**NOTE TO CRITERIA ARCHITECT & DCS PROJECT MANAGER:**

**This version is for a Major Capital Project authorized by the Commissioner to be a Design-Build Project.**

EDITING: To Show the Editing Notes in this MS Word document the show/hide symbol (¶) button must be must turned on in the MS Word Toolbar. To print this document show/hide symbol (¶) must be turned off in the MS Word Toolbar, this will enable the document to indicate the correct number of total pages. The below blue text are project specific information that must be completed by the Criteria Architect as applicable to the specific project. When complete change blue text to black text. The *bold and italicized text* is for example purposes only and must be modified and edited by the Criteria Architect to make it project specific. For text boxes, left click on Insert and then insert project specific information over the word Insert in the underlined space.

**TABLES:** To view the Table Grid in this MS Word document, click inside any table, then go to the **Table Tools > Layout** tab, **Table** group, and click **View Gridlines.**

HEADERS AND FOOTERS: The header and footer for each page of the Project Manual shall match the format, font (Arial), size (9 pt), font style (BOLD & CAPITALIZED) and line borders of the header and footer shown herein. The header of each page shall contain the Division 01 General Requirements, and the page number & number of pages as shown herein. The footer shall contain the project number in the right hand side as shown herein. Division 00 and 01 contain a revision date in the left side of the footer. This date is to remain as it is for DCS informational purposes only and should not be altered by the Criteria Architect.

SECTIONS, SUBSECTIONS, PARAGRAPHS: If a Section is not part of the project scope, delete the Section in the General Requirements, then check “NOT USED” in the Table of Contents. DO NOT delete the Section title from the Table of Contents.

If a Sub-Section is not applicable to the project, DO NOT delete the Sub-Section title from the General Requirements OR from the Table of Contents. Check “NOT USED” in the Table of Contents, and then state “NOT USED” beneath the Sub-Section Title in the General Requirements. Delete the contents of the Sub-Section.

Edit Paragraphs carefully to reflect specific project requirements, or delete them if they do not apply. DO NOT include Paragraphs or parts of Paragraphs in the project manual, which have no applicability to the specific project. KEEP IN NUMERICAL SEQUENCE.

DIVISION 00 SECTIONS contain the bidding documents as required by the Connecticut Department of Administrative Services (CT DAS) Procurement Services Unit and the Connecticut General Statutes. Any and all revisions to this section are the sole responsibility of the CT DAS Procurement Services Unit, and the Criteria Architect shall under no circumstances change these documents. The Criteria Architect is responsible to list these sections in the Project Manual Table of Contents.

GENERAL CONDITIONS: Please review the General Conditions carefully and coordinate the requirements of those Articles including the Definitions.

DIVISION 01 SECTIONS are the organizational key of the Project Manual. All revisions to this Division are the responsibility of the Criteria Architect. Division 01 must be closely coordinated with Division 00, Division 02 through 49, the Drawings, and Available Information.

LEED REQUIREMENTS: The “Division 01 General Requirements - Design -Build Capital Projects” include the Requirements for LEED & Commissioning. For D-B Capital Projects that DO NOT require LEED & Commissioning, the DCS PM and Criteria Architect must delete LEED & Commissioning sections designated in the Edit Notes, and then check “NOT USED” in the Table of Contents. DO NOT delete the Section title from the Table of Contents.

NOTES TO CRITERIA ARCHITECT, DCS PROJECT MANAGER, & USER AGENCY: The DCS PM, Criteria Architect, and User Agency must determine whether this Project must comply with the following requirements of CGS § 16a-38k:

1. Project is approved and funded on or after January 1, 2008;
2. New construction of a state facility that is projected to cost not less than five million dollars;
3. renovation of a state facility that is projected to cost not less than two million dollars, that is financed with state funds and is approved and funded on or after January 1, 2008,

**01 30 00 ADMINISTRATIVE REQUIREMENTS**

1. **Summary:** Section 01 30 00 Administrative Requirements contains the following Subsections:

|  |  |
| --- | --- |
| **01 31 13** | **Project Coordination** |
| **01 31 19** | **Project Meetings** |
| **01 32 16** | **Design - Construction Progress Schedules** |
| **01 32 33** | **Photographic Documentation** |
| **01 33 00** | **Submittal Procedures** |
| **01 35 16** | **Alteration Project Procedures** |
| **01 35 19** | **Confined Space Entry NOTE:** If this section is not applicable to your project state **“NOT USED”** in *this* Table of Contents and **delete the Section** from the General Requirements.  |
| **01 35 53** | **Security Procedures** |

## 01 31 13 PROJECT COORDINATION

NOTE: This Section 01 31 13 "Project Coordination” includes requirements for general project coordination procedures, conservation, coordination of drawings, administrative and supervisory personnel, and cleaning and protection.

Revise paragraphs carefully to reflect specific project requirements, or delete them if they do not apply.

## A. Related Documents: All Volumes of the Design-Build Request for Proposals for this Project, including, but not limited to, the D-B Agreement General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

### **B.** **Related Sections:** The following Sections contain requirements that relate to this section.

### **1.** **Section 01 29 76 “Progress Payment Procedures”** submission of Schedule of Values and Applications for payment.

### **C. Construction Administrator:**

#### The Construction Administrator is identified in Division 01 **Section 01 12 19 “Contract Interface”.**

#### **Construction Mobilization:**

##### **2.1** Cooperate with the Construction Administrator in the allocation of mobilization areas of the site, for field offices and sheds, for agency facility access, traffic, and parking facilities.

##### **2.2** During Construction, coordinate use of site and facilities through the Construction Administrator.

##### **2.3** Comply with the Construction Administrator’s procedures for intra-project communications; submittals, reports and records, schedules, coordination drawings, and recommendations; and resolution of ambiguities and conflicts.

NOTE: Responsibility for providing temporary utilities and construction facilities is identified in Section 01 50 00 “Construction Facilities and Control”. Delete or revise and edit paragraphs below as required for specific project.

##### **2.4** Comply with instructions of the Construction Administrator for use of temporary utilities and construction facilities.

##### **2.5** Coordinate field engineering layout as specified in Division 01 **Section 01 71 23 “Field Engineering”** for work under the instructions of the Construction Administrator.

### **D.** Coordinate construction operations included in various Sections of these Specifications to assure efficient and orderly installation of each part of the Work. Coordinate construction operations included under different Sections that depend on each other for proper installation, connection, and operation.

#### **1.** Schedule construction operations in the 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 assure maximum accessibility for required maintenance, service, and repair.

#### **3.** Make provisions to accommodate items scheduled for later installation.

### **E.** Where necessary, prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and attendance at meetings.

#### **1.** Prepare similar memoranda for the Construction Administrator, Owner and the separate contractors where coordination of their work is required.

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

NOTE: Insert other administrative activities needed to suit project requirements.

#### **Preparation of schedules.**

#### **Installation and removal of temporary facilities.**

#### **Delivery and processing of submittals.**

#### **Progress meetings.**

#### **Project closeout activities.**

### **G. General Coordination Provisions:**

#### **1.** **Inspection of Conditions:** Require the Installer of each major component to inspect both the substrate and conditions under which Work is to be performed and coordinate such inspections with the Construction Administrator and authorities having jurisdictions. If unsatisfactory conditions exist notify the Construction Administrator immediately. Do not proceed until unsatisfactory conditions have been corrected in an acceptable manner.

#### **2.** The Design-Builder shall coordinate temporary enclosures with required inspections and tests to minimize the necessity of uncovering completed construction for that purpose.

#### **2.1 Coordination Drawings:**

NOTE: Edit requirements below for specific project Scope & Size.

##### **2.1.1** The Design-Builder’s HVAC Subcontractor will initiate reproducible 1/4" scale drawings created on AutoCAD showing ducts and piping in plan and section. Sheet metal shop drawings must be approved prior to starting coordination drawings.

##### **2.1.2** The Design-Builder’s Sprinkler Subcontractor will then superimpose their piping layout on the tracing.

##### **2.1.3** The Design-Builder’s Electrical Subcontractor will superimpose all the electrical information on the reproducible drawings. Said information to include but not necessary limited to cable trays, equipment, lighting, conduits, bus duct, etc.

