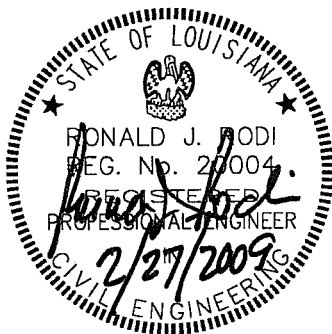


# General Requirements

## Division 1

01010	Summary of the Work
01012	Environmental Protection
01027	Applications for Payment
01030	Alternates
01035	Modification Procedures
01200	Project Meetings
01210	Administration & Supervision
01300	Submittals
01330	Layout and Staking
01400	Testing Laboratory Services
01500	Temporary Facilities & Control
01700	Project Closeout



## SECTION 01010 - SUMMARY OF WORK

### PART 1 - GENERAL

#### 1.01 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Specification Sections, apply to this Section.
- B. General Information, Definitions and Terms herein are as defined by Section 101 of the "Louisiana Standard Specifications for Road and Bridges-2006 Edition" as published by the State of Louisiana Department of Transportation and Development.

#### 1.02 WORK COVERED BY CONTRACT DOCUMENTS

- A. The project is entitled: **REST AREA IMPROVEMENTS  
I-20 AT MOUND  
State Project # 695-06-0004  
FAP # 20-4(049)174  
MADISON PARISH**
- B. Contract Documents, dated July 2008 were prepared for the Project by:  
**CSRS, Inc.**  
6767 Perkins Road, Suite 200  
Baton Rouge, Louisiana 70808
- C. The Work consists of site demolition, building construction, walkways and appurtenant site work.
- D. The Work will be constructed under a single prime contract
- E. The Engineer will establish benchmarks that shall be the principal control points for lines and grades. The Contractor shall check such lines and grades by such means as he may deem necessary, and before using them call to the attention of the Engineer any inaccuracies or discrepancies.
- F. An alternate is an amount proposed by bidders and stated on the Bid Form for certain work defined in the Bidding Requirements that may be added to the Base Bid amount if the DEPARTMENT decides to accept a corresponding change in either the amount of construction to be completed, or in the products, materials, equipment, systems, or installation methods described in the Contract Documents. The cost for each alternate is the net addition to the Contract Sum to incorporate the Alternate into the Work. No other adjustments are made to the Contract Sum.
- G. The Contractor shall at his own expense perform all surveys and establish all working or construction lines and grades as required for the construction of the project, and shall be solely responsible for the accuracy thereof.

- H. The size, location and depth of existing utilities shown on the Drawings were taken from maps and records of the DEPARTMENT and other utility owners/operators and are not warranted by the Engineer. Other utilities may exist on the project site and are not shown of the Drawings. The Contractor shall be responsible for verifying the size, location and depth of all existing utilities that are affected by the construction of this project.
- I. The Contractor shall notify the LADOTD District office prior to beginning any work and shall make applicable notification to Louisiana One Call prior to excavation of any type. The Contractor shall be responsible for damage to, and maintenance and protection of known existing structures and utilities.
- J. Should uncharted, or incorrectly charted, piping or other utilities be encountered during excavation, consult the DEPARTMENT immediately for directions. Make minor changes to location of new utilities, structures, etc. to avoid conflicts with existing utilities to remain. Cooperate with DEPARTMENT and utility companies in keeping respective services and facilities in operation. Repair damaged utilities to satisfaction of utility owner.
- K. Hand trenching may be required in the vicinity of existing utilities and structures.
- L. Do not interrupt existing utilities serving facilities occupied and used by DEPARTMENT or others, during occupied hours, except when permitted in writing by Engineer and then only after acceptable temporary utility services have been provided.
- M. Provide minimum of 48-hour notice to Engineer, and receive written notice to proceed before interrupting any utility.

#### 1.03 CONTRACTOR USE OF PREMISES

- A. The locations of the lines are indicated on the Plans. If unforeseen underground or aboveground obstructions are uncovered by the contractor, and render the planned location as not being practical or reasonable, the location of the lines may be adjusted with the approval of the Engineer. The Contractor shall take into consideration the occurrence of underground conflicts.
- B. The size, location and depth of existing utilities shown on the Drawings were taken from maps and records of the DEPARTMENT and are not warranted by the Engineer. Other utilities may exist on the project site and are not shown of the Drawings. The Contractor shall be responsible for verifying the size, location and depth of all existing utilities that are affected by the construction of this project. The Contractor shall obtain an excavation permit from the DEPARTMENT prior to clearing, excavation or grading of any type. The Contractor shall be responsible for damage to, and maintenance and protection of known existing structures and utilities.

- C. The Contractor shall have use of the premises for construction operations throughout the construction period. However, the contractor shall furnish, install and maintain fences, barricades and other provisions required to prevent vehicular and pedestrian traffic from entering the work site and to provide for safety of DEPARTMENT staff and other visitors to the site. However, the contractor shall provide and maintain continuous access to the existing parking lots, gates, etc. Coordinate all road and parking lot closures with the DEPARTMENT.
- D. The Contractor shall backfill all trenches on a continuous basis, not allowing open trenches overnight or over any non-working period. Pits or excavation for jacking pipe that must remain open shall be completely secured each night with 6-foot high chain-link fencing, and marked with flashing lights. Limit of fencing shall completely enclosed excavation and allowable working area for jacking operations.
- E. The Contractor, at the end of each day's work, shall backfill the top portion of trenches through pavement areas with 12 inches of limestone aggregate to allow access for vehicular and pedestrian traffic, maintain such limestone backfill in satisfactory condition until restoration of pavement. Restoration of pavements shall be made at the earliest possible time after trenches have attained potential settlement.
- F. Means of egress, staging areas, etc. on or through the project site will be made available to the Contractor and defined by DEPARTMENT at the pre-construction conference.
- G. Provide a 6-foot high temporary chain link fence to protect trees to remain. Fence to be located 20 feet beyond the outer perimeter of the branches of the dripline. Protect existing trees and other vegetation not labeled to be removed against unnecessary cutting, breaking or skinning of roots, skinning or bruising of the bark, smothering of trees by stockpiling construction materials or excavated materials within dripline or by excessive foot traffic. Vehicular traffic shall not be allowed under the dripline of any tree.
- H. No building or other structure shall be located closer than 20 feet from the drip line of any Live Oak, Magnolia or other tree unless specifically authorized by the Engineer. Building materials, vehicles or other items shall not be placed or stored under the drip line of trees.
- I. Protect existing trees and other vegetation indicated to remain in place against unnecessary cutting, breaking or skinning of roots, skinning or bruising of bark, smothering of trees by stockpiling construction materials or excavated materials within drip line or by excess foot traffic. Vehicular traffic shall not be allowed under the drip line of any tree.
- J. It is important that the contractor take every precaution to protect and water the trees as necessary to maintain their health during the course of construction operations. When a trench must be placed in the vicinity of trees or shrubs, first meet with the Engineer to determine a mutually acceptable route and obtain an excavation permit from DEPARTMENT. **(Boring under tree roots should always be considered as the primary method.)**

