

MINUTES OF THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



**13.5**

(MT 21316)

On motion of Supervisor Washington, seconded by Supervisor Gutierrez and duly carried by unanimous vote, IT WAS ORDERED that the Approval and Authorization of the Pre-Qualification Package for Design/Build Contractors for the Rancho Esperanza Cabins Project; District 2, is taken off calendar.

Roll Call:

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez  
Nays: None  
Absent: None

\_\_\_\_\_

I hereby certify that the foregoing is a full true, and correct copy of an order made and entered on May 2, 2023, of Supervisors Minutes.

WITNESS my hand and the seal of the Board of Supervisors  
Dated: May 2, 2023  
Kimberly A. Rector, Clerk of the Board of Supervisors, in  
and for the County of Riverside, State of California.

(seal)

By: *Kimberly A. Rector* Deputy

AGENDA NO.  
**13.5**

xc: Parks

SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



ITEM: 13.5  
(ID # 21316)

**MEETING DATE:**  
Tuesday, May 02, 2023


**FROM :** Regional Parks and Open Space District:

**SUBJECT:** REGIONAL PARK AND OPEN-SPACE DISTRICT: Approval and Authorization of the Pre-Qualification Package for Design/Build Contractors for the Rancho Esperanza Cabins Project; District 2. [\$0]

**RECOMMENDED MOTION:** That the Board of Directors:

1. Approve and authorize Riverside County Regional Park and Open-Space District (RivCoParks) to establish and enforce a Conflict of Interest policy for the use on this project as attached; and
2. Approve and authorize the RivCoParks to issue a Pre-Qualification Package for Design-Build Contractors and to compile a list of Pre-Qualified Entities pursuant to the attached package.

**ACTION:Policy**

  
Kyla R. Brown, General Manager 4/25/2023

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**MINUTES OF THE BOARD OF DIRECTORS**



**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA**

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS: N/A</b>			<b>Budget Adjustment:</b>	No
			<b>For Fiscal Year:</b>	22/23

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

On April 5, 2022, the Board of Supervisors consented to the use of American Rescue Plan Act (ARPA) funds for the Rancho Esperanza Cabins project at Rancho Jurupa Regional Park. The Rancho Esperanza Cabins project is a joint effort between the Riverside County Regional Park and Open-Space District (RivCoParks) and the Department of Public Social Services (DPSS) to construct and provide water and sewer connections to up 3 prefabricated houses to be called Rancho Esperanza within Rancho Jurupa Park. Rancho Esperanza will serve as a temporary safe haven that will provide comprehensive care for children, ages 0-17, who are impacted by child abuse and neglect. The overall goal of Rancho Esperanza is to engage children in immediate trauma-informed care services and promote stability during times of crisis.

The Local Agency Public Construction Act (Public Contract Code Section 20100 et seq.) and Uniform Public Construction Cost Accounting Act (Public Contract Code Section 22000 et seq.) requires officials to invite bids for construction projects and then award contracts to the lowest responsible bidder. That "Design-Bid-Build" method is the traditional approach to public works construction. The "Design-Build" method allows counties to procure both design and construction services from a single company before the development of complete plans and specifications. A county with approval of the Board of Supervisors may utilize an alternative procedure for bidding on construction projects in the county in excess of Two Million Five Hundred Thousand Dollars (\$2,500,000) and may award the project using either the lowest responsible bidder or by best value. It is proposed that this project be awarded based on the "best value" procedure.

Public Contract Code section 22162 requires local agencies to establish an organizational conflict-of-interest policy that applies to design-build projects. A proposed conflict-of-interest policy is attached for approval and authorization.

It is recommended that the Board of Directors approve the Design-Build Pre-Qualification Package and Request for Proposal Package and authorize RivCoParks to proceed with this process for construction of the Rancho Esperanza Cabins.

**Impact on Residents and Businesses**

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA**

Parks investments in disproportionately impacted neighborhoods in the County will improve physical and mental health outcomes. Allowing the public access to nature, including parks, has been connected to decreased levels of illness and increased well-being. The proposed project will help strengthen the County's provision of social services.

**ATTACHMENTS:**

Design-Build Pre-Qualification Package

Request for Proposal Package

Conflict of Interest Policy

  
\_\_\_\_\_  
Jason Farin, Principal Management Analyst 4/27/2023

  
\_\_\_\_\_  
Kristine Bell-Valdez, Supervising Deputy County Counsel 4/26/2023





## **RANCHO ESPERANZA**

**BRIDGING DOCUMENT**

**PREPARED FOR: RIVERSIDE COUNTY REGIONAL PARKS AND OPEN SPACE DISTRICT**

**DATE: MARCH 7, 2023**



FORM APPROVED COUNTY COUNSEL  
BY Kristine Bell-Valdez DATE

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ARTICLE 4 – List of Bridging Documents and Related Materials

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### B. Request for Qualifications

### C. Specifications

#### DIVISION 1:

1. 3011000 Summary
2. 012300 Alternates
3. 012500 Substitution Procedures
4. 012900 Payment Procedures
5. 01300 Administrative Requirements
6. 013100 Project Management and Coordination
7. 013216 Construction Progress Schedule
8. 013300 Submittal Procedures
9. 014000 Quality Requirements
10. 015000 Temporary Facilities and Controls
11. 017000 Execution and Closeout Requirements
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#### Exhibits:

Exhibit 1: Building Program Standards and Equipment Material System Guidelines

Exhibit 2: Landscape Materials Booklet

Exhibit 3: Schematic Drawing Package

Exhibit 4: Estimated Project Schedule

Exhibit 5: Rancho Esperanza Feasibility Study, dated August 5<sup>th</sup>, 2022



March 7, 2023  
RFQu

RIVERSIDE COUNTY REGIONAL PARK AND OPEN-SPACE DISTRICT  
RANCHO ESPERANZA - BRIDGING DOCUMENTS

# BRIDGING DOCUMENTS

RIVERSIDE COUNTY REGIONAL PARK AND OPEN-SPACE DISTRICT  
RANCHO ESPERANZA - BRIDGING DOCUMENTS

**ARTICLE 1 – GENERAL**

**1.01 Bridging Documents**

- A. Bridging Documents define Owner's Program for the Project including, without limitation:
1. Size, type, shape, height, configuration, and desired design character of buildings, improvements, appurtenances, and Sites.
  2. Performance, and in some cases prescriptive specifications, covering the quality of materials, equipment, building components and workmanship, public spaces, landscape design, and general architectural character of the buildings, improvements, appurtenances, and sites.
  3. Preliminary plans or building layouts.
  4. Site requirements, parking, and infrastructure items.

**ARTICLE 2 – INTERPRETATION OF BRIDGING DOCUMENTS**

**2.01 General – Prescriptive or Performance Standards**

- A. Bridging Documents identify items using either prescriptive or performance standards. When items are subject to prescriptive standards, the Project provided by Design-Build Team shall include the specific item as described. When items are subject to performance standards, the Project provided by Design-Build Team shall include items that satisfy the required performance standards.

**2.02 Silence Regarding Standard**

- A. Where Bridging Documents are silent regarding whether a prescriptive or performance standard is intended, Design-Build Team shall provide a Project that satisfies the following general standards:
1. For all items of aesthetics, required systems, equipment, and user items or items subjects to visual observation, Bridging Documents are intended to specify prescriptive standards, either as specifically stated in the Bridging Documents or by reference to other project design elements.
  2. For all items of engineering performance and code compliance (e.g. electrical runs, duct layouts, and other engineering systems specified in terms of performance or code requirements), and other items of design or construction not subject to visual observation, Bridging Documents are intended to specify performance standards.

**2.03 Relationship to Proposal – Division 00 and 01 Specifications and Bridging Documents**

- A. Bridging Documents represent the final agreed Contract scope and, unless otherwise noted, supersede anything inconsistent in Design-Build Team's Proposal.



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B. To the extent that the Bridging Specifications contain certain terms and conditions that area also addressed in (Document 00 7253 (General Conditions) and Division 01 Specifications (commencing with Section 01 1100) of these Contract Documents, then precedence shall be given to the more stringent of the two requirements that in Owner's judgment provides the owner with the greater quality or scope of service.

**ARTICLE 3 – COMPLETENESS OF BRIDGING DOCUMENTS**

**3.01 Intent**

- A. Bridging Documents are intended to describe and specify requirements for fully functional and legally operable Rancho Esperanza Project, generally meeting in all respects owner's required design, construction, equipment, and performance standards.

**3.02 Effect of Incompleteness or Omissions**

- A. If any Bridging Documents are determined, at any time, to be incomplete and/or to omit any required aspect of design, construction, equipment, systems, or other component necessary to provide fully functional and legally operable buildings and related site improvements, Design-Build Team shall request additional Project related information from Owner in accordance with Specifications, Division 1, Section 012500 (Substitution Procedures) and Section 013300 (Submittal Procedures). The Owner and Bridging Document Consultant (Albert A. WEBB Associates) are not obliged to provide technical drawings.

**ARTICLE 4 – LIST OF BRIDGING DOCUMENTS AND RELATED MATERIALS**

**4.01 Definition: the term "Bridging Documents" identifies the published architectural and engineering drawings, including notations thereon, and technical prescriptive and/or performance specifications. *They are included as Appendices.***

- A. Scope of the Bridging Documents: The Bridging Documents vary in their level of development depending on the design discipline involved.
1. Disciplines (such as plumbing) that have preliminary line diagrams anticipate more design scope by the Design-Build Team designer.
  2. Disciplines (such as architectural) that have more detailed design layouts require the Design-Build Team designer to work within the design scope provided.
  3. In general, the Design-Build Team is required to closely comply with the Bridging Documents as set forth in more detail below.

**4.02 Bridging Documents Include:**

- A. Project Background, Performance Criteria and Concept Drawings (set forth in Exhibit 1: Rancho Esperanza Feasibility Study) for the Rancho Esperanza Project, including all design narratives, architectural program items, drawings, technical specifications, site



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- B. utilization requirements, and all plans, reports, data, and other obligations included or reference therein.
- C. Without limiting the foregoing, Design-Build Team prepared Construction Documents are not Bridging Documents.
- D. The Bridging Documents are provided solely to communicate:
1. The Owner's architectural and functional program;
  2. Space adjacencies, room configurations & finishes;
  3. Architectural and engineering criteria;
  4. Site layout, connection points and operation;
  5. Overall requirements for the completed facility.
- E. Bridging Documents Compliance
1. There are three levels of compliance defined for use in this Project as follows:
    - a. Full Compliance: The design intent shall be adhered to as closely as practicable, with only minor adjustment to optimize construction methods and means, improve schedule, and provide best value cost.
    - b. Substantial Compliance: The design intent and detail shall be provided with modification proposed to optimize construction methods and means, improve schedule, and provide best value cost.
    - c. Minimal Compliance: The design may be modified as the Design-Build Team determines is necessary to optimize construction methods and means, improve schedule, and provide best value cost.
  2. The Design-Build Team's design must comply with the Bridging Documents as follows:
    - a. Architectural design: Full Compliance
    - b. Structural design: Minimal Compliance
    - c. Heating, Ventilating and Air Conditioning (HVAC) design: Substantial Compliance
    - d. Plumbing design: Substantial Compliance
    - e. Electrical design: Substantial Compliance
    - f. Lighting design: Substantial Compliance
    - g. Communications, Data, and Audio Visual design: Full Compliance.
    - h. Civil design: Substantial Compliance
    - i. Landscape design: Conform to City of Jurupa Valley/Riverside County requirements for acceptable planting material and irrigation requirements.
    - j. Fire Protection design: Substantial Compliance
    - k. Fire Alarm System Design: Substantial Compliance
- F. Changes to the Bridging Documents: Any proposed adjustments, modifications, or changes in the design shown in the Bridging Documents must retain the functional, aesthetic, and technical quality of the Project as intended in the Bridging Documents.
1. All proposed variations to the Project as shown in the Bridging Documents shall be clearly identified in the Project Proposal.
  2. Any and all proposed exceptions to the Project shall be clearly identified in the Project Proposal.

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G.Design-Build Team Professional Responsibility: Design-Build Team and each of its design professional sub-consultants and subcontractors shall have completed design responsibility and liability for the final design including, without limitation, the Construction Documents, drawings and specifications necessary to meet the Bridging Documents' intent.

#### **4.03 Performance Criteria Requirements**

##### **A. General**

1. Two Levels of Performance: There are two levels of performance requirements:
  - a. Basic code minimum performance: this is the basis of minimum facility performance resulting from compliance with code and regulatory prescriptive requirements. The completed Project shall comply with, or exceed, all local, State, and federal codes and regulations.
  - b. Facility-specific performance: this is the Project-specific performance requirements provided in this RFP. The completed Project shall meet, or exceed, all facility-specific performance requirements identified in this (RFP).

#### **4.04 Performance Criteria Elements**

##### **A. The design and construction requirements of this (RFP) are comprised of several interrelated elements that describe the performance criteria. The Performance Criteria Elements are:**

1. Code requirements: The Project must comply with or exceed all applicable codes.
2. Regulatory requirements: The Project must meet or exceed all applicable State regulations.
3. Bridging Documents: The project must meet or exceed the functional and operational aspects developed in the Bridging Documents.
4. Technical Performance Specifications: The Project must meet or exceed the Performance Specifications written in this RFP.
5. Facility-Specific Performance Criteria Items
  - a. Intent of the Performance language: The Performance Criteria Requirements text is written in succinct terms and may not be complete sentences. The intent is to convey the essence of the performance requirements. Each paragraph and sub-paragraph shall be read as if prefaced with language to the effect of "The Design-Build Team shall provide..." or other such language that conveys to the Design-Build Team the responsibility to design and construct a facility that complies with the intent.
  - b. Both Performance and Prescriptive: The criteria may vary from broad performance requirements to prescriptive specification depending on the subject involved. Example: the HVAC criteria might be as broad as "maintain 72 degree temperature plus/or minus 2 degrees," but include a specific requirement to "provide Honeywell 502 thermostat."

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c. Interpretation: Final interpretation of the intent shall be at the Owner's sole discretion. If the Design-Build Team is uncertain as to the intent, it shall notify the owner and submit a written request for an interpretation prior to submittal of their proposal.

6. Design-Build Team's Exclusions

- a. Exclusions Must Be Identified: The Design-Build Team shall identify in its Proposal all significant changes from the Bridging Documents and/or other exclusions to the scope of work on the project that it proposes.
  - i. Significant is defined, for the purposes of this requirements, to include all changes that would affect the functional, aesthetic, and/or operational aspects of any element of this RFP.
  - ii. All such changes shall be identified with supporting rationale including professional cost-benefit analysis where appropriate.
  - iii. Submit exclusions as part of the Project Proposal.

B. Terminology of the Performance Criteria

- 1. The Performance Criteria Requirements in this section of the RFP are presented in: (1) general description terms, and/or (2) specific system or element identification terms. Both terms are intended to convey the Performance Criteria Requirements for the Project.
  - a. General Description: Where general description terms are used, the Design-Build Team shall provide design and construction services that achieve the functional or operational performance criteria given. Example: "Roof piping shall be designed to accommodate 3 inches per hour rainfall; piping shall be concealed within the building envelope".
  - b. Specific System or element identification: Where specific system or element identification terms are used, the Design-Build Team shall provide design and construction services that achieve the quality of performance criteria equal to or greater than the quality that would be achieved by the system or element identified. This is "or equal" terminology and is not meant to specify the exact system or element, but to establish the quality of performance that it would achieve. Example: "Above ground rainwater systems piping: Utilize type DWV copper tube ASTM B306 with cast-copper fittings ASME B16.23.
- 2. Technical Performance Specifications
  - a. The Technical Performance Specifications are a part of the overall Performance Criteria and utilize the Construction Specification Institute (CSI) numerical format, generally organized by design disciplines.
  - b. The Technical Performance Specifications are included within the Appendices to the Bridging Documents.

**4.05 Substantiation of Compliance**

A. Substantiation

- 1. Overview: Substantiation of Compliance involves verification that design, and construction is based on best practice norms, and that equipment and systems proposed will perform as required by this RFP.

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- a. Definition: Substantiation is defined as any form of evidence that is used to predict that the design shall comply with the performance and prescriptive requirements, and to verify that the construction complies with the design.
  - b. Prediction: Substantiation is only a prediction and may subsequently be invalidated by actual results.
  - c. Actual construction must comply: Regardless of whether substantiation is specified or not, the actual construction must comply with the specified requirements and shall, at the Owner's discretion, be examined, inspection, or tested to determine compliance.
  - d. The cost of any post-construction compliance testing shall be paid by Owner if the system or element being tested is found to be in compliance, and by the Design-Build Team if the system or element being tested is not in compliance.
  - e. The Design-Build Team shall correct, modify and/or redesign and reconstruct all non-compliant systems and elements as necessary to achieve compliance at no cost to Owner.
  - f. Submit substantiation for items required in the performance and prescriptive sections of the RFP.
  - g. Submittals: Design-Build Team shall provide substantiation submittals, if and as required by this RFP, for Owner's review and approval prior to the design, use, fabrication, or construction of the item
2. Owner approval: Owner accepts responsibility to review and respond to substantiation submittals in a timely manner.
    - a. Acceptance of substantiation shall not constitute approval or acceptance of deviations from the specified requirements unless those deviations are specifically identified as such on the substantiation submittal with a specific request for Owner's acceptance.
  3. Design Analysis: Where a design analysis or engineering calculation is required without identifying a particular method, perform analysis in accordance with accepted engineering or scientific principles to show compliance with specified requirements, and submit a report that includes analysis methods used and the designer's name and qualifications.
    - a. Where engineering design is allowed to be completed after construction commences, substantiation may be in the form of shop drawings or other data.
    - b. Use only design professionals licensed in California.
  4. Previous Use or Mock-up Testing: Where previous use or mock-up testing records are required, provide documentation of the previous in-place actual use and/or testing certified by an independent testing laboratory.
  5. Products: Where a manufactured product that is commonly purchased by brand name is required, provide the manufacturer's product literature including performance data and sample warranty.



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**4.06 Additional Supporting Project Information**

- A. Design-Build Team's attention is also directed to Project Scope Summary, which lists exhibits containing existing conditions information that were provided to prospective Design-Build Entities prior to Proposal submission. The documents and information are not part of the contract Documents and are "for information purposes only."

**END OF DOCUMENT**

RIVERSIDE COUNTY REGIONAL PARK AND OPEN-SPACE DISTRICT  
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**PROJECT SCOPE SUMMARY**

- A. Project Overview: Project comprises of three residential buildings, access and internal vehicular circulation, parking, and outdoor amenities. These buildings will be used for transitional/temporary housing and assessment of minors in the care of DPSS. The project will be constructed on a 2.5 acre lot within the Rancho Jurupa Regional Park and is located in the northwest corner of the park, south of 46<sup>th</sup>/Crestmore Road in the City of Jurupa Valley.
1. The project is informed by the Feasibility Study developed by the Owner and WEBB Associates dated August 5, 2022, and based on the program and specifications as shown in Exhibits 1-4.
  2. The Project is intended to be a highly functional, energy efficient and resource conscious development of buildings, parking, and outdoor facilities.
  3. The Design-Build team will be tasked with designing and constructing the three buildings and related site elements, for delivery with sufficient infrastructure in place and with minimal disruption to the surrounding area.
  4. The Design-build team will be responsible for submitting design construction drawings and full specifications for review.
- B. Description: This project consists of the design and construction of three residential buildings and related site work.
1. The Rancho Esperanza site is located at the northwest corner of the Rancho Jurupa Regional Park, bordered by 46<sup>th</sup>/Crestmore Road to the north and a seasonal stream to the west. The new buildings will have 25-30 parking spaces to serve staff and visitors.
  2. The residential buildings will consist of 1 level above grade.

**BRIDGING DOCUMENTS CONSIST OF THE FOLLOWING DOCUMENTS BOUND IN  
SEPARATE VOLUMES AND INCORPORATED HEREIN BY REFERENCE**

- Exhibit 1: Building Program Standards and Equipment Material System Guidelines
- Exhibit 2: Landscape Materials Booklet
- Exhibit 3: Schematic Drawing Package
- Exhibit 4: Estimated Project Schedule
- Exhibit 5: Rancho Esperanza Feasibility Study, dated August 5<sup>th</sup>, 2022



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RIVERSIDE COUNTY REGIONAL PARK AND OPEN-SPACE DISTRICT  
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**NARRATIVE DESCRIPTION OF WORK:**

Rancho Esperanza is located within the existing Rancho Jurupa Regional Park and is bordered by a seasonal stream and vegetation to the west, and existing Rancho Jurupa Regional Park facilities to the east and south. 46<sup>th</sup>/Crestmore Road borders the site to the north and is a regional artery which connects the community with Rancho Jurupa Regional Sports Park, and Flabob Airport.

Although this project is a joint effort between the Riverside County Regional Parks and Open-Space District (District) and the Riverside County Department of Public Social Services (DPSS) to construct housing and an assessment center, this agreement will solely be between the District and the Design-Builder. The goals are to determine the most cost-effective cabin option, the most suitable and cost-effective location for this development, and to limit any interference with existing Rancho Jurupa Operations.

The buildings have been located so that vehicles will only enter the site from the Rancho Esperanza site entrance, and not conflict with Park traffic or overflow airport parking.

The Design-Build Team will be tasked with designing and constructing the parking and structures for delivery with sufficient infrastructure in place and with minimal disruption to the surrounding area.





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# REQUEST FOR QUALIFICATIONS



March 7, 2023  
RFQu

RIVERSIDE COUNTY REGIONAL PARK AND OPEN-SPACE DISTRICT  
RANCHO ESPERANZA - BRIDGING DOCUMENTS

**THE COUNTY OF RIVERSIDE REGIONAL PARK AND OPEN-SPACE DISTRICT  
REQUEST FOR QUALIFICATIONS AND PROPOSALS  
FROM DESIGN/BUILD ENTITIES**



FOR

**RANCHO ESPERANZA AT  
RANCHO JURUPA REGIONAL  
PARK**

Riverside County, California

*FMXXXXX*

Issued by:

COUNTY OF RIVERSIDE

Regional Park and Open-Space District

4600 Crestmore Road

Riverside, CA 92509



March 7, 2023  
RFQu

RIVERSIDE COUNTY REGIONAL PARK AND OPEN-SPACE DISTRICT  
RANCHO ESPERANZA - BRIDGING DOCUMENTS

Issue Date: 3/7/2023

**NOTICE AND GENERAL DESCRIPTION OF THE PROJECT**

The County of Riverside Regional Park and Open-Space District, ("Park District") in accordance with Public Contract Code Section 22160, is hereby soliciting qualifications and sealed proposals from design-build entities ("Respondent") to build 3 residential buildings and associated site improvements for Rancho Esperanza (The Project), located at 46<sup>th</sup> and Crestmore Rd in the city of Jurupa Valley. This project will provide interim housing and supportive services in the Western Riverside County area and will be operated by the Department of Public Social Services (DPSS).

The project is located within the existing Rancho Jurupa Regional Park and is bordered by a seasonal stream and vegetation to the west, and existing Park facilities to the east and south. 46<sup>th</sup>/Crestmore Road borders the site to the north and is a regional artery which connects the community with Rancho Jurupa Regional Sports Park, and Flabob Airport.

The project includes a site boundary of approximately 2.5 acres (approximately 1 acre for buildings) with three buildings totaling a ground floor space of approximately 7250SF. The project will include, but is not limited to, full build out of three residential buildings, associated site utilities and site improvements and indicated in the exhibits.

The attached exhibits 1 through 5 indicate the design program, standards, equipment/materials/system guidelines, site analysis and feasibility study. The contractor will provide a bid for the most efficient means of construction, either conventionally constructed buildings or modular/prefabricated buildings.

The following exhibits are available:

**Available Exhibits:**

1. Building Program Standards and Equipment Materials System Guidelines
2. Landscape Materials Booklet
3. Schematic Drawing Package
4. Estimated Project Schedule
5. Rancho Esperanza Feasibility Study, dated August 5, 2022

The target budget for the project \$5,900,000 total. For further information regarding the target budget, see the Project Proposal section below.

The schedule to complete from contract execution is to achieve an occupancy of January 2024. All buildings and site work are expected to be designed and built within the same duration.



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Prevailing wages will be required and monitored through a labor compliance program.

