

SECTION 01012 - ADMINISTRATIVE PROVISIONS

PART 1 - GENERAL

1.1 Summary of Work:

- A. Project No. 170260 – Township of Atlas Building Renovations, 7386 S Gale Road, Grand Blanc, MI.
- B. The Work of this Contract comprises, but is not limited to, the following:
 - 1. Interior Work: Selective demolition of existing finishes and systems within main lobby and toilet rooms; sawcutting of concrete floor slab for plumbing alterations; construction of new metal stud and gypsum board interior partitions; new ceramic tile floor finish, painted wall finishes, and suspended acoustical tile ceilings; new aluminum storefront assembly, hollow metal frames, wood doors and door hardware; Toilet stall partitions and accessories; plumbing alterations and new fixtures; HVAC alterations; electrical alterations and new lighting.
 - 2. Exterior Work: Removal of existing exterior wall siding and insulation; construction of wood stud exterior wall infill; manufactured stone veneer and cementitious sidings; lawn restoration.
- C. Contractor shall provide and pay for all labor, materials, equipment, tools, construction equipment and machinery, transportation, and other facilities and services necessary for the proper execution and completion of the Work, whether temporary or permanent and whether or not incorporated or to be incorporated in the Work.
- D. Substantial Completion for Work of this Contract shall be achieved in accordance with Instructions to Bidders, Section 00100 - 1.6.

1.2 Work By Others:

- A. Work on the Project which will be executed prior to the start of Work of this Contract, and which is excluded from this Contract, is as follows:
 - 1. Removal of loose furnishings and wall hangings from within work areas.
- B. Work on the Project which will be executed after completion of the Work of this Contract, and which is excluded from this Contract, is as follows:
 - 1. Landscape bed restoration.

1.3 Contractor Use of Premises:

- A. Limit use of premises for work and storage to allow:
 - 1. Owner occupancy.
 - 2. Work by Others, including Owner.
 - 3. Use of premises by public.
- B. The Owner will occupy the building during the entire period of construction. It is essential that building and services be maintained throughout the construction period, with minimum disturbance and disruption to the Owner's operations, clients and staff.
- C. Welfare of the building occupants is to be considered at all times, including safety, disturbance and environment. Contractor, subcontractors and all workmen shall be aware of these requirements and objectives.
- D. The nature of this project is such that close coordination will be required of the

Contractor with the Owner and Others having an interest in the project to assure that work on the site, access to and from the site, and the general conduct of operations is maintained in a safe and efficient manner.

- E. Contractor shall arrange with Owner to sequence new construction and to make connections to utilities at such times that shall not interrupt utility services or unsatisfactory operations of the building.
- F. Contractor, subcontractors and all workmen shall comply with the Owner's "No Smoking" policy.
- G. Contractor shall assume full responsibility for protection and safekeeping of all products, materials, equipment, etc., under this Contract.
- H. Contractor shall obtain and pay for use of additional storage or work areas needed for operations under this Contract.

1.4 Correlation and Intent of Construction Documents:

- A. Anything noted in the Specifications and not shown on the Drawings, or shown on the Drawings and not noted in the Specifications, is of like effect - as if shown or noted in both.
- B. In case of inconsistency between Drawings and Specifications, or within either Document not clarified by addendum, the better quality or greater quantity of Work shall be provided in accordance with Design Professional interpretation.
- C. On any drawings in which a portion of the Work is detailed or drawn out and the remainder is shown in outline, the parts detailed or drawn out will also apply to all other like portions of the Work.
- D. When the word "similar" appears on the drawings, it has a general meaning and is not to be interpreted as meaning identical, and all details shall be worked out in relation to their location and connection to the Work.
- E. In case of any discrepancy in figures, Drawings or Specifications, the Contractor shall submit a written request to the Design Professional for clarification or interpretation. Any adjustment made by the Contractor without such a determination, will be at the Contractor's own risk and expense.
- F. Contractor is responsible for answering Requests for Information (RFI's) submitted by sub-contractors. If subject of request is not covered on the Drawings or in the Specifications, Contractor shall forward RFI to Design Professional. Contractor is solely responsible for questions regarding coordination. RFI's received directly from sub-contractors will not be answered.

1.5 Schedule of Values:

- A. Submit schedule on AIA Form G703. Contractor's standard form or automated printout will be considered upon request.
- B. Submit Schedule of Values in duplicate within ten (10) days after date of Owner-Contractor Agreement.
- C. Schedule shall list the installed value of all components of the Work in detail to serve as a basis for computing values for progress payments.