##### **2.1.4** The Design-Builder’s Sprinkler Subcontractor will complete the coordination drawing by drawing their piping (include pitch) on the reproducible drawings.

##### **2.1.5** The Construction Administrator will review the completed coordination drawing for general compliance and then submit it to the Design-Builder’s Architect for their review. All Design-Builder’s Subcontractors shall rework the reproducible drawings until all systems are properly coordinated.

#### **2.2** The Construction Administrator will meet with the Design-Builder on all major items of coordination.

#### **2.3** See also **Division 00 General Conditions, Article 7 “Cooperation of Trades”.**

**End Section 01 31 13**

**Project Coordination**

## 01 31 19 PROJECT MEETINGS

NOTE: This Section 01 31 19 "Project Meetings” specifies administrative and procedural requirements for project meetings, including but not limited to, the following: Pre-construction conferences, Pre-installation conferences, and Progress meetings.

Revise paragraphs carefully to reflect specific project requirements, or delete them if they do not apply.

## A. Related Documents: All Volumes of the Design-Build Request for Proposals for this Project, including, but not limited to, the D-B Agreement General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

### **B. Pre-construction Conference:**

#### The Design-Builder will attend a Pre-construction Conference before starting construction, as scheduled by the Construction Administrator convenient to the Owner, the Construction Administrator, Design-Builder’s Architect, and Design-Builder. This meeting will take place within **fourteen (14)** Calendar Days after the written Notice to Proceed and before the Contract Start Date. Hold the conference at the Project Site or another convenient location as directed by the Construction Administrator. The Construction Administrator shall conduct the Pre-construction Conference to review the Design-Builder and their Subcontractor responsibilities and personnel assignments.

NOTE: Amplify the paragraph below as necessary to suit project requirements.

#### **Attendees:** Authorized representatives of the Construction Administrator, Owner, Design-Builder’s Architect, and their consultants; the Design-Builder and their superintendent; major subcontractors; agency; and other concerned parties shall attend the conference. All participants at the conference shall be familiar with the Project and authorized to conclude matters relating to the Work.

#### **Agenda:** Discuss items of significance that could affect progress, including the following:

NOTE: Add or delete items in example list below as necessary to suit project requirements.

##### **3.1 Tentative construction schedule;**

##### **3.2 Critical work sequencing;**

##### **3.3 Progress meeting schedule;**

##### **3.4 Designation of responsible personnel;**

##### **3.5 Procedures for processing field decisions and Change Orders;**

##### **3.6 Procedures for processing Applications for Payment;**

##### **3.7 Distribution of Contract Documents;**

##### **3.8 Submittal of Shop Drawings, Product Data, and Samples;**

##### **3.9 Preparation of record documents;**

##### **3.10 Use of the premises;**

##### **3.11 Parking availability;**

##### **3.12 Office, work, and storage areas;**

##### **3.13 Equipment deliveries and priorities;**

##### **3.14 Safety procedures;**

##### **3.15 First aid;**

##### **3.16 Security;**

##### **3.17 Housekeeping;**

##### **3.18 Working hours;**

##### **3.19 Coordination with Audio-Visual and Telecommunications.**

### **C. Progress Meetings:**

NOTE: Modify the paragraph below if the project requires progress meetings on a monthly or weekly basis.

#### The Construction Administrator will conduct progress meetings, bi-weekly, at the Project Site or at regular intervals as agreed upon at the Pre-construction Conference. The Construction Administrator will notify the Owner, the Design-Builder’s Architect, and the Design-Builder of the scheduled Progress Meeting dates. Coordinate dates of Progress Meetings with preparation of Application for Payment requests.

NOTE: Modify the paragraph below if attendance by other known entities is necessary.

#### **Attendees:** In addition to representatives of the Design-Builder, Construction Administrator, Owner and the Design-Builder’s Architect, Design-Builder’s subcontractors, suppliers, or other entity concerned with current progress or involved in planning, coordination, or performance of future activities may be requested to attend these meetings on an as needed basis. All participants at the meeting shall be familiar with the Project and authorized to conclude matters relating to the Work. The Design-Builder shall include the site superintendent as a minimum.

NOTE: Revise the paragraph below to suit project requirements.

#### **Agenda:** Progress Meetings shall review and correct or approve minutes of the previous Progress Meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to the status of the Project.

##### **3.1** **Design -** **Construction:** Review progress since the last Progress Meeting. Determine where each activity is in relation to the required Design-Builder's “Design - Construction Schedule” and whether each activity is on time or ahead or behind Schedule. Determine how Work that is behind Schedule will be expedited; secure commitments from parties involved to do so. Discuss whether Schedule revisions are required to insure that current and subsequent activities will be completed within the Contract Time.

##### **3.2** Review the present and future needs of each entity present

#### **Reporting:** The Construction Administrator will distribute minutes of the meeting to each party present, promptly and before the next scheduled meeting, and to parties who should have been present.

#### A schedule of regular Project Meetings will be established at the Pre-construction Conference.

**End Section 01 31 19**

**Project Meetings**

## 01 32 16 DESIGN - CONSTRUCTION PROGRESS SCHEDULES

NOTE: This Section 01 32 16 "Design - Construction Progress Schedules” includes requirements administrative and procedural requirements for preparation, submittal, and updating of the Design Builder’s construction schedules and reporting progress of the Work. It is appropriate for small single contract work.

Revise paragraphs carefully to reflect specific project requirements, or delete them if they do not apply.

## A. Related Documents: All Volumes of the Design-Build Request for Proposals for this Project, including, but not limited to, the D-B Agreement General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

## B. Summary

### **1.** This Section includes administrative and procedural requirements for the preparation, submittal, and updating of the Design-Builder’s Design-Construction Schedules and reporting progress of the Work.

#### **1.1** Refer to the General Conditions and the Agreement for definitions and specific dates of Contract Time.

### **2.** This Section includes the following:

#### **2.1.** Format.

#### **2.2.** Content.

#### **2.3.** Revisions to schedules.

#### **2.4.** Submittals.

#### **2.5.** Distribution.

### **3. Related Sections**: The following Sections contain requirements that relate to this Section:

**3.1** Division 01 Section 01 29 76 "Progress Payment Procedures" specifies requirements for submitting Schedule of Values and Application for Payments.

**3.2** Division 01 Section 01 31 19 "Project Meetings" specifies requirements for submitting and distributing meeting and conference minutes.

**3.3** Division 01 Section 01 33 00 "Submittal Procedures" specifies requirements for submitting the Submittal Schedule.

**3.4** Division 01 Section 01 45 00 "Quality Control" specifies requirements for submitting inspection and test reports.

**3.5** Division 01 Section 01 60 00 "Product Requirements" specifies requirements for submitting the list of products.

## C. Definitions

### **1.** **Design** **-** **Construction Schedule:** A method of planning and scheduling a design - construction project utilizing a horizontal bar chart with a separate bar for each major portion of the Work or operation **(including all design work)** to make the schedule an effective tool for planning and monitoring the progress of the work.

## D. Quality Assurance

NOTE: Retain paragraph below where the Work will be conducted under a single prime contract. Delete for multiple prime contracts. Revise if the owner wants to retain an independent consultant.

### **1. The Design-Builder's Scheduler Consultant:** Retain a Scheduler Consultant to provide planning, evaluating, and reporting by CPM scheduling.

NOTE: Delete subparagraph below if bidders are not qualified construction scheduling operators or would not be acceptable as operators if qualified. Delete if the Construction Administrator wants the Design-Builder to retain an independent consultant. Review these options with the Construction Administrator. Independent consultants should be impartial in the case of if small uncomplicated project.

#### **1.1. In-House Option:** The Owner may waive the requirement to retain a consultant if the Design-Builder can demonstrate that:

##### **a.** The Design-Builder has the computer equipment required to produce construction schedules.

##### **b.** The Design-Builder employs skilled personnel with experience in construction scheduling and reporting techniques.

NOTE: Manual referenced in subparagraph below contains basic recommendations for construction scheduling procedures and methods.

