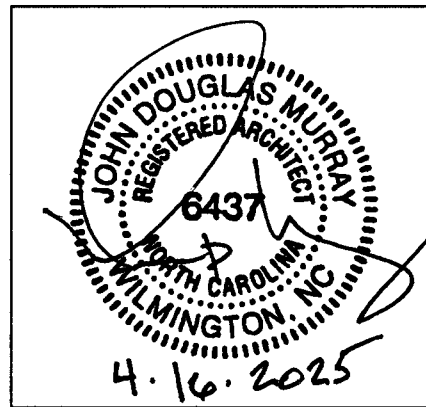


**Coastal Carolina Community College**  
**Institutional Support Services Building**  
**Generator Replacement**

SCO#: 24-28038-01A

Progress Specifications

444 Western Boulevard  
Jacksonville, North Carolina



April 16, 2025

**BOWMAN MURRAY HEMINGWAY ARCHITECTS**

514 Market Street  
Wilmington, North Carolina



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**Institutional Support Services Building**  
**Generator Replacement**  
**444 Western Boulevard**  
**Jacksonville, NC 28546**  
**SCO # 24-28038-01A**

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## **ADVERTISEMENT FOR BIDS**

**Coastal Carolina Community College  
Institutional Support Services Building  
Generator Replacement  
444 Western Boulevard  
Jacksonville, NC 28546  
SCO # 24-28038-01A**

Sealed proposals will be received by Coastal Carolina Community College in the 2<sup>nd</sup> Floor Conference Room (Room 207) of the Institutional Support Services Building at 444 Western Boulevard, Jacksonville, NC 28546, on June 3, 2025, at 2:00 pm and immediately thereafter publicly opened and read for construction of Institutional Support Services Building Generator Replacement.

Scope of work includes the installation of natural gas-fueled engine-generator sets to provide standby power for the Institutional Support Services building on the campus of Coastal Carolina Community College.

A **mandatory** pre-bid conference will be held May 20, 2025, at 2:00 pm in the 2<sup>nd</sup> Floor Conference Room (Room 207) of the Institutional Support Services Building at 444 Western Boulevard, Jacksonville, NC 28546.

Complete plans and specifications for this project can be obtained exclusively starting May 5, 2025, by contacting Bowman Murray Hemingway Architects, 514 Market Street, Wilmington, NC 28401, (910) 762-2621 or [bowers@bmharch.com](mailto:bowers@bmharch.com) during normal office hours.

Plan Deposit is \$100.00.

Electronic copies of plans and specifications will be distributed in PDF format at no cost.

The owner reserves the unqualified right to reject any and all proposals.

Coastal Carolina Community College  
444 Western Boulevard  
Jacksonville, NC 28546



## NOTICE TO BIDDERS

**Coastal Carolina Community College  
Institutional Support Services Building  
Generator Replacement  
444 Western Boulevard  
Jacksonville, NC 28546  
SCO # 24-28038-01A**

Sealed proposals will be received by Coastal Carolina Community College in the 2<sup>nd</sup> Floor Conference Room (Room 207) of the Institutional Support Services Building at 444 Western Boulevard, Jacksonville, NC 28546, on June 3, 2025, at 2:00 pm. and immediately thereafter publicly opened and read for construction of Institutional Support Services Building Generator Replacement.

The project scope includes the installation of natural gas-fueled engine-generator sets to provide standby power for the Institutional Support Services building on the campus of Coastal Carolina Community College.

Bids will be received for a single prime contract - General Construction (which includes plumbing, mechanical and electrical). All proposals shall be lump sum.

Project name, contractor's name, and contractor's license number must be clearly marked on the outside of the bid envelope.

You may submit your bid package in advance of the opening date. Your sealed envelope will be held and unsealed at the bid opening time. **If you wish to send your bid via US Mail, FedEx or UPS**, please allow several days for delivery since the **bid must be received (NOT postmarked)** by the date and time stated in the solicitation.

### **Pre-Bid Meeting**

A **mandatory pre-bid conference** will be held May 20, 2025, at 2:00 pm in the 2<sup>nd</sup> Floor Conference Room of the ISS Building at 444 Western Boulevard, Jacksonville, NC 28546.

Complete plans and specifications may be obtained from design consultant Bowman Murray Hemingway Architects, 514 Market St., Wilmington, NC 28401, (910-762-2621) during normal office hours beginning May 5, 2025. A refundable plan deposit in the amount of \$100 is required. Partial sets will not be available. Plan deposits shall be mailed to Bowman Murray Hemingway Architects, 514 Market St., Wilmington, NC 28401, attention Susie Bowers. The deposit will be refunded upon return of the Contract Documents in good condition within thirty (30) days.

PDF versions of the construction documents may be obtained by emailing bowers@bmharch.com and are available at no cost.

**NOTE:** The bidder shall include with the bid proposal the form *Identification of Minority Business Participation* identifying the minority business participation it will use on the project and shall include either *Affidavit A* or *Affidavit B* as applicable. Forms and instructions are included within the Proposal Form in the bid documents. Failure to complete these forms is grounds for rejection of the bid. (GS143-128.2c Effective 1/1/2002.)

All contractors are hereby notified that they must have proper license as required under the state laws governing their respective trades.

General contractors are notified that Chapter 87, Article 1, General Statutes of North Carolina, will be observed in receiving and awarding general contracts. General contractors submitting bids on this project must have license classification for Building - Unlimited as required by the General Contractors Licensing Board under G.S.87-1.

Each proposal shall be accompanied by a cash deposit, or a certified check drawn on some bank or trust company, insured by the Federal Deposit Insurance Corporation, of an amount equal to not less than five percent (5%) of the proposal, or in lieu thereof a bidder may offer a bid bond of five percent (5%) of the bid executed by a surety company licensed under the laws of North Carolina to execute the contract in accordance with the bid bond. Said deposit shall be retained by the owner as liquidated damages in event of failure of the successful bidder to execute the contract within ten days after the award or to give satisfactory surety as required by law.

A performance bond and a payment bond will be required for one hundred percent (100%) of the contract price.

Payment will be made based on ninety-five percent (95%) of monthly estimates and final payment made upon completion and acceptance of work.

No bid may be withdrawn after the scheduled closing time for the receipt of bids for a period of 60 days.

The owner reserves the right to reject any or all bids and to waive informalities.

