



SPECIFICATIONS

FOR

ST. CLOUD HRA

BROWNSTONE TOWN HOMES

ROOF REPAIR

DATE: 6/21/22

PROJECT NO. 2214

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PROJECT MANUAL FOR
St. Cloud HRA
Brownstone Townhome Roof Repair
St. Cloud, MN

PREPARED BY:
GLTArchitects
808 Courthouse Square
St. Cloud, MN 56303
(320)252-3740

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the State of Minnesota.



ARCHITECT

Date: June 21, 2022

Registration Number: 21740

END OF SECTION

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PART 1 - GENERAL

1.1 PROJECT

- A. Brownstone Townhomes
Roof Repair
402 9th Avenue North.
St. Cloud, MN 56301
- OWNER
- B. St. Cloud Housing Redevelopment Authority (HRA)
1225 West St. Germain
St. Cloud, MN 56301
Project Manager: Paul Soenneker
(P): 320.202.3147
(F): 320.407.0423
Email: psoenneker@stcloudhra.com

1.2 PRE-BID MEETING

- A. Pre-Bid Meeting will be held prior to date required for submission of Bids. Contractors are encouraged to attend in order to better understand Project, and for dissemination of information and clarification of intent of Construction Documents. Questions and responses will be published in an Addenda following conference.
- B. Pre-Bid Meeting will be held on June 29, 2022 @ 9:00 am. local time, at the Brownstone Townhomes. Architect and Owner Representative will be at the meeting.

The Prebid meeting will be the only opportunity for bidders to access the site.

1.3 BIDS DUE

- A. Bids will be received by Thursday, July 14, 2022 @ 2:00pm local time.

1.4 PLACE DUE

- A. Submit bids to the attention of Paul Soenneker at St. Cloud HRA, located at 1225 West St. Germain Street, St. Cloud, MN 56301
- B. Bids will be opened in public and will be accepted by sealed envelope only.

1.5 TYPE OF BIDDING, AND CLASSES OF WORK

- A. Owner will accept proposals from general contractors or roofing contractors for a prime contract for complete construction of entire Project.

1.6 AVAILABILITY OF DOCUMENTS

- A. Drawings and specifications are on file at the following locations:
 - 1.) The office of GLTArchitects in St. Cloud, Minnesota.
 - 2.) The office of the Owner. St. Cloud HRA
 - 3.) MN Builders Exchange (Minneapolis and St. Paul Builders Exchanges)
 - 4.) St. Cloud Builders Exchange.
- B. Digital copies of the plans and specifications are available at <http://www.questcdn.com>.

1.7 BID SECURITY:

- A. Prime Contract Bidders shall submit certified check or surety bond, payable to Owner, in amount of 5 percent of Bid. Surety must be authorized to do business in State of Minnesota. Bid security to be guarantee that Bidder will not withdraw bid without owner's consent. Bids to be valid for 30 days.

1.8 PERFORMANCE BOND

- A. Performance Bond is required in amount of 100 percent of Contract amount.

1.9 REJECTION

- A. Owner reserves the right to reject any or all proposals and to waive Quoting formalities, and to award prime contracts to Contractor that Owner finds to their best advantage.
- B. Each Contractor agrees to waive any claim it has or may have against Owner, Architect, engineer, and their respective employees, arising out of or in connection with administration, evaluation, or recommendation of any Bid.

1.10 PRIOR APPROVAL

- A. This Contract has a 7-calendar day prior approval clause for product Substitutions.

PART 2 - PRODUCTS

NOT USED

PART 3 - EXECUTION

NOT USED

END OF SECTION

SECTION 00 21 13 - INSTRUCTIONS TO BIDDERS

1.1 DEFINITIONS

- A. Definitions set forth in General Conditions of the Contract for Construction are applicable to these Instructions to Bidders.
- B. Bidding Documents: Includes Advertisement for Bids or Invitation to Bid, Instructions to Bidders, and proposed Contract Documents including Addenda issued prior to receipt of Bids.
- C. Addenda: Written or graphic instruments issued prior to execution of Contract, which modify or interpret Bidding Documents, including Drawings and Specifications, by additions, deletions, clarifications, or corrections. Addenda will become part of Contract Documents when Construction Contract is executed.

1.2 BIDDERS REPRESENTATION

- A. Each Bidder, by submitting Bid, represents that Bidder has read and understands Bidding Documents and that Subcontractors Bidder intends to use have carefully and thoroughly reviewed Drawings, Specifications, and other construction Contract Documents, and have found them complete and free from ambiguities and sufficient for purpose intended. If this is not the case, they have followed procedure as outlined in 1.4 below.
- B. Each Bidder, by submitting their Bid, represents that they have carefully examined site of Work and that from their own investigations they have satisfied themselves as to nature and location of Work and character, quality, quantities of materials and difficulties to be encountered, type and extent of equipment and other facilities needed for performance of Work, general and local conditions, and other items which may, in any way, affect Work or its performance.
- C. Each Bidder, by submitting Bid, represents that Bidder intends to perform this Contract within prescribed time period allocated for this Work.

1.3 QUALIFICATION OF BIDDERS

- A. Bidder and workers, employees, and Subcontractors they intend to use, are skilled and experienced in type of construction represented by construction Contract Documents Bid upon.

1.4 EXAMINATION OF BIDDING DOCUMENTS

- A. Each Bidder shall examine Bidding Documents carefully and, not later than 7 days prior to date for receipt of Bids, shall make written request to Architect for interpretation or correction of ambiguity, inconsistency, or error therein which they may discover. Architect will issue any interpretation or correction as an Addendum. Only written interpretation or correction by Addendum shall be binding. Neither Bidder nor any of their employees, agents, intended suppliers, or Subcontractors shall rely upon verbal representations, allegedly authorized or unauthorized from Owner, Owner's employees or agents, including Architect, engineers, or consultants, in assembling Bid Amount.
- B. In case of conflict in or between Drawings and Specifications, estimate and agree to provide greater quantity or better quality of materials and Work unless Bidder has, before submission of Bid, asked for and obtained written decision of Architect as to which method or materials will be required.

1.5 SUBSTITUTIONS

- A. Each Bidder represents that Bid is based upon the material and equipment described in Bidding documents.
- B. No substitution will be considered unless written request has been submitted to Architect for review at least 7 calendar days prior to date for receipt of Bids unless otherwise indicated. Each such request shall include

complete description of proposed substitute, name of material or equipment for which it is to be substituted, drawings, cuts, performance and test data, and any other data or information necessary for a complete evaluation. All requests must have a stamped, self-addressed return envelope, and be made in duplicate. If Architect accepts any proposed substitution, such acceptance may be set forth in the Addendum. Final acceptance of substitute material will not occur until shop drawings and/or samples have been submitted and reviewed by Architect after contract award. **Substitution submittals by facsimile will not be reviewed.**

1.6 BIDDING PROCEDURES

- A. Prepare Bids on copies of Bid Form provided in Project Manual and submit in per Instructions to Bidders.
- B. Submit Bids in duplicate on Bid Forms included in Project Manual. Reproduce Bid Form for actual use. Forms bound with Project Manual are reproduction masters and copies of Specifications from which forms have been removed will be considered a mutilated copy. Legibly write proposals in ink with Amounts given both in words and figures where so indicated. Submit Proposals per prescribed form. Modifications thereof, deviations, or omissions there from, may be considered sufficient cause for rejection. Proposals carrying riders or qualifications to Bid as submitted may be rejected as irregular. Where there is a difference between Amounts shown in words and figures, Amount in words prevails.
- C. Bid is invalid if it has not been deposited at designated location prior to time and date for receipt of Bids indicated in Advertisement for Bid or Invitation to Bid, or prior to extensions thereof issued to Bidders.
- D. Unless otherwise provided in supplements to these Instructions to Bidders, no Bidder shall modify, withdraw, or cancel their Bid, or any part thereof, for 30 days after time designated for receipt of Bids in Advertisement for Bids or Invitation to Bid.
- E. Prior to the receipt of Bids, Addenda may be mailed or delivered to each person or firm recorded by Architect as having received the Bidding documents, and will be available for inspection wherever the Bidding documents are kept available for that purpose. Addenda issued after receipt of Bids will be mailed or delivered only to the selected Bidder. All addenda issued prior to the time of Bidding shall be covered in the proposal and will become a part of the Contract. State the numbers of addenda included on the proposal form.
- F. Erasures or other changes in the Bids must be explained or noted over the signature of the Bidder.
- G. The Bidder shall state in the Bidder's proposal the number of calendar days from the date of notification to proceed that will be required to complete Project.
- H. The Bidder shall refer to the Advertisement or Invitation to Bid (Document 00 11 13) for Bid Security requirements.
- I. Each copy of the proposal must be signed in ink by Bidder.
- J. Bids, which are not signed by individuals making them, should have attached thereto a Power of Attorney evidencing authority to sign Bid in name of person for whom it is signed.
- K. Bids, which are signed for a co-partnership, should be signed by all of the co-partners or by an Attorney-in-Fact. If signed by an Attorney-in-Fact, there should be attached to Bid, a Power of Attorney evidencing authority to sign Bid.
- L. Bids which are signed for a corporation should have correct corporate name thereof signed in handwriting or in typewriting and signature of President or other authorized officer of corporation should be manually written below or written or typewritten corporate name following word "By _____." If such a Bid is manual signed by an official other than President of Corporation, a certified copy of a resolution of Board of Directors evidencing authority of such official to sign Bid should be attached to it.
- M. If Bids are signed by any other legal entity, attach authority of person signing for such legal entity to Bid.
- N. Submit proposal and other required data in opaque, sealed envelope, plainly identified as:
Name of Project

Name of Owner
Address of Owner
Bidder's Name and Address

- O. If submitted by mail, enclose proposal envelope in another envelope addressed for mailing. Submit proposals at time and place shown on Advertisement or Invitation to Bid (Document 00 11 13).

1.7 REJECTION OF BIDS

- A. Bidder acknowledges the right of Owner to reject any or all Bids and to waive any informality or irregularity in Bids received. In addition, Bidder recognizes the right of Owner to reject a Bid if Bidder failed to furnish required Bid security, or to submit data required by Bidding documents, or if Bid is in any way incomplete or irregular.
- B. Each Bidder agrees to waive claims it has or may have against Owner, Architect, engineer, and respective employees, arising out of or in connection with administration, evaluation, or recommendation of any Bid.

1.8 SUBMISSION OF POST-BID INFORMATION

- A. Upon request by Architect, selected Bidder shall, within 7 days thereof, submit the following:
 - 1. Statement of costs for each major item of Work included in Bid.
 - 2. Designation of Work to be performed by Bidder with Bidder's forces.
 - 3. List of Subcontractors or other person or organizations (including those who are to furnish materials or equipment fabricated to special design) proposed for such portions of Work as may be designated, names of Subcontractors proposed for principal portions of Work.
 - a. Include in Subcontractor list phone numbers, fax numbers, and addresses.
 - 4. Bidder is required to establish, to satisfaction of Architect and Owner, reliability and responsibility of proposed Subcontractors to furnish and perform Work described in Specification Sections pertaining to such proposed Subcontractors' respective trades. Prior to Award of Contract, Architect will notify Bidder in writing if either Owner or Architect, after due investigation, has reasonable and substantial objection to any person or organization. Bidder may, at their option, withdraw Bid without forfeiture of Bid security. If Bidder submits acceptable substitute with increase in Bid price to cover difference in cost occasioned by such Substitution, Owner may, at Owner's discretion, accept increased Bid price or Owner may disqualify Bidder. Subcontractors and other persons and organizations proposed by Bidder and accepted by Owner and Architect, shall be used on Work for which they were proposed and accepted and shall not be changed except with written approval of Owner, Architect, and Contractor.

1.9 CONTRACT AWARD

- A. Owner reserves the right to make Contract award to Bidder that Owner finds to Owner's best advantage, including consideration of Unit Prices, Alternates, and completion time.

1.10 PERFORMANCE BOND AND LABOR AND MATERIAL PAYMENT BOND

- A. Each Bidder shall furnish performance and labor and material payment bonds, each in the amount of 100 percent of their Contract Amount. Execute Bonds by acceptable surety company or companies authorized to execute such in the State of Minnesota and be written in favor of Owner. Provide Bonds within 10 days of Notice of Award of execution of Contract by Owner. Bonds shall remain in force throughout life of Contract and warranty period.
- B. Bidder shall require Attorney-in-Fact who executed required Bonds on behalf of Surety to affix thereto a certified and current copy of their Power of Attorney indicating monetary limit of such power.

END OF SECTION

SECTION 00 25 13 – PRE-BID MEETING

PART 1 - GENERAL

1.1 PURPOSE

- A. A Pre-Bid Meeting will be held prior to date required for submission of Bids. Bidders are encouraged to attend in order to better understand Project, and for dissemination of information and clarification of intent of Bidding Documents. Questions and responses will be published in Addenda following the meeting; the Pre-Bid meeting will be the only opportunity for bidders to access the building and apartments.

1.2 PREBID MEETING.

- A. Architect will conduct Pre-Bid Meeting. Owner will have a representative at the Meeting
 - 1. General Pre-Bid Meeting. Meeting will be held at 9:00 am. on June 29th, 2022.
Meet at Brownstone Townhomes 402 9th Ave. No. St. Cloud, MN
- B. NOT USED.

1.3 PART 3 -EXECUTION.

- A. NOT USED

END OF SECTION

DOCUMENT 00 41 13 - BID FORM - STIPULATED SUM

BID DUE DATE: July 14, 2022

TO: St. Cloud HRA
1225 West St. Germain Street
St. Cloud, MN 56301

PROJECT: Brownstone Townhomes Roof Repair

OWNER: St. Cloud HRA
1225 West St. Germain Street
St. Cloud, MN 56301

ARCHITECT: GLT Architects
808 Courthouse Square
St. Cloud, MN 56303

The undersigned, having become familiar with site of proposed Project and Bidding and Contract Documents for Project noted above, hereby proposes to provide Work per Contract Documents at Sum stated below.

BASE BID

(\$ _____)
(Number) (Description)

Alternate 5:

Refer: To Specification Section 01 23 00 for complete description of alternates.

Alternate 1:

Replace the decorative parapet with a new decorative parapet for Unit 4 and the entire roof membrane for Unit 3 & 4.

(\$ _____)
(Number) (Description)

UNIT PRICE

Refer to Specification Section 01 22 00 for complete description of unit price.

Unit Price #1

Provide a unit cost to replace decorative parapet with a new decorative parapet, patch the roof at the removed parapet and replace the membrane on the entire upper unit roof.

(\$ _____)
(Number) (Description)

Accompanying this proposal is the Bid Security specified in Advertisement for Bids, the same being subject to forfeiture in the event of default by the undersigned.

CONTRACT TIME

Work of this Contract will commence upon Notice to Proceed and will be Substantially Complete no later than October 14, 2022.

I agree to Final Completion of Project by October 21, 2022.

Notice to Proceed will be given on or about July 28, 2022.

ADDENDA

Bidder hereby acknowledges receipt of the following Addenda. Modifications to Bid Documents noted therein have been considered and costs thereto are included in Base Bid Sum.

Addendum Numbers _____

ACKNOWLEDGMENTS

Bidder, in submitting this Bid, certifies that Bid is based upon careful examination of Bidding and Contract Documents and waives all rights to plead any misunderstanding.

Bidder, in submitting this Bid, understands that Owner reserves the right to reject any or all Bids, to waive any informality or irregularity in any Bid received, and to accept any Alternate(s) in any order or combination.

Bidder, in submitting this Bid, acknowledges that Bidder has read and fully understands Project Manual Document 00 21 13 – Advertisement for Bids.

CONTRACTOR ON-SITE PERSONNEL

Project Manager's Name: _____

Superintendent's Name: _____

BIDDER IDENTIFICATION

THE UNDERSIGNED operates as:

- ☐ incorporated in the State of Minnesota
- ☐ a Partnership
- ☐ a Proprietorship

LEGAL NAME OF PERSON, FIRM OR CORPORATION

Legal Name: _____

Address: _____

Telephone: _____ Facsimile: _____

By: _____ Title: _____
(Signature of Authorized Signing Officer)

Company License No.: _____

Corporate Seal:

Federal ID Number (if applicable) _____

END OF DOCUMENT

SECTION 00 52 13 - ST. CLOUD HOUSING & REDEVELOPMENT AUTHORITY CONSTRUCTION AGREEMENT

This CONTRACT AGREEMENT ("Contract") is made on _____, by and between **the St. Cloud Housing & Redevelopment Authority** ("HRA") located at 1225 West St. Germain Street; St. Cloud, MN 56301 and _____ ("Contractor") located at _____.

A. Contractor wishes to enter into the following Contract with the HRA to furnish labor and materials to the complete _____ project located at _____ ("Project"), prepared by St. Cloud Housing and Redevelopment Authority. This Contract includes, by reference, all terms and conditions, and all other documents listed in this Contract and modifications issued after execution of this Contract.

B. The HRA has made available to Contractor all of the Project Documents, and Contractor has agreed to be responsible for obtaining copies pertinent to its work; and

C. The Project Documents have been carefully examined by Contractor, his agents and representatives. Contractor agrees the Project Documents are complete and accurate as to all work to be performed by the Contractor. Contractor assumes all responsibility for any part of the Project Documents that are incomplete or inaccurate.

I.

TERMS AND CONDITIONS RELATING TO CONTRACTOR

1. Contractor shall furnish all labor, material, skill and equipment necessary or required to perform all the work for the Project as follows:

Contractor to provide labor and materials as shown in the Project Documents. Contract price shall be (including all taxes and permit fees): \$ _____

Subject to Part II of this Agreement, Contractor shall be paid as follows: Within 30 days of completion, or for stored materials

2. Contractor shall pay for all materials, labor and equipment used in, or in connection with the performance of this Contract when such bills or claims become due and to indemnify and hold harmless the Project and the HRA from all claims and mechanic's liens and to furnish satisfactory evidence to the HRA, when and if required that the Contractor has complied with the above requirements.

3. Contractor shall begin work within **30** calendar days after being notified, in writing, by the HRA that the Project is ready. Contractor further agrees that except for delays totally caused by the HRA, the Contractor will complete the work of this Contract Agreement within **120** days of notice to proceed.

Contractor agrees that time is of the essence in all matters involving this Contract. Contractor further agrees it is not possible for the HRA to determine all damages the HRA would suffer or incur as a result of any delay by the Contractor in completion of the Project. Contractor and the HRA agree that **\$125 per day**, as liquidated damages, and not a penalty, is fair and reasonable compensation to the HRA for any delays in completion of the Contractor's work on the Project.

4. Contractor agrees to proceed with the work in an orderly and reasonable sequence and to abide by the HRA's decision as to the allotment of all storage and working space of the Project.

5. Contractor agrees that no extension of time for performance of this Contract shall be recognized or permitted without the HRA's written consent.

6. Contractor agrees to indemnify and hold harmless the HRA, the HRA's agents and representatives, Architects, the HRA's lender and all other contractors and/or subcontractors from any and all losses or damage (including without limiting the generality of the foregoing, attorneys' fees and disbursements paid or incurred by the HRA to enforce the provisions of this paragraph) occasioned by the failure of Contractor to carry out the provisions of this Contract.

7. Contractor agrees to provide a Performance Bond prior to the beginning of work for all contracts of \$175,000 or greater.

8. Contractor agrees to obtain worker's compensation insurance as is required by law. Contractor further agrees to obtain comprehensive general liability and property damage insurance to protect the Contractor and the HRA against claims for bodily injury or death or for damage to property occurring upon, in or about the Project, with limits in amounts at least equal to those specified below:

Risk Insurance	\$1,000,000.00 Aggregate
Bodily Injury Liability	\$1,000,000.00 Each Person
General Liabilities Including Automobiles	\$2,000,000.00 Aggregate
Property Damage Liability	\$1,000,000.00 Aggregate
Worker's Compensation	As required by law

The Contractor shall also carry employer's liability coverage with minimum limits are as follows:

- \$500,000 – Bodily Injury by Disease per employee
- \$500,000 – Bodily Injury by Disease aggregate
- \$500,000 – Bodily Injury by Accident

Any and all insurance shall be issued by an "A" rated insurance company or companies. Contractor agrees to furnish the HRA with satisfactory evidence that he has complied with this

paragraph. Contractor further agrees to obtain and furnish the HRA with an undertaking by the insurance company issuing each such policy that such policy will not be canceled except after thirty (30) days written notice to the HRA of its intention to do so.

Contractor agrees to assume the entire responsibility and liability for all damages or injury to any and all individuals, whether employees or otherwise and to all property, including the HRA's property arising out of, resulting from, or in a manner connected with the performance of the work provided for in this Contract or occurring or resulting from the use by Contractor, his agents or employees of materials, equipment, instrumentality's or other property, whether the same is owned by the HRA, Contractor or third parties, and Contractor agrees to indemnify and save harmless the HRA, his agents and employees from any and all such claims, including, without limiting the generality of the foregoing claims for which the HRA may be, or may be claimed to be liable and attorneys' fees and disbursements paid or incurred to enforce the provisions of this paragraph.

All insurance required to be carried by Contractor shall name the HRA and the HRA's lender as additional insurers.

9. Contractor agrees to accept responsibility for all damage caused by Contractor to clean and repair all surfaces soiled or damaged by Contractor, and to protect the work performed by Contractor. If any dispute arises between Contractor and another Contractor and/or subcontractor as to which is responsible for any time of damage, the dispute shall be submitted to the HRA for decision and the HRA's determination as to responsibility shall be final and binding.

10. Contractor is solely responsible for initiating, maintaining and supervising all safety precautions and measures in connection with the performance of this Contract and agrees to take all safety precautions with respect to his work and shall comply with all applicable laws, ordinances, rules and regulations and lawful orders of any public or governmental authority for the safety of persons or property.

11. Contractor agrees not to assign or sublet any or all of this Contract and not to assign any money due or to become due there under without first obtaining prior written consent of the HRA. Contractor further agrees to supply the HRA with a list of all individuals or businesses it intends to subcontract work to or from whom it will obtain materials or equipment. Such list is attached hereto as Exhibit B and incorporated herein by reference, to which the HRA hereby consents.

12. Contractor agrees to furnish such shop drawings or samples as may be required by the HRA or Architect.

13. Contractor agrees not to employ any person who would be unacceptable to the HRA. Contractor further agrees to remove any such person if the HRA reasonably objects to his continued employment on this project.

14. Contractor agrees that the HRA, or his authorized representatives, shall have the right to order, in writing, the elimination or addition of any part of parts of work or materials as omitted from or added to this Contract by Architect and/or the HRA. Fair adjustments shall be made in the contract price for such omitted or added work or materials. No extra work shall be allowed or changes made by Contractor, or paid for by the HRA, unless and until authorized by the HRA, in writing, before the work and/or changes are begun. Contractor agrees to sign attached Exhibit A to this Contract and waives all claims for additions or changes unless the HRA has signed a written Change Order.

Contractor further agrees to give notice to the HRA of all claims for extras, for requests of extensions of time and for damages for delays or otherwise, promptly and in accordance with the General Contract. Contractor acknowledges and agrees that any change orders for extras must be consented to in writing by the HRA. Further, Contractor understands that only **Louise Reis, Executive Director** may sign Change Orders on the HRA's behalf.

15. Contractor agrees, as required by Minnesota law, to obtain and furnish to the HRA and to maintain in effect during the life of this Contract, or, if requested to do so by the HRA where not otherwise required by law, performance and/or payment bonds from a surety or sureties in the form and with sureties acceptable to the HRA in an amount equal to the contract price. All bond premiums will be paid by the Contractor.

16. Contractor guarantees its work against any and all defects in material or workmanship for a period of two years from the later of the date of final payment or the date the Certificate of Occupancy is issued by the building authority for the Project. Contractor hereby assigns all vendor warranties given by each equipment or parts manufacturer to the HRA.

17. In the event Contractor fails to correct, replace and/or repair faulty or defective work performed and/or materials furnished under this Contract, or shall fail to complete or diligently proceed with its work under this Contract within the time herein provided for, the HRA, upon three days notice in writing to Contractor shall have the right to correct, replace and/or re-execute such faulty or defective work, or to take over the work to be provided pursuant to this Contract and complete the same either through its own employees or through a contractor or subcontractor of its choice, and to charge the costs thereof to Contractor including compensation for the Architect's services against the sums owed under this Contract or to pursue any and all other remedies provided by law.

18. Contractor agrees that in case of default on the part of Contractor under the terms of this Contract, the material and equipment of Contractor shall be left at the Project for use by the HRA in completing the work covered by this Contract. The HRA shall be obligated to pay the Contractor for all such material and equipment.

19. Contractor agrees to obtain, at its cost, all permits, all licenses, all plan approval, all inspections and all other governmental approvals relating to this work on the Project and to comply with all federal, state, county, and municipal laws, codes and regulations and to pay all costs and expenses incurred in connection with such compliance, to pay all fees and taxes,

including sales and use taxes, and also pay all taxes imposed by any state or federal law for any employment insurance, pensions, retirement funds or any similar purpose, and to furnish all necessary reports and information to the appropriate federal, state and municipal agencies, with respect to all of the foregoing, the same as though Contractor was in fact the HRA and to hold the HRA and any other Contractor and/or subcontractor harmless from any and all losses or damage occasioned by the failure of Contractor to comply with the terms of this paragraph.

20. Contractor agrees to pay all royalties, license and permit fees to defend all suits or claims for infringement of any patent rights involved in the work of Contractor under this Contract and to save the HRA and other Contractors harmless from loss, costs or expense on account of such use or infringement by Contractor.

21. If any part of Contractor's work depends, for proper execution, upon the work of the HRA, any other Contractor, Contractor shall inspect and promptly report to the HRA any apparent discrepancies or defects in such work that renders it unsuitable for use on the Project. Failure of Contractor to inspect and report shall constitute an acceptance of the work of the HRA, other Contractors.

22. Contractor shall provide complete invoices, receipts and executed lien waivers in the form required by the HRA. Request for payment will be deemed accepted by the HRA on the date the HRA determines, in its sole judgment, that the HRA has all the information required to process the payment. The HRA will pay each such properly submitted invoice on a net-30 basis.

23. In all cases, Contractor agrees to perform all work in accordance with and to otherwise abide in all respects with all applicable federal, state and local laws, rules and ordinances.

24. Contractor is responsible for removing all their debris from the site at the expense of the contractor, and pay for any costs associated with fees for dumpster or landfill costs.

25. For all construction contracts awarded in excess of \$2,000 when required by Federal Grant Program legislation, both parties hereby agree to comply with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented in Department of Labor Regulations (29 CFR Part 5).

26. Contractor responsible for MN Statute 471.425 subd. 4a regarding payments to subcontractors.

27. Contractor responsible for 24 CFR 75 Section 3 clause and any additional updates. This is a Section 3 Contract.

A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended. The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD

assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 75, which implemented section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 75 regulations.

C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 75, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 75. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 75.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 75 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 75.

F. Noncompliance with HUD's regulations in 24 CFR part 75 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

II.

TERMS AND CONDITIONS RELATING TO THE HRA

28. The HRA agrees to employ Contractor to do the work described in Paragraph 1 hereof subject to the terms and conditions of this Contract.

29. The HRA agrees to pay Contractor the full amount, less retainage and other hold backs, owed upon faithful, prompt and complete performance of the Contractor's work to be performed under this Contract and the HRA's written acceptance of the work.

30. The HRA will release checks for Contractor's accepted invoices once a month for completed work, less a maximum 5% retainage and other hold backs.

31. Final payment, including all retention, shall become due and payable within thirty days after acceptance of the entire project and all work has been accepted by the HRA. The HRA may also condition final payment upon receipt of Mechanic's Lien Waivers or other proof that all subcontractors and material supplies have been or will be paid in full.

32. Final payment and all other payments to Contractor are conditioned upon the HRA receiving any and all documents reasonably required by the HRA to assure Contractor's compliance with all federal, state and local laws, rules and ordinances.

III.