1.6 Applications for Payments:

- A. Submit three copies of each application as follows:
 - 1. One on an original AIA Form G702, signed and notarized.
 - 2. Two legible copies of original, signed and notarized.
- B. Submit the following with each application:

1. Contractor's Sworn Statement that all bills up to the amount requested have been paid.
 - C. Content and Format: Utilize Schedule of Values for listing items in Application for Payment.
 - D. List each authorized Change Order, as an extension on continuation sheet, listing Change Order number and dollar amount as for as original item of Work.
- 1.7 Change Procedures:
- A. In accordance with Article 7 - Changes in the Work; AIA Document A201, 2007 Edition and Section 00801 - Supplementary General Conditions AIA A201.
 - B. Change Order Forms: AIA G701.
- 1.8 Alternates:
- A. Alternates quoted on Bid Proposal Forms will be reviewed and accepted or rejected at the Owner's option.
 - B. Coordinate related Work and modify surrounding Work as required for the complete furnishing and installation of the Alternate as requested.
 - C. Schedule of Alternates:
 1. Alternate #1: State the amount to be added to the Base Bid for the Work of approximately 40 linear feet of additional exterior wall reconstruction on the buildings east (front) elevation.
 2. Alternate #2: State the amount to be added to the Base Bid for the Work of approximately 120 linear feet of additional exterior wall reconstruction on the buildings south and west elevations.
 3. Alternate #3: State the amount to be deducted from the Base Bid to provide painted gypsum wall board finish in lieu of installing the rigid sheet wall covering wainscot on the walls of the Mens and Womens toilet rooms.
- 1.9 Conferences and Progress Meetings:
- A. Contractor shall schedule and administer meetings throughout progress of the Work at minimum two (2) week intervals.
 - B. Preside at meetings, record minutes, and distribute copies within two days to participants and those affected by decisions made.
 - C. Attendance of meetings shall be required of the following:
 1. Contractor and job superintendent.
 2. Subcontractors and suppliers as appropriate to agenda.
 3. Owner, Design Professional and professional consultants may attend as appropriate.

PART 2 - PRODUCTS Not Applicable

PART 3 - EXECUTION Not Applicable

END OF SECTION

SECTION 01042 - COORDINATION AND QUALITY CONTROLS

PART 1 - GENERAL

1.1 Coordination:

- A. Coordinate scheduling, submittals, and Work of the various Sections of specifications to assure efficient and orderly sequence of installation of interdependent construction elements.
- B. Verify utility requirement characteristics of operating equipment are compatible with building utilities.
- C. Coordinate space requirements and installation of mechanical and electrical work which are indicated diagrammatically on Drawings for efficient use of available space, for proper sequence of installation and to resolve conflicts. Follow routing shown for pipes, ducts, and conduit, as closely as practicable.
- D. In finished areas, conceal pipes, ducts, and wiring within the construction.
- E. Coordinate requirements for all blocking, backing and grounds necessary for the proper installation of Work of the various Sections of specifications.
- F. Provide all access panels required by Work of the various Sections of specifications, whether specifically shown on the Drawings or not.

1.2 Field Engineering:

- A. Maintain on site surveying equipment to establish elevations, lines, levels, and location of the Work in accordance with Contract Documents.
- B. Establish elevations, lines, and levels and certify that elevations and locations of the Work conform with Contract Documents.

1.3 Cutting and Patching:

- A. Employ a skilled and experienced installer to perform cutting and patching Work; restore Work with new Products.
- B. Submit written request in advance of cutting or altering structural or building enclosure elements not indicated on Drawings.
- C. Use construction industry recognized and acceptable cutting methods to avoid damage to other work or finishes to remain and which will provide proper surfaces for patching and finishing.
- D. Fit Work tight to adjacent elements. Maintain integrity of wall, ceiling, or floor construction; completely seal voids.
- E. Refinish surfaces to match adjacent finishes.

1.4 Alteration Procedures:

- A. Prepare surfaces by removing existing surface finishes, unsuitable or damage material to provide for proper installation of new work and new finishes.
- B. Where new work abuts or aligns with existing, make a smooth and even transition. Patch work shall match existing adjacent work in texture and appearance.
- C. When finish surfaces are cut so that a smooth transition with new work is not possible, terminate existing surface along a straight line at natural line of division.