Designer:  
John Murray, AIA  
Bowman Murray Hemingway Architects  
514 Market Street  
Wilmington, NC 28401  
910-762-2621

Owner:  
Coastal Carolina Community College  
444 Western Boulevard  
Jacksonville, NC 28546



**INSTRUCTIONS TO BIDDERS  
AND  
GENERAL CONDITIONS OF THE CONTRACT**

**STANDARD FORM FOR CONSTRUCTION PROJECTS**

**STATE CONSTRUCTION OFFICE  
NORTH CAROLINA  
DEPARTMENT OF ADMINISTRATION**

**Form OC-15**

**This document is intended for use on State capital construction projects and shall not be used on any project that is not reviewed and approved by the State Construction Office. Extensive modification to the General Conditions by means of “Supplementary General Conditions” is strongly discouraged. State agencies and institutions may include special requirements in “Division 1 – General Requirements” of the specifications, where they do not conflict with the General Conditions.**

**Twenty Fourth Edition January 2013  
Revision 1 - May 2024: Article 23.b**

## INSTRUCTIONS TO BIDDERS

**For a proposal to be considered it must be in accordance with the following instructions:**

### 1. PROPOSALS

Proposals must be made in strict accordance with the Form of Proposal provided therefor, and all blank spaces for bids, alternates, and unit prices applicable to bidder's work shall be properly filled in. When requested alternates are not bid, the proposer shall so indicate by the words "No Bid". Any blanks shall also be interpreted as "No Bid". The bidder agrees that bid on Form of Proposal detached from specifications will be considered and will have the same force and effect as if attached thereto. Photocopied or faxed proposals will not be considered. Numbers shall be stated both in writing and in figures for the base bids and alternates. If figures and writing differ, the written number will supersede the figures.

Any modifications to the Form of Proposal (including alternates and/or unit prices) will disqualify the bid and may cause the bid to be rejected.

The bidder shall fill in the Form of Proposal as follows:

- a. If the documents are executed by a sole owner, that fact shall be evidenced by the word "Owner" appearing after the name of the person executing them.
- b. If the documents are executed by a partnership, that fact shall be evidenced by the word "Co-Partner" appearing after the name of the partner executing them.
- c. If the documents are executed on the part of a corporation, they shall be executed by either the president or the vice president and attested by the secretary or assistant secretary in either case, and the title of the office of such persons shall appear after their signatures. The seal of the corporation shall be impressed on each signature page of the documents.
- d. If the proposal is made by a joint venture, it shall be executed by each member of the joint venture in the above form for sole owner, partnership or corporation, whichever form is applicable.
- e. All signatures shall be properly witnessed.
- f. If the contractor's license of a bidder is held by a person other than an owner, partner or officer of a firm, then the licensee shall also sign and be a party to the proposal. The title "Licensee" shall appear under his/her signature.

Proposals should be addressed as indicated in the Advertisement for Bids and be delivered, enclosed in an opaque sealed envelope, marked "Proposal" and bearing the title of the work, name of the bidder, and the contractor's license number of the bidder. Bidders should clearly mark on the outside of the bid envelope which contract(s) they are bidding.

Bidder shall identify on the bid, the minority businesses that will be utilized on the project with corresponding total dollar value of the bid and affidavit listing good faith efforts or an affidavit indicating work under contract will be self-performed, as required by G.S. 143-128.2(c) and G.S. 143-128.2(f). Failure to comply with these requirements is grounds for rejection of the bid.

For projects bid in the single-prime alternative, the names and license numbers of major subcontractors shall be listed on the proposal form.

It shall be the specific responsibility of the bidder to deliver his bid to the proper official at the selected place and prior to the announced time for the opening of bids. Later delivery of a bid for any reason, including delivery by any delivery service, shall disqualify the bid.

Unit prices quoted in the proposal shall include overhead and profit and shall be the full compensation for the contractor's cost involved in the work. See General Conditions, Article 19c-1.

## **2. EXAMINATION OF CONDITIONS**

It is understood and mutually agreed that by submitting a bid the bidder acknowledges that he has carefully examined all documents pertaining to the work, the location, accessibility and general character of the site of the work and all existing buildings and structures within and adjacent to the site, and has satisfied himself as to the nature of the work, the condition of existing buildings and structures, the conformation of the ground, the character, quality and quantity of the material to be encountered, the character of the equipment, machinery, plant and any other facilities needed preliminary to and during prosecution of the work, the general and local conditions, the construction hazards, and all other matters, including, but not limited to, the labor situation which can in any way affect the work under the contract, and including all safety measures required by the Occupational Safety and Health Act of 1970 and all rules and regulations issued pursuant thereto. It is further mutually agreed that by submitting a proposal the bidder acknowledges that he has satisfied himself as to the feasibility and meaning of the plans, drawings, specifications and other contract documents for the construction of the work and that he accepts all the terms, conditions and stipulations contained therein; and that he is prepared to work in cooperation with other contractors performing work on the site.

Reference is made to contract documents for the identification of those surveys and investigation reports of subsurface or latent physical conditions at the site or otherwise affecting performance of the work which have been relied upon by the designer in preparing the documents. The owner will make copies of all such surveys and reports available to the bidder upon request.

Each bidder may, at his own expense, make such additional surveys and investigations as he may deem necessary to determine his bid price for the performance of the work. Any on-site investigation shall be done at the convenience of the owner. Any reasonable request for access to the site will be honored by the owner.

## **3. BULLETINS AND ADDENDA**

Any addenda to specifications issued during the time of bidding are to be considered covered in the proposal and in closing a contract they will become a part thereof. It shall be the bidder's responsibility to ascertain prior to bid time the addenda issued and to see that his bid includes any changes thereby required.

Should the bidder find discrepancies in, or omission from, the drawings or documents or should he be in doubt as to their meaning, he shall at once notify the designer who will send written instructions in the form of addenda to all bidders. Notification should be no later than seven (7) days prior to the date set for receipt of bids. Neither the owner nor the designer will be responsible for any oral instructions.

All addenda should be acknowledged by the bidder(s) on the Form of Proposal. However, even if not acknowledged, by submitting a bid, the bidder has certified that he has reviewed all issued addenda and has included all costs associated within his bid.

#### **4. BID SECURITY**

Each proposal shall be accompanied by a cash deposit or a certified check drawn on some bank or trust company insured by the Federal Deposit Insurance Corporation, or a bid bond in an amount equal to not less than five percent (5%) of the proposal, said deposit to be retained by the owner as liquidated damages in event of failure of the successful bidder to execute the contract within ten (10) days after the award or to give satisfactory surety as required by law (G.S. 143-129).

Bid bond shall be conditioned that the surety will, upon demand, forthwith make payment to the obligee upon said bond if the bidder fails to execute the contract. The owner may retain bid securities of any bidder(s) who may have a reasonable chance of award of contract for the full duration of time stated in the Notice to Bidders. Other bid securities may be released sooner, at the discretion of the owner. All bid securities (cash or certified checks) shall be returned to the bidders promptly after award of contracts, and no later than seven (7) days after expiration of the holding period stated in the Notice to Bidders. Standard Form of Bid Bond is included in these specifications and shall be used.

#### **5. RECEIPT OF BIDS**

Bids shall be received in strict accordance with requirements of the General Statutes of North Carolina. Bid security shall be required as prescribed by statute. Prior to the closing of the bid, the bidder will be permitted to change or withdraw his bid. Guidelines for opening of public construction bids are available from the State Construction Office.