#### **1.2. Standards:** Comply with procedures contained in AGC's "Construction Planning & Scheduling."

## E. Preliminary Schedule

### **1.** Preliminary Gantt schedule is to be prepared by the Design-Builder and submitted to the Construction Administrator within **seven (7)** Calendar Days of award of contract. This schedule is to cover all items of Work **(including all design work)** from the start of the project up to the completion of the project. This schedule must be revised when the actual schedule of significant items varies more than one week from the proposed schedule.

## F. Design - Construction Schedule Format

## NOTE: Retain paragraph below where the work will be conducted under a single prime contract. Delete for multiple prime contracts. Revise if the owner wants to retain an independent consultant.

#### **1. Format:** Utilize a horizontal bar chart (Gantt) with a separate bar for each major portion of the Work or operation, identifying first work day of each week.

NOTE: Insert a specific computer program and hardware configuration if Microsoft Project programs are unacceptable.

#### **2. Program:** Use **Microsoft Project**, latest version.

NOTE: Edit Sequence of listings in paragraph below as required for project.

#### **3. Sequence of Listings:** Utilize a chronological order of the Work; from the start of each item of Work.

#### **4. Scale and Spacing:** Provide space for notations and revisions.

NOTE: Edit sheet size in paragraph below as required for project.

#### **Sheet Size:** To be coordinated with Construction Administrator.

#### **Weather Days Allowance:** The Design-Builder shall include as a separate identifiable activity on the Critical Path of the Design -Construction Schedule, and activity labeled "Weather Days Allowance."  Insert this activity immediately prior to the substantial completion milestone.

#### **6.1** The Design-Builder shall be fully responsible for determining the number of weather delay days to be included in the Design-Construction Schedule. This determination shall be based on the normal anticipated weather for the project location and the nature of the project work. The Design - Construction Schedule shall be based on the Design-Builder‘s determined weather delay allowance. The weather delay activity shall be included in the Design - Construction Schedule immediately prior to the Substantial Completion milestone.

#### **6.2** The **minimal** allowed duration of the Weather Days Allowance shall be calculated as follows (decimals rounded to nearest whole number):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Contract Time *(Calendar Days)* | multiplied by | 7 | equals | Weather Days Allowance*(Calendar Days)* |
| 365 |

#### The Design-Builder shall insert an activity in the Critical Path of the Design- Construction Schedule to reflect weather day occurrences when weather days are experienced and accepted by the Owner.  Identify this activity as a weather delay.

#### The Design-Builder shall reduce duration of Weather Days Allowance activity as weather delays are experienced and inserted into the schedule.  Remaining weather days in Weather Day Allowance at completion of project is considered float. Weather delay, when justified, are considered allowable, non compensable.

## Content

NOTE: Edit and revise paragraphs below to suit project.

### Show complete sequence of design/construction by activity, with dates beginning and completion of each element of construction.

### Identify each item by specification section numbers.

### Identify work of separate phases and other logically grouped activities.

### Show accumulated percentages of completion of each item, and total percentage of Work completed, as of the **first** **(1st)** day of each month.

NOTE: Projects requiring a Design-Construction Schedule should begin with a preliminary bar-chart (Gantt) schedule of the type described below. Revise times given in paragraph below to suit project.

### Provide separate schedule of submittal dates for shop drawings, product data, and samples, and dates reviewed submittals will be required from Construction Administrator. Indicate decision dates for selection of finishes.

### Indicate critical path with original baseline indicated.

### Coordinate content with Schedule of Values specified in Section 01 29 76 "Progress Payment Procedures."

## Submittals And Revisions To Schedules

### An initial bar graph schedule is to be prepared by the Design-Builder and submitted to the Construction Administrator. Refer to Article 1.5.

### Indicate progress of each activity to date of submittal, and projected completion date of each activity.

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

### Provide narrative report to define problem areas, anticipated delays, and impact on Schedule. Report corrective action taken, or proposed, and its effect.

### Schedules must be revised monthly and when the actual schedule of significant items varies more than **seven (7) days** from the proposed schedule.

### Submit revised Design - Construction Schedules for each Application for Payment.

### Submit **four (4)** copies of the Design - Construction Schedule to the Construction Administrator.

## I. Distribution

### Distribute copies of the Design-Construction Schedules to Construction Administrator, Owner, Design-Builder’s Architect, Design-Builder’s Subcontractors, suppliers, and other concerned parties.

### Instruct recipients to promptly report, in writing, problem anticipated by projections indicated in schedules.

**End Section 01 32 16**

**Design - Construction Progress Schedules**

## 01 32 33 PHOTOGRAPHIC DOCUMENTATION

NOTE: This Section 01 32 33 “Photographic Documentation” contains requirements that include administrative and procedural requirements for construction photographs of the Work. This section does not apply to all projects; determine need with Project Manager including number of photos.

## A. Related Documents: All Volumes of the Design-Build Request for Proposals for this Project, including, but not limited to, the D-B Agreement General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

### **B.** **Related Sections:** The following Sections contain requirements that relate to this section

### **1. Section 01 29 76 “Progress Payment Procedures”** submission of Schedule of Values and Applications for payment.

### On the date the Work is begun and every **thirty (30)** days thereafter (typically at the end of the month until the Work is at least **ninety-five percent [95%]** complete), the Design-Builder shall have photographs of the construction taken by a professional photographer or an individual approved by the Owner.

NOTE: Revise paragraph below to satisfy office policy and project requirements. Change number of photos required complying with distribution requirements. A standard 24 is shown, may modify to 12 or 36.

### **Photographs:** Provide a digital camera to take ***twenty-four (24)*** or more photos each time. Deliver 1 sets of photo files on CD-ROM and one set of prints to the Construction Administrator for the department. Label each CD-ROM with project name and the date the photographs were taken. With each submittal provide an index sheet of digital photos and where the photos were taken.

### As photographs are a record of the work progress, they shall be taken each month, whether or not they show work done during the preceding month. Deliver digital photos to the Construction Administrator within ***ten (10)*** Calendar Days of their taking.

**End Section 01 32 33**

**Photographic Documentation**

## 01 33 00 SUBMITTAL PROCEDURES

NOTE: This Section 01 33 00 "Submittal Procedures” includes administrative and procedural requirements for submittals required for performance of the Work. Submittals include the examples of the following types, Design Builder's design-construction schedule, submittal schedule, daily construction reports, shop drawings, product data, samples, quality assurance submittals, and proposed "equals" or "substitutions".

Revise paragraphs carefully to reflect specific project requirements, or delete them if they do not apply.

## A. Related Documents: All Volumes of the Design-Build Request for Proposals for this Project, including, but not limited to, the D-B Agreement General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

## B. Summary

### This Section includes administrative and procedural requirements for submittals required for performance of the Work, including but not limited to the following:

NOTE: Delete items from the example list below that are not appropriate for the project. Add items to suit project requirements.

#### **1.1 Submittal schedule.**

#### **1.2 Shop Drawings.**

#### **1.3 Product Data.**

#### **1.4 Samples.**

#### **1.5 Quality assurance submittals.**

#### **1.6 Proposed "Substitutions/Equals".**

#### **1.7 Warrantee samples.**

#### **1.8 Coordination Drawings.**

#### **1.9 O & M Manuals**

### **Administrative Submittals:** Refer to other Division 01 Sections and other D-B General Requirement Sections for requirements for administrative submittals. Such submittals include, but are not limited to, the following:

NOTE: Delete items from the example list below that are not appropriate for the project. Add items to suit project requirements.

#### **Permits.**

#### **Applications for Payment.**

#### **Performance and payment bonds.**

#### **Design-Builder’s Design-Construction.**

#### **Daily construction reports.**

#### **Construction Photographs.**

#### **Insurance certificates.**

#### **List of subcontractors.**

#### **Subcontractors/Suppliers FEIN #’s and Connecticut tax registration #.**

### **Related Sections:** The following Sections contain requirements that relate to this Section:

NOTE: Delete Division Sections from the list below that are not appropriate for the project. Add Division Sections to suit project requirements.

#### Division 01 Section 01 25 00 "Substitution Procedures" specifies requirements for submittal of requests for equals and substitutions.