MISCELLANEOUS PROVISIONS

33. Any and all disputes relating to, or arising out of this Contract, or arising in anyway out of the Project, shall be submitted to binding arbitration before a single arbitrator appointed by the American Arbitration Association. Such arbitration shall be conducted under the Construction Industry Arbitration Rules of the American Arbitration Association and the arbitration hearing shall take place in St. Cloud, Minnesota. The discovery rules set forth in the Minnesota Rules of Civil Procedure shall apply to the arbitration and the parties shall be allowed to conduct discovery according to those Rules. The arbitrator shall have the power to decide any discovery disputes. The prevailing party, as determined by the arbitrator, shall be awarded the arbitration fees it incurred, its reasonable attorney's fees, costs, and expert witness fees incurred in connection with the arbitration. Prior to filing an arbitration claim, the parties agree to mediate their disputes in St. Cloud, Minnesota, with a mediator selected by the HRA, after consultation with the Contractor. Each side shall pay one-half of the costs of the mediator.

34. This Contract shall not be modified except in writing signed by both the HRA and Subcontractor.

35. This Contract shall be construed and governed by the laws and remedies of Minnesota.

36. Exhibits:

The following noted documents are placed under each of the noted appendix and are a part of this contract:

- A. Exhibit A: Specific documentation pertaining to Section 3 that pertains to this contract.
- B. Exhibit B: Personal Guaranty or Business Guaranty
- C. Exhibit C: Extras, Changes Orders and Waiver
- D. Exhibit D: Verification of Sub-Contractors and Suppliers
- E. Exhibit E: Scope of Services, as agreed upon by the HRA and the contractor;
- F. Included by reference is any document or clause issued as a part of IFB that the HRA may choose to include at any time during the performance of this contract or any options exercised thereto by the HRA. Further, any document that may be referenced herein that has not been listed above is hereby incorporated herein by reference, and a copy of each such document is available from the HRA upon written request for such from the contractor.

Please note that, in the case of any discrepancy between this contract and any of the above noted exhibits, the requirement(s) detailed within the body of this contract shall take first precedence, then the requirement(s) detailed within each exhibit shall take precedence in the order that they are listed above (meaning, the requirement(s) detailed within the lower listed item may not overrule any requirement(s) detailed within a higher listed item).

ST. CLOUD HOUSING AND
REDEVELOPMENT AUTHORITY

By _____
Its: Executive Director

CONTRACTOR:

By _____
Its: _____

ARE YOU A CORPORATION? _____
PLEASE PROVIDE ONE OF THE FOLLOWING:

FEDERAL ID # _____
OR SOCIAL SECURITY # _____

SAMPLE

EXHIBIT B

PERSONAL GUARANTY

I hereby personally guaranty all obligations of the Contractor/HRA under this Contract, and agree to arbitrate and mediate all disputes as provided in the Contract.

SAMPLE

EXHIBIT C

Extras, Change Orders and Waiver

TO: All Contractors and Suppliers

RE: Extras, Change Orders and Waiver

Any and all additional work which deviates from the original contract price shall be at your own risk unless authorized in writing by the HRA prior to said work occurring.

Any and all changes must be documented by a written change order signed by the HRA/Representative. Other employees of the HRA do not have express, implied or apparent authority to authorize additional work for the HRA. Verbal agreements or orders shall not constitute authorization and any work done pursuant to a verbal agreement or order shall be at your peril. This notice also constitutes your written waiver of any benefits conferred under a claim based on a quasi contract if and when work occurs pursuant to a verbal agreement or order.

THE ST. CLOUD HOUSING AND
REDEVELOPMENT AUTHORITY

CONTRACTOR:

By _____

Its: Executive Director
1225 West St. Germain Street
(320) 252-0880
(320) 252-0889 Fax

By _____

Its: _____

EXHIBIT D

VERIFICATION OF SUB-SUBCONTRACTORS AND SUPPLIERS

Please list all of your subcontractors and/or suppliers you anticipate using for the Project on this form and return to the HRA at least 10 days prior to commencing your work. This form must be returned to us before your first pay request will be processed and it must be updated before all other pay requests are processed.

If you will not be using any subcontractors or suppliers, please state that on this form, sign the bottom and return it to the HRA.

I, the undersigned, hereby certify and swear that the following list of subcontractors and or suppliers is complete, including any and all suppliers of labor and material to and for the Project.

_____	_____	_____
Firm	Amount	Contact Person/Phone

_____	_____	_____
Firm	Amount	Contact Person/Phone

_____	_____	_____
Firm	Amount	Contact Person/Phone

_____	_____	_____
Firm	Amount	Contact Person/Phone

_____	By _____
Firm	(Print Name)

Its _____
(Print Title)

EXHIBIT E

Scope of Services

NOT USED

SAMPLE

Certification of Payments to Influence Federal Transactions

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

EXHIBIT F

Public reporting burden for this information collection is estimated to average 30 minutes. This includes the time for collecting, reviewing, and reporting data. The information requested is required to obtain a benefit. This form is used to ensure federal funds are not used to influence members of Congress. There are no assurances of confidentiality. HUD may not conduct or sponsor, and an applicant is not required to respond to a collection of information unless it displays a currently valid OMB control number.

Applicant Name

Program/Activity Receiving Federal Grant Funding

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Title

Signature

Date (mm/dd/yyyy)

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance		2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____	
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known:			5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:		
6. Federal Department/Agency:			7. Federal Program Name/Description: CFDA Number, if applicable: _____		
8. Federal Action Number, if known:			9. Award Amount, if known: \$		
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):			b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____		
Federal Use Only:				Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)	

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.



**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing**

Special Attention:

Public Housing Agencies (PHA)
Public Housing Hub Office Directors
Public Housing Program Center Directors
Regional Directors
Field Office Directors
Resident Management Corporations

NOTICE
PIH-2017-04 (HA)

Issued: March 3, 2017

Expires: Effective until
amended, superseded, or
rescinded

Cross References:
24 CFR Part 87, 2 CFR Part
200.450

Subject: Limitations on Payments to Influence Federal Transactions for PIH Programs and PHA Anti-Lobbying Certification and Disclosure Requirements

1. BACKGROUND AND PURPOSE

This Notice provides guidance for PHAs that receive federally appropriated funds exceeding \$100,000. If a PHA has received over \$100,000 in federally appropriated funds, in any PHA fiscal year, the PHA must submit Form HUD-50071 Certification of Payments to Influence Federal Transactions (Form HUD-50071), certifying that the PHA has not and will not make any prohibited payments from federal appropriated funds. Additionally, HUD requires these PHAs to submit Standard Form-LLL Disclosure of Lobbying Activities (SF-LLL), only if they have used non-federally appropriated funds for influencing or attempting to influence executive or legislative branch personnel in connection with new or renewal funding or regarding the formulation, modification, or adoption of policy or legislation.

This Notice clarifies the previous guidance provided in Notice PIH 98-59 regarding the limitations on the payment of funds to influence Federal transactions for the Public and Indian Housing Programs. It also clarifies the submission requirements for the Form HUD-50071 and SF-LLL.

2. APPLICABILITY

The certification and disclosure requirements apply to all PHAs (including MTW PHAs) established under State law receiving federal appropriations, if the amount of federally appropriated funds exceed \$100,000, in any PHA fiscal year. In the event a PHA's grant amounts are not large enough (i.e., \$100,000 or less) to trigger the certification and disclosure requirements, the prohibition against the use of federally appropriated funds for lobbying activities still applies.

In accordance with the Lobbying Disclosure Act of 1995 (the Act), lobbying activities are defined as: lobbying contacts and efforts in support of such contacts, including preparation and planning activities; research and other background work that was intended, at the time it was performed, for use in contacts; and coordination with the lobbying activities of others. Under the Act, any oral, written, or electronic communication with covered officials regarding new or renewal funding or the formulation, modification, or adoption of policy or legislation constitutes a lobbying contact. Communications with covered officials relating to the administration or execution of a Federal program or policy are also included. Covered officials include, among others, members of Congress and executive officials, such as agency heads and deputies and assistant and deputy assistant secretaries.

PHAs are not prohibited from engaging in lobbying activities if the activities are funded with non-federally appropriated funds. However, disclosure requirements still apply.

PHAs' contributions to trade associations do not constitute lobbying activities under this Notice. Any lobbying activities conducted by a trade association shall be registered by that trade association's lobbyist. The certification and disclosure requirements in this Notice do not apply to PHA contributions to trade associations.

3. PROHIBITION ON PAYMENTS OF FEDERALLY APPROPRIATED FUNDS FOR LOBBYING ACTIVITIES

24 CFR Part 87 and 2 CFR Part 200.450 prohibit the use of any federally appropriated funds to influence or attempt to influence Federal officials in connection with any Federal contracts, grant, loan, or cooperative agreement. Collectively known as the Byrd Amendment, these requirements apply to Federal contracts, grants, and cooperative agreements exceeding \$100,000 and Federal loan guarantees and loan insurance exceeding \$150,000. Byrd Amendment requirements for PHAs are two-fold:

1. A PHA is required to certify that no federally appropriated funds will be or have been used to influence Federal employees, Members of Congress, and Congressional staff regarding specific grants or contracts (Form HUD-50071); and
2. If a PHA uses non-federally appropriated funds for lobbying on behalf of specific projects or proposals, the PHA is required to submit disclosure documentation (SF-LLL).

4. CERTIFICATION AND DISCLOSURE SUBMISSION REQUIREMENTS

If a PHA receives federally appropriated funds exceeding \$100,000 in any PHA fiscal year, the PHA must submit Form HUD-50071 certifying that the PHA has not and will not make any prohibited payment from federally appropriated funds.

These PHAs are also required to submit the SF-LLL if the PHA has used any non-federally appropriated funds to make a payment for lobbying activities or has agreed to make such payments.

HUD requires PHAs to submit lobbying certifications and disclosures to the offices from which they receive funds as a condition of the receipt of such funds.

5. RESPONSIBILITIES OF THE PHA

- A. **Record Retention Requirements.** The PHA shall retain the original of Form HUD-50071 and a copy of SF-LLL, if applicable, in its files for a minimum of three years. The PHA shall forward a copy of the Form HUD-50071 and the original SF-LLL to the Field Office in accordance with PIH Lobbying Handbook 7570.1.
- B. **Contractors.** Contractors shall submit to the PHA Form HUD-50071 and the SF-LLL, if applicable, for each contract exceeding \$100,000. The PHA's contractor is responsible for ensuring that any of its subcontractors or other sub-recipients submit to the Contractor Form HUD-50071 and the SF-LLL for each subcontract or sub-grant exceeding \$100,000. The Contractor shall provide subcontractor disclosure and certification forms to the PHA when applicable.
- C. **Submission Responsibility.** It is the responsibility of the PHA to determine whether it is required to submit the Form HUD-50071 and SF-LLL to HUD in accordance with this Notice. The PHA is responsible for ensuring that its contractors, including architects, engineers, and other consultants which are contractors, comply with all certification and disclosure requirements.
- D. **Submission Timing.** HUD requires PHAs to submit lobbying certifications and disclosures to the offices from which they receive funds as a condition of the receipt of such funds. For example:
 - a. PHAs that receive Capital Fund awards are required to submit Form HUD-50071 and SF- LLL, if applicable, to the respective field office annually by the date identified and posted by HUD.
 - b. PHAs must submit Form HUD-50071 and SF- LLL, if applicable, to the respective field office before a determination can be made about eligibility under the Operating Fund formula.
- E. **MTW Agencies.** HUD requires MTW agencies to submit Form HUD-50071 and, if applicable, SF-LLL with their Annual MTW Plan. Notwithstanding, these Annual MTW

Plan submissions do not preempt the PHA's requirement to submit Form HUD-50071 and SF-LLL, if applicable, in accordance with this Notice, including Capital Fund awards, Operating Fund formula, or any other federal funding source for which these forms are required.

6. RESPONSIBILITIES OF HUD FIELD OFFICES

- A. **Certification and Disclosure Review.** On an annual basis, when PHAs submit HUD Forms 52722 and 52723 to request operating funds, field office staff will: 1) verify receipt of the required certification (Form HUD-50071) and 2) check that the certification is complete and accurate. This review will take place before PHAs' operating subsidy eligibility determination is made. If a PHA is required to submit SF-LLL, the Field Office will also review the SF-LLL disclosure upon submission by PHAs.

When PHAs submit the Annual Capital Fund Formula Grant Submission, field office staff will: 1) verify receipt of the required certification (Form HUD-50071) and 2) check that the certification is complete and accurate. If a PHA is required to submit SF-LLL, the Field Office will also review disclosure SF-LLL upon submission by PHAs.

- B. **File Documentation.** The Field Office shall retain copies of Form HUD-50071 certification and SF-LLL, if applicable, in the appropriate application or program file for a minimum of three years.
- C. **Suspected Violations.** Field Offices shall be alert to possible violations including PHAs using federally appropriated funds for lobbying activities, submitting false information to HUD, and/or failing to submit the required forms.

If the suspected violation involves a violation of the lobbying prohibition or the submission of false statements, the Field Office shall refer violations to the Office of the Inspector General (OIG) for further investigation and to pursue administrative sanctions against responsible agency officials in accordance with 24 CFR §87.400. In the case of false statements, the Field Office shall also concurrently require the PHA to resubmit the statements with accurate information.

If the suspected violation involves a failure to file any required forms, the Field Office shall refer the violation to OIG after providing the PHA with a deadline for correcting the violation. If the PHA does not meet the deadline, the matter shall be referred to OIG. If the PHA files the required forms within the correction deadline provided, the Field Office may nevertheless refer the matter to OIG if it believes the violation was intentional or the result of such gross negligence that would warrant sanctions.

After reviewing a suspected violation, OIG will determine if criminal sanctions might be appropriate or, if not, may ask OGC to pursue an action under the False Claims Act Program Fraud Civil Remedies Act or to seek civil money penalties. In the event that further investigation or action is required, the issue will be escalated to the Departmental Enforcement Center (DEC).

7. CONTACT INFORMATION

For further information about this notice, PHAs may send an email to publichousingpolicyquestions@hud.gov.

8. PAPERWORK REDUCTION ACT

The information collections referenced in this Notice have been approved by OMB pursuant to the Paperwork Reduction Act under, OMB# 2577-0220 and OMB# 2577-0226.

/s/

Jemine A. Bryon
General Deputy Assistant Secretary for
Public and Indian Housing

SECTION 00 61 00 - BOND FORMS

PART 1 - GENERAL

1.1 PERFORMANCE BOND

- A. Owner requires Contractor to provide Performance Bond and Payment Bond. Use AIA Document A312. See Document 00 21 13, Article 1.10.

PART 2 - PRODUCTS

NOT USED

PART 3 - EXECUTION

NOT USED

END OF SECTION

SECTION 01 11 00 - SUMMARY OF WORK

PART 1 - GENERAL

1.1 WORK OF THIS CONTRACT

- A. Work of this Single Prime Contract consists of General Construction; Brownstone Townhomes; 402 9th Avenue. North St. Cloud, MN 56301
- B. Work of Contract is summarized by references to Contract, General Conditions, Supplementary Conditions, Specification Sections, Drawings, Addenda, and Modifications to Contract Documents issued subsequent to initial printing of this Project Manual, and including printed material referenced by any of these.
- C. It is recognized that Work of Contract is also unavoidably affected or influenced by governing regulations, natural phenomenon, including weather conditions, and other forces outside the Contract Documents.
- D. Work includes remove decorative parapets and replace on townhome Units 3 & 5. Replace membrane roof on the upper roof at Unit 5 and patch membrane roof as needed at Unit 3.

1.2 CONTRACT METHOD

- A. Owner will award Stipulated Sum Single Prime Contract (St. Cloud HRA Construction Agreement) for total Work of Project.

1.3 PROJECT SCHEDULE FOR TIME OF COMPLETION

- A. Project construction will be based on the following schedule:
 - 1. Bid Opening: July 14, 2022
 - 2. Begin Construction September 12, 2022
 - 3. Substantial Completion: October 14, 2022
 - 4. Final Completion: October 21, 2022
- B. Owner-caused delays in this schedule will adjust schedule accordingly.

1.4 COMMENCEMENT OF WORK

- A. Neither commence Work, nor allow Subcontractors or Sub-subcontractors to commence Work until:
 - 1. Contract (St. Cloud HRA Construction Agreement) has been fully executed; and Owner has issued a Notice to Proceed.
 - 2. Owner has approved Contractor's Performance Bond and Payment Bond (AIA A312), if required.
 - 3. Owner has approved evidence of Contractor's Liability Insurance, Owner's Protective Liability Insurance, and other required insurance to be purchased by Contractor.

1.5 CONTRACTOR'S DUTIES

- A. Include items necessary for proper execution and completion of Work to produce intended results of Contract Documents.
- B. Include construction administration and supervision, labor, materials, articles, equipment, incidentals, items, tools, services, supplies, methods, operations, and skills in such quantities as may be necessary to complete Project within the intent of Contract Documents.

1.6 OVERLAPPING AND CONFLICTING REQUIREMENTS

- A. Where compliance with 2 or more standards or requirements is indicated, and where overlapping requirements establish different or conflicting levels of quality; the most stringent requirement is intended, and will be enforced unless written approval is granted otherwise by Architect.
- B. Bidding Stage: Notify Architect in writing of overlapping and conflicting requirements for clarification by Addenda.
- C. Construction Stage: Refer to Architect for resolution of conflicting requirements and uncertainties as to which level of quality is more stringent, and receive written clarification from Architect before proceeding with questioned Work.

1.7 CONTRACTOR USE OF SITE AND PREMISES

- A. Limit use of site and premises to allow:
 - 1. Owner occupancy.
 - 2. Construction operations and activities.
- B. Confine Work, including construction operations and activities, within construction limits directed by Owner.
- C. Emergency Building Exits During Construction: Maintain required building exits necessary for fire and life safety conditions. Review enclosures for temporary exit corridor construction with Architect and local fire and building officials to insure safety and compliance with applicable codes.
- D. Utility Outages and Shutdown: Obtain written permission from Owner at least 48 hours in advance of such occurrences. Provide and maintain proper shoring and bracing for existing underground utilities and sewers encountered during excavation Work, protect them from collapse or movement, or other types of damage until such time as they are to be removed, incorporated into new Work, or can be properly backfilled upon completion of Work.
 - 1. Limit such disruptions of services to a maximum of 1 hour. Prior to beginning excavation, contact utility companies for locations of existing underground services.
- E. Protect pavements, curbs, trees, landscaping, and existing construction during the course of Work. Repair or replace parts of same that become damaged.
- F. Keep vehicles clean to prevent depositing of dirt and debris on public streets or highways. Pay costs levied by public authorities having jurisdiction in connection with the cleaning of streets soiled by Work of this Contract.
- G. Assume full responsibility for protection and safekeeping of products and materials under this Contract. Store products on site.
- H. Provide and maintain access roads for delivery of materials and services to site.
- I. Keep driveways and entrances serving site clear and available to Owner and Tenants at all times. Do not use these areas for parking or storage of materials. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on site.
- J. Schedule Work that will result in reduction of noise and disruption of Tenants with Owner's Representative. Schedule noisy and disruptive Work of long duration during scheduled work hours.

1.8 OWNER OCCUPANCY

- A. Full Occupancy: Owner will fully occupy Project site, and existing facilities during entire period of construction for conduct of normal operations.
 - 1. Cooperate with Owner to minimize conflict, and to facilitate Owner's operations and Tenants.

St. Cloud HRA
Brownstone Townhome Roof Repair
St. Cloud, MN

June 21, 2022
Project No. 2214

PART 2 - PRODUCTS

NOT USED

PART 3 - EXECUTION

NOT USED

END OF SECTION

SECTION 01 22 00 - UNIT PRICES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Administrative and procedural requirements for Unit Prices.

1.2 DEFINITIONS

- A. Unit price is state on Bid Form as price per unit of measurement for materials or services added to or deducted from Contract Sum by appropriate modification, if estimated quantities of Work required by Contract Documents are increased or decreased.

1.3 PROCEDURES

- A. Unit prices include necessary material, plus cost for delivery, installation, insurance, applicable taxes, overhead, and profit.
- B. Measurement and Payment: refer to individual Specification Sections for Work that requires establishment of Unit Prices. Methods of measurement and payment for Unit Prices are specified in those Sections.
- C. Owner reserves the right to reject Contractor's measurement of Work-in-place that involves use of established Unit Prices and to have this Work measured, at Owner's expense, by an independent surveyor acceptable to Contractor.
- D. List of Unit Prices: List of Unit Prices is included at end of this Section. Specification Sections referenced in schedule contain requirements for materials described under each unit price.

PART 2 - PRODUCTS

NOT USED

PART 3 - EXECUTION

3.1 LIST OF UNIT PRICES

- A. Unit Price No.: 1
 - 1. Description: Remove decorative parapet and roofing inside the parapet and replace with new framing, sheathing, EIFS, Ballasted Membrane, Roof Patching and metal flashing & installation. Replace ballasted membrane roofing on the upper roof.
 - 2. Unit of Measurement: Removal and replacement of 1 decorative parapet and membrane roofing of 1 unit.

END OF SECTION

SECTION 01 23 00 – DESCRIPTION OF BASE BID & ALTERNATES

GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Administrative and procedural requirements for alternates.

1.2 BASE BIDS

- A. Cost of Project as indicated in Specifications and /or shown and detailed on Drawings for the following Prime Contracts:
 - 1. General Construction Contract

1.3 BASE BIDS

- A. Cost of the Project as indicated in Specifications and indicated on Drawings.
- B. Each contractor and subcontractor is responsible for having viewed Contract Documents for their work and other contracts to determine extent of their work and inter-relationship of their work to that of other contracts.

1.4 ALTERNATE PRICES

- A. Bid proposal form for each contract above may contain alternates listed below. Contractor, in submitting proposal for an alternate, shall include labor, materials, equipment, services, overhead, and profit for each items as described in this Section.
- B. Alternates will be taken as selected by Owner.
- C. General Construction Alternates.

PART 2 - PRODUCTS

NOT USED

PART 3 - EXECUTION

3.1 LIST OF ALTERNATES

- A. Alternate #1
 - 1. Remove and replace decorative parapet for Townhome Unit 4 and the entire upper ballasted membrane roof for the Townhome Units 3 & 4.

END OF SECTION

SECTION 01 25 03 - PRODUCT SUBSTITUTION PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Special definitions.
 - 2. Methods of specifying.
 - 3. Substitution procedures.

1.2 DEFINITIONS

- A. Standard of Quality: Specified manufacturers, materials, products, and equipment have been used in preparing Contract Documents and thus establish minimum qualities for performance and appropriateness.
 - 1. Materials, products, and equipment described in Contract Documents establish a standard of required function, dimension, appearance, and quality.
 - 2. Comply with Specifications and reference standards as minimum requirements.
 - 3. Where a particular manufacturer and product is indicated, followed by a description of product (material and equipment) including special features or performance criteria, manufacturer agrees to make necessary modifications to manufacturer's "Standard or Custom Products" to fully comply with product described.
- B. Base Bid: Base on materials, products, and equipment described in Contract Documents.
 - 1. The phrase "or equal" is not used within this Project Manual and is not implied. Where non-specified manufacturers are allowed, the term "Approved Substitute" will be used. Make requests for substitutions to comply with procedures specified herein.
 - 2. It is understood and agreed by Contractors, Subcontractors, and material suppliers, that Bids and Contracts are based on products (material and equipment) and processes as specified or as revised by Addenda or Modification.
- C. Substitutions: Requests for changes in products, materials, equipment, and methods of construction required by Contract Documents proposed by Contractor and received 7 days before Bid Date are considered requests for substitutions. The following are not considered substitutions:
 - 1. Revisions to Contract Documents requested by Owner or Architect.
 - 2. Specified options of products and construction methods included in Contract Documents.
 - 3. Contractor's determination of, and compliance with, governing regulations and orders issued by governing authorities.

1.3 SUBSTITUTION TIME FRAME AND CONSIDERATIONS

- A. Pre-Bid Substitutions (Prior Approval):
 - 1. Instructions to Bidders (AIA Document A701) specifies time restrictions for submitting requests for Substitutions during Bidding period to requirements specified in this Section.
 - 2. Submittal Time Limit: To be received by Architect not less than 7 days before Bid opening.
 - 3. Consideration: Substitution will only be considered if submitted by an **[invited]** **[bidding]** Contractor and each request includes information listed under "Conditions" Paragraph specified below.
- B. Post-Bid/Pre-Award Substitutions; Bid Adjustment Substitutions:
 - 1. Substitution Time Limit: Between Bid Opening date and Award of Contract date.
 - 2. Consideration: Substitution will only be considered if submitted by pending Contractor and substitution request is being made because specified product has become unavailable.

- a. Include with requests information listed under "Conditions" Paragraph specified below.
- C. Substitution Requests Made After Award of Contract:
 - 1. Consideration: Substitution will only be considered if submitted by Contractor and substitution request is being made because a specified product has become unavailable.
 - a. Include with requests information listed under "Conditions" Paragraph specified below.
- D. Failure to complete Document 01 25 11 - Substitution Request Form, or to submit requested information in acceptable format, is grounds for rejection.
- E. Substitutions will not be considered when they are indicated or implied on Shop Drawings or Product Data submittals, without prior written approval from Architect, or when acceptance will require revision to Contract Documents.
- F. Architect may require testing of substitute material to assure compliance with Specifications, at Contractor's expense. When so directed, submit Samples for acceptance. Equipment, material, and articles installed or used without required acceptance shall be at risk of subsequent rejection.

1.4 SUPPORTING INFORMATION FOR SUBSTITUTIONS

- A. Include the following supporting information: Name of product (material or equipment) for which substitution is being requested and a complete description of proposed substitute including drawings, Product Data, Shop Drawings, Samples, performance and test data, and other information necessary for an evaluation. Cross-reference submitted data to specified products for Architect's evaluation.
 - 1. Substitution Request Form: Submit completed Substitution Request Form with each request for substitution including the following information:
 - a. A statement indicating changes in other materials, equipment, or other Work that incorporation of this substitute would require.
 - b. Comparison of qualities of proposed substitution with specified product.
 - c. Changes required in other elements of Work because of substitution.
 - d. Effect on construction schedule.
 - e. Cost data comparing proposed substitution with specified product.
 - f. License, fees, or royalties required.
 - g. Availability of maintenance service and source of replacement materials.
- B. Alterations or changes to other Work are responsibility of Contractor proposing substitution, including redesign if determined by Architect.
 - 1. Burden of proof of merit of proposed substitute is upon proposer.
- C. It is understood and agreed by Bidders, Contractors, material suppliers, and tier Subcontractors, that Bids and Contracts are based on products (material and equipment) and processes as specified or as revised by addenda or modification.

1.5 CONSIDERATION REQUIREMENTS

- A. Substitution request will be considered by Architect when the following conditions are satisfied:
 - 1. Extensive revisions to Contract Documents are not required.
 - 2. Proposed changes are in keeping with general intent of Contract Documents.
 - 3. Request is timely, fully documented, and properly submitted.
 - 4. Substitution Request Form is completed and attached. Additionally, one or more of the following are satisfied:
 - a. If specified product is not available.
 - b. Specified product or method of construction cannot be provided within Contract Time. Request will not be considered if product or method cannot be provided as a result of failure to pursue Work promptly, coordinate activities properly, or submit required submittals in a timely manner.

- c. Specified product or method of construction cannot receive necessary approval by governing authority and requested substitution can be approved.
 - d. Substantial advantage is offered to Owner, in terms of cost, time, energy conservation, or other considerations of merit, after deducting offsetting responsibilities Owner may be required to bear as determined by Architect, which includes additional compensation to Architect for redesign and evaluation services, increased cost of other construction, or separate contractors, and similar considerations.
 - e. Specified product or method of construction cannot be provided in a manner that is compatible with other materials, and where Contractor certifies substitution will overcome incompatibility.
 - f. Specified product or method of construction cannot be coordinated with other materials, and Contractor certifies proposed substitution can be coordinated.
 - g. Specified product or method of construction cannot provide a warranty required by Contract Documents and Contractor certifies proposed substitution provides required warranty.
- B. Where proposed substitution involves more than one installer, installers shall cooperate to coordinate Work, provide uniformity and consistency, and assure compatibility of products.
- C. To determine if proposed substitution complies with function, appearance, quality, performance, and dimensional characteristics of specified item, Architect may:
 - 1. Require Sample units, technical Product Data, and independent test reports sufficient to establish compliance, cost of which shall be paid by submitting party.
- D. Substitution request not complying will be returned without action other than to record noncompliance with submittal requirements.