- D. Where removal of partitions results in adjacent spaces becoming one, rework floors, walls, and ceilings to a smooth plane without breaks, steps, or bulkheads.
- E. Repair substrate prior to patching finish.
- F. Finish patches to produce uniform finish and texture over entire area. When finish cannot be matched, refinish entire surface to nearest intersection.

1.5 Quality Assurance/Control of Installation:

- A. Monitor quality control over suppliers, manufacturers, Products, services; site conditions, and workmanship, to produce Work of specified quality.
- B. Comply fully with manufacturers' instructions.
- C. Comply with specified standards as a minimum quality for the Work except when more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.

1.6 Manufacturer's Field Services:

- A. When specified in individual specification Sections, require manufacturer to provide qualified personnel to observe field conditions, conditions of surfaces and installation, quality of workmanship, and to make appropriate recommendations.
- B. Representative shall submit written report to Owner listing observations and recommendations.

PART 2 - PRODUCTS Not Applicable

PART 3 - EXECUTION Not Applicable

END OF SECTION

SECTION 01342 - SUBMITTALS

PART 1 - GENERAL

- 1.1 Submittal Procedures (Shop Drawings, Product Data and Samples):
- A. Submittal format to identify Project, Contractor, Subcontractor or supplier; and pertinent Contract Document references.
 - B. Apply Contractor's stamp, signed or initialed, certifying that review, verification of Products required, field dimensions, adjacent construction Work, and coordination of information is in accordance with the requirements of the Work and Contract Documents.
 - C. Identify variations from Contract Documents and Product or system limitations which may be detrimental to successful performance of the completed Work.
 - D. Revise and resubmit submittals as required; identify all changes made since previous submittal.
 - E. Distribute copies of reviewed shop drawings to subcontractors, suppliers and other concerned entities.
 - F. Furnish all submittals indicated in individual specification Sections.
- 1.2 Contractor's Review:
- A. Contractor shall review, approve and submit, with reasonable promptness and in such sequence as to cause no delay in the Work or in the work of any separate contractor, all Shop Drawings, Product Data and Samples required by the Contract Documents.
 - B. By approving and submitting Shop Drawings, Product Data and Samples, Contractor represents that he has determined and verified all materials, field measurements, and field construction criteria related thereto, or will do so, and that he has checked and coordinated information contained within such submittals with requirements of the Work and Contract Documents.
 - C. Contractor shall not be relieved of responsibility for any deviation from the requirements of the Contract Documents by the Owner's approval of Shop Drawings, Product Data or Samples unless the Contractor has specially informed the Owner/Design Professional in writing of such deviation at the time of submission and the Owner/Design Professional has given written approval to the specified deviation. Contractor shall not be relieved from responsibility for errors or omissions in the Shop Drawings, Product Data or Samples by the Owner's/Design Professional's approval thereof.
 - D. Contractor shall direct specific attention, in writing or on resubmitted Shop Drawings, Product Data or Samples, to revisions other than those requested by Design Professional on previous submittals.
- 1.3 Shop Drawings:
- A. Submit in accordance with paragraph 1.1 Submittal Procedures.
 - B. Submit four (4) sets of Shop Drawings. Two (2) copies will be retained by Owner/Design Professional, remaining copy and reproducible will be returned to Contractor.
 - C. Direct copies of Contract Drawings shall not be used for Shop Drawings.

- D. Shop Drawings submitted without being **REVIEWED**, stamped and signed by the Contractor will **NOT** be reviewed.

1.4 Product Data:

- A. Submit in accordance with paragraph 1.1 Submittal Procedures.
- B. Submit four (4) copies of Product Data. Two (2) copies will be retained by Owner/Design Professional and two (2) copies will be returned to Contractor.
- C. Mark each copy to identify applicable products, models, options, performance characteristics, and other data. Note applicable standards, such as ASTM or Federal Specifications. Supplement manufacturers' standard data to provide information unique to this project.
- D. Contractor shall submit material safety data sheets (MSDA) on all products requiring these sheets.
- E. Product Data submitted without being **REVIEWED**, stamped and signed by the Contractor will **NOT** be reviewed.

1.5 Samples:

- A. Submit in accordance with paragraph 1.1 Submittal Procedures.
- B. Submit samples to illustrate functional and aesthetic characteristics of the Product.
- C. Submit samples of finishes from the full range of manufacturers' standard colors, textures, and patterns for Owner's selection.
- D. Contractor shall store one set of samples on site for comparison to field work.