#### **6. OPENING OF BIDS**

Upon opening, all bids shall be read aloud. Once bidding is closed, there shall not be any withdrawal of bids by any bidder and no bids may be returned by the designer to any bidder. After the opening of bids, no bid may be withdrawn, except under the provisions of General Statute 143-129.1, for a period of thirty days unless otherwise specified. Should the successful bidder default and fail to execute a contract, the contract may be awarded to the next lowest and responsible bidder. The owner reserves the unqualified right to reject any and all bids. Reasons for rejection may include, but shall not be limited to, the following:

- a. If the Form of Proposal furnished to the bidder is not used or is altered.
- b. If the bidder fails to insert a price for all bid items, alternate and unit prices requested.
- c. If the bidder adds any provisions reserving the right to accept or reject any award.
- d. If there are unauthorized additions or conditional bids, or irregularities of any kind which tend to make the proposal incomplete, indefinite or ambiguous as to its meaning.
- e. If the bidder fails to complete the proposal form where information is requested so the bid may be properly evaluated by the owner.
- f. If the unit prices contained in the bid schedule are unacceptable to the owner and the State Construction Office.
- g. If the bidder fails to comply with other instructions stated herein.

## **7. BID EVALUATION**

The award of the contract will be made to the lowest responsible bidder as soon as practical. The owner may award on the basis of the base bid and any alternates the owner chooses.

Before awarding a contract, the owner may require the apparent low bidder to qualify himself to be a responsible bidder by furnishing any or all of the following data:

- a. The latest financial statement showing assets and liabilities of the company or other information satisfactory to the owner.
- b. A listing of completed projects of similar size.
- c. Permanent name and address of place of business.
- d. The number of regular employees of the organization and length of time the organization has been in business under present name.
- e. The name and home office address of the surety proposed and the name and address of the responsible local claim agent.
- f. The names of members of the firms who hold appropriate trade licenses, together with license numbers.
- g. If prequalified, contractor info will be reviewed and evaluated comparatively to submitted prequalification package.

Failure or refusal to furnish any of the above information, if requested, shall constitute a basis for disqualification of any bidder.

In determining the lowest responsible, responsive bidder, the owner shall take into consideration the bidder's compliance with the requirements of G.S. 143-128.2(c), the past performance of the bidder on construction contracts for the State with particular concern given to completion times, quality of work, cooperation with other contractors, and cooperation with the designer and owner. Failure of the low bidder to furnish affidavit and/or documentation as required by G.S. 143-128.2(c) shall constitute a basis for disqualification of the bid.

Should the owner adjudge that the apparent low bidder is not the lowest responsible, responsive bidder by virtue of the above information, said apparent low bidder will be so notified and his bid security shall be returned to him.

## **8. PERFORMANCE BOND**

The successful bidder, upon award of contract, shall furnish a performance bond in an amount equal to 100 percent of the contract price. See Article 35, General Conditions.

## **9. PAYMENT BOND**

The successful bidder, upon award of contract, shall furnish a payment bond in an amount equal to 100 percent of the contract price. See Article 35, General Conditions.

## **10. PAYMENTS**

Payments to the successful bidders (contractors) will be made on the basis of monthly estimates. See Article 31, General Conditions.

## **11. PRE-BID CONFERENCE**

Prior to the date set for receiving bids, the Designer may arrange and conduct a Pre-Bid Conference for all prospective bidders. The purpose of this conference is to review project requirements and to respond to questions from prospective bidders and their subcontractors or material suppliers related to the intent of bid documents. Attendance by prospective bidders shall be as required by the "Notice to Bidders".

## **12. SUBSTITUTIONS**

In accordance with the provisions of G.S. 133-3, material, product, or equipment substitutions proposed by the bidders to those specified herein can only be considered during the bidding phase until ten (10) days prior to the receipt of bids when submitted to the Designer with sufficient data to confirm material, product, or equipment equality. Proposed substitutions submitted after this time will be considered only as potential change order.

Submittals for proposed substitutions shall include the following information:

- a. Name, address, and telephone number of manufacturer and supplier as appropriate.
- b. Trade name, model or catalog designation.
- c. Product data including performance and test data, reference standards, and technical descriptions of material, product, or equipment. Include color samples and samples of available finishes as appropriate.
- d. Detailed comparison with specified products including performance capabilities, warranties, and test results.
- e. Other pertinent data including data requested by the Designer to confirm product equality.

If a proposed material, product, or equipment substitution is deemed equal by the Designer to those specified, all bidders of record will be notified by Addendum.

## GENERAL CONDITIONS OF THE CONTRACT

The use or reproduction of this document or any part thereof is authorized for and limited to use on projects of the State of North Carolina, and is distributed by, through and at the discretion of the State Construction Office, Raleigh, North Carolina, for that distinct and sole purpose.

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## ARTICLE 1 - DEFINITIONS

- a. The **contract documents** consist of the Notice to Bidders; Instructions to Bidders; General Conditions of the Contract; special conditions if applicable; Supplementary General Conditions; the drawing and specifications, including all bulletins, addenda or other modifications of the drawings and specifications incorporated into the documents prior to their execution; the proposal; the contract; the performance bond; the payment bond; insurance certificates; the approval of the attorney general; and the certificate of the Office of State Budget and Management. All of these items together form the contract.
- b. The **owner** is the State of North Carolina through the agency named in the contract.
- c. The **designer(s)** are those referred to within this contract, or their authorized representatives. The Designer(s), as referred to herein, shall mean architect and/or engineer. They will be referred to hereinafter as if each were of the singular number, masculine gender.
- d. The **contractor**, as referred to hereinafter, shall be deemed to be either of the several contracting parties called the "Party of the First Part" in either of the several contracts in connection with the total project. Where, in special instances hereinafter, a particular contractor is intended, an adjective precedes the word "contractor," as "general," "heating," etc. For the purposes of a single prime contract, the term Contractor shall be deemed to be the single contracting entity identified as the "Party of the First Part" in the single Construction Contract. Any references or adjectives that name or infer multiple prime contractors shall be interpreted to mean the single prime Contractor.
- e. A **subcontractor**, as the term is used herein, shall be understood to be one who has entered into a direct contract with a contractor, and includes one who furnishes materials worked to a special design in accordance with plans and specifications covered by the contract, but does not include one who only sells or furnishes materials not requiring work so described or detailed.
- f. **Written notice** shall be defined as notice in writing delivered in person to the contractor, or to a partner of the firm in the case of a partnership, or to a member of the contracting organization, or to an officer of the organization in the case of a corporation, or sent to the last known business address of the contracting organization by registered mail.
- g. **Work**, as used herein as a noun, is intended to include materials, labor, and workmanship of the appropriate contractor.
- h. The **project** is the total construction work to be performed under the contract documents by the several contractors.
- i. **Project Expediter**, as used herein, is an entity stated in the contract documents, designated to effectively facilitate scheduling and coordination of work activities. See Article 14(f) for responsibilities of a Project Expediter. **For the purposes of a single prime contract, the single prime contractor shall be designated as the Project Expediter.**
- j. **Change order**, as used herein, shall mean a written order to the contractor subsequent to the signing of the contract authorizing a change in the contract. The change order shall be signed by the contractor, designer and the owner, and approved by the State Construction Office, in that order (Article 19).

