensure the best possible results. Maintain conditions required for product performance until Substantial Completion.
- D. Conduct construction operations so no part of the Work is subjected to damaging operations or loading in excess of that expected during normal conditions of occupancy.

- E. Tools and Equipment: Do not use tools or equipment that produce harmful noise levels.
- F. Anchors and Fasteners: Provide anchors and fasteners as required to anchor each component securely in place, accurately located and aligned with other portions of the Work.
- G. Mounting Heights: Where mounting heights are not indicated, mount components at heights directed by Architect.
- H. Joints: Make joints of uniform width. Where joint locations in exposed work are not indicated, arrange joints for the best visual effect. Fit exposed connections together to form hairline joints.
- I. Hazardous Materials: Use products, cleaners, and installation materials that are not considered hazardous.

3.4 PROGRESS CLEANING

- A. General: Clean Project site and work areas daily, including common areas. Coordinate progress cleaning for joint-use areas where more than one installer has worked. Enforce requirements strictly. Dispose of materials lawfully.
 - 1. Comply with requirements in NFPA 241 for removal of combustible waste materials and debris.
 - 2. Do not hold materials more than 7 days during normal weather or 3 days if the temperature is expected to rise above 80 deg. F.
 - 3. Containerize hazardous and unsanitary waste materials separately from other waste. Mark containers appropriately and dispose of legally, according to regulations.
- B. Work Areas: Clean areas where work is in progress to the level of cleanliness necessary for proper execution of the Work.
 - 1. Remove liquid spills promptly.
 - 2. Where dust would impair proper execution of the Work, broom-clean or vacuum the entire work area, as appropriate.
- C. Installed Work: Keep installed work clean. Clean installed surfaces according to written instructions of manufacturer or fabricator of product installed, using only cleaning materials specifically recommended. If specific cleaning materials are not recommended, use cleaning materials that are not hazardous to health or property and that will not damage exposed surfaces.
- D. Concealed Spaces: Remove debris from concealed spaces before enclosing the space.
- E. Exposed Surfaces: Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.
- F. Cutting and Patching: Clean areas and spaces where cutting and patching are performed. Completely remove paint, mortar, oils, putty, and similar materials.

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

3.5 STARTING AND ADJUSTING

- A. Start equipment and operating components to confirm proper operation. Remove malfunctioning units, replace with new units, and retest.
- B. Adjust operating components for proper operation without binding. Adjust equipment for proper operation.
- C. Test each piece of equipment to verify proper operation. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.
- D. Coordinate with Owner's commissioning agent for Mechanical, Electrical, Plumbing, Fire Protection and Fire Alarm system and all manufacturer startup requirements.

3.6 PROTECTION OF INSTALLED CONSTRUCTION

- A. Provide final protection and maintain conditions that ensure installed Work is without damage or deterioration at time of Substantial Completion.
- B. Comply with manufacturer's written instructions for temperature and relative humidity.

3.7 CORRECTION OF THE WORK

- A. Repair or remove and replace defective construction. Restore damaged substrates and finishes. Comply with requirements in Division 1 Section "Cutting and Patching."
 - 1. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment.
- B. Restore permanent facilities used during construction to their specified condition.
- C. Remove and replace damaged surfaces that are exposed to view if surfaces cannot be repaired without visible evidence of repair.
- D. Repair components that do not operate properly. Remove and replace operating components that cannot be repaired.
- E. Remove and replace chipped, scratched, and broken glass or reflective surfaces.

END OF SECTION

SECTION 017329 - CUTTING AND PATCHING

PART 1 GENERAL

1.1 GENERAL REQUIREMENTS

- A. Work of this Section, as shown or specified, shall be in accordance with the requirements of the Contract Documents.

1.2 SECTION INCLUDES

- A. This Section includes procedural requirements for cutting and patching.

1.3 DEFINITIONS

- A. Cutting: Removal of in-place construction necessary to permit installation or performance of other Work.
- B. Patching: Fitting and repair work required to restore surfaces to original conditions after installation of other Work.

1.4 SUBMITTALS

- A. Cutting and Patching: Submit a method describing procedures at least 10 days before the time cutting and patching will be performed, requesting approval to proceed. Include the following information:
 1. Extent: Describe cutting and patching, show how they will be performed, and indicate why they cannot be avoided.
 2. Changes to In-Place Construction: Describe anticipated results. Include changes to structural elements and operating components as well as changes in building's appearance and other significant visual elements.
 3. Products: List products to be used and firms or entities that will perform the Work.
 4. Dates: Indicate when cutting and patching will be performed.
 5. Utilities: List utilities that cutting and patching procedures will disturb or affect. List utilities that will be relocated and those that will be temporarily out of service. Indicate how long service will be disrupted.
 6. Structural Elements: Where cutting and patching involve adding reinforcement to structural elements, submit details and engineering calculations showing integration of reinforcement with original structure.
 7. Architect's Approval: Obtain approval of cutting and patching before cutting and patching. Approval does not waive right to later require removal and replacement of unsatisfactory work.