#### Division 01 Section 01 29 76 "Progress Payment Procedures" specifies requirements for submittal of the Schedule of Values.

#### Division 01 Section 01 31 13 “Project Coordination” for Project Coordination documents.

#### Division 01 Section 01 31 19 "Project Meetings" specifies requirements for submittal and distribution of meeting and conference minutes.

#### Division 01 Section 01 32 16 "Design-Construction Progress Schedules" for requirements for construction scheduling and reporting progress of work.

#### Division 01 Section 01 32 33 "Photographic Documentation" specifies requirements for submittal of periodic construction photographs.

#### Division 01 Section 01 45 00 "Quality Control" specifies requirements for submittal of inspection and test reports and mockups.

#### Division 01 Section 01 77 00 "Closeout Procedures" specifies requirements for submittal of Project Record Documents and warranties at project closeout.

#### Division 01 Section 01 78 30 "Warranties and Bonds".

## E. Definitions

### Coordination Drawings show the relationship and integration of different construction elements that require careful coordination during fabrication or installation to fit in the space provided or to function as intended and as identified in the Design-Builder’s Architect’s Specification Divisions 02 through 49.

#### **1.1** Preparation of Coordination Drawings is specified in Division 01 Section 01 31 13 "Project Coordination" and may include components previously shown in detail on Shop Drawings or Product Data.

### Field samples are full-size physical examples erected on-site to illustrate finishes, coatings, or finish materials. Field samples are used to establish the standard by which the Work will be judged.

### Mockups are full-size assemblies for review of construction, coordination, testing, or operation; they are not Samples.

## F. Submittal Procedures

### **Coordination:** Coordinate preparation and processing of submittals with performance of construction activities. Transmit each submittal sufficiently in advance of performance of related construction activities to avoid delay.

#### **1.1** Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.

#### **1.2** Coordinate transmittal of different types of submittals for related elements of the Work so processing will not be delayed by the need to review submittals concurrently for coordination.

##### **1.2.1** The Construction Administrator reserves the right to withhold action on a submittal requiring coordination with other submittals until all related submittals are received from the Design-Builder

##### **1.2.2** The Construction Administrator reserves the right to reject incomplete submitted packages received from the Design-Builder.

#### **1.3 Processing:** To avoid the need to delay installation as a result of the time required to process submittals, allow sufficient time for submittal review, including time for re-submittals.

NOTE: Revise the time periods of subparagraphs below to suit project requirements. The impact of this process is reflected in the Design-Builder Article 11.1, placing a reasonable expectation on the Design-Builder as well as the construction Administrator to process this in a priority fashion.

##### **1.3.1** Allow **fourteen (14)** calendar days for initial review. Allow additional time if the Construction Administrator must delay processing to permit coordination with subsequent submittals from the Design-Builder.

##### **1.3.2** If an intermediate submittal is necessary, process the same as the initial submittal.

##### **1.4** Allow **fourteen (14)** calendar days for reprocessing each submittal.

##### **1.5** No extension of Contract Time will be authorized because of failure of the Design-Builder to transmit submittals to the Construction Administrator sufficiently in advance of the Work to permit processing.

NOTE: Revise the submittal formats of subparagraphs below to suit project requirements.

### **Submittal Preparation:** Place a permanent label, title block or **8-1/2 inches x 11 inches** cover page approved by the Design-Builder’s Architect, on each submittal for identification. Indicate the name of the entity that prepared each submittal on the label or title block.

#### **2.1** The minimum number of copies required for each submittal shall be **seven (7)** or as determined otherwise at the Pre-Construction Conference or by the Construction Administrator.

#### **2.2** Provide a space approximately **4 inches by 5 inches** on the label, beside the title block or on the cover page on Shop Drawings to record the Design-Builder's review and approval markings and the action taken.

#### **2.3** Include the following information on the label for processing and recording action taken.

NOTE: Delete items from the example list below that are not appropriate for the project. Add items to suit project requirements.

##### **2.3.1 Project Name and State of Connecticut Project Number.**

##### **2.3.2 Date.**

##### **2.3.3 Name and address of the Design-Builder’s Architect, Construction Administrator, and Owner Representative.**

##### **2.3.4 Name and address of the Design-Builder.**

##### **2.3.5 Name and address of the Design-Builder’s subcontractor.**

##### **2.3.6 Name and address of the supplier.**

##### **2.3.7 Name of the manufacturer.**

##### **2.3.8 Number and title of appropriate Specification Section.**

##### **2.3.9 Drawing number and detail references, as appropriate.**

##### **2.3.10 Indicate either initial or resubmittal.**

##### **2.3.11 Indicate deviations from Contract Documents.**

NOTE: Revise the submittal process with copy of the transmittal to Construction Administrator and original to Architect as required.

### **Submittal Transmittal:** Package each submittal appropriately for transmittal and handling. Transmit each submittal from the Design-Builder to the Construction Administrator using a transmittal form. The Construction Administrator will return all submittals to the Design-Builder after action is taken with a complete copy of the submittal package and one complete copy of the submittal package. The Design-Builder will not accept submittals received from sources other than the Design-Builder.

#### **3.1** On the transmittal, record relevant information and requests for data. On the form, or separate sheet, record deviations from D-B Request For Proposals requirements, including variations and limitations. Include Design-Builder's certification that information complies with from D-B Request For Proposals requirements.

## G. Submittal Schedule:

NOTE: Revise the time periods of subparagraph below to suit project requirements.

### **1.** After development and review by the Owner and Construction Administrator acceptance of the Design-Builder's Design-Construction Schedule prepare a complete schedule of submittals. Submit the schedule to the Construction Administrator within **thirty (30)** Calendar Days of Contract Award.

#### **1.1** Coordinate Submittal Schedule with the list of subcontracts, Schedule of Values, and the list of products as well as the Design-Builder’s Design-Construction Schedule.

#### **1.2** Prepare the schedule in chronological order. Provide the following information:

##### **1.2.1** Schedule date for the initial submittal.

##### **1.2.2** Related section number.

##### **1.2.3** Submittal category (Shop Drawings, Product Data, or Samples).

##### **1.2.4** Name of Subcontractor.

##### **1.2.5** Description of the part of Work covered.

##### **1.2.6** Scheduled date for resubmittal.

##### **1.2.7** Scheduled date for the Architect’s final release of approval.

**2.** **Submittal Schedule:** Submit a schedule of submittals, arranged in chronological order by dates required by construction schedule. Include time required for review, ordering, manufacturing, fabrication, and delivery when establishing dates. Include additional time required for making corrections or modifications to submittals noted by the Construction Administrator and additional time for handling and reviewing submittals required by those corrections.

**2.1** Coordinate submittal schedule with list of subcontracts, the schedule of values, and Design-Builder's design-construction schedule.

**2.2** **Initial Submittal:** Submit concurrently with start-up Design- Construction Schedule. Include submittals required during the first **sixty 60** Calendar Days of Design- Construction. List those submittals required to maintain orderly progress of the Work and those required early because of long lead time for manufacture or fabrication.

**2.3** **Final Submittal:** Submit concurrently with the first complete submittal of Design-Builder's Design - Construction Schedule.

**2.3.1** Submit revised submittal schedule to reflect changes in current status and timing for submittals.

**3.** **Coordination:** Coordinate preparation and processing of submittals with performance of design - construction activities.

**3.1** Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.

**3.2** Submit all submittal items required for each specification section concurrently unless partial submittals for portions of the Work are indicated on approved submittal schedule.

**3.3** Submit action submittals and informational submittals required by the same specification section as separate packages under separate transmittals.

**3.4** Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination.

**3.4.1** Construction Administrator the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.

**3.5** **Processing Time:** Allow time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Construction Administrator’s receipt of submittal. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.

**3.5.1 Initial Review:** Allow **fourteen (14)**Calendar Days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Construction Administrator will advise Construction Administrator when a submittal being processed must be delayed for coordination with related submittals not yet received. Additional time will be required if processing must be delayed to permit review of related subsequent submittals.