- k. **Field Order**, as used herein, shall mean a written approval for the contractor to proceed with the work requested by owner prior to issuance of a formal Change Order. The field order shall be signed by the contractor, designer, owner, and State Construction Office.
- l. **Time of completion**, as stated in the contract documents, is to be interpreted as consecutive calendar days measured from the date established in the written Notice to Proceed, or such other date as may be established herein (Article 23).
- m. **Liquidated damages**, as stated in the contract documents [, is an amount reasonably estimated in advance to cover the consequential damages associated with the Owner's economic loss in not being able to use the Project for its intended purposes at the end of the contract's completion date as amended by change order, if any, by reason of failure of the contractor(s) to complete the work within the time specified. Liquidated damages does not include the Owner's extended contract administration costs (including but not limited to additional fees for architectural and engineering services, testing services, inspection services, commissioning services, etc.), such other damages directly resulting from delays caused solely by the contractor, or consequential damages that the Owner identified in the bid documents that may be impacted by any delay caused solely by the Contractor (e.g., if a multi-phased project-subsequent phases, delays in start other projects that are dependent on the completion of this Project, extension of leases and/or maintenance agreements for other facilities).
- n. **Surety**, as used herein, shall mean the bonding company or corporate body which is bound with and for the contractor, and which engages to be responsible for the contractor and his acceptable performance of the work.
- o. **Routine written communications between the Designer and the Contractor** are any communication other than a "request for information" provided in letter, memo, or transmittal format, sent by mail, courier, electronic mail, or facsimile. Such communications can not be identified as "request for information".
- p. **Clarification or Request for information (RFI)** is a request from the Contractor seeking an interpretation or clarification by the Designer relative to the contract documents. The RFI, which shall be labeled (RFI), shall clearly and concisely set forth the issue or item requiring clarification or interpretation and why the response is needed. The RFI must set forth the Contractor's interpretation or understanding of the contract documents requirements in question, along with reasons for such an understanding.
- q. **Approval** means written or imprinted acknowledgement that materials, equipment or methods of construction are acceptable for use in the work.
- r. **Inspection** shall mean examination or observation of work completed or in progress to determine its compliance with contract documents.
- s. **"Equal to" or "approved equal"** shall mean materials, products, equipment, assemblies, or installation methods considered equal by the bidder in all characteristics (physical, functional, and aesthetic) to those specified in the contract documents. Acceptance of equal is subject to approval of Designer and owner.
- t. **"Substitution" or "substitute"** shall mean materials, products, equipment, assemblies, or installation methods deviating in at least one characteristic (physical, functional, or aesthetic) from those specified, but which in the opinion of the bidder would improve competition and/or enhance the finished installation. Acceptance of substitution is subject to the approval of the Designer and owner.

- u. **Provide** shall mean furnish and install complete in place, new, clean, operational, and ready for use.
- v. **Indicated and shown** shall mean provide as detailed, or called for, and reasonably implied in the contract documents.
- w. **Special inspector** is one who inspects materials, installation, fabrication, erection or placement of components and connections requiring special expertise to ensure compliance with the approved construction documents and referenced standards.
- x. **Commissioning** is a quality assurance process that verifies and documents that building components and systems operate in accordance to the owner's project requirements and the project design documents.
- y. **Designer Final Inspection** is the inspection performed by the design team to determine the completeness of the project in accordance with approved plans and specifications. This inspection occurs prior to SCO final inspection.
- z. **SCO Final Inspection** is the inspection performed by the State Construction Office to determine the completeness of the project in accordance with NC Building Codes and approved plans and specifications.
- aa. **Beneficial Occupancy** is requested by the owner and is occupancy or partial occupancy of the building after all life safety items have been completed as determined by the State Construction Office. Life safety items include but not limited to fire alarm, sprinkler, egress and exit lighting, fire rated walls, egress paths and security.
- bb. Final Acceptance is the date in which the State Construction Office accepts the construction as totally complete. This includes the SCO Final Inspection and certification by the designer that all punch lists are completed.

## ARTICLE 2 - INTENT AND EXECUTION OF DOCUMENTS

- a. The drawings and specifications are complementary, one to the other, and that which is shown on the drawings or called for in the specifications shall be as binding as if it were both called for and shown. The intent of the drawings and specifications is to establish the scope of all labor, materials, transportation, equipment, and any and all other things necessary to provide a bid for a complete job. In case of discrepancy or disagreement in the contract documents, the order of precedence shall be: Form of Contract, specifications, large-scale detail drawings, small-scale drawings.
- b. The wording of the specifications shall be interpreted in accordance with common usage of the language except that words having a commonly used technical or trade meaning shall be so interpreted in preference to other meanings.
- c. The contractor shall execute each copy of the proposal, contract, performance bond and payment bond as follows:
  - 1. If the documents are executed by a sole owner, that fact shall be evidenced by the word "Owner" appearing after the name of the person executing them.
  - 2. If the documents are executed by a partnership, that fact shall be evidenced by the word "Co-Partner" appearing after the name of the partner executing them.

3. If the documents are executed on the part of a corporation, they shall be executed by either the president or the vice president and attested by the secretary or assistant secretary in either case, and the title of the office of such persons shall appear after their signatures. The seal of the corporation shall be impressed on each signature page of the documents.
4. If the documents are made by a joint venture, they shall be executed by each member of the joint venture in the above form for sole owner, partnership or corporation, whichever form is applicable to each particular member.
5. All signatures shall be properly witnessed.
6. If the contractor's license is held by a person other than an owner, partner or officer of a firm, then the licensee shall also sign and be a party to the contract. The title "Licensee" shall appear under his/her signature.
7. The bonds shall be executed by an attorney-in-fact. There shall be attached to each copy of the bond a certified copy of power of attorney properly executed and dated.
8. Each copy of the bonds shall be countersigned by an authorized individual agent of the bonding company licensed to do business in North Carolina. The title "Licensed Resident Agent" shall appear after the signature.
9. The seal of the bonding company shall be impressed on each signature page of the bonds.
10. The contractor's signature on the performance bond and the payment bond shall correspond with that on the contract. The date of performance and payment bond shall not be prior to the date of the contract.

### **ARTICLE 3 - CLARIFICATIONS AND DETAIL DRAWINGS**

- a. In such cases where the nature of the work requires clarification by the designer, such clarification shall be furnished by the designer with reasonable promptness by means of written instructions or detail drawings, or both. Clarifications and drawings shall be consistent with the intent of contract documents, and shall become a part thereof.
- b. The contractor(s) and the designer shall prepare, if deemed necessary, a schedule fixing dates upon which foreseeable clarifications will be required. The schedule will be subject to addition or change in accordance with progress of the work. The designer shall furnish drawings or clarifications in accordance with that schedule. The contractor shall not proceed with the work without such detail drawings and/or written clarifications.