## COMPETITIVE SELECTION PROCESS

**Step 1 Prequalification.** Submit a response to the pre-requisite information, team qualifications, and project proposal. Respondents will be evaluated on a best value basis by a committee comprised of representatives of Park District and DPSS. The evaluation will consist of the following:

Pre-requisite information	pass/ fail
1. Respondent information	
2. Project team identification and organization	
3. Notarized bonding capacity	
4. Proof of liability, errors and omissions, and workers compensation insurance	
5. Certification	
Team Qualifications	
1. Technical design and construction expertise	15%
2. Key personnel	10%
3. Financial capacity	10%
4. Skilled labor force availability	10%
5. Safety record	10%
Project Proposal	
1. Fees, services, and project cost	30%
2. Design excellence and life cycle cost	5%
3. Commitment to skilled and trained workforce, diversity, and local participation	10%

**Step 2** Only the top three (3) ranked respondents from step 1 will be shortlisted and interviewed. The evaluation criteria for the interviews will be given along with the notice.

**Step 3** After evaluations, reference checks, and consensus on a selection has been made. A notice of intent to award shall be issued to the prospective successful respondent. A design-build agreement incorporating the respondent's proposal for design and pre-construction services shall be drafted and presented to the County of Riverside Board of Supervisors for approval. The incorporation of a guaranteed maximum price shall occur after development of the design has progressed sufficiently to satisfy both the Park District and respondent to appropriately inform a guaranteed maximum price.



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RIVERSIDE COUNTY REGIONAL PARK AND OPEN-SPACE DISTRICT  
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**PROCUREMENT SCHEDULE**

The Park District will proceed with the following schedule; however, it is subject to revision to meet the project's demands:

- Request for qualifications and proposals (RFQu) 5/2/23
- RFQu due (1 month) 6/2/23
- Completion of evaluations and notification of short list (1 week) 6/9/23
- Interviews (1 week) 6/16/23
- Selection, notification, and issuance of draft agreement (2 weeks) 6/30/23
- Board of Supervisors approval of contract and Notice to Proceed TBD

**SUBMISSION OF STATEMENT OF QUALIFICATIONS**

Submit THREE (3) statements of qualifications and sealed proposals to:

ATTN: Parks Planning  
Riverside County Regional  
Park and Open-Space District  
4600 Crestmore Road  
Riverside, CA 92509

Clearly marked:

RANCHO ESPERANZA RANCHO JURUPA REGIONAL PARK, CITY OF JURUPA

Design/Build Entity Business Name & Business Address



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RIVERSIDE COUNTY REGIONAL PARK AND OPEN-SPACE DISTRICT  
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## PRE-REQUISITE INFORMATION

### 1. Respondent information

(either fill out form or provide within response)

Entity name: \_\_\_\_\_

Main point of contact: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Entity (check one):

☐ Private corporation    ☐ Limited liability company

☐ Partnership    ☐ Joint venture    ☐ Sole Prop.    ☐ Other Assoc.

If respondent is a corporation, limited liability company, partnership, joint venture, or other legal entity then provide a copy of the organizational documents or agreement committing to for the organization.

Listing of all of the shareholders, partners or members, known at the time of statement of qualification submission who will perform work on the project:

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## 2. Project team identification and organization

(either fill out form or provide within response)

List legal entities or individuals that are part of the project team and how they are proposed to be organized for this project

Discipline	Name	License
Contractor		
Specialty trades		
Architect		
Sub-consultants		

All business entities, design professionals, contractors and subcontractors proposed and needed to complete the project shall hold an appropriate license for their respective organization and discipline by the time of contract. Failure to possess the required license may deem the applicant as non-responsive, subject the forfeiture of security and loss of contract.

Provide information regarding any member of the project team having an instance of:

- (a) revocation or suspension of any license, credential or registration
- (b) being the subject of a default or termination by owner
- (c) ineligibility to bid pursuant to enforcement of the Labor Code, debarment, disqualification, or for any other reason
- (d) conviction of a crime related to construction
- (e) conviction of crime related to fraud, theft, or any other act of dishonesty
- (f) found liable in a civil suit or found guilty in a criminal action for making any false claim
- (g) current involvement in a bankruptcy case





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- (h) operated under another name
- (i) any claim in excess of \$50,000 against a project owner

**3. Notarized bonding capacity**

Evidence that establishes that the respondent has the capacity to obtain all required payment and performance bonding, liability insurance, and error and omissions insurance. Information concerning worker's compensation experience history and worker safety program

Provide notarized statement from a surety insurer admitted and authorized to issue bonds in the State of California which states that the General Contractor is able to obtain a bond for the value of the contract.

**4. Proof of liability, errors and omissions, and workers compensation insurance**

Provide liability insurance information for architect and contractor:  
(either fill out form or provide within response)

_____	_____
Insured	Insured
_____	_____
Carrier	Carrier
_____	_____
Policy Number	Policy Number

Provide errors and omissions insurance information:

_____
Insured
_____
Carrier
_____
Policy Number

Provide workers compensation insurance information for architect and contractor:

_____
Insured

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Carrier

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Policy Number

## 5. Certification

The information provided by respondent is required to be certified under penalty of perjury by all members of respondents business entity.

## TEAM QUALIFICATIONS

Respondent or required to provide evidence that its team have completed, or demonstrated the experience, competency, capability, and capacity to complete projects of similar size scope, or complexity and that the proposed key personnel have sufficient experience and training to completely manage and complete the design and construction.

### 1. Technical design and construction expertise

Respondent shall provide a statement of qualifications for the architect, sub-consultants, contractor, specialty subcontractors and any other entities proposed for the project. The information submitted shall contain the following information:

- Type of company and date of formation
- Number of persons currently employed
- (3) similar completed projects with photos, plans, and;
  - Project name
  - Owner
  - Location
  - Project team
  - Description or photo representation of the scope of work
  - Project delivery method
  - Cost
  - Duration and completion date

### 2. Key Personnel

Respondent shall identify the key personnel according to its organizational structure and provide a resume for each.

### 3. Financial capacity

To demonstrate that the General Contractor has the financial capacity to complete the



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project, provide the latest copy of a reviewed or audited financial statement. The financial statement shall include current assets, liabilities, total net worth, current ratio of assets/

liabilities, and working capital (assets minus liabilities).

Also, submit the following:

- Gross revenues for the last three years

2022: \_\_\_\_\_ 2021: \_\_\_\_\_ 2020: \_\_\_\_\_

**4. Skilled labor force availability**

- Number of directly employed tradesman \_\_\_\_\_
- Specialty trades worker commitment \_\_\_\_\_

**5. Safety record**

Respondent's safety record expressed through its experience modification rate (EMR) for the most recent three-year period is required to be 1.0 or less:

EMR: \_\_\_\_\_

Average total recordable injury or illness rate: \_\_\_\_\_

Average lost work rate: \_\_\_\_\_

Is respondent a party to an alternative dispute resolution system as provided in Section 3201.5 of the labor code?

☐ Yes ☐ No

If yes, provide information regarding the a copy of the dispute resolution system and the a summary of performance of its most recent three-year period.

Alternative dispute resolution system rating \_\_\_\_\_



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## PROJECT PROPOSAL

### 1. Fees, services, and project cost – Proposals for the project are to be in a sealed envelope

The total project budget is \$5.9M. Within a sealed envelope provide the following:

- A. Description of design and pre-construction services with its proposed lump sum fee to develop a design sufficiently to inform a guaranteed maximum price.

\$ \_\_\_\_\_

- B. Respondent management cost from generation of GMP to completion in lump sum.

(e.g. public works general conditions)

\$ \_\_\_\_\_

- C. Overhead and profit fee (percentage of trade packages, includes FF&E, communications cabling, and equipment)

- Stipulated sum of specialty trade packages \$ \_\_\_\_\_

\_\_\_\_\_ %

The sum of A, B, and C shall constitute the design-build agreement total. The County will within the budget cover the costs of survey, geotechnical investigations, environmental due diligence, permitting fees, utility connection fees (built improvement shall remain as a respondent obligation), labor compliance monitoring, and County administrative costs.

Per the specifications, the contractor is to propose the most expeditious process for the design-build including the most efficient and reliable supply chain for specified products and materials.

### 2. Design Excellence and Life Cycle Cost

A design, sketch, or rendering is not required for this RFQu response. Utilizing the medium of your choice provide a representative example of the quality of design envisioned for this project and an indication of its life cycle costs. The life-cycle costs shall be determined at a minimum of 15 years.

### 3. Commitment to Skilled and Trained Workforce, Diversity, and Local Participation



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The County of Riverside has not and is currently not intending on entering into a project labor agreement. Therefore the respondent shall:

- Provide an enforceable commitment to utilize skilled and trained workforce at every tier to perform all work on this project, or:
- Provide proof that respondent has entered into a project labor agreement to utilize a skilled and trained workforce

Commitment to employ workers from diverse background:

Percentage of workforce \_\_\_\_\_

Commitment to employ a local workforce:

Percentage of workforce \_\_\_\_\_



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# SPECIFICATIONS



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**SECTION 011000**

**SUMMARY**

**PART 1 - GENERAL**

**1.1 SUMMARY**

A. Section Includes:

1. Project information.
2. Contract description.
3. Work by Owner or others.
4. Owner-furnished products.
5. Contractor's use of Site **and premises**.
6. Future work.
7. Work sequence.
8. Owner's product Purchase contracts.
9. Work restrictions.
10. Owner occupancy.
11. Permits.
12. Specification conventions.

B. Related Requirements:

1. Section 012000 - Price and Payment Procedures.
2. Section 013216 - Construction Progress Schedule: Digital project management procedures and web-based project management software package.
3. Section 015000 - Temporary Facilities and Controls: Limitations and procedures governing temporary use of Owner's facilities.
4. Section 017000 - Execution and Closeout Requirements: Coordination of Owner-installed products.
5. Section 018113 - Sustainable Design Requirements.

**1.2 PROJECT INFORMATION**

A. Name: **Rancho Esperanza.**

1. Project Location: **Rancho Jurupa Regional Park, 4600 Crestmore Road, Jurupa Valley, CA.**

B. Owner **Riverside County Regional Park and Open-Space District.**





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1. Owner's Representative: Antone Pierucci, Bureau Chief, DPI, RivCO Parks.

C. Project Engineer for Feasibility Study and Bridging Documents: **Albert A. Webb Associates.**

1. Engineer's Representative: **Jeffrey P. Hutchins.**

D. Web-Based Project Software: Project software will be used for purposes of managing communication and documents during the construction stage.

1.3 CONTRACT DESCRIPTION

A. Work of the Project includes **construction of 3 buildings and related site improvements of Rancho Esperanza Project.**

B. Perform Work of Contract under **Stipulated Sum** Contract with Owner according to Conditions of Contract.

1.4 WORK BY OWNER OR OTHERS

A. If Owner-awarded contracts interfere with each other due to Work being performed at the same time or at the same Site, Owner will determine the sequence of Work under all contracts according to WORK SEQUENCE and CONTRACTOR'S USE OF SITE Articles in this Section.

B. Coordinate Work with utilities of Owner and public or private agencies.

1.5 OWNER-FURNISHED PRODUCTS

A. Owner's Responsibilities:

1. Arrange for and deliver Owner-reviewed Shop Drawings, Product Data, and Samples to Contractor.
2. Arrange and pay for delivery to Site.
3. Upon delivery, inspect products jointly with Contractor.
4. Submit claims for transportation damage and replace damaged, defective, or deficient items.

B. Contractor's Responsibilities:

1. Review Owner-reviewed Shop Drawings, Product Data, and Samples.
2. Receive and unload products at Site; inspect for completeness or damage jointly with Owner.
3. Repair or replace items damaged after receipt.
4. Handle, store, install, and finish products.
5. Arrange for manufacturers' warranties, inspections, and service.

C. Items furnished by Owner for installation by Contractor:



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1.6 CONTRACTOR'S USE OF SITE AND PREMISES

- A. Unrestricted Use of Site: Contractor shall have full use of Project Site for construction operations during construction period. Contractor's use of Project Site is limited only by Owner's right to perform work or to retain other contractors on portions of Project.
- B. Restricted Use of Site: Contractor shall have limited use of Project Site for construction operations as indicated on Drawings by the Contract limits and as indicated by requirements of this Section.
- C. Limits on Use of Site: Limit use of Project Site to **areas within the Contract limits** indicated. Do not disturb portions of Project Site beyond areas in which the Work is indicated.
- D. Limits on Use of Site: Confine construction operations to Owner designated areas.
  - 1. Limit use of Site **and premises** to allow:
    - a. Owner occupancy.
    - b. **Work by Owner.**
    - c. **Work by Others.**
    - d. Use by **the public** where required.
  - 2. Driveways, Walkways, and Entrances: Keep driveways, **loading areas**, and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or for storage of materials.
    - a. Schedule deliveries to minimize use of driveways and entrances by construction operations.
    - b. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on Site.
- E. Emergency Building Exits during Construction: **Limited to** < \_\_\_\_\_ >.
- F. Construction Operations: **Limited to areas indicated on Drawings.**
  - 1. Noisy and Disruptive Operations (such as Use of Jack Hammers and Other Noisy Equipment): Not allowed in close proximity to existing building during regular hours of operation. Coordinate and schedule such operations with Owner to minimize disruptions.
- G. Time Restrictions for Performing **Interior** or **Exterior** Work: 7:00 a.m. to 6:00 p.m..
- H. Utility Outages and Shutdown:
  - 1. Coordinate and schedule electrical and other utility outages with Owner.
  - 2. Outages: Allow only at previously agreed upon times. **Schedule outages at times when facility is not being used.**

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3. At least one week before scheduled outage, submit outage request plan to **Owner** itemizing dates, times, and duration of each requested outage.

- I. Sound Level Restrictions: Sound pressure level measured at boundary of Site shall not exceed **40** dBA.
- J. Construction Plan: Before start of construction, **post electronic file to Project website** of construction plan regarding access to Work, use of Site, and utility outages for acceptance by Owner. After acceptance of plan, construction operations shall comply with accepted plan unless deviations are accepted by Owner in writing.

1.7 WORK SEQUENCE

- A. Construct Work in **order to accommodate Owner's occupancy requirements** during construction period. Coordinate construction schedule and operations with **Owner**:
- B. Sequencing of Construction Plan: Before start of construction, **post electronic file to Project website** of construction plan regarding phasing of **demolition**, all construction phases and new Work for acceptance by Owner. After acceptance of plan, comply with accepted plan when coordinating construction sequencing unless deviations are accepted by Owner in writing.

1.8 WORK RESTRICTIONS

- A. Comply with restrictions on construction operations.
  - 1. Comply with limitations on use of public streets, work on public streets, rights of way, and other requirements of authorities having jurisdiction (AHJ).
- B. On-Site Work Hours: Limit Work to between 7:00 a.m. to 6:00 p.m., Monday through Friday, unless otherwise indicated. Work hours may be modified to meet Project requirements if approved by Owner and AHJ.
- C. On-Site Work Day Restrictions: Do not perform Work **resulting in utility shutdowns or resulting in noisy activity** on Site during Work blackout days indicated by Owner.
- D. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions, and only after arranging for temporary utility services according to requirements indicated:
  - 1. Notify **Construction Manager** and **Owner** not less than **two** days in advance of proposed utility interruptions.
  - 2. Obtain **Construction Manager's** and **Owner's** written permission before proceeding with utility interruptions.
- E. Noise, Vibration, Dust, and Odors: Coordinate with Owner operations that may result in high levels of noise and vibration, dust, odors, or other disruption to Owner occupancy.



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1. Notify **Construction Manager** and **Owner** not less than **two** days in advance of proposed disruptive operations.
  2. Obtain **Construction Manager's** and **Owner's** written permission before proceeding with disruptive operations.
- F. Smoking and Controlled Substance Restrictions: Use of tobacco products, **alcoholic beverages**, **marijuana** and other controlled substances **Project Site** is not permitted.
- G. Employee Identification: **Provide** identification tags for Contractor personnel working on Project Site. Require personnel to use identification tags at all times.
- H. Employee Screening: Comply with Owner's requirements for [**drug**] [**and**] [**background**] screening of Contractor personnel working on Project Site.
1. Maintain list of approved screened personnel with Owner's representative.
- 1.9 OWNER OCCUPANCY
- A. Schedule and substantially complete designated portions of the Work for occupancy before Substantial Completion of the entire Work.
1. Owner intends to occupy Project by January 31, 2024.
  2. Owner's use and occupancy of designated areas before Substantial Completion of entire Project do not relieve Contractor of responsibility to maintain specified insurance coverages on a 100 percent basis until date of final payment.
- B. Cooperate with Owner to minimize conflict and to facilitate Owner's operations.
- C. Schedule Work to accommodate Owner occupancy.
- 1.10 PERMITS
- A. Furnish **all** necessary permits for construction of Work, including the following:
1. Building permit.
  2. Stormwater permit.
  3. All required permits.
- 1.11 SPECIFICATION CONVENTIONS
- A. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:



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1. Imperative mood and streamlined language are generally used in the Specifications. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.
  2. Text Color: Text used in the Specifications, including units of measure, manufacturer and product names, and other text may appear in multiple colors or underlined as part of a hyperlink; no emphasis is implied by text with these characteristics.
  3. Hypertext: Text used in the Specifications may contain hyperlinks. Hyperlinks may allow for access to linked information that is not residing in the Specifications. Unless otherwise indicated, linked information is not part of the Contract Documents.
- B. Drawing Coordination: Requirements for materials and products identified on Drawings are described in detail in the Specifications. One or more of the following are used on Drawings to identify materials and products:
1. Terminology: Materials and products are identified by the typical generic terms used in the individual Specifications Sections.
  2. Abbreviations: Materials and products are identified by abbreviations **scheduled on Drawings and published as part of the U.S. National CAD Standard.**
  3. Keynoting: Materials and products are identified by reference keynotes referencing Specification Section numbers found in this Project Manual.

PART 2 - PRODUCTS - Not Used

PART 3 - EXECUTION - Not Used

END OF SECTION 011000



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**SECTION 012300**

**ALTERNATES**

**PART 4 - GENERAL**

**4.1 SUMMARY**

- A. Section includes administrative and procedural requirements for alternates.

**4.2 DEFINITIONS**

- A. Alternate: An amount proposed by bidders and stated on the Bid Form for certain work defined in the bidding requirements that may be added to or deducted from the base bid amount if Owner decides to accept a corresponding change either in the amount of construction to be completed or in the products, materials, equipment, systems, or installation methods described in the Contract Documents.
  - 1. Alternates described in this Section are part of the Work only if enumerated in the Agreement.
  - 2. The cost or credit for each alternate is the net addition to or deduction from the Contract Sum to incorporate alternate into the Work. No other adjustments are made to the Contract Sum.

**4.3 PROCEDURES**

- A. Coordination: Revise or adjust affected adjacent work as necessary to completely integrate work of the alternate into Project.
  - 1. Include as part of each alternate, miscellaneous devices, accessory objects, and similar items incidental to or required for a complete installation whether or not indicated as part of alternate.
- B. Notification: Immediately following award of the Contract, notify each party involved, in writing, of the status of each alternate. Indicate if alternates have been accepted, rejected, or deferred for later consideration. Include a complete description of negotiated revisions to alternates.
- C. Execute accepted alternates under the same conditions as other work of the Contract.
- D. Schedule: A schedule of alternates is included at the end of this Section. Specification Sections referenced in schedule contain requirements for materials necessary to achieve the work described under each alternate.



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PART 5 - PRODUCTS (Not Used)

PART 6 - EXECUTION

**6.1 SCHEDULE OF ALTERNATES**

- A. **Alternate No. 1. PREFABRICATED/CONVENTIONAL BUILDINGS:** Propose an alternate to the proposed buildings with either another prefabricated building, or with conventional construction methods including design and engineering.



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**SECTION 012500**

**SUBSTITUTION PROCEDURES**

**GENERAL**

**SECTION INCLUDES**

- Quality assurance.
- Product options.
- Product substitution procedures.

**QUALITY ASSURANCE**

**Contracts are** based on products and standards established in Contract Documents without consideration of proposed substitutions.

Products specified define standard of quality, type, function, dimension, appearance, and performance required.

Substitution Proposals: Permitted for specified products except where specified otherwise. Do not substitute products unless substitution has been accepted and approved in writing by Owner.

**PRODUCT OPTIONS**

See Section 016000 - Product Requirements.

**PRODUCT SUBSTITUTION PROCEDURES**

Document 002113 - Instructions to Bidders specifies time restrictions for submitting requests for substitutions during Bidding period.

Substitutions **may** be considered when a product becomes unavailable through no fault of Contractor.

Document each request with complete data, substantiating compliance of proposed substitution with Contract Documents, including:

Manufacturer's name and address, product, trade name, model, or catalog number, performance and test data, and reference standards.





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Itemized point-by-point comparison of proposed substitution with specified product, listing variations in quality, performance, and other pertinent characteristics.  
Reference to Article and Paragraph numbers in Specification Section.  
Cost data comparing proposed substitution with specified product and amount of net change to Contract Sum.  
Changes required in other Work.  
Availability of maintenance service and source of replacement parts as applicable.  
Certified test data to show compliance with performance characteristics specified.  
Samples when applicable or requested.  
Other information as necessary to assist Architect/Engineer's evaluation.

A request constitutes a representation that **Bidder**:

Has investigated proposed product and determined that it meets or exceeds quality level of specified product.  
Will provide same warranty for substitution as for specified product.  
Will coordinate installation and make changes to other Work that may be required for the Work to be complete with no additional cost to Owner.  
Waives claims for additional costs or time extension that may subsequently become apparent.  
Will coordinate installation of the accepted substitute, making such changes as may be required for the Work to be complete in all respects.  
Will reimburse **Owner** for review or redesign services associated with reapproval by authorities having jurisdiction.

Substitutions will not be considered when they are indicated or implied on Shop Drawing or Product Data submittals without separate written request or when acceptance will require revision to Contract Documents.

Substitution Submittal Procedure:

Submit requests for substitutions on **CSI Form 13.1A Substitution Request-After the Bidding/Negotiating Stage**.  
Submit **electronic files to Project website** of Request for Substitution for consideration. Limit each request to one proposed substitution.  
Submit Shop Drawings, Product Data, and certified test results attesting to proposed product equivalence. Burden of proof is on proposer.  
Architect/Engineer will notify Contractor in writing of decision to accept or reject request.

## INSTALLER SUBSTITUTION PROCEDURES

Document 002113 - Instructions to Bidders specifies time restrictions for submitting requests for substitutions during Bidding period.

Document each request with:

Installer's qualifications.  
Installer's experience in work similar to that specified.



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Other information as necessary to assist Architect/Engineer's evaluation.

Substitution Submittal Procedure:

Submit **electronic files to Project website** of Request for Substitution for consideration. Limit each request to one proposed substitution.

Architect/Engineer will notify Contractor in writing of decision to accept or reject request.

**PRODUCTS** - Not Used

**EXECUTION** - Not Used

END OF **SECTION** 012500



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**SECTION 012500**

**SUBSTITUTION PROCEDURES**

**GENERAL**

**SECTION INCLUDES**

- Quality assurance.
- Product options.
- Product substitution procedures.

**QUALITY ASSURANCE**

**Contracts are** based on products and standards established in Contract Documents without consideration of proposed substitutions.

Products specified define standard of quality, type, function, dimension, appearance, and performance required.

Substitution Proposals: Permitted for specified products except where specified otherwise. Do not substitute products unless substitution has been accepted and approved in writing by Owner.

**PRODUCT OPTIONS**

See Section 016000 - Product Requirements.

**PRODUCT SUBSTITUTION PROCEDURES**

Document 002113 - Instructions to Bidders specifies time restrictions for submitting requests for substitutions during Bidding period.

Substitutions **may** be considered when a product becomes unavailable through no fault of Contractor.

Document each request with complete data, substantiating compliance of proposed substitution with Contract Documents, including:

Manufacturer's name and address, product, trade name, model, or catalog number, performance and test data, and reference standards.



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Itemized point-by-point comparison of proposed substitution with specified product, listing variations in quality, performance, and other pertinent characteristics.  
Reference to Article and Paragraph numbers in Specification Section.  
Cost data comparing proposed substitution with specified product and amount of net change to Contract Sum.  
Changes required in other Work.  
Availability of maintenance service and source of replacement parts as applicable.  
Certified test data to show compliance with performance characteristics specified.  
Samples when applicable or requested.  
Other information as necessary to assist Architect/Engineer's evaluation.

A request constitutes a representation that **Bidder**:

Has investigated proposed product and determined that it meets or exceeds quality level of specified product.  
Will provide same warranty for substitution as for specified product.  
Will coordinate installation and make changes to other Work that may be required for the Work to be complete with no additional cost to Owner.  
Waives claims for additional costs or time extension that may subsequently become apparent.  
Will coordinate installation of the accepted substitute, making such changes as may be required for the Work to be complete in all respects.  
Will reimburse **Owner** for review or redesign services associated with reapproval by authorities having jurisdiction.