**3.5.2 Intermediate Review:** If intermediate submittal is necessary, process it in same manner as initial submittal.

**3.5.3 Resubmittal Review:** Allow **fourteen (14)**Calendar Days for review of each resubmittal.

**3.5.4** **Mass Submittals:** **Six (6)** or more submittals in **one** **(1)** Calendar Day or **twenty (20)** or more submittals in **seven** **(7)** Calendar Days.  If “Mass Submittals” are received, Construction Administrator’s review time stated above may be extended as necessary to perform proper review. Construction Administrator will review “Mass Submittals” based upon priority determined by Construction Administrator after consultation with Owner and Design-Builder.

### **3.6 Distribution:** Following response to the initial submittal, print and distribute copies to the Construction Administrator, Owner, Design Builder’s Architect, Design Builder’s subcontractors, and other parties required to comply with submittal dates indicated. Post copies in the Project meeting room and field office.

#### **3.6.1** When revisions are made, distribute to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in construction activities.

### **3.7** **Schedule Updating:** Revise the schedule after each meeting or activity where revisions have been recognized or made. Issue the updated schedule concurrently with the report of each meeting.

## H. Daily Construction Reports

### **1.** Prepare a daily construction report recording the following information concerning events at the site, and submit duplicate copies to the Construction Administrator at weekly intervals:

#### **1.1 List of subcontractors at the site.**

#### **1.2 Approximate count of personnel at the site.**

#### **1.3 High and low temperatures, general weather conditions.**

#### **1.4 Accidents and unusual events.**

#### **1.5 Meetings and significant decisions.**

#### **1.6 Stoppages, delays, shortages, and losses.**

#### **1.7 Meter readings and similar recordings.**

#### **1.8 List of equipment on site and identify if idle or in use.**

#### **1.9 Orders and requests of governing authorities.**

#### **1.10 Change Orders received, start and end dates.**

#### **1.11 Services connected, disconnected.**

#### **1.12 Equipment or system tests and startups.**

#### **1.13 Partial Completion’s, occupancies.**

#### **1.14 Substantial Completion’s authorized.**

#### **1.15 Equals or Substitutions approved or rejected.**

## I. Shop Drawings

NOTE: Revise the submittal formats of subparagraphs below to suit project requirements.

### **1.** Submit newly prepared information drawn accurately to scale. Highlight, encircle, or otherwise indicate deviations from the Contract Documents. Do not reproduce Contract Documents or copy standard information as the basis of Shop Drawings. Standard information prepared without specific reference to the Project is not a Shop Drawing.

### Shop Drawings include fabrication and installation Drawings, setting diagrams, schedules, patterns, templates and similar Drawings. Include the following information:

#### **2.1** Dimensions.

#### **2.2** Identification of products and materials included by sheet and detail number.

#### **2.3** Compliance with specified standards.

#### **2.4** Notation of coordination requirements.

#### **2.5** Notation of dimensions established by field measurement.

#### **2.6** **Sheet Size:** Except for templates, patterns and similar full-size Drawings, submit Shop Drawings on sheets at least **8-1/2 by 11 inches** but no larger than **36 by 48 inches**.

#### **2.6.1** Submit **one (1)** reproducible media and **seven (7)** prints as directed by the Construction Administrator. The Design-Builder's submittal shall identify the specification section and/or drawing number applicable to the submittal.

#### **2.6.2** Details shall be large scale and/or full size.

### The Design-Builder’s Architect shall review the Shop Drawings, stamp with this approval, and submit them to the Design-Builder with reasonable promptness and in orderly sequence so as to cause no delay in their Work or in the Work of any of the Design-Builder’s subcontractors. Shop Drawings shall be properly identified as specified for item, material, workmanship, and project number. At the submission, the Design-Builder shall inform the Construction Administrator, in writing of any deviation in the shop drawings from the requirements of the D-B Request for Proposal for this Project.

### The Construction Administrator will review and comment on shop drawings with reasonable promptness so as to cause no delay, but only for conformance with the requirements of the D-B Request for Proposal for this Project and with the information given in the Design-Builder’s Contract Documents. Refer to Article 5 of the D-B General Conditions. Shop Drawings received by the Construction Administrator that indicate insufficient study of drawings and specifications, illegible portions or gross errors, will be rejected outright. Such rejections shall not constitute an acceptable reason for granting the Design-Builder additional time to perform the work.

### The Design-Builder shall make any corrections required by the Construction Administrator and shall resubmit the required number of corrected copies of Shop Drawings until fully reviewed.

### Upon final review submit ***four (4)*** additional prints, same as submitted, for use by the Construction Administrator.

### The Construction Administrator’s review and comments on Shop Drawings shall not relieve the Design-Builder of responsibility for any deviation from the requirements of the D-B Request for Proposal for this Project.

### Only final reviewed Shop Drawings are to be used on the Project site.

### The Work installed shall be reviewed in accordance with the Shop Drawings and the drawings and specifications. Final Review of the Shop Drawings by the Construction Administrator shall constitute acceptance by the State and the Construction Administrator of a variation or departure that is **clearly identified**. If the Design-Builder believes notations made by the Construction Administrator increases the value or scope of their D-B Contract Sum, the Design-Builder must provide written notice to the Construction Administrator within **seven (7)** Calendar Days of this issue. Final reviewed Shop Drawings shall not replace or be used as a vehicle to issue or incorporate substitutions.

## J. Shop Drawing For Fire Protection Systems

**1.** Shop drawings for Fire Protection Systems shall comply with all of the requirements in the section above (“Shop Drawings”). In addition, Sprinkler System shop drawings and hydraulic calculations must be stamped by a professional engineer licensed in the state of Connecticut and must include the DCS project number. **Two (2)** sets of information shall be submitted to the State's Insurance Carrier (SIC), and **one (1)** set shall be submitted to the Office of State Fire Marshal (OSFM):

**1.1** **Office of State Fire Marshal:**

CT Department of Administrative Services

Division of Construction Services

Office of State Fire Marshal

165 Capitol Ave, Room 258

Hartford, CT 06106

Phone: (860) 713-5750

**1.2 State Insurance Carrier (SIC):**

FM Global Factory Mutual Insurance Company

P.O. Box 9102

500 River Ridge Drive

Norwood, MA 02062

Tel: (781) 440-8000 or FAX (781) 440-8742

Contact: Costa Terzides (781) 440-8204 or Jeannette Dantona (781) 440-8245

**2.** Before the shop drawings are submitted to SIC or OSFM, the Design-Builder’s A/E and/or the Design-Builder’s A/E fire protection consultant must review the sprinkler design for compliance with the code, OSFM, and SIC requirements. SIC review comments will be addressed to the CT DAS / DCS Project Manager. The A/E is responsible for changes that result from the SIC and OSFM required during construction.

**2.1** The State Insurance Carrier (SIC) requires **two (2)** weeks prior notice of a sprinkler system acceptance test

## K. Product Data

### **1.** Collect Product Data into a single submittal for each element of construction or system. Product Data includes printed information, schedules, such as manufacturer's installation instructions, catalog cuts, standard color charts, roughing-in diagrams and templates, standard wiring diagrams, and performance curves.

#### **1.1** Mark each copy to show applicable choices and options. Where printed Product Data includes information on several products that are not required, mark copies to indicate the applicable information. Include the following information:

NOTE: Revise the submittal formats of subparagraphs below to suit project requirements.

##### **1.1.1 Manufacturer's printed recommendations.**

##### **1.1.2 Compliance with trade association standards.**

##### **1.1.3 Compliance with recognized testing agency standards.**

##### **1.1.4 Application of testing agency labels and seals.**

##### **1.1.5 Notation of dimensions verified by field measurement.**

##### **1.1.6 Notation of coordination requirements.**

#### **1.2** Do not submit Product Data until compliance with requirements of the Contract Documents has been confirmed.

#### **1.3 Preliminary Submittal:** Submit a preliminary single copy of Product Data where selection of options is required.

#### **1.4 Submittals:** Submit **seven (7)** copies of each required submittal; submit **five (5)** copies where required for maintenance manuals. The Design-Builder’s Architect will retain **one (1)** and will return the other marked with action taken and corrections or modifications required.