1.6 CONTRACTOR'S/BIDDER'S REPRESENTATION

- A. Request for substitutions constitute representation that Contractor/Bidder:
 - 1. has investigated proposed product and determined that it is equal to or superior in all respects to specified product.
 - 2. will provide same or better warranties or bonds for substitution as for specified product.
 - 3. will coordinate installation of substitution, if accepted, into Work; and make other changes as required to make Work complete and meet the intent of Contract Documents.
 - 4. waives claims for additional costs, under Contractor/Bidder's responsibility, which may subsequently become apparent.
 - 5. will pay Owner for Architect's time required by substitutions to modify and coordinate documents as a result of change.

1.7 ARCHITECT'S EVALUATION PROCESS

- A. Architect is sole judge of acceptability of proposed substitution.
- B. Architect will review requests for substitutions with reasonable promptness and respond as follows:
 - 1. Request additional information or documentation necessary for evaluation.
 - 2. Pre Award: Notify Bidders of decision to accept proposed substitution by written Addendum.
 - 3. Post Award: Notify Contractor in writing of decision to accept or reject proposed substitution.
- C. Accepted substitutions will be documented by Architect's Supplemental Instruction, or, if Contract Sum or Time is affected, by Modification (Construction Change Directive or Change Order), including manufacturers' names and catalog numbers.

PART 2 - PRODUCTS

NOT USED

St. Cloud HRA
Brownstone Townhome Roof Repair
St. Cloud, MN

June 21, 2022
Project No. 2214

PART 3 - EXECUTION

NOT USED

END OF SECTION

SECTION 01 25 11-SUBSTITUTION REQUEST FORM

TO: GLTARCHITECTS
808 COURTHOUSE SQUARE
ST. CLOUD, MN 56303

PROJECT: _____

Project No.: _____

Date: _____

We hereby submit for your consideration the following product instead of the specified item for the above-mentioned Project.

Specification Section and Paragraph: _____

Drawings and Details affected: _____

Proposed Substitution/ Description: _____

Manufacturer's Name: _____

WHY IS SUBSTITUTION BEING SUBMITTED? (Select 1 of the following):

- ☐ Pre-Bid Substitution (Prior Approval): Include detailed analysis comparing proposed substitution against specified product, including redlined Specification Section showing differences.
- ☐ Specified product is not available. Explain in detail using attached letter.
- ☐ Cost savings to Owner. Indicate comparative cost analysis as attachment.
- ☐ Other. Explain: _____

EFFECTS OF PROPOSED SUBSTITUTION

(Attach complete explanations and technical data, including laboratory test, if applicable.)

Include complete information changes to Drawings and/or Specification that proposed substitution would require for its proper installation. Fill in blanks below:

- A. Does the substitution affect dimensions shown on Drawings? ☐ No ☐ Yes
- B. Will the undersigned pay for changes to building design, including engineering and detailing costs caused by requested substitution? ☐ No ☐ Yes
- C. What affect does substitution have on other trades?

- D. Differences between proposed substitution and specified item?

- E. Manufacturer's guarantees of proposed and specified items are:
☐ Same ☐ Different (explain on attachment)

The undersigned states that function, appearance, and quality are equivalent or superior to specified item.

SUBMITTED BY:

(included name, address, telephone, and contract person
of manufacturer/supplier of proposed substitution)

For Architect's use:

- ☐ Accepted ☐ Accepted as noted
- ☐ Not accepted ☐ Received too late
- ☐ Incomplete Information
- ☐ No substitutions accepted for this

Reviewed by/date: _____

Comments: _____

Submitted by:

Subcontractor's signature and date: _____

Contractor's signature and date: _____

SECTION 01 26 00 - CONTRACT MODIFICATION PROCEDURES

PART 1 - GENERAL

1.1 ARCHITECT'S SUPPLEMENTAL INSTRUCTIONS (ASI)

- A. Architect will advise of minor changes in Work not involving an adjustment to Contract Sum or Contract Time by issuing supplemental instructions to Contractor on AIA Document G710, Architect's Supplemental Instructions.

1.2 PROPOSAL REQUEST (PR)

- A. Architect may issue to Contractor a proposal request on AIA Document G709 - Proposal Request, which includes detailed description of proposed Contract change with supplemental or revised Drawings and Specifications, a change in Contract Sum, Contract Time, or both for executing change, and period of time during which requested price will be considered valid.
- B. Respond to proposed change describing full effect of Work. Include statement describing effect on Contract Sum, Contract Time, and effect on work by separate or other contractors. Include full documentation of how costs were figured, including labor and material cost, overhead, profit, tax, bond costs, and supervisor, and indicate period of time during which proposed change will be considered valid if different from that required in Proposal Request.

1.3 CONTRACTOR PROPOSED CHANGES (CPC)

- A. Contractor may propose to Architect, on Contractor's official letterhead, a change in Contract, describing proposed change, and its full effect on Work.
- B. Include a statement describing reasons for change, effect on Contract Sum or Contract Time or both, with full documentation, including full documentation of how costs were figured, including labor and material cost, overhead, profit, tax, bond costs, and supervisor, and a statement describing effect on work by separate or other contractors.
- C. Architect will review proposed change with Owner, and if accepted, Architect will prepare a Change Order and distribute to Contractor and Owner for their acceptance and authorization.

1.4 CHANGE ORDERS (CO)

- A. Architect will issue AIA Document G701 - Change Orders for changes to Contract Sum or Contract Time.
- B. Architect will prepare Change Order and distribute to Contractor and Owner for their acceptance and authorization.

1.5 CONSTRUCTION CHANGE DIRECTIVE (CCD)

- A. Architect may issue to Contractor a construction directive, on AIA Document G714 - Construction Change Directive, authorized by Owner instructing Contractor to proceed with a change in Work, for subsequent inclusion by Change Order.
- B. Document will describe changes in Work, and designate method of determining changes in Contract Sum or Contract Time. Promptly execute change.
- C. After changes to Contract Sum and Contract Time have been determined, Architect will prepare Change Order and distribute to Contractor and Owner for Contractor's and Owner's acceptance and authorization.

St. Cloud HRA
Brownstone Townhome Roof Repair
St. Cloud, MN

June 21, 2022
Project No. 2214

PART 2 - PRODUCTS

NOT USED

PART 3 - EXECUTION

NOT USED

END OF SECTION

SECTION 01 29 00 - PAYMENT PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Administrative and procedural requirements governing Contractor's Applications for Payment.

1.2 SCHEDULE OF VALUES

- A. Submit typed preliminary schedule on AIA Document G702 - Application and Certificate for Payment and AIA Document G703-Continuation Sheet.
- B. Submit Schedule of Values in duplicate to Architect for approval within 5 business days after execution of Owner-Contractor Agreement.
- C. Format: Utilize Table of Contents of this Project Manual. Identify each line item with number and title of major Specification Sections. Identify site mobilization, bonds and insurance, and General Conditions.
- D. Include in each line item the amount of Allowances specified, if any. For Unit Prices, identify quantities taken from Contract Documents multiplied by unit cost to achieve total for item.
- E. Include within each line item, a directly proportional amount of Contractor's overhead and profit.

1.3 APPLICATIONS FOR PAYMENT

- A. Preparation of Applications:
 - 1. Use data from approved Schedule of Values.
 - 2. Submit application on AIA Document G702 - Application and Certification for Payment and AIA Document G703-Continuation Sheet. When Architect requires substantiating information, submit data justifying dollar amounts in question.
 - 3. Complete every entry on form, including notarization and execution by person authorized to sign legal documents on behalf of Contractor. Fill in Change Order Summary, including number of days of extension to Contract Time. Incomplete application will be returned without action.
 - a. Entries shall match data on Progress Schedule. Use updated schedules if revisions have been made.
 - b. Include amounts of Owner approved Change Orders and Construction Change Directives issued prior to last day of construction period covered by application.
 - 4. Submit executed copies of each Application for Payment to Architect through e-Builder.
 - 5. Waivers of Mechanics Lien:
 - a. Submit waivers of lien on forms, and execute in a manner, acceptable to Owner.
 - b. With each Application for Payment, except first, submit waivers of mechanics lien from every entity who may lawfully be entitled to file mechanics liens arising out of Contract and related to Work covered by previous payment.
 - c. Submit final Application for Payment with or preceded by final waivers from entity involved with performance of Work covered by application who could lawfully be entitled to lien.
- B. Submittal and Payment Dates:
 - 1. Submit Application for Payment to Architect on or before the last day of the month.
 - 2. Architect will act on Application for Payment no later than the 10th day of the following month.

1.4 PROGRESS PAYMENTS

- A. The amount of each progress payment shall be computed as follows:
1. Take that portion of the Contract Sum properly allocable to completed Work as determined by multiplying the percentage completion of each portion of the Work by the share of the Contract Sum allocated to that portion of the Work in the schedule of values, less retainage of five percent (5 %).
 2. Add that portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction (or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing), less retainage of five percent (5 %).
 3. Subtract the aggregate of previous payments made by the Owner; and
 4. Subtract amounts, if any for which the Architect has withheld or nullified a Certificate for Payment as provided in Section 9.5 of AIA Document A201-2007.

PART 2 - PRODUCTS

NOT USED

PART 3 - EXECUTION

NOT USED

END OF SECTION

SECTION 01 31 00 - PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.1 PROJECT COORDINATION

- A. Coordinate construction operations included in various Specification Sections to assure efficient and orderly installation of each part of Work. Coordinate construction operations included under different Sections that depend on each other for proper installation, connection, and operation.
- B. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities to avoid conflicts and ensure orderly progress of Work. Such administrative activities include the following:
 - 1. Preparation of schedules.
 - 2. Installation and removal of temporary facilities.
 - 3. Delivery and processing of submittals.
 - 4. Progress meetings.
 - 5. Project closeout activities.
- C. Conservation: Coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials.
 - 1. Salvage materials and equipment involved in performance of, but not actually incorporated into, Work. Refer to other Sections for disposition of salvaged materials that are designated as Owner's property.
- D. Verify that utility requirements of operating equipment are compatible with building utilities. Coordinate Work of various Sections having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.
- E. Coordinate space requirements and installation of mechanical and electrical Work that are indicated diagrammatically on Drawings. Follow routing shown for pipes, ducts, and conduit, as closely as practicable. Place runs parallel with line of building. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.
- F. Conceal pipes, ducts, and wiring within the construction occurring in finished areas, except as otherwise indicated. Coordinate locations of fixtures and outlets with finish elements.
- G. Where necessary, prepare memoranda for distribution to each party involved outlining special procedures required for coordination. Include such items as required notices, reports, and attendance at meetings.
 - 1. Prepare similar memoranda for Owner and separate Contractors where coordination of their Work is required.
- H. Coordinate completion and clean up of Work of separate Sections in preparation for Substantial Completion.
- I. After Owner occupancy of premises, coordinate access to site for correction of defective Work and Work not in compliance with Contract Documents, to minimize disruption of Owner's activities.

1.2 SUBMITTALS

- A. Comply with Section 01 33 00.
- B. Coordination Drawings: Submit coordination drawings where close and careful coordination is required for installation of products and materials fabricated off-site by separate entities, and where limited space availability necessitates maximum utilization of space for efficient installation of different components.
 - 1. Show interrelationship of components shown on separate Shop Drawings.
 - 2. Indicate required installation sequences.

- C. Staff Names: Within 15 days of Notice to Proceed, submit list of Contractor's principal staff assignments, including Superintendent and other personnel in attendance at Project site. Identify individuals and their duties and responsibilities.
- D. Basic Coordination Schedules:
 - 1. Submit Project schedules showing relationship of Contractor and various Subcontractors in chronological sequence. Regular updating and reporting on Project schedule will indicate level of coordination that Contractor has achieved at critical stages in Work.

1.3 REQUEST FOR INFORMATION

- A. Requests for Information (RFIs) are encouraged as a documented means of communication between Contractor and Architect. Plan, schedule, coordinate, and sequence Work so RFI, if necessary, may be submitted to Architect in a timely manner so as not to delay progress of Work. Transmit submissions of and responses to RFI, with copies to Owner, via facsimile equipment.
- B. Limit RFI to 1 specific topic, question, or issue, and if at all possible, limit to 1 or 2 sentences. Submit RFIs sequentially on standard form on Contractor's letterhead. Include following information on each RFI:
 - 1. RFI number, date of issue, Architect's Project name and job number. Include this information on each separate sheet of attachments, if any (sketches, Subcontractor documentation, supporting information, etc.).
 - 2. Text on RFI.
 - 3. Indication if topic in question may have a possible impact on Contract Sum or Contract Time.
 - 4. Space for hand-printed response (1/3 to 1/2 of page).
 - 5. Space for respondent signature and date.
 - 6. Architect will have same time period to respond to an RFI as Shop Drawing review period.
 - 7. No damages for delay due to RFI response beyond allotted time will be allowed, unless Contractor can show that RFI was not foreseeable with proper planning, scheduling, coordination, and sequencing, and that Architect's late response delayed timely purchase or delivery of equipment or materials, or limited construction personnel from proceeding with their task(s) within previously listed "Progress Schedule" activity period(s).

1.4 PRE-CONSTRUCTION MEETING

- A. Architect will schedule a pre-construction meeting after Owner has issued the Notice to Proceed. Conduct meeting to review responsibilities and personnel assignments.
- B. Attendance Required: Owner Representative, Architect and Architect's Consultants, Contractor and Contractor's Superintendent, major Subcontractors, manufacturers, suppliers, and other concerned parties.

1.5 COORDINATION MEETINGS

- A. Conduct Project coordination meetings, in addition to specific progress meetings scheduled by Architect, at regularly scheduled times convenient for parties involved.
- B. Request representation at each meeting by every party currently involved in coordination or planning for construction activities involved.
- C. Record meeting results and distribute copies to everyone in attendance, and to others affected by decisions or actions resulting from each meeting.

1.6 PROGRESS MEETINGS

- A. Architect will make arrangements for meetings, prepare agenda with copies for participants, preside at meetings, record minutes, and distribute copies within 3 days to Contractor, Owner, participants, and those affected by decisions made.

- B. Attendance Required: Contractor's Superintendent, major Subcontractors and suppliers, Owner's Representative, Architect, Independent Laboratory representative, and as appropriate to agenda topics for each meeting.

PART 2 - PRODUCTS

NOT USED

PART 3 - EXECUTION

NOT USED

END OF SECTION

SECTION 01 33 00 - SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Project start-up submittals.
 - 2. Product Data, Shop Drawings, and Sample submittals.
 - 3. Quality control submittals.
 - 4. Contract closeout submittals.
 - 5. Procedure for submitting, reviewing, and resubmitting.

1.2 ADMINISTRATIVE (PROJECT START-UP) SUBMITTALS

- A. Certificate of Insurance: As defined in Supplementary General Conditions.
- B. Performance and Payment Bonds: Refer to Supplementary Conditions of the Contract and Section 00 61 00.
- C. Construction Schedule: Prepare and submit initial Construction Schedule in duplicate within 7 days after date of Owner-Contractor Agreement for Architect's review and approval. Submit schedule detailed enough to address Work activities, estimated duration of activities, and activities' interrelationships with other Work activities.
 - 1. Obtain Construction Schedule approval prior to initial Application for Payment, or payment will be withheld until process has been completed.
 - 2. Initial Submittal: Submit Construction Schedule in both critical path method (CPM) and horizontal bar chart form and activity listing with a separate line for each activity of Work, identifying first Work day of each week.
 - 3. Critical Path Method: Create network analysis system (logic diagram) using critical path method (CPM) in form acceptable to Owner and Architect.
 - a. Show complete sequence of construction by activity, identifying Work of separate stages and other logically grouped activities.
 - b. Indicate early and late start finish, float dates, and duration of activities.
 - c. Show projected percentage of completion for each item of Work as of time of each progress Application for Payment.
 - d. Indicate product deliver dates, including those furnished by Owner that affects completion date.
 - 4. Updates: Submit 2 copies of revised Construction Schedule with each Application for Payment. Identify changes since previous submittal.
 - a. Submit 1 set of computer data disks that include same information if requested by Architect.
 - b. Distribute copies of revised schedules to affected parties.
 - c. Issuance of Certificate for Payment is conditioned upon receipt of an updated Construction Schedule with each Application for Payment.
 - 5. Compliance will be monitored and enforced by review of Construction Schedule. Unless otherwise indicated, failure to comply with Construction Schedule requirements is subject to reduction in amounts certified on subsequent Applications for Payment.
- D. Submittal Schedule: Provide Submittal Schedule for Product Data, Shop Drawings, and Samples to Architect coordinated with Construction Schedule for submittals and Architect's review period.
 - 1. Coordinate submittals of related items.
 - 2. Updates: Submit revised Submittal Schedule when changes occur and identify those changes since previous Submittal Schedule.

- E. Schedule of Values: Submittal as defined in General Conditions of Contract and this Section required before first Application for Payment.
 - 1. Submit Schedule of Values on AIA Form G703. Contractor's standard computerized forms will be considered on request.
 - 2. Format: Table of Contents of this Project Manual. Identify each line item with Specification Section number and title.
 - a. Provide separate line item for labor and materials for each Work category.
 - b. On separate line items identify Contractor's fee, general conditions, permits, and contingency.
 - 3. Updates: Submit revised Schedule of Values with each Application for Payment. Identify changes since previous submittal.
 - a. Applications for Payment will not be processed until Schedule of Values has been reviewed and accepted.
 - b. Revise Schedule of Values to list executed Change Orders. Keep Change Order amounts on separate line item until completion of Change Order Work.
 - c. At application for final payment, distribute executed Change Order amounts into appropriate line items.
- F. Application for Payment: As defined in General Conditions of the Contract and Section 01 29 00.
- G. Cash Flow Projection Schedule: Submit Cash Flow Projection Schedule to forecast cash flow requirements in form acceptable to Owner.
 - 1. Prepare Cash Flow Projection Schedule to comply with Construction Schedule.
 - 2. Update as appropriate and as requested by Owner.
- H. Subcontractors and Materials List: Submit Subcontractors and Materials List.
 - 1. Include only products included in original Bidding Documents, Addenda, and other Modifications.
 - 2. Subcontractors: Provide names, addresses, and telephone numbers of indicating by Specification Section number Work to be performed by each.
 - 3. Material Suppliers: Provide names, addresses, and telephone numbers, indicating by Specification Section number Work to be performed by each.
 - 4. Provide identification of materials and equipment by brand and model including.
 - a. Items proposed in compliance with specified reference standards.
 - b. Items proposed in compliance with descriptive specifications where a proprietary product is not indicated.
 - c. Items proposed in compliance with proprietary specifications.
- I. Before Work is started, file or record Construction Contract with proper county or state officials if such filing is required. Provide Owner with certification indicating filing has been accomplished or is not required.

1.3 PRODUCT DATA, SHOP DRAWINGS, AND SAMPLE SUBMITTALS

- A. Product Data: Submit not less than the following information.
 - 1. Manufacturer's specifications and technical data including performance, construction, and fabrication.
 - 2. Clearly mark each copy to identify pertinent products or models.
 - 3. Show performance characteristics and capacities.
 - 4. Show dimensions and clearances required.
 - 5. Modify drawings and diagrams to delete information that is not applicable to this Project.
- B. Shop Drawings: Submit not less than the following information in a clear and thorough manner. Do not reproduce Contract Documents for use as Shop Drawings.
 - 1. Identify details by reference to sheet and detail, schedule, or room numbers indicated on Contract Drawings.
 - 2. Clearly show how product is to be incorporated into Project through Drawings, such as elevations, plans, sections, and details.
- C. Samples: Submit not less than the following information.

1. Submit colors, textures, and patterns for selection.
2. Submit Samples to illustrate functional characteristics of product, with integral parts and attachment devices. Coordinate submittal of different categories for interfacing Work.
3. Include identification on each Sample, giving full information.

1.4 QUALITY ASSURANCE SUBMITTALS

- A. Submit per Section 01 43 00.
 1. Certificate of Manufacturer's Qualifications: Submittal required to document manufacturers' qualifications required in individual Specification Sections.
 2. Certificate of Installer's Qualifications: Submittal required to document installers' qualifications required in individual Specification Sections.
 3. Professional Certification: Submittal required to document professional certification of portions of Work required by Contract Documents.
- B. Source Quality Control: Tests and certifications as described in Source Quality Control Article in Part 2 of Specification Sections.
 1. Material Qualification Test: Submittal required directly from testing lab to indicate a proposed material complies with Contract Document requirements.
 2. Field Quality Control: Tests and certifications as described in Field Quality Control Article in Part 3 of Specification Sections within Contract Documents.
 3. Soils Engineer Certification: Submittal required from Soils Engineer or Soils Engineer's authorized technician indicating confirmation of required inspection and observed required by Contract Documents.

1.5 CONTRACT CLOSEOUT SUBMITTALS

- A. Submit per Section 01 77 00.

1.6 PROCEDURES FOR SUBMITTING

- A. Timeline for Submittals: Transmit submittals within timeframe to prevent delay in construction activities or compromise review process. Comply with the following requirements.
 1. Administrative (Project Start-up) Submittals: Submit not more than 30 days after Award of Contract.
 - a. Schedule of Values: Submit not less than 30 days before first application of payment.
 2. Product Data, Shop Drawings, and Sample Submittals: Submit prior to starting fabrication and per Submittal Schedule.
 3. Quality Control Submittals: Make submittals promptly to not cause construction delay.
- B. Transmittal: Accompany submittals with completed Submittal Transmittal Form, Document 00 62 00.
- C. Failure to comply may result in return of submittal without review.
- D. Submit electronic files of Show Drawings. Submit copies as specified herein unless indicated otherwise in other Specifications Sections.
 1. Product Data.
 2. Shop Drawings.
- E. Submit 2 samples of color charts of products that are called out to be submitted.
- F. Locate the following information on each submittal where practical and on accompanying transmittal.
 1. Date of submission and dates of previous submissions.
 2. Project title.
 3. Contract identification.
 4. Names of Contractor, supplier, manufacturer.

5. Identification of products with reference to Specification Section number, including Material ID Code or paragraph number.
 6. Reference to Drawing numbers.
 7. Field dimensions required for communicating Design Intent.
 8. Relation to adjacent or critical features of Work.
 9. Applicable standards.
 10. Identification of deviations from Contract Documents.
 11. Identification of revisions on resubmittals.
 12. 4 inch by 5 inch blank space for Contractor's and Architect's stamps.
 13. Contractor's stamp, Subcontractor's stamp as applicable, initialed or signed, certifying prior review of submittal, verification of products, field measurements, field construction criteria, and coordination of information within submittal with requirements of Work and of Contract Documents.
 - a. Submittals not signed and dated by Contractor will be returned without review.
- G. Provide submittals for each portion of Work that are complete and accurate. Incomplete or partial submittals will be rejected and will require resubmittal.
1. Submittals may be made of portions of Work, but make certain that each submittal is complete in respect to information necessary for proper review by Architect and Architect's consultants.
 2. Combine submittals to ensure "design intent" of system assembly.
 3. Cross out non-related material to submittal.
- H. Product Data, Shop Drawings, Samples, and Quality Control Submittals:
1. Determine and verify:
 - a. Field measurements.
 - b. Field construction criteria.
 - c. Catalog numbers and similar data.
 - d. Conformance with Contract Documents.
 - e. Coordination with other Work.
 2. Coordinate each submittal with requirements of Work, Construction Schedule, and Contract Documents.
 3. Notify Architect in writing, at time of submittal, of deviations in submittals from requirements of Contract Documents.

1.7 PROCEDURE FOR REVIEWING

- A. General: Make submittals far enough in advance of dates scheduled for installation to provide time required for reviews; for possible revisions and resubmittals; and for placing orders and securing delivery.
- B. Architect's Review Time: In scheduling, allow at least 14 calendar days for review by Architect following Architect's receipt of submittal or as otherwise may be required under each Specification Section. Allow an additional 10 days for reviews involving Architect's consultants, or as otherwise may be required under each Specification Section.
- C. Submittals will be reviewed by Architect with the following actions:
1. "Reviewed" indicates submittal conforms to "design intent" of Work. Contractor, at Contractor's discretion, may proceed with fabrication, procurement, and installation.
 2. "Make Corrections Noted" indicates submittal, after indicated corrections are made, would conform to "design intent" of Work. Contractor, at Contractor's discretion, may proceed with fabrication, procurement, and installation.
 3. "Revise and Resubmit" indicates noted revisions are such that a corrected copy is required for review to confirm revisions have been understood and made. Contractor, at Contractor's discretion, may proceed with fabrication, procurement, and installation. Contractor is responsible for correctly interpreting and implementing revisions.
 4. "Rejected" indicates submittal does not conform to "design intent". Resubmittal is required.

- D. Review by Architect of submittals is not an authorization for Change Order. Follow procedures described elsewhere in Contract Documents for Items requiring Change Order.

1.8 PROCEDURE FOR RESUBMITTING

- A. Make corrections or changes in submittals required by Architect and resubmit when Architect's stamp requires resubmittal.
- B. Resubmittal Review Fees: If Architect rejects (Rejected, Revise and Resubmit) Contractor's submittal more than 2 times for same Specification Section, Architect will be compensated for additional reviews.
 - 1. Amount of such compensation will be incorporated by Change Order and deducted from Contractor's Application for Payment.
- C. Shop Drawings and Product Data: Revise initial drawings or data, and resubmit as specified for initial submittal.
 - 1. Clearly identify changes made other than those requested by Architect by "clouding" or other suitable means acceptable to Architect. Only changes that are "clouded" and changes requested by Architect will be reviewed on resubmittal. Architect is not responsible for reviewing resubmittals that are not "clouded" on resubmittal.
- D. Samples: Submit new samples as required for initial submittal.
- E. Contractor is responsible for delays caused by resubmittal process.

PART 2 - PRODUCTS

NOT USED

PART 3 - EXECUTION

3.1 SCHEDULE OF REQUIRED SUBMITTALS

- A. General: The following lists of submittals are prepared for convenience of Contractor and may not be complete listing. Designation in parentheses is AIA Document number for submittal to be used. Other forms are noted when required.

1.0 PRIOR TO AWARD:

- 1.1 List of Subcontractors and/or suppliers and manufacturers
- 1.2 Contractor's Qualification Statement (A305) if requested

2.0 PRIOR TO CONTRACT EXECUTION:

- 2.1 Performance/Labor and Material Bond (A311)
- 2.2 Certificate of Insurance
- 2.3 Additional submittals as may be required by Contract Documents or requested by Owner or Architect

3.0 WITHIN TEN DAYS AFTER CONTRACT EXECUTION:

- 3.1 Detailed cost breakdown on application for payment form G703, breakdown per Specification Sections with labor and material separated
- 3.2 Name of Project superintendent
- 3.3 Additional submittals as may be required by Contract Documents or requested by Owner or Architect

4.0 MONTHLY APPLICATION FOR PAYMENT:

- 4.1 Application and Certificate for Payment G702 and G703
- 4.2 Partial lien waivers if requested

5.0 AS WORK PROGRESSES:

- 5.1 Shop Drawings and Samples (See C-02 for quantities)
- 5.2 Instructions
- 5.3 Manuals
- 5.4 Guarantees
- 5.5 Test Results
- 5.6 Additional submittals as may be required by Contract Documents

6.0 PRIOR TO FINAL PAYMENTS:

- 6.1 Application and Certificate for Payment (G702 & G703 latest edition)
- 6.2 Consent of Surety Company to Final Payment (G707)
- 6.3 Contractor's Affidavit of Payment of Debts & Claims (G706A)
- 6.4 Contractor's Affidavit of Release of Liens (G706A)
- 6.5 Waivers of lien from Subcontractors and materials suppliers, "Standard Form"
- 6.6 Additional submittals as may be required by Owner or Architect.