Substitutions will not be considered when they are indicated or implied on Shop Drawing or Product Data submittals without separate written request or when acceptance will require revision to Contract Documents.

Substitution Submittal Procedure:

Submit requests for substitutions on **CSI Form 13.1A Substitution Request-After the Bidding/Negotiating Stage**.  
Submit **electronic files to Project website** of Request for Substitution for consideration. Limit each request to one proposed substitution.  
Submit Shop Drawings, Product Data, and certified test results attesting to proposed product equivalence. Burden of proof is on proposer.  
Architect/Engineer will notify Contractor in writing of decision to accept or reject request.

## INSTALLER SUBSTITUTION PROCEDURES

Document 002113 - Instructions to Bidders specifies time restrictions for submitting requests for substitutions during Bidding period.

Document each request with:

Installer's qualifications.  
Installer's experience in work similar to that specified.



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Other information as necessary to assist Architect/Engineer's evaluation.

Substitution Submittal Procedure:

Submit **electronic files to Project website** of Request for Substitution for consideration. Limit each request to one proposed substitution.

Architect/Engineer will notify Contractor in writing of decision to accept or reject request.

**PRODUCTS** - Not Used

**EXECUTION** - Not Used

END OF **SECTION** 012500

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**SECTION 012900**

**PAYMENT PROCEDURES**

**PART 7 - GENERAL**

**7.1 SUMMARY**

- A. Section includes administrative and procedural requirements necessary to prepare and process Applications for Payment.
- B. Related Requirements:
  - 1. Division 01 Section "Allowances" for procedural requirements governing the handling and processing of allowances.
  - 2. Division 01 Section "Unit Prices" for administrative requirements governing the use of unit prices.
  - 3. Division 01 Section "Contract Modification Procedures" for administrative procedures for handling changes to the Contract.
  - 4. Division 01 Section "Construction Progress Documentation" for administrative requirements governing the preparation and submittal of the Contractor's construction schedule.
  - 5. Division 01 sustainable design requirements Section for administrative requirements governing submittal of cost breakdown information required for LEED documentation.

**7.2 SCHEDULE OF VALUES**

- A. Coordination: Coordinate preparation of the schedule of values with preparation of Contractor's construction schedule.
  - 1. Coordinate line items in the schedule of values with other required administrative forms and schedules, including the following:
    - a. Application for Payment forms with continuation sheets.
    - b. Submittal schedule.
    - c. Items required to be indicated as separate activities in Contractor's construction schedule.
  - 2. Submit the schedule of values to Architect/Owner at earliest possible date but no later than **seven (7)** days before the date scheduled for submittal of initial Applications for Payment.
  - 3. Subschedules for Phased Work: Where the Work is separated into phases requiring separately phased payments, provide subschedules showing values coordinated with each phase of payment.

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B. Format and Content: Use Project Manual table of contents as a guide to establish line items for the schedule of values. Provide at least one line item for each Specification Section.

1. Identification: Include the following Project identification on the schedule of values:
  - a. Project name and location.
  - b. Name of Architect.
  - c. Architect's project number.
  - d. Contractor's name and address.
  - e. Date of submittal.
2. Arrange schedule of values consistent with format of **EJCDC Document C-620**.
3. Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Coordinate with Project Manual table of contents. Provide multiple line items for principal subcontract amounts in excess of **five (5)** percent of the Contract Sum.
  - a. Include separate line items under **Contractor and** principal subcontracts for Project closeout requirements in an amount totaling **five (5)** percent of the Contract Sum and subcontract amount.
4. Round amounts to nearest whole dollar; total shall equal the Contract Sum.
5. Provide a separate line item in the schedule of values for each part of the Work where Applications for Payment may include materials or equipment purchased or fabricated and stored, but not yet installed.
6. Provide separate line items in the schedule of values for initial cost of materials, for each subsequent stage of completion, and for total installed value of that part of the Work.
7. Allowances: Provide a separate line item in the schedule of values for each allowance. Show line-item value of unit-cost allowances, as a product of the unit cost, multiplied by measured quantity. Use information indicated in the Contract Documents to determine quantities.
8. Each item in the schedule of values and Applications for Payment shall be complete. Include total cost and proportionate share of general overhead and profit for each item.
  - a. Temporary facilities and other major cost items that are not direct cost of actual work-in-place may be shown either as separate line items in the schedule of values or distributed as general overhead expense, at Contractor's option.
9. Schedule Updating: Update and resubmit the schedule of values before the next Applications for Payment when Change Orders or Construction Change Directives result in a change in the Contract Sum.

### 7.3 APPLICATIONS FOR PAYMENT

- A. Each Application for Payment shall be consistent with previous applications and payments as certified by Architect/Owner and paid for by Owner.



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1. Initial Application for Payment, Application for Payment at time of Substantial Completion, and final Application for Payment involve additional requirements.
- B. Payment Application Times: The date for each progress payment is indicated in the Agreement between Owner and Contractor. The period of construction work covered by each Application for Payment is the period indicated in the Agreement.
- C. Payment Application Times: Submit Application for Payment to Architect by the last day of the month. The period covered by each Application for Payment is one month, ending on the **last day of the month**.
- D. Application for Payment Forms: Use **AIA Document G702 and AIA Document G703, AIA Document G702/CMa and AIA Document G703** or **EJCDC Document C-620** as form for Applications for Payment.
- E. Application for Payment Forms: Use forms **acceptable to Owner and Architect** for Applications for Payment. Sample copies are included in Project Manual.
- F. Application Preparation: Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of Contractor. **Architect/Owner** will return incomplete applications without action.
  1. Entries shall match data on the schedule of values and Contractor's construction schedule. Use updated schedules if revisions were made.
  2. Include amounts of Change Orders and Construction Change Directives issued before last day of construction period covered by application.
- G. Transmittal: Submit **three (3)** signed and notarized original copies of each Application for Payment to **Architect/Owner** by a method ensuring receipt **within 24 hours**. One copy shall include waivers of lien and similar attachments if required.
  1. Transmit each copy with a transmittal form listing attachments and recording appropriate information about application.
- H. Waivers of Mechanic's Lien: With each Application for Payment, submit waivers of mechanic's lien from entities lawfully entitled to file a mechanic's lien arising out of the Contract and related to the Work covered by the payment.
  1. Submit partial waivers on each item for amount requested in previous application, after deduction for retainage, on each item.
  2. When an application shows completion of an item, submit conditional final or full waivers.
  3. Owner reserves the right to designate which entities involved in the Work must submit waivers.
  4. Waiver Forms: Submit executed waivers of lien on forms acceptable to Owner.
- I. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:





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1. List of subcontractors.
  2. Schedule of values.
  3. Contractor's construction schedule (preliminary if not final).
  4. Schedule of unit prices.
  5. Submittal schedule (preliminary if not final).
  6. List of Contractor's staff assignments.
  7. List of Contractor's principal consultants.
  8. Copies of building permits.
  9. Copies of authorizations and licenses from authorities having jurisdiction for performance of the Work.
  10. Initial progress report.
  11. Report of preconstruction conference.
  12. Certificates of insurance and insurance policies.
- J. Application for Payment at Substantial Completion: After Architect issues the Certificate of Substantial Completion, submit an Application for Payment showing 100 percent completion for portion of the Work claimed as substantially complete.
1. Include documentation supporting claim that the Work is substantially complete and a statement showing an accounting of changes to the Contract Sum.
  2. This application shall reflect Certificates of Partial Substantial Completion issued previously for Owner occupancy of designated portions of the Work.
- K. Final Payment Application: After completing Project closeout requirements, submit final Application for Payment with releases and supporting documentation not previously submitted and accepted, including, but not limited, to the following:
1. Evidence of completion of Project closeout requirements.
  2. Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid.
  3. Updated final statement, accounting for final changes to the Contract Sum.
  4. AIA Document G706-1994, "Contractor's Affidavit of Payment of Debts and Claims."
  5. AIA Document G706A-1994, "Contractor's Affidavit of Release of Liens."
  6. AIA Document G707-1994, "Consent of Surety to Final Payment."
  7. Evidence that claims have been settled.
  8. Final meter readings for utilities, a measured record of stored fuel, and similar data as of date of Substantial Completion or when Owner took possession of and assumed responsibility for corresponding elements of the Work.
  9. Final liquidated damages settlement statement.



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PART 8 - PRODUCTS (Not Used)

PART 9 - EXECUTION (Not Used)

END OF SECTION 012900



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**SECTION 013000**

**ADMINISTRATIVE REQUIREMENTS**

**GENERAL**

**SECTION INCLUDES**

Coordination and Project conditions.

Preconstruction meeting.

Site mobilization meeting.

Progress meetings.

Preinstallation meetings.

Closeout meeting.

Alteration procedures.

**COORDINATION AND PROJECT CONDITIONS**

Coordinate scheduling, submittals, and Work of various Sections of Project Manual to ensure efficient and orderly sequence of installation of interdependent construction elements, **with provisions for accommodating items installed later.**

Verify that utility requirements and characteristics of operating equipment are compatible with building utilities. Coordinate Work of various Sections having interdependent responsibilities for installing, connecting to, and placing operating equipment in service.

Coordinate space requirements, supports, and installation of mechanical and electrical Work indicated diagrammatically on Drawings. Follow routing shown for pipes, ducts, and conduit as closely as practical; place runs parallel with lines of building. Use spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.

Coordination Drawings: Prepare as required to coordinate all portions of Work. Show relationship and integration of different construction elements that require coordination during fabrication or installation to fit in space provided or to function as intended. Indicate locations where space is limited for installation and access and where sequencing and coordination of installations are important.



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Coordination Meetings: In addition to other meetings specified in this Section, hold coordination meetings with personnel and Subcontractors to ensure coordination of Work.

In finished areas **except as otherwise indicated**, conceal pipes, ducts, and wiring within construction. Coordinate locations of fixtures and outlets with finish elements.

Coordinate completion and clean-up of Work of separate Sections in preparation for Substantial Completion **and for portions of Work designated for Owner's partial occupancy and for portions of Work designated for Owner's occupancy.**

After Owner's occupancy of premises, coordinate access to Site for correction of defective Work and Work not complying with Contract Documents, to minimize disruption of Owner's activities.

#### PRECONSTRUCTION MEETING

**Owner** will schedule and preside over meeting after **Notice of Award**.

Attendance Required: Owner, **appropriate governmental agency representatives, Construction Manager, major Subcontractors**, and Contractor.

Minimum Agenda:

**Execution of Owner-Contractor Agreement.**

Submission of executed bonds and insurance certificates.

Distribution of Contract Documents.

Submission of **list of Subcontractors**, list of products, schedule of values, and Progress Schedule.

Designation of personnel representing parties in Contract, Owner.

Communication procedures.

Procedures and processing of requests for interpretations, field decisions, **field orders**, submittals, substitutions, Applications for Payments, proposal request, Change Orders, and Contract closeout procedures.

Scheduling.

Critical Work sequencing.

Scheduling activities of **Geotechnical Engineer**.

**Contractor:** Record minutes and distribute **copies** to participants within **two** days after meeting, **with copies to Owner**, and those affected by decisions made.

#### SITE MOBILIZATION MEETING

**Owner** will schedule **and preside over** meeting at Project Site prior to Contractor occupancy.

Attendance Required: Owner, **Contractor, special consultants**, and **major Subcontractors**.

Minimum Agenda:



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Use of premises by Owner and Contractor.  
Owner's requirements **and occupancy**.  
Construction facilities and controls **provided by Owner**.  
Temporary utilities **provided by Owner**.  
Survey, and **building** and site layout.  
Security and housekeeping procedures.  
Schedules.  
Procedures for testing.  
Procedures for maintaining record documents.  
Requirements for startup of equipment.  
Inspection and acceptance of equipment put into service during construction period.

**Contractor:** Record minutes and distribute **copies** to participants within **two** days after meeting, copies to **Owner**, and those affected by decisions made.

## PROGRESS MEETINGS

Schedule and administer meetings throughout progress of the Work at maximum **monthly** intervals.

**Make** arrangements for meetings, prepare agenda with copies for participants, and preside over meetings.

Attendance Required: Job superintendent, major **Subcontractors**, **Contractors** and suppliers, and **Owner**, as appropriate to agenda topics for each meeting.

Minimum Agenda:

Review minutes of previous meetings.  
Review of Work progress.  
Field observations, problems, and decisions.  
Identification of problems impeding planned progress.  
Review of submittal schedule and status of submittals.  
Review of off-Site fabrication and delivery schedules.  
Maintenance of Progress Schedule.  
Corrective measures to regain projected schedules.  
Planned progress during succeeding work period.  
Coordination of projected progress.  
Maintenance of quality and work standards.  
Effect of proposed changes on Progress Schedule and coordination.  
Other business relating to Work.

**Contractor** Record minutes and distribute **copies** to participants within **two** days after meeting, **with** **copies** to **Owner**, and those affected by decisions made.



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## PREINSTALLATION MEETINGS

When required in individual Specification Sections, convene preinstallation meetings at **Project Site** before starting Work of specific Section.

Require attendance of parties directly affecting, or affected by, Work of specific Section.

Notify **Owner** **four** days in advance of meeting date.

Prepare agenda and preside over meeting:

- Review conditions of installation, preparation, and installation procedures.
- Review coordination with related Work.

Record minutes and distribute **copies** to participants within **two** days after meeting, **with copies to Owner** and those affected by decisions made.

## CLOSEOUT MEETING

Schedule Project closeout meeting with sufficient time to prepare for requesting Substantial Completion. Preside over meeting and be responsible for minutes.

Attendance Required: **Contractor, major Subcontractors, Owner**, and others appropriate to agenda.

Notify Architect/Engineer **four** days in advance of meeting date.

Minimum Agenda:

- Start-up of facilities and systems.
- Operations and maintenance manuals.
- Testing, adjusting, and balancing.
- System demonstration and observation.
- Operation and maintenance instructions for Owner's personnel.
- Temporary indoor-air-quality plan and procedures.**
- Contractor's inspection of Work.
- Contractor's preparation of an initial "punch list."
- Procedure to request Architect/Engineer inspection to determine date of Substantial Completion.
- Completion time for correcting deficiencies.
- Inspections by authorities having jurisdiction.
- Certificate of Occupancy and transfer of insurance responsibilities.
- Partial release of retainage.
- Final cleaning.
- Preparation for final inspection.
- Closeout Submittals:



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Project record documents.  
Operating and maintenance documents.  
Operating and maintenance materials.  
Affidavits.

Final Application for Payment.  
Contractor's demobilization of Site.  
Maintenance.

Record minutes and distribute **copies** to participants within **two** days after meeting, **with copies** to **Owner**, and those affected by decisions made.

**PRODUCTS** - Not Used

**EXECUTION**

**ALTERATION PROCEDURES**

**Designated areas of existing facilities** will be occupied for normal operations during progress of construction. Cooperate with Owner in scheduling operations to minimize conflict and to permit continuous usage.

Perform Work not to interfere with operations of occupied areas.  
Keep utility and service outages to a minimum and perform only after written approval of Owner.  
Clean Owner-occupied areas daily. Clean spillage, overspray, and heavy collection of dust in Owner-occupied areas immediately.

Materials: As specified in product Sections; match existing products with new **and salvaged** products for patching and extending Work.

Employ **original** installer to perform alteration and renovation Work.

Cut, move, or remove items as necessary for access to alterations and renovation Work. Replace and restore at completion. Comply with Section 017000 - Execution and Closeout Requirements

Remove unsuitable material not marked for salvage, including rotted wood, corroded metals, and deteriorated masonry and concrete. Replace materials as specified for finished Work.

Remove debris and abandoned items from area and from concealed spaces.

Prepare surface and remove surface finishes to permit installation of new Work and finishes.

Close openings in exterior surfaces to protect existing Work from weather and extremes of temperature and humidity.





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Remove, cut, and patch Work to minimize damage and to permit restoring products and finishes to **original or specified** condition.

Refinish existing visible surfaces to remain in renovated rooms and spaces, to **specified** condition for each material, with neat transition to adjacent finishes.

Where new Work abuts or aligns with existing Work, provide smooth and even transition. Patch Work to match existing adjacent Work in texture and appearance.

When finished surfaces are cut so that smooth transition with new Work is not possible, terminate existing surface along straight line at natural line of division and submit recommendation to Architect/Engineer for review.

Where change of plane of 1/4 inch or more occurs, **submit recommendation for providing smooth transition to Owner for review.**

Trim existing doors to clear new floor finish. Refinish trim to **original or specified** condition.

Patch or replace portions of existing surfaces that are damaged, lifted, discolored, or showing other imperfections.

Finish surfaces as specified in individual product Sections.

END OF SECTION 013000



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**SECTION 013100**

**PROJECT MANAGEMENT AND COORDINATION**

**PART 10 - GENERAL**

**10.1 SUMMARY**

- A. Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:
  - 1. Coordination drawings.
  - 2. Requests for Information (RFIs).
  - 3. Project Web site.
  - 4. Project meetings.
- B. Related Requirements:
  - 1. Division 01 Section "Multiple Contract Summary" for a description of the division of work among separate contracts and responsibility for coordination activities not in this Section.
  - 2. Division 01 Section "Execution" for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.

**10.2 DEFINITIONS**

- A. RFI: Request from Owner, Owner, Architect, or Contractor seeking information required by or clarifications of the Contract Documents.

**10.3 INFORMATIONAL SUBMITTALS**

- A. Subcontract List: Prepare a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design. **Use CSI Form 1.5A.** Include the following information in tabular form:
  - 1. Name, address, and telephone number of entity performing subcontract or supplying products.
  - 2. Number and title of related Specification Section(s) covered by subcontract.
  - 3. Drawing number and detail references, as appropriate, covered by subcontract.

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**10.4 GENERAL COORDINATION PROCEDURES**

- A. Coordination: Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations, included in different Sections, that depend on each other for proper installation, connection, and operation.
  - 1. Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
  - 2. Coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair.
  - 3. Make adequate provisions to accommodate items scheduled for later installation.
- B. Prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and list of attendees at meetings.
  - 1. Prepare similar memoranda for Owner and separate contractors if coordination of their Work is required.
- C. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
  - 1. Preparation of Contractor's construction schedule.
  - 2. Preparation of the schedule of values.
  - 3. Installation and removal of temporary facilities and controls.
  - 4. Delivery and processing of submittals.
  - 5. Progress meetings.
  - 6. Preinstallation conferences.
  - 7. Project closeout activities.
  - 8. Startup and adjustment of systems.

**10.5 COORDINATION DRAWINGS**

- A. Coordination Drawings, General: Prepare coordination drawings according to requirements in individual Sections, where installation is not completely shown on Shop Drawings, where limited space availability necessitates coordination, or if coordination is required to facilitate integration of products and materials fabricated or installed by more than one entity.
  - 1. Content: Project-specific information, drawn accurately to a scale large enough to indicate and resolve conflicts. Do not base coordination drawings on standard printed data. Include the following information, as applicable:

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- a. Indicate functional and spatial relationships of components of architectural, structural, civil, mechanical, and electrical systems.
  - b. Indicate dimensions shown on the Drawings. Specifically note dimensions that appear to be in conflict with submitted equipment and minimum clearance requirements. Provide alternate sketches to Architect indicating proposed resolution of such conflicts. Minor dimension changes and difficult installations will not be considered changes to the Contract.
- B. Coordination Drawing Organization: Organize coordination drawings as follows:
1. Floor Plans and Reflected Ceiling Plans: Show architectural and structural elements, and mechanical, plumbing, fire-protection, fire-alarm, and electrical Work. Show locations of visible ceiling-mounted devices relative to acoustical ceiling grid.
  2. Plenum Space: Indicate subframing for support of ceiling and wall systems, mechanical and electrical equipment, and related Work. Locate components within ceiling plenum to accommodate layout of light fixtures indicated on Drawings.
  3. Mechanical Rooms: Provide coordination drawings for mechanical rooms showing plans and elevations of mechanical, plumbing, fire-protection, fire-alarm, and electrical equipment.
  4. Structural Penetrations: Indicate penetrations and openings required for all disciplines.
  5. Slab Edge and Embedded Items: Indicate slab edge locations and sizes and locations of embedded items for metal fabrications, sleeves, anchor bolts, bearing plates, angles, door floor closers, slab depressions for floor finishes, curbs and housekeeping pads, and similar items.
  6. Review: Architect will review coordination drawings to confirm that the Work is being coordinated, but not for the details of the coordination, which are Contractor's responsibility.

**10.6 REQUESTS FOR INFORMATION (RFIs)**

- A. General: Immediately on discovery of the need for additional information or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI in the form specified.
1. Architect will return RFIs submitted to Architect by other entities controlled by Contractor with no response.
  2. Coordinate and submit RFIs in a prompt manner so as to avoid delays in Contractor's work or work of subcontractors.
- B. Content of the RFI: Include a detailed, legible description of item needing information or interpretation and the following:
1. Project name.
  2. Project number.
  3. Date.
  4. Name of Contractor.
  5. Name of Architect and/or **Construction Manager**.
  6. RFI number, numbered sequentially.
  7. RFI subject.



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8. Specification Section number and title and related paragraphs, as appropriate.
  9. Drawing number and detail references, as appropriate.
  10. Field dimensions and conditions, as appropriate.
  11. Contractor's suggested resolution. If Contractor's solution(s) impacts the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
  12. Contractor's signature.
  13. Attachments: Include sketches, descriptions, measurements, photos, Product Data, Shop Drawings, coordination drawings, and other information necessary to fully describe items needing interpretation.
- C. RFI Forms: **AIA Document G716** or equivalent.
- D. Architect's/Owner's Action: Architect and Owner ] will review each RFI, determine action required, and respond. Allow **seven (7)** working days for Architect's response for each RFI. RFIs received by Architect or Owner after 1:00 p.m. will be considered as received the following working day.
1. The following RFIs will be returned without action:
    - a. Requests for approval of submittals.
    - b. Requests for approval of substitutions.
    - c. Requests for coordination information already indicated in the Contract Documents.
    - d. Requests for adjustments in the Contract Time or the Contract Sum.
    - e. Requests for interpretation of Architect's actions on submittals.
    - f. Incomplete RFIs or inaccurately prepared RFIs.
  2. Architect's action may include a request for additional information, in which case Architect's time for response will date from time of receipt of additional information.
  3. Architect's action on RFIs that may result in a change to the Contract Time or the Contract Sum may be eligible for Contractor to submit Change Proposal according to Division 01 Section "Contract Modification Procedures."
    - a. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Architect and Owner in writing within **[10]** ten days of receipt of the RFI response.
- E. RFI Log: Prepare, maintain, and submit a tabular log of RFIs organized by the RFI number. Submit log **weekly**. Use **CSI Log Form 13.2B**. or Use **software log that is part of Project Web site**. **[Include the following:**
1. Project name.
  2. Name and address of Contractor.
  3. Name and address of Architect **and/or Construction Manager**.
  4. RFI number including RFIs that were dropped and not submitted.
  5. RFI description.
  6. Date the RFI was submitted.
  7. Date Architect's and/or **Construction Manager's** response was received.

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- F. On receipt of Architect's **and/or Construction Manager's** action, update the RFI log and immediately distribute the RFI response to affected parties. Review response and notify Architect **and/or Construction Manager** within **seven (7)** days if Contractor disagrees with response.
1. Identification of related Minor Change in the Work, Construction Change Directive, and Proposal Request, as appropriate.
  2. Identification of related Field Order, Work Change Directive, and Proposal Request, as appropriate.

**10.7 PROJECT WEB SITE**

- A. **Use Owner's, Provide, administer, and use** Project Web site for purposes of hosting and managing project communication and documentation until Final Completion. Project Web site shall include the following functions:
1. Project directory.
  2. Project correspondence.
  3. Meeting minutes.
  4. Contract modifications forms and logs.
  5. RFI forms and logs.
  6. Task and issue management.
  7. Photo documentation.
  8. Schedule and calendar management.
  9. Submittals forms and logs.
  10. Payment application forms.
  11. Drawing and specification document hosting, viewing, and updating.
  12. Online document collaboration.
  13. Reminder and tracking functions.
  14. Archiving functions.
  15. **<Insert description of software feature>**.
- B. Provide up to **seven (7)** Project Web site user licenses for use of Owner, **Owner's Commissioning Authority, Construction Manager**, Architect, and Architect's consultants. Provide **eight (8)** hours of software training at Architect's office for Project Web site users.
- C. On completion of Project, provide **one (1)** complete archive copy(ies) of Project Web site files to Owner and to Architect in a digital storage format acceptable to Architect.
- D. Provide the following Project Web site software packages under their current published licensing agreements:
1. Per Owner's approval
- E. Contractor, subcontractors, and other parties granted access by Contractor to Project Web site shall execute a data licensing agreement in the form of **Agreement acceptable to Owner and Architect**.