1.5 QUALITY ASSURANCE

- A. Structural Elements: Do not cut and patch structural elements in a manner that could change their load-carrying capacity or load-deflection ratio.
 - 1. Provide a list of additional elements that are structural elements and that require Architect's or Construction Manager's approval of a cutting and patching proposal.
- B. Operational Elements: Do not cut and patch the following operating elements and related components in a manner that results in reducing their capacity to perform as intended or that results in increased maintenance or decreased operational life or safety.
 - 1. Primary operational systems and equipment.
 - 2. Air or smoke barriers.
 - 3. Fire-protection systems.
 - 4. Control systems.
 - 5. Communication systems.
 - 6. Conveying systems.
 - 7. Electrical wiring systems.
- C. Miscellaneous Elements: Do not cut and patch the following elements or related components in a manner that could change their load-carrying capacity, that results in reducing their capacity to perform as intended, or that results in increased maintenance or decreased operational life or safety.
 - 1. Water, moisture, or vapor barriers.
 - 2. Membranes and flashings.
 - 3. Exterior wall construction.
 - 4. Equipment supports.
 - 5. Piping, ductwork, vessels, and equipment.
 - 6. Noise- and vibration-control elements and systems.
- D. Visual Requirements: Do not cut and patch construction in a manner that results in visual evidence of cutting and patching. Do not cut and patch construction exposed on the exterior or in occupied spaces in a manner that would, in Architect's opinion, reduce the building's aesthetic qualities. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner.
- E. Cutting and Patching Conference: Before proceeding, meet at Project site with parties involved in cutting and patching, including mechanical and electrical trades. Review areas of potential interference and conflict. Coordinate procedures and resolve potential conflicts before proceeding.

1.6 WARRANTY

- A. Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during cutting and patching operations, by methods and with materials so as not to void warranties.

PART 2 PRODUCTS

2.1 MATERIALS

- A. General: Comply with requirements specified in other Sections of these Specifications.
- B. In-Place Materials: Use materials identical to existing materials. For exposed surfaces, use materials that visually match existing adjacent surfaces to the fullest extent possible.
 - 1. If identical materials are unavailable or cannot be used, use materials that, when installed, will match the visual and functional performance of in-place materials.

PART 3 EXECUTION

3.1 EXAMINATION

- A. Examine surfaces to be cut and patched and conditions under which cutting and patching are to be performed.
 - 1. Compatibility: Before patching, verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.
 - 2. Proceed with installation only after unsafe or unsatisfactory conditions have been corrected.

3.2 PERFORMANCE

- A. General: Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time, and complete without delay.
 - 1. Cut in-place construction to provide for installation of other components or performance of other construction, and subsequently patch as required to restore surfaces to their original condition.
- B. Cutting: Cut in-place construction by sawing, drilling, breaking, chipping, grinding, and similar operations, including excavation, using methods least likely to damage elements retained or adjoining construction. If possible, review proposed procedures with original Installer; comply with original Installer's written recommendations.
 - 1. In general, use hand or small power tools designed for sawing and grinding, not hammering and chopping. Cut holes and slots as small as possible, neatly to size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.
 - 2. In-Place Finished Surfaces: Cut or drill from the exposed or finished side into

concealed surfaces.

3. Concrete and Masonry: Cut using a cutting machine, such as an abrasive saw or a diamond-core drill.
 4. Excavating and Backfilling: Comply with requirements in applicable Division 2 Sections where required by cutting and patching operations.
 5. Proceed with patching after construction operations requiring cutting are complete.
- C. Patching: Patch construction by filling, repairing, refinishing, closing up, and similar operations following performance of other Work. Patch with durable seams that are as invisible as possible. Provide materials and comply with installation requirements specified in other Sections of these Specifications.
1. Inspection: Where feasible, test and inspect patched areas after completion to demonstrate integrity of installation.
 2. Exposed Finishes: Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will eliminate evidence of patching and refinishing.
 3. Floors and Walls: Where walls or partitions that are removed extend one finished area into another, patch and repair floor and wall surfaces in the new space. Provide an even surface of uniform finish, color, texture, and appearance. Remove existing floor and wall coverings and replace with new materials, if necessary, to achieve uniform color and appearance.
 - a. Where patching occurs in a painted surface, apply primer and intermediate paint coats over the patch and apply final paint coat over entire unbroken surface containing the patch. Provide additional coats until patch blends with adjacent surfaces.
 4. Ceilings: Patch, repair, or rehang existing ceilings as necessary to provide an even-plane surface of uniform appearance.
 5. Exterior Building Enclosure: Patch components in a manner that restores enclosure to a weathertight condition at the end of each day.
 6. Existing buildings locks and doors shall be patched or temporary constructions provided to maintain security at all times

END OF SECTION

SECTION 017700 - CLOSEOUT PROCEDURES

PART 1 GENERAL

1.1 GENERAL REQUIREMENTS

- A. Work of this Section, as shown or specified, shall be in accordance with the requirements of the Contract Documents.

1.2 SECTION INCLUDES

- A. This Section includes administrative and procedural requirements for contract closeout, including, but not limited to, the following:
 - 1. Inspection procedures.
 - 2. Project Record Documents.
 - 3. Warranties.
 - 4. Instruction of Owner's personnel.
 - 5. Final cleaning.

1.3 RELATED SECTIONS

- A. Execution Requirements - Section 017300.