##### **1.4.1** Unless noncompliance with Deign-Builder’s Contract Document provisions is observed, the submittal may serve as the final submittal.

#### **1.5 Distribution:** Furnish copies of final submittal to installers, subcontractors, suppliers, manufacturers, fabricators, and others required for performance of construction activities. Show distribution on transmittal forms.

##### **1.5.1** Do not proceed with installation until a copy of Product Data is in the Installer's possession.

##### **1.5.2** Do not permit use of unmarked copies of Product Data in connection with construction.

NOTE: Projects requiring sample full-scale mock-ups, the Architect shall identify below and with technical specifications.

## L. Samples

### **1.** Submit full-size, fully fabricated Samples cured and finished as specified and physically identical with the material or product proposed. Samples include partial sections of manufactured or fabricated components, cuts or containers of materials, color range sets, and swatches showing color, texture, and pattern.

#### **1.1** Store, mount or display Samples on site in the manner to facilitate review of qualities indicated. Prepare Samples to match the Deign-Builder’s Architect's sample. Include the following:

NOTE: Revise the submittal formats of subparagraphs below to suit project requirements.

##### **1.1.1 Specification Section number and reference.**

##### **1.1.2 Generic description of the Sample.**

##### **1.1.3 Sample source.**

##### **1.1.4 Product name or name of the manufacturer.**

##### **1.1.5 Compliance with recognized standards.**

##### **1.1.6 Availability and delivery time.**

#### **1.2** Submit Samples for review of size, kind, color, pattern, and texture. Submit Samples for a final check of these characteristics with other elements and a comparison of these characteristics between the final submittal and the actual component as delivered and installed.

##### **1.2.1** Where variation in color, pattern, texture, or other characteristic is inherent in the material or product represented, submit at least **three (3)** multiple units that show approximate limits of the variations.

##### **1.2.2** Refer to other Specification Sections for requirements for Samples that illustrate workmanship, fabrication techniques, details of assembly, connections, operation, and similar construction characteristics.

##### **1.2.3** Refer to other Sections for Samples to be returned to the Design-Builder for incorporation in the Work. Such Samples must be undamaged at time of use. On the transmittal, indicate special requests regarding disposition of Sample submittals.

##### **1.2.4** Samples not incorporated into the Work, or otherwise designated as the Owner's property, are the property of the Design-Builder and shall be removed from the site prior to Substantial Completion.

#### **1.3** **Preliminary Submittals**: Submit a full set of choices where Samples are submitted for selection of color, pattern, texture, or similar characteristics from a range of standard choices, unless otherwise noted in specification section.

##### **1.3.1** The Construction Administrator will review and return preliminary submittals with the Construction Administrator’s notation, indicating selection and other action.

#### **1.4** **Submittals:** Except for Samples illustrating assembly details, workmanship, fabrication techniques, connections, operation, and similar characteristics, submit **three (3)** sets. The Construction Administrator will return **one (1)** set marked with the action taken.

#### **1.5** Maintain sets of Samples, as returned, at the Project Site, for quality comparisons throughout the course of construction.

##### **1.5.1** Unless noncompliance with the D-B Request for Proposal requirements provisions is observed, the submittal may serve as the final submittal.

##### **1.5.2** Sample sets may be used to obtain final acceptance of the construction associated with each set.

### **2.** **Distribution of Samples:** Prepare and distribute additional sets to subcontractors, manufacturers, fabricators, suppliers, installers, and others as required for performance of the Work. Show distribution on transmittal forms.

#### **2.1** Field samples are full-size examples erected on-site to illustrate finishes, coatings, or finish materials and to establish the Project standard.

##### **2.1.1** Comply with submittal requirements to the fullest extent possible. Process transmittal forms to provide a record of activity.

## M. Quality Assurance Submittals

### **1.** Submit quality-control submittals, including design data, certifications, manufacturer's instructions, manufacturer's field reports, and other quality-control submittals as required under other Sections of the Specifications.

### **2.** **Certifications:** Where other Sections of the Specifications require certification that a product, material, or installation complies with specified requirements, submit a notarized certification from the manufacturer certifying compliance with specified requirements.

#### **2.1** **Signature:** Certification shall be signed by an officer of the manufacturer or other individual authorized to sign documents on behalf of the company.

### **3.** **Inspection and Test Reports:** Requirements for submittal of inspection and test reports from independent testing agencies are specified in Division 01 Section 01 45 00 "Quality Control."

## N. Construction Administrator's Action:

NOTE: Criteria Architect to edit the action language to meet the intent of the language examples listed.

### **1.** Except for submittals for the record or information, where action and return is required, the Construction Administrator will review each submittal, mark to indicate action taken, and return promptly.

#### **1.1** Compliance with specified characteristics is the Design-Builder's responsibility.

### **2.** **Action Stamp:** The Construction Administrator will stamp each submittal with a uniform, action stamp. The Construction Administrator will mark the stamp appropriately to indicate the action taken, as follows:

#### **2.1** **Final Unrestricted Release:** When the Construction Administrator marks a submittal "Approved for fabrication," the Work covered by the submittal may proceed provided it complies with requirements of the Contract Documents. Final payment depends on that compliance.

#### **2.2** **Final-But-Restricted Release:** When the Construction Administrator marks a submittal "Incorporate Notations," the Work covered by the submittal may proceed provided it complies with notations or corrections on the submittal and requirements of the Contract Documents. Submit corrected copies for record. Final payment depends on that compliance.

#### **2.3 Returned for Resubmittal:** When the Construction Administrator marks a submittal "Rejected, or Revise and Resubmit," do not proceed with Work covered by the submittal, including purchasing, fabrication, delivery, or other activity. Revise or prepare a new submittal according to the notations; resubmit without delay. Repeat if necessary to obtain different action mark.

##### **2.3.1** Do not use, or allow others to use, submittals marked "Rejected, or Revise and Resubmit" at the Project Site or elsewhere where Work is in progress.

#### **2.4** **Other Action:** Where a submittal is for information or record purposes or special processing or other activity, the Construction Administrator will return the submittal marked "Action Not Required."

### **Unsolicited Submittals:** The Construction Administrator will discard unsolicited submittals without action.

**End Section 01 33 00**

**Submittal Procedures**

## 01 35 16 ALTERATION PROJECT PROCEDURES

NOTE: This Section 01 35 16 "Alteration Project Procedures” includes requirements for performing alteration and renovation Work applicable to all sections of involved in the alterations and procedures for salvageable materials.

Coordinate this section with Division 02 “Selective Demolition” or “Minor Demolitions” or any other sections from Divisions 02 through 48 relating to alteration and renovation Work should specifically reflect this Section.

This Section requires close coordination with drawings and should define scope of Work in the fullest possible detail. General, broad statements in this section may be interpreted to require more Work than intended, adding to the construction costs unnecessarily, and must be reviewed carefully to reflect specific project requirements, or delete them if they do not apply.

### **A. Related Documents:** All Volumes of the Design-Build Request for Proposals for this Project, including, but not limited to, the D-B Agreement General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

## B. Summary

### **1.** This Section includes administrative and procedural requirements for performing alteration and renovation Work.

### **2.** **Related Sections:** The following Sections contain requirements that relate to this Section:

NOTE: Include one or more of the following referenced sections if they are utilized.

#### **2.1** Division 01 Section 01 31 13 "Project Coordination" for procedures for coordinating cutting and patching with other construction activities.

NOTE: Edit and or delete the subparagraph below if cutting and patching is not required and the "cutting and patching" section is not used.

#### **2.2** Division 01 Section 01 73 29 "Cutting and Patching" for procedures for cutting and patching.

NOTE: Insert the name of the Division 02 demolition section in paragraph below. Delete the subparagraph below if demolition is not required and a demolition" section is not used.

#### **2.3** Division 02 Section 02 41 19 "Selective Structure Demolition" for demolition of selected portions of the building for alterations.

NOTE: The subparagraph below is appropriate to items in many other sections.

#### **2.4** Refer to other Sections for specific requirements and limitations applicable to performing alteration Work with individual parts of the Work.

NOTE: Delete the subparagraph below if alteration and renovation Work requirements by mechanical and electrical trades are not required.