1.6 Manufacturers' Certificates:

- A. When specified in individual specification Sections, submit manufacturers' certificate to Design Professional for review, in quantities specified for Product Data.
- B. Indicate material or Product conforms to or exceeds specified requirements. Submit supporting reference data, affidavits, and certifications as appropriate.

1.7 Construction Progress Schedules:

- A. Submit initial progress schedule in duplicate within ten (10) days after date established in Notice to Proceed for Design Professional review.
- B. Submit revised schedules with each Application for Payment, identifying changes since previous version. Indicate estimated percentage of completion for each item of Work at each submission.
- C. Submit a horizontal bar chart with separate line for each major section of Work or operation, identifying first work day of each week.
- D. Show submittal dates required for shop drawings, product data and samples.

PART 2 - PRODUCTS Not Applicable

PART 3 - EXECUTION Not Applicable

END SECTION

SECTION 01412 - TESTING

PART 1 - GENERAL

1.1 Testing, Adjusting and Balancing:

- A. Contractor will employ, and pay for services of an independent firm to perform testing, adjusting, and balancing.
- B. Reports will be submitted by the independent firm to the Owner indicating observations and results of tests and indicating compliance or non-compliance with specified requirements and with the requirements of the Contract Documents. Submit a minimum of two copies of each report.
- C. Cooperate with independent firm; furnish assistance as requested.
- D. Re-testing required because of non-conformance to specified requirements will be charged to the Contractor.

PART 2 - PRODUCTS Not Applicable

PART 3 - EXECUTION Not Applicable

END OF SECTION

SECTION 10160 - METAL TOILET COMPARTMENTS

PART 1 - GENERAL

- 1.1 Section Includes:
- A. Metal toilet compartments.
- 1.2 System Description:
- A. Partition Type: Floor mounted, headrail braced.
 - B. Barrier Free Requirements:
 - 1. Toilet Stall Compartment: Minimum inside clear dimensions of 60 inches by 60 inches.
- 1.3 Submittals:
- A. Submit in accordance with General Requirements, Division 1.
 - B. Shop Drawings: Indicate partition plan and elevation views, dimensions, details of wall, floor or ceiling supports, and door swings.
 - C. Samples: Submit sample charts illustrating full range of colors available.

PART 2 - PRODUCTS

- 2.1 Materials:
- A. Acceptable Products:
 - 1. "CONCORD", manufactured by Accurate Partitions Corp.
 - 2. "OVERHEAD BRACED", manufactured by ASI Global Partitions
 - 3. "SERIES 40", manufactured by General Partitions Mfg. Corp.
 - 4. "CORINTHIAN FP-500", manufactured by Metpar Corp.
 - 5. "SERIES 400", manufactured by The Mills Company
 - 6. "OVERHEAD BRACED", manufactured by Weis/Robart Partitions, Inc.
 - 7. Design Professional approved equal.
 - B. Panel Construction - Toilet Compartments: Sheet steel with G90 galvanized coating; structural honeycomb, sound deadening core; of the following thicknesses:
 - 1. Doors: 22 gauge.
 - 2. Panels: 20 gauge.
 - 3. Pilasters: 20 gauge.
 - C. Urinal Splash Panel: Type 302 stainless steel; No. 4 finish and vertically grained.
 - D. Head Rails: Extruded aluminum channel, anti-grip design and cast socket wall brackets.
 - E. Attachments and Bolts: Steel, with heavy duty aluminum brackets; tamper-proof.
 - F. Steel Plate Internal Reinforcement: Carbon steel.
- 2.2 Hardware:
- A. Hinges: Cast pivot hinges, gravity type, nylon bearings.
 - B. Latch and Keeper: Thumb turn latch, door strike and keeper with rubber bumper.

SECTION 10800 - TOILET AND BATH ACCESSORIES

PART 1 - GENERAL

- 1.1 Section Includes:
- A. Toilet room accessories.
 - B. Attachment hardware.
- 1.2 Submittals:
- A. Submit in accordance with General Requirements, Division 1.
 - B. Product Data: Provide data on accessories describing size, finish, details of function, attachment methods.
 - C. Supply 2 keys for each accessory to Owner. Master key all accessories.