1.4 SUBSTANTIAL COMPLETION

- A. Preliminary Procedures: Before requesting inspection for determining date of Substantial Completion, 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 specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
 - 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 and photographic negatives,

damage or settlement surveys, property surveys, and similar final record information.

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 mockups, 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: Submit a written request for inspection for Substantial Completion. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Architect, that must be completed or corrected before certificate will be issued.
1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.
 2. Results of completed inspection will form the basis of requirements for Final Completion.

1.5 FINAL COMPLETION

- A. Preliminary Procedures: Before requesting final inspection for determining date of Final Completion, complete the following:
1. Submit a final Application for Payment.
 2. Submit certified copy of Architect's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Architect. The certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
 3. Submit evidence of final, continuing insurance coverage complying with insurance requirements.

4. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems. Submit demonstration and training videotapes.
 5. Submit maintenance and other bonds required by the supplemental conditions of the contract or other contract documents.
- B. Inspection: Submit a written request for final inspection for acceptance. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will notify Contractor of construction that must be completed or corrected before certificate will be issued.
1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.

1.6 LIST OF INCOMPLETE ITEMS (PUNCH LIST)

- A. Preparation: Submit digital PDF of list. Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction.
1. Organize list of spaces in sequential order, 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 the following information at the top of each page:
 - a. Project name.
 - b. Date.
 - c. Name of Architect.
 - d. Name of Contractor.
 - e. Page number.

1.7 PROJECT RECORD DOCUMENTS

- A. General: Do not use Project Record Documents for construction purposes. Protect Project Record Documents from deterioration and loss. Provide access to Project Record Documents for Architect's reference during normal working hours.
- B. Record Drawings: Comply with the following:
1. Submit copies of Record Drawings as follows:
 - a. Initial Submittal:
 - Submit PDF electronic files in color of record documents
 - Architect will indicate whether general scope of changes, additional information recorded, and quality of drafting are acceptable.

- b. Final Submittal:
 - Submit PDF electronic files Record documents, three copies of full-size prints and Record Digital Data File
 - Print each drawing, whether or not changes and additional information were recorded
 - Mark Each Drawing as “As-Built”
2. Record Specifications: Submit annotated PDF electronic files of Project's Specifications, including addenda and Contract modifications.
- C. Record Drawings: Maintain electronically documented set of blue- or black-line PDFs of Contract Drawings and Shop Drawings in file types noted above.
 1. Digitally Mark Record PDF 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.
 - a. Give particular attention to information on concealed elements that cannot be readily identified and recorded later.
 - b. Accurately record information in an understandable drawing technique.
 - c. Record data as soon as possible after obtaining it. Record and check the markup before enclosing concealed installations.
 - d. Digitally Mark Contract Drawings or Shop Drawings, whichever is most capable of showing actual physical conditions, completely and accurately. Where Shop Drawings are marked, show cross-reference on Contract Drawings.
 2. Digitally Mark record sets with red-colored lines and graphics. Use other colors to distinguish between changes for different categories of the Work at the same location.
 3. Digitally Mark important additional information that was either shown schematically or omitted from original Drawings.
 4. Note Construction Change Directive numbers, Change Order numbers, alternate numbers, and similar identification where applicable.
 5. Identify and date each Record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location. Organize into manageable sets; bind each set with durable paper cover sheets. Include identification on cover sheets.
 6. Provide Digital Files of all Record Documents with file name corresponding to the sheet number and name.
- D. Record Specifications: Maintain one copy of Project's Specifications, including addenda and contract modifications. Digitally Mark to indicate the actual product installation where installation varies from that indicated in Specifications, addenda, and contract

modifications. Submit in quantities and file types indicated above.

1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
 2. Digitally Mark copy with the proprietary name and model number of products, materials, and equipment furnished, including substitutions and product options selected.
 3. Note related Change Orders, Record Drawings and Product Data, where applicable.
 4. Provide Digital files of Record Documents.
- E. Record Product Data: Submit annotated PDF electronic files and directories of each submittal. Mark to indicate the actual product installation where installation varies substantially from that indicated in Product Data. Submit in quantities and file type indicated above.
1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
 2. Include significant changes in the product delivered to Project site and changes in manufacturer's written instructions for installation.
 3. Note related Change Orders, Record Drawings and Record Specifications, where applicable.
- F. Miscellaneous Record Submittals: 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.

1.8 WARRANTIES

- A. Submittal Time: All warranties shall be dated to start corresponding with date of substantial completion. Submit written warranties for designated portions of the Work.
- B. Partial Occupancy: Submit properly executed warranties within 15 days of completion of designated portions of the Work that are completed and occupied or used by Owner during construction period by separate agreement with Contractor. Duration shall be extended as needed to provide from date of substantial completion.
- C. Organize warranty documents into an orderly sequence based on the table of contents of the Project Manual
 1. Bind Original paper 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" x 11" paper.
 2. Provide heavy paper dividers with plastic-covered tabs for each separate warranty.

Mark tab to identify the product or installation. Provide a typed description of the product or installation, including the name of the product and the name, address, and telephone number of Installer.

3. Identify each binder on the front and spine with the typed or printed title "WARRANTIES," Project name, and name of Contractor.
4. Provide Digital binder with scans of all original warranty documents with individual file names saved by equipment name and organized into folders based on project manual.