### **ARTICLE 4 - COPIES OF DRAWINGS AND SPECIFICATIONS**

The designer or Owner shall furnish free of charge to the contractors electronic copies of plans and specifications. If requested by the contractor, paper copies of plans and specifications shall be furnished free of charge as follows:

- a. General contractor - Up to twelve (12) sets of general contractor drawings and specifications, up to six (6) sets of which shall include drawings and specifications of all other contracts, plus a clean set of black line prints on white paper of all appropriate drawings, upon which the contractor shall clearly and legibly record all work-in-place that is at variance with the contract documents.

- b. Each other contractor - Up to six (6) sets of the appropriate drawings and specifications, up to three (3) sets of which shall include drawings and specifications of all other contracts, plus a clean set of black line prints on white paper of all appropriate drawings, upon which the contractor shall clearly and legibly record all work-in-place that is at variance with the contract documents.
- c. Additional sets shall be furnished at cost, including mailing, to the contractor upon request by the contractor. This cost shall be stated in the bidding documents.
- d. For the purposes of a single-prime contract, the contractor shall receive up to 30 sets of drawings and specifications, plus a clean set of black line prints on white paper of all appropriate drawings, upon which the contractor shall clearly and legibly record all work-in-place that is at variance with the contract documents.

## **ARTICLE 5 - SHOP DRAWINGS, SUBMITTALS, SAMPLES, DATA**

- a. Within 15 consecutive calendar days after the notice to proceed, each prime contractor shall submit a schedule for submission of all shop drawings, product data, samples, and similar submittals through the Project Expediter to the Designer. This schedule shall indicate the items, relevant specification sections, other related submittal, data, and the date when these items will be furnished to the designer.
- b. The Contractor(s) shall review, approve and submit to the Designer all Shop Drawings, Coordination Drawings, Product Data, Samples, Color Charts, and similar submittal data required or reasonably implied by the Contract Documents. Required Submittals shall bear the Contractor's stamp of approval, any exceptions to the Contract Documents shall be noted on the submittals, and copies of all submittals shall be of sufficient quantity for the Designer to retain up to three (3) copies of each submittal for his own use plus additional copies as may be required by the Contractor. Submittals shall be presented to the Designer in accordance with the schedule submitted in paragraph (a). so as to cause no delay in the activities of the Owner or of separate Contractors.
- c. The Designer shall review required submittals promptly, noting desired corrections if any, and retaining three (3) copies (1 for the Designer, 1 for the owner and 1 for SCO) for his use. The remaining copies of each submittal shall be returned to the Contractor not later than twenty (20) days from the date of receipt by the Designer, for the Contractor's use or for corrections and resubmittal as noted by the Designer. When resubmittals are required, the submittal procedure shall be the same as for the original submittals.
- d. Approval of shop drawings/submittals by the Designer shall not be construed as relieving the Contractor from responsibility for compliance with the design or terms of the contract documents nor from responsibility of errors of any sort in the shop drawings, unless such lack of compliance or errors first have been called in writing to the attention of the Designer by the Contractor.

## **ARTICLE 6 - WORKING DRAWINGS AND SPECIFICATIONS AT THE JOB SITE**

- a. The contractor shall maintain, in readable condition at his job office, one complete set of working drawings and specifications for his work including all shop drawings. Such drawings and specifications shall be available for use by the designer, his authorized representative, owner or State Construction Office.

- b. The contractor shall maintain at the job office, a day-to-day record of work-in-place that is at variance with the contract documents. Such variations shall be fully noted on project drawings by the contractor and submitted to the designer upon project completion and no later than 30 days after final acceptance of the project.
- c. The contractor shall maintain at the job office a record of all required tests that have been performed, clearly indicating the scope of work inspected and the date of approval or rejection.

## **ARTICLE 7 - OWNERSHIP OF DRAWINGS AND SPECIFICATIONS**

All drawings and specifications are instruments of service and remain the property of the owner. The use of these instruments on work other than this contract without permission of the owner is prohibited. All copies of drawings and specifications other than contract copies shall be returned to the owner upon request after completion of the work.

## **ARTICLE 8 - MATERIALS, EQUIPMENT, EMPLOYEES**

- a. The contractor shall, unless otherwise specified, supply and pay for all labor, transportation, materials, tools, apparatus, lights, power, heat, sanitary facilities, water, scaffolding and incidentals necessary for the completion of his work, and shall install, maintain and remove all equipment of the construction, other utensils or things, and be responsible for the safe, proper and lawful construction, maintenance and use of same, and shall construct in the best and most workmanlike manner, a complete job and everything incidental thereto, as shown on the plans, stated in the specifications, or reasonably implied therefrom, all in accordance with the contract documents.
- b. All materials shall be new and of quality specified, except where reclaimed material is authorized herein and approved for use. Workmanship shall at all times be of a grade accepted as the best practice of the particular trade involved, and as stipulated in written standards of recognized organizations or institutes of the respective trades except as exceeded or qualified by the specifications.
- c. Upon notice, the contractor shall furnish evidence as to quality of materials.
- d. Products are generally specified by ASTM or other reference standard and/or by manufacturer's name and model number or trade name. When specified only by reference standard, the Contractor may select any product meeting this standard, by any manufacturer. When several products or manufacturers are specified as being equally acceptable, the Contractor has the option of using any product and manufacturer combination listed. However, the contractor shall be aware that the cited examples are used only to denote the quality standard of product desired and that they do not restrict bidders to a specific brand, make, manufacturer or specific name; that they are used only to set forth and convey to bidders the general style, type, character and quality of product desired; and that equivalent products will be acceptable. Request for substitution of materials, items, or equipment shall be submitted to the designer for approval or disapproval; such approval or disapproval shall be made by the designer prior to the opening of bids. Alternate materials may be requested after the award if it can clearly be demonstrated that it is an added benefit to the owner and the designer and owner approves.
- e. The designer is the judge of equality for proposed substitution of products, materials or equipment.

- g. If at any time during the construction and completion of the work covered by these contract documents, the language, conduct, or attire of any workman of the various crafts be adjudged a nuisance to the owner or designer, or if any workman be considered detrimental to the work, the contractor shall order such parties removed immediately from grounds.

## **ARTICLE 9 - ROYALTIES, LICENSES AND PATENTS**

It is the intention of the contract documents that the work covered herein will not constitute in any way infringement of any patent whatsoever unless the fact of such patent is clearly evidenced herein. The contractor shall protect and save harmless the owner against suit on account of alleged or actual infringement. The contractor shall pay all royalties and/or license fees required on account of patented articles or processes, whether the patent rights are evidenced hereinafter.