- K. If trenching must be done, contact the Engineer for root pruning along the trench line prior to digging. At this time, an evaluation of damage to the tree will be made and recommendation for restoration. When removing curbs and drives under existing Live Oak drip lines, the backhoe operators shall protect against destroying roots outside the demolition area by cutting the roots with a sharp instrument. (Never rip roots out of the ground with the backhoe). Wood pads should always be used under outriggers near trees to avoid compaction and root damage.
- L. Prior to any construction or excavation, the Contractor shall contact the Engineer for root pruning along the drip lines (fence lines of all trees to remain).
- M. Equipment that generates heat or toxic fumes (asphalt tar kettles, kerosene heaters, etc.) shall not be operated within 20 feet of the drip line of any tree.
- N. No grading (cutting or adding fill material) shall be allowed under any tree without approval of Engineer.
- O. The contractor shall coordinate any on site utilities with DEPARTMENT prior to any excavation or base re-construction.
- P. The contractor shall coordinate the disposal site of excess material, soil, asphalt, gravel, with DEPARTMENT.

#### 1.04 SALVAGE AND DISPOSITION OF MATERIAL AND EQUIPMENT

- A. The DEPARTMENT shall have priority for the selection of salvaged equipment and materials. Any excess dirt, equipment and materials selected to remain the property of the Owner shall be removed and delivered to a location on the site as designated by the DEPARTMENT. Material not retained by the DEPARTMENT shall become the property of the Contractor and shall be removed from the site by him.
- B. Contractor shall not use Owner's dumpsters for depositing construction-related trash.
- C. Remove and transport debris and rubbish in a manner that will prevent spillage on streets or adjacent areas. Clean up spillage from streets and adjacent areas.
- D. Comply with federal, state, and local hauling and disposal regulations.

#### 1.05 SAFETY PLAN

- A. The Contractor shall send a copy of the site safety plan, along with the site safety supervisor's name and a 24 hour phone number to the DEPARTMENT.
- B. The construction site shall be restricted to unauthorized personnel. High hazard areas involving machinery, hot work, roofing kettles, overhead work, excavations, etc. shall be barricaded and the barricade must be enforced at all times.

- C. Users of the site shall not be exposed to any harmful construction debris or hazardous materials. On job sites where contaminants generated by construction may enter adjacent occupied building space; the contractor shall erect a containment system sufficient to prevent from exposure. The containment system shall be subject to approval by DEPARTMENT/Safety personnel.
- D. Any injury requiring medical attention that occurs on site must be reported to OES, and the contractor shall conduct an investigation and develop action plan for prevention. This action plan may be reviewed by OES upon request and/or OES may be an observer in this investigation.
- E. The contractor shall make available the Material Safety Data Sheet for any hazardous material used or stored on the work site. A copy of the MSDS will be sent to DEPARTMENT for review prior to the project start date.
- F. Activities involving utility lines shall be closely coordinated with the owning Utility to avoid outages and accidents. Extreme caution must be taken to assure proper lockout/tagout of circuits to prevent injury and electrical flash/explosion.
- G. Contractors shall be responsible for the proper disposal of waste materials. (Solid Waste, Hazardous Waste, etc.) Any Regulated Hazardous Waste shipped off the work site by a contractor shall be manifested to that contractor.
- H. Contractor shall be responsible for compliance with Water and Air Quality Standards as they relate to unauthorized releases or emissions of regulated substances into the environment. (storm drains, bayous, etc.)

END OF SECTION

## **SECTION 01012 - ENVIRONMENTAL PROTECTION**

### **PART 1 - GENERAL**

- 1.01 Subsection 107.14 of the 2006 Standard Specifications is amended to include the following paragraphs at the end of this subsection.

The Notice of Intent (NOI) will be submitted by the Department to the Louisiana Department of Environmental Quality (LADEQ) prior to the project letting. The project engineer will complete and submit the Notice of Termination (NOT) to the LADEQ after final stabilization of the site, in accordance with the terms of the permit.

- 1.02 The use of erosion control features or methods other than those in the contract shall be as directed.
- 1.03 The Storm Water Pollution Prevention Plan shall be comprised of Section 204 of the standard specifications along with applicable supplemental specifications and special provisions, and Standard Plan EC-01, "Temporary Erosion Control Details."

END OF SECTION

## **SECTION 01027 - APPLICATIONS FOR PAYMENT**

### **PART 1 - GENERAL**

#### **1.01 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

#### **1.02 SUMMARY**

- A. This Section specifies administrative and procedural requirements governing the Contractor's Applications for Payment.
  - 1. Coordinate the Schedule of Values and Applications for Payment with the Contractor's Construction Schedule, Submittal Schedule, and List of Subcontracts.
- B. Related Sections: The following Sections contain requirements that relate to this Section.
  - 1. Schedules: The Contractor's Construction Schedule and Submittal Schedule are specified in Division 1 Section "Submittals."