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**10.8 PROJECT MEETINGS**

- A. General: **Schedule and conduct** meetings and conferences at Project site unless otherwise indicated.
1. Attendees: Inform participants and others involved, and individuals whose presence is required, of date and time of each meeting. Notify Owner and Architect of scheduled meeting dates and times.
  2. Agenda: Prepare the meeting agenda. Distribute the agenda to all invited attendees.
  3. Minutes: Entity responsible for conducting meeting will record significant discussions and agreements achieved. Distribute the meeting minutes to everyone concerned, including Owner, Contractor and Architect, within **three (3)** days of the meeting.
- B. Preconstruction Conference: **Schedule and conduct** a preconstruction conference before starting construction, at a time convenient to Owner and Architect, but no later than **(15)** fifteen days after execution of the Agreement.
1. Attendees: Authorized representatives of Owner, Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the conference. Participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
  2. Agenda: Discuss items of significance that could affect progress, including the following:
    - a. Tentative construction schedule.
    - b. Phasing.
    - c. Critical work sequencing and long-lead items.
    - d. Designation of key personnel and their duties.
    - e. Procedures for processing field decisions and Change Orders.
    - f. Procedures for RFIs.
    - g. Procedures for testing and inspecting.
    - h. Procedures for processing Applications for Payment.
    - i. Distribution of the Contract Documents.
    - j. Submittal procedures.
    - k. **Sustainable design requirements.**
    - l. Preparation of record documents.
    - m. Use of the premises
    - n. Work restrictions.
    - o. Working hours.
    - p. Owner's occupancy requirements.
    - q. Responsibility for temporary facilities and controls.
    - r. Procedures for moisture and mold control.
    - s. Procedures for disruptions and shutdowns.
    - t. Construction waste management and recycling.
    - u. Parking availability.
    - v. Office, work, and storage areas.
    - w. Equipment deliveries and priorities.





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- x. First aid.
  - y. Security.
  - z. Progress cleaning.
3. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes.
- C. Preinstallation Conferences: Conduct a preinstallation conference at Project site before each construction activity that requires coordination with other construction.
- 1. Attendees: Installer and representatives of manufacturers and fabricators involved in or affected by the installation and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise Architect, Construction Manager, of scheduled meeting dates.
  - 2. Agenda: Review progress of other construction activities and preparations for the particular activity under consideration, including requirements for the following:
    - a. Contract Documents.
    - b. Options.
    - c. Related RFIs.
    - d. Related Change Orders.
    - e. Purchases.
    - f. Deliveries.
    - g. Submittals.
    - h. **Sustainable design requirements.**
    - i. Review of mockups.
    - j. Possible conflicts.
    - k. Compatibility problems.
    - l. Time schedules.
    - m. Weather limitations.
    - n. Manufacturer's written instructions.
    - o. Warranty requirements.
    - p. Compatibility of materials.
    - q. Acceptability of substrates.
    - r. Temporary facilities and controls.
    - s. Space and access limitations.
    - t. Regulations of authorities having jurisdiction.
    - u. Testing and inspecting requirements.
    - v. Installation procedures.
    - w. Coordination with other work.
    - x. Required performance results.
    - y. Protection of adjacent work.
    - z. Protection of construction and personnel.
  - 3. Record significant conference discussions, agreements, and disagreements, including required corrective measures and actions.
  - 4. Reporting: Distribute minutes of the meeting to each party present and to other parties requiring information.

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5. Do not proceed with installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the Work and reconvene the conference at earliest feasible date.

D. Progress Meetings: **Conduct** progress meetings at **weekly**.

1. Attendees: In addition to representatives of Owner, **Construction Manager**, and Architect, each contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.
2. Agenda: Review and correct or approve minutes of previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
  - a. Contractor's Construction Schedule: Review progress since the last meeting. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to Contractor's construction schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
    - 1) Review schedule for next period.
  - b. Review present and future needs of each entity present, including the following:
    - 1) Interface requirements.
    - 2) Sequence of operations.
    - 3) Status of submittals.
    - 4) Status of **sustainable design** documentation.
    - 5) Deliveries.
    - 6) Off-site fabrication.
    - 7) Access.
    - 8) Site utilization.
    - 9) Temporary facilities and controls.
    - 10) Progress cleaning.
    - 11) Quality and work standards.
    - 12) Status of correction of deficient items.
    - 13) Field observations.
    - 14) Status of RFIs.
    - 15) Status of proposal requests.
    - 16) Pending changes.
    - 17) Status of Change Orders.
    - 18) Pending claims and disputes.
    - 19) Documentation of information for payment requests.
3. Minutes: Entity responsible for conducting the meeting will record and distribute the meeting minutes to each party present and to parties requiring information.



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- a. Schedule Updating: Revise Contractor's construction schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with the report of each meeting.

PART 11 - PRODUCTS (Not Used)

PART 12 - EXECUTION (Not Used)

END OF SECTION 013100



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**SECTION 013216**

**CONSTRUCTION PROGRESS SCHEDULE**

**GENERAL**

**SECTION INCLUDES**

Web-based project management software package.

Digital Project data licensing.

Submittals.

Quality assurance.

Format for network analysis schedules.

Network analysis schedules.

Bar chart schedules.

Review and evaluation.

Updating schedules.

Distribution.

**WEB-BASED PROJECT MANAGEMENT SOFTWARE PACKAGE**

Web-Based Project Management Software Package: **Provide, administer, and use** web-based Project management software package for purposes of hosting and managing Project communication and documentation until final completion.

Web-based Project management software includes, at a minimum, the following features:

Compilation of Project data, including Contractor, Subcontractors, Architect/Engineer, Architect's/Engineer's consultants, Owner, and other entities involved in Project. Include names of individuals and contact information.

Access control for each entity for each workflow process, to determine entity's digital rights to create, modify, view, and print documents.

Document workflow planning, allowing customization of workflow among Project entities.



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Create, log, track, and notify Project members of Project communications required in other Specification Sections, including, but not limited to, RFIs, submittals, minor changes in the Work, Construction Change Directives, and Change Orders.  
Track status of each Project communication in real time, and log time and date when responses are provided.  
Procedures for handling PDFs or similar file formats, allowing markups by each entity.  
Provide security features to lock markups against changes once submitted.  
Process and track payment applications.  
Process and track contract modifications.  
Create and distribute meeting minutes.  
Document management for Drawings, Specifications, and coordination drawings, including revision control.  
Management of construction progress photographs.  
Mobile device compatibility, including smartphones and tablets.

Provide up to **two** Project management software user licenses for use by Owner. Provide **eight** hours of software training at **Owner's** office for web-based Project software users.

At completion of Project, provide digital archive in format that is readable by common desktop software applications and acceptable to Owner. Provide data in locked format to prevent further changes.

Manufacturers:

Per Owner's approved list

Products: Provide one of the above Project management software packages under the current published licensing agreements.

## DIGITAL PROJECT DATA LICENSING

Use of **Owner's** Digital Data Files: Digital data files of **Owner's CAD drawings** will be provided by **Owner** for Contractor's use during construction.

Conditions for Use:

Digital data files may be used by Contractor in preparing coordination drawings, Shop Drawings, and Project Record Drawings.

Architect/Engineer makes no representations as to the accuracy or completeness of digital data files as they relate to Contract Drawings.

Digital Drawing Software Program: Contract Drawings are available in **CAD and PDF**.

Contractor shall execute a data licensing agreement in the form of **Agreement form acceptable to Owner**.

Subcontractors and other parties granted access by Contractor to Architect's digital data files shall execute a data licensing agreement in the form of **Agreement acceptable to Owner and Engineer**.

Contractor shall furnish the following digital data files will be furnished for each appropriate discipline:



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Floor plans.  
Reflected ceiling plans.  
Utility plans  
Grading plan  
Site Construction plan  
Planting plan  
Irrigation plan  
Details  
Etc.

## SUBMITTALS

Within **10** days after date **established in Notice to Proceed**, submit proposed preliminary network diagram defining planned operations for first **60** days of Work, with general outline for remainder of Work.

Participate in review of preliminary and complete network diagrams jointly with **Owner**.

Within **20** days after joint review of proposed preliminary network diagram, submit draft of proposed complete network diagram for review. Include written certification that **major** subcontractors have reviewed and accepted proposed schedule.

Within **10** days after joint review, submit complete network analysis consisting of network diagrams and mathematical analyses.

Submit updated network schedules **with each Application for Payment**.

Post as electronic file to Project website.

Submit network schedules under transmittal letter form specified in Section 013300 - Submittal Procedures.

### Schedule Updates:

Overall percent complete, projected, and actual.  
Completion progress by listed activity and sub-activity, to within **five working** days prior to submittal.  
Changes in Work scope and activities modified since submittal.  
Delays in submittals or resubmittals, deliveries, or Work.  
Adjusted or modified sequences of Work.  
Other identifiable changes.  
Revised projections of progress and completion.

### Narrative Progress Report:

Submit with each **monthly** submission of Progress Schedule.  
Summary of Work completed during the past period between reports.  
Work planned during the next period.



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Explanation of differences between summary of Work completed and Work planned in previously submitted report.  
Current and anticipated delaying factors and estimated impact on other activities and completion milestones.  
Corrective action taken or proposed.

## QUALITY ASSURANCE

Scheduler: **Contractor's personnel** specializing in **CPM** scheduling with **two** years' minimum experience in scheduling construction work of complexity comparable to the Project, **and having use of computer facilities capable of delivering detailed graphic printout within 48 hours of request, and having use of computer facilities capable of delivering detailed graphic printout within 48 hours of request.**

**Contractor's** Administrative Personnel: **5** years' minimum experience in using and monitoring **CPM** schedules on comparable Projects.

## NETWORK ANALYSIS SCHEDULES

### Format For Network Analysis Schedule

Listings: Reading from left to right, in ascending order for each activity. Identify each activity with applicable Specification Section number.  
Diagram Sheet Size: **24 inches** high x **36 inches** wide **required**.  
Scale and Spacing: To allow for notations and revisions.

Prepare network analysis diagrams and supporting mathematical analyses using critical path method.

Illustrate order and interdependence of activities and sequence of Work; how start of given activity depends on completion of preceding activities, and how completion of activity may restrain start of subsequent activities.

Illustrate complete sequence of construction by activity, identifying Work of separate **stages**. Indicate dates for submittals, **including dates for Owner-furnished items**, and return of submittals; dates for procurement and delivery of **critical** products; and dates for installation and provision for testing. Include legend for symbols and abbreviations used.

Mathematical Analysis: Tabulate each activity of detailed network diagrams using calendar dates, and identify for each activity:

Preceding and following event numbers.  
Activity description.  
Estimated duration of activity, in maximum **15** day intervals. Status of critical activities.  
Earliest start date.  
Earliest finish date.  
Actual start date.  
Actual finish date.



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Latest start date.  
Latest finish date.  
Total and free float; accrue float time to Owner and to Owner's benefit.  
Monetary value of activity, keyed to Schedule of Values.  
Percentage of activity completed.  
Responsibility.

Analysis Program: Capable of **compiling monetary value of completed and partially completed activities**, of accepting revised completion dates, and of recomputing of scheduled dates and float.

Required Sorts: List activities in sorts or groups:

By preceding Work item or event number from lowest to highest.  
By longest float, then in order of early start.  
By responsibility in order of earliest possible start date.  
In order of latest allowable start dates.  
In order of latest allowable finish dates.  
Contractor's periodic payment request sorted by **Schedule of Values list Specification Sections**.  
List of basic input data-generating report.  
List of activities on critical path.

Prepare sub-schedules for each stage of Work **and Sequencing of Construction Plan** identified in Section 011000 - Summary.

Coordinate contents with Schedule of Values in Section 013300 - Submittal Procedures.

Bar Chart Schedules

Format: Bar chart Schedule, to include at least:

Identification and listing in chronological order of those activities reasonably required to complete the Work, including:

Subcontract Work.  
Major equipment design, fabrication, factory testing, and delivery dates including required lead times.  
Move-in and other preliminary activities.  
Equipment and equipment system test and startup activities.  
Project closeout and cleanup.  
Work sequences, constraints, and milestones.

Listings identified by Specification Section number.  
Identification of the following:

Horizontal time frame by year, month, and week.  
Duration, early start, and completion for each activity and sub-activity.  
Critical activities and Project float.  
Sub-schedules to further define critical portions of Work.





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### REVIEW AND EVALUATION

Participate in joint review and evaluation of schedules with Architect/Engineer at each submittal.

Evaluate Project status to determine Work behind schedule and Work ahead of schedule.

After review, revise schedules incorporating results of review, and resubmit within **10** days.

### UPDATING SCHEDULES

Maintain schedules to record actual start and finish dates of completed activities.

Indicate progress of each activity to date of revision, with projected completion date of each activity.

**Update** schedules to depict current status of Work.

Identify activities modified since previous submittal, major changes in Work, and other identifiable changes.

Upon approval of a Change Order, include the change in the next schedule submittal.

Indicate changes required to maintain Date of **Substantial** Completion.

Submit sorts as required to support recommended changes.

Prepare narrative report to define problem areas, anticipated delays, and impact on schedule. Report corrective action taken or proposed and its effect **including effects of changes on schedules of separate Contractors.**

### DISTRIBUTION

Following joint review, distribute copies of updated schedules to Contractor's Project site file, Subcontractors, suppliers, **Owner and other concerned parties.**

Instruct recipients to promptly report, in writing, problems anticipated by projections shown in schedules.

**PRODUCTS** - Not Used

**EXECUTION** - Not Used

END OF SECTION 013216



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**SECTION 014000**

**QUALITY REQUIREMENTS**

**GENERAL**

**SECTION INCLUDES**

- Quality control.
- Tolerances.
- References.
- Labeling.
- Mockup requirements.
- Testing and inspection services.
- Manufacturers' field services.

**QUALITY CONTROL**

- Monitor quality control over suppliers, manufacturers, products, services, Site conditions, and workmanship, to produce Work of specified quality.
- Comply with specified standards as the minimum quality for the Work except where more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.
- Perform Work using persons qualified to produce required and specified quality.
- Products, materials, and equipment may be subject to inspection by **Owner** at place of manufacture or fabrication. Such inspections shall not relieve Contractor of complying with requirements of Contract Documents.
- Supervise performance of Work in such manner and by such means to ensure that Work, whether completed or in progress, will not be subjected to harmful, dangerous, damaging, or otherwise deleterious exposure during construction period.



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### TOLERANCES

Monitor fabrication and installation tolerance control of products to produce acceptable Work. Do not permit tolerances to accumulate.

Comply with manufacturers' recommended tolerances and tolerance requirements in reference standards. When such tolerances conflict with Contract Documents, request clarification from Owner before proceeding.

Adjust products to appropriate dimensions; position before securing products in place.

### REFERENCES

For products or workmanship specified by association, trade, or other consensus standards, comply with requirements of standard except when more rigid requirements are specified or are required by applicable codes.

Conform to reference standard by date of issue current as of **date for receiving Bids** except where specific date is established by code.

Obtain copies of standards and maintain on Site when required by product Specification Sections.

When requirements of indicated reference standards conflict with Contract Documents, request clarification from Architect/Engineer before proceeding.

Neither contractual relationships, duties, or responsibilities of parties in Contract nor those of Architect/Engineer shall be altered from Contract Documents by mention or inference in reference documents.

### LABELING

Attach label from agency approved by authorities having jurisdiction for products, assemblies, and systems required to be labeled by **applicable code**.

Label Information: Include manufacturer's or fabricator's identification, approved agency identification, and the following information, as applicable, on each label:

Model number.  
Serial number.  
Performance characteristics.

Manufacturer's Nameplates, Trademarks, Logos, and Other Identifying Marks on Products: Not allowed on surfaces exposed to view in public areas, interior or exterior.



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**MOCK-UP REQUIREMENTS**

Tests will be performed under provisions identified in this Section and identified in individual product Specification Sections.

Assemble and erect specified or indicated items with specified or indicated attachment and anchorage devices, flashings, seals, and finishes.

Accepted mockups shall be comparison standard for remaining Work.

Where mockup has been accepted by Architect/Engineer and is specified in product Specification Sections to be removed, remove mockup and clear area when directed to do so by Architect/Engineer.

**TESTING AND INSPECTION SERVICES**

Employ and pay for services of an independent testing agency or laboratory acceptable to Owner to perform specified testing.

Before starting Work, submit testing laboratory name, address, and telephone number, and names of full-time **Professional Engineer** or **specialist** and responsible officer.

Submit copy of report of laboratory facilities' inspection made by Materials Reference Laboratory of National Bureau of Standards during most recent inspection, with memorandum of remedies of deficiencies reported by inspection.

Independent firm will perform tests, inspections, and other services specified in individual Specification Sections and as required by **Owner**.

Laboratory: Authorized to operate **at Project location, and in the State of California**.

Laboratory Staff: Maintain full-time **Professional Engineer** or **specialist** on staff to review services.

Testing Equipment: Calibrated at reasonable intervals with devices of an accuracy traceable to National Bureau of Standards or accepted values of natural physical constants.

Testing, inspections, and source quality control may occur on or off Project Site. Perform off-Site testing as required by **Owner**.

Reports shall be submitted by independent firm to **Owner**, Contractor, and authorities having jurisdiction, in **duplicate**, indicating observations and results of tests and compliance or noncompliance with Contract Documents.

Submit final report indicating correction of Work previously reported as noncompliant.

Cooperate with independent firm; furnish samples of materials, design mix, equipment, tools, storage, safe access, and assistance by incidental labor as requested.

Notify **Owner** and independent firm **24** hours before expected time for operations requiring services.



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Make arrangements with independent firm and pay for additional Samples and tests required for Contractor's use.

Employment of testing agency or laboratory shall not relieve Contractor of obligation to perform Work according to requirements of Contract Documents.

Retesting or re-inspection required because of nonconformance with specified or indicated requirements shall be performed by same independent firm on instructions from Architect/Engineer. Payment for retesting or re-inspection will be charged to Contractor by deducting testing charges from Contract Sum/Price.

Agency Responsibilities:

Test Samples of mixes submitted by Contractor.

Provide qualified personnel at Site. Cooperate with Architect/Engineer and Contractor in performance of services.

Perform indicated sampling and testing of products according to specified standards.

Ascertain compliance of materials and mixes with requirements of Contract Documents.

Promptly notify Architect/Engineer and Contractor of observed irregularities or nonconformance of Work or products.

Perform additional tests required by Architect/Engineer.

Attend preconstruction meetings and progress meetings.

Agency Reports: After each test, promptly submit **two** copies of report to Owner, Contractor, and authorities having jurisdiction. When requested by Owner, provide interpretation of test results. Include the following:

Date issued.

Project title and number.

Name of inspector.

Date and time of sampling or inspection.

Identification of product and Specification Section.

Location in Project.

Type of inspection or test.

Date of test.

Results of tests.

Conformance with Contract Documents.

Limits on Testing Authority:

Agency or laboratory may not release, revoke, alter, or enlarge on requirements of Contract Documents.

Agency or laboratory may not approve or accept any portion of the Work.

Agency or laboratory may not assume duties of Contractor.

Agency or laboratory has no authority to stop the Work.



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**MANUFACTURER'S FIELD SERVICES**

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, **startup of equipment, testing, adjusting, and balancing of equipment**, and **commissioning**, as applicable, and to initiate instructions when necessary.

Submit qualifications of observer to **Owner 30** days in advance of required observations. **Observer is subject to approval of Owner.**

Report observations and Site decisions or instructions given to applicators or installers that are supplemental or contrary to manufacturer's written instructions.

Refer to Section 013300 - Submittal Procedures, "Manufacturer's Field Reports" Article.

**PRODUCTS** - Not Used

**EXECUTION** - Not Used

END OF SECTION 014000



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**SECTION 013300**

**SUBMITTAL PROCEDURES**

**GENERAL**

**SECTION INCLUDES**

Definitions.

Submittal procedures.

Construction progress schedules.

Proposed product list.

Product data.

Use of electronic CAD files of Project Drawings.

Shop Drawings.

Samples.

Other submittals.

Design data.

Test reports.

Certificates.

Manufacturer's instructions.

Manufacturer's field reports.

Erection Drawings.

Construction photographs.

Contractor review.

Architect/Engineer review.



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### DEFINITIONS

Action Submittals: Written and graphic information and physical samples that require **Owner's** responsive action.

Informational Submittals: Written and graphic information and physical Samples that do not require **Owner's** responsive action. Submittals may be rejected for not complying with requirements.

### SUBMITTAL PROCEDURES

Transmit each submittal with **CSI Form 12.1A - Submittal Transmittal**.

**Sequentially number transmittal forms. Mark revised submittals with original number and sequential alphabetic suffix.**

Identify: Project, Contractor, Subcontractor and supplier, pertinent Drawing and detail number, and Specification Section number appropriate to submittal.

Apply Contractor's stamp, signed or initialed, certifying that review, approval, verification of products required, field dimensions, adjacent construction Work, and coordination of information is according to requirements of the Work and Contract Documents.

Schedule submittals to expedite Project **submit electronic submittals via email as PDF electronic files**. Coordinate submission of related items.

For each submittal for review, allow **15** days excluding delivery time to and from Contractor.

Identify variations in Contract Documents and product or system limitations that may be detrimental to successful performance of completed Work.

Allow space on submittals for Contractor and Architect/Engineer review stamps.

When revised for resubmission, identify changes made since previous submission.

Distribute copies of reviewed submittals as appropriate. Instruct parties to promptly report inability to comply with requirements.

Submittals not requested will not be recognized nor processed.

Incomplete Submittals: **Owner** will not review. Complete submittals for each item are required. Delays resulting from incomplete submittals are not the responsibility of **Owner**.

### CONSTRUCTION PROGRESS SCHEDULES

Comply with Section 013216 - Construction Progress Schedule





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**PROPOSED PRODUCT LIST**

Within **15** days after date of **Notice to Proceed**, submit list of major products proposed for use, with name of manufacturer, trade name, and model number of each product.

For products specified only by reference standards, indicate manufacturer, trade name, model or catalog designation, and reference standards.

**PRODUCT DATA**

Product Data: Action Submittal: Submit to **Owner** for review for assessing conformance with information given and design concept expressed in Contract Documents.

Submit electronic submittals via email as PDF electronic files.

Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturers' standard data to provide information specific to this Project.

Indicate product utility and electrical characteristics, utility connection requirements, and location of utility outlets for service for functional equipment and appliances.

After review, produce copies and distribute according to "Submittal Procedures" Article and for record documents described in Section 017000 - Execution and Closeout Requirements.

**ELECTRONIC CAD FILES OF PROJECT DRAWINGS**

Electronic CAD Files of Project Drawings: May only be used to expedite production of Shop Drawings for the Project. Use for other Projects or purposes is not allowed.

Electronic CAD Files of Project Drawings: Distributed only under the following conditions:

Use of files is solely at receiver's risk. **Engineer/Owner** does not warrant accuracy of files. Receiving files in electronic form does not relieve receiver of responsibilities for measurements, dimensions, and quantities set forth in Contract Documents. In the event of ambiguity, discrepancy, or conflict between information on electronic media and that in Contract Documents, notify **Engineer/Owner** of discrepancy and use information in hard-copy Drawings and Specifications.

CAD files do not necessarily represent the latest Contract Documents, existing conditions, and as-built conditions. Receiver is responsible for determining and complying with these conditions and for incorporating addenda and modifications.

User is responsible for removing information not normally provided on Shop Drawings and removing references to Contract Documents. Shop Drawings submitted with information associated with other trades or with references to Contract Documents will not be reviewed and will be immediately returned.

Receiver shall not hold **Engineer/Owner** responsible for data or file clean-up required to make files usable, nor for error or malfunction in translation, interpretation, or use of this electronic information.



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Receiver shall understand that even though **Engineer/Owner** has computer virus scanning software to detect presence of computer viruses, there is no guarantee that computer viruses are not present in files or in electronic media.

Receiver shall not hold **Engineer/Owner** responsible for such viruses or their consequences, and shall hold **Engineer/Owner** harmless against costs, losses, or damage caused by presence of computer virus in files or media.