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. 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.
 1. 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. Rake grounds that are neither planted nor paved to a smooth, even textured surface.
 - d. Remove tools, construction equipment, machinery, and surplus material from Project site.
 - e. Remove snow and ice to provide safe access to building.
 - f. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
 - g. Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar

- spaces.
- h. Sweep concrete floors broom clean in unoccupied spaces.
 - i. Vacuum carpet and similar soft surfaces, removing debris and excess nap; shampoo if visible soil or stains remain.
 - j. Clean transparent materials, including mirrors and glass in doors and windows. Clean both sides of transparent materials including interior and exterior. Remove glazing compounds and other noticeable, vision-obscuring materials including adhesive residue of removed labels. Replace chipped or broken glass and other damaged transparent materials. Polish mirrors and glass, taking care not to scratch surfaces.
 - k. Remove labels that are not permanent.
 - l. 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.
 - m. Wipe surfaces of mechanical and electrical equipment, elevator equipment, and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
 - n. Replace parts subject to unusual operating conditions.
 - o. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
 - p. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.
 - q. Clean ducts, blowers, and coils if units were operated without filters during construction.
 - r. 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.
 - s. Leave Project clean and ready for occupancy.
- C. 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

GRADE 1 MAXIMUM SECURITY SURFACE-MOUNTED LOCK POCKET WITH LATCH BOLT PROTECTION

SUMMARY

A Surface-Mounted Grade 1 Maximum Security Lock Pocket locking system is differentiated from standard locks and lock pockets in that it is surface-mounted on the existing hollow-metal door and frame. Additionally, this class of products has tamper-resistant security features that make it difficult for the resident to pop, sheet, or exploit lock vulnerabilities that enable them to defeat the lock and open the cell door. This lock pocket is for use in areas of a jail, prison, or detention facility where it is likely that bodily harm can come to the staff or to other residents should a resident unlawfully open and exit the cell.

SECTION 1-QUALITY

COMPONENTS AND FEATURE SUMMARY

- A. Detention security hollow metal surface-mounted lock pocket including surface-mounted door strike.
- B. Cover plates where existing lock and strike were removed.
- C. Grade 1 Maximum Security Lock, having been tested and compatible with the Surface-mounted Lock Pocket and latch-bolt protection. Lock shall monitor status of the position of the roller bolt.
- D. Housing/Cover of Lock pocket, containing no exposed screws for cover attachment, that covers internal Grade 1 Lock and electronic components.
- E. Interlocking material that encapsulates and protects the lock bolt and roller bolt to prevent sheeting or popping the lock.
- F. High intensity door status LED indicating secure and insecure states.
- G. Tamper Alarm that provides audible and visual indication of roller and latch bolt tampering.
- H. Triple biased Door Position Switch.

TESTING AND PERFORMANCE

- A. Lock Pocket Assembly Impact Test
 1. The lock pocket and strike shall be tested in accordance with ASTM F 1450-12, Section 6, "Specimen Preparation" and Section 7.2 "Door Assembly Impact Test."
 2. Proof of test compliance shall be provided from an independent testing agency.

QUALITY ASSURANCE

A. Detention Equipment Contractor's Qualification

1. Detention Equipment Contractors (DEC) are required to submit for approval the name of the detention equipment manufacturer they intend to use.
2. Subject to compliance with the requirements, the following DEC's are pre-approved to perform work in this section:
 - a. Willo Products Company LLC
 - b. Cornerstone Detention Products
 - c. Approved Equal
3. Non-listed DEC's intending to submit a bid on the work in this section shall provide to the Owner the following information:
 - a. Submit a list of 5 jobs comparable in size and construction, built within the last 5 years. Include job name, person to contact, phone number and contract amount.
 - b. Submit for approval the name of the detention equipment manufacturer you intend to purchase this equipment from.

B. Manufacturer's Qualification

1. Subject to the requirements of the bid documents, the following manufacturers are pre-approved to perform work in this section:
 - a. Willo Products Company LLC, Decatur, AL
 - b. Cornerstone Detention Products
 - c. Approved Equal
2. Non-listed shall provide to the Owner the following information and samples:
 - a. Submit a list of 5 jobs comparable in size and construction, built within the last 5 years. Include job name, person to contact, phone number and contract amount.
 - b. **On-site demonstration.** A Full-size sample, including lock pocket, LED, lock, and DPS, shall be brought to the facility and demonstrated to the Jail Administrator, Sheriff, Warden, or other official. The product shall be mounted on a hollow metal door and frame and demonstrated to show that the product meets the security requirements as outlined in SECTION 2 C.
 - c. All samples submitted shall be of the production type and shall represent in all respects the minimum quality of work to be furnished by the manufacturer

C. Installer's Qualification

1. Installer shall receive special training from Manufacturer on how to install and adjust the special lock pocket. This training shall be done either at the Manufacturer's facility or at the job site and must be completed prior to or at the time of first installation of the new lock pockets. The installing company shall have a minimum of one representative designated as the Certified Installer and

- this individual shall be the one trained and the one responsible for training all other personnel within that company who will be installing the new lock pocket and lock at the project.
2. Manufacturer shall provide the Certified Installer with a certificate designating him/her as a qualified installer for this product.