#### **1.03 SCHEDULE OF VALUES**

- A. Coordination: Coordinate preparation of the Schedule of Values with preparation of the Contractor's Construction Schedule.
- B. Coordination: Each prime Contractor shall coordinate preparation of its Schedule of Values for its part of the Work with preparation of the Contractors' Construction Schedule.
  - 1. Correlate line items in the Schedule of Values with other required administrative schedules and forms, including:
    - a. Contractor's Construction Schedule.
    - b. Application for Payment forms, including Continuation Sheets.
    - c. List of subcontractors.
    - d. List of products.
    - e. List of principal suppliers and fabricators.
    - f. Schedule of submittals.
  - 2. Submit the Construction Schedule, List of Sub-Contractors and Material Suppliers and Schedule of Values to the Engineer at the pre-construction Conference.

- C. Format and Content: Use the Project Manual table of contents as a guide to establish the format for the Schedule of Values. Provide at least one line item for each Specification Section.
1. Identification: Include the following Project identification on the Schedule of Values:
    - a. Project name and location.
    - b. Name of the Engineer.
    - c. Project number.
    - d. Contractor's name and address.
    - e. Date of submittal.
  2. Arrange the Schedule of Values in tabular form with separate columns to indicate the following for each item listed:
    - a. Related Specification Section or Division.
    - b. Description of Work.
    - c. Name of subcontractor.
    - d. Name of manufacturer or fabricator.
    - e. Name of supplier.
    - f. Change Orders (numbers) that affect value.
    - g. Dollar value.
  3. Percentage of Contract Sum to nearest one-hundredth percent, adjusted to total 100 percent.
  4. Provide a breakdown of the Contract Sum in sufficient detail to facilitate continued evaluation of Applications for Payment and progress reports. Coordinate with the Project Manual table of contents. Break principal subcontract amounts down into several line items.
  5. Round amounts to nearest whole dollar; the total shall equal the Contract Sum.
  6. Provide a separate line item in the Schedule of Values for each part of the Work where Applications for Payment may include materials or equipment, purchased or fabricated and stored, but not yet installed. Payment for off-site storage will not be allowed.
  7. Provide separate line items on the Schedule of Values for initial cost of the materials, for each subsequent stage of completion, and for total installed value of that part of the Work.
  8. Schedule Updating: Update and resubmit the Schedule of Values prior to the next Applications for Payment when Change Orders or Construction Change Directives result in a change in the Contract Sum.

#### 1.04 APPLICATIONS FOR PAYMENT

- A. Each Application for Payment shall be consistent with previous applications and payments as certified by the Engineer and paid for by the DEPARTMENT.
  - 1. The initial Application for Payment, the Application for Payment at time of Substantial Completion, and the final Application for Payment involve additional requirements.
- B. Payment-Application Times: The date for each progress payment is the 15th day of each month. The period covered by each Application for Payment starts on the day following the end of the preceding period and ends 15 days prior to the date for each progress payment.
- C. Payment-Application Forms: Use AIA Document G702 and Continuation Sheets G703 as the form for Applications for Payment.
- D. Application Preparation: Complete every entry on the form. Include notarization and execution by a person authorized to sign legal documents on behalf of the Contractor. The Engineer will return incomplete applications without action.
  - 1. Entries shall match data on the Schedule of Values and the Contractor's Construction Schedule. Use updated schedules if revisions were made.
  - 2. Include amounts of Change Orders and Construction Change Directives issued prior to the last day of the construction period covered by the application.
- E. Transmittal: Submit 3 signed and notarized original copies of each Application for Payment to the Engineer by a method ensuring receipt within 24 hours. One copy shall be complete, including waivers of lien and similar attachments, when required.
  - 1. Transmit each copy with a transmittal form listing attachments and recording appropriate information related to the application, in a manner acceptable to the Engineer.
- F. Initial Application for Payment: Administrative actions and submittals, that must precede or coincide with submittal of the first Application for Payment, include the following:
  - 1. List of subcontractors.
  - 2. List of principal suppliers and fabricators.
  - 3. Schedule of Values.
  - 4. Contractor's Construction Schedule (preliminary if not final).
  - 5. Schedule of principal products.
  - 6. Submittal Schedule (preliminary if not final).
  - 7. List of Contractor's staff assignments.
  - 8. List of Contractor's principal consultants.
  - 9. Initial progress report.
  - 10. Report of pre-construction meeting.

11. Certificates of insurance and insurance policies.
  12. Performance and payment bonds.
- G. Application for Payment at Substantial Completion: Following issuance of the Certificate of Substantial Completion, submit an Application for Payment.
1. This application shall reflect Certificates of Partial Substantial Completion issued previously for DEPARTMENT occupancy of designated portions of the Work.
  2. Administrative actions and submittals that shall precede or coincide with this application include:
    - a. Occupancy permits and similar approvals.
    - b. Warranties (guarantees) and maintenance agreements.
    - c. Maintenance instructions.
    - d. Meter readings.
    - e. Startup performance reports.
    - f. Changeover information related to the DEPARTMENT'S occupancy, use, operation, and maintenance.
    - g. Final cleaning.
    - h. Advice on shifting insurance coverages.
    - i. Final progress photographs.
    - j. List of incomplete Work, recognized as exceptions to Engineer's Certificate of Substantial Completion.
- H. Final Payment Application: Administrative actions and submittals that must precede or coincide with submittal of the final Application for Payment include the following:
1. Completion of Project closeout requirements.
  2. Completion of items specified for completion after Substantial Completion.
  3. Ensure that unsettled claims will be settled.
  4. Final Payment for punch list items will be made upon completion of all items.
  5. Transmittal of required Project construction records to the DEPARTMENT.
  6. Proof that taxes, fees, and similar obligations were paid.
  7. Removal of temporary facilities and services.
  8. Removal of surplus materials, rubbish, and similar elements.
  9. Change of door locks to the DEPARTMENT'S access.

END OF SECTION

## SECTION 01030 - ALTERNATES

### PART 1 - GENERAL

#### 1.01 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

#### 1.02 SUMMARY

- A. This Section includes administrative and procedural requirements governing Alternates.

#### 1.03 DEFINITIONS

- A. An alternate is an amount proposed by bidders and stated on the Bid Form for certain work defined in the Bidding Requirements that may be added to the Base Bid amount if the DEPARTMENT decides to accept a corresponding change in either the amount of construction to be completed, or in the products, materials, equipment, systems, or installation methods described in the Contract Documents. The cost for each alternate is the net addition to the Contract Sum to incorporate the Alternate into the Work. No other adjustments are made to the Contract Sum.