## SHOP DRAWINGS

Shop Drawings: Action Submittal: Submit to **Owner** for assessing conformance with information given and design concept expressed in Contract Documents.

Indicate special utility and electrical characteristics, utility connection requirements, and location of utility outlets for service for functional equipment and appliances.

When required by individual Specification Sections, provide Shop Drawings signed and sealed by a professional Engineer responsible for designing components shown on Shop Drawings.

Include signed and sealed calculations to support design.

Submit Shop Drawings and calculations in form suitable for submission to and approval by authorities having jurisdiction.

Make revisions and provide additional information when required by authorities having jurisdiction.

**Submit electronic submittals via email as PDF electronic files.**

After review, produce copies and distribute according to "Submittal Procedures" Article and for record documents described in Section 017000 - Execution and Closeout Requirements.

## SAMPLES

Samples: Action Submittal: Submit to **Owner** for assessing conformance with information given and design concept expressed in Contract Documents.

Samples for Selection as Specified in Product Sections:

Submit **to Owner** for aesthetic, color, and finish selection.

Submit Samples of finishes, textures, and patterns for **Owner** selection.

Submit Samples to illustrate functional and aesthetic characteristics of products, with integral parts and attachment devices. Coordinate Sample submittals for interfacing work.

Include identification on each Sample, with full Project information.

Submit number of Samples specified in individual Specification Sections; **Owner** will retain **one**.

Reviewed Samples that may be used in the Work are indicated in individual Specification Sections.



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Samples will not be used for testing purposes unless specifically stated in Specification Section.

After review, produce copies and distribute according to "Submittal Procedures" Article and for record documents described in Section 017000 - Execution and Closeout Requirements.

#### **OTHER SUBMITTALS**

Closeout Submittals: Comply with Section 017000 - Execution and Closeout Requirements.

Comply with Section 018113 - Sustainable Design Requirements. Permits: Within **20** days after date **established in Notice to Proceed**, submit a list of permits **and licenses** to be obtained, identifying the granting agency and the required date of permit submittal.

Informational Submittal: Submit data for **Owner's** knowledge as Contract administrator or for Owner.

Submit information for assessing conformance with information given and design concept expressed in Contract Documents.

#### **TEST REPORTS**

Informational Submittal: Submit reports for **Owner's** knowledge as Contract administrator or for Owner.

Submit test reports for information for assessing conformance with information given and design concept expressed in Contract Documents.

#### **CERTIFICATES**

Informational Submittal: Submit certification by manufacturer, installation/application Subcontractor, or Contractor to Architect/Engineer, in quantities specified for Product Data.

Indicate material or product conforms to or exceeds specified requirements. Submit supporting reference data, affidavits, and certifications as appropriate.

Certificates may be recent or previous test results on material or product but must be acceptable Engineer.

#### **MANUFACTURER'S INSTRUCTIONS**

Informational Submittal: Submit manufacturer's installation instructions for Engineer's knowledge as Contract administrator or for Owner.



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Submit printed instructions for delivery, storage, assembly, installation, **startup**, adjusting, and finishing, to **Owner** in quantities specified for Product Data.

Indicate special procedures, perimeter conditions requiring special attention, and special environmental criteria required for application or installation.

#### MANUFACTURER'S FIELD REPORTS

Informational Submittal: Submit reports for Owner's knowledge as Contract administrator or for Owner.

Submit report within **5 days** of observation to Architect/Engineer for information.

Submit reports for information for assessing conformance with information given and design concept expressed in Contract Documents.

#### ERECTION DRAWINGS

Informational Submittal: Submit Drawings for Architect/Engineer's knowledge as Contract administrator or for Owner.

Submit Drawings for information assessing conformance with information given and design concept expressed in Contract Documents.

Data indicating inappropriate or unacceptable Work may be subject to action by Architect/Engineer or Owner.

#### CONSTRUCTION PHOTOGRAPHS

Provide photographs of **Site and** construction throughout progress of Work produced by **commercial** photographer acceptable to **Owner**.

#### PHOTOGRAPHIC MEDIA

1. Digital Images: Provide images in uncompressed JPEG format, produced by a digital camera with minimum sensor size of 4.0 megapixels, and at an image resolution of not less than 1024 by 768 pixels.
2. General: Take photographs using the maximum range of depth of field, and that are in focus, to clearly show the Work. Photographs with blurry or out-of-focus areas will not be accepted.
3. Maintain key plan with each set of construction photographs that identifies each photographic location.
4. Digital Images: Submit digital images exactly as originally recorded in the digital camera, without alteration, manipulation, editing, or modifications using image-editing software.



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5. Date and Time: Include date and time in filename for each image.

Take photographs as evidence of existing Project conditions as follows:

Exterior views: **Photos of site in all directions.**

Digital Images: Deliver complete set of digital image electronic files on CD-ROM to Owner with Project record documents. Identify electronic media with date photographs were taken. Submit images that have same aspect ratio as sensor, uncropped.

Digital Images: Uncompressed TIFF format, produced by digital camera with minimum sensor size of 4.0 megapixels, and image resolution of not less than **1024 by 768** pixels.

Date and Time: Include date and time in filename for each image.

### CONTRACTOR REVIEW

Review for compliance with Contract Documents and approve submittals before transmitting to **Construction Manager.**

Contractor: Responsible for:

Determination and verification of materials including manufacturer's catalog numbers.

Determination and verification of field measurements and field construction criteria.

Checking and coordinating information in submittal with requirements of Work and of Contract Documents.

Determination of accuracy and completeness of dimensions and quantities.

Confirmation and coordination of dimensions and field conditions at Site.

Construction means, techniques, sequences, and procedures.

Safety precautions.

Coordination and performance of Work of all trades.

Stamp, sign or initial, and date each submittal to certify compliance with requirements of Contract Documents.

Do not fabricate products or begin Work for which submittals are required until approved submittals have been received from Architect/Engineer.

### ARCHITECT/ENGINEER REVIEW

Do not make "mass submittals" to **Owner**. "Mass submittals" are defined as six or more submittals or items in one day or **20** or more submittals or items in one week. If "mass submittals" are received, **Owner's** review time stated above will be extended as necessary to perform proper review. **Owner's** will review "mass submittals" based on priority determined by **Owner**.

Informational submittals and other similar data are for **Owner's** information, do not require **Owner's** responsive action, and will not be reviewed or returned with comment.



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Submittals made by Contractor that are not required by Contract Documents may be returned without action.

Submittal approval does not authorize changes to Contract requirements unless accompanied by Change Order, **Field Order**, or **Construction Change Directive**.

**Owner may withhold monies due to Contractor to cover additional costs beyond the second submittal review.**

PRODUCTS - Not Used

EXECUTION - Not Used

PART 36 - END OF SECTION 013300



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**SECTION 015000**

**TEMPORARY FACILITIES AND CONTROLS**

**GENERAL**

**SECTION INCLUDES**

Temporary facilities under Construction Management Agreement.

Temporary Utilities:

- Temporary electricity.
- Temporary lighting for construction purposes.
- Temporary heating.
- Temporary cooling.
- Temporary ventilation.
- Communication services.
- Temporary water service.
- Temporary sanitary facilities.

Construction Facilities:

- Field offices and sheds.
- Vehicular access.
- Parking.
- Progress cleaning and waste removal.
- Project identification.
- Traffic regulation.
- Fire-prevention facilities.

Temporary Controls:

- Barriers.
- Enclosures and fencing.
- Security.
- Water control.
- Dust control.
- Erosion and sediment control.
- Noise control.
- Pest and rodent control.
- Pollution control.

Removal of utilities, facilities, and controls.



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**REFERENCES**

ASTM International:

- ASTM E 84 - Standard Test Method for Surface Burning Characteristics of Building Materials.
- ASTM E 90 - Standard Test Method for Laboratory Measurement of Airborne Sound Transmission Loss of Building Partitions and Elements.
- ASTM E 119 - Standard Test Methods for Fire Tests of Building Construction and Materials.

**TEMPORARY FACILITIES UNDER CONSTRUCTION MANAGEMENT AGREEMENT**

Temporary Provisions Provided by Construction Manager:

- Temporary barriers, barricades, covered walkways, fencing, exterior closures, and interior closures.
- Temporary field offices.
- Cleaning during construction.
- Access roads and approaches.
- Temporary elevator.
- Temporary sanitary facilities.
- Temporary heating and ventilating after enclosure.
- Temporary electrical service and distribution system for power and lighting.
- Temporary telephone and internet service.

Each Contractor: Coordinate provisions with Construction Manager and provide the following items as necessary for execution of the Work including associated costs:

- Construction aids.
- Temporary fire protection, dust control, erosion and sediment control, water control, noise control, and other necessary temporary controls.
- Temporary barriers, barricades, and similar devices as necessary for safety and protection of construction personnel and public.
- On Construction Manager's approval, may provide temporary field office including electrical service and temporary telephone.
- Temporary tree and plant protection.
- Temporary heating before building enclosure.
- Electrical service required in addition to temporary service and distribution provided by Construction Manager.
- Temporary provisions for protection of installed Work.

**TEMPORARY ELECTRICITY**

Provide and pay for power service required from **utility** source as needed for construction operation.  
**Use Owner's existing power service, provide separate metering, and reimburse Owner for cost of energy used unless otherwise directed.**





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TEMPORARY HEATING

Provide **and pay for** heating devices and heat as needed to maintain specified conditions for construction operations. **Provide separate metering and reimburse Owner for cost of energy used unless directed otherwise by Owner.**

Before operating permanent equipment for temporary heating purposes, verify installation is approved for operation, equipment is lubricated, and filters are in place. Provide and pay for operation, maintenance, and regular replacement of filters and worn or consumed parts. Replace filters at Substantial Completion.

TEMPORARY COOLING

Provide **and pay for** cooling devices and cooling as needed to maintain specified conditions for construction operations. **Provide separate metering and reimburse Owner for cost of energy used, unless otherwise directed by Owner.**

Before operating permanent equipment for temporary cooling purposes, verify installation is approved for operation, equipment is lubricated, and filters are in place. Provide and pay for operation, maintenance, and regular replacement of filters and worn or consumed parts. Replace filters at Substantial Completion.

TEMPORARY VENTILATION

Ventilate enclosed areas to achieve curing of materials, to dissipate humidity, and to prevent accumulation of dust, fumes, vapors, or gases.

COMMUNICATION SERVICES

Telephone Service: Provide, maintain, and pay for telephone service to field office at time of Project mobilization and until completion of Work.

Facsimile Service: Provide, maintain, and pay for facsimile service **including dedicated telephone line** to field office at time of Project mobilization and until completion of Work.

Internet Service: Provide, maintain, and pay for broadband Internet service to field office at time of Project mobilization. Provide desktop computer with Microsoft operating system and appropriate office function software, modem, and printer.

TEMPORARY WATER SERVICE

Provide **and pay for** suitable quality water service as needed to maintain specified conditions for construction operations. **Provide separate metering and reimburse Owner for cost of water used, unless otherwise directed by Owner.**



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**TEMPORARY SANITARY FACILITIES**

Provide and maintain required facilities and enclosures. Existing facility use is not permitted. Provide facilities at time of Project mobilization.

**FIELD OFFICES AND SHEDS**

Field Offices, General: The Use of Prefabricated or mobile units with serviceable finishes, temperature controls, and foundations adequate for normal loading. Verify with Owner's Representative for location of Temporary Field Office and Storage Area.

B. Common-Use Field Office: Of sufficient size to accommodate needs of construction personnel.

Keep office clean and orderly. Furnish and equip offices as follows:

1. Furniture required for Project-site documents including file cabinets, plan tables, plan racks, and bookcases.
2. Conference room of sufficient size to accommodate meetings of 10 individuals. Provide electrical power service and 120-V ac duplex receptacles, with not less than 1 receptacle on each wall. Furnish room with conference table, chairs, and 4-foot square tack board.
3. Drinking water.
4. Heating and cooling equipment necessary to maintain a uniform indoor temperature of 68 to 72 degrees Fahrenheit.
5. Lighting fixtures capable of maintaining average illumination of 20 fc at desk height.

C. Storage and Fabrication Sheds: Provide sheds sized, furnished, and equipped to accommodate materials and equipment for construction operations. Store combustible materials apart from building.

**VEHICULAR ACCESS**

Construct temporary **all-weather** access roads from public thoroughfares to serve construction area, of width and load-bearing capacity to accommodate unimpeded traffic for construction purposes.

Construct temporary bridges and culverts to span low areas and allow unimpeded drainage.



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Extend and relocate vehicular access as Work progress requires and provide detours as necessary for unimpeded traffic flow.

Locate as **approved by Owner**.

Provide unimpeded access for emergency vehicles. Maintain **20-foot-wide** driveways with turning space between and around combustible materials.

Provide and maintain access to **fire hydrants and control valves** free of obstructions.

Provide means of removing mud from vehicle wheels before entering streets.

Use **designated** existing on-Site roads for construction traffic.

## PARKING

**Provide** temporary **gravel** surface parking areas to accommodate construction personnel.

Locate as **approved by Owner**.

If Site space is not adequate, provide additional off-Site parking.

Use of **designated areas** of existing on-Site streets and driveways used for construction traffic is permitted **if approved by Owner**. Tracked vehicles are not allowed on paved areas.

Use of **designated areas** of existing parking facilities used by construction personnel is permitted **if approved by Owner**.

Do not allow heavy vehicles or construction equipment in parking areas.

Do not allow vehicle parking on existing pavement.

Designate **one** parking space for **Owner**.

Permanent Pavements and Parking Facilities:

**Before Substantial Completion**, **bases** for permanent roads and parking areas may be used for construction traffic.

Avoid traffic loading beyond paving design capacity. Tracked vehicles are not allowed.

Use of permanent parking structures is **not** permitted.

Maintenance:

Maintain traffic and parking areas in sound condition **free of excavated material, construction equipment, products, mud, snow, ice, and the like**.

Maintain existing **and permanent** paved areas used for construction; promptly repair breaks, potholes, low areas, standing water, and other deficiencies, to maintain paving and drainage in original condition.



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Removal, Repair:

Remove temporary materials and construction **at Substantial Completion.**

Remove underground Work and compacted materials to depth of 2 feet; fill and grade Site as indicated.

Repair **existing, permanent** facilities damaged by use, to original condition.

Mud from Site vehicles: Provide means of removing mud from vehicle wheels before entering streets.

**PROGRESS CLEANING AND WASTE REMOVAL**

Maintain areas free of waste materials, debris, and rubbish. Maintain Site in clean and orderly condition.

Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, before enclosing spaces.

Broom and vacuum clean interior areas before starting surface finishing and continue cleaning to eliminate dust.

Collect and remove waste materials, debris, and rubbish from Site **weekly** and dispose of off-Site.  
**Comply with Section 017419 - Construction Waste Management and Disposal.**

Open free-fall chutes are not permitted. Terminate closed chutes into appropriate containers with lids.

**PROJECT IDENTIFICATION**

Project Identification Sign:

**One** painted sign[s] of construction, design, and content shown on Drawings, location designated.

Project Informational Signs:

Painted informational signs of same colors and lettering as Project identification sign or standard products; size lettering for legibility at 100 foot distance.

Provide sign at each field office and storage shed and **provide directional signs to direct traffic into and within Site.** Relocate as Work progress requires.

Provide **municipal** or **state** traffic agency directional traffic signs to and within Site.

No other signs are allowed **without Owner's permission** except those required by law.

Design sign and structure to withstand 60 mph wind velocity.

Sign Painter: Experienced as professional sign painter for minimum of **three** years.

Finishes, Painting: Adequate to withstand weathering, fading, and chipping for duration of construction.

Show content, layout, lettering, color, **foundation, structure, sizes, and grades of members.**



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Sign Materials:

Structure and Framing: **New, Used, wood, metal**, structurally adequate.  
Sign Surfaces: Exterior grade plywood with medium-density overlay, minimum of 3/4 inches thick, standard large sizes to minimize joints.  
Rough Hardware: **Galvanized**  
Paint and Primers: Exterior quality, **two** coats; sign background of color **as selected**.  
Lettering: Exterior quality paint, **contrasting** colors **as selected by Owner**.

Installation:

Install Project identification sign within **15** days after date established by **Notice to Proceed**.  
Erect at **location of high public visibility adjacent to main entrance to Site**.  
Erect supports and framing on secure foundation, rigidly braced and framed to resist wind loadings.  
Install sign surface plumb and level, with butt joints. Anchor securely.  
Paint exposed surfaces of sign, supports, and framing.

Maintenance: Maintain clean signs and supports; repair deterioration and damage.

Removal: Remove signs, framing, supports, and foundations at completion of Project and restore area.

**TRAFFIC REGULATION**

Signs, Signals, and Devices:

Post-Mounted and Wall-Mounted Traffic Control and Informational Signs: As approved by authorities having jurisdiction.  
**Automatic** Traffic Control Signals: As approved by local jurisdictions.  
Traffic Cones, Drums, Flares, and Lights: As approved by authorities having jurisdiction.  
Flag Person Equipment: As required by authorities having jurisdiction.

Flag Persons: Provide trained and equipped flag persons to regulate traffic when construction operations or traffic encroach on public traffic lanes.

Flares and Lights: Use flares and lights during hours of low visibility to delineate traffic lanes and to guide traffic.

Haul Routes:

Consult with authorities having jurisdiction and establish public thoroughfares to be used for haul routes and Site access.

Provide signs at approaches to Site and on Site, at crossroads, detours, parking areas, and elsewhere as needed to direct construction and affected public traffic.

Provide, operate, and maintain **automatic** traffic control signals to direct and maintain orderly flow of traffic in areas under Contractor's control and areas affected by Contractor's operations.



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Relocate signs and signals as Work progresses, to maintain effective traffic control.

Removal:

- Remove equipment and devices **when no longer required, or at Substantial Completion.**
- Repair damage caused by installation.
- Remove post settings to depth of 2 feet.

**FIRE-PREVENTION FACILITIES**

Prohibit smoking within buildings under construction. Designate area on Site where smoking is permitted. Provide approved ashtrays in designated smoking areas.

Establish fire watch for cutting, welding, and other hazardous operations capable of starting fires. Maintain fire watch before, during, and after hazardous operations until threat of fire does not exist.

Standpipes: Install minimum of one standpipe for use during construction before building reaches 40 feet (12 m) in height.

Portable Fire Extinguishers: NFPA 10; 10-pound capacity, 4A-60B: C UL rating.

- Provide one fire extinguisher at each stairway on each floor of buildings under construction **and demolition.**
- Provide minimum of one fire extinguisher in every construction trailer and storage shed.
- Provide minimum of one fire extinguisher on roof during roofing operations using heat-producing equipment.

**BARRIERS**

Provide 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 from construction operations **and demolition.**

Provide barricades and covered walkways required by authorities having jurisdiction for public rights-of-way **and for public access to existing building.**

- Barricade Construction: **As indicated on Drawings.**
- Covered Walkway Construction: **As indicated on Drawings.**

Tree and Plant Protection: Preserve and protect existing trees and plants designated to remain.

- Protect areas within drip lines from traffic, parking, storage, dumping, chemically injurious materials and liquids, ponding, and continuous running water.
- Provide 6-foot-high barriers around drip line, with access for maintenance.
- Replace trees and plants damaged by construction operations.



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Protect non-owned vehicular traffic, stored materials, Site, and structures from damage.

## ENCLOSURES AND FENCING

Construction: **Contractor's option**

Provide 6-foot-high fence around construction Site; equip with vehicular **and pedestrian** gates with locks.

Exterior Enclosures:

Provide temporary **insulated** weathertight closure of exterior openings to accommodate acceptable working conditions and protection for products, to allow for temporary heating and maintenance of required ambient temperatures identified in individual Specification Sections, and to prevent entry of unauthorized persons. Provide access doors with self-closing hardware and locks.

Provide temporary roofing as specified in Section <\_\_\_\_\_>.

Paint surfaces exposed to view from Owner-occupied areas.

## SECURITY

Security Program:

Protect Work on **existing premises and Owner's operations** from theft, vandalism, and unauthorized entry.

Initiate program **in coordination with Owner's existing security system** at Project mobilization.

Maintain program throughout construction period until **Owner occupancy**.

Entry Control:

Restrict entrance of persons and vehicles to Project Site **and existing facilities**.

Allow entrance only to authorized persons with proper identification.

Maintain log of workers and visitors and make available to Owner on request.

Coordinate access of Owner's personnel to Site in coordination with Owner's security forces.

Personnel Identification:

Provide identification badge for each person authorized to enter premises.

Badge to Include: Personal photograph, name, **[assigned number,] [expiration date,]** and employer.

Maintain list of accredited persons and submit copy to Owner on request.

Require return of badges at expiration of employment on the Work.

Security Service:



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Employ uniformed guard service to provide guards on Site **during nonworking hours** if directed by Owner.

Restrictions:

Do not allow cameras on Site or photographs taken except by written approval of Owner.  
Do no work on **days indicated in Owner-Contractor Agreement**.

**WATER CONTROL**

Grade Site to drain. Maintain excavations free of water. Provide, operate, and maintain necessary pumping equipment.

Protect Site from puddles or running water. **Provide water barriers as required to protect Site from soil erosion.**

**DUST CONTROL**

Execute Work by methods that minimize raising dust from construction operations.

Provide positive means to prevent airborne dust from dispersing into atmosphere **and into Owner-occupied areas.**

**EROSION AND SEDIMENT CONTROL**

Plan and execute construction by methods to control surface drainage from cuts and fills from borrow and waste disposal areas. Prevent erosion and sedimentation.

Minimize surface area of bare soil exposed at one time.

Provide temporary measures including berms, dikes, drains, and other devices to prevent water flow.

Construct fill and waste areas by selective placement to avoid erosive surface silts and clays.

Periodically inspect earthwork to detect evidence of erosion and sedimentation. Promptly apply corrective measures.

**Comply with sediment and erosion control plan indicated on Drawings.**

**NOISE CONTROL**

Provide methods, means, and facilities to minimize noise from <\_\_\_\_\_> and noise produced by construction operations.





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**PEST AND RODENT CONTROL**

Provide methods, means, and facilities to prevent pests and insects from **damaging the Work.**

Provide methods, means, and facilities to prevent rodents from accessing or invading premises.

**POLLUTION CONTROL**

Provide methods, means, and facilities to prevent contamination of soil, water, and atmosphere from discharge of noxious, toxic substances and pollutants produced by construction operations.

Comply with pollution and environmental control requirements of **authorities having jurisdiction.**

**REMOVAL OF UTILITIES, FACILITIES, AND CONTROLS**

Remove temporary utilities, equipment, facilities, and materials before **Substantial Completion inspection..**

Clean and repair damage caused by installation or use of temporary Work.

Restore existing facilities used during construction to original condition. Restore permanent facilities used during construction to specified condition.

PRODUCTS - Not Used

EXECUTION - Not Used

END OF SECTION 015000



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**SECTION 017000**

**EXECUTION AND CLOSEOUT REQUIREMENTS**

**GENERAL**

**SECTION INCLUDES**

Examination.

Preparation.

Coordination of Owner's portion of the Work.

Field engineering.

Execution.

Cutting and patching.

Protecting installed construction.

Starting of systems.

Demonstration and instruction.

Testing, adjusting, and balancing.

Closeout procedures.

Project record documents.

Operation and maintenance data.

Manual for materials and finishes.

Manual for equipment and systems.

Spare parts and maintenance products.

Product warranties and product bonds.

Maintenance service.

Final cleaning.



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### EXAMINATION

Verify that existing Site conditions and substrate surfaces are acceptable for subsequent Work. Beginning new Work means acceptance of existing conditions.

Verify that existing substrate is capable of structural support or attachment of new Work being applied or attached.

Examine and verify specific conditions described in individual Specification Sections.

Verify that utility services are available with correct characteristics and in correct locations.

### PREPARATION

Clean substrate surfaces prior to applying next material or substance according to manufacturer's instructions.

Seal cracks or openings of substrate prior to applying next material or substance.

Apply manufacturer-required or -recommended substrate primer, sealer, or conditioner prior to applying new material or substance in contact or bond.

### COORDINATION OF OWNER'S PORTION OF THE WORK

Site Access: Provide access to Project site for Owner's construction personnel **and Owner's separate Contractors**.

Provide temporary facilities required for Owner-furnished, Contractor-installed **and Owner-furnished, Owner-installed** products.

Refer to Section 011000 - Summary for other requirements for Owner-furnished, Contractor-installed **and Owner-furnished, Owner-installed** products.

Coordination: Coordinate construction and operations of the Work with Work performed by Owner's construction personnel **and Owner's separate Contractors**.