WARRANTY

Manufacturer shall provide standard warranty documentation that notes the products will be free from defects in workmanship and materials, under normal and proper use, for a period of one (3) years from date of sale. Manufacturer shall not require a service agreement for product warranty to remain valid.

The Detention Equipment Contractor (DEC) must maintain a fully staffed office owned and operated by the DEC and under the same name that shall be located in the regional area of the project location. The office must have and maintain permanent employees for positions of project management and trained hardware technicians sufficient to provide the proper service to the defined project throughout the warranty period of three (3) years. Response time to a call shall not exceed twenty-four (24) hours in a normal situation or four (4) hours in an emergency situation. After the issue is defined by phone, then the DEC must be on site within 48 hours. Warranty service must be available through a toll-free number to the Owner, twenty-four (24) hours a day and seven (7) days a week.

SECTION 2-PRODUCTS

LOCK POCKET, STRIKE ASSEMBLY, and HARDWARE

A. Materials

1. Lock pocket and strike assembly shall be constructed of commercial quality, level, 304 dull and/or 316 no. 4 Stainless Steel. Steel shall be free of scale, pitting, coil breaks or other surface blemishes. It shall also be free of buckles, waves or any other defects caused by the use of improperly leveled sheets.
2. Interior and exterior assemblies: Shall be 12 gauge or 10 gauge as required to meet testing performance requirements defined in Section 1.

B. Construction

1. General:
 - a. All assemblies shall be of the types and sizes shown on the approved submittal drawings, shall be constructed in accordance with the specifications and shall meet the performance requirements of Section 1, where applicable. Alternate methods of construction, which meet the aforementioned performance criteria, shall be permitted.
 - b. Exposed fasteners are only allowed on accessory ports, strike, or latch/roller bolt assembly. Fasteners for these non-structural areas of the lock pocket and strike assembly shall be Torx with pin. The lock-pocket housing/cover used to secure the enclosed Grade 1 lock shall not have any exposed fasteners.

- c. Provisions shall be made in the lock-pocket assembly to accept conduit for control lines and power from existing transom. Conduit entering lock-pocket shall be enclosed in 12 gauge steel, secured with welds or expansion anchored into wall structure.
 - d. Minimum height of formed stops in door openings shall be 7/8".
- C. Features Required for Officer and Resident Safety and Liability Protection
1. Prevent residents from having access to the lock bolt from inside the cell by offsetting the lock bolt from the original door opening.
 2. When cell door is closed, design of the lock pocket shall prevent resident from having access to the lock bolt from top, front or bottom while outside the cell.
 3. Prevent the lock from being defeated by common methods, such as "sheeting" or "carding", by gripping or pinching the material that is being used in the attempt. A demonstration of this feature is required prior to approval of the product. A lock box that does not have a means of gripping or pinching the material will not be accepted.
 4. Design of the lock pocket shall prevent two residents, one inside and one outside the cell, from slipping a sheet, card, paper or other foreign object between the door and frame, from above or below, and by using a sawing motion allow that object to touch or engage any part of the lock bolt. A simple overlapping of the cover alone is not sufficient to prevent this from happening. Demonstration is required prior to approval.
 5. There shall be no exposed cavity, opening, or accessible voided space around the latch bolt and roller bolt when these components are fully depressed into the lock housing. This limits the ability for a resident to insert foreign material into the lock housing around the latch bolt and roller bolt.
 6. Opening around the latch bolt and roller bolt of the locking mechanism shall be no more than 0.01" around the latch bolt and roller bolt. This limits the ability for a resident to insert foreign material into the lock housing.
 7. Lock-Pocket Cover:
 - a. Lock-side and strike-side housing covers shall be attached and secured by means other than resident-accessible exposed security screws. Covers shall be attached and secured, about the entire perimeter, as well as along front lock face, without use of exposed security screws.
 - b. Lock-side and strike-side housing covers shall be designed to have minimum tolerances between surfaces to prevent separation and removal by prying.
 - c. Cover lock/unlock system shall include:
 - (1) Primary attachment mechanism for housing cover is concealed via access port. Access port covers shall be mechanically attached so that they cannot be removed when opened for access to housing covers of the lock system.
 - (2) Primary attachment fastener(s) for housing cover shall be a tamper-resistant head (Torx head not permitted).
 - (3) Primary attachment fastener shall be applied with 20 ft.lb. torque with minimum 20 ft. lb. removal torque.
 8. Lock pocket design shall not include any front-facing exposed cavity for stuffing or packing material that prevents normal locking operation.
 9. Both a visual and audible Tamper Alarm notifying the officer if the roller bolt is

- being or has been tampered with.
10. Each Lock pocket assembly shall provide, within the assembly itself, one High-Intensity LED, daylight visible, rugged polycarbonate lens, 30 mm fully translucent dome, and 24 VDC. It must be UL rated and meet IP67 (Totally protected against dust as well as protected from effects of immersion between 15cm and 1m) and specification IP69K (protected against close-range high pressure, high temperature sprays.) rating. The “Green” and “Red” indications shall be clearly visible from secure side of door at all traffic directions and from the control room.
 11. The LED shall indicate the following conditions:
 - a. GREEN LED: For a secure condition meaning the door is closed, dead-locked, and roller bolt is fully retracted,
 - b. RED LED: For an unsecure condition meaning the door is open.
 - c. FLASHING RED LED: For a lock that is being tampered with through manipulation of roller bolt or for a door that is closed but not dead-locked.
 12. Provide a heavy 12 gauge shield over the High-Intensity LED to protect it from vandalism from all angles. This shield shall prevent damage of the light by an object like a tooth brush handle or a ball point pen. This shield shall not prevent the light from being clearly visible from secure side of door at all traffic directions and from the control room. Removal of fasteners for attaching the shield shall not be accessible from exterior of cover.
 13. Opening around the outer diameter of the lock cylinder shall be no more than 0.01” around the cylinder and no more than 0.045” between inside of cover to the face of the face of the Grade 1 lock assembly. This limits the ability for a resident to insert contraband material into the cover/housing of the Lock-pocket through the lock cylinder opening.