PART 2 - PRODUCTS

- 2.1 Materials:
- A. Acceptable Manufacturers:
 - 1. American Specialties, Inc.
 - 2. Bobrick Washroom Equipment, Inc.
 - 3. Bradley Washroom Accessories
 - 4. Design Professional approved equal.
 - B. Sheet Steel: ASTM A366.
 - C. Stainless Steel Sheet: ASTM A167, Type 304.
 - D. Tubing: ASTM A269, stainless steel.
 - E. Fasteners, Screws, and Bolts: Hot dip galvanized, tamper-proof security type.
- 2.2 Fabrication:
- A. Form surfaces flat without distortion. Weld and grind joints smooth.
 - B. Shop assemble components and package with anchors and fittings.
 - C. Back paint components to prevent electrolysis.
 - D. Provide steel anchor plates, adapters, and anchor components for installation.
 - E. Hot dip galvanize exposed and painted ferrous metal and fastening devices.
- 2.3 Finishes:
- A. All components shall be factory finished.
 - B. Chrome/nickel Plating: ASTM B456, Type SC 2; polished finish.
 - C. Stainless Steel: No. 4 stain luster finish.
 - D. Enamel: Degreased, cleaned and treated with one coat primer and two coats epoxy or electrostatic baked enamel.
 - E. Ferrous Metals: Degreased, cleaned and treated with one coat primer.
- 2.4 Lavatory Pipe Insulation Kits:
- A. Acceptable Manufacturers:
 - 1. Brocar Products Inc.
 - 2. Truebro Inc.
 - 3. Design Professional approved equal.

SECTION 15440 - PLUMBING FIXTURES

PART 1 - GENERAL

- 1.1 Section Includes:
- A. Water closets
 - B. Urinals
 - C. Lavatories
- 1.2 Submittals:
- A. Submit in accordance with General Requirements, Division 1.
 - B. Product Data: Provide data on fixtures, sizes, rough-in dimensions, utility sizes, trim, and finishes.
 - C. Maintenance Data: Provide fixture trim exploded view and replacement parts lists.
- 1.3 Quality Assurance:
- A. Fixtures: Provide by same manufacturer for each product specified throughout.
 - B. Manufacturer fixtures in compliance with the following agencies:
 - 1. Standard Plumbing Fixtures: ANSI A112.19, applicable paragraphs.
 - 2. PH Plumbing Fixtures: ANSI A117.1-1992, Americans with Disabilities Act (ADA).
 - 3. Flush Valves: ANSI/ASME 112.19.6, ASSE 1037 and Military Specification V-229193.
 - 4. Trim: ANSI A112.18.1
 - 5. Carriers: ANSI A112.6.1

PART 2 - PRODUCTS

- 2.1 Water Closet - Tank (ADA Compliant):
- A. Acceptable Products:
 - 1. American Standard
 - 2. Zurn
 - 3. Kohler
 - 4. Design Professional approved equal.
 - B. Bowl: ANSI/ASME A112.19.2; floor mounted, vitreous china, reverse trap, direct flow priming jet, close-coupled closet combination with elongated rim, 16 ½" high, insulated vitreous china closet tank with fittings and lever flushing valve, bolt caps, and angle stops; white color.
 - C. Seat: Solid white plastic, open front, modified open back, one-piece stainless steel hinge posts, brass bolts, surface check, without cover, anti-microbial shield; equal to "MODEL 95-SS-CT" manufactured by Olsonite.
- 2.2 Water Closet - Tank:
- A. Acceptable Products:
 - 1. American Standard
 - 2. Zurn
 - 3. Kohler

3.2 Installation:

- A. Install each fixture with trap, easily removable for servicing and cleaning.
- B. Provide chrome plated rigid or flexible supplies to fixtures with loose key stops, reducers, and escutcheons.
- C. Install components level and plumb.
- D. Install and secure fixtures in place with wall supports or wall carriers and bolts.
- E. Seal fixtures to wall and floor surfaces with sealant, color to match fixture.
- F. The following are mounting heights, unless noted differently or changed by Design Professional:

Water Closet:

Standard/Barrier Free 17"-19" to top of seat

Urinal:

Barrier Free 17" to top of bowl rim

Barrier Free 44" max AFF to flush handle

Lavatory:

Standard/Barrier Free 34" to top of basin rim

3.3 Adjusting and Cleaning:

- A. Adjust stops or valves for intended water flow rate to fixtures without splashing, noise, or overflow.
- B. At completion clean plumbing fixtures and equipment.
- C. Solidly attach floor-mounted water closets with lag screws. Lead flashing is not intended to hold fixture in place.

END OF SECTION