#### 1.04 PROCEDURES

- A. Modify or adjust affected adjacent Work as necessary to completely and fully integrate that Work into the Project.
- B. Include as part of each alternate, miscellaneous devices, accessory objects, and similar items incidental to or required for a complete installation whether or not mentioned as part of the Alternate.
- C. Execute accepted alternates under the same conditions as other Work of this Contract.

#### 1.05 SCHEDULE OF ALTERNATES

None.

END OF SECTION

## **SECTION 01035 - MODIFICATION PROCEDURES**

### **PART 1 - GENERAL**

#### **1.01 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

#### **1.02 SUMMARY**

- A. This Section specifies administrative and procedural requirements for handling and processing contract modifications.

#### **1.03 MINOR CHANGES IN THE WORK**

- A. The Engineer will issue supplemental instructions authorizing minor changes in the Work, not involving adjustment to the Contract Sum or Contract Time, on AIA Form G710, Engineer's Supplemental Instructions.

#### **1.04 CHANGE ORDER PROPOSAL REQUESTS**

- A. DEPARTMENT-Initiated Proposal Requests: The Engineer will issue a detailed description of proposed changes in the Work that will require adjustment to the Contract Sum or Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.
  - 1. Proposal requests issued by the Engineer are for information only. Do not consider them as an instruction either to stop work in progress or to execute the proposed change.
  - 2. As soon as possible but no later than 20 days of receipt of a proposal request, submit an estimate of cost necessary to execute the change to the Engineer for the DEPARTMENT'S review.
    - a. Include a complete breakdown of labor and material including a list of quantities of products required and unit costs, with the total amount of purchases to be made. Where requested, furnish survey data to substantiate quantities.
    - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
    - c. Include a statement indicating the effect the proposed change in the Work will have on the Contract Time.

- B. Contractor-Initiated Proposals: When latent or unforeseen conditions require modifications to the Contract, the Contractor may propose changes by submitting a request for a change to the Engineer.
  - 1. Include a statement outlining the reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and Contract Time.
  - 2. Include a complete breakdown of labor and material including a list of quantities of products required and unit costs, with the total amount of purchases to be made. Where requested, furnish survey data to substantiate quantities.
  - 3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
- C. Proposal Request Form: Facility Planning and Control Change Order Request Forms.

#### 1.05 CONSTRUCTION CHANGE DIRECTIVE

- A. Construction Change Directive: When the DEPARTMENT and the Contractor disagree on the terms of a Proposal Request, the Engineer may issue a Construction Change Directive on AIA Form G714. The Construction Change Directive instructs the Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.
  - 1. The Construction Change Directive contains a complete description of the change in the Work. It also designates the method to be followed to determine change in the Contract Sum or Contract Time.
- B. Documentation: Maintain detailed records on a time and material basis of work required by the Construction Change Directive.
  - 1. After completion of the change, submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract.

#### 1.06 CHANGE ORDER PROCEDURES

- A. Upon the DEPARTMENT'S approval of a Proposal Request, the Engineer will issue a Change Order for signatures of the DEPARTMENT and the Contractor on LADOTD approved format.

END OF SECTION

## **SECTION 01200 - PROJECT MEETINGS**

### **PART 1 - GENERAL**

#### **1.01 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

#### **1.02 SUMMARY**

- A. This Section specifies procedural requirements for project meetings, including, Preconstruction and Pre-installation conferences and progress meetings.

#### **1.03 PRECONSTRUCTION CONFERENCE**

- A. The Engineer will schedule a preconstruction conference before starting construction, at a time convenient to the DEPARTMENT and the Engineer, but no later than 15 days after execution of the Agreement. The conference will be held at the Project Site or another convenient location, and will include a review of project responsibilities and personnel assignments.
- B. Attendees: Authorized representatives of the DEPARTMENT, Engineer, and their consultants; the Contractor and its superintendent; major subcontractors; manufacturers; suppliers; 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.
- C. Agenda: Discussion of items that could affect progress, including the following:
  - 1. Tentative construction schedule.
  - 2. Critical work sequencing.
  - 3. Designation of responsible personnel.
  - 4. Procedures for processing field decisions and Change Orders.
  - 5. Procedures for processing Applications for Payment.
  - 6. Distribution of Contract Documents.
  - 7. Submittal of Shop Drawings, Product Data, and Samples.
  - 8. Preparation of record documents.
  - 9. Working hours and Use of the premises.
  - 10. Parking availability.
  - 11. Office, work, and storage areas.
  - 12. Equipment deliveries and priorities.
  - 13. Safety and First aid procedures.
  - 14. Security and Housekeeping.
- D. At the pre-construction conference the Contractor shall submit the following:
  - 1. Schedule of Values

2. Construction Schedule
3. List of subcontractors and major materials supplies

#### 1.04 PREINSTALLATION CONFERENCES

- A. The Engineer will conduct a preinstallation conference at the Project Site before each construction activity that requires coordination with other construction.
- B. The installer and representatives of manufacturers and fabricators involved in or affected by the installation, and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. The Contractor shall coordinate meeting dates with the Engineer and manufacturers representatives and installers.
  1. Review the progress of other construction activities and preparations for the particular activity under consideration at each preinstallation conference, including requirements for the following:
    - a. Contract Documents.
    - b. Options.
    - c. Related Change Orders.
    - d. Purchases.
    - e. Deliveries.
    - f. Shop Drawings, Product Data, and quality-control samples.
    - g. Review of mockups.
    - h. Possible conflicts.
    - i. Compatibility problems.
    - j. Time schedules.
    - k. Weather limitations.
    - l. Manufacturer's written recommendations.
    - m. Warranty requirements.
    - n. Compatibility of materials.
    - o. Acceptability of substrates.
    - p. Temporary facilities and controls.
    - q. Space and access limitations.
    - r. Governing regulations having jurisdiction.
    - s. Safety.
    - t. Inspecting and testing requirements.
    - u. Required performance results.
    - v. Recording requirements.

w. Protection of construction and personnel.