D. Additional Required Design and Features

1. Provide access to allow for easy clean out of the strike pocket
2. Design the Lock Pocket to allow maintenance to remove the lock cover and adjust the lock without removing the lock from the Lock Pocket.
3. Sloped top and bottom cover to prevent jumping on or prying against the lock pocket.
4. One Wiring Harness shall be factory wired inside each lock pocket. This Wiring Harness shall have a standard connector so that the lock can be easily unplugged for testing with a test box. The mating pigtail shall be furnished for butt splicing to the field wires.
5. Closure plates and security screws for existing strikes, deadlock and DPS faceplates shall be provided by lock pocket supplier.

E. Anchorage

1. The structural integrity of the existing wall must be maintained.
2. Lock pocket and strike assemblies shall be bolted onto the wall and/or field welded to existing frame and door as required to meet test performance criteria in Section 1.
 - a. Where there are exposed perimeter field welds of box to frame and door,

apply security caulk, continuous between welds. Caulk shall be pick-proof Pecora Dyna-Poxy or equal.

F. Electrical

1. The existing door control and monitoring system (locking control panel) must remain intact and completely operational. When lock pocket installation is completed, the indicator LED on lock pocket shall perform as described in Section 2. Modifications may be required to the circuitry in order for the 24 VDC DPS and 24 VDC LED to work with the existing locking control panel.
2. Pull additional field wire as necessary to make the new lock and DPS work with the existing controls. Existing conduit may be used.
3. All new field wiring shall be minimum #16 AWG stranded copper THHN. All wiring shall be clearly and specifically labeled and identified. Conductors routed to individual lock pockets shall be continuous from the remote electrical enclosure to the individual lock pocket. No common wiring shall be used for multiple locks.

G. Hardware

1. Lock shall be a Grade 1 / Maximum Security Lock, 120 VAC/24VDC, that has been ASTM tested.
2. Door Position Switch shall be a Triple Bias DPS or equivalent.
3. Door Pull shall be made integral in the door receiver portion of the lock pocket.

H. Pre-Approved Products

1. Willo Products Company LLC
 - a. The Willo Wedge or equal.

I. Attic Stock

1. Provide two of each type of lock, wedge housing, door position switches with light assembly and wall bumpers.

FINISH

After fabrication, all tool marks and surface imperfections shall be filled and sanded as required to make face sheets, vertical edges and weld joints free from irregularities.

All weld burns and smoke damage done to the existing door or frame shall be primed and painted to blend with the existing paint.

All filler plates used behind the lock pocket to make it fit the frame and wall condition shall be security caulked between the filler plate and the wall and between the filler plate and the lock pocket.

SECTION 3-EXECUTION

INSTALLATION

A. Demolition

1. Remove existing lock and receiver.
2. Remove and relocate the door bumper and any light switch, cover plate, or any other fixture on the wall or door that will interfere with installation of the new lock pocket.
3. Remove existing DPS and disconnect wiring. Route wiring back to the lock pocket for use with the new DPS located in the new lock pocket.

B. Installation

1. Check for loose or missing screws in the door hinges. Tighten and add new where necessary.
2. Adjust existing door and frame as needed, and where possible to hold a 1/8" gap at the sides and top.
3. Install lock pocket and strike, plumb, level, square, rigid, aligned and anchored in accordance with the final reviewed and accepted shop drawings and manufacturer's product data.
4. Where required, reinstall the existing door bumper on the new strike portion of the lock pocket.
5. Add relays, wiring, and other components to the existing Locking Control System as necessary to provide a positive and negative 24 VDC for the newly added LED in the new lock pocket. Conveniently locate relays and all new wires for easy identification and future maintenance. Provide a new cabinet to house the relays if necessary.
6. Exposed field welds shall be finished smooth, touched up with a rust inhibitive primer, and finish painted as defined above.
7. Primed or painted surfaces which have been scratched or otherwise marred during installation (including field welding) and/or cleaning, shall be promptly finished smooth, cleaned, treated for maximum paint adhesion, touched up with a rust inhibitive primer comparable and compatible to shop applied primer then finish coated as defined above.
8. Where the gap between the lock pocket and the wall, frame, or door is greater than .046 inch, the gap shall be filled with pick proof caulk.

FINAL CLEANING AND ADJUSTING

- A. Doors and hinges shall be adjusted to ensure proper operation and performance with the new lock and lock pocket.
- B. Clean exposed frame and door surfaces of all weld smoke, grease, and grime caused by construction after completion of each cell block.