END OF SECTION

SECTION 01 43 00 - QUALITY ASSURANCE

PART 1 - GENERAL

1.1 SECTION INCLUDES

- A. Prerequisites and procedures to assure quality of construction, field observation, and tests performed by manufacturer's representatives during installation.
 - 1. Manufacturer's Instructions.
 - 2. Manufacturer's Certificates.
 - 3. Manufacturer's Field Services

1.2 QUALITY ASSURANCE

- A. Specific naming of codes or standards occurs on Drawings and in other Specifications Sections of these. Comply with laws, ordinances, and regulations of authorities having jurisdiction. Proof of compliance shall be signed approval by respective authorities having jurisdiction.
- B. Familiarity with Pertinent Codes and Standards: Verify that requirements of specifically named codes and standards are met, as well as requirements mandated by law, ordinance, and authority. Verify that items procured and installed in this Work meet or exceed specified requirements.
- C. Rejection or Non-Complying Items: Architect reserves the right to reject items incorporated into Work that fails to meet such minimum requirements.

1.3 MANUFACTURER QUALIFICATIONS

- A. Company specializing in manufacture of products specified in this Section with a minimum of 5 years documented experience, unless noted otherwise.

1.4 FABRICATOR QUALIFICATIONS

- A. Company specializing in fabrication of products specified in this Section with a minimum of 5 years documented experience, unless noted otherwise.

1.5 INSTALLER QUALIFICATIONS

- A. Company specializing in installation of products specified in this Section with a minimum of 5 years documented experience, unless noted otherwise, certified in writing by manufacturer that installer is approved to install manufacturer's products.
- B. Manufacturer's authorized representative who is trained and approved for both installation and maintenance of units required for this Project.

1.6 MANUFACTURER'S INSTRUCTIONS

- A. When specified in individual Specification Sections, submit manufacturers' printed instructions for delivery, storage, assembly, installation, adjusting, and finishing in quantities specified for Product Data.
- B. Identify conflicts between manufacturers' instructions and Contract Documents.

1.7 MANUFACTURER'S CERTIFICATES

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

1.8 MANUFACTURER'S FIELD SERVICES

- A. Submit qualifications of manufacturer's observer to Architect 30 days in advance of required observations. Observer is subject to approval of Architect.
- B. When specified in individual Specification Sections, require material or product suppliers or manufacturers to provide qualified staff personnel to observe site conditions, conditions of surfaces and installation, quality of workmanship, start-up of equipment, testing, adjusting, and balancing of equipment as applicable, and to initiate instructions when necessary.
- C. Observers shall report observations and site decisions or instructions given to applicators or installers that are supplemental or contrary to manufacturers' written instructions.
- D. Submit report in duplicate for Architect's review within 10 days of observation.

1.9 QUALITY ASSURANCE AND CONTROL OF INSTALLATION

- A. Monitor quality control over suppliers, manufacturers, products, services, site conditions, and workmanship to produce Work of specified quality.
- B. Comply fully with manufacturers' instructions, including each step in sequence.
- C. Should manufacturers' instructions conflict with Contract Documents, request clarification from Architect before proceeding.
- D. Comply with specified standards as a minimum quality for Work, except when more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.
- E. Perform Work by persons qualified to produce workmanship of specified quality.
- F. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion, or disfigurement.
- G. Readjust Work performed that does not meet technical or design requirements, but make no deviation from Contract Documents without specific and written approval from Architect.

1.10 FIELD SAMPLES

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

PART 2 - PRODUCTS

NOT USED

St. Cloud HRA
Brownstone Townhome Roof Repair
St. Cloud, MN

June 21, 2022
Project No. 2214

PART 3 - EXECUTION

NOT USED

END OF SECTION

SECTION 01 45 23 - TESTING AND INSPECTION SERVICES

PART 1 - GENERAL

1.1 QUALITY ASSURANCE

- A. Comply with requirements of the 2020 MN Building Code, Section 109 and Chapter 17 and with Structural Engineer's Drawings and Specifications for Special Inspections, testing, and inspecting.
- B. Comply with requirements of ASTM E329 for testing and inspecting.
- C. Testing and inspection services are intended to assist in determining probable compliance of Work with specified requirements. These services do not relieve Contractor of responsibility for compliance with requirements of Contract Documents.
- D. If inspection of fabricator's Work is required, Architect may require testing and inspecting of Work at the plant, before shipment. Architect reserves the right to reject materials not complying with Contract Documents.
- E. Check Work as it progresses. Failure to detect defective Work or materials shall in no way prevent later rejection if defective Work or materials are discovered, nor shall it obligate Architect to accept such Work.

1.2 DEFINITIONS

- A. Testing: Evaluation of systems, primarily requiring physical manipulation and analysis of materials per approved standards.
- B. Inspection: Evaluation of systems, primarily requiring observation and judgment.
- C. Conventional Testing and Inspection: Work herein described as those items not specifically required by the 2020 MN Building Code, Section 109 as adopted by the current Minnesota State Building Code, but are considered essential to proper performance of building systems.

1.3 CONVENTIONAL TESTING AND INSPECTION

- A. Provide conventional inspection and testing as required by the 2020 MN Building Code, Section 109, and as scheduled below.
- B. Independent Testing Agency will indicate compliance or non-compliance with Contract Documents.
- C. Submit final signed report stating whether Work was, to the best of Contractor's knowledge, in conformance with the approved Drawings, Specifications, and applicable workmanship provisions of the code.
- D. Cooperate with independent testing agency; furnish samples of materials, design mixes, equipment, tools, storage, and assistance as requested.
- E. Schedule of Conventional Inspections and Tests:
 - 1. 06 10 00 – Wood Framing
 - 2. 07 53 00 – Elastomeric Membrane Roofing.

PART 2 - PRODUCTS

NOT USED

PART 3 - EXECUTION

3.1 COOPERATION

- A. Do not incorporate in Work materials shipped by Contractor from source of supply prior to having satisfactorily passed such testing and inspection, or prior to receipt of notice from said representative that such testing and inspection will not be required.

END OF SECTION

SECTION 01 50 00 - TEMPORARY FACILITIES AND CONTROLS

PART 1 - GENERAL

1.1 QUALITY ASSURANCE

- A. Regulations: Comply with industry standards and applicable laws and regulations of authorities having jurisdiction, but not limited to:
 - 1. Building Code Requirements.
 - 2. Health and Safety Regulations.
 - 3. Utility Company Regulations.
 - 4. Police Department, Fire Department, and Rescue Squad Rules.
 - 5. Environmental Protection Regulations.
 - 6. Occupational Safety and Health Administration.
- B. Standards: Comply with NFPA Code 241, "Building Construction and Demolition Operations", ANSI-A10 Series standards for "Safety Requirements for Construction and Demolition", and NECA Electrical Design Library, "Temporary Electrical Facilities".
 - 1. Refer to "Guidelines for Bid Conditions for Temporary Job Utilities and Service", prepared jointly by AGC and ASC, for industry recommendations.
 - 2. Electrical Service: Comply with NEMA, NECA and UL standards and regulations for temporary electrical service. Install service per National Electric Code (NFPA 70).
- C. Inspections: Arrange for authorities having jurisdiction to inspect and test each temporary utility before use. Obtain required certifications and permits.

1.2 PROJECT CONDITIONS

- A. Conditions of Use: Keep temporary services and facilities clean and neat in appearance. Operate in a safe and efficient manner. Take necessary fire prevention measures. Do not overload facilities or permit them to interfere with progress. Do not allow hazardous, dangerous, or unsanitary conditions, or public nuisances to develop or persist on Project site.
- B. When disruption of existing service is required, do not proceed without Owner's and Architect's review. Provide alternate temporary service, when required.
- C. Environmental Requirements: Provide and maintain heat, fuel, materials, and services necessary to protect Work and materials against injury from extreme heat, cold, dry winds, dust, or dampness as follows:
 - 1. During performance of Work, provide sufficient heat to ensure heating of spaces meets requirements of individual Specification Sections.
 - 2. Suspend operations on Work when subject to damage by climatic conditions, flooding, or because of insufficient curing or drying of surfaces or materials.
 - 3. Take necessary action to protect site and Work from wind, flood, and storm damage.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. General: Provide new materials. If acceptable to Architect, undamaged previously used materials in serviceable condition may be used. Provide materials suitable for use intended.

2.2 EQUIPMENT

- A. General: Provide new equipment or undamaged previously used equipment in serviceable condition may be used. Provide equipment suitable for use intended.
- B. Electrical Power Cords: Grounded extension cords. Use “hard-service” cords where exposed to abrasion and traffic. Provide waterproof connectors to connect separate lengths of electric cords, if single lengths will not reach areas where construction activities are in progress.
- C. First Aid Supplies: Comply with local and governing regulations.
- D. Fire Extinguishers: Hand-carried, portable, UL-rated, Class “A” fire extinguishers for temporary offices and similar spaces. In other locations, provide hand-carried portable, UL rated, Class “ABC” dry chemical extinguishers, or a combination of extinguishers of NFPA recommended classes for exposures.
 - 1. Comply with NFPA 10 and 241 for classifications, extinguishing agent and size required by location and class of fire exposure.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Locate facilities where they serve Project adequately and result in minimum interference with performance of Work. Relocate and modify facilities as required.
- 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 ELECTRICITY

- A. Contractor may connect to Owner's existing power service. Power consumption shall not disrupt Owner's need for continuous service.
- B. Owner will pay for cost of energy used. Exercise measures to conserve energy. Owner will backcharge Contractor if waste is observed.
- C. Provide artificial lighting adequate for proper execution of Work in all areas of Project.
- D. Provide adequate distribution equipment, wiring, and outlets to provide single-phase branch circuits for power and lighting.

3.3 TEMPORARY FIRE PROTECTION

- A. Fire Extinguishers: Provide hand-carried, portable UL rated, Class A fire extinguishers for temporary Offices and similar spaces. In other locations, provide hand-carried, portable, UL-rated, Class ABC dry chemical extinguishers, or a combination of extinguishers of NFPA recommended classes for fire exposures in sufficient quantity to comply with applicable safety regulations.
 - 1. Comply with NFPA 10 and 241 for classifications, extinguishing agents, and sizes required by location and class of fire exposure.

3.4 PROTECTION OF EXISTING FACILITIES

- A. Contractor, Subcontractors, or employees under their jurisdiction, will be responsible for damages to roofing, sheet metal, and roof structure while performing Work on roof.
- B. Carefully supervise Work to prevent injury to trees and plants that are to remain on property, and replace trees and plants that are damaged or destroyed due to construction operations.

- C. Provide construction aids and equipment required by personnel and to facilitate execution of Work. Provide staging, runways, platforms, railings, trash containers, and other such equipment.

3.5 TEMPORARY WATER SERVICE

- A. Contractor may connect to existing building water source required for construction operations.
 - 1. Owner will pay cost of water used. Exercise measures to conserve water. Owner will backcharge Contractor if waste is observed.

3.6 TEMPORARY SANITARY FACILITIES

- A. Provide portable toilet, coordinate location with Owner.

3.7 FIRST AID

- A. Provide complete first aid kit and supplies for emergency purposes and have a qualified person on staff capable of rendering basic first aid requirements.

3.8 TEMPORARY BARRIERS

- A. Provide temporary barriers to prevent unauthorized entry to construction areas, to allow for Owner's use of site, and to protect existing facilities and adjacent properties from damage by construction operations and demolition.
- B. Protect non-owned vehicular traffic, stored materials, and existing structures from damage.

3.9 ROADS, PARKING, AND TRAFFIC CONTROL

- A. Maintain site access roads within construction limits including areas to receive hoists and cranes, scaffolds, platforms, and other construction materials. Inclement weather may require additional grading, fill, rock base, or other measures.
 - 1. Coordinate location of temporary roads, storage areas, and parking areas with other contractors Subcontractors.
 - 2. Provide and maintain access to fire hydrants, free of obstructions.
 - 3. Provide means of removing mud from vehicle wheels before entering public streets.
- B. Maintain existing sidewalks on public property.
- C. Site parking may be utilized at locations as directed by Owner to accommodate construction personnel.

3.10 SECURITY MEASURES

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

3.11 PROTECTION OF INSTALLED WORK

- A. Protect installed Work and provide special protection where specified in individual Specification Sections.
- B. Provide temporary and removable protection for installed products. Control activity in immediate Work areas to minimize damage.
 - 1. Provide protective coverings at walls, projections, jambs, sills, ceilings, and soffits of openings.
 - 2. Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects by protecting with durable sheet materials.

3. Prohibit traffic or storage on waterproofed or roofed surfaces. If traffic or activity is necessary, obtain recommendations for protection from waterproofing or roofing material manufacturer.
4. Prohibit traffic from landscaped areas.

END OF SECTION

SECTION 01 60 00 - PRODUCT REQUIREMENTS

PART 1 - GENERAL

1.1 GENERAL

- A. Material and Equipment Incorporated into Work:
 - 1. Conform to applicable Specification Section and standards.
 - 2. Comply with size, make, type, and quality specified.
- B. Manufactured and Fabricated Products:
 - 1. Design, fabricate, and assemble per industry standard engineering and shop practices.
 - 2. Manufacture like parts of duplicate units to standard sizes and gauges for interchangeability.
 - 3. Two or more items of same kind shall be identical, by same manufacturer.
- C. Supplementary materials not specifically described in each Section, but required for complete and proper installation of Work, shall be new, first quality of their respective kinds, and subject to review and acceptance by Architect.

1.2 DEFINITIONS

- A. Products: Items purchased for incorporation into Work, whether purchased for Project or taken from previously purchased stock.
 - 1. Includes terms material, equipment, systems, machinery, components, fixtures, and terms of similar intent for incorporation into Work.
 - 2. Does not include machinery and equipment used for preparation, fabrication, conveying, and erection of Work. Products may also include existing materials or components required for reuse.
 - 3. Named Products: Items identified by manufacturer's product name, including make or model designation, indicated in manufacturer's published product literature, that is current as of date of Contract Documents.
- B. Materials: Products that are substantially shaped, cut, worked, mixed, finished, refined, or otherwise fabricated, processed, or installed to form part of Work.
- C. Equipment: Products with operational parts, whether motorized or manually operated, that requires service connections such as wiring or piping.

1.3 QUALITY ASSURANCE

- A. Source Limitations: Provide products of same kind, from single source, to fullest extent possible.
- B. Compatibility of Options: When Contractor is given option of selecting between 2 or more products for use on Project, select products compatible with products previously selected, even if previously selected products were also options.
- C. Nameplates: Except for required labels and operating data, do not attach or imprint manufacturer's or producer's nameplates or trademarks on exposed surfaces of products that will be exposed to view in occupied spaces or on exterior.
 - 1. Labels: Locate required product labels and stamps on concealed surface, or where required for observation after installation, on accessible surface that is not conspicuous.
 - 2. Equipment Nameplates: Provide permanent nameplates on each item of service-connected or power-operated equipment. Locate on easily accessible surface that is inconspicuous in occupied spaces. Provide the following information required on nameplate and other essential operating data:
 - a. Name of product and manufacturer.

- b. Model and serial numbers.
- c. Capacity.
- d. Speed.
- e. Ratings.

- D. Prior to requesting final testing, adjusting, and balancing, use adequate means to assure that Work is completed per specified requirements and is ready for requested testing, adjusting, and balancing.

1.4 BASIC PRODUCT REQUIREMENTS

- A. Do not use materials and equipment removed from existing premises, except as specifically permitted by Contract Documents.
- B. Provide interchangeable components of same manufacturer, for similar components.

1.5 PRODUCT OPTIONS

- A. Products Specified by Reference Standards or by Description Only: Products meeting those standards or description.
- B. Products Specified by Naming one or More Manufacturers: Products of manufacturers named and meeting Specifications, no options or substitutions allowed.
- C. Products Specified by Naming one or More Manufacturers With Provision for Substitutions: Submit request for substitution for manufacturers not named.

1.6 PRODUCT SUBSTITUTION PROCEDURES

- A. Product Substitution Procedures: Refer to Section 01 25 03.

1.7 OWNER-FURNISHED PRODUCTS

- A. Refer to Section 01 11 0 - Summary of Work.

1.8 PRODUCT TRANSPORTATION AND HANDLING REQUIREMENTS

- A. Transport and handle products per manufacturer's written instructions.
- B. Promptly inspect shipments to assure that products comply with requirements, quantities are correct, and products are undamaged.
- C. Provide equipment and personnel to handle products by methods to prevent soiling, disfigurement, or damage.
- D. Arrange deliveries of products per construction schedules and in ample time to facilitate inspection prior to installation.
- E. Coordinate deliveries to avoid conflict with Work and conditions at site, taking into consideration:
 - 1. Work of Contractor or Owner.
 - 2. Limitations of Storage Space
 - 3. Availability of equipment and personnel for handling products.
 - 4. Owner's use of premises.
- F. Deliver products in undamaged condition in original containers or packaging, and with identifying labels intact and legible.
- G. Clearly mark partial deliveries of component parts of equipment to identify the equipment, to permit easy accumulation of parts, and to facilitate assembly.

- H. Immediately on delivery, inspect shipment to ensure:
 - 1. Product complies with requirements of Contract Documents and reviewed submittals.
 - 2. Quantities are correct.
 - 3. Containers and packages are intact and labels are legible.
 - 4. Products are undamaged and properly protected.
- I. Architect reserves the right to observe delivered materials, to review accompanying bills of lading, and to reject the following:
 - 1. Materials not identifiable as accepted products of accepted manufacturer.
 - 2. Materials exhibiting shelf lives in excess of those stipulated by manufacturer.
 - 3. Materials not bearing appropriate label of Underwriters Laboratories (UL), where applicable.
 - 4. Materials in opened or excessively damaged containers.
 - 5. Materials exhibiting evidence of moisture, organic matter, or other adulterants.
- J. In event of damage or rejection by Architect for stipulated cause, immediately make repairs and replacements necessary to acceptance of Architect and at no additional cost to Owner.
- K. Do not request Owner to sign for and accept deliveries. Only Contractor may perform this task.

1.9 PRODUCT STORAGE AND PROTECTION REQUIREMENTS

- A. Store and protect products per manufacturer's written instructions, with seals and labels intact and legible. Store sensitive products in weather-tight, climate controlled enclosures.
- B. For exterior storage of fabricated products, place on sloped supports, above ground.
- C. Provide secure off-site storage and protection when site does not permit on-site storage or protection. Provide Architect with complete inventory of off-site stored items, and provide certificate of insurance for stored items.
- D. Cover products subject to deterioration with impervious sheet covering. Provide ventilation to avoid condensation.
- E. Store loose granular materials on solid flat surfaces in a well-drained area. Prevent mixing with foreign matter.
- F. Provide equipment and personnel to store products by methods to prevent soiling, disfigurement, or damage.
- G. Arrange storage of products to permit access for inspection. Periodically inspect to assure products are undamaged and are maintained under specified conditions.

PART 2 - PRODUCTS

2.1 PRODUCT SELECTION

- A. General Product Requirements: Provide products that comply with Contract Documents, that are undamaged and, unless otherwise indicated, unused at time of installation.
 - 1. Provide products complete with accessories, trim, finish, safety guards, and other devices and details needed for complete installation and for intended use and effect.
- B. Standard Products: Provide standard products of types that have been produced and used successfully in similar situations on other projects and fully comply with requirements of Contract Documents.
- C. Visual Selection: Where specified product requirements include the phrase "...as selected from manufacturer's standard colors, patterns, textures..." or a similar phrase, select product and manufacturer that comply with other specified requirements. Architect will select color, pattern, and texture from product line selected.

PART 3 - EXECUTION

3.1 INSTALLATION OF PRODUCTS

- A. Comply with manufacturer's instructions and recommendations for installation of products in applications indicated. Anchor each product securely in place, accurately located and aligned with other Work.
- B. Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.

END OF SECTION

SECTION 01 70 00 - EXECUTION REQUIREMENTS

PART 1 - GENERAL

1.1 SYSTEM DESCRIPTION

A. Performance Requirements:

1. Cutting and Patching:

- a. Structural Work Requirements: Do not cut and patch structural elements in a manner that would reduce their load-carrying capacity or load-deflection ratio.
- b. Operational and Safety Limitations: Do not cut and patch operating elements or safety related components in a manner that would result in reducing their capacity to perform as intended, or result in increased maintenance, or decreased operational life or safety.
- c. Visual Requirements: Do not cut and patch construction exposed on exterior or in occupied spaces in a manner that would, in Architect's opinion, reduce building's aesthetic qualities, or result in visual evidence of cutting and patching. Remove and replace Work cut and patched in a visually unsatisfactory manner.

1.2 QUALITY ASSURANCE

- ##### A. In preparing data required by this Section, use only personnel who are thoroughly trained and experienced in operation and maintenance of described items, completely familiar with requirements of this Section, and skilled in technical writing to extent needed for communicating essential data.

PART 2 - PRODUCTS

2.1 PATCHING MATERIALS

- ##### A. New Materials: As specified in Sections; match existing products and Work for patching and extending Work.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine areas and conditions under which Work of this Section will be performed. Correct conditions detrimental to timely and proper completion of Work. Do not proceed until unsatisfactory conditions are corrected.
- B. Each trade is responsible for examining substrates related to that trade's Work. Notify Contractor and Architect of unacceptable conditions.
- C. Commencement of Work indicates acceptance of conditions. Corrections required because of incomplete substrate examination or improper substrate conditions will be corrected at no cost to Owner.

3.2 CUTTING AND PATCHING

- A. Each trade is responsible for cutting and patching required for their portion of Work.
- B. Execute cutting, fitting, and patching, including excavation and backfill, to complete Work, and to:
 1. Fit parts together, to integrate with other Work.
 2. Uncover Work to install ill-timed Work.

3. Remove and replace defective and non-conforming Work.
 4. Remove samples of installed Work for testing.
 5. Provide openings in elements of Work for penetrations of mechanical and electrical Work.
- C. Inspect existing conditions, including elements subject to damage or movement during cutting and patching.
 - D. After uncovering, inspect conditions affecting performance of Work.
 - E. Beginning of cutting and patching means acceptance of existing conditions affecting performance of Work.
 - F. Provide supports to assure structural integrity of surroundings, and devices and methods to protect other portions of Project from damage.
 - G. Provide protection from elements for areas that may be exposed by uncovering Work; maintain excavations free of water.
 - H. Execute Work by methods to avoid damage to other Work, and which will provide proper surfaces to receive patching and finishing.
 - I. Cut rigid materials using masonry saw or core drill. Pneumatic tools are not allowed without prior written approval.
 - J. Restore Work with new products, using people skilled in relevant trades, per requirements of Contract Documents.
 - K. Fit Work tight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
 - L. At penetrations through fire-rated walls, ceilings, or floor construction, completely seal voids with fire-rated materials, full thickness of construction element per requirements of Section 07 84 00 - Firestopping.

3.3 REPAIR/REPLACEMENT OF DAMAGED WORK

- A. Protection of finished Work shall not relieve Contractor of his responsibility to repair or replace Work damaged by elements or by subsequent construction operations.
- B. Decisions on whether damaged Work will be repaired or replaced will be based on requirements that finished Work meets requirements specified for Work as covered in applicable Sections of this Specification; that is, if damaged Work cannot be repaired so that it matches new, undamaged Work, then it shall be replaced.
- C. In refinishing repaired or replaced Work, refinish entire surfaces as necessary to provide an even finish to match adjacent finishes. Use only workers skilled in trades relevant to materials and assemblies that require repairing or replacing.
 1. For continuous surfaces - refinish to nearest intersection.
 2. For an assembly - refinish entire unit.

3.4 EXISTING UTILITIES OR SERVICES

- A. Provide protection to prevent damage or interference to existing utility or service lines and mains.
- B. If there is damage to known existing utility or service line or main, responsible party shall repair or have damage repaired as directed by utility or service company, without additional cost to Contract.
- C. If unknown utility or service line or main is uncovered, stop Work in that area and notify utility or service company, Architect, and Owner to obtain information on how to proceed.

3.5 INTEGRITY OF FIRE ASSEMBLIES

- A. Seal, grout, fill, or otherwise protect spaces formed between fire or sound rated wall, floor, ceiling, or roof assemblies or penetrations through such assemblies by pipe, conduit, ductwork, other items, or voids provided for possible use of items in a manner to maintain fire or sound ratings.

3.6 PROTECTION OF INSTALLED WORK

- A. Protect installed Work and provide special protection where specified in individual Specification Sections.
- B. Provide temporary and removable protection for installed products. Control activity in immediate Work area to prevent damage.
- C. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings.
- D. Prohibit traffic or storage upon waterproofed or roofed surfaces. If traffic or activity is necessary, obtain recommendations for protection from waterproofing or roofing material manufacturer.
- E. Prohibit traffic from landscaped areas.

END OF SECTION

SECTION 01 74 00 - CLEANING

PART 1 - GENERAL

1.1 QUALITY ASSURANCE

- A. Inspections: Conduct daily inspections, more often if necessary, to verify that requirements of cleanliness are being met.
- B. Codes and Standards: In addition to requirements specified herein, comply with pertinent requirements of authorities having jurisdiction.
- C. Use only a professional cleaning company experienced in commercial cleaning for final cleaning.

1.2 PAYMENT WITHHELD

- A. Architect reserves the right to withhold certification of payment requests for failure on part of Contractor to regularly clean Project per requirements of this Section.

PART 2 - PRODUCTS

2.1 TRASH CONTAINERS

- A. Provide trash container service to remove rubbish from Project site. Determine locations of trash containers.
- B. Deposit rubbish in trash containers. Break down bulky materials (that is; crates, cartons, ductwork, and similar waste) to minimum volume before depositing them in trash containers. Segregate materials per requirements of trash container service. If materials aren't segregated per these requirements, then additional cost of non-segregated materials will be back-charged to Contractor at no additional cost to Owner.
- C. Deposit rubbish per applicable laws and regulations of regulatory agency having jurisdiction. Perform disposal of waste materials not permitted in trash containers, such as tires, paints, and similar waste.
- D. Burning of refuse on Project site is not allowed.
- E. Remove, hammer in, or bend over flush protruding nails or screws in boards, planks, timbers, etc.

2.2 CLEANING UP

- A. All trades are required to participate in clean-up procedures.

2.3 COMPATIBILITY

- A. Use cleaning materials and equipment that are compatible with surfaces being cleaned, as recommended by manufacturer of material to be cleaned.

PART 3 - EXECUTION

3.1 PROGRESS CLEANING

- A. General:
 - 1. Retain stored items in orderly arrangement allowing maximum access, not impeding drainage or traffic, and providing required protection of materials.

2. Do not allow accumulation of scrap, debris, waste material, and other items not required for construction of this Work.
3. Weekly, and more often if necessary, remove scrap, debris, and waste material from Project site.
4. Provide adequate storage for items awaiting removal from Project site, observing requirements for fire protection and protection of ecology.
5. Maintain Project site in neat and orderly condition.
6. As required preparatory to installation of succeeding materials, clean structures, or pertinent portions thereof, to degree of cleanliness recommended by manufacturer of succeeding material, using equipment and materials required to achieve required cleanliness.
7. Following installation of finish floor materials, clean finish floor daily, and more often if necessary, and while Work is being performed in spaces in which finish materials have been installed.
 - a. Clean, for the purpose of this subparagraph, means free from foreign material that, in opinion of Architect, may be injurious to finish floor material (vacuum clean).

3.2 FINAL CLEANING

- A. Perform final cleaning of Project site and structure.
- B. Clean, for the purpose of this Article, means level of cleanliness generally provided by skilled cleaners using commercial quality building maintenance equipment and materials, (Scrub and polish clean).
- C. General: Remove from Project job site tools, surplus materials, equipment, scrap, debris, and waste prior to completion of Work. Conduct final progress cleaning as described above.
- D. Site: Water and broom clean paved areas on Project site and public paved areas directly adjacent to Project site, unless otherwise directed by Architect. Remove resultant debris.
- E. Timing: Schedule final cleaning as accepted by Architect to enable Owner to accept completely clean Project.

END OF SECTION

SECTION 01 77 00 - CLOSEOUT PROCEDURES AND SUBMITTALS

PART 1 - GENERAL

1.1 QUALITY ASSURANCE

- A. Prior to requesting inspection by Architect, use adequate means to assure that Work is completed per specified requirements and is ready for requested inspection.