## **ARTICLE 10 - PERMITS, INSPECTIONS, FEES, REGULATIONS**

- a. The contractor shall give all notices and comply with all laws, ordinances, codes, rules and regulations bearing on the conduct of the work under this contract. If the contractor observes that the drawings and specifications are at variance therewith, he shall promptly notify the designer in writing. See Instructions to Bidders, Paragraph 3, Bulletins and Addenda. Any necessary changes required after contract award shall be made by change order in accordance with Article 19. If the contractor performs any work knowing it to be contrary to such laws, ordinances, codes, rules and regulations, and without such notice to the designer, he shall bear all cost arising therefrom. Additional requirements implemented after bidding will be subject to equitable negotiations.
- b. All work under this contract shall conform to the North Carolina State Building Code and other State, local and national codes as are applicable. The cost of all required inspections and permits shall be the responsibility of the contractor and included within the bid proposal. All water taps, meter barrels, vaults and impact fees shall be paid by the contractor unless otherwise noted.
- d. Projects constructed by the State of North Carolina or by any agency or institution of the State are not subject to inspection by any county or municipal authorities and are not subject to county or municipal building codes. The contractor shall, however, cooperate with the county or municipal authorities by obtaining building permits. Permits shall be obtained at no cost.
- e. Projects involving local funding (community colleges) are subject also to county and municipal building codes and inspection by local authorities. The contractor shall pay the cost of these permits and inspections.

## ARTICLE 11 - PROTECTION OF WORK, PROPERTY AND THE PUBLIC

- a. The contractors shall be jointly responsible for the entire site and the building or construction of the same and provide all the necessary protections, as required by the owner or designer, and by laws or ordinances governing such conditions. They shall be responsible for any damage to the owner's property, or of that of others on the job, by them, their personnel, or their subcontractors, and shall make good such damages. They shall be responsible for and pay for any damages caused to the owner. All contractors shall have access to the project at all times.
- b. The contractor shall provide cover and protect all portions of the structure when the work is not in progress, provide and set all temporary roofs, covers for doorways, sash and windows, and all other materials necessary to protect all the work on the building, whether set by him, or any of the subcontractors. Any work damaged through the lack of proper protection or from any other cause, shall be repaired or replaced without extra cost to the owner.
- c. No fires of any kind will be allowed inside or around the operations during the course of construction without special permission from the designer and owner.
- d. The contractor shall protect all trees and shrubs designated to remain in the vicinity of the operations by building substantial boxes around same. He shall barricade all walks, roads, etc., as directed by the designer to keep the public away from the construction. All trenches, excavations or other hazards in the vicinity of the work shall be well barricaded and properly lighted at night.
- e. The contractor shall provide all necessary safety measures for the protection of all persons on the job, including the requirements of the A.G.C. *Accident Prevention Manual in Construction*, as amended, and shall fully comply with all state laws or regulations and North Carolina State Building Code requirements to prevent accident or injury to persons on or about the location of the work. He shall clearly mark or post signs warning of hazards existing, and shall barricade excavations, elevator shafts, stairwells and similar hazards. He shall protect against damage or injury resulting from falling materials and he shall maintain all protective devices and signs throughout the progress of the work.
- f. The contractor shall adhere to the rules, regulations and interpretations of the North Carolina Department of Labor relating to Occupational Safety and Health Standards for the Construction Industry (Title 29, Code of Federal Regulations, Part 1926, published in Volume 39, Number 122, Part II, June 24, 1974, *Federal Register*), and revisions thereto as adopted by General Statutes of North Carolina 95-126 through 155.
- g. The contractor shall designate a responsible person of his organization as safety officer/inspector to inspect the project site for unsafe health and safety hazards, to report these hazards to the contractor for correction, and whose duties also include accident prevention on the project, and to provide other safety and health measures on the project site as required by the terms and conditions of the contract. The name of the safety inspector shall be made known to the designer and owner at the time of the preconstruction conference and in all cases prior to any work starting on the project.
- h. In the event of emergency affecting the safety of life, the protection of work, or the safety of adjoining properties, the contractor is hereby authorized to act at his own discretion, without further authorization from anyone, to prevent such threatened injury or damage.



Any compensation claimed by the contractor on account of such action shall be determined as provided for under Article 19(b).

- i. Any and all costs associated with correcting damage caused to adjacent properties of the construction site or staging area shall be borne by the contractor. These costs shall include but not be limited to flooding, mud, sand, stone, debris, and discharging of waste products.

## **ARTICLE 12 - SEDIMENTATION POLLUTION CONTROL ACT OF 1973**

- a. Any land-disturbing activity performed by the contractor(s) in connection with the project shall comply with all erosion control measures set forth in the contract documents and any additional measures which may be required in order to ensure that the project is in full compliance with the Sedimentation Pollution Control Act of 1973, as implemented by Title 15, North Carolina Administrative Code, Chapter 4, Sedimentation Control, Subchapters 4A, 4B and 4C, as amended (15 N.C.A.C. 4A, 4B and 4C).
- b. Upon receipt of notice that a land-disturbing activity is in violation of said act, the contractor(s) shall be responsible for ensuring that all steps or actions necessary to bring the project in compliance with said act are promptly taken.
- c. The contractor(s) shall be responsible for defending any legal actions instituted pursuant to N.C.G.S. 113A-64 against any party or persons described in this article.
- d. To the fullest extent permitted by law, the contractor(s) shall indemnify and hold harmless the owner, the designer and the agents, consultants and employees of the owner and designer, from and against all claims, damages, civil penalties, losses and expenses, including, but not limited to, attorneys' fees, arising out of or resulting from the performance of work or failure of performance of work, provided that any such claim, damage, civil penalty, loss or expense is attributable to a violation of the Sedimentation Pollution Control Act. Such obligation shall not be construed to negate, abridge or otherwise reduced any other right or obligation of indemnity which would otherwise exist as to any party or persons described in this article.

## **ARTICLE 13 - INSPECTION OF THE WORK**

- a. It is a condition of this contract that the work shall be subject to inspection during normal working hours and during any time work is in preparation and progress by the designer, designated official representatives of the owner, State Construction Office and those persons required by state law to test special work for official approval. The contractor shall therefore provide safe access to the work at all times for such inspections.
- b. All instructions to the contractor will be made only by or through the designer or his designated project representative. Observations made by official representatives of the owner shall be conveyed to the designer for review and coordination prior to issuance to the contractor.
- c. All work shall be inspected by designer, special inspector and/or State Construction Office prior to being covered by the contractor. Contractor shall give a minimum two weeks notice unless otherwise agreed to by all parties. If inspection fails, after the first reinspection all costs associated with additional reinspections shall be borne by the contractor.