Construction Schedule: Inform Owner of Contractor's preferred construction schedule for Owner's portion of the Work. Adjust construction schedule based on a mutually agreeable timetable. Notify Owner if changes to schedule are required due to differences in actual construction progress.

Preinstallation Conferences: Include Owner's construction personnel [**and Owner's separate Contractors**] at preinstallation conferences covering portions of the Work that are to receive Owner's Work. Attend preinstallation conferences conducted by Owner's construction personnel if portions of the Work depend on Owner's construction.



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**FIELD ENGINEERING**

Employ land surveyor registered in **State of CA** and acceptable to **Owner**.

**Locate and** protect survey controls and reference points. Promptly notify **Owner** of discrepancies discovered.

Control datum for survey is **established by Owner-provided survey**.

Verify setbacks and easements; confirm Drawing dimensions and elevations.

Provide field engineering services. Establish elevations, lines, and levels using recognized engineering survey practices.

Submit copy of **certificate** signed by land surveyor certifying elevations and locations of the Work are in conformance with Contract Documents.

Maintain complete and accurate log of control and survey Work as Work progresses.

On completion of foundation walls and major Site improvements, prepare certified survey illustrating dimensions, locations, angles, and elevations of construction **and Site Work**.

Protect survey control points prior to starting Site Work; preserve permanent reference points during construction.

Promptly report to Architect/Engineer loss or destruction of reference point or relocation required because of changes in grades or other reasons.

Replace dislocated survey control points based on original survey control. Make no changes without prior written notice to Architect/Engineer.

Final Property Survey: Prior to Substantial Completion, prepare final property survey illustrating locations, dimensions, angles, and elevations of buildings and Site Work that have resulted from construction indicating their relationship to permanent bench marks and property lines.

Show significant features (real property) for Project.

Include certification on survey, signed by surveyor, that principal metes, bounds, lines, levels, and elevations of Project are accurately shown.

**EXECUTION**

Comply with manufacturer's installation instructions, performing each step in sequence. Maintain one set of manufacturer's installation instructions at Project Site during installation and until completion of construction.

When manufacturer's installation instructions conflict with Contract Documents, request clarification from Architect/Engineer before proceeding.



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Verify that field measurements are as indicated on approved Shop Drawings or as instructed by manufacturer.

Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion, or disfigurement.

Secure Work true to line and level and within specified tolerances, or if not specified, industry-recognized tolerances.

Physically separate products in place and provide electrical insulation or protective coatings to prevent galvanic action or corrosion between dissimilar metals.

Exposed Joints: Provide uniform joint width and arrange to obtain best visual effect. Refer questionable visual effect choices to Architect/Engineer for final decision.

Allow for expansion of materials and building movement.

Climatic Conditions and Project Status: Install each unit of Work under conditions to ensure best possible results in coordination with entire Project.

Isolate each unit of Work from incompatible Work as necessary to prevent deterioration.

Coordinate enclosure of Work with required inspections and tests to minimize necessity of uncovering Work for those purposes.

Mounting Heights: Where not indicated, mount individual units of Work at industry-recognized standard mounting heights for particular application indicated.

Refer questionable mounting height choices to Architect/Engineer for final decision.

Elements Identified as Handicap Accessible: Comply with applicable codes and regulations.

Adjust operating products and equipment to ensure smooth and unhindered operation.

Clean and perform maintenance on installed Work as frequently as necessary through remainder of construction period. Lubricate operable components as recommended by manufacturer.

## CUTTING AND PATCHING

Employ **skilled and experienced** installers to perform cutting and patching.

Submit written request in advance of cutting or altering elements affecting the following:

Structural integrity of element.

Integrity of weather-exposed or moisture-resistant elements.

Efficiency, maintenance, or safety of element.

Visual qualities of sight-exposed elements.

Work of Owner or separate Contractor.

Execute cutting, fitting, and patching, **including excavation and fill**, to complete Work and to accomplish the following:



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- Fit the several parts together, to integrate with other Work.
- Uncover Work to install or correct ill-timed Work.
- Remove and replace defective and nonconforming Work.
- Remove samples of installed Work for testing.
- Provide openings in elements of Work for penetrations of mechanical and electrical Work.
- Execute Work by methods to avoid damage to other Work and to provide proper surfaces to receive patching and finishing.
- Cut masonry and concrete materials using masonry saw or core drill.
- Restore Work with new products according to requirements of Contract Documents.
- Fit Work tight to pipes, sleeves, ducts, conduits, and other penetrations through surfaces.
- Maintain integrity of wall, ceiling, or floor construction; completely seal voids.
- At penetrations of fire-rated walls, partitions, ceiling, or floor construction, completely seal voids with **fire-rated** material to full thickness of penetrated element **according to Section 078400 - Firestopping**.
- Refinish surfaces to match adjacent finishes. For continuous surfaces, refinish to nearest intersection; for assembly, refinish entire unit.
- Identify the hazardous substances or conditions exposed during the Work to Architect/Engineer for decision or remedy.

#### PROTECTING INSTALLED CONSTRUCTION

- Protect installed Work and provide special protection where specified in individual Specification Sections.
- Provide temporary and removable protection for installed products. Control activity in immediate Work area to prevent damage.
- Provide protective coverings at walls, projections, jambs, sills, and soffits of openings.
- Use durable sheet materials to protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects.
- Prohibit traffic or storage upon waterproofed or roofed surfaces. When traffic or activity is necessary, obtain recommendations for protection from waterproofing or roofing material manufacturer.
- Prohibit traffic from landscaped areas.



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STARTING OF SYSTEMS

Coordinate schedule for startup of various equipment and systems.

Notify **Owner seven** days prior to startup of each item.

Verify that each piece of equipment or system has been checked for proper lubrication, drive rotation, belt tension, control sequence, and for conditions that may cause damage.

Verify that tests, meter readings, and electrical characteristics agree with those required by equipment or system manufacturer.

Verify that wiring and support components for equipment are complete and tested.

Execute startup under supervision of manufacturer's representative or Contractors' personnel according to manufacturer's instructions.

When specified in individual Specification Sections, require manufacturer to provide authorized representative who will be present at Site to inspect, check, and approve equipment or system installation prior to startup and will supervise placing equipment or system in operation.

Submit a written report in accordance with Section 013300 - Submittal Procedures stating that equipment or system has been properly installed and is functioning correctly.

DEMONSTRATION AND INSTRUCTION

Demonstrate operation and maintenance of products to Owner's personnel **two weeks** prior to date of **Substantial Completion**

**Demonstrate Project equipment** and instructed by **qualified** who is knowledgeable about the Project.

Video Recordings: Provide high-quality color video recordings of demonstration and instructional sessions. Engage commercial videographer to record sessions. Include classroom instructions, demonstrations, board diagrams, and other visual aids. Include menu navigation.

For equipment or systems requiring seasonal operation, perform demonstration for other season within **six** months.

Use operation and maintenance manuals as basis for instruction. Review contents of manual with Owner's personnel in detail to explain all aspects of operation and maintenance.

Demonstrate startup, operation, control, adjustment, troubleshooting, servicing, maintenance, and shutdown of each item of equipment at **agreed time**, at **equipment** location.

Prepare and insert additional data in operations and maintenance manuals when need for additional data becomes apparent during instruction.



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Allot the required instruction time for each item of equipment and system as specified in individual Specification Sections.

#### TESTING, ADJUSTING, AND BALANCING

Owner will appoint and employ services of independent firm to perform testing, adjusting, and balancing. Contractor shall pay for services from cash allowance specified in Section 012000 - Price and Payment Procedures, unless otherwise directed by Owner.

Independent firm will perform services specified in Section **230593 - Testing, Adjusting, and Balancing for HVAC**.

Reports will be submitted by independent firm to Architect/Engineer indicating observations, test results, and compliance or noncompliance with requirements of Contract Documents.

#### CLOSEOUT PROCEDURES

Prerequisites to Substantial Completion: Complete following items before requesting Certification of Substantial Completion, either for entire Work or for portions of Work:

Submit maintenance manuals, Project record documents, **digital images of construction photographs**, and other similar final record data in compliance with this Section.

Complete facility startup, testing, adjusting, balancing of systems and equipment, demonstrations, and instructions to Owner's operating and maintenance personnel as specified in compliance with this Section.

Conduct inspection to establish basis for request that Work is substantially complete. Create comprehensive list (initial punch list) indicating items to be completed or corrected, value of incomplete or nonconforming Work, reason for being incomplete, and date of anticipated completion for each item. Include copy of list with request for Certificate of Substantial Completion.

Obtain and submit releases enabling Owner's full, unrestricted use of Project and access to services and utilities. Include certificate of occupancy, operating certificates, and similar releases from authorities having jurisdiction and utility companies.

Deliver tools, spare parts, extra stocks of material, and similar physical items to Owner.

Make final change-over of locks [**eliminating construction master-key system**] and transmit keys directly to Owner. Advise Owner's personnel of change-over in security provisions.

Discontinue or change over and remove temporary facilities and services from Project Site, along with construction tools, mockups, and similar elements.

Perform final cleaning according to this Section.

#### Substantial Completion Inspection:

When Contractor considers Work to be substantially complete, submit to **Owner**:

Written certificate that Work, or designated portion, is substantially complete.

List of items to be completed or corrected (initial punch list).





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Within **seven** days after receipt of request for Substantial Completion, **Owner** will make inspection to determine whether Work or designated portion is substantially complete.

Should **Owner** determine that Work is not substantially complete:

**Owner** will promptly notify Contractor in writing, stating reasons for its opinion.

Contractor shall remedy deficiencies in Work and send second written request for Substantial Completion to **Owner**.

**Owner** will reinspect Work.

Redo and Inspection of Deficient Work: Repeated until Work passes **Owner's** inspection.

When **Owner** finds that Work is substantially complete, **Owner** will:

Prepare Certificate of Substantial Completion on **EJCDC C-625 - Certificate of Substantial Completion** accompanied by Contractor's list of items to be completed or corrected as verified and amended by Architect/Engineer and Owner (final punch list).

Submit Certificate to Owner and Contractor for their written acceptance of responsibilities assigned to them in Certificate.

After Work is substantially complete, Contractor shall:

Allow Owner occupancy of Project under provisions stated in Certificate of Substantial Completion.

Complete Work listed for completion or correction within time period stipulated.

Owner will occupy **[all]** **[portions]** of building as specified in Section 011000 - Summary.

Prerequisites for Final Completion: Complete following items before requesting final acceptance and final payment.

When Contractor considers Work to be complete, submit written certification that:

Contract Documents have been reviewed.

Work has been examined for compliance with Contract Documents.

Work has been completed according to Contract Documents.

Work is completed and ready for final inspection.

Submittals: Submit following:

Final punch list indicating all items have been completed or corrected.

Final payment request with final releases and supporting documentation not previously submitted and accepted. Include certificates of insurance for products and completed operations where required.

Specified warranties, workmanship/maintenance bonds, maintenance agreements, and other similar documents.

Accounting statement for final changes to Contract Sum.

Contractor's affidavit of payment of debts and claims on **EJCDC Contractors Affidavit of Payment of Debts and Claims**.



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Contractor affidavit of release of liens **on EJCDC Final Waiver of Lien.**  
Consent of surety to final payment **on AIA G707 - Consent of Surety to Final Payment Form.**

Perform final cleaning for Contractor-soiled areas according to this Section.

Final Completion Inspection:

Within **seven** days after receipt of request for final inspection, **Owner** will make inspection to determine whether Work or designated portion is complete.  
Should **Owner** consider Work to be incomplete or defective:

**Owner** will promptly notify Contractor in writing, listing incomplete or defective Work.  
Contractor shall remedy stated deficiencies and send second written request to **Owner** that Work is complete.

**Owner** will reinspect Work.

Redo and Inspection of Deficient Work: Repeated until Work passes **Owner's** inspection.

PROJECT RECORD DOCUMENTS

Maintain on Site one set of the following record documents; record actual revisions to the Work:

Drawings.  
Specifications.  
Addenda.  
Change Orders and other modifications to the Contract.  
Reviewed Shop Drawings, product data, and Samples.  
Manufacturer's instruction for assembly, installation, and adjusting.

Ensure entries are complete and accurate, enabling future reference by Owner.

Store record documents separate from documents used for construction.

Record information concurrent with construction progress, not less than weekly.

Specifications: Legibly mark and record, at each product Section, description of actual products installed, including the following:

Manufacturer's name and product model and number.  
Product substitutions or alternates used.  
Changes made by Addenda, bulletin, Change Order, and modifications.

Record Drawings **and Shop Drawings**: Legibly mark each item to record actual construction as follows:

Include Contract modifications such as Addenda, supplementary instructions, change directives, field orders, minor changes in the Work, and change orders.  
Include locations of concealed elements of the Work.

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Identify depth of buried utility lines and provide dimensions showing distances from permanent facility components that are parallel to utilities.  
Dimension ends, corners, and junctions of buried utilities to permanent facility components using triangulation.  
Identify and locate existing buried or concealed items encountered during Project.  
Measured depths of foundations in relation to finish **main** floor datum.  
Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.  
Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of the Work.  
Field changes of dimension and detail.  
Details not on original Drawings.

Submit marked-up paper copy documents to Architect/Engineer **before Substantial Completion**.

Submit PDF electronic files of marked-up documents to Architect/Engineer **before Substantial Completion**.

#### OPERATION AND MAINTENANCE DATA

Submit in PDF composite electronic indexed file.

Submit data bound in 8-1/2 x 11-inch (A4) text pages, **three D side ring** binders with durable **plastic** covers.

Prepare binder cover with printed title "OPERATION AND MAINTENANCE INSTRUCTIONS," title of Project, **and subject matter of binder when multiple binders are required**.

Internally subdivide binder contents with permanent page dividers, logically organized as described below; with tab titling clearly printed under reinforced laminated plastic tabs.

Drawings: Provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.

Contents: Prepare table of contents for each volume, with each product or system description identified, typed on white paper, in three parts as follows:

- Part 1: Directory, listing names, addresses, and telephone numbers of Architect/Engineer, Contractor, Subcontractors, and major equipment suppliers.
- 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. Include the following:

- Significant design criteria.
- List of equipment.
- Parts list for each component.
- Operating instructions.
- Maintenance instructions for equipment and systems.



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Maintenance instructions for **special** finishes, including recommended cleaning methods and materials, and special precautions identifying detrimental agents.  
Safety precautions to be taken when operating and maintaining or working near equipment.

Part 3: Project documents and certificates, including the following:

Shop Drawings and product data.  
Air and water balance reports.  
Certificates.  
**Originals** of warranties **and bonds**.

#### MANUAL FOR MATERIALS AND FINISHES

Submit two copies of preliminary draft or proposed formats and outlines of contents before start of Work. Architect/Engineer will review draft and return one copy with comments.

For equipment or component parts of equipment put into service during construction and operated by Owner, submit documents within ten days after acceptance.

Submit one copy of completed volumes **before Substantial Completion**. Completed volumes, with Architect/Engineer comments, will be returned after **Substantial Completion**. Revise content of document sets as required prior to final submission.

Submit **two** sets of revised final volumes within **10** days after final inspection.

Submit in PDF composite electronic indexed file of final volumes within **10** days after final inspection.

Building Products, Applied Materials, and Finishes: Include product data, with catalog number, size, composition, and color and texture designations. **Include information for re-ordering custom-manufactured products.**

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.

Moisture Protection and Weather Exposed Products: Include product data listing applicable reference standards, chemical composition, and details of installation. Include recommendations for inspections, maintenance, and repair.

Additional Requirements: As specified in individual product Specification Sections.

Include listing in table of contents for design data, with tabbed fly sheet and space for insertion of data.

#### MANUAL FOR EQUIPMENT AND SYSTEMS

Submit two copies of preliminary draft or proposed formats and outlines of contents before start of Work. Architect/Engineer will review draft and return one copy with comments.



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For equipment, or component parts of equipment put into service during construction and operated by Owner, submit documents within ten days after acceptance.

Submit one copy of completed volumes **before Substantial Completion**. Completed volumes, with Architect/Engineer comments, will be returned after **Substantial Completion**. Revise content of document sets as required prior to final submission.

Submit **two** sets of revised final volumes within **ten** days after final inspection.

Submit in PDF composite electronic indexed file of final volumes within **ten** days after final inspection.

Equipment and Systems: Include description of unit or system and component parts. Identify function, normal operating characteristics, and limiting conditions. Include performance curves, with engineering data and tests, and complete nomenclature and model number of replaceable parts.

Panelboard Circuit Directories: Provide electrical service characteristics, controls, and communications; **by label machine**.

Include color-coded wiring diagrams as installed.

Operating Procedures: Include startup, break-in, and routine normal operating instructions and sequences. Include regulation, control, stopping, shutdown, and emergency instructions. Include summer, winter, and special operating instructions.

Maintenance Requirements: Include routine procedures and guide for preventative maintenance and troubleshooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.

Include servicing and lubrication schedule and list of lubricants required.

Include manufacturer's printed operation and maintenance instructions.

Include sequence of operation by controls manufacturer.

Include original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.

Include control diagrams by controls manufacturer as installed.

Include Contractor's coordination drawings indicating installed color-coded piping diagrams.

Include charts of valve tag numbers, with location and function of each valve, keyed to flow and control diagrams.

Include list of original manufacturer's spare parts, current prices, and recommended quantities to be maintained in storage.

Include test and balancing reports as specified in Section 014000 - Quality Requirements.



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Additional Requirements: As specified in individual product Specification Sections.

Include listing in table of contents for design data with tabbed dividers and space for insertion of data.

#### SPARE PARTS AND MAINTENANCE PRODUCTS

Furnish spare parts, maintenance, and extra products in quantities specified in individual Specification Sections.

Deliver to **Project Site and place in location as directed by Owner**; obtain receipt prior to final payment.

#### PRODUCT WARRANTIES AND PRODUCT BONDS

Obtain warranties and bonds executed in **duplicate** by responsible Subcontractors, suppliers, and manufacturers within **ten** days after completion of applicable item of Work.

Execute and assemble transferable warranty documents and bonds from Subcontractors, suppliers, and manufacturers.

Verify documents are in proper form, contain full information, and are notarized.

Co-execute submittals when required.

Include table of contents and assemble in **three D side ring** binder with durable **plastic** cover.

Submit prior to final Application for Payment.

Time of Submittals:

For equipment or component parts of equipment put into service during construction with Owner's permission, submit documents within **ten** days after acceptance.

Make other submittals within **ten** days after date of Substantial Completion, prior to final Application for Payment.

For items of Work for which acceptance is delayed beyond Substantial Completion, submit within **ten** days after acceptance, listing date of acceptance as beginning of warranty or bond period.

#### MAINTENANCE SERVICE

Furnish service and maintenance of components indicated in Specification Sections **for 1 year[s] from date of Substantial Completion**.

Examine system components at frequency consistent with reliable operation. Clean, adjust, and lubricate as required.



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Include systematic examination, adjustment, and lubrication of components. Repair or replace parts whenever required. Use parts produced by manufacturer of original component.

Do not assign or transfer maintenance service to agent or Subcontractor without prior written consent of **Owner**.

#### FINAL CLEANING

Execute final cleaning prior to final Project assessment.

Employ experienced personnel or professional cleaning firm.

Clean interior and exterior glass and surfaces exposed to view; remove temporary labels, stains, and foreign substances; polish transparent and glossy surfaces; **and vacuum carpeted and soft surfaces.**

Clean equipment and fixtures to sanitary condition with appropriate cleaning materials.

**Clean or Replace** filters of operating equipment.

Clean debris from roofs, gutters, downspouts, and drainage systems.

Clean Site; sweep paved areas, rake clean landscaped surfaces.

Remove waste and surplus materials, rubbish, and construction facilities from Site.

PRODUCTS - Not Used

EXECUTION - Not Used

END OF SECTION 017000

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**SECTION 017823**

**OPERATION AND MAINTENANCE DATA**

**PART 37 - GENERAL**

**37.1 SUMMARY**

- A. Section includes administrative and procedural requirements for preparing operation and maintenance manuals, including the following:
  - 1. Operation and maintenance documentation directory.
  - 2. Emergency manuals.
  - 3. Operation manuals for systems, subsystems, and equipment.
  - 4. Product maintenance manuals.
  - 5. Systems and equipment maintenance manuals.
- B. Related Requirements:
  - 1. Divisions 02 through 33 Sections for specific operation and maintenance manual requirements for the Work in those Sections.

**37.2 CLOSEOUT SUBMITTALS**

- A. Manual Content: Operations and maintenance manual content is specified in individual Specification Sections to be reviewed at the time of Section submittals. Submit reviewed manual content formatted and organized as required by this Section.
  - 1. Architect/engineer will comment on whether content of operations and maintenance submittals are acceptable.
  - 2. Where applicable, clarify and update reviewed manual content to correspond to revisions and field conditions.
- B. Format: Submit operations and maintenance manuals in the following format:
  - 1. PDF electronic file. Assemble each manual into a composite electronically indexed file. Submit on digital media acceptable to Architect.
    - a. Name each indexed document file in composite electronic index with applicable item name. Include a complete electronically linked operation and maintenance directory.
    - b. Enable inserted reviewer comments on draft submittals.





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2. **Three** copies. Include a complete operation and maintenance directory. Enclose title pages and directories in clear plastic sleeves. Architect or **Construction Manager** will return **two** (2) copies.
- C. Manual Submittal: Submit each manual in final form prior to requesting inspection for Substantial Completion and at least **(15) fifteen** days before commencing demonstration and training. Architect **and Commissioning Authority** will return copy with comments.
1. Correct or revise each manual to comply with Architect's **and Commissioning Authority's** comments. Submit copies of each corrected manual within **(15)** fifteen days of receipt of Architect's **and Commissioning Authority's** comments and prior to commencing demonstration and training.

## PART 38 - PRODUCTS

### 38.1 REQUIREMENTS FOR EMERGENCY, OPERATION, AND MAINTENANCE MANUALS

- A. Directory: Prepare a single, comprehensive directory of emergency, operation, and maintenance data and materials, listing items and their location to facilitate ready access to desired information.
- B. Organization: Unless otherwise indicated, organize each manual into a separate section for each system and subsystem, and a separate section for each piece of equipment not part of a system. Each manual shall contain the following materials, in the order listed:
1. Title page.
  2. Table of contents.
  3. Manual contents.
- C. Title Page: Include the following information:
1. Subject matter included in manual.
  2. Name and address of Project.
  3. Name and address of Owner.
  4. Date of submittal.
  5. Name and contact information for Contractor.
  6. Name and contact information for Construction Manager.
  7. Name and contact information for Architect.
  8. Name and contact information for Commissioning Authority.
  9. Names and contact information for major consultants to the Architect that designed the systems contained in the manuals.
  10. Cross-reference to related systems in other operation and maintenance manuals.
- D. Table of Contents: List each product included in manual, identified by product name, indexed to the content of the volume, and cross-referenced to Specification Section number in Project Manual.

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- E. Manual Contents: Organize into sets of manageable size. Arrange contents alphabetically by system, subsystem, and equipment. If possible, assemble instructions for subsystems, equipment, and components of one system into a single binder.
- F. Manuals, Electronic Files: Submit manuals in the form of a multiple file composite electronic PDF file for each manual type required.
1. Electronic Files: Use electronic files prepared by manufacturer where available. Where scanning of paper documents is required, configure scanned file for minimum readable file size.
  2. File Names and Bookmarks: Enable bookmarking of individual documents based on file names. Name document files to correspond to system, subsystem, and equipment names used in manual directory and table of contents. Group documents for each system and subsystem into individual composite bookmarked files, then create composite manual, so that resulting bookmarks reflect the system, subsystem, and equipment names in a readily navigated file tree. Configure electronic manual to display bookmark panel on opening file.
- G. Manuals, Paper Copy: Submit manuals in the form of hard copy, bound and labeled volumes.
1. Binders: Heavy-duty, three-ring, vinyl-covered, binders, in thickness necessary to accommodate contents, sized to hold 8-1/2-by-11-inch (215-by-280-mm) paper; with clear plastic sleeve on spine to hold label describing contents and with pockets inside covers to hold folded oversize sheets.
    - a. Identify each binder on front and spine, with printed title "OPERATION AND MAINTENANCE MANUAL," Project title or name, and subject matter of contents, **and indicate Specification Section number on bottom of spine**. Indicate volume number for multiple-volume sets.
  2. Dividers: Heavy-paper dividers with plastic-covered tabs for each section of the manual. Mark each tab to indicate contents. Include typed list of products and major components of equipment included in the section on each divider, cross-referenced to Specification Section number and title of Project Manual.
  3. Protective Plastic Sleeves: Transparent plastic sleeves designed to enclose diagnostic software storage media for computerized electronic equipment.
  4. Drawings: Attach reinforced, punched binder tabs on drawings and bind with text.
    - a. If oversize drawings are necessary, fold drawings to same size as text pages and use as foldouts.
    - b. If drawings are too large to be used as foldouts, fold and place drawings in labeled envelopes and bind envelopes in rear of manual. At appropriate locations in manual, insert typewritten pages indicating drawing titles, descriptions of contents, and drawing locations.