1.2 SUBSTANTIAL COMPLETION

- A. Preliminary Procedures: Prior to requesting inspection for certification of Substantial Completion, complete the following (List exceptions in the request):
 - 1. In Application for Payment that coincides with, or first follows, date Substantial Completion is claimed, showing 100 percent completion for portion of Work claimed as substantially complete. Include supporting documentation for completion as indicated in Contract Documents and statement showing accounting of changes to Contract Sum.
 - a. If 100 percent completion cannot be shown, include list of incomplete items, value of incomplete construction, and reasons Work is not complete.
 - 2. Advise Owner of pending insurance change-over requirements.
 - 3. Obtain and submit releases enabling Owner unrestricted use of Work and access to services and utilities; include occupational permits, operating certificates, and similar releases.
 - 4. Make final change-over of permanent locks and transmit keys to Owner. Advise Owner's personnel of change-over in security provisions.
 - 5. Complete start-up testing of systems, and instruction of Owner's operating and maintenance personnel.
 - 6. Discontinue or change-over and remove temporary facilities from Project site, along with construction tools, mock-ups, and similar elements.

1.3 CONTRACT CLOSEOUT PROCEDURES

- A. At Substantial Completion, submit written certification to Architect that Contract Documents have been reviewed, Work has been inspected, and that Work is complete per Contract Documents and ready for Architect's inspection.
 - 1. Prepare comprehensive and complete list of corrective items, and verify that these items have been corrected prior to notifying Architect of completion. Make available copies of Contractor's list(s) to Architect upon request.
- B. Notify Architect in writing when Contractor feels Project is 100 percent complete and is ready to leave Project. Architect will then commence construction review and prepare a "Punch List", or list of minor corrective items to be issued to Contractor. For Owner's convenience, reviews may be phased for various portions of Work, as each distinct portion becomes 100 percent complete.
- C. Architect will arrange for consultants to make consultant's construction reviews. Contractor and principal superintendent, authorized to act on behalf of Contractor, as well as principal Subcontractors that Architect may request to be present, shall accompany Architect, and possibly Architect's consultants, during construction reviews.
- D. Excessive amounts of corrective items, as judged by Architect, will be grounds to terminate construction review until such time as Contractor is deemed sufficiently complete to once again start the review. More than 4 minor items per typical room will be considered excessive. Cost of additional construction review visits will be backcharged to the contractor.
 - 1. Contractor has 30 calendar days in which to complete items after receiving "Punch List" from Architect.

- E. Notify Architect, in writing, at least 7 days in advance of time of acceptance inspection after completion of "Punch List" Work.
- F. Contractor, superintendent, and principal Subcontractors that Architect may request to be present, shall accompany Architect on acceptance inspection.
 - 1. If Work has been completed per Contract Documents, and no further corrective measures are required, Architect will issue Certificate of Substantial Completion, and recommend that Owner accept Project and file Notice of Completion.
- G. Provide "Certificate of Occupancy" from jurisdiction or municipality where Project is located at time of Substantial Completion Inspection.
- H. Architect will develop Certificate of Substantial Completion Form (AIA Document G704), for signatures of Architect, Contractor, and Owner.
 - 1. Date of Substantial Completion starts warranty period for entire Project.
- I. Owner will occupy entire Project and premises on date of Substantial Completion.
- J. Comply with requirements of Substantial Completion Document, and notify Architect in writing when punch list items have been completed, and final inspection can be scheduled.
- K. Architect will accompany Contractor on Final Completion Inspection.

1.4 CONTRACT CLOSEOUT SUBMITTALS

- A. As part of final Application for Payment, submit lien waiver covering total amount of Contract.
- B. Submit lien waivers from every entity who may lawfully be entitled to file mechanics lien arising out of Contract, including Suppliers, Subcontractors, and/or Sub-subcontractors.
- C. Execute "Contractor's Affidavit of Payment of Debts and Claims" (AIA Document G706), and "Contractor's Affidavit of Release of Liens" (AIA Document G706A).
- D. Submit Final Application for Payment identifying total adjusted Contract Sum, previous payments, and sum remaining due. Execute the "Consent of Surety Company to Final Payment" (AIA Document G707).
- E. Contractor Requirements Prior to Project Acceptance:
 - 1. Deliver certifications to Architect that no new materials containing asbestos or other hazardous materials have been included in Work.
 - 2. Remove temporary facilities and materials from site and building as specified in Section 01 50 00 - Temporary Facilities and Controls.
 - 3. Thoroughly clean entire Project site of construction debris as specified in Section 01 74 10.
 - 4. Submit complete, signed Record Documents to Architect as specified in Section 01 78 39.
 - 5. Submit complete, signed Operation and Maintenance Data to Architect as specified in Section 01 78 23.
 - 6. Submit complete, signed Warranties and Bonds to Architect as specified in General Conditions and in Section 01 78 35.

PART 2 - PRODUCTS

2.1 MAINTENANCE MATERIALS

- A. Furnish maintenance materials to Owner in quantities specified in individual Specification Sections.
- B. Deliver maintenance materials to Owner's designated area on or prior to date of Substantial Completion. Provide Owner and Architect with a complete transmittal of inventory of items delivered.

PART 3 - EXECUTION - NOT USED

END OF SECTION

SECTION 01 78 23 - OPERATION AND MAINTENANCE DATA

PART 1 - GENERAL

1.1 QUALITY ASSURANCE

- A. In preparing data required by this Section, use only personnel who are thoroughly trained and experienced in operation and maintenance of described items, completely familiar with requirements of this Section, and skilled in technical writing to extent needed for communicating essential data.

1.2 OPERATION AND MAINTENANCE DATA

- A. Submittal Procedures:
 - 1. Preliminary Procedures: Submit 1 copy of proposed manuals to Architect at least 15 days prior to final inspection for acceptance.
 - 2. Final Procedures: Following training and instruction of Owner's operating and maintenance personnel, review proposed revisions to manual with Architect.
 - a. Submit 1 copy & 1 CD of accepted data in final form 10 days after final inspection. Approval of submittal is pre-requisite for Substantial Completion.
- B. Format and Content of Manuals:
 - 1. Binders: Submit 2 commercial quality, 8-1/2 inch by 11 inch size, 3-ring binders in portfolio form, neatly edited, with similar equipment grouped, tabbed, and indexed. Materials shall be printed or typewritten. When multiple binders are used, correlate data into related consistent groupings.
 - 2. Covers: Prepare binder covers with printed title "OPERATION AND MAINTENANCE INSTRUCTIONS", title of Project, identity of separate structures as applicable, and subject matter of binder when multiple binders are required.
 - 3. Internally subdivide binder contents with permanent page dividers, logically organized as described below; with tab titling clearly printed under reinforced laminated plastic tabs.
 - 4. Contents: Prepare Table of Contents for each volume, with each product or system description identified, typed on 30 pound white paper.
 - 5. Part 1: Directory, listing names, addresses, and telephone numbers of Architect, Contractor, Subcontractors, and major equipment suppliers.
 - 6. Part 2: Operation and maintenance instructions, arranged by system and subdivided by Specification Section. For each category, identify names, addresses, and telephone numbers of Subcontractors and suppliers. Identify the following:
 - a. Significant design criteria.
 - b. List of equipment.
 - c. Parts list for each component.
 - d. Operating instructions.
 - e. Maintenance instructions for equipment and systems.
 - f. Maintenance instructions for special finishes, including recommended cleaning methods and materials and special precautions identifying detrimental agents.
 - 7. Part 3: Project documents and certificates, including the following:
 - a. Shop Drawings and Product Data.
 - b. Air and water balance reports.
 - c. Certificates.
 - d. Photocopies of warranties and bonds.
- C. Manual for Materials and Finishes:

1. Building Products, Applied Materials, and Finishes: Include Product Data with catalog number, size, composition, color, and texture designations. Provide information for re-ordering custom manufactured products.
2. Instructions for Care and Maintenance: Include manufacturer's recommendations for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.
3. Moisture Protection and Weather Exposed Products: Include Product Data listing applicable reference standards, chemical composition, and details of installation. Provide recommendations for inspections, maintenance, and repair.
4. Additional Requirements: As specified in individual product Specification Sections.
5. Provide listing in Table of Contents for design data, with tabbed fly sheet and space for insertion of data.

D. Submittals:

1. Comply with Section 01 33 00.
2. Submit 1 copy of completed volumes in final form 15 days prior to final inspection to Architect. Copy will be returned after final inspection, with Architect comments. Revise content of documents as required prior to final submittal.
3. Submit 1 copy & 1 CD of revised volumes of data in final form within 10 days after final inspection to Architect.

PART 2 - PRODUCTS

NOT USED

PART 3 - EXECUTION

NOT USED

END OF SECTION

SECTION 01 78 35 - WARRANTIES AND BONDS

PART 1 - GENERAL

1.1 DEFINITIONS

- A. Standard Product Warranties: Pre-printed written warranties published by individual manufacturers for particular products specifically endorsed by manufacturer to Owner.
- B. Special Warranties: Written warranties required by or incorporated into Contract Documents, either to extend time limits provided by standard warranties, or to provide greater rights for Owner.

1.2 WARRANTY AND BOND REQUIREMENTS

- A. Related Damages and Losses: When correcting warranted Work that has failed, remove and replace other Work that has been damaged as a result of such failure, or that must be removed and replaced to provide access for correction of warranted Work.
- B. Re-Instatement of Warranty: When Work covered by warranty has failed and been corrected by replacements or rebuilding, reinstate warranty by written endorsement. Reinstated warranty shall be equal to original warranty with an equitable adjustment for depreciation.
- C. Replacement Cost: Upon determination that Work covered by warranty has failed, replace or rebuild Work to an acceptable condition complying with requirements of Contract Documents. Contractor is responsible for cost of replacing or rebuilding defective Work regardless of whether Owner has benefited from use of Work through a portion of its anticipated useful service life.
- D. Owner's Recourse: Written warranties made to Owner are in addition to implied warranties, and shall not limit duties, obligations, rights, and remedies otherwise available under law, nor shall warranty periods be interpreted as limitations on time in which Owner can enforce such other duties, obligations, rights, and remedies.
 - 1. Rejection of Warranties: Owner reserves the right to reject warranties and to limit selections to products with warranties not in conflict with requirements of Contract Documents.
- E. Owner reserves the right to refuse to accept Work for Project where special warranty, certification, or similar commitment is required on such Work, or part of Work, until evidence is presented that entitles required to countersign such commitments are willing to do so.

1.3 SUBMITTALS

- A. Comply with Section 01 33 00.
- B. When a special warranty is required to be executed by Contractor, or Contractor and Subcontractor, supplier, or manufacturer, prepare written document that contains appropriate terms and identification, ready for execution by required parties. Submit draft to Owner through Architect for approval prior to final execution.
 - 1. Refer to individual Specification Sections for specific content requirements, and particular requirements for submittal of special warranties.
- C. Form of Submittals:
 - 1. Bind in commercial quality, 8-1/2 inch by 11 inch, 3-ring side binders with hardback, cleanable, plastic covers.
 - 2. Label cover of each binder with typed or printed title "WARRANTIES AND BONDS", with title of Project; name, address, and telephone number of Contractor and equipment supplier; and name of responsible principal.

3. Table of Contents: Neatly typed, in sequence of Table of Contents of Project Manual, with each item identified with number and title of Specification Section in which specified, and name of product or Work item.
 4. Separate warranties and bonds with index tab sheets keyed to Table of Contents listing. Provide complete information, using separate typed sheets as necessary. List Subcontractor, supplier, and manufacturer with name, address, and telephone number of responsible principal.
- D. Preparation of Submittals:
1. Obtain warranties and bonds, executed in duplicate by responsible Subcontractors, suppliers, and manufacturers, within 10 days after completion of applicable item or Work. Except for items put into use with Owner's permission, leave date of beginning of time of warranty until Date of Substantial Completion is determined.
 2. Verify that documents are in proper form, contain full information, and are notarized.
 3. Co-Execute submittals when required.
 4. Retain warranties and bonds until time specified for submittal.
- E. Time of Submittals:
1. Submit warranties and bonds for equipment, or component parts of equipment put into service during construction with Owner's permission, within 10 days after acceptance.
 2. Make other submittals within 10 days after Date of Substantial Completion, prior to final Application for Payment.
 3. For items of Work when acceptance is delayed beyond Date of Substantial Completion, submit within 10 days after acceptance, list date of acceptance as beginning of warranty period.
 4. Deliver manufacturer's warranties, guaranties, and bonds required by Contract Documents, to Architect, with Owner named as beneficiary. Where manufacturer's warranty or guarantee extends for longer time period than Contractor's warranty or guarantee, deliver manufacturer's warranties and guaranties in same manner.

PART 2 - PRODUCTS

NOT USED

PART 3 - EXECUTION

NOT USED

END OF SECTION

SECTION 01 78 39 - PROJECT RECORD DOCUMENTS

PART 1 - GENERAL

1.1 SECTION INCLUDES

- A. Requirements for Project Record Documents:
 - 1. Throughout progress of Work of Contract, maintain accurate record of changes and modifications in Contract Documents, as described below.
 - 2. Purpose of Record Documents is to provide factual information regarding Work, both concealed and visible, which will enable future modification of design to proceed without lengthy and expensive site measurement, investigation, and examination.

1.2 QUALITY ASSURANCE

- A. Accuracy of Records: Thoroughly coordinate changes within Record Documents. Make adequate and proper entries in Specifications, Drawings, and other documents where such entry is required to properly show changes. Include "as-built" locations of site utilities shown on Drawings in diagrammatic way. Accuracy of records shall be such that future searches for items shown in Contract Documents may reasonably rely on information obtained from accepted Record Documents.

1.3 PAYMENT WITHHELD

- A. Architect reserves the right to withhold certification of payment request for failure on part of Contractor to maintain Record Drawing in conformance with this Section.

1.4 SUBMITTALS

- A. Comply with Section 01 33 00.
- B. General: Architect's review and approval of current status of Record Documents will be prerequisite to Architect's review of requests for progress payment and request for final payment under Contract.
- C. Progress Submittals: Secure Architect's review and approval of Record Documents as currently maintained prior to submitting each request for progress payment.
- D. Final Submittal: Submit final Record Documents to Architect and secure Architect's acceptance prior to submitting request for final payment.

1.5 PRODUCT HANDLING

- A. Maintain Record Documents in secure place in Contractor's job trailer. Protect Record Documents from deterioration and from loss and damage until completion of Work.
- B. In the event of loss of recorded data, use means necessary to again secure data to Architect's acceptance. Such means may include, if necessary in opinion of Architect, removal and replacement of concealing materials and, in such case, replacements shall be to standards originally specified in Contract Documents.

PART 2 - PRODUCTS

2.1 RECORD DOCUMENTS

- A. Contractor's Job Set: Secure from Architect at beginning of Work, at no charge to Contractor, 1 complete set of Contract Documents. Contractor's Job Set is for Contractor's own use to collect and record pertinent information on a daily basis.
- B. Record Documents Set: Secure from Architect at beginning of Work, at no charge to Contractor, 1 complete set of Contract Documents. Transfer information to this set in final form on a weekly basis. This Record Document Set will also be turned in as Final Record Documents.

PART 3 - EXECUTION

3.1 MAINTENANCE OF JOB SET

- A. Identification:
 - 1. Upon receipt of Job Set, identify documents with title "TEMPORARY RECORD DOCUMENTS: CONTRACTOR'S JOB SET".
 - 2. Upon receipt of Record Documents Set, identify appropriate to mylar media with title "RECORD DOCUMENTS" on each sheet of Drawings and on cover sheet of other documents.
- B. Preservation: Devise suitable method for protecting Job Set. Do not use Job Set for purposes other than entry of new data and for review by Architect upon request.
- C. Making Entries on Drawings:
 - 1. Job Set: Record information in clear and legible manner. Maintain Job Set on an ongoing basis. Record pertinent information and changes as they occur. Subcontractors are responsible for making entries as may be required under supervision of Contractor. Subcontractors shall date and sign their entries.
- D. Making Entries on Other Documents:
 - 1. Where directives issued by Architect cause changes, clearly indicate change by note, and reference approved Addenda and Change Orders.
 - 2. Where Contractor originated causes changes proposals reviewed by Architect, including inadvertent errors by Contractor that have been accepted by Architect, clearly indicate change by note.
 - 3. Make entries in pertinent documents as reviewed by Architect.
- E. Accuracy of Entries: Use proper instruments or tools for measurement as necessary, to determine actual locations of installed items.

3.2 FINAL RECORD DOCUMENTS

- A. Submit Job Set Drawings as supporting documentation to Final Record Document drawings. If Job Set drawings have been damaged during course of Work, secure new copy of document from Architect. Carefully transfer change data to new copy and obtain acceptance of Architect. Additional copies of Contract Documents will be charged to Contractor at Architect's cost of reproduction plus handling.
- B. If documents, other than drawings, have been kept clean successfully during progress of Work, and if entries have been sufficiently orderly thereon and reviewed by Architect, these documents will be accepted by Architect as final portion of Record Documents. If such document is not so accepted by Architect, secure new copy of that document from Architect at Architect's usual charge for reproduction and carefully transfer change data to new copy and obtain acceptance of Architect.

- C. Review and Approval: Submit completed total set of Record Documents to Architect as described above. Participate in review meeting or meetings as required by Architect, make required changes in Record Documents, and promptly deliver final Record Documents to Architect.

3.3 CHANGES SUBSEQUENT TO ACCEPTANCE

- A. Contractor is not responsible for recording changes in Work subsequent to acceptance of Work by Architect, except for changes resulting from replacements, repairs, and alterations made by Contractor as part of Contractor's guarantee. No additional changes will be allowed without approval of Architect.

END OF SECTION

SECTION 02 22 10 - SELECTIVE BUILDING COMPONENT DEMOLITION

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Building Demolition and removal of the following:
 - a. Building components for new work.
 - 2. Work does not include mechanical or electrical demolition.

1.2 DEFINITIONS

- A. Remove: Detach items from existing construction and legally dispose of them off-site unless indicated to be removed and salvaged or recycled.
- B. Existing to Remain: Existing items of construction that are not to be removed and that are not otherwise indicated to be removed, removed and salvaged, or recycled.

1.3 QUALITY ASSURANCE

- A. Comply with Section 01 43 00.
- B. Demolition Firm Qualifications: An experienced firm specializing in demolition work similar in material and extent to that indicated for this Project with a minimum of 5 years experience in this type of work.
- C. Regulatory Requirements: Comply with governing EPA notification regulations before beginning demolition. Comply with hauling and disposal regulations of authorities having jurisdiction.
- D. Standards: Comply with ANSI A10.6 and NFPA 241.

1.4 PROJECT CONDITIONS

- A. Owner will maintain partial occupancy area during Work of this Project. There will be no classes during the construction schedule.
- B. Hazardous Materials: It is not expected that hazardous materials will be encountered in Work
 - 1. Hazardous materials will be removed by Owner before start of Work.
 - 2. If materials suspected of containing hazardous materials are encountered, do not disturb; immediately notify Architect and Owner. Hazardous materials will be removed by Owner under a separate contract.
- C. Storage or sale of removed items or materials on-site is not permitted.

1.5 COORDINATION

- A. Arrange demolition schedule so as not to interfere with Owner's and building manager's on-site operations.

PART 2 - PRODUCTS

NOT USED

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Comply with Section 01 70 00.
- B. Survey existing conditions and correlate with requirements indicated to determine extent of site and building demolition required.

3.2 PROTECTION

- A. Existing Facilities: Protect adjacent walkways, building entries, and other building facilities during demolition operations.

3.3 DEMOLITION, GENERAL

- A. General: Demolish indicated existing building components completely. Use methods required to complete Work within limitations of governing regulations and as follows:
 - 1. Do not use cutting torches.
 - 2. Locate building demolition equipment and remove debris and materials so as not to impose excessive loads on supporting walls, floors, or framing.
- B. Remove debris from elevated portions by chute, hoist or other device that will convey debris to grade level in controlled descent.

3.4 REPAIRS

- A. General: Promptly repair damage to adjacent construction caused by building demolition operations.
- B. Where repairs to existing surfaces are required, patch to produce surfaces suitable for new materials.
- C. Restore exposed finishes of patched areas and extend restoration into adjoining construction in a manner that eliminates evidence of patching and refinishing.

3.5 RECYCLING DEMOLISHED MATERIALS

- A. General: Separate recyclable demolished materials from other demolished materials to the maximum extent possible. Separate recyclable materials by type.
 - 1. Contractor to provide containers or other storage method for controlling recyclable materials until they are removed from Project site.
 - 2. Stockpile processed materials on-site without intermixing with other materials. Place, grade, and shape stockpiles to drain surface water. Cover to prevent windblown dust.
 - 3. Stockpile materials away from demolition area. Do not store within drip line of remaining trees.
 - 4. Store components off the ground and protect from the weather.
 - 5. Transport recyclable materials off Owner's property and legally dispose of them.

3.6 DISPOSAL OF DEMOLISHED MATERIALS

- A. Burning: Do not burn demolished materials.
- B. Disposal: Contractor to arrange to transport demolished materials off Owner's property and legally dispose of them.

3.7 CLEANING

- A. Clean adjacent structures and improvements of dust, dirt, and debris caused by building demolition operations. Return adjacent areas to condition existing before building demolition operations began.

END OF SECTION

SECTION 06 10 00 - ROUGH CARPENTRY

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Wood framing.
 - 2. Wood supports.
 - 3. Wood blocking.
 - 4. Wood cants.
 - 5. Wood nailers.
 - 6. Wood furring.
 - 7. Wood grounds.
 - 8. Wood sheathing.
 - 9. Wood subflooring.
 - 10. Wood underlayment.
 - 11. Plywood backing panels.
 - 12. Building wrap.

1.2 SUBMITTALS

- A. Comply with Section 01 33 00.
- B. Product Data: For each type of process and factory-fabricated product indicated.
 - 1. Include data for wood-preservative and fire-retardant treatment from chemical treatment manufacturer and certification by treating plant that materials comply with requirements.
- C. Material Certificates: For dimension lumber specified to comply with minimum allowable unit stresses.
- D. Research/Evaluation Reports: Treated wood products.

1.3 QUALITY ASSURANCE

- A. Comply with Section 01 43 00.
- B. Do not use treated wood lumber for blocking, curbs, cants, and other lumber items associated with specified roofing system.

PART 2 - PRODUCTS

2.1 WOOD PRODUCTS, GENERAL

- A. Lumber: DOC PS 20 and applicable rules of lumber grading agencies certified by the American Lumber Standards Committee Board of Review.
 - 1. Factory mark each piece of lumber with grade stamp of grading agency.
 - 2. For exposed lumber indicated to receive stained or natural finish, mark grade stamp on end or back of each piece, or omit grade stamp and provide certificates of grade compliance issued by grading agency.
 - 3. Provide dressed lumber, S4S, unless otherwise indicated.
 - 4. Provide dry lumber with 19 percent maximum moisture content at time of dressing for 2-inch nominal (38-mm actual) thickness or less, unless otherwise indicated.

- B. Wood Structural Panels:
 - 1. Plywood: DOC PS 1.

2.2 DIMENSION LUMBER

- A. General: Of grades indicated per the American Lumber Standards Committee National Grading Rule provisions of the grading agency indicated.
- B. Comply with Structural Drawings for species and grades of lumber required for Work.

2.3 PANEL PRODUCTS

- A. Wall Sheathing:
 - 1. Plywood Wall Sheathing: Exterior sheathing.
- B. Roof Sheathing:
 - 1. Plywood Roof Sheathing: Exterior, Structural I -sheathing.

2.4 MISCELLANEOUS MATERIALS

- A. Fasteners:
 - 1. Where rough carpentry is exposed to weather, in ground contact, or in area of high relative humidity, provide fasteners with hot-dip zinc coating complying with ASTM A 153/A 153M.
 - 2. Power-Driven Fasteners: CABO NER-272.
 - 3. Bolts: Steel bolts complying with ASTM A 307, Grade A; with ASTM A 563 hex nuts and, where indicated, flat washers.
- B. Building Wrap: Air-retarder sheeting, not less than 3 mils thick, not less than 10 perms permeance, made from polyolefins; cross-laminated films, woven strands, or spun-bonded fibers; coated or uncoated; with or without perforations; and complying with ASTM E 1677, Type I.
 - 1. Manufacturers:
 - a. Celotex Corporation (The); Building Products Division.
 - b. DuPont.
 - c. Raven Industries, Inc.
 - d. Tenneco Building Products.
 - 2. Flame-Spread Index: 25 or less per ASTM E 84.
 - 3. Allowable Exposure Time: Not less than 3 months.
- C. Building Wrap Tape: Pressure-sensitive plastic tape recommended by building wrap manufacturer for sealing joints and penetrations in building wrap.
- D. Insulation: Foamed-in-place type as specified in Section 07 21 00.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Set rough carpentry to required levels and lines, with members plumb, true to line, cut, and fitted. Fit rough carpentry to other construction; scribe and cope as needed for accurate fit. Locate nailers, blocking, and similar supports where indicated on Drawings and to comply with requirements for attaching other construction.
- B. Apply field treatment complying with AWPA M4 to cut surfaces of preservative-treated lumber and plywood.

- C. Securely attach rough carpentry Work to substrate by anchoring and fastening as indicated, complying with the following:
 - 1. CABO NER-272 for power-driven fasteners.
 - 2. Table 23-II-B-1, "Nailing Schedule," and Table 23-II-B-2, "Wood Structural Panel Roof Sheathing Nailing Schedule," in the Uniform Building Code.
- D. Use finishing nails for exposed Work, unless otherwise indicated. Countersink nail heads and fill holes with wood filler.
- E. Framing Standard: Comply with AFPA's "Manual for Wood Frame Construction," unless otherwise indicated.
- F. Comply with applicable recommendations contained in APA Form No. E30K, "APA Design/Construction Guide: Residential & Commercial," for types of structural-use panels and applications indicated.
 - 1. Comply with "Code Plus" provisions in above-referenced guide.
- G. Fastening Methods:
 - 1. Combination Subfloor-Underlayment: Glue and nail to wood framing.
 - 2. Subflooring: Glue and nail to wood framing.
 - 3. Sheathing: Nail to wood framing.
 - 4. Underlayment: Nail to subflooring.
 - 5. Plywood Backing Panels: Nail or screw to supports.
- H. Building Wrap Application: Cover wall sheathing with building wrap as indicated. Cover upstanding flashing with 4-inch overlap. Seal seams, edges, and penetrations with tape.
- I. Insulation: Install in exterior door and window frames where gaps occur in rough opening framing.

END OF SECTION

SECTION 07 21 00 - THERMAL INSULATION

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Concealed building insulation.

1.2 SUBMITTALS

- A. Comply with Section 01 33 00.
- B. Product Data: For each product indicated.
- C. Product test reports.
- D. Research/evaluation reports.

1.3 QUALITY ASSURANCE

- A. Comply with Section 01 43 00.
- B. Fire-Test-Response Characteristics: Provide insulation and related materials with fire-test-response characteristics indicated, as determined by testing identical products per ASTM E84 for surface-burning characteristics, by UL or another testing and inspecting agency acceptable to authorities having jurisdiction. Identify materials with appropriate markings of applicable testing and inspecting agency.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- 1. Glass-Fiber Insulation:
 - a. CertainTeed Corporation.
 - b. Johns Manville Corporation.
 - c. Knauf Fiber Glass.
 - d. Owens Corning.
- 2. Foamed-in-Place Insulation
 - a. C.P. Chemical Company, Inc.
 - b. Tailored Chemical Products, Inc.
 - c. Thermal Corporation of America

2.2 MATERIALS

- A. General: Provide insulating materials that comply with requirements and with referenced standards.
- B. Mineral-fiber blanket insulation consisting of fibers manufactured from glass.
 - 1. Unfaced Mineral-Fiber Blanket Insulation: ASTM C 665, Type I; with maximum flame-spread and smoke-developed indices of 25 and 50, respectively; passing ASTM E 136 for combustion characteristics.