- d. Where special inspection or testing is required by virtue of any state laws, instructions of the designer, specifications or codes, the contractor shall give adequate notice to the designer of the time set for such inspection or test, if the inspection or test will be conducted by a party other than the designer. Such special tests or inspections will be made in the presence of the designer, or his authorized representative, and it shall be the contractor's responsibility to serve ample notice of such tests.
- e. All laboratory tests shall be paid by the owner unless provided otherwise in the contract documents except the general contractor shall pay for laboratory tests to establish design mix for concrete, and for additional tests to prove compliance with contract documents where materials have tested deficient except when the testing laboratory did not follow the appropriate ASTM testing procedures.
- f. Should any work be covered up or concealed prior to inspection and approval by the designer, special inspector, and/or State Construction Office such work shall be uncovered or exposed for inspection, if so requested by the designer in writing. Inspection of the work will be made upon notice from the contractor. All cost involved in uncovering, repairing, replacing, recovering and restoring to design condition, the work that has been covered or concealed will be paid by the contractor involved.

#### **ARTICLE 14 - CONSTRUCTION SUPERVISION AND SCHEDULE**

- a. Throughout the progress of the work, each contractor shall keep at the job site, a competent superintendent and supervisory staff satisfactory to the designer and the owner. The superintendent and supervisory staff shall not be changed without the consent of the designer and owner unless said superintendent ceases to be employed by the contractor or ceases to be competent as determined by the contractor, designer or owner. The superintendent and other staff designated by the contractor in writing shall have authority to act on behalf of the contractor, and instructions, directions or notices given to him shall be as binding as if given to the contractor. However, directions, instructions, and notices shall be confirmed in writing.
- b. The contractor shall examine and study the drawings and specifications and fully understand the project design, and shall provide constant and efficient supervision to the work. Should he discover any discrepancies of any sort in the drawings or specifications, he shall report them to the designer without delay. He will not be held responsible for discrepancies in the drawings and/or specifications, but shall be held responsible to report them should they become known to him.
- c. All contractors shall be required to cooperate and consult with each other during the construction of this project. Prior to installation of work, all contractors shall jointly prepare coordination drawings, showing locations of various ductworks, piping, motors, pumps, and other mechanical or electrical equipment, in relation to the structure, walls and ceilings. These drawings shall be submitted to the designer through the Project Expediter for information only. Each contractor shall lay out and execute his work to cause the least delay to other contractors. Each contractor shall be financially responsible for any damage to other contractor's work and for undue delay caused to other contractors on the project.
- d. The contractor is required to attend job site progress conferences as called by the designer. The contractor shall be represented at these job progress conferences by both home office and project personnel. These representatives shall have authority to act on behalf of the contractor. These meetings shall be open to subcontractors, material

suppliers and any others who can contribute toward maintaining required job progress. It shall be the principal purpose of these meetings, or conferences, to effect coordination, cooperation and assistance in every practical way toward the end of maintaining progress of the project on schedule and to complete the project within the specified contract time. Each contractor shall be prepared to assess progress of the work as required in his particular contract and to recommend remedial measures for correction of progress as may be appropriate. The designer or his authorized representative shall be the coordinator of the conferences and shall preside as chairman. The contractor shall turn over a copy of his daily reports to the Designer and Owner at the job site progress conference. Owner will determine daily report format.

- e The contractor(s) shall, employ an engineer or a land surveyor licensed in the State of North Carolina to lay out the work and to establish a bench mark in a location where same will not be disturbed and where direct instruments sights may be taken.
- f. The designer shall designate a Project Expediter on projects involving two or more prime contracts. The Project Expediter shall be designated in the Supplementary General Conditions. The Project Expediter shall have at a minimum the following responsibilities.
  - 1. Prepare the project construction schedule and shall allow all prime contractors (multi-prime contract) and subcontractors (single-prime contract) performing general, plumbing, HVAC, and electrical work equal input into the preparation of the initial construction schedule.
  - 2. Maintain a project progress schedule for all contractors.
  - 3. Give adequate notice to all contractors to ensure efficient continuity of all phases of the work.
  - 4. Notify the designer of any changes in the project schedule.
  - 5. Recommend to the owner whether payment to a contractor shall be approved.
- g. It shall be the responsibility of the Project Expediter to cooperate with and obtain from several prime contractors and subcontractors on the job, their respective work activities and integrate these activities into a project construction schedule in form of a detailed bar chart or Critical Path Method (CPM), schedule. Each prime contractor shall provide work activities within fourteen (14) days of request by the Project Expediter. A “work activity”, for scheduling purposes, shall be any component or contractual requirement of the project requiring at least one (1) day, but not more than fourteen (14) days, to complete or fulfill. The project construction schedule shall graphically show all salient features of the work required to construct the project from start to finish and within the allotted time established in the contract. The time (in days) between the contractor’s early completion and contractual completion dates is part of the project total float time; and shall be used as such, unless amended by a change order. On a multi-prime project, each prime contractor shall review the proposed construction schedule and approve same in writing. The Project Expediter shall submit the proposed construction schedule to the designer for comments. The complete Project construction schedule shall be of the type set forth in the Supplementary General Condition or subparagraph (1) or (2) below, as appropriate:

1. For a project with total contracts of \$500,000 or less, a bar chart schedule will satisfy the above requirement. The schedule shall indicate the estimated starting and completion dates for each major element of the work.
2. For a project with total contracts over \$500,000, a Critical Path Method (CPM) schedule shall be utilized to control the planning and scheduling of the Work. The CPM schedule shall be the responsibility of the Project Expediter and shall be paid for by the Project Expediter.

**Bar Chart Schedule:** Where a bar chart schedule is required, it shall be time-scaled in weekly increments, shall indicate the estimated starting and completion dates for each major element of the work by trade and by area, level, or zone, and shall schedule dates for all salient features, including but not limited to the placing of orders for materials, submission of shop drawings and other Submittals for approval, approval of shop drawings by designers, the manufacture and delivery of material, the testing and the installation of materials, supplies and equipment, and all Work activities to be performed by the Contractor. The Contractor shall allow sufficient time in his schedule for all commissioning, required inspections and completion of final punchlist(s). Each Work activity will be assigned a time estimate by the Contractor. One day shall be the smallest time unit used.

**CPM Schedule:** Where a CPM schedule is required, it shall be in time-scaled precedence format using the Project Expediter's logic and time estimates. The CPM schedule shall be drawn or plotted with activities grouped or zoned by Work area or subcontract as opposed to a random (or scattered) format. The CPM schedule shall be time-scaled on a weekly basis and shall be drawn or plotted at a level of detail and logic which will schedule all salient features of the work to be performed by the Contractor. The Contractor shall allow sufficient time in his schedule for all commissioning, required inspections and completion of final punchlist(s).. Each Work activity will be assigned a time estimate by the Contractor. One day shall be the smallest time unit used.

The CPM schedule will identify and describe each activity, state the duration of each activity, the calendar dates for the early and late start and the early and late finish of each activity, and clearly highlight all activities on the critical path. "Total float" and "free float" shall be indicated for all activities. Float time shall not be considered for the exclusive use or benefit of either the Owner or the Contractor, but must be allocated in the best interest of completing the Work within the Contract time. Extensions to the Contract time, when granted by Change Order, will be granted only when equitable time adjustment exceeds the Total Float in the activity or path of activities affected by the change. On contracts with a price over \$2,500,000, the CPM schedule shall also show what part of the Contract Price is attributable to each activity on the schedule, the sum of which for all activities shall equal the total Contract Price.