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**38.2 EMERGENCY MANUALS**

- A. Content: Organize manual into a separate section for each of the following:
1. Type of emergency.
  2. Emergency instructions.
  3. Emergency procedures.
- B. Type of Emergency: Where applicable for each type of emergency indicated below, include instructions and procedures for each system, subsystem, piece of equipment, and component:
1. Fire.
  2. Flood.
  3. Gas leak.
  4. Water leak.
  5. Power failure.
  6. Water outage.
  7. System, subsystem, or equipment failure.
  8. Chemical release or spill.
- C. Emergency Instructions: Describe and explain warnings, trouble indications, error messages, and similar codes and signals. Include responsibilities of Owner's operating personnel for notification of Installer, supplier, and manufacturer to maintain warranties.
- D. Emergency Procedures: Include the following, as applicable:
1. Instructions on stopping.
  2. Shutdown instructions for each type of emergency.
  3. Operating instructions for conditions outside normal operating limits.
  4. Required sequences for electric or electronic systems.
  5. Special operating instructions and procedures.

**38.3 OPERATION MANUALS**

- A. Content: In addition to requirements in this Section, include operation data required in individual Specification Sections and the following information:
1. System, subsystem, and equipment descriptions. Use designations for systems and equipment indicated on Contract Documents.
  2. Performance and design criteria if Contractor is delegated design responsibility.
  3. Operating standards.
  4. Operating procedures.
  5. Operating logs.
  6. Wiring diagrams.
  7. Control diagrams.
  8. Piped system diagrams.



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9. Precautions against improper use.
  10. License requirements including inspection and renewal dates.
- B. Descriptions: Include the following:
1. Product name and model number. Use designations for products indicated on Contract Documents.
  2. Manufacturer's name.
  3. Equipment identification with serial number of each component.
  4. Equipment function.
  5. Operating characteristics.
  6. Limiting conditions.
  7. Performance curves.
  8. Engineering data and tests.
  9. Complete nomenclature and number of replacement parts.
- C. Operating Procedures: Include the following, as applicable:
1. Startup procedures.
  2. Equipment or system break-in procedures.
  3. Routine and normal operating instructions.
  4. Regulation and control procedures.
  5. Instructions on stopping.
  6. Normal shutdown instructions.
  7. Seasonal and weekend operating instructions.
  8. Required sequences for electric or electronic systems.
  9. Special operating instructions and procedures.
- D. Systems and Equipment Controls: Describe the sequence of operation, and diagram controls as installed.
- E. Piped Systems: Diagram piping as installed, and identify color-coding where required for identification.

#### **38.4 PRODUCT MAINTENANCE MANUALS**

- A. Content: Organize manual into a separate section for each product, material, and finish. Include source information, product information, maintenance procedures, repair materials and sources, and warranties and bonds, as described below.
- B. Source Information: List each product included in manual, identified by product name and arranged to match manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project Manual.
- C. Product Information: Include the following, as applicable:
1. Product name and model number.

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2. Manufacturer's name.
  3. Color, pattern, and texture.
  4. Material and chemical composition.
  5. Reordering information for specially manufactured products.
- D. Maintenance Procedures: Include manufacturer's written recommendations and the following:
1. Inspection procedures.
  2. Types of cleaning agents to be used and methods of cleaning.
  3. List of cleaning agents and methods of cleaning detrimental to product.
  4. Schedule for routine cleaning and maintenance.
  5. Repair instructions.
- E. Repair Materials and Sources: Include lists of materials and local sources of materials and related services.
- F. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.

**38.5 SYSTEMS AND EQUIPMENT MAINTENANCE MANUALS**

- A. Content: For each system, subsystem, and piece of equipment not part of a system, include source information, manufacturers' maintenance documentation, maintenance procedures, maintenance and service schedules, spare parts list and source information, maintenance service contracts, and warranty and bond information, as described below.
- B. Source Information: List each system, subsystem, and piece of equipment included in manual, identified by product name and arranged to match manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project Manual.
- C. Manufacturers' Maintenance Documentation: Manufacturers' maintenance documentation including the following information for each component part or piece of equipment:
1. Standard maintenance instructions and bulletins.
  2. Drawings, diagrams, and instructions required for maintenance, including disassembly and component removal, replacement, and assembly.
  3. Identification and nomenclature of parts and components.
  4. List of items recommended to be stocked as spare parts.
- D. Maintenance Procedures: Include the following information and items that detail essential maintenance procedures:
1. Test and inspection instructions.
  2. Troubleshooting guide.
  3. Precautions against improper maintenance.
  4. Disassembly; component removal, repair, and replacement; and reassembly instructions.
  5. Aligning, adjusting, and checking instructions.

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6. Demonstration and training video recording, if available.

- E. Maintenance and Service Schedules: Include service and lubrication requirements, list of required lubricants for equipment, and separate schedules for preventive and routine maintenance and service with standard time allotment.
- F. Spare Parts List and Source Information: Include lists of replacement and repair parts, with parts identified and cross-referenced to manufacturers' maintenance documentation and local sources of maintenance materials and related services.
- G. Maintenance Service Contracts: Include copies of maintenance agreements with name and telephone number of service agent.
- H. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.

**PART 39 - EXECUTION**

**39.1 MANUAL PREPARATION**

- A. Emergency Manual: Assemble a complete set of emergency information indicating procedures for use by emergency personnel and by Owner's operating personnel for types of emergencies indicated.
- B. Product Maintenance Manual: Assemble a complete set of maintenance data indicating care and maintenance of each product, material, and finish incorporated into the Work.
- C. Operation and Maintenance Manuals: Assemble a complete set of operation and maintenance data indicating operation and maintenance of each system, subsystem, and piece of equipment not part of a system.
- D. Manufacturers' Data: Where manuals contain manufacturers' standard printed data, include only sheets pertinent to product or component installed. Mark each sheet to identify each product or component incorporated into the Work. If data include more than one item in a tabular format, identify each item using appropriate references from the Contract Documents. Identify data applicable to the Work and delete references to information not applicable.
- E. Drawings: Prepare drawings supplementing manufacturers' printed data to illustrate the relationship of component parts of equipment and systems and to illustrate control sequence and flow diagrams. Coordinate these drawings with information contained in record Drawings to ensure correct illustration of completed installation.
  - 1. Do not use original project record documents as part of operation and maintenance manuals.
- F. Comply with Division 01 Section "Closeout Procedures" for schedule for submitting operation and maintenance documentation.



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END OF SECTION 017823

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**SECTION 017839**

**PROJECT RECORD DOCUMENTS**

**PART 40 - GENERAL**

**40.1 SUMMARY**

- A. Section includes administrative and procedural requirements for project record documents, including the following:
  - 1. Record Drawings.
  - 2. Record Specifications.
  - 3. Record Product Data.
- B. Related Requirements:
  - 1. Division 01 Section "Operation and Maintenance Data" for operation and maintenance manual requirements.
  - 2. Divisions 02 through 33 Sections for specific requirements for project record documents of the Work in those Sections.

**40.2 CLOSEOUT SUBMITTALS**

- A. Record Drawings: Comply with the following:
  - 1. Number of Copies: Submit **one** (1) set(s) of marked-up record prints.
  - 2. Number of Copies: Submit copies of record Drawings as follows:
    - a. Initial Submittal:
      - 1) Submit **one** (1) paper-copy set(s) of marked-up record prints.
      - 2) Submit PDF electronic files of scanned record prints and **one** (1) set(s) of file prints.
      - 3) Submit record digital data files and **one** (1) set(s) of plots.
      - 4) Architect will indicate whether general scope of changes, additional information recorded, and quality of drafting are acceptable.
    - b. Final Submittal:
      - 1) Submit **three** (3) paper-copy set(s) of marked-up record prints.
      - 2) Submit PDF electronic files of scanned record prints and **three** (3) set(s) of prints.



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- 3) Print each drawing, whether or not changes and additional information were recorded.
- c. Final Submittal:
  - 1) Submit **one** (1) paper-copy set(s) of marked-up record prints.
  - 2) Submit record digital data files and **three** (3) set(s) of record digital data file plots.
  - 3) Plot each drawing file, whether or not changes and additional information were recorded.
- B. Record Specifications: Submit **one paper copy** or **annotated PDF electronic files** of Project's Specifications, including addenda and contract modifications.
- C. Record Product Data: Submit **one paper copy** or **annotated PDF electronic files and directories** of each submittal.

**PART 41 - PRODUCTS**

**41.1 RECORD DRAWINGS**

- A. Record Prints: Maintain one set of marked-up paper copies of the Contract Drawings and Shop Drawings, incorporating new and revised Drawings as modifications are issued.
  1. Preparation: Mark record prints to show the actual installation where installation varies from that shown originally. Require individual or entity who obtained record data, whether individual or entity is Installer, subcontractor, or similar entity, to provide information for preparation of corresponding marked-up record prints.
    - a. Give particular attention to information on concealed elements that would be difficult to identify or measure and record later.
    - b. Record data as soon as possible after obtaining it.
    - c. Record and check the markup before enclosing concealed installations.
  2. Mark the Contract Drawings and Shop Drawings completely and accurately. Use personnel proficient at recording graphic information in production of marked-up record prints.
  3. Mark record sets with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at same location.
  4. Note Construction Change Directive numbers, alternate numbers, Change Order numbers, and similar identification, where applicable.
- B. Record Digital Data Files: Immediately before inspection for Certificate of Substantial Completion, review marked-up record prints with Architect **and Construction Manager**. When authorized, prepare a full set of corrected digital data files of the Contract Drawings, as follows:



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1. Format: Same digital data software program, version, and operating system as the original Contract Drawings.
  2. Format: **DWG**, and PDF.
  3. Format: Annotated PDF electronic file **with comment function enabled**.
  4. Incorporate changes and additional information previously marked on record prints. Delete, redraw, and add details and notations where applicable.
  5. Refer instances of uncertainty to Architect or **through Construction Manager** for resolution.
  6. Architect will furnish Contractor one set of digital data files of the Contract Drawings for use in recording information.
- C. Format: Identify and date each record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location.
1. Record Prints: Organize record prints and newly prepared record Drawings into manageable sets. Bind each set with durable paper cover sheets. Include identification on cover sheets.
  2. Format: Annotated PDF electronic file **with comment function enabled**.
  3. Record Digital Data Files: Organize digital data information into separate electronic files that correspond to each sheet of the Contract Drawings. Name each file with the sheet identification. Include identification in each digital data file.
  4. Identification: As follows:
    - a. Project name.
    - b. Date.
    - c. Designation "PROJECT RECORD DRAWINGS."
    - d. Name of Architect or **Construction Manager**.
    - e. Name of Contractor.

#### 41.2 RECORD SPECIFICATIONS

- A. Preparation: Mark Specifications to indicate the actual product installation where installation varies from that indicated in Specifications, addenda, and contract modifications.
1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
  2. Mark copy with the proprietary name and model number of products, materials, and equipment furnished, including substitutions and product options selected.
  3. Record the name of manufacturer, supplier, Installer, and other information necessary to provide a record of selections made.
  4. Note related Change Orders, **record Product Data**, and record Drawings where applicable.
- B. Format: Submit record Specifications as **annotated PDF electronic file**.

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**41.3      RECORD PRODUCT DATA**

- A.    Preparation: Mark Product Data to indicate the actual product installation where installation varies substantially from that indicated in Product Data submittal.
  - 1.    Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
  - 2.    Include significant changes in the product delivered to Project site and changes in manufacturer's written instructions for installation.
  - 3.    Note related Change Orders, **record Specifications** and record Drawings where applicable.
- B.    Format: Submit record Product Data as **annotated PDF electronic file**.

**41.4      MISCELLANEOUS RECORD SUBMITTALS**

- A.    Assemble miscellaneous records required by other Specification Sections for miscellaneous record keeping and submittal in connection with actual performance of the Work. Bind or file miscellaneous records and identify each, ready for continued use and reference.
- B.    Format: Submit miscellaneous record submittals as **PDF electronic file**.

**PART 42 - EXECUTION**

**42.1      RECORDING AND MAINTENANCE**

- A.    Recording: Maintain one copy of each submittal during the construction period for project record document purposes. Post changes and revisions to project record documents as they occur; do not wait until end of Project.
- B.    Maintenance of Record Documents and Samples: Store record documents and Samples in the field office apart from the Contract Documents used for construction. Do not use project record documents for construction purposes. Maintain record documents in good order and in a clean, dry, legible condition, protected from deterioration and loss. Provide access to project record documents for Architect's or **Construction Manager's** reference during normal working hours.

END OF SECTION 017839



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**SECTION 018113**

**SUSTAINABLE DESIGN REQUIREMENTS**

**GENERAL**

**SUMMARY**

Section Includes:

Sustainable design Project goals.  
Sustainable design product requirements.

Related Sections:

Section 015729 - Temporary Indoor Air Quality Controls: Construction indoor air quality management plan and HVAC air filters, building flush-out, and indoor air quality testing.  
Section 017419 - Construction Waste Management and Disposal: Recycling and adaptively reusing construction waste.  
Section 019100 - Commissioning: General commissioning requirements.  
Section 230800 - Commissioning of HVAC: Mechanical systems commissioning requirements.  
Individual Specification Sections for additional product requirements.

**REFERENCE STANDARDS**

American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE):

ASHRAE 52.2 - Method of Testing General Ventilation Air-Cleaning Devices for Removal Efficiency by Particle Size.  
ASHRAE 62.1 - Ventilation for Acceptable Indoor Air Quality.  
ASHRAE 90.1 - Energy Efficient Design of New Buildings Except Low-Rise Residential Buildings.

ASTM International (ASTM):

ASTM C1371 - Standard Test Method for Determination of Emittance of Materials Near Room Temperature Using Portable Emissometers.  
ASTM C1549 - Standard Test Method for Determination of Solar Reflectance Near Ambient Temperature Using a Portable Solar Reflectometer.  
ASTM E408 - Standard Test Methods for Total Normal Emittance of Surfaces Using Inspection-Meter Techniques.  
ASTM E903 - Standard Test Method for Solar Absorptance, Reflectance, and Transmittance of Materials Using Integrating Spheres.



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ASTM E1918 - Standard Test Method for Measuring Solar Reflectance of Horizontal and Low-Sloped Surfaces in the Field.  
ASTM E1980 - Standard Practice for Calculating Solar Reflectance Index of Horizontal and Low-Sloped Opaque Surfaces.

California Code of Regulations (CCR):

CCR Title 24 - California Building Code.

California Department of Health Services (CA/DHS):

CA/DHS/EHLB/R-174 - Standard Practice for the Testing of Volatile Organic Emissions from Various Sources Using Small-Scale Environmental Chambers, including 2004 Addenda.

Carpet and Rug Institute (CRI):

CRI Green Label Plus Testing Program.  
CRI Green Label Testing Program.

Forest Stewardship Council (FSC):

FSC Guidelines.

Green Seal (GS):

GC-03 - Anti-Corrosive Paints.  
GS-11 - Product Specific Environmental Requirements.  
GS-36 - Aerosol Adhesives.

GREENGUARD Environmental Institute:

GREENGUARD Children and Schools Certification Program.

International Standards Organization (ISO):

ISO 14021 - Environmental Labels and Declarations - Self-Declared Environmental Claims (Type II Environmental Labeling).

Scientific Certification Systems (SCS):

SCS EC10.2 - Environmental Certification Program Indoor Air Quality Performance.

Sheet Metal and Air Conditioning Contractors (SMACNA):

SMACNA IAQ - IAQ Guidelines for Occupied Buildings Under Construction.

South Coast Air Quality Management District (SCAQMD):

SCAQMD Rule 1113 - Architectural Coatings.



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SCAQMD Rule 1168 - Adhesive and Sealant Applications.

U.S. Environmental Protection Agency (EPA):

ENERGY STAR Voluntary Labeling Program.  
EPA IAQ Testing - Compendium of Methods for the Determination of Air Pollutants in Indoor Air.  
EPA Construction General Permit.

U.S. Green Building Council (USGBC):

LEED for New Construction and Major Renovations Rating System.  
LEED Reference Guide for Green Building Design and Construction, Version 4.1.

**SUSTAINABLE PROJECT GOALS**

Comply with the following general sustainable Project goals. Refer to specific Specification Sections for more detailed requirements.

Notify Owner and Architect/Engineer when conflicts arise between Work performance and sustainable Project goals.

Use resources efficiently:

Reuse existing buildings and materials.  
Furnish materials that use resources efficiently.  
Use construction practices that achieve efficient use of resources and materials.  
Recycle or reuse Project Site waste.  
Furnish recycled content materials.  
Furnish materials that can be recycled.

Avoid scarce, irreplaceable, or endangered resources:

Furnish materials from abundant, well-managed resources.  
Furnish materials that are replaceable, renewable, or can be replenished.  
Furnish materials that minimize damage to natural habitats.

Use durable materials:

Furnish materials with longest usable life.  
Furnish materials that can be reused.  
Furnish materials with least maintenance requirements.

Create spaces that are healthy for occupants:

Furnish low-toxicity products and materials.  
Furnish materials without toxic maintenance requirements.  
Furnish mechanical equipment that provides fresh air and does not trap water or pollutants.



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Use energy efficiently:

- Furnish materials with low embodied energy.
- Furnish materials that save energy during building operations.

Use water efficiently:

- Use construction practices that use water efficiently.
- Furnish water conserving appliances and equipment.
- Landscape Project Site for water conservation.
- Capture and utilize rainwater.

Furnish materials that generate least amount of pollution.

Protect and restore natural habitats on Site.

#### QUALITY ASSURANCE

Owner and Architect/Engineer identified Project sustainable Project goals that are **believed to be attainable**.

Furnish products with materials and properties for entire Project to meet or exceed specified sustainable Project goals.

Perform Work using means and methods for entire Project to meet or exceed specified sustainable Project goals.

Maintain **one copy** of **each** document on Site.

#### PREINSTALLATION MEETINGS

Section 013000 - Administrative Requirements includes requirements for pre-installation meeting.

Convene minimum **one** week prior to commencing Work of this Section.

#### PRODUCTS

#### PROHIBITED MATERIALS

Do not use materials containing asbestos, polychlorinated biphenyls (PCB), or other hazardous materials.

Do not use materials containing butyl for interior locations.



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HVAC FILTERS

Temporary Return Air Filters: ASHRAE 52.2 minimum efficiency reporting value (MERV) of 8.

PAVING MATERIALS

Paving Surfaces: Minimum solar reflectance index (SRI) of 29, calculated according to ASTM E1980.

Reflectance: Measured according to ASTM E903, ASTM E1918, or ASTM C1549.

Emittance: Measured according to ASTM E408 or ASTM C1371.

ROOFING MATERIALS

Roof Surface: Minimum SRI of [78] [29] for 75 percent of roof area, calculated according to ASTM E1980.

Reflectance: Measured according to ASTM E903, ASTM E1918, or ASTM C1549.

Emittance: Measured according to ASTM E408 or ASTM C1371.

REUSED MATERIALS

Furnish the following materials salvaged, refurbished, or reused from on-Site or other sources to achieve minimum **5** percent overall materials reuse for Project's building products as defined by LEED Reference Guide.

RECYCLED CONTENT MATERIALS

Furnish the following materials with maximum available recycled content to achieve minimum **10** percent overall recycled content for Project's building products as defined by LEED Reference Guide.

REGIONAL MATERIALS

Furnish the following materials extracted, harvested or recovered, and manufactured within 500 miles (800 km) of Project Site to achieve minimum **10** percent overall regional materials as defined by LEED Reference Guide.

Concrete.

Concrete masonry units.

Brick masonry units.

Gypsum board.

Wood flooring





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RAPIDLY RENEWABLE MATERIALS

Furnish the following rapidly renewable materials to achieve minimum **2.5** percent overall rapidly renewable materials as defined by LEED Reference Guide.

Agrifiber cabinets.  
Bamboo flooring.  
Cork flooring.  
Linoleum flooring

CERTIFIED WOOD MATERIALS

Wood-Based Materials: Furnish the following materials certified according to FSC Guidelines for minimum 50 percent of wood-based materials as defined by LEED Reference Guide.

Structural wood decking.  
Wood cabinets.  
Wood wall paneling.

LOW-EMITTING MATERIALS - ADHESIVES AND SEALANTS

A. For school projects, include the following Paragraph as the only LEED adhesive and sealant requirement. Delete remaining requirements in this Article.

Adhesives and Sealants: Maximum volatile organic compound content according to product and testing requirements of CA/DHS/EHLB/R-174.

Adhesives, Sealants, and Sealant Primers: Maximum volatile organic compound content according to SCAQMD Rule 1168.

Aerosol Adhesives: Maximum volatile organic compound content according to GS-36.

LOW-EMITTING MATERIALS - PAINTS AND COATINGS

Paints and Coatings: Maximum volatile organic compound content according to product and testing requirements of CA/DHS/EHLB/R-174.

LOW-EMITTING MATERIALS - FLOORING SYSTEMS

Flooring Systems: Maximum volatile organic compound content according to product and testing requirements of CA/DHS/EHLB/R-174 for the following:

Carpet.  
Carpet cushion.  
Carpet adhesive.



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Hard surface flooring.  
Sealers and stains for concrete, wood, bamboo, and cork flooring.  
Tile setting adhesives.  
Tile grouts.

LOW-EMITTING MATERIALS - COMPOSITE WOOD AND AGRIFIBER

Composite Wood **and Agrifiber** Products: Maximum volatile organic compound content according to product and testing requirements of CA/DHS/EHLB/R-174.

LOW-EMITTING MATERIALS - FURNITURE AND FURNISHINGS

Furniture and Seating: GREENGUARD "Children and Schools" certified.

LOW-EMITTING MATERIALS - CEILING AND WALL SYSTEMS

Ceiling and Wall Systems: Maximum volatile organic compound content according to product and testing requirements of CA/DHS/EHLB/R-174 for the following:

Gypsum board.  
Insulation.  
Acoustical ceiling systems.  
Wall coverings.

EQUIPMENT AND APPLIANCES

Equipment and Appliances: ENERGY STAR compliant for appliances, office equipment, electronics, and commercial food service equipment.

EXECUTION

SUSTAINABLE SITES

Perform storm water management and erosion control Work according to **EPA Construction General Permit or local erosion and sedimentation control standards, whichever is more stringent.**

Limit site disturbance to **areas indicated on Drawings.**

ENERGY AND ATMOSPHERE

Perform commissioning Work as specified in **Section 019100 - Commissioning, Section 230800 - Commissioning of HVAC**, for the following:



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Fundamental building systems.

Perform Work to meet or exceed minimum energy efficiency and performance according to **CCR Title 24** or **local energy code, whichever is more stringent.**

Perform Work without use of CFC-based refrigerants in HVAC building systems.

Perform ventilation Work according to ASHRAE 62.1.

#### MATERIALS AND RESOURCES

Recycle or salvage minimum of **50** percent by weight of non-hazardous construction, **demolition**, and land-clearing waste.

#### INDOOR ENVIRONMENTAL QUALITY

Accept absorptive materials on-Site in manufacturer's sealed, protective packaging. Inspect for damage.

Store absorptive materials in enclosed, environmentally conditioned space to prevent moisture absorption.

Do not store or install absorptive materials within building until building is enclosed and materials are protected from exposure to elements.

Protect installed absorptive materials from damage with temporary exterior enclosure to prevent moisture absorption.

Perform ventilation Work according to ASHRAE 62.1.

Conduct minimum two-week building flush-out with new filtration media at 100 percent outside air after construction ends and before occupancy.

Conduct baseline indoor air quality testing procedure consistent with EPA IAQ Testing.

END OF SECTION 018113



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## EXHIBITS



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## EXHIBIT 1

The following Exhibit, Building Program Standards and Equipment Material system Guidelines, is intended to provide the basis for the design of the project.