2. The Engineer will record significant discussions and agreements and disagreements of each conference, and the approved schedule, and will distribute the record of the meeting to the DEPARTMENT and the Contractor.
3. Contractor shall not proceed with the installation if the conference cannot be successfully concluded. Contractor shall initiate whatever actions are necessary to resolve impediments to performance of Work and request another conference at the earliest feasible date.

#### 1.05 PROGRESS MEETINGS

- A. The Engineer will conduct progress meetings at the Project Site at regular intervals, coordinating dates of meetings with preparation of the payment request.
- B. In addition to representatives of the DEPARTMENT and the Engineer, each subcontractor, supplier, or other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the conference shall be familiar with the Project and authorized to conclude matters relating to the Work.
- C. Agenda: 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.
  1. Contractor's Construction Schedule: Review progress since the last meeting. Determine where each activity is in relation to the Contractor's Construction Schedule, whether on time or ahead or behind schedule. Determine how construction 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.
  2. Review the present and future needs of each entity present, including the following:
    - a. Interface requirements.
    - b. Time.
    - c. Sequences.
    - d. Status of submittals.
    - e. Deliveries.
    - f. Off-site fabrication problems.
    - g. Access.
    - h. Site utilization.
    - i. Temporary facilities and services.
    - j. Hours of work.
    - k. Hazards and risks.
    - l. Housekeeping.

- m. Quality and work standards.
  - n. Change Orders.
  - o. Documentation of information for payment requests.
- D. The Engineer will distribute minutes of the meeting to each party present and to parties who should have been present, including a brief summary, in narrative form, of progress since the previous meeting and report.
  - 1. Schedule Updating: Revise the Contractor's Construction Schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue the revised schedule concurrently with the report of each meeting.

#### 1.06 PRE-CLOSEOUT MEETING

- A. The Engineer will schedule a pre-closeout conference when the work is approximately 70 – 80% complete. The conference will be held at the Project Site or another convenient location, and will include a review of project procedures required for project closeout.
- B. Attendees: Authorized representatives of the DEPARTMENT, Engineer, and their consultants; the Contractor and its superintendent shall attend the conference. All participants at the conference shall be familiar with the Project and authorized to conclude matters relating to the Work.
- C. Agenda: Discussion of items that could affect close-out, including the following:
  - 1. All equipment should be operating and instructions on usage given immediately to the LADOTD. Withhold Punch List monies for this requirement
  - 2. Note that the 5 or 10% Retainage is only for liens. A separate amount must be withheld for Punch List work. If the value of the Punch List equals more than the funds remaining in the project, Acceptance must be delayed until the punch list value is reduced to the amount of remaining funds. The Designer shall provide the values for each item on the punch list
  - 3. On deeming the project to be "substantially complete", the designer will complete and submit the Recommendation of Acceptance to LA DOTD. LA DOTD will send the "NOTICE OF ACCEPTANCE OF BUILDING CONTRACT" to the contractor. This is the form to be filed in the courthouse. The 45-day lien period will not start until this document is filed.
  - 4. No project shall be accepted until both the Manufacturer's Roofing Warranty and the Contractor's Roofing Warranty are submitted and found to be in compliance with the requirements of the contract documents. Submission of complete Roof Completion Information form, by Contractor, for each roof section.

**Review the roofing manufacturer's guarantee to make sure it complies with the requirements of the contract documents. LA DOTD standard requirements (for Roofing) include, but are not limited to the following:**

- a. No dollar limit, leak tight warranty for at least 10 years.

- b. System warranty. All components of the roofing system from the deck up are warranted, excluding edge metal and coping. The inclusion in the warranty coverage of the edge metal or coping is desirable.
  - c. If the warranty has a statement such as, "The manufacturer will not honor the warranty until the roofing contractor, the supplier and the manufacturer have been paid in full...", LA DOTD requires either the statement removed from the warranty or a letter from the manufacturer saying they have been paid and the warranty is in effect.
  - d. If stated, wind storm must be at least Beaufort Number 11.
  - e. If the roof manufacturer's guarantee states that it is governed by the laws of another state, it is unacceptable.
  - f. The Supplemental Conditions calls for any legal action to be in the Nineteenth Judicial Court in and for the Parish of East Baton Rouge, State of Louisiana.
- 5. The LADOTD should provide a letter of concurrence prior to Acceptance.
  - 6. LADOTD shall not approve payment of the 5% or 10% retainage without;
    - a. an invoice approved by the designer,
    - b. a Consent of Surety to Final Payment (AIA Form G707),
    - c. a Clear Lien Certificate showing that 45 days have elapsed since the Notice of Acceptance was filed with the Clerk of Court. Note that, in obtaining the clear lien certificate, the contractor should ensure that the full forty-five (45) days have passed and that the forty-fifth day is not a legal holiday as legal holidays can extend the lien period. Clear lien certificates obtained on the forty-fifth day are not acceptable.
  - 7. LA DOTD requires certification by the designer that the punch listed work has been completed prior to any payment of money withheld for the Punch List. If the Punch List is not completed within 45 days after Acceptance, the contractor may be placed in default.
  - 8. As-builts, prepared in accordance with the General Instructions to Designers, must be submitted and approved prior to the Designer receiving Final Payment. The contractor is to "sign-off" on the as-builts. A "Final Report" should be submitted with the as-builts.
  - 9. The Designer shall bring to the attention of the Contractor all deficiencies as soon as they are discovered and shall NOT wait until the punch list is prepared

END OF SECTION

## **SECTION 01210 - ADMINISTRATION AND SUPERVISION**

### **PART 1 - GENERAL**

#### **1.01 RELATED DOCUMENTS**

- A. The general provisions of Contract, including General and Supplementary Conditions and other General Requirements, apply to the work specified in this section.

#### **1.02 DESCRIPTION OF REQUIREMENTS**

- A. The Contractor's administrative and supervisory responsibilities extend to every activity involved in the performance of the work, and are not limited to the specified requirements of this section.
- B. The General Contractor shall provide a qualified and competent job superintendent to man the job at all times. The "job superintendent" shall be responsible for coordination and supervision of the general contractor's personnel and all subcontractors contracting directly with the General Contractor or directly with the DEPARTMENT where coordination of the DEPARTMENT'S work is specifically indicated as a General Contractor's responsibility in the Contract Documents. The "job superintendent" shall not have a dual role, performing the work of any other trade on the job.