2.3 ACCESSORIES

A. Vapor Retarders:

1. Polyethylene Vapor Retarder: ASTM D 4397, 6 mils thick, with maximum permeance rating of 0.13 perm.
2. Reinforced-Polyethylene Vapor Retarders: 2 outer layers of polyethylene film laminated to an inner reinforcing layer consisting of either nylon cord or polyester scrim and weighing not less than 25 pounds per 1000 square feet (12 kg/100 sq. m), with maximum permeance rating of 0.0507 perm
3. Vapor-Retarder Tape: Pressure-sensitive tape of type recommended by vapor-retarder manufacturer for sealing joints and penetrations in vapor retarder.

B. Auxiliary Insulation Materials:

1. Adhesive for Bonding Insulation: Product with demonstrated capability to bond insulation securely to substrates indicated without damaging insulation and substrates.
2. Protection Board: Premolded, semirigid asphalt/fiber composition board, ¼ inch thick, formed under heat and pressure, of standard sizes.
3. Eave Ventilation Troughs: Preformed, rigid fiberboard or plastic sheets designed and sized to fit between roof framing members and to provide cross ventilation between insulated attic spaces and vented eaves.

C. Insulation Fasteners:

1. Adhesively attached, Spindle-Type Anchors with Washers: Formed from perforated galvanized carbon-steel sheet, 0.030 inch (0.762) thick by 2 inches (50mm) square, welded to projecting steel spindle with a diameter of 0.105 inch (2.67) and length capable of holding insulation of thickness indicated securely in position with 1-1/2 inch (33-mm-) square or diameter self-locking washers complying with the following:
 - a. Washers formed from 0.016 inch thick galvanized steel sheet, with beveled edge for increased stiffness, sized as required to hold insulation securely in place, but not less than in place.
 - b. Where anchors are located in **[ceiling plenums]** **[crawlspaces]** **[attic spaces]** provide capped self-locking washers incorporating a spring steel insert to ensure permanent retention of cap.
2. Anchor Adhesive: Product with demonstrated capability to bond insulation anchors securely to substrates indicated without damaging insulation, fasteners, and substrates.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Comply with Section 01 70 00.
- B. Verify that substrate, adjacent materials, and insulation boards are dry and ready to receive insulation.
- C. Verify substrate surface is flat, free of filings and irregularities.

3.2 PREPARATION

- A. Require Installer to examine substrates and conditions under which insulation Work is to be performed. A satisfactory substrate is one that complies with requirements of the Section in which substrate and related Work is specified. Obtain Installer's written report listing conditions detrimental to performance of Work in this Section. Do not proceed with installation of insulation until unsatisfactory conditions have been corrected.
- B. Clean substrates of substances harmful to insulation or vapor retarders, including removal of projections that might puncture vapor retarders.

3.3 INSTALLATION

A. General:

1. Comply with manufacturer's instructions for particular conditions of installation in each case. If printed instructions are not available or do not apply to project conditions, consult manufacturer's technical representative for specific recommendations before proceeding with Work.
2. Extend insulation full thickness as shown over entire area to be insulated. Cut and fit tightly around obstructions, and fill voids with insulation. Remove projections that interfere with placement.
3. Apply a single layer of insulation of required thickness, unless otherwise shown or required to make up total thickness.

B. General Building Insulation:

1. Apply insulation units to substrate by method indicated, complying with manufacturer's recommendations. If no specific method is indicated, bond units to substrate with adhesive or use mechanical anchorage to provide permanent placement and support of units.

3.4 PROTECTION

- #### A.
- Protect installed insulation from harmful weather exposures, possible physical abuses, where possible by non-delayed installation of concealing Work or, where that is not possible, by temporary covering or enclosure.

END OF SECTION

SECTION 07 24 00 - EXTERIOR INSULATION AND FINISH SYSTEMS

PART 1 - GENERAL

1.1 DESCRIPTION

Exterior Finish Systems specified in this section consist of an simulated Exterior Insulation and Finish System (EIFS) which is applied over plywood sheathing.

1.2 SUBMITTALS

A. Submit in accordance with Section 01 33 23, SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES.

B. Samples:

Two 300 mm (one-foot) square samples of the EIFS // finishes over cement board identical to the proposed installation in thickness, color, texture, insulation and workmanship.

C. Test Reports and Manufacturer's Literature

1. Manufacturer's literature and instructions for installation of the system. Include manufacturer's recommended details for corner treatment, dentils, quoins, lintels, openings and other special applications.
2. Summary of test results by the Exterior Finish System manufacturer to substantiate compliance with the specified performance requirements. Furnish complete test reports as required.
3. Statement by Exterior Finish System manufacturer that all components of the system proposed for use on this project are approved by that manufacturer.
4. Statement by the Installer of the Exterior Finish System that they are experienced with the installation, having done at least three (3) projects using this system and can furnish names and locations of these projects if required.

1.3 DELIVERY AND STORAGE

- A. Deliver materials in unopened packages with manufacturer's labels intact, legible and grade seals unbroken.
- B. Store and handle in strict compliance with manufacturer's instructions. Protect from damage.
- C. Remove from premises any damaged or deteriorated material.

1.4 ENVIRONMENTAL CONDITIONS

Unless a higher temperature is required by the system manufacturer, the ambient air temperature shall be 7 degrees Celsius (45 degrees F) or greater and rising at the time of installation of the system and shall be predicted to remain at 7 degrees Celsius (45 degrees F) or greater for at least 24 hours after installation.

1.5 WARRANTY

Exterior Finish system shall be warranted against water leakage past the weather resistive barrier and other defects in materials and workmanship and shall be subject to the terms of Article “Warranty of Construction”, FAR clause 52.246-21, except that the warranty period shall be ten years.

1.6 APPLICABLE PUBLICATIONS

A. Publications listed below form a part of this specification to the extent referenced. Publications are referenced in the text by the basic designation only.

B. American Society for Testing and Materials (ASTM):

B117-07.....Operating Salt Spray (Fog) Apparatus

C67-07.....Sampling and Testing Brick and Structural Clay Tile

C177-04.....Steady-State Heat Flux measurements and Thermal Transmission
Properties by Means of the Guarded-Hot-Plate Apparatus

C297-04.....Flatwise Tensile Strength of Sandwich Constructions

C578-07.....Rigid, Cellular Polystyrene Thermal Insulation

C666-03.....Resistance of Concrete to Rapid Freezing and Thawing

C920-05.....Elastomeric Joint Sealants

D968-05(R2007)Abrasion Resistance of Organic Coatings by Falling Abrasive

D2794-93(R2004)Resistance of Organic Coatings to the Effects of Rapid Deformation
(Impact)

E84-07Surface Burning Characteristics of Building Materials

E96-05Water Vapor Transmission of Materials

E108-07Fire Tests of Roof Coverings

E330-02Structural Performance of Exterior Windows, Curtain Walls, and Doors
by Uniform Static Air Pressure Difference

E331-00Water Penetration of Exterior Windows, Curtain Walls, and Doors by
Uniform Static Air Pressure Difference

G90-05.....Accelerated Outdoor Weathering of Nonmetallic Materials Using
Concentrated Natural Sunlight

C. Exterior Insulation Manufacturers Association (EIMA)

101.86-1992Resistance of Exterior Insulation and Finish Systems to the Effects of
Rapid Deformation (Impact)

PART 2 PRODUCTS

2.3 EXTERIOR INSULATION AND FINISH SYSTEM (EIFS)

- A. Description: The PB system consists of Type I molded rigid polystyrene insulation adhesively adhered and mechanically fastened to the sheathing and finished with a glass-fiber-mesh reinforced based-coat and a textured finish coat.
- B. Performance Requirements:

TEST	TEST METHOD	REQUIREMENT
Flame Spread (Test samples shall include base coat, fabric, finish mounted on non-combustible substrate)	ASTM E84	Flame spread of 25 or less. Smoke developed rating 450 or less.
Full Scale Wall Fire Test	ASTM E108	No significant surface flaming or propagation of vertical or lateral flames
Impact Resistance (Sample shall be cured. Finish, base coat and fabric over 25mm (1 inch) insulation typical of project application)	EIMA 101.86 (Hemispherical Head Test)	//Standard Impact Resistance// 2.83 to 5.54J (25-49 inch-lbs) Medium Impact Resistance// 5.65 to 10.1J 50-89 inch lbs
		High Impact Resistance// 10.2 to 17J (90-150 inch-lbs) Ultra High Impact Resistance// Over 17.1J (Over 150 inch-lbs.) - No broken reinforcing fabric
Structural Performance (Test panels 1200 mm x 1200 mm (4 feet by 4 feet) typical of project application)	ASTM E330	No permanent deformation, delamination or deterioration for positive and negative pressures as required.
Water Penetration	ASTM E331	No Water penetration
Abrasion Resistance	ASTM D968	500 liters of sand-slight smoothing - no loss of film integrity
Accelerated Weathering	ASTM G90	2000 hours. No deterioration
Salt Spray Resistance	ASTM B117	Withstand 300 hours. No deleterious effects.
Water Vapor	ASTM E96	Not more than 18 grains an hour per square foot.
Absorption-Freeze-Thaw (Pre-weighed 100 mm x 200 mm (4" by 8") specimens; 25 mm (1") insulation, faced with finish coat cured and stored in air; tested with edges and back open.)	ASTM C67 50 Cycles: 20 hrs. at - 9 deg C ; 4-hr. thaw in water	After 50 cycles – Total weight gain of not more than 6.2 grams. No checking splitting, or cracking.

- C. Adhesive: Manufacturers standard product including primer as required compatible with sheathing.
- D. Insulation:
 - 1. Thermal Resistance: Thermal resistance (R-value), as indicated, measured by ASTM C177.
 - 2. Insulating Material: ASTM C578, as recommended by EIFS manufacturer and treated to be compatible with EIFS components. Age insulation a minimum of 6 weeks prior to installation.
 - 3. Provide Type I Molded Expanded Polystyrene (MEPS) insulation board for Type PB systems, in sizes as required except no larger than 600 mm X 1200 mm (24 X 48 inches) boards, and 2" in thickness or match existing thickness.
- E. Create a means of drainage between the insulation board and sheathing.
- F. All penetrations and terminations shall be flashed.
- G. Mechanical Anchors: As recommended by the EIFS manufacturer.
- H. Accessories: Conform to the recommendations of the EIFS manufacturer, including trim, edging, anchors, expansion joints, and other items required for proper installation of the EIFS. All metal items and fasteners to be corrosion resistant.
- I. Reinforcing Fabric: Balanced, open weave, glass fiber fabric made from twisted multi-end strands specifically treated for compatibility with the other materials of the system. Minimum weight 4.3 oz/sq. yd.
- J. Base Coat: For PB system, manufacturer's standard product. Minimum thickness of 1-1/2 times reinforcing fabric thickness but not less than 2.4 mm (3/32 inches) wet thickness.
- K. Finish Coat: For PB system, manufacturer's standard product. Minimum thickness 1.6 mm (1/16 inch), complying with Performance Requirements in paragraph B.
- L. Sealant: ASTM C 920; material having a minimum joint movement of 50% with 100% recovery. Type, grade and use shall be as recommended by the sealant manufacturer. When required, primer, bond breaker and backer rods shall be non-staining as recommended by the sealant manufacturer. Do not use absorptive materials as backer rods.

PART 3 EXECUTION

3.1 INSPECTION

Examine substrate, opening supports and conditions under which this work is to be performed. Notify Resident Engineer in writing of conditions detrimental to the proper completion of this work. Do not proceed with work until unsatisfactory conditions have been corrected.

3.2 CONTROL JOINTS

- A. See drawings for location of building control joints and surface control joints. Install surface control joints as follows:

- B. Exterior Insulation and Finish System. Install at 15 meters (50 feet) maximum in both directions and at building expansion joints, floor lines and where EIFS intersects other materials per manufacturer's recommendations.

3.3 SEALANTS:

- A. Apply according to manufacturer's recommendations and the following:
- B. Exterior Insulation and Finish System: Apply sealant per EIFS manufacturer's recommendation. Do not seal locations intended for water drainage.

3.4 ACCESSORIES:

- A. Install according to manufacturer's recommendation.

3.5 EXTERIOR INSULATION AND FINISH SYSTEM:

- A. Insulation Board: Place horizontally from level base line. Stagger vertical joints and interlock at corners. Butt joints tightly. Provide flush surfaces at joints. Offset insulation board joints from joints in sheathing by at least 200 mm (8 inches). Do not align joints with corners of doors, windows and other openings. Do not leave insulation board exposed longer than recommended by insulation manufacturer.
- B. Adhesive: Apply directly to entire back surface of the insulation board as recommended by the system manufacturer and immediately apply to cement board substrate. Apply firm pressure over entire board to ensure uniform contact and level surface. Allow adhesive to cure for a minimum of 24 hours before sanding.
- C. Mechanical Fasteners: Fasten with manufacturer's standard anchors, spaced as recommended by manufacturer, but not more than 600 mm (2 feet) horizontally and vertically.
- D. Sanding: Sand entire surface of insulation before application of base coat to improve bonding of basecoat, level high joints and remove dirt and weathering damage. Do not pre-fill low areas with basecoat.
- E. Base Coat and Reinforcing Fabric: Trowel apply to the insulation a uniform thickness of base coat as recommended by the system manufacturer but not less than 1-1/2 times the reinforcing fabric thickness with a minimum of 2.4 mm (3/32 inch). Install reinforcing fabric in accordance with manufacturer's instructions. Provide diagonal reinforcement at opening corners, backwrapping, and any other reinforcement recommended by EIFS manufacturer. The fabric shall not be visible beneath the surface of the basecoat after installation. Cure the basecoat for a minimum of 24 hours before application of the finish coat.
- F. Finish: Inspect basecoat for damage or defects and repair prior to application of finish coat. Trowel apply finish coat according to manufacturer's recommendations but a minimum of 1.6 mm (1/16 inch). Texture finish as required. Provide finish surfaces that are plumb and plane with no greater deviation than 1:500 (1/4 inch in 10 feet).

3.6 CLEAN UP:

Upon completion, remove all scaffolding, equipment, materials and debris from site. Remove all temporary protection installed to facilitate installation of system.

END OF SECTION

SECTION 07 53 00 - ELASTOMERIC MEMBRANE ROOFING

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Loosely laid and ballasted membrane roofing system.

1.2 SUBMITTALS

- A. Comply with Section 01 33 00.
- B. Product Data: For each product indicated.
- C. Shop Drawings: Include plans, elevations, sections, details, and attachments to other Work.
- D. Samples: For each product included in membrane roofing system.
- E. Research/evaluation reports.
- F. Maintenance data.

1.3 QUALITY ASSURANCE

- A. Comply with Section 01 43 00.
- B. Installer Qualifications: A qualified firm that is approved, authorized, or licensed by roofing system manufacturer to install manufacturer's product and that is eligible to receive manufacturer's warranty.
- C. Source Limitations: Obtain components for membrane roofing system from same, or as approved by, roofing membrane manufacturer.
- D. Fire-Test-Response Characteristics: Provide membrane roofing materials with the fire-test-response characteristics indicated as determined by testing identical products per test method below by UL, FMG, or another testing and inspecting agency acceptable to authorities having jurisdiction.
 - 1. Exterior Fire-Test Exposure: Class A; ASTM E 108, for application and roof slopes indicated.
- E. Pre-Installation Meeting: Conduct meeting at Project site.

1.4 PROJECT CONDITIONS

- A. Weather Limitations: Proceed with installation only when existing and forecasted weather conditions permit roofing system to be installed per manufacturer's written instructions and warranty requirements.

1.5 WARRANTY

- A. Special Warranty: Manufacturer's standard form, without monetary limitation, in which manufacturer agrees to repair or replace components of membrane roofing system that fail in materials or workmanship within specified warranty period. Failure includes roof leaks.
 - 1. Warranty Period: 20 years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 EPDM ROOFING MEMBRANE

- A. EPDM Roofing Membrane: ASTM D 4637, Type II, scrim or fabric internally reinforced uniform, flexible sheet made from EPDM, and as follows:
 - 1. Subject to compliance with requirements, provide products by 1 of the following manufacturers.
 - a. Carlisle SynTec Incorporated.
 - b. Firestone Building Products Company.
 - c. Approved substitute.
 - 2. Thickness: 60 mils, nominal.
 - 3. Exposed Face Color: Black.

2.2 AUXILIARY MATERIALS

- A. Auxiliary materials recommended by roofing system manufacturer for intended use and compatible with membrane roofing.
- B. Sheet Flashing: 60-mil- thick EPDM, partially cured or cured, per application.
- C. Bonding Adhesive: Manufacturer's standard bonding adhesive.
- D. Seaming Material: Single-component butyl splicing adhesive and splice cleaner or manufacturer's standard synthetic-rubber polymer primer and 3-inch- wide minimum, butyl splice tape with release film.
- E. Fasteners: Factory-coated steel fasteners and metal or plastic plates meeting corrosion-resistance provisions in FMG 4470, designed for appropriate fastening of materials to substrate, and acceptable to membrane roofing system manufacturer.
- F. Miscellaneous Accessories: Provide lap sealant, water cutoff mastic, metal termination bars, metal battens, pourable sealers, preformed cone and vent sheet flashings, preformed inside and outside corner sheet flashings, T-joint covers, in-seam sealants, termination reglets, cover strips, and other accessories.

2.3 ROOF INSULATION

- A. Polyisocyanurate Board Insulation: ASTM C 1289, Type II, felt or glass-fiber mat facer on both major surfaces.
- B. Tapered Insulation: Provide factory-tapered insulation boards fabricated to slope of 1/4 inch per 12 inches , unless otherwise indicated.
- C. Provide preformed saddles, crickets, tapered edge strips, and other insulation shapes where indicated for sloping to drain. Fabricate to slopes indicated. If structure slopes, increase slope of tapered insulation to produce desired finished slope.

2.4 AGGREGATE BALLAST

- A. Aggregate Ballast: Provide aggregate ballast that will withstand weather exposure without significant deterioration and will not contribute to membrane degradation, of the following type and size:
 - 1. Aggregate Type: Smooth, washed, riverbed gravel or other acceptable smooth-faced stone.
 - 2. Size: ASTM D 448, Size 4, ranging in size from 3/4 to 1-1/2 inches.

PART 3 - EXECUTION

3.1 GENERAL

- A. Comply with Section 01 70 00.
- B. Examine substrates, areas, and conditions, with Installer present, for compliance with the following requirements and other conditions affecting performance of roofing system:
 - 1. Verify that roof openings and penetrations are in place and set and braced.
 - 2. Verify that wood blocking, curbs, and nailers are securely anchored to roof deck at penetrations and terminations and that nailers match thicknesses of insulation.
 - 3. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Clean substrate of dust, debris, moisture, and other substances detrimental to roofing installation per roofing system manufacturer's written instructions. Remove sharp projections.
- B. Prevent materials from entering and clogging roof drains and conductors and from spilling or migrating onto surfaces of other construction. Remove roof-drain plugs when no Work is taking place or when rain is forecast.
- C. Complete terminations and base flashings and provide temporary seals to prevent water from entering completed sections of roofing system at end of workday or when rain is forecast. Remove and discard temporary seals before beginning Work on adjoining roofing.

3.3 INSULATION INSTALLATION

- A. Coordinate installing membrane roofing system components so insulation is not exposed to precipitation or left exposed at end of workday.
- B. Comply with membrane roofing system manufacturer's written instructions for installing roof insulation.
- C. Install tapered insulation under area of roofing to conform to slopes indicated.
- D. Install 1 or more layers of insulation under area of roofing to achieve required thickness. Install insulation in two or more layers with joints of each succeeding layer staggered from joints of previous layer a minimum of 6 inches in each direction.
- E. Loosely Laid Insulation: Loosely lay insulation units.

3.4 LOOSELY LAID AND BALLASTED ROOFING MEMBRANE INSTALLATION

- A. Install roofing membrane over area to receive roofing per roofing system manufacturer's written instructions. Unroll roofing membrane and allow relaxing before installing.
- B. Accurately align roofing membranes, without stretching, and maintain uniform side and end laps of minimum dimensions required by manufacturer. Stagger end laps.
- C. Mechanically fasten or adhere perimeter of roofing membrane per requirements in ANSI/SPRI RP-4.
- D. Adhesive Seam Installation: Clean both faces of splice areas, apply splicing cement, and firmly roll side and end laps of overlapping roofing membranes per manufacturer's written instructions to ensure a watertight seam installation. Apply lap sealant and seal exposed edges of roofing membrane terminations.
- E. Tape Seam Installation: Clean and prime both faces of splice areas, apply splice tape, and firmly roll side and end laps of overlapping roofing membranes per manufacturer's written instructions to ensure a watertight seam installation. Apply lap sealant and seal exposed edges of roofing membrane terminations.

- F. Repair tears, voids, and lapped seams in roofing that does not meet requirements.
- G. Aggregate Ballast: Apply aggregate ballast uniformly over roofing membrane at the rate required by membrane roofing system manufacturer, but not less than the following, spreading with care to minimize possibility of damage to membrane roofing system. Lay ballast as roofing membrane is installed, leaving roofing membrane ballasted at end of workday.
 - 1. Install ballast in uniform thickness and in the following weights:
 - a. Corners: Size 2 aggregate, 13 lb/sq. ft. or roof pavers at corners and perimeter. Minimum 10 foot by 10 foot area at corners unless indicated otherwise.
 - b. Field: Size 4 aggregate, 10 lb/sq. ft..

3.5 BASE FLASHING INSTALLATION

- A. Install sheet flashings and preformed flashing accessories and adhere to substrates per membrane roofing system manufacturer's written instructions.
- B. Apply bonding adhesive to substrate and underside of sheet flashing at required rate and allow to partially dry. Do not apply bonding adhesive to seam area of flashing.
- C. Flash penetrations and field-formed inside and outside corners with cured or uncured sheet flashing.
- D. Clean splice areas, apply splicing cement, and firmly roll side and end laps of overlapping sheets to ensure a watertight seam installation. Apply lap sealant and seal exposed edges of sheet flashing terminations.

3.6 FIELD QUALITY CONTROL

- A. Final Roof Inspection: Arrange for roofing system manufacturer's technical personnel to inspect roofing installation on completion and submit report to Architect.
- B. Repair or remove and replace components of membrane roofing system where test results or inspections indicate that they do not comply with specified requirements.

END OF SECTION

Project Name
Project Description
Project Location

Date
Project No.

ROOF WARRANTY

Owner: _____

Owner's Address: _____

Project: _____

Project Address: _____

Project No. _____

Date of Final Acceptance: _____

Roofing Contractor: _____

Roofing Contractor's Address: _____

Roofing Contractor's Phone No.: _____

Sheet Metal Contractor: _____

This warranty stipulates that above-named Contractor(s) shall, during a period of five (5) years from date of final acceptance of Work, maintain roofing systems and repair defects which result from faulty workmanship or defective materials, without further cost to Owner, including replacement of wet insulation caused by such defects.

Excluded from this warranty may be damage to said roof, buildings, or their contents caused by acts or omissions of Owner; fire, lightning, winds with peak gust speeds of 72 mph or higher, hailstorm, or other unusual phenomenon of elements; movement or failure of supporting building structure that causes membrane or flashing failure; or vapor condensation beneath roof.

Exclude from this warranty damages to building or contents.

Before expiration of above warranty period, Contractor(s) shall inspect sheet metal in presence of Owner and make necessary correction of deficiencies not considered normal. Warranty shall remain in force until necessary repair Work has been completed.

Signed: _____

Title: _____

Date: _____

SECTION 07 62 00 - SHEET METAL FLASHING AND TRIM

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Formed low-slope roof flashing and trim.

1.2 SUBMITTALS

- A. Comply with Section 01 33 00.
- B. Product Data: For each product indicated.
- C. Samples: Two 6-inch sections for each type of sheet metal flashing and trim.

1.3 QUALITY ASSURANCE

- A. Comply with Section 01 43 00.
- B. Sheet Metal Flashing and Trim Standard: Comply with SMACNA's "Architectural Sheet Metal Manual." Conform to dimensions and profiles shown unless more stringent requirements are indicated.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Subject to compliance with requirements, provide products from 1 of the following manufacturers:
 - 1. Pac-Clad by Peterson Aluminum.
 - 2. ColorKlad by Vincent Metals
 - 3. Hickman Construction Products.
 - 4. Metal-Era Roof Edge Systems.
 - 5. MM Systems Corporation.
 - 6. Una-Clad by Copper Sales, Inc.

2.2 SHEET METALS

- A. General: Use pre-finished metal for items exposed to view in finished Work. Use unfinished galvanized metal for items not exposed to view in finished Work.
- B. Pre-painted, Metallic-Coated Steel Sheet: Steel sheet metallic coated by the hot-dip process and prepainted by the coil-coating process to comply with ASTM A 755/A 755M.
 - 1. Zinc-Coated (Galvanized) Steel Sheet: ASTM A 653/A 653M, G90 (Z275) coating designation; structural quality.
 - 2. Exposed Finishes: Apply the following coil coating:
 - a. Factory Prime Coating: Factory-applied, baked-on epoxy primer coat.
 - b. High-Performance Organic Finish: 2-coat thermocured system containing not less than 70 percent polyvinylidene fluoride resin by weight; complying with physical properties and coating performance requirements of AAMA 2604, except as modified for below;
 - c. Color: Selected by Architect from manufacturer's full range.

2.3 MISCELLANEOUS MATERIALS

- A. General: Provide materials and types of fasteners, solder, welding rods, protective coatings, separators, sealants, and other miscellaneous items as required for complete sheet metal flashing and trim installation.
- B. Felt Underlayment: ASTM D 226, Type II (No. 30), asphalt-saturated organic felt, nonperforated.
 - 1. Slip Sheet: Rosin-sized paper, minimum 3 lb/100 sq.ft..
- C. Fasteners: Wood screws, annular threaded nails, self-tapping screws, self-locking rivets and bolts, and other suitable fasteners designed to withstand design loads.
 - 1. Exposed Fasteners: Heads matching color of sheet metal by means of plastic caps or factory-applied coating.
 - 2. Fasteners for Flashing and Trim: Blind fasteners or self-drilling screws, gasketed, with hex washer head.
 - 3. Blind Fasteners: High-strength aluminum or stainless-steel rivets.
- D. Sealing Tape: Pressure-sensitive, 100 percent solids, polyisobutylene compound sealing tape with release-paper backing. Provide permanently elastic, nonsag, nontoxic, nonstaining tape.
- E. Sealant: Comply with Section 07 92 00.
- F. Bituminous Coating: Cold-applied asphalt mastic, SSPC-Paint 12, compounded for 15-mil dry film thickness per coat.

2.4 FABRICATION, GENERAL

- A. Custom fabricate sheet metal flashing and trim to comply with recommendations in SMACNA's "Architectural Sheet Metal Manual" that apply to design, dimensions, metal, and other characteristics of item indicated. Shop-fabricate items where practicable. Obtain field measurements for accurate fit before shop fabrication.
- B. Fabricate sheet metal flashing and trim without excessive oil canning, buckling, and tool marks and true to line and levels indicated, with exposed edges folded back to form hems.
 - 1. Seams for Aluminum: Fabricate nonmoving seams with flat-lock seams. Form seams and seal with epoxy seam sealer. Rivet joints for additional strength.
 - 2. Seams for Other Than Aluminum: Fabricate nonmoving seams in accessories with flat-lock seams. Tin edges to be seamed, form seams, and solder.
- C. Sealed Joints: Form nonexpansion but movable joints in metal to accommodate elastomeric sealant to comply with SMACNA recommendations.
- D. Conceal fasteners and expansion provisions where possible on exposed-to-view sheet metal flashing and trim, unless otherwise indicated.
- E. Fabricate cleats and attachment devices from same material as accessory being anchored or from compatible, noncorrosive metal, and in thickness not less than that of metal being secured.