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Boys/Girls Cabins (12)					Sq Footage	Standard Specs	Qty	Description	Needs	Wants
Item										
Child Bedrooms 1	1	12x12	144	<ul style="list-style-type: none"> <li>•Must sleep 2 children per room;</li> <li>•Built-in wardrobe and drawers (in lieu of closet);</li> <li>•Hallway with line of sight to all bedrooms;</li> <li>•Traditional window large enough for emergency exit;</li> <li>•Traditional door (no locks).</li> </ul>	144	12x12	1	<ul style="list-style-type: none"> <li>•Must sleep 2 children per room;</li> <li>•Built-in wardrobe and drawers (in lieu of closet);</li> <li>•Hallway with line of sight to all bedrooms;</li> <li>•Traditional window large enough for emergency exit;</li> <li>•Traditional door (no locks).</li> </ul>	X	
Child Bedrooms 2	1	12x12	144	<ul style="list-style-type: none"> <li>•Must sleep 2 children per room;</li> <li>•Built-in wardrobe and drawers (in lieu of closet);</li> <li>•Hallway with line of sight to all bedrooms;</li> <li>•Traditional window large enough for emergency exit;</li> <li>•Traditional door (no locks).</li> </ul>	144	12x12	1	<ul style="list-style-type: none"> <li>•Must sleep 2 children per room;</li> <li>•Built-in wardrobe and drawers (in lieu of closet);</li> <li>•Hallway with line of sight to all bedrooms;</li> <li>•Traditional window large enough for emergency exit;</li> <li>•Traditional door (no locks).</li> </ul>	X	
Child Bedrooms 3	1	12x12	144	<ul style="list-style-type: none"> <li>•Must sleep 2 children per room;</li> <li>•Built-in wardrobe and drawers (in lieu of closet);</li> <li>•Hallway with line of sight to all bedrooms;</li> <li>•Traditional window large enough for emergency exit;</li> <li>•Traditional door (no locks).</li> </ul>	144	12x12	1	<ul style="list-style-type: none"> <li>•Must sleep 2 children per room;</li> <li>•Built-in wardrobe and drawers (in lieu of closet);</li> <li>•Hallway with line of sight to all bedrooms;</li> <li>•Traditional window large enough for emergency exit;</li> <li>•Traditional door (no locks).</li> </ul>	X	
Child Bathroom	2	Communal	As appropriate	<ul style="list-style-type: none"> <li>•1 toilet;</li> <li>•1 shower/tub;</li> <li>•1 sink w/ large counter space;</li> <li>•Door that can be locked from the inside; must be able to unlock from the outside in case of an emergency.</li> </ul>	As appropriate		2	<ul style="list-style-type: none"> <li>•1 toilet;</li> <li>•1 shower/tub;</li> <li>•1 sink w/ large counter space;</li> <li>•Door that can be locked from the inside; must be able to unlock from the outside in case of an emergency.</li> </ul>	X	
Small desk nook end of the hallway	1			<ul style="list-style-type: none"> <li>•Nook located at the end of the bedroom hallway that will fit a small desk with power outlet; enough to write/laptop and coffee and will be able to oversee the bedrooms.</li> </ul>			1	<ul style="list-style-type: none"> <li>•Nook located at the end of the bedroom hallway that will fit a small desk with power outlet; enough to write/laptop and coffee and will be able to oversee the bedrooms.</li> </ul>	X	
Staff Quarters	1	As appropriate	200	<ul style="list-style-type: none"> <li>•Ensuite (vanity w/ toilet);</li> <li>•Include lockers;</li> <li>•Seating area for couch;</li> <li>•Separate door leading to exterior of the building.</li> </ul>	200	As appropriate	1	<ul style="list-style-type: none"> <li>•Ensuite (vanity w/ toilet);</li> <li>•Include lockers;</li> <li>•Seating area for couch;</li> <li>•Separate door leading to exterior of the building.</li> </ul>	X	
Staff Office	1	As appropriate	100	<ul style="list-style-type: none"> <li>•Basic office space</li> </ul>	100	As appropriate	1	<ul style="list-style-type: none"> <li>•Basic office space</li> </ul>		
Kitchen	1	As appropriate	As appropriate	<ul style="list-style-type: none"> <li>•Full size kitchen with full size appliances;</li> <li>•Must have enough counter space/meal prep space;</li> <li>•This kitchen must have large cabinets for storage;</li> <li>•Must have a large cabinet that serves as a pantry.</li> </ul>	As appropriate	As appropriate	1	<ul style="list-style-type: none"> <li>•Full size kitchen with full size appliances;</li> <li>•Must have enough counter space/meal prep space;</li> <li>•This kitchen must have large cabinets for storage;</li> <li>•Must have a large cabinet that serves as a pantry.</li> </ul>	X	
Kitchen option	1	As appropriate	As appropriate	<ul style="list-style-type: none"> <li>•Dual ovens</li> </ul>	As appropriate	As appropriate	1	<ul style="list-style-type: none"> <li>•Dual ovens</li> </ul>		X
Pantry/attached to kitchen	1	As appropriate	As appropriate	<ul style="list-style-type: none"> <li>•Extra large pantry - can fit more than two people;</li> <li>•Accessed from the kitchen with a lock;</li> <li>•Room for a deep freezer;</li> <li>•Perimeter shelving;</li> <li>•Interior cabinet with a lock</li> </ul>	As appropriate	As appropriate	1	<ul style="list-style-type: none"> <li>•Extra large pantry - can fit more than two people;</li> <li>•Accessed from the kitchen with a lock;</li> <li>•Room for a deep freezer;</li> <li>•Perimeter shelving;</li> <li>•Interior cabinet with a lock</li> </ul>	X	
Great Room/Dining Rm	1	Communal	As appropriate	<ul style="list-style-type: none"> <li>•Large entertainment space;</li> <li>•Must fit a large sectional or two large sofas;</li> <li>•Open space for 10 person dining table.</li> </ul>	As appropriate	Communal	1	<ul style="list-style-type: none"> <li>•Large entertainment space;</li> <li>•Must fit a large sectional or two large sofas;</li> <li>•Open space for 10 person dining table.</li> </ul>	X	



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Quiet space / Study room	1	Communal	As appropriate	<ul style="list-style-type: none"> <li>• Space for bookshelves and desk with computer access /hook-ups;</li> <li>• Separate from living room but near by;</li> <li>• Space for seating - library type;</li> <li>• Storage space and utility closet;</li> <li>• Fit two sets of washer and dryer (can be stackable);</li> <li>• Counter space for folding clothes.</li> </ul>	X	
Laundry Room	1	As appropriate	As appropriate	<ul style="list-style-type: none"> <li>• Extra Large Storage;</li> <li>• Space for towels, linens, blankets, extra clothing/shoes for children;</li> <li>• Space for incidentals and misc. items for housing kids.</li> </ul>	X	
Interior Storage	1	As appropriate	As appropriate	<ul style="list-style-type: none"> <li>• Exterior storage for items such as outdoor and athletic equipment</li> </ul>	X	
Exterior Storage	1	As appropriate	As appropriate	<ul style="list-style-type: none"> <li>• This closet should have enough space for custodial cleaning supplies and a mop sink.</li> </ul>	X	

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Administrative Offices (1)						
Item	Qty	Standard Specs	Sq Footage	Description	Needs	Wants
Reception Area / Lobby	1	As appropriate	100	•Should have space for a few chairs; •Space reception counter and desk.	X	
Staff Office	1	10x12	120	•Basic office space.	X	
Therapist Office	1	10x12	120	•Basic office; •Egress door (emergency exit).	X	
Conference Room	1	As appropriate	As appropriate	•Space for 10-15 staff; •Space for elongated conference table.	X	
Staff Lounge	1	As appropriate	200	•Space for 5-10 staff; •Kitchenette with full size refrigerator.	X	
Security/Extra Offices	1	10x10	100	•Basic office space; •Front of building (off the lobby); •Private exit/entrance w/window.	X	
Medicine Room	1	12x12	144	•Sink and toilet (1.5 bath); •Room for lockable medicine cabinet and mini-refrigerator; •Separate area within for nursing station.	X	
Staff Restroom	1	As appropriate	As appropriate	•Basic adult restrooms (similar to an office building); •2 stalls.	X	
Public Restroom	1	16x8	128	•One stall front of building (off the lobby).	X	
Mini warehouse/attached garage	1	21x21	441	•For bulk storage.	X	

Exterior/Hardscape						
Item	Qty	Description			Needs	Wants
Drinking fountain only	1	•Near play area/basketball court. Install drinking fountain only, no fillable station required			X	
Driveway	1	•Round about drive-way for drop-offs/deliveries.			X	
Parking	As appropriate	•25 to 30 slots.			X	
Outdoor Space	1	•Meeting/Group area for children			X	
Recreational Equipment	As appropriate	• <u>Required:</u> Play equipment for 10-17 year olds, Half-court basketball court, <u>Optional:</u> Fitness equipment, Tetherball, Swings, space for volleyball net. Amenities, equipment and surfacing must be ADA compliant			X	X
Outdoor Shade Structure	1, Per plan	•Alumawood free standing structure			X	
Fencing	Per plan	•Welcome center fencing should be a decorative three rail fence that blends into the existing Regional Park fencing (approx. 4' height)			X	
Picnic Table	1	•Single dining height picnic table, under shade structure. ADA compliant			X	
Trash Receptacles	As appropriate	•Place as appropriate, Belson Outdoor Square Trash Receptacles with Flat Top Lid Model #TC-SF-22V or similar			X	



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Pathways	Per plan	•Concrete surfacing	X
Exterior Lighting	As appropriate	•Use E-Comilight E-WFG Series LED Bull Cutoff Architectural Wall Packs for wall mounted lighting where appropriate. Parking and Driveway Lighting for safety and security, provide photometric plan. Approve with County	X
Ground cover and Mulch	Where required	•Where groundcover and mulch are required use Decomposed Granite	X
Dumpsters	1	•Enclosure for 2 dumpsters.	X

Additional Needs			
Item	Qty	Description	Needs Wants
Communication Room	1	•Houses server, security alarms, fire alarms, PA system.	X
Exterior entrance doors w/window	As appropriate	•All three structures	
Egress doors	As appropriate	•Alarms must be placed on all interior egress doors (2nd doors).	X
Heavy duty doors hardware	As appropriate	•Extra heavy - must withstand vandalism.	X
Drinking fountains/filling station	3	•One in each of the buildings.	X
Card readers	As appropriate	•TBD	X
Enclosures for TV	As appropriate	•Where TV would be installed.	X
TV cables / gaming / Wi-Fi	As appropriate	•All cables should be run behind the wall and inaccessible.	X
Open floor plan	As appropriate	•Line of sight to the bedrooms is very important.	X
Security Camera	As appropriate	•In all areas except private spaces such as bedrooms/bathrooms.	X



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## EXHIBIT 2

The following Exhibit, Landscape Materials Booklet, are examples intended to provide the basis for the design of the project.



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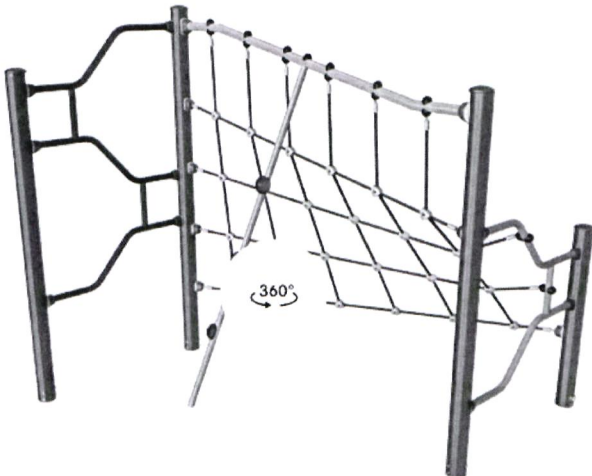
# **LANDSCAPE MATERIALS BOOKLET**

RIVERSIDE COUNTY REGIONAL PARK AND OPEN-SPACE DISTRICT  
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**PLAYGROUND AND RECREATION EQUIPMENT EXAMPLES**



Durable Swingset: eg.  
Kompan: Double swing with  
shell seat



Durable and Flexible Climbing  
and Fitness Equipment: eg.  
Kompan: Twisted Net and  
Somersault Bars



Outdoor Basketball Net and  
Pole: eg. BSN Sports:  
Gooseneck Basketball System



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**EXAMPLES OF REQUIRED SITE AMENITIES**

**\*PROVIDE ACCESSIBLE OPTIONS PER DPSS REQUIREMENTS\***



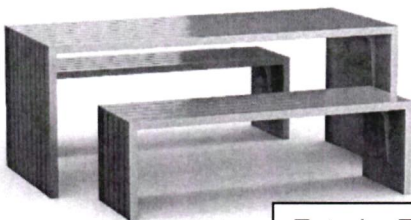
Exterior Drinking Fountain, Vandal resistant: e.g. Belson Model 3060-CC, finish to match Trash Receptacle



Exterior Shelter/Shade Structure (eg. Alumawood Freestanding in Tan, Adobe or Spanish Brown)



Exterior Trash Receptacle: eg. Belson Outdoors Square Trash Receptacle with Flat Top Lid Model #TC-SF-22V



Exterior Table: Concrete or Steel, e.g. QCP Groove Universal access model or DuMor Table Set 443 ADA model



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**EXAMPLES OF PLAY AREAS  
USING NATURAL MATERIALS**



BOULDERS FOR SEATING  
AND STEPPING



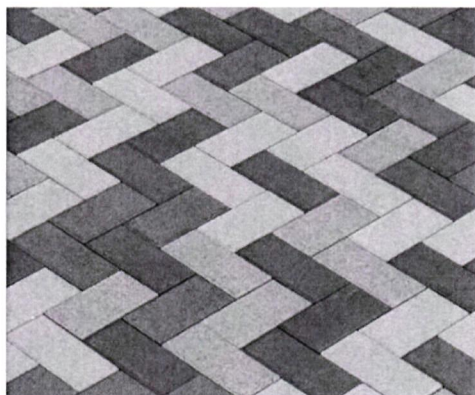
LOGS FOR SEATING  
AND STEPPING





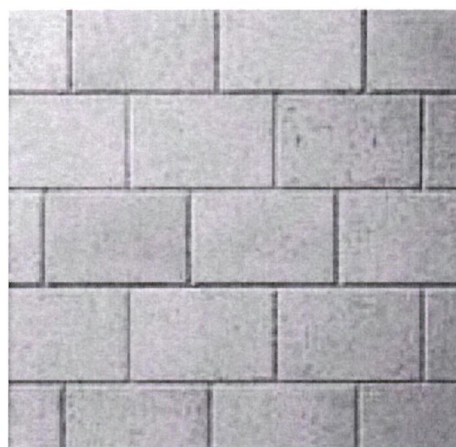
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## EXAMPLES OF PAVING MATERIALS



**Meeting/Group Areas (Not sport-courts or play-structures):**

Playful Character, Subtly  
Contrasting, Standard Sizing (e.g.  
4"x8" Plaza Stones by Orco in  
Charcoal, Gray, Brown and Dune)



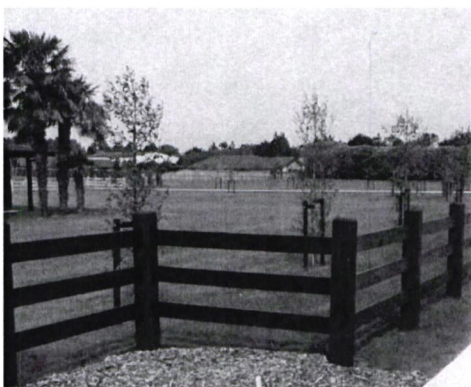
**Passive/Quiet Areas:** Neutral  
Colors, Standard Sizing (e.g.  
6"x9" Dimensions Paver by  
Belgard in Linen)



**Concrete:** Use pathways where  
applicable

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## FENCING EXAMPLE



3 Rail Split-rail Wood Fence, stain to match existing or use black stain

## MULCH/ GROUNDCOVER



**Decomposed Granite:** Use for mulch or groundcover (e.g. California Gold or equivalent, by Southwest Boulder and Stone)

## PLAY SURFACING



**Play Surfacing:** Use approved safety surfacing, e.g. Engineered wood play surfacing or approved equal





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## EXHIBIT 3

The following Exhibit, Schematic Design Package, is intended to provide the basis for the design of the project.



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## EXHIBIT 4

The following Exhibit, Estimated Project Schedule, is intended to provide the basis for the schedule of the project.

ID	Task Mode	Task Name	Duration	Start	Finish	March	April	May	June	July	August	September	October	November	December	January	Feb
1	Task	Issuance of Design-Build RFQs	1 day	Tue 3/7/23	Tue 3/7/23												
2	Task	RFQ Questions	14 days	Tue 3/7/23	Fri 3/24/23												
3	Task	RFQ Submittals	21 days	Tue 3/7/23	Tue 4/4/23												
4	Task	Completion of evaluations and notification of short list	6 days	Tue 4/4/23	Tue 4/11/23												
5	Task	Interviews	1 day	Tue 4/18/23	Tue 4/18/23												
6	Task	Selection, notification, and issuance of draft agreement	11 days	Tue 4/18/23	Tue 5/2/23												
7	Task	Final Agreement with Design/Build Contractor	6 days	Tue 5/9/23	Tue 5/16/23												
8	Task	Board of Supervisors approval of contract and Notice to Proceed	11 days	Tue 5/2/23	Tue 5/16/23												
9	Task	Design-Build	182 days	Tue 5/16/23	Wed 1/24/24												
10	Task	Substantial Completion/Occupancy	6 days	Wed 1/24/24	Wed 1/31/24												
11	Task																

Task

Split

Milestone

Summary

Project Summary

External Task

External Milestone

Inactive Task

Inactive Milestone

Inactive Summary

Manual Task

Duration only

Manual Summary Rollup

Manual Summary

Start only

Finish only

Deadline

Progress

Project: 22-0233 Design and Cons

Date: Tue 2/14/23

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## EXHIBIT 5

The following Exhibit, Rancho Esperanza Feasibility Study, is intended for reference only for site analysis and cost feasibility; site design and architectural elements are for illustrative purposes only.

(Attachment)

RIVERSIDE COUNTY REGIONAL PARK AND OPEN-SPACE DISTRICT  
ORGANIZATIONAL CONFLICT-OF-INTEREST POLICY  
FOR DESIGN-BUILD PROJECTS

**PURPOSE**

Public Contract Code section 22162 requires local agencies to establish an organizational conflict-of-interest policy that applies to design-build projects procured pursuant to Public Contract Code section 22160 et seq. Organizational conflicts of interest can occur in the design-build procurement process when a person or entity that performs services for a local agency relating to the solicitation of a design-build project seeks to submit a proposal to the Riverside County Regional Park and Open-Space District ("District") as a design-build entity or join a design-build team, thereby making that person or entity unable or potentially unable to render impartial assistance or advice to the District, impairing the objectivity of that person or entity in performing the contract work, or giving that person or entity an unfair competitive advantage.

**POLICY**

A. Defined Terms.

1. "Design-Build" means a project delivery process in which both the design and construction of a project are procured from a single entity.
2. "Design-Build Entity" means a corporation, limited liability company, partnership, joint venture, or other legal entity that is able to provide appropriately licensed contracting, architectural, and engineering services as needed pursuant to a Design-Build contract.
3. "Design-Build Team" means a Design-Build Entity and the individuals and other entities identified by the Design-Build Entity as members of its team. Members of a Design-Build Team include the architect, general contractor, and if utilized in the design of the project, all electrical, mechanical, and plumbing contractors.
4. "Proposer" means any consultant or contractor that seeks to submit a proposal to the District as a Design-Build Entity or to join a Design-Build Team.

B. Organizational Conflicts of Interest.

1. A Proposer may not have any organizational conflicts of interest.
2. "Organizational conflicts of interest" are circumstances arising out of a consultant's or contractor's existing or past activities, business or financial interests, familial relationships, contractual relationships, and/or organizational structure (e.g., parent entities and their subsidiaries and affiliates) that results in: (i) the impairment or potential impairment of a consultant's or contractor's ability to render impartial assistance or advice to the District or of its objectivity in performing work for the District; (ii) an unfair competitive advantage for any bidder or Proposer with respect to a District procurement; or (iii) a perception or appearance of impropriety with respect to any of the District's procurements or contracts or a perception or appearance of unfair competitive advantage with respect to a procurement by the District (regardless of whether any such perception is accurate).

3. An organizational conflict of interest exists in the following instances:

- a. A Proposer is the District's general engineering or architectural consultant to the preliminary design or development of the Design-Build project; except that a subconsultant to the general engineering or architectural consultant that has not yet performed work on the contract to provide services for the design-build project, may participate as a proposer or join a Design-Build Team if it terminates the agreement to provide work and provides no work for the District's general engineering or architectural consultant on the Design-Build project.
- b. A Proposer has assisted or is assisting the District in the management of the Design-Build project, including the preparation of the request for proposals, evaluation criteria, or any other aspect of the procurement.
- c. A Proposer has conducted preliminary design services for the Design-Build project, such as conceptual layouts, preliminary design, or preparation of bridging documents.
- d. A Proposer performed design work related to the Design-Build project for other stakeholders in the Design-Build project.
- e. A Proposer performed design work on a previous contract that specifically excludes it from participating as a proposer or joining a Design-Build Team for the Design-Build project.
- f. A Proposer is under contract with any other entity or stakeholder to perform oversight of the Design-Build project.
- g. A Proposer has obtained advice from or discussed any aspect relating to the Design-Build project or procurement of the Design-Build project with, any person or entity with an organizational conflict of interest, including, but not limited to, the consultants of any entity that have provided technical support on the Design-Build project.
- h. Any circumstances that would violate California Government Code section 1090, et seq.

C. Obligations of Proposers.

- 1. Proposers shall make a full written disclosure to the District of the facts and circumstances regarding an organizational conflict of interest or a potential organizational conflict of interest and shall have a continuing obligation to do so until they are no longer Proposers.
- 2. Proposers shall disclose all relevant facts relating to past, present or planned interests of the Proposer's Design-Build Team (including the Proposer, Proposer's proposed consultants and subconsultants and subcontractors and their respective directors and key personnel) that may result in, or could be viewed as, an organizational conflict of interest in connection with any Design-Build project procurement, including present or planned contractual or

employment relationships with any current District employee.

3. Proposers shall disclose in the response documents to a Design-Build request for qualifications and request for proposals, all the work performed in relation to the particular proposed Design-Build project.
  4. If a Proposer determines that a conflict of interest or potential conflict of interest exists, it must disclose the conflict or potential conflict of interest to the District. The disclosure may not necessarily disqualify a Proposer from being awarded a contract. The Proposer shall propose measures to avoid, neutralize, or mitigate all conflicts or potential conflicts. The District, in its sole discretion, shall determine whether the proposed measures are sufficient to overcome the conflict or potential conflict and whether the Proposer may continue with the procurement process. The District has the right to cancel or amend a resulting Design-Build project contract if the successful Proposer failed to disclose a conflict or potential conflict that it knew or should have known about, or if the Proposer provided information in its disclosure that is false or misleading.
  5. For other conflicts or potential conflicts not mentioned specifically above, such as conflicts involving employees changing companies, mergers and acquisitions of firms, property ownership, business arrangements, and financial interests, a Proposer shall disclose and address any organizational conflicts of interest or potential organizational conflicts of interest when participating in or joining a Design-Build Team. The District will determine if a conflict of interest exists.
- D. Obligations After Contract Award. The successful Proposer to whom a contract is awarded ("Contractor") has an ongoing obligation to monitor and disclose its conflicts or potential conflicts of interest. The District has the right to ongoing enforcement of this policy. If an organizational conflict of interest is discovered after contract award, the Contractor must make an immediate and full written disclosure to the District that includes a description of the action that the Contractor has taken or proposes to take to avoid or mitigate the conflict. If an organizational conflict of interest is determined to exist and the Contractor was aware of an organizational conflict of interest prior to award of the contract and did not disclose the conflict, the District may terminate the contract. If a new conflict of interest arises after contract award, and Contractor's proposed measures to avoid or mitigate the conflict are determined by the District to be inadequate to protect the District, the District may terminate the contract. If the contract is terminated, the District assumes no obligations, responsibilities and liabilities to reimburse all or part of the costs incurred or alleged to have been incurred by Contractor and is entitled to pursue any available legal remedies.
- E. Incorporation by Reference. This policy shall be incorporated by reference into and included as part of all District Design-Build project requests for qualifications and requests for proposals, and all District Design-Build contracts.

APPROVED BY THE RIVERSIDE COUNTY REGIONAL PARK AND OPEN-SPACE  
DISTRICT BOARD OF DIRECTORS ON THIS DAY \_\_\_\_\_ OF \_\_\_\_\_,  
2023.