END OF SECTION

SECTION 09 9000 - PAINTS AND COATINGS

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Interior paint and coating commercial systems including surface preparation.

1.2 REFERENCES

- A. Steel Structures Painting Council (SSPC):
 1. SSPC-SP 1 - Solvent Cleaning.
 2. SSPC-SP 2 - Hand Tool Cleaning.
 3. SSPC-SP 3 - Power Tool Cleaning.
 4. SSPC-SP 13 / NACE No. 6 Surface Preparation for Concrete.
- B. Material Safety Data Sheets / Environmental Data Sheets: Per manufacturer's MSDS/EDS for specific VOCs (calculated per 40 CFR 59.406). VOCs may vary by base and sheen.

1.3 SUBMITTALS

- A. Product Data: For each paint system indicated, including.
 1. Product characteristics.
 2. Surface preparation instructions and recommendations.
 3. Primer requirements and finish specification.
 4. Storage and handling requirements and recommendations.
 5. Application methods.
 6. Cautions for storage, handling and installation.
- B. Verification Samples: For each finish product specified, submit samples that represent actual product, color, and sheen.

1.4 QUALITY ASSURANCE

- A. Installer Qualifications: A firm or individual experienced in applying paints and coatings similar in material, design, and extent to those indicated for this Project, whose work has resulted in applications with a record of successful in-service performance.
- B. Paint exposed surfaces. If a color of finish, or a surface is not specifically mentioned, Architect will select from standard products, colors and sheens available.
- C. Do not paint prefinished items, concealed surfaces, finished metal surfaces, operating parts, and labels unless indicated.

1.5 DELIVERY, STORAGE, AND HANDLING

- A. Delivery: Deliver manufacturer's unopened containers to the work site. Packaging shall bear the manufacturer's name, label, and the following list of information.
 1. Product name, and type (description).
 2. Application and use instructions.

3. Surface preparation.
 4. VOC content.
 5. Environmental handling.
 6. Batch date.
 7. Color number.
- B. Storage: Store and dispose of solvent-based materials, and materials used with solvent-based materials, in accordance with requirements of local authorities having jurisdiction.
- C. Store materials in an area that is within the acceptable temperature range, per manufacturer's instructions. Protect from freezing.
- D. Handling: Maintain a clean, dry storage area, to prevent contamination or damage to the coatings.

1.6 PROJECT CONDITIONS

- A. Maintain environmental conditions (temperature, humidity, and ventilation) within limits recommended by manufacturer for optimum results. Do not install products under environmental conditions outside manufacturer's recommended limits.

1.7 EXTRA MATERIALS

- A. Furnish extra paint materials from the same production run as the materials applied and in the quantities described below. Package with protective covering for storage and identify with labels describing contents. Deliver extra materials to Owner.
- B. Furnish Owner with an additional one percent of each material and color, but not less than 2 gallons of each product, color, and sheen, including primers and intermediate coat products. Provide as un-catalyzed product in separate containers, Part-A & Part-B where applicable

PART 2 PRODUCTS

2.1 MANUFACTURERS

- A. Basis of Design Manufacturer: Sherwin-Williams
- B. Other Manufacturers:
1. PPG
 2. Benjamin Moore
 3. Approved Equal

2.2 APPLICATIONS/SCOPE

- A. Interior Paint and Coating Commercial Systems:
1. Masonry: Concrete masonry units, including split-face, scored, and smooth block.
 2. Metal: hollow metal doors, Aluminum, galvanized steel.

2.3 PAINT MATERIALS - GENERAL

- A. Paints and Coatings:
1. Unless otherwise indicated, provide factory-mixed coatings. When required, mix coatings to correct consistency in accordance with manufacturer's instructions before

application. Do not reduce, thin, or dilute coatings or add materials to coatings unless such procedure is specifically described in manufacturer's product instructions.

2. For opaque finishes, tint each coat including primer coat and intermediate coats, one-half shade lighter than succeeding coat, with final finish coat as base color. Or follow manufactures product instructions for optimal color conformance.
- B. Primers: Where the manufacturer offers options on primers for a particular substrate, use primer categorized as "best" by the manufacturer.
 - C. Coating Application Accessories: Provide all primers, sealers, cleaning agents, cleaning cloths, sanding materials, and clean-up materials required, per manufacturer's specifications.
 - D. Color: Refer to Finish Schedule for paint colors, and as selected.

2.4 PAINT AND COATING COMMERCIAL SYSTEMS

- A. Masonry CMU:
 1. Vinyl Acrylic Latex over filler
 - a. Eg-Shel/Low Luster Finish:
 - 1) 1st Coat: S-W Pro Industrial Heavy-Duy Block Filler, B42W150 (75-125sq f/gal)
 - 2) 2nd Coat: S-W ProMar200 HP Zero VOC Interior Latex Eg-shel, B20-1950 series
 - 3) 3rd Coat: S-W ProMar200 HP Zero VOC Interior Latex Eg-shel, B20-1950 series (4.0 mils wet, 1.7 mils dry per coat).
 - 4) Or approved equal 3 coat system by approved equal manufacturer
- B. Hollow Metal Doors and Frames, other Miscellaneous metals:
 1. Latex Systems:
 - a. Eg-Shel / Satin Finish High Performance:
 - 1) 1st Coat: S-W Pro Industrial Pro-Cryl Universal Primer, B66-1310 Series (5.0 mils wet, 2.0 mils dry).
 - 2) 2nd Coat: S-W Pro Industrial Acrylic Eg-Shel, B66-660 Series. (2.0-4.0 mils dry per coat).
 - 3) 3rd Coat: S-W Pro Industrial Acrylic Eg-Shel, B66-660 Series (2.0-4.0 mils dry per coat).
 - 4) Or approved equal 3 coat system by approved equal manufacturer