2.5 FABRICATED UNITS.

- A. Parapet Scuppers: Fabricate scuppers of dimensions required with closure flange trim to exterior, 4-inch- wide wall flanges to interior, and base extending 4 inches beyond cant or tapered strip into field of roof. Fasten gravel guard angles to base of scupper.
 - 1. Fabricate parapet scuppers from the following material:
 - a. Prefinished metal.
- B. Copings: Fabricate in minimum 96-inch- long, but not exceeding 10-foot- long, sections. Fabricate joint plates of same thickness as copings. Furnish with continuous cleats to support edge of external leg. Miter corners, seal, and solder or weld watertight.
 - 1. Fabricate copings from the following material:
 - a. Prefinished metal.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

- A. Comply with Section 01 70 00.
- B. General: Anchor sheet metal flashing and trim and other components of Work securely in place, with provisions for thermal and structural movement. Use fasteners, solder, welding rods, protective coatings, separators, sealants, and other miscellaneous items as required to complete sheet metal flashing and trim system.
 - 1. Torch cutting of sheet metal flashing and trim is not permitted.
- C. Metal Protection: Where dissimilar metals will contact each other or corrosive substrates, protect against galvanic action by painting contact surfaces with bituminous coating or by other permanent separation as recommended by fabricator or manufacturers of dissimilar metals.
- D. Install exposed sheet metal flashing and trim without excessive oil canning, buckling, and tool marks.
- E. Install sheet metal flashing and trim true to line and levels indicated. Provide uniform, neat seams with minimum exposure of solder, welds, and sealant.
- F. Install sheet metal flashing and trim to fit substrates and to result in watertight performance. Verify shapes and dimensions of surfaces to be covered before fabricating sheet metal.
 - 1. Space cleats not more than 12 inches apart. Anchor each cleat with 2 fasteners. Bend tabs over fasteners.
- G. Expansion Provisions: Provide for thermal expansion of exposed flashing and trim. Space movement joints at a maximum of 10 feet with no joints allowed within 24 inches of corner or intersection. Where lapped or bayonet-type expansion provisions cannot be used or would not be sufficiently watertight, form expansion joints of intermeshing hooked flanges, not less than 1 inch deep, filled with sealant concealed within joints.
- H. Fasteners: Use fasteners of sizes that will penetrate substrate not less than 1-1/4 inches for nails and not less than 3/4 inch for wood screws.
 - 1. Galvanized or Prepainted, Metallic-Coated Steel: Use stainless-steel fasteners.
 - 2. Aluminum: Use aluminum or stainless-steel fasteners.
- I. Seal joints with sealant as required for watertight construction.

3.2 ROOF DRAINAGE SYSTEM INSTALLATION

- A. General: Install sheet metal roof drainage items to produce complete roof drainage system per SMACNA recommendations and as indicated. Coordinate installation of roof perimeter flashing with installation of roof drainage system.
- B. Parapet Scuppers: Install scuppers where indicated through parapet. Continuously support scupper, set to correct elevation, and seal flanges to interior wall face, over cants or tapered edge strips, and under roofing membrane.

3.3 ROOF FLASHING INSTALLATION

- A. General: Install sheet metal roof flashing and trim to comply with performance requirements and SMACNA's "Architectural Sheet Metal Manual." Provide concealed fasteners where possible, set units true to line, and level as indicated. Install Work with laps, joints, and seams that will be permanently watertight.
- B. Roof Edge Flashing: Anchor to resist uplift and outward forces per recommendations in FMG Loss Prevention Data Sheet 1-49.
 - 1. Interlock bottom edge of roof edge flashing with continuous cleats anchored to substrate at 24-inch centers.

- C. Copings: Anchor to resist uplift and outward forces per recommendations in FMG Loss Prevention Data Sheet 1-49.
 - 1. Interlock exterior bottom edge of coping with continuous cleats anchored to substrate at 16-inch centers.
 - 2. Anchor interior leg of coping with screw fasteners and washers at 18-inch centers.
- D. Counterflashing: Coordinate installation of counterflashing with installation of base flashing. Insert counterflashing in reglets or receivers and fit tightly to base flashing. Secure in a waterproof manner. Extend counterflashing 4 inches over base flashing. Lap counterflashing joints a minimum of 4 inches and bed with sealant.

END OF SECTION

SHEET METAL WARRANTY

Owner: _____

Owner's Address: _____

Project: _____

Project Address: _____

Project No. _____

Date of Final Acceptance: _____

Sheet Metal Contractor: _____

Sheet Metal Contractor's Address: _____

Sheet Metal Contractor's Phone No.: _____

Roofing Contractor: _____

This warranty stipulates that above-named Contractor(s) shall, during a period of 5 years from date of final acceptance of Work, maintain sheet metal flashing systems and repair defects that result from faulty workmanship or defective materials, without further cost to Owner.

Excluded from this warranty may be any and all damage to said roof, buildings or buildings contents caused by acts or omissions of Owner; fire, lightning, winds with peak gust speeds of 72 mph or higher, hailstorm, or other unusual phenomenon of elements; movement or failure of supporting building structure that causes membrane or flashing failure; or vapor condensation beneath roof.

Exclude from this warranty damages to building or contents.

Before expiration of above warranty period, Contractor(s) shall inspect sheet metal in presence of Owner and make necessary correction of deficiencies not considered normal. Warranty shall remain in force until necessary repair Work has been completed.

SHEET METAL CONTRACTOR

ROOFING CONTRACTOR

Signed: _____

Signed: _____

Title: _____

Title: _____

Date: _____

Date: _____

SECTION 07 92 00 - JOINT SEALANTS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Joint sealants for the following applications, including those specified by reference to this Section:
 - a. Exterior joints in vertical surfaces and horizontal nontraffic surfaces.

1.2 SYSTEM DESCRIPTION

- A. Performance Requirements:
 - 1. Provide elastomeric joint sealants that establish and maintain watertight and airtight continuous joint seals without staining or deteriorating joint substrates.

1.3 SUBMITTALS

- A. Product Data: For each joint-sealant product indicated.
- B. Samples: For each type and color of joint sealant required, provide Samples with joint sealants in 1/2-inch-wide joints formed between two 6-inch- long strips of material matching appearance of exposed surfaces adjacent to joint sealants.
- C. Qualification data complying with requirements specified in "Quality Assurance Article. Include list of completed projects with project name, addresses, names of architects and owners, plus other information specified.
- D. Sealant Schedule:
 - 1. Submit schedule of sealant applications listing joint sealants proposed for this Work and materials to which joint sealants are specified to be applied. Obtain Architect's written approval of this sealant schedule before starting Work of this Section.
- E. Pre-construction field test reports.
- F. Compatibility and adhesion test reports.
- G. Product test reports.

1.4 QUALITY ASSURANCE

- A. Pre-construction Compatibility and Adhesion Testing: Submit samples of materials that will contact or affect joint sealants to joint-sealant manufacturers for testing per manufacturer's standard test method to determine whether priming and other specific joint preparation techniques are required to obtain rapid, optimum adhesion of joint sealants to joint substrates.
 - 1. A minimum of 10 days prior to starting Work of this Section, submit test reports to Architect including results of test failures and passes.
- B. Pre-construction Field-Adhesion Testing: Before installing elastomeric sealants, field test their adhesion to Project joint substrates per method in ASTM C1193 that is appropriate for types of Project joints.

1.5 WARRANTY

- A. Warrant materials and workmanship against defects. Include coverage for installed joint sealant and accessories, which fail to achieve airtight and watertight seal, exhibit loss of adhesion or cohesion, or do not cure, after completion and final acceptance of Work.
 - 1. Repair defects, or replace with new materials, faulty materials or workmanship developed during guarantee period at no expense to Owner.
 - 2. Acrylic Latex and Butyl Sealant: 1 year warranty.
 - 3. Silicone Sealant and Adhesive: 20 year warranty.
 - 4. Polyurethane Sealant: 5 year warranty.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Subject to compliance with requirements, products that may be incorporated into Work include products listed in other Part 2 articles.

2.2 MATERIALS, GENERAL

- A. Compatibility: Provide joint sealants, backings, and other related materials that are compatible with one another and with joint substrates under conditions of service and application, as demonstrated by sealant manufacturer, based on testing and field experience.
- B. Colors of Exposed Joint Sealants: Selected by Architect from manufacturer's full range unless indicated otherwise.
- C. Single-Component Neutral- and Basic-Curing, Silicone Sealant:
 - 1. For structural and non-structural glazing of glass, metal, EIFS,; adhering stiffeners to building panels, perimeter sealing of doors and windows, and similar conditions.
 - 2. Type and Grade: S (single component) and NS (nonsag).
 - 3. Class: 100/50.
 - 4. Use Related to Exposure: NT (nontraffic).
 - 5. Stain-Test-Response Characteristics: Nonstaining to porous substrates per ASTM C1248.
 - 6. Warranty: Special 20 year limited warranty.
 - 7. Acceptable Products:
 - a. Dow Corning Corporation: 790.
 - b. GE Silicones: SilPruf LM SCS2700.
 - c. Tremco: Spectrem 1 (Basic).
 - d. GE Silicones: SilPruf SCS2000.
 - e. Pecora Corporation: 864.
 - f. Pecora Corporation: 890.
 - g. Polymeric Systems Inc.: PSI-641.
 - h. Degussa Building Systems: Sonneborn Omniseal 50.
 - i. Tremco: Spectrem 3.
 - j. Dow Corning Corporation: 791.
 - k. Dow Corning Corporation: 795
 - l. GE Silicones: SilPruf NB SCS9000.
 - m. GE Silicones: UltraPruf II SCS2900.
 - n. Pecora Corporation: 865.
 - o. Pecora Corporation: 895.
 - p. Pecora Corporation: 898.

2.3 ACCESSORIES

- A. Joint Cleaner: Non-corrosive and non-staining type, as recommended by joint sealant manufacturer; compatible with joint forming materials.
- B. Primer: Non-staining type, recommended by manufacturer to suit application.
- C. Joint Backer Rod: Soft, closed cell polyethylene rod designed for use with cold applied joint sealant passing ASTM C1253. Provide backer rod of size required for joint design.
 - 1. Acceptable Products:
 - a. Sof Rod by Nomaco.
 - b. Soft Backer Rod by Degussa Building Products.
- D. Bond Breaker: Pressure sensitive tape recommended by joint sealant manufacturer to suit application.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine joints indicated to receive joint sealants, with Installer present, for compliance with requirements for joint configuration, installation tolerances, and other conditions affecting joint-sealant performance.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Surface Cleaning of Joints: Clean out joints immediately before installing joint sealants.
 - 1. Remove foreign material from joint substrates that could interfere with adhesion of joint sealant.
 - a. Clean porous joint substrate surfaces by brushing, grinding, blast cleaning, mechanical abrading, or a combination of these methods to produce a clean, sound substrate capable of developing optimum bond with joint sealants. Remove loose particles remaining after cleaning operations above by vacuuming or blowing out joints with oil-free compressed air.
 - 2. Remove laitance and form-release agents from concrete.
 - a. Clean nonporous surfaces with chemical cleaners or other means that do not stain, harm substrates, or leave residues capable of interfering with adhesion of joint sealants.
- B. Joint Priming: Prime joint substrates[, where recommended in writing by joint-sealant manufacturer,] based on preconstruction joint-sealant-substrate tests or prior experience. Apply primer to comply with joint-sealant manufacturer's written instructions. Confine primers to areas of joint-sealant bond; do not allow spillage or migration onto adjoining surfaces.
- C. Masking Tape: Use masking tape where required to prevent contact of sealant with adjoining surfaces that otherwise would be permanently stained or damaged by such contact or by cleaning methods required to remove sealant smears. Remove tape immediately after tooling without disturbing joint seal.

3.3 INSTALLATION

- A. Sealant Installation Standard: Comply with recommendations in ASTM C1193 for use of joint sealants as applicable to materials, applications, and conditions indicated.
- B. Install sealant backings of type indicated to support sealants during application and at position required to produce cross-sectional shapes and depths of installed sealants relative to joint widths that allow optimum sealant movement capability.
 - 1. Do not leave gaps between ends of sealant backings.
 - 2. Do not stretch, twist, puncture, or tear sealant backings.

3. Remove absorbent sealant backings that have become wet before sealant application and replace them with dry materials.
- C. Install bond-breaker tape behind sealants where sealant backings are not used between sealants and backs of joints.
- D. Install sealants using proven techniques that comply with the following and at the same time backings are installed:
 1. Place sealants so they directly contact and fully wet joint substrates.
 2. Completely fill recesses in each joint configuration.
 3. Produce uniform, cross-sectional shapes and depths relative to joint widths that allow optimum sealant movement capability.
- E. Tooling of Nonsag Sealants: Immediately after sealant application and before skinning or curing begins, tool sealants per requirements specified below to form smooth, uniform beads of configuration indicated; to eliminate air pockets; and to ensure contact and adhesion of sealant with sides of joint.
 1. Remove excess sealant from surfaces adjacent to joints.
 2. Use tooling agents that are approved in writing by sealant manufacturer and that do not discolor sealants or adjacent surfaces.
 3. Provide concave joint configuration per Figure 5A in ASTM C1193, unless otherwise indicated.
- F. Installation of Preformed Foam Sealants: Install each length of sealant immediately after removing protective wrapping, taking care not to pull or stretch material, producing seal continuity at ends, turns, and intersections of joints. For applications at low ambient temperatures where expansion of sealant requires acceleration to produce seal, apply heat to sealant in compliance with sealant manufacturer's written instructions.
- G. Clean off excess sealant or sealant smears adjacent to joints as Work progresses by methods and with cleaning materials approved in writing by manufacturers of joint sealants and of products in which joints occur.

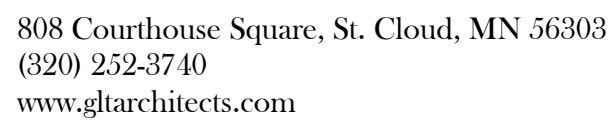
END OF SECTION

A map of downtown St. Cloud, Minnesota, showing the Mississippi River, Lake George Park, and various streets. A red dot marks the 'PROJECT LOCATION' near 9th Ave N and 1st St N. The map includes labels for Wilson Park, St. Cloud State University, and University Dr S.

**402 9th AVE N
SAINT CLOUD, MINNESOTA**

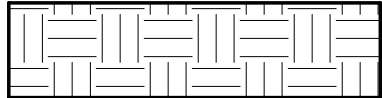
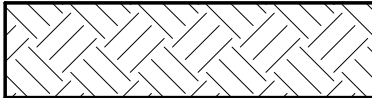



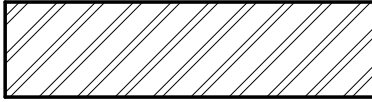
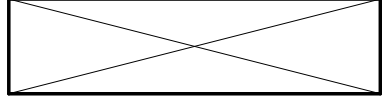
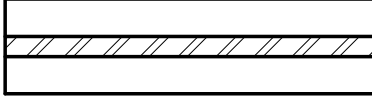
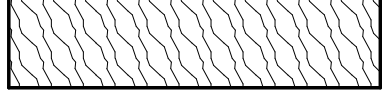

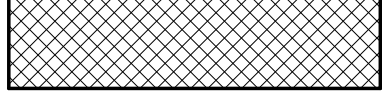
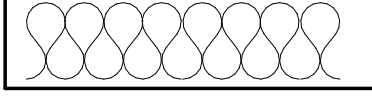
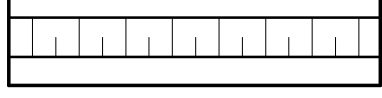


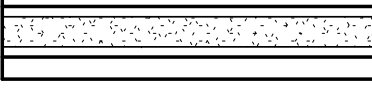


OWNER
ST CLOUD HRA
1225 W ST GERMAIN
ST. CLOUD, MINNESOTA 56301
PHONE: (320) 252-0880
CONTACT: PAUL SOENNEKER
E-MAIL: P5OENNEKER@STCLOUDHRA.COM

GLT ARCHITECTS
808 COURTHOUSE SQUARE
ST. CLOUD, MINNESOTA 56303
PHONE: (320) 252-3740
FAX: (320) 255-0683
CONTACT: STEVE PAASCH
E-MAIL: SPAASCH@GLTARCHITECTS.COM

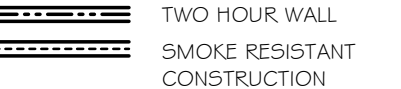
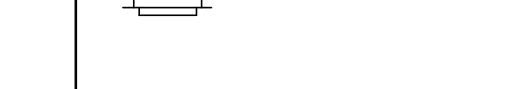
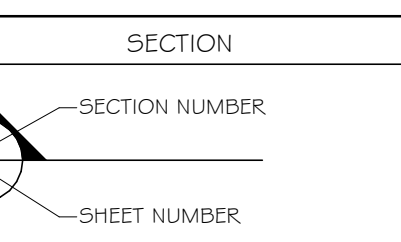
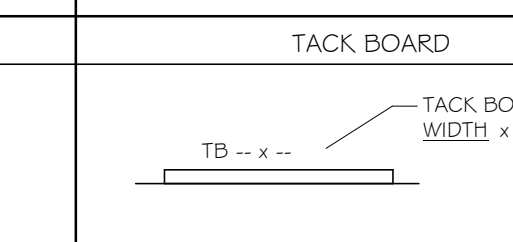
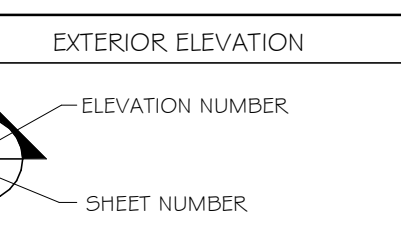
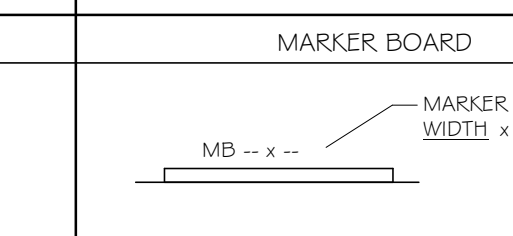
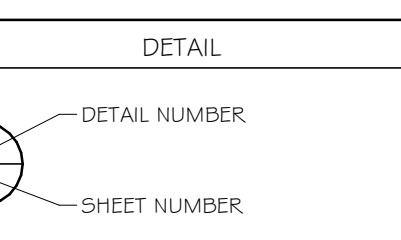
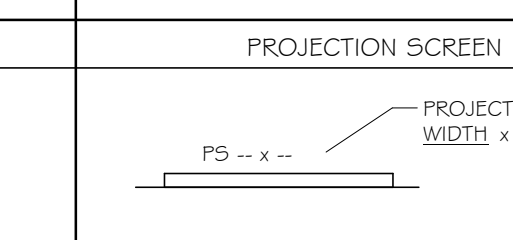
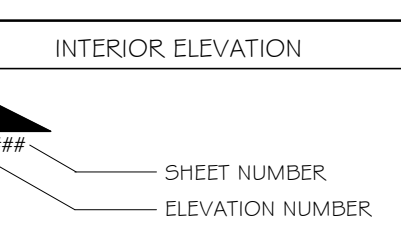
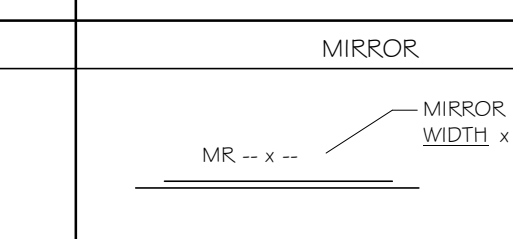
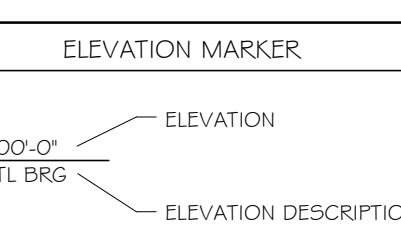
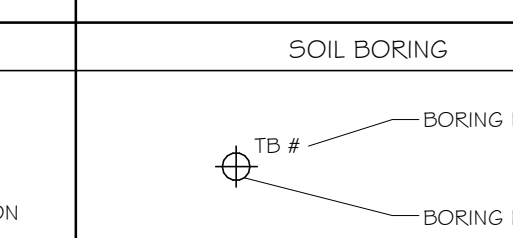
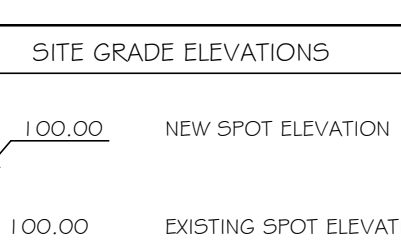
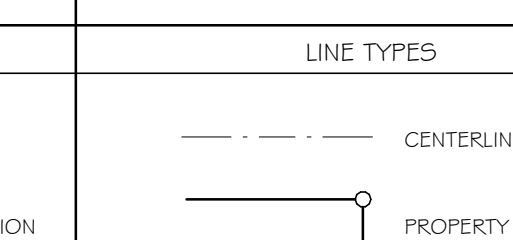
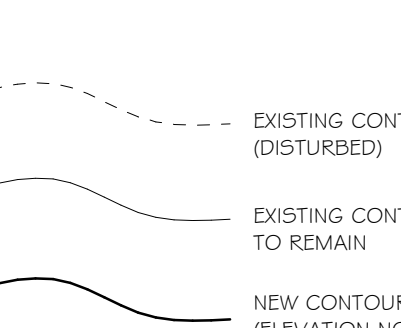
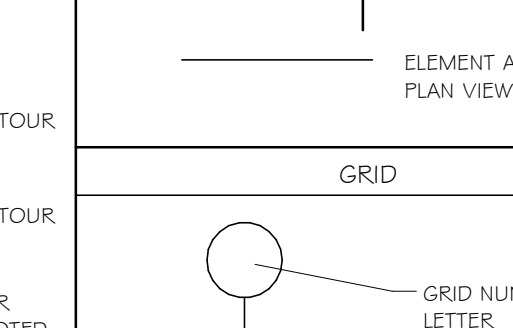


I Hereby Certify That This Plan, Specification or Report Was Prepared By Me or Under My Direct Supervision and That I Am a Duly Licensed Architect Under the Laws of the State of Minnesota.



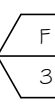




(SECTION CUTS)

EARTH / COMPACTED FILL	EARTH UNDISTURBED
	
POURED CONCRETE	CONCRETE MASONRY UNITS
	
STONE	MASONRY VENEER
	
ROUGH WOOD	STEEL
	
FINISH WOOD (LARGE SCALE)	PLYWOOD (LARGE SCALE)
	
RIGID INSULATION	BATT INSULATION
	
CEILING TILE (LARGE SCALE)	BLOWN INSULATION
	
GRANULAR FILL	GYPSUM BOARD (LARGE SCALE)
	
GYPSUM BOARD CEILING (PLAN)	POURED CONCRETE (PLAN)
	

FIRE EXTINGUISHER CABINET

<p>WALL KEY</p>  <p>EXISTING WALL NEW WALL REMOVED WALL ONE HOUR WALL TWO HOUR WALL SMOKE RESISTANT CONSTRUCTION</p>	<p>FIRE EXTINGUISHER CABINET</p>  <p>FE FIRE EXTINGUISHER ON WALL BRACKET</p> <p>FEC FIRE EXTINGUISHER AND CABINET</p>
<p>SECTION</p>  <p>SECTION NUMBER</p> <p>SHEET NUMBER</p>	<p>TACK BOARD</p>  <p>TACK BOARD WIDTH x HEIGHT</p>
<p>EXTERIOR ELEVATION</p>  <p>ELEVATION NUMBER</p> <p>SHEET NUMBER</p>	<p>MARKER BOARD</p>  <p>MARKER BOARD WIDTH x HEIGHT</p>
<p>DETAIL</p>  <p>DETAIL NUMBER</p> <p>SHEET NUMBER</p>	<p>PROJECTION SCREEN</p>  <p>PROJECTION SCREEN WIDTH x HEIGHT</p>
<p>INTERIOR ELEVATION</p>  <p>SHEET NUMBER</p> <p>ELEVATION NUMBER</p>	<p>MIRROR</p>  <p>MIRROR WIDTH x HEIGHT</p>
<p>ELEVATION MARKER</p>  <p>ELEVATION</p> <p>ELEVATION DESCRIPTION</p>	<p>SOIL BORING</p>  <p>BORING NUMBER</p> <p>BORING LOCATION</p>
<p>SITE GRADE ELEVATIONS</p>  <p>NEW SPOT ELEVATION</p> <p>EXISTING SPOT ELEVATION</p>	<p>LINE TYPES</p>  <p>CENTERLINE</p> <p>PROPERTY LINE</p> <p>ELEMENT ABOVE PLAN VIEW CUT</p>
<p>GRID</p>  <p>EXISTING CONTOUR (DISTURBED)</p> <p>EXISTING CONTOUR TO REMAIN</p> <p>NEW CONTOUR (ELEVATION NOTED ON HIGHER SIDE)</p>	<p>GRID</p>  <p>GRID NUMBER OR LETTER</p>

DOOR

	 <p>DOOR NO.</p>
	WINDOW AND BORROWED LITE
	 <p>WINDOW MARK,</p>
	PLANTINGS
	 <p>TYPE</p> <p>QUANTITY</p>
	DEMOLITION NOTE
	 <p>DEMOLITION NOTE MARK</p>
	ROOM NAME AND NUMBER
	 <p>ROOM NAME</p> <p>ROOM NUMBER</p>
	WALL TYPE
	 <p>WALL TYPE NUMBER (SEE WALL TYPE SCHEDULE)</p>
	CONSTRUCTION NOTE
	 <p>CONSTRUCTION NOTE MARK,</p>

APPLICABLE CODES:

2020	MINNESOTA BUILDING CODE
2020	MINNESOTA CONSERVATION CODE FOR EXISTING BUILDINGS
2020	MINNESOTA ACCESSIBILITY CODE
2020	MINNESOTA ENERGY CODE
2020	MINNESOTA FIRE CODE
2015	MINNESOTA PLUMBING CODE
2020	MINNESOTA STATE MECHANICAL AND FUEL GAS CODE
2020	MINNESOTA ELECTRICAL CODE

PROJECT NAME: ST. CLOUD HRA
BROWNSTONE TOWNHOMES
ROOF REPAIR

PROJECT ADDRESS: 402 9th AVE N
ST. CLOUD, MINNESOTA 56303

PROJECT DESCRIPTION: REMOVE DECORATIVE PARAPETS AND REBUILD TO MATCH EXISTING. PARTIAL BALLASTED MEMBRANE ROOF REPLACEMENT.