#### **1.03 MEETINGS AND COMMUNICATIONS**

- A. After notification that the contract has been executed, the Engineer shall arrange with the DEPARTMENT, User Agency and Contractor and conduct a pre-construction conference to be held at the project site or other convenient locations. The Contractor shall be responsible to see that his principal subcontractors are in attendance and shall furnish to the Engineer, User Agency and the DEPARTMENT 1) the Schedule of Values, 2) a list of subcontractors and material supplier, 3) the Construction Schedule.
- B. During the course of construction, monthly progress meetings will be held with the Contractor, Engineer, User Agency, and the DEPARTMENT'S Representative. These meetings will be utilized to update the construction schedule and to review the progress of the work.

**END OF SECTION**

## **SECTION 01300 – SUBMITTALS**

### **PART 1 - GENERAL**

#### **1.01 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

#### **1.02 SUMMARY**

- A. This Section includes administrative and procedural requirements for submittals required for performance of the Work, including the following:
  - 1. Contractor's construction schedule.
  - 2. Submittal schedule.
  - 3. Daily construction reports.
  - 4. Shop Drawings.
  - 5. Product Data.
  - 6. Samples.
  - 7. Quality assurance submittals.
- B. Administrative Submittals: Refer to other Sections and other Contract Documents for requirements for administrative submittals. Such submittals include, but are not limited to, the following:
  - 1. Applications for Payment.
  - 2. Performance and payment bonds.
  - 3. Insurance certificates.
  - 4. List of subcontractors.

#### **1.03 DEFINITIONS**

- A. 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.
  - 1. Preparation of Coordination Drawings is specified in Division 1 Section "Coordination" and may include components previously shown in detail on Shop Drawings or Product Data.

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

#### 1.04 SUBMITTAL PROCEDURES

- A. 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. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
  - 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.
    - a. The Engineer reserves the right to withhold action on a submittal requiring coordination with other submittals until all related submittals are received.
  - 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 resubmittals.
    - a. Allow 2 weeks for initial review. Allow additional time if the Engineer must delay processing to permit coordination with subsequent submittals.
    - b. If an intermediate submittal is necessary, process the same as the initial submittal.
    - c. Allow 2 weeks for reprocessing each submittal.
    - d. No extension of Contract Time will be authorized because of failure to transmit submittals to the Engineer sufficiently in advance of the Work to permit processing.
- B. Submittal Preparation: Place a permanent label or title block on each submittal for identification. Indicate the name of the entity that prepared each submittal on the label or title block.
  - 1. Provide a space approximately 4 by 5 inches (100 by 125 mm) on the label or beside the title block on Shop Drawings to record the Contractor's review and approval markings and the action taken.
  - 2. Include the following information on the label for processing and recording action taken.
    - a. Project name and Project number.

- b. Date.
  - c. Name and address of the Engineer.
  - d. Name and address of the Contractor.
  - e. Name and address of the subcontractor.
  - f. Name and address of the supplier.
  - g. Name of the manufacturer.
  - h. Number and title of appropriate Specification Section.
  - i. Drawing number and detail references, as appropriate.
- C. Submittal Transmittal: Package each submittal appropriately for transmittal and handling. Transmit each submittal from the Contractor to the Engineer using a transmittal form. The Engineer will not accept submittals received from sources other than the Contractor.
- 1. On the transmittal, record relevant information and requests for data. On the form, or separate sheet, record deviations from Contract Document requirements, including variations and limitations. Include Contractor's certification that information complies with Contract Document requirements.
- D. Bar-Chart Schedule: Prepare a fully developed, horizontal bar-chart-type, contractor's construction schedule. Submit within 30 days after the date established for "Commencement of the Work."
- E. Distribution: Following response to the initial submittal, print and distribute copies to the Engineer, Owner, subcontractors, and other parties required to comply with scheduled dates. Post copies in the Project meeting room and temporary field office.
- F. 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.
- G. Schedule Updating: Revise the schedule after each meeting, event, or activity where revisions have been recognized or made. Issue the updated schedule concurrently with the report of each meeting.

#### 1.05 SUBMITTAL SCHEDULE

- A. After development and acceptance of the Contractor's Construction Schedule, prepare a complete schedule of submittals. Submit the schedule within 10 days of the date required for submittal of the Contractor's Construction Schedule.
- 1. Coordinate Submittal Schedule with the list of subcontracts, Schedule of Values, and the list of products as well as the Contractor's Construction Schedule.

## 1.06 SHOP DRAWINGS

- A. 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.
- B. Shop Drawings include fabrication and installation Drawings, setting diagrams, schedules, patterns, templates and similar Drawings. Include the following information:
  - 1. Dimensions.
  - 2. Identification of products and materials included by sheet and detail number.
  - 3. Compliance with specified standards.
  - 4. Notation of coordination requirements.
  - 5. Notation of dimensions established by field measurement.
  - 6. Do not use Shop Drawings without an appropriate final stamp indicating action taken.

## 1.07 PRODUCT DATA

- A. Collect Product Data into a single submittal for each element of construction or system. Product Data includes printed information, such as manufacturer's installation instructions, catalog cuts, roughing-in diagrams and templates, standard wiring diagrams, and performance curves.
  - 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:
    - a. Manufacturer's printed recommendations.
    - b. Compliance with trade association standards.
    - c. Compliance with recognized testing agency standards.
    - d. Application of testing agency labels and seals.
    - e. Notation of dimensions verified by field measurement.
    - f. Notation of coordination requirements.
- B. Do not submit Product Data until compliance with requirements of the Contract Documents has been confirmed.
- C. 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. Do not proceed with installation until a copy of Product Data is in the Installer's possession.

2. Do not permit use of unmarked copies of Product Data in connection with construction.

#### 1.08 QUALITY ASSURANCE SUBMITTALS

- A. 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.
- B. 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.
  1. Signature: Certification shall be signed by an officer of the manufacturer or other individual authorized to sign documents on behalf of the company.