PART 3 EXECUTION

3.1 EXAMINATION

- A. Do not begin installation until substrates have been properly prepared; notify Architect of unsatisfactory conditions before proceeding. If substrate preparation is the responsibility of another installer, notify Architect of unsatisfactory preparation before proceeding.
- B. Proceed with work only after conditions have been corrected and approved by all parties, otherwise application of coatings will be considered as an acceptance of surface conditions.
- C. Previously Painted Surfaces: Verify that existing painted surfaces do not contain lead based paints, notify Architect immediately if lead based paints are encountered.

3.2 SURFACE PREPARATION

- A. General: Surfaces shall be dry and in sound condition. Remove oil, dust, dirt, loose rust, peeling paint or other contamination to ensure good adhesion. Prepare surfaces based on manufacturer recommendations and with compatible primers.
1. Prior to attempting to remove mildew, it is recommended to test any cleaner on a small, inconspicuous area prior to use. Bleach and bleaching type cleaners may damage or discolor existing paint films. Bleach alternative cleaning solutions are advised.
 2. Remove mildew before painting by washing with a solution of 1 part liquid household bleach and 3 parts of warm water. Apply solution and scrub the mildewed area. Allow solution to remain on the surface for 10 minutes. Rinse thoroughly with clean water and allow surface to dry before painting. Wear protective glasses or goggles, waterproof gloves, and protective clothing. Quickly wash off any of the mixture that comes in contact with your skin. Do not add detergents or ammonia to the bleach/water solution.
 3. Remove items including but not limited to thermostats, electrical outlets, switch covers and similar items prior to painting. After completing painting operations in each space or area, reinstall items removed using workers skilled in the trades involved.
 4. No exterior painting should be done immediately after a rain, during foggy weather, when rain is predicted, or when the temperature is below 50 degrees F (10 degrees C), unless products are designed specifically for these conditions. On large expanses of metal siding, the air, surface and material temperatures must be 50 degrees F (10 degrees F) or higher to use low temperature products.
- B. Hollow Metal Doors and Frames:
1. At full area to be painted: provide Power Tool Cleaning, SSPC-SP3: Power Tool Cleaning shall remove all loose mill scale, loose rust, and other detrimental foreign matter. Before power tool cleaning, remove visible oil, grease, soluble welding residues, and salts by the methods outlined in SSPC-SP1.
 2. At door edges and frame at opening face to allow for increased gaps and to remove paint buildup impeding function: SSPC-SP-11: Power Tool Cleaning to Bare Metal: take the entire length of all door edges and frame at opening face to bare metal, while ensuring a minimum surface profile of 1 mil. It is used in situations where abrasive blasting is not possible or feasible.
- C. Other Miscellaneous Metals: provide Power Tool Cleaning, SSPC-SP3: Power Tool Cleaning shall remove all loose mill scale, loose rust, and other detrimental foreign matter. Before power tool cleaning, remove visible oil, grease, soluble welding residues, and salts by the methods outlined in SSPC-SP1.
- D. Block (Cinder and Concrete): Remove all loose mortar and foreign material. Surface must be free of laitance, concrete dust, dirt, form release agents, moisture curing membranes, loose cement, and hardeners. Concrete and mortar must be cured at least 30 days at 75 degrees F (24 degrees C). Test concrete to verify pH of the surface is between 6 and 9 unless the products are designed to be used in high pH environments. On poured-in-place concrete, provide commercial detergents and abrasive blasting as necessary to prepare the surface. Fill bug holes, air pockets, and other voids with a cement patching compound.

3.3 INSTALLATION

- A. Apply all coatings and materials with the manufacturer's specifications in mind. Mix and thin coatings according to manufacturer's recommendations.
- B. Do not apply to wet or damp surfaces. Wait at least 30 days before applying to new concrete or masonry. Or follow manufacturer's procedures to apply appropriate coatings prior to 30 days. Test new concrete for moisture content and PH. Wait until wood is fully dry after rain or morning fog or dew.
- C. Apply coatings using methods recommended by manufacturer, including recommendations for surface preparation.
- D. Uniformly apply coatings without runs, drips, or sags, without brush marks, and with consistent sheen.
- E. Apply coatings at spreading rate required to achieve the manufacturers recommended dry film thickness.
- F. Regardless of number of coats specified, apply as many coats as necessary for complete hide, and uniform appearance.
- G. Inspection: The coated surface must be inspected and approved by the Architect just prior to the application of each coat.

3.4 PROTECTION

- A. Protect finished coatings from damage until completion of project.
- B. Touch-up damaged coatings after substantial completion, following manufacturer's recommendation for touch up or repair of damaged coatings. Repair any defects that will hinder the performance of the coatings.

END OF SECTION