TYPE OF CONSTRUCTION: I-B

OCCUPANCY
CLASSIFICATION(S): RESIDENTIAL (GROUP "R-2")
GARAGES (GROUP U)

ARCHITECTURAL

A0	TITLE SHEET
A1	PLANS
A2	SECTION, DETAILS

Revision Schedule

Revision Number	Revision Description	Revision Date
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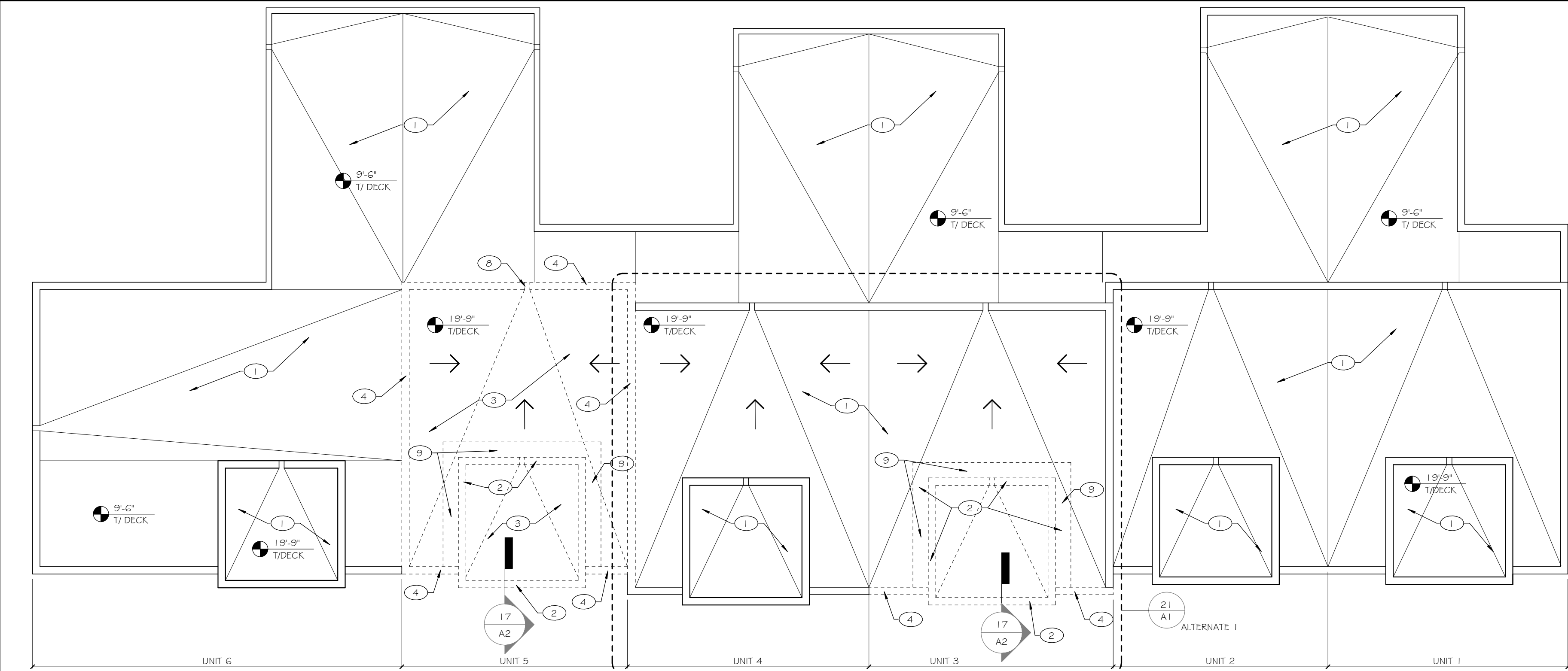
ROOF REPAIR

SAINT CLOUD, MINNESOTA

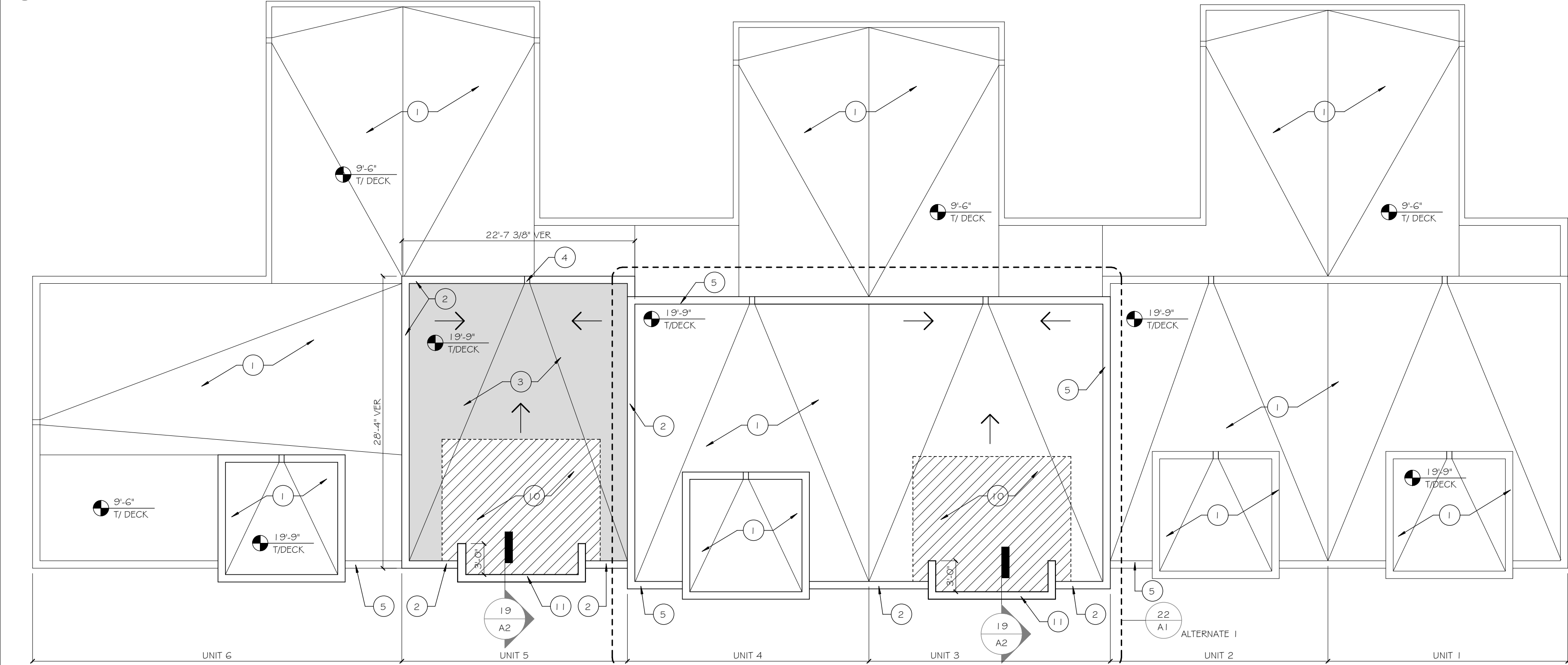
RTH	DATE	21 JUNE 2022
	PROJECT	2214

A0

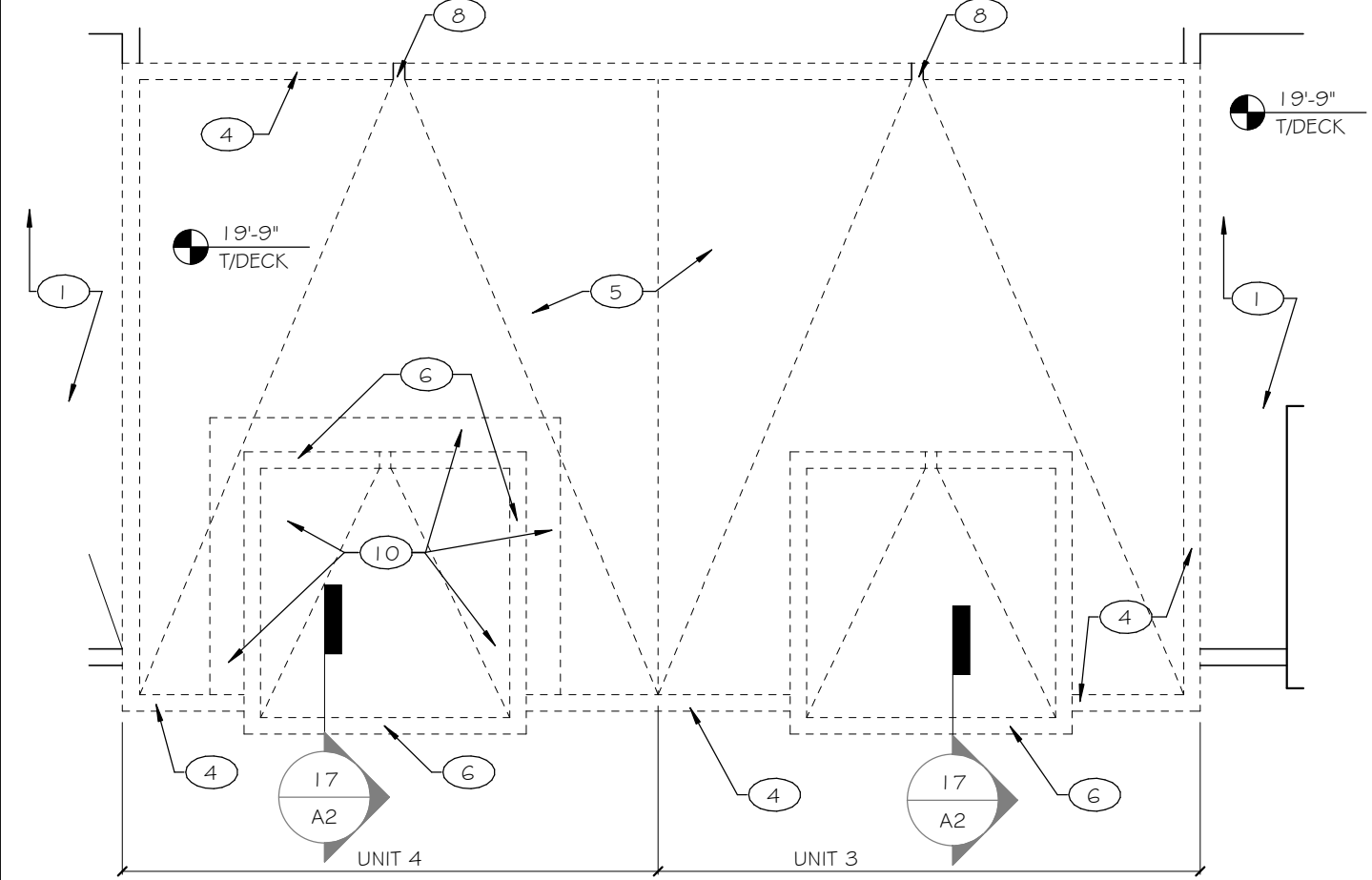
TITLE SHEET



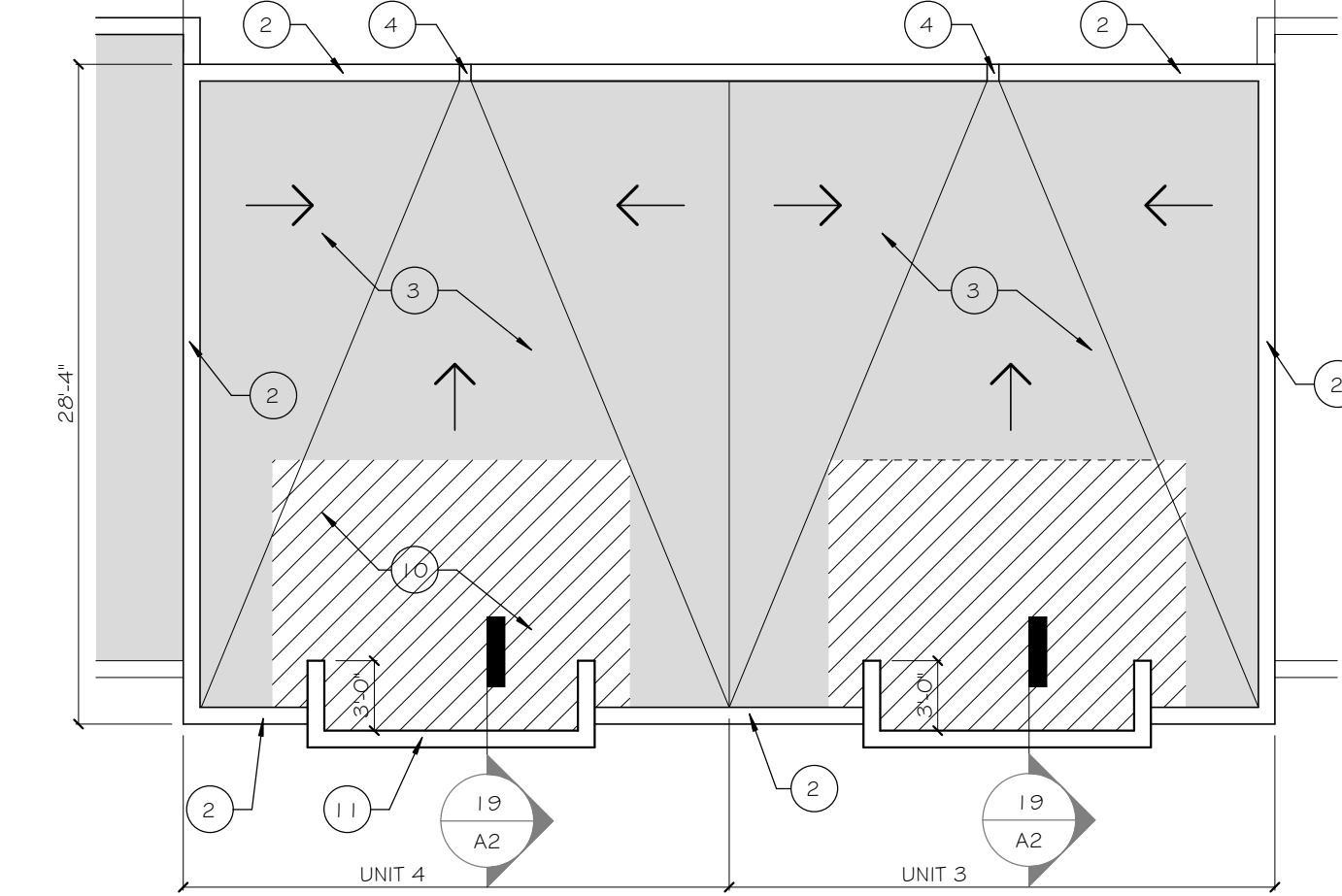
6 ROOF - DEMOLITION (BASE BID)
1/8" = 1'-0"



16 ROOF - NEW CONSTRUCTION (BASE BID)
1/8" = 1'-0"



21 ROOF - DEMOLITION (ALTERNATE)
1/8" = 1'-0"



22 ROOF - NEW CONSTRUCTION (ALTERNATE)
1/8" = 1'-0"

GENERAL DEMOLITION NOTES

A. THE CONTRACTOR SHALL EXAMINE THE DRAWINGS AND EXISTING SITE CONDITIONS TO DETERMINE EXTENT OF DEMOLITION WORK REQUIRED.

B. DEMOLITION TO BE BY SAW WHEN NEAT AND STRAIGHT CUTS ARE REQUIRED.

C. ALL DEMOLITION MUST BE DONE IN THE REQUIRED EXTENT TO PREPARE AND ALLOW FOR THE NEW FINISH OR CONSTRUCTION ELEMENT PLANNED AT THIS LOCATION.

DEMOLITION PLAN NOTES

1 NO WORK THIS ROOF, UNO.

2 **BASE BID:** REMOVE PARAPET (WOOD STUD, EIFS SYSTEM, AND MEAL CAP FLASHING) TO ROOF DECK. REMOVE BALLASTED MEMBRANE (ON FLAT STRUCTURE) AND INSULATION 18" FROM FACE OF REMOVED PARAPET.

3 **BASE BID:** REMOVE BALLASTED EPDM ROOFING ON FLAT STRUCTURE. EXISTING INSULATION TO REMAIN.

4 REMOVE METAL CAP FLASHING.

5 **ALTERNATE 1:** REMOVE BALLASTED EPDM ROOF SYSTEM. EXISTING INSULATION TO REMAIN.

6 **ALTERNATE 1:** REMOVE PARAPET (WOOD STUD, EIFS SYSTEM, AND MEAL CAP FLASHING) TO ROOF DECK.

7 NOT USED.

8 REMOVE METAL ROOF SCUPPER.

9 **BASE BID:** REMOVE BALLASTED EPDM ROOFING AND RIGID INSULATION TO ROOF DECK.

10 **ALTERNATE 1:** REMOVE BALLASTED EPDM ROOFING AND RIGID INSULATION TO ROOF DECK.

GENERAL ROOF PLAN NOTES

A. ALL ROOFING TO SLOPE 1/4"FT, MINIMUM TO DRAINS, SCUPPERS OR OVERFLOW SCUPPERS AS SHOWN, UNLESS NOTED OTHERWISE.

B. WHEN STRUCTURE IS PITCHED, TAPERED INSULATION SHOULD PITCH AGAINST THIS SLOPE TO INSURE 1/4"FT MINIMUM SLOPE.

PLAN NOTES

1 NO WORK THIS ROOF, UNO.

2 PRE-FINISHED METAL CAP FLASHING.

3 BALLASTED EPDM. ROOF OVER EXISTING TAPERED INSULATION ON FLAT ROOF STRUCTURE.

4 NEW PRE-FINISHED METAL SCUPPER.

5 EXISTING PRE-FINISHED METAL CAP FLASHING.

6 8" x 8" EIFS DETAIL.

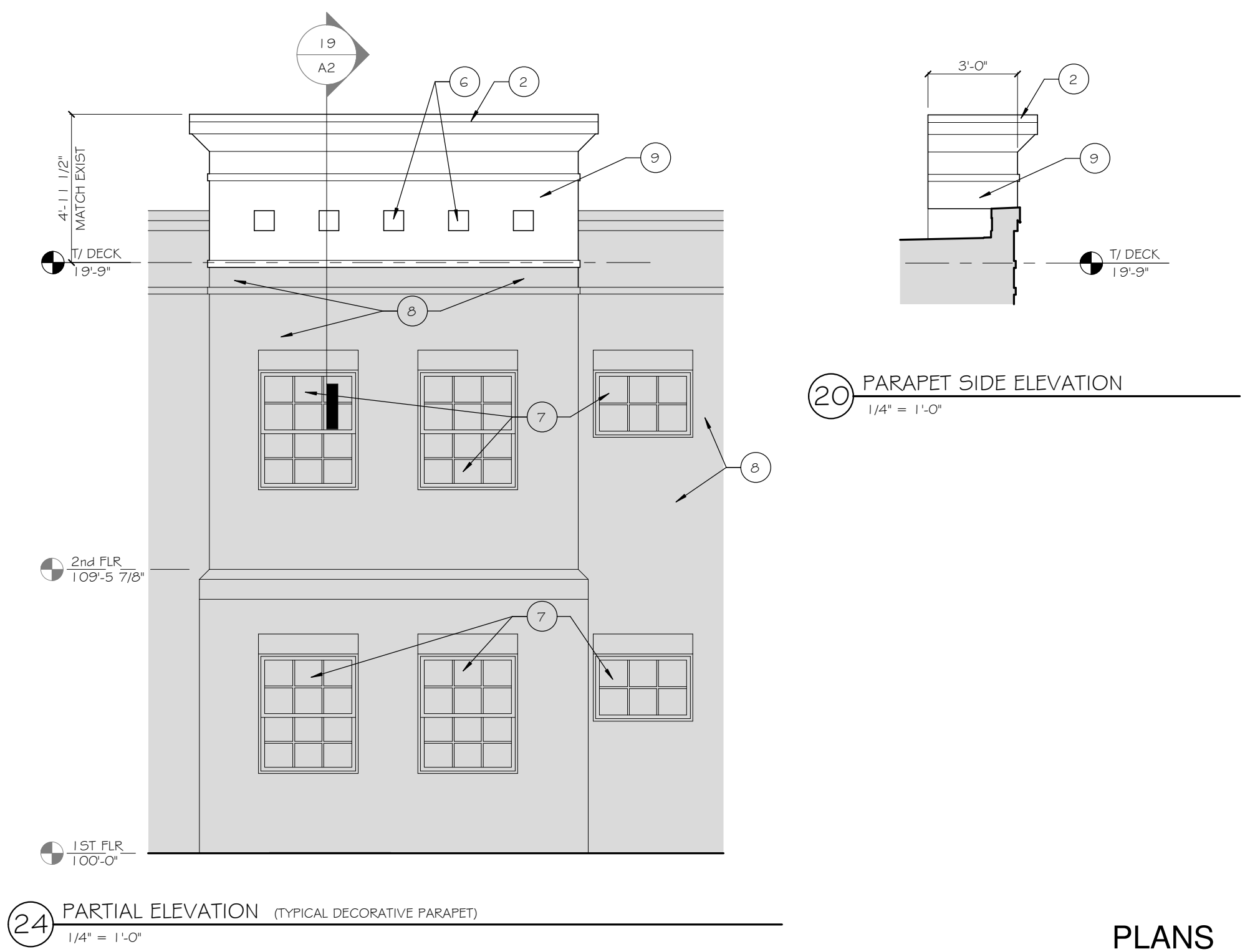
7 EXISTING WINDOW. PROTECT DURING CONSTRUCTION.

8 EXISTING EIFS. PROTECT DURING CONSTRUCTION.

9 NEW EIFS SYSTEM. MATCH EXISTING COLOR AND TEXTURE.

10 NEW BALLASTED EPDM ROOF W/ NEW TAPERED INSULATION ON FLAT ROOF STRUCTURE. SLOPE 1/4"FT. MATCH HEIGHT AND SLOPE OF EXISTING INSULATION.

11 NEW DECORATIVE PARAPET W/ WOOD FRAMING, SHEATHING, EIFS, MEMBRANE ROOFING, AND METAL CAP FLASHING.



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I Hereby Certify That This Plan, Specification or Report Was Prepared By Me or Under My Direct Supervision and That I am a Duly Licensed Architect Under the Laws of the State of Minnesota.

Steve Paasch
STEVE PAASCH
DATE 21 JUNE 2022 REG. NO. 21740

Revision Schedule		
Revision Number	Revision Description	Revision Date

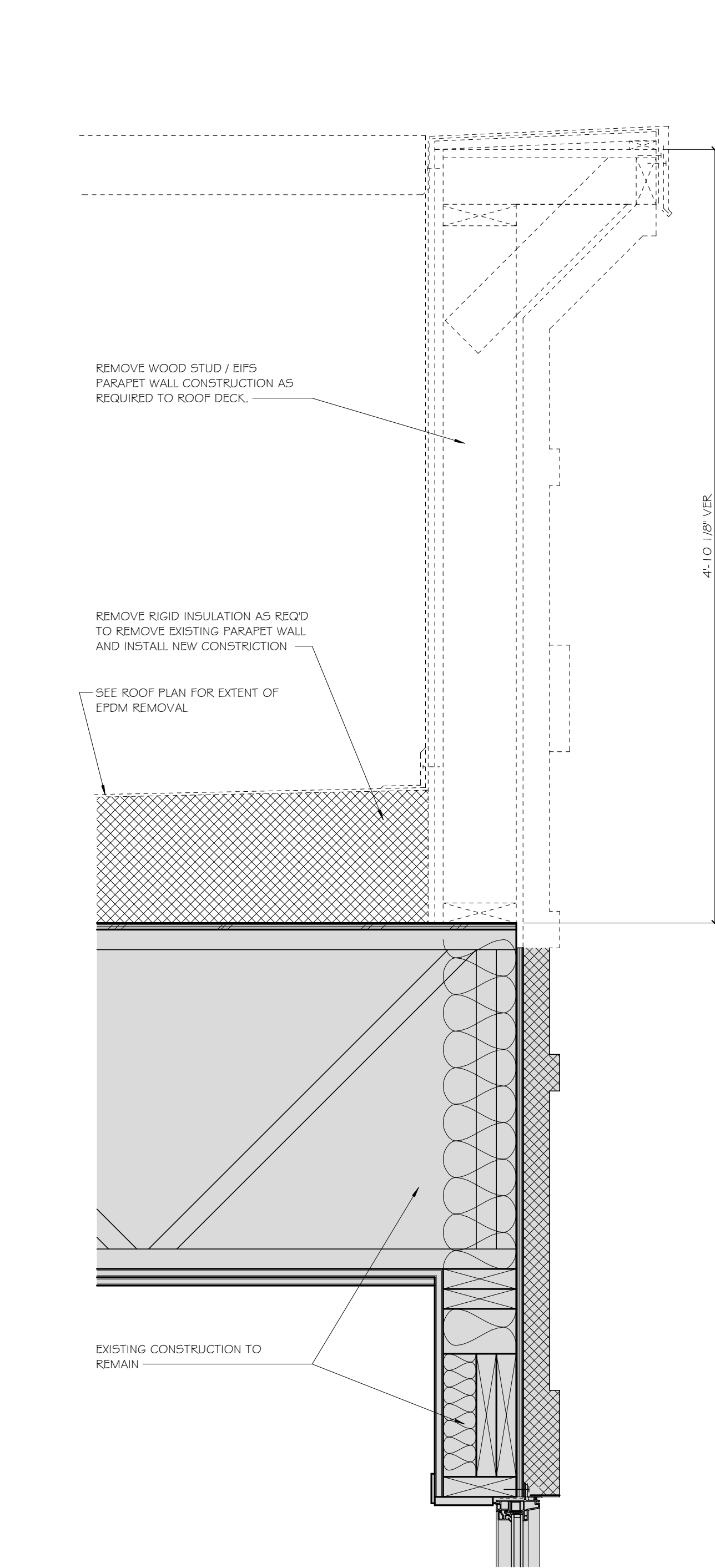
BROWNSTONE TOWNHOMES

ROOF REPAIR

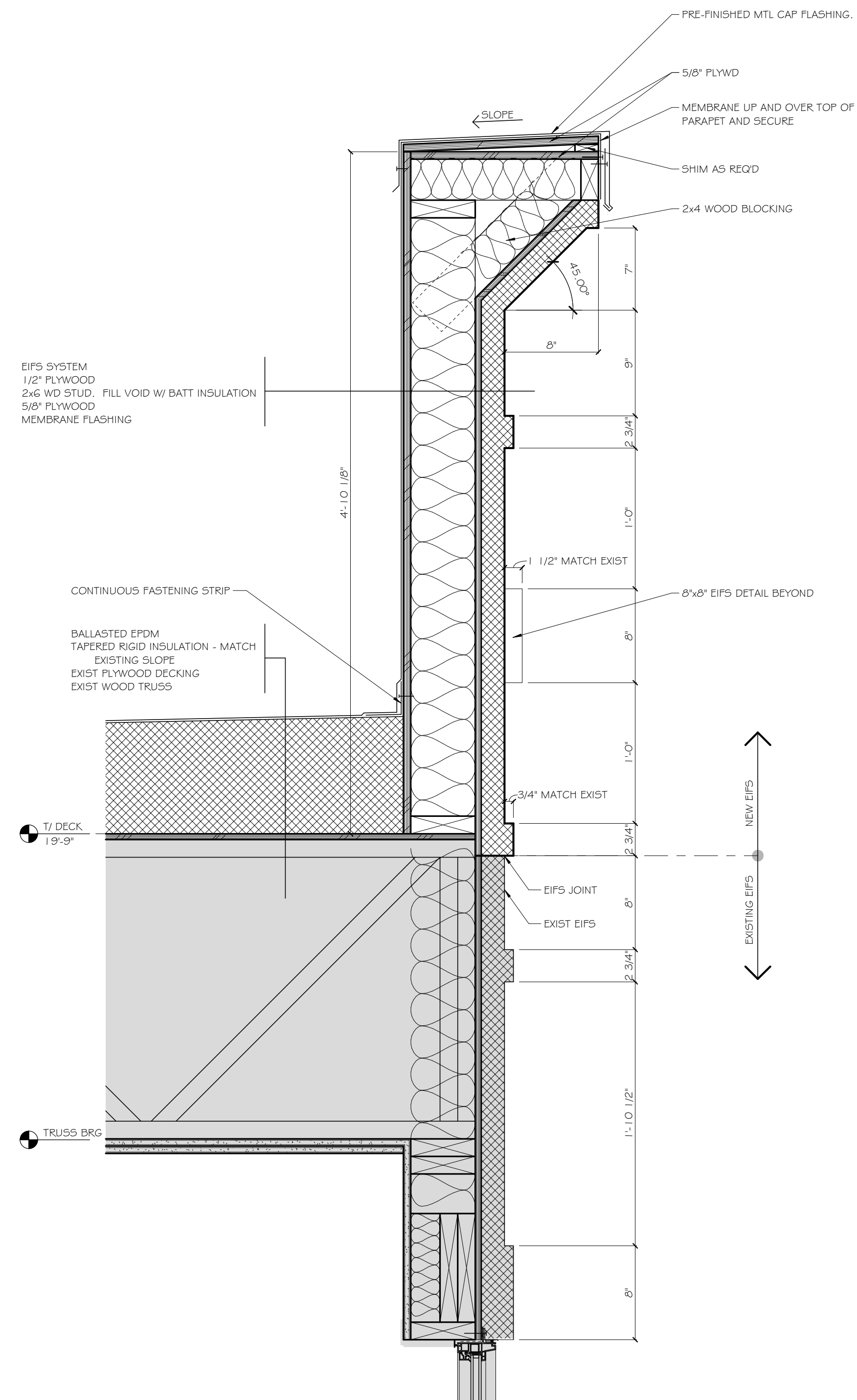
SAINT CLOUD, MINNESOTA

NORTH

DATE 21 JUNE 2022
PROJECT 2214
A1



17 PARTIAL WALL SECTION - DEMOLITION
1 1/2" = 1'-0"



19 PARTIAL WALL SECTION - NEW CONSTRUCTION
1 1/2" = 1'-0"