END OF SECTION

## **SECTION 01330 - LAYOUT AND STAKING**

### **PART 1 - GENERAL**

#### **1.01 SCOPE**

- A. The Contractor will provide the essential labor, materials, equipment and services required to complete this part of the work as set forth in the Specifications and indicated on the Plans.

#### **1.02 STAKES**

- A. Control points will be located in the field by the Contractor. The Contractor will maintain these control point.

#### **1.03 STAKING AND LAYOUT OF THE WORK**

- A. The Contractor will be responsible for the maintenance of any existing stakes that have been placed by other contractors, the DEPARTMENT or the Engineer that designates the layout of the project. The Contractor shall be responsible for the layout and maintenance of the following items:
  - 1. Lines
  - 2. Sitings
  - 3. Points of connection
  - 4. And all other features required constructing the water system improvements.
- B. All layout work will be subject to approval by the Engineer.

**END OF SECTION**

## **SECTION 01400 - TESTING LABORATORY SERVICES**

### **PART 1 - GENERAL**

#### **1.01 RELATED DOCUMENTS**

- A. The general provisions of the Contract, including General and Supplementary Conditions and other General Requirements sections, apply to the work specified in this section.

#### **1.02 TESTING LABORATORY SERVICES - SELECTION AND PAYMENT**

- A. The DEPARTMENT will engage and pay for the services of an independent testing laboratory to perform inspection and tests of materials and construction as defined in the General Conditions, except that in the event of a test failure the contractor shall pay for re-testing by a credit change order. The DEPARTMENT may, at its discretion, choose to perform the testing.

#### **1.03 COOPERATION OF CONTRACTOR**

- A. The contractor shall cooperate with the laboratory and:
  - 1. Make available, without cost, samples of all materials to be tested in accordance with applicable standard specifications.
  - 2. Furnish such nominal labor and sheltered working space as is necessary to obtain samples at the project.
  - 3. Advise the laboratory of the identity of material sources and instruct the suppliers to allow test or inspections by the laboratory.
  - 4. Notify the laboratory sufficiently in advance of operations to allow for completion of initial tests and assignment of inspection personnel.
  - 5. Notify the laboratory sufficiently in advance of cancellation of required testing operations. The contractor shall be responsible to the laboratory for changes due to failure to notify if requirements for testing are canceled.

#### **1.04 TEST METHODS**

- A. Test and inspections shall be conducted in accordance with the latest standards of ASTM or other recognized authorities.

#### **1.05 TAKING SPECIMENS**

- A. All specimens and samples for testing, unless otherwise provided in these Contract Documents, will be taken by the testing laboratory in locations and at times as designated by the Engineer; all sampling equipment and personnel will be provided by the testing laboratory; and all deliveries of specimens and samples to the testing laboratory will be performed by the testing laboratory.

1.06 TEST REPORTS

- A. The laboratory shall promptly submit written reports of each test and inspection made to the DEPARTMENT, Using Agency, Engineer, Contractor, and to such other parties the DEPARTMENT may specify.

1.07 EXTENT OF LABORATORY TESTS AND INSPECTIONS

- A. The Engineer will recommend to the DEPARTMENT the type and number of tests to be performed on the project. The Contractor shall be advised of the number and type of tests to be performed by the Testing Laboratory.
- B. All copies of Testing Laboratory invoices shall be verified by the Designer prior to being submitted to the DEPARTMENT for payment.

END OF SECTION

## **SECTION 01500 - TEMPORARY FACILITIES AND CONTROL**

### **PART 1 - GENERAL**

#### **1.01 RELATED DOCUMENTS**

- A. The general provisions of the contract, including General and Supplementary Conditions and other general requirements sections, apply to the work specified in this section.

#### **1.02 GENERAL**

- A. The requirements of this section have been included for special purposes as indicated. Nothing in this section is intended to limit types and amounts of temporary work required, and no omission from this section will be recognized as an indication by Engineer or Engineer that such temporary activity is not required for successful completion of the work and compliance with requirements of contract documents. Provisions of this section are applicable to, but not by way of limitation, utility services, construction facilities, support facilities, and security/protection provisions.
- B. Install, operate, maintain and protect temporary facilities in a manner and at locations that will be safe, non-hazardous, sanitary and protective of persons and property, and free of deleterious effects.

#### **1.03 TEMPORARY ELECTRICAL**

- A. Contractor shall furnish required labor and materials for the tie-in of temporary electrical power as approved by DEPARTMENT. The contractor shall be responsible for any initial fees and monthly cost for this service which shall be paid to DEPARTMENT.

#### **1.04 TEMPORARY TOILETS**

- A. Contractor shall provide temporary toilet facilities during the entire length of construction. Construction personnel will not be allowed to use the facility restrooms.

#### **1.05 TEMPORARY WATER**

- A. Contractor will be allowed to use the existing water system at the facility for temporary water service. Contractor shall be responsible for "tie-in" to the existing water system.

#### **1.06 SEWER SEDIMENT**

- A. Prior to start of work at project site, measure existing levels of sediment in sewers, and provide recommendations for minimizing entrance of sediment and polluting substances during construction. At time of substantial completion, check sediment levels and submit report recording changes in condition of sediment in existing sewers. Clean sewers where level has increased significantly, as judged by Engineer.
- B. Maintain sewers and temporary connecting sewers in a reasonably clean, non-clogged condition during construction period.

## 1.07 STORMWATER POLLUTION PREVENTION

- A. Contractor shall be responsible for implementing and maintaining the provisions of the storm water pollution prevention plan. Provide storm water pollution prevention measures in accordance with the following “best management practices” and as required by local, State and Federal regulations:

### **Minimum Best Management Practices**

**BMP – 9 – Stabilized Construction Entrance:** A stabilized construction entrance consisting of gravel, crushed stone, limestone or recycled concrete over a geotextile filter fabric shall be provided to reduce the tracking of dirt, mud and sediments onto adjacent roads and highways. The construction entrance should be inspected on a regular basis to determine if it has been substantially clogged to become ineffective at detaining excess sediments. Periodic re-grading and top dressing with additional stone may be required to keep the efficiency of the entrance from diminishing.