#### **2.5** Requirements of this Section apply to mechanical and electrical installations. Refer to the Design Builder’s Architect’s applicable Division 21, 22, 23 and 26 Sections for other requirements and limitations applicable to renovation Work by mechanical and electrical installations.

### **C. Products For Patching And Extending Work:**

#### **1.** **New Materials:** As specified in product sections; match existing Products and Work for patching and extending Work.

#### **2.** **Type and Quality of Existing Products:** Determine by inspecting and testing Products where necessary, referring to existing Work as a standard.

## Salvageable Materials

NOTE: On alteration, renovation, demolition and replacement Work, the ownership of the salvageable materials should be investigated and a statement as to whose property it becomes should always be included in the Specifications. Edit, and add or delete from examples of salvageable items listed below. If the State or an Agency is to salvage any items then include the location where agency will storage is to be provided.

### The Design-Builder shall be responsible for removing the following salvageable items from premises and transporting said items to **Insert** on **Insert**, CT **Insert**.

NOTE: Delete items from the example list below that are not appropriate for the project. Add items to suit project requirements.

#### ***1.1 Equipment:***

#### ***1.2 Windows:***

#### ***1.3 Doors:***

#### ***1.4 Door Hardware:***

#### ***1.5 Fixtures:***

#### ***1.6 Art:***

NOTE: Insert the name and location of the agency facility where salvageable are to be stored. Also insert the name the agency whose personnel responsible for directing Design-Builder where salvageable materials are to be stored.

### The Design-Builder shall notify the Construction Administrator in writing **seven (7)** Calendar Days prior to removing all salvageable items from the existing alteration project location and unloading all salvageable items at **Insert**, **Insert,** Connecticut **Insert** and store items in the appropriate location as directed by **Insert** personnel.

### **F. Inspection**

### **1. General:**

#### **1.1** Verify that demolition is complete and areas are ready for installation of new Work.

#### **1.2** Beginning of restoration Work means acceptance of existing conditions.

NOTE: Include the following Sections and paragraphs for all facilities that have Work Involving Lead Containing Material. Edit and or delete paragraphs as required for specific project.

### **2. Project Procedures for Work Involving Lead Containing Material (LBP):**

#### **2.1** Exposure levels for lead in the construction industry are regulated by 29 CFR 1926.62. Construction activities disturbing surfaces containing lead-based paint (LBP) which are likely to be employed, such as sanding, grinding, welding, cutting and burning, have been known to expose workers to levels of lead in excess of the Permissible Exposure Limit (PEL). Conduct demolition and removal Work specified in the technical sections of this specification in conformance with these regulations. In addition, construction debris/waste may be classified as hazardous waste. Disposal of hazardous waste material shall be in accordance with 40 CFR Parts 260 through 271 and Connecticut Hazardous Waste Management Regulations Section 22a-209-1; 22a-209-8(c); 22a-449(c)-11; and 22a-449(c)-100 through 110.

NOTE: Include the following paragraph for all facilities in which children under six years old reside, if not delete and renumber subsequent subsection numbers.

#### **2.2** The Design-Builder's Work shall be based on a child under the age of **six (6)** in residence; the Work shall also be in accordance with Connecticut Regulations Section 19a-111-1 through 11.

NOTE: Include the following paragraph for all facilities constructed prior to 1978, if not delete and renumber subsequent subsection numbers.

#### **2.3** This facility was constructed prior to **1978** and is likely to have painted surfaces containing lead-based paint.

NOTE: Include the following paragraph for all projects that disturb lead-based paint in homes, child care facilities, and schools built prior to 1978.

#### **2.4** In accordance with the United States Environmental Protection Agency’s (EPA) Lead-Based Paint Renovation, Repair, and Painting Program (RRP) issued by the EPA on April 22, 2008 and regulated by 40 CFR 745, Design-Builder’s contractors performing renovation, repair and painting projects that disturb lead-based paint in homes, child care facilities, and schools built before 1978 must be certified and must follow specific work practices to prevent lead contamination. EPA requires that firms performing renovation, repair, and painting projects that disturb lead-based paint in pre-1978 homes, child care facilities and schools be certified by EPA and that they use certified renovators who are trained by EPA-approved training providers to follow lead-safe work practices. The Design-Builder must be a Renovation Firm that has completed an EPA Lead-Safe Certification Program and be certified to conduct lead-based paint activities and renovations under the RRP rule. The Design-Builder shall have at least one “Certified Renovator” assigned to jobs where LBP is disturbed.

NOTE: CT DAS / DCS Project Managers should make arrangements for lead inspections by submitting requests to the CT DAS / DCS Asbestos Management Unit. When the facility has been inspected for the presence of lead-based paint, insert the following paragraph.

NOTE: Specify the location of the Report.

#### **2.5** Testing for lead-based paint has been conducted at the facility scheduled for renovation, demolition, reconstruction, alteration, remodeling, or repair. Results of the LBP testing are for information purposes only. The results are in **[Section 00 30 00 Available Information]**. Under no circumstance shall this information be the sole means used by the Design-Builder for determining the extent of LBP. The Design-Builder shall be responsible for verification of all field conditions affecting performance of the Work.

NOTE: Include the following Sections and paragraphs for all facilities in reference to Asbestos Containing Material (ACM) disclosure and removal.

### **3. Project Procedures for Work Involving Asbestos Containing Material (ACM):**

#### **3.1** The Owner is responsible for abating all ACM that is visible and accessible. This is to be accomplished through a separate project prior to the start of the renovation project. In demolition projects, every attempt should by the owner to remove all ACM.

NOTE: An Owner 24 hour response and testing time and (7) seven Calendar Days abatement time is included in the paragraph below, if different response time is required, edit and insert a reasonable time period into paragraphs. The State cannot guarantee any time period for inspection, testing and removal (if necessary). Edit and or delete paragraphs as required for specific project.

#### **3.2** If the Design-Builder should encounter any material suspect or known to contain ACM, the Design-Builder should immediately notify the Construction Administrator of same. It is the State’s responsibility to have the material tested and abated (if necessary). The Owner will respond within **twenty-four (24)** hours after receiving the Design-Builder’s written request to the Construction Administrator for testing the suspect material. The Owner will abate ACM (if necessary) within a reasonable time period, i.e. within **seven (7)** Calendar Days.

#### **3.3** Testing for asbestos has been conducted at the facility scheduled for renovation, demolition, reconstruction, alteration, remodeling, or repair. Results of the asbestos testing are for information purposes only. The results are in **[Section 00 30 00 Available Information]**. Under no circumstance shall this information be the sole means used by the Design-Builder for determining the extent of asbestos. The Design-Builder shall be responsible for verification of all field conditions affecting performance of the Work.

#### **3.4** See also Division 00 General Conditions, Article 21 “Cutting, Fitting, Patching and Digging”.

### **4. Project Procedures for Work Involving Products Containing Persistent Bioaccumulative Toxic Chemicals” (PBT’s) such as Polychlorinated Biphenols (PCB’s), Di-2-ethylhexyl Phthalate (DEHP), and Mercury:**

#### **4.1** The Design-Builder is responsible for abating all PCB’s, DEHP, and mercury prior to the start any work involving construction, renovation or demolition (if necessary).

#### **4.2** Exposure Levels for Products Containing Persistent Bioaccumulative Toxic Chemicals (PBT’s) such as PCB’s. DEHP, and mercury in the construction industry is regulated by 29CFR1910.1200 and 29CFR1926.28 et. al. Construction, renovation or demolition activities disturbing Products Containing Persistent Bioaccumulative Toxic Chemicals” (PBT’s) such as PCB’s and DEHP which are likely to be employed. These materials include but are not limited to fluorescent light fixture & exit sign, ballast’s, high density discharge (HID) lamps , and certain types of construction products containing vinyl, and mercury containing electrical switches and thermostats. These activities may expose workers in excess of the respective Permissible Exposure Limit (PEL). Conduct demolition and removal Work specified in the technical sections of these specifications in conformance with these regulations. In addition construction debris/waste may be classified as hazardous waste. Disposal of all hazardous materials shall be in accordance with but not limited to 40CRF Parts 761 Subpart K, 761, and 761.65 and the Connecticut General Hazardous Waste Statute Sec. 22a-454.