**BMP –14 – Material Delivery and Storage:** Designate an area at the construction site near the construction entrance but away from the water course for material delivery and storage for such items as herbicides, fuel, and oils. Keep the designated storage area clean and organized.

**BMP – 21 – Vehicle and Equipment Fueling:** To prevent fuel spills and leaks, and to reduce their impacts to storm water use off-site fueling facilities when possible. If on site fueling is necessary, use designated areas, located away from drainage courses and waterway to prevent water contamination and runoff of spills. Contractor must carry out all federal and state requirements regarding stationary above ground storage tanks. Do not use mobile fueling of construction equipment around the site; rather transport the equipment to the designated fueling area.

**BMP – 22 – Solid Waste Management:** This objective is to minimize the potential of storm water contamination from solid waste generated from the construction activity through appropriate storage and disposal practices. This element includes the proper disposal of wood clippings, branches and trees, along with food and drink waste, packaging, paper, cardboard containers etc.

**BMP – 23 – Hazardous Waste Management:** This objective is to minimize the potential of storm water contamination from common construction site hazardous wastes such as; fuels, oils, grease, solvents, herbicides etc., through appropriate recognition, handling, storage and disposal practices. Applicable OSHA and EPA guidelines which govern the handling, storage, application and disposal of construction site hazardous waste must be incorporated and adhered to.

- B. Uncontaminated construction and demolition (C & D) waste, such as concrete and wood collected during the clearing contract may be stored in neat piles provided storm water runoff will not be blocked or contaminated. Stockpiled material must be removed and disposed of at a State-approved disposal site. (BMP-22).
- C. All hazardous waste materials collected or utilized must be stored, used, and disposed of in the manner specified by State environmental regulations and the manufacturer. (BMP-23).
- D. Dump trucks hauling materials and debris from the site must be covered with a tarpaulin.

- E. The Contractor must implement "Good Housekeeping" measures to keep the construction site in a neat and orderly manner. (BMP-14, 21, and 23).

1.08 TEMPORARY CONSTRUCTION OFFICE & PHONE

- A. Contractor shall maintain a temporary construction job office equipped with a temporary telephone for use during the construction phase. A complete and updated set of plans, specifications, addenda, change orders, field orders, along with copies of all shop drawings shall be kept on record in the job shack at all times during construction.

1.09 TEMPORARY SECURITY/DUST SCREEN

- A. Provide temporary dust screens as required to maintain a dust free environment in areas of on-going DEPARTMENT occupancy which may be adjacent to areas with work in progress. Coordinate installation of dust screen with demolition schedule. Dust screens shall be located as to provide proper security for the ongoing operations of the Facility.

1.10 TEMPORARY PARKING, DRIVES AND STAGING AREAS

- A. Contractor to provide and maintain temporary parking, drives and staging areas for use by Construction Personnel during the Construction. The location and extent of these temporary items is to be verified with the Engineer during the Pre-Construction Conference.
- B. Traffic control staging, barricades, etc. shall be installed as shown on the Drawings.

END OF SECTION

## SECTION 01700 - PROJECT CLOSEOUT

### PART 1 - GENERAL

#### 1.01 RELATED DOCUMENTS

- A. The general provisions of the Contract including General and Supplementary Conditions and other General Requirements sections, apply to the work specified in this section.

#### 1.02 PREREQUISITES TO SUBSTANTIAL COMPLETION

- A. General: Prior to requesting Engineer's inspection for Recommendation of Acceptance, as required by General Conditions (for either the entire work or portions thereof), complete the following and list known exception in request:
  - 1. In progress payment request coincident with or first following date claimed, show either 100% completion for portion of work claimed as "substantially complete", or list incomplete items, value of incompleteness, and reasons for being incomplete. Include supporting documentation for completion.
  - 2. Advise the DEPARTMENT of pending insurance change-over requirements.
  - 3. Submit specific warranties, workmanship/maintenance bonds, maintenance agreements, final certifications and similar documents.
  - 4. Submit record drawings, maintenance manuals, damage or settlement survey, final record information.
  - 5. Complete final cleaning and touch up requirements.

#### 1.03 INSPECTION PROCEDURES

- A. Upon receipt of Contractor's written request, Engineer will either proceed with inspection or advise Contractor of prerequisites not fulfilled. Following initial inspection, Engineer will either prepare Recommendation of Acceptance, or advise Contractor of work which must be performed prior to issuance of certificate; and repeat inspection when requested and assured that work has been substantially completed. Results of completed inspection will form initial "punch list" for final acceptance.

#### 1.04 PREREQUISITES TO FINAL ACCEPTANCE

- A. General: Prior to requesting Engineer's final inspection for certification of final acceptance and final payment, as required by General Conditions, complete the following and list known exceptions (if any) in request:
- B. Submit final payment request with final releases and supporting documentation not previously submitted and accepted. Include certificates of insurance for products and completed operations where required.
- C. Submit updated final statement, accounting for additional (final) changes to the Contract Sum.

- D. Submit certified copy of Engineer's final punch-list of itemized work to be completed or corrected, stating that each item has been completed or otherwise resolved for acceptance, endorsed and dated by Engineer.

#### 1.05 RECORD DRAWINGS

- A. Maintain a white-print (blue-line or blackline) of contract drawings and shop drawings in clean, undamaged condition, with mark-up of actual installations which vary substantially from the work as originally shown. Mark whichever drawings is most capable of showing "field" condition fully and accurately; however, where shop drawings are used for mark-up, record a cross-reference at corresponding location on contract drawings. Mark with red erasable pencil and, where feasible, use other colors to distinguish between variations in separate categories of work.
- B. Mark-up new information which is recognized to be of importance to the DEPARTMENT, but was for some reason not shown on either contract drawings or shop drawings. Give particular attention to concealed work including piping, control valves, control wiring, drain lines, etc. that would be difficult to measure and record at a later date. Organize record drawing sheets into manageable sets, bind with durable paper cover sheets, and print suitable titles, dates and other identification on cover.

#### 1.06 FINAL CLEANING

- A. Provide final clean up of site and surrounding areas affected by the operations of the Contractor.

END OF SECTION