#### **4.3** A Survey for Products Containing Persistent Bioaccumulative Toxic Chemicals (PBT’s) such as PCB’s, DEHP and Mercury has **NOT** been conducted at the facility. Examples include but are not limited to fluorescent light fixture & exit sign, ballast’s, high density discharge(HID) lamps , and certain types of construction products containing vinyl, and mercury containing electrical switches and thermostats. It is the Design-Builder’s responsibility for verification of all material and field conditions prior to construction, renovation, and demolition that may affect the performance of their Work.

NOTE: Include the following Sections and paragraphs for all facilities in reference to Asbestos Containing Material (ACM) disclosure and removal..

### **G. Preparation:**

#### **1.** Cut, move, or remove items as are necessary for access to alterations and renovation Work. Replace and restore at completion.

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

#### **3.** Remove debris and abandoned items from area and from concealed spaces.

#### **4.** Prepare surface and remove surface finishes to provide for proper installation of new Work and finishes.

NOTE: Include salvageable items in the paragraph below if project includes salvageable materials. Edit and delete salvageable items if none.

#### **5.** Close openings in exterior surfaces to protect existing Work and salvage items from weather and extremes of temperature and humidity. Insulate ductwork and piping to prevent condensation in exposed areas.

### **H. Installation:**

#### Coordinate Work of alterations and renovations to expedite completion and if required sequence Work to accommodate Owner occupancy.

NOTE: Subparagraphs may need to reference Section 01 73 29 “Cutting and Patching”.

#### Remove, cut and patch Work in a manner to minimize damage and to provide restoring Products and finishes to original and or specified condition in accordance with **Section 01 73 29 “Cutting and Patching”.**

#### Refinish visible existing surfaces to remain in renovated rooms and spaces, to specified condition for each material, with neat transition to adjacent finishes in accordance with **Section 01 73 29 “Cutting and Patching”.**

NOTE: Edit the following paragraph and delete inapplicable examples. Closely coordinate with drawings and with individual product specification sections.

#### In addition to specified replacement of **equipment** and **fixtures**, restore existing **plumbing, heating, ventilation, air conditioning, electrical**, systems to full operational condition.

#### Recover and refinish Work that exposes mechanical and electrical Work exposed accidentally during the Work.

#### Install Products as specified in individual sections.

### **Transitions:**

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

#### When finished surfaces are cut so that a smooth transition with new Work is not possible, terminate existing surface along a straight line at a natural line of division and the Design-Builder’s Architect shall make recommendation to Construction Administrator.

### **Adjustments:**

#### Where removal of partitions or walls result in adjacent spaces becoming one, rework floors, walls, and ceilings to a smooth plane without breaks, steps, or bulkheads.

NOTE: Edit the following paragraph and insert appropriate dimensions as applicable to project. Closely coordinate with drawings and with individual product specification sections. (standard is indicated- If a closer tolerance is required modify the standard)

#### Where a change of plane of **¼** inch in **12 inches** or more occurs, request recommendation from Design- Builder’s Architect/Engineer to the Construction Administrator for providing a smooth transition.

#### Trim existing doors as necessary to clear new floor finish. Refinish trim as required.

#### Fit Work at penetrations of surfaces as specified in Section 01045 “Cutting and Patching”.

### **Repair of Damaged Surfaces:**

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

#### Repair substrate prior to patching finish.

### **Finishes:**

#### Finish surfaces as specified in individual Product sections.

#### Finish patches to produce uniform finish and texture over entire area. When finish cannot be matched, refinish entire surface to nearest intersections.

### **Cleaning:**

#### In addition cleaning specified in **Section 01 77 00 “Closeout Procedures”**, clean Agency occupied areas of Work.

#### **End Section 01 35 16**

#### **Alteration Project Procedures**

**01 35 19 CONFINED SPACE ENTRY**

NOTE: This Section 01 35 19 "Confined Space Entry” includes requirements for performing Work in confined spaces. Delete this section if it is not applicable to your project.

1. **Related Documents:** All Volumes of the Design-Build Request for Proposals for this Project, including, but not limited to, the D-B Agreement General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section
2. **Summary:** If the work involves “Confined Space Entry” then the Owner has identified confined spaces associated with this project (see **Division 00, Section 00 30 00, “Available Information”**). The Owner has established a permit-required, confined space entry program. Confined spaces that affect the Work of this Project will be defined in accordance with the requirements of OSHA, 29 CFR 1910.146 “Permit-Required Confined Spaces”, and the Owner's confined space Entry Plan. In the event that the Design-Builder must perform work within a permitted "confined space" as defined by Federal OSHA regulations, the Design-Builder will comply with all safety and monitoring requirements imposed by OSHA relative to work within the permitted confined space.
3. **Definitions:**

**1. Acceptable Entry Conditions:** Means the conditions that must exist in a permit space to allow entry and to ensure that employees involved with a permit-required confined space entry can safely enter into and work within the space.

**2. Confined Space:** means a space that:

**2.1** Is large enough and so configured that an employee can bodily enter and perform assigned work; and

**2.2** Has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry.); and

**2.3** Is not designed for continuous employee occupancy.

**3. Entry:** Means the action by which a person passes through an opening into a permit-required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.

**4.** **Permit-Required Confined Space** (Permit Space)**:** Means a confined space that has one or more of the following characteristics:

**4.1** Contains or has a potential to contain a hazardous atmosphere;

**4.2** Contains a material that has the potential for engulfing an entrant;

**4.3** Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or

**4.4** Contains any other recognized serious safety or health hazard.

**5.** **Permit-Required Confined Space Program** (Permit Space Program)**:** Means the employer's overall program for controlling, and, where appropriate, for protecting employees from, permit space hazards and for regulating employee entry into permit spaces.

**6.** **Permit System:** Means the employer's written procedure for preparing and issuing permits for entry and for returning the permit space to service following termination of entry.

1. All proposed entries must be reviewed and approved, in advance, by the Owner and Construction Administrator prior to the Design-Builder's entry into a permitted confined space.
2. All such compliance measures will be at the Design-Builder's expense and performed with their own equipment. The Owner reserves the right to suspend the Design-Builder's operations for any violation of the above-mentioned confined space regulations.
3. The Design-Builder shall be responsible for obtaining the Permit at no additional cost to the Owner.

**End Section 01 35 19**

**Confined Space Entry**

### **01 35 53 SECURITY PROCEDURES**

## A. Related Documents: All Volumes of the Design-Build Request for Proposals for this Project, including, but not limited to, the D-B Agreement General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

### Provide a security program and facilities to protect work, existing facilities, and Owner's operations from unauthorized entry, vandalism, and theft. Coordinate with Owner's security program.

### The Design-Builder shall be solely responsible for damage, loss, or liability due to theft or vandalism.

NOTE: Revise and edit subparagraphs below as needed.

### **Identification Badges for Design-Builder’s Personnel and Visitors:**

#### The Design-Builder will provide each person working or visiting at the site with an identification badge, bearing the name of the Design-Builder, the Design-Builder’s subcontractors, design professionals, vendors, and a number. As badges are assigns, a record shall be kept by the Design-Builder and given to the Construction Administrator and User Agency Administrator. Update and correct the records of all badges issued on a semi-monthly basis.

#### Badges are to be worn on outer garment where visible at all times while at the construction site, return them to the Design-Builder’s field office at the end of each day and pick them up there each morning.

NOTE: Retain paragraph below and modify if parking stickers are required for the specific project and modify if parking stickers are to be issued by the Design-Builder rather than the User Agency for the specific project.

### **Parking Stickers:** All vehicles parking in the Design-Builder’s parking lot and those used around the site require an ID sticker. They will be issued by the User Agency.The Design-Builder shall apply for parking stickers through the Construction Administrator no more than semi-monthly and shall keep record of all stickers issued.

**End Section 01 35 53**

**Security Procedures**

**END SECTION 01 30 00**

**ADMINISTRATIVE REQUIRMENTS**