**Early Completion of Project:** The Contractor may attempt to complete the project prior to the Contract Completion Date. However, such planned early completion shall be for the Contractor's convenience only and shall not create any additional rights of the Contractor or obligations of the Owner under this Contract, nor shall it change the Time

for Completion or the Contract Completion Date. The Contractor shall not be required to pay liquidated damages to the Owner because of its failure to complete by its planned earlier date. Likewise, the Owner shall not pay the Contractor any additional compensation for early completion nor will the Owner owe the Contractor any compensation should the Owner, its officers, employees, or agents cause the Contractor not to complete earlier than the date required by the Contract Documents.

- h. The proposed project construction schedule shall be presented to the designer no later than fifteen (15) days after written notice to proceed. No application for payment will be processed until this schedule is accepted by the designer and owner.
- i. The approved project construction schedule shall be distributed to all contractors and displayed at the job site by the Project Expediter.
- j. The several contractors shall be responsible for their work activities and shall notify the Project Expediter of any necessary changes or adjustments to their work. The Project Expediter shall maintain the project construction schedule, making biweekly adjustments, updates, corrections, etc., that are necessary to finish the project within the Contract time, keeping all contractors and the designer fully informed. Copy of a bar chart schedule annotated to show the current progress shall be submitted by the Contractor(s) to the designer, along with monthly request for payment. For project requiring CPM schedule, the Contractor shall submit a biweekly report of the status of all activities. The bar chart schedule or status report shall show the actual Work completed to date in comparison with the original Work scheduled for all activities. If any activities of the work of several contractors are behind schedule, the contractor must indicate in writing, what measures will be taken to bring each such activity back on schedule and to ensure that the Contract Completion Date is not exceeded. A plan of action and recovery schedule shall be developed and submitted to the designer by the Project Expediter, when (1) the contractor's report indicates delays, that are in the opinion of the designer or the owner, of sufficient magnitude that the contractor's ability to complete the work by the scheduled completion is brought into question; (2) the updated construction schedule is thirty (30) days behind the planned or baseline schedule and no legitimate time extensions, as determined by the Designer, are in process; and (3) the contractor desires to make changes in the logic (sequencing of work) or the planned duration of future activities of the CPM schedule which, in the opinion of the designer or the owner, are of a major nature. The plan of action, when required shall be submitted to the Owner for review within two (2) business days of the Contractor receiving the Owner's written demand. The recovery schedule, when required, shall be submitted to the Owner within five (5) calendar days of the Contractor's receiving the Owner's written demand. Failure to provide an updated construction schedule or a recovery schedule may be grounds for rejection of payment applications or withholding of funds as set forth in Article 33.
- k. The Project Expediter shall notify each contractor of such events or time frames that are critical to the progress of the job. Such notice shall be timely and reasonable. Should the progress be delayed due to the work of any of the several contractors, it shall be the duty of the Project Expediter to immediately notify the contractor(s) responsible for such delay, the designer, the State Construction Office and other prime contractors. The designer shall determine the contractor(s) who caused the delays and notify the bonding company of the responsible contractor(s) of the delays; and shall make a recommendation to the owner regarding further action.
- l. Designation as Project Expediter entails an additional project control responsibility and does not alter in any way the responsibility of the contractor so designated, nor the

responsibility of the other contractors involved in the project. The project expeditor's Superintendent(s) shall be in attendance at the Project site at all times when work is in progress unless conditions are beyond the control of the Contractor or until termination of the Contract in accordance with the Contract Documents. It is understood that such Superintendent shall be acceptable to the Owner and Designer and shall be the one who will be continued in that capacity for the duration of the project unless he ceases to be on the Contractor's payroll or the Owner otherwise agrees. The Superintendent shall not be employed on any other project for or by the Contractor or by any other entity during the course of the Work. If the Superintendent is employed by the Contractor on another project without the Owner's approval, then the Owner may deduct from the Contractor's monthly general condition costs and amount representing the Superintendent's cost and shall deduct that amount for each month thereafter until the Contractor has the Superintendent back on the Owner's Project full-time.

## **ARTICLE 15 - SEPARATE CONTRACTS AND CONTRACTOR RELATIONSHIPS**

- a. Effective from January 1, 2002, Chapter 143, Article 8, was amended, to allow public contracts to be delivered by the following delivery methods: single-prime, dual (single-prime and separate-prime), construction manager at risk, and alternative contracting method as approved by the State Building Commission. The owner reserves the right to prepare separate specifications, receive separate bids, and award separate contracts for such other major items of work as may be in the best interest of the State. For the purposes of a single prime contract, refer to Article 1 – Definitions.
- b. All contractors shall cooperate with each other in the execution of their work, and shall plan their work in such manner as to avoid conflicting schedules or delay of the work. See Article 14, Construction Supervision.
- c. If any part of contractor's work depends upon the work of another contractor, defects which may affect that work shall be reported to the designer in order that prompt inspection may be made and the defects corrected. Commencement of work by a contractor where such condition exists will constitute acceptance of the other contractor's work as being satisfactory in all respects to receive the work commenced, except as to defects which may later develop. The designer shall be the judge as to the quality of work and shall settle all disputes on the matter between contractors.
- d. Any mechanical or electrical work such as sleeves, inserts, chases, openings, penetrations, etc., which is located in the work of the general contractor shall be built in by the general contractor. The respective mechanical and electrical contractors shall set all sleeves, inserts and other devices that are to be incorporated into the structure in cooperation and under the supervision of the general contractor. The responsibility for the exact location of such items shall be that of the mechanical and/or electrical contractor.
- e. The designer and the owner shall have access to the work whenever it is in preparation and progress and during normal working hours. The contractor shall provide facilities for such access so the designer may perform his functions under the contract documents.
- f. Should a contractor cause damage to the work or property of another contractor, he shall be directly responsible, and upon notice, shall promptly settle the claim or otherwise resolve the dispute.

## **ARTICLE 16 - SUBCONTRACTS AND SUBCONTRACTORS**

- a. Within thirty (30) days after award of the contract, the contractor shall submit to the designer, owner and to the State Construction Office a list giving the names and addresses of subcontractors and equipment and material suppliers he proposes to use, together with the scope of their respective parts of the work. Should any subcontractor be disapproved by the designer or owner, the designer or owner shall submit his reasons for disapproval in writing to the State Construction Office for its consideration with a copy to the contractor. If the State Construction Office concurs with the designer's or owner's recommendation, the contractor shall submit a substitute for approval. The designer and owner shall act promptly in the approval of subcontractors, and when approval of the list is given, no changes of subcontractors will be permitted except for cause or reason considered justifiable by the designer or owner.
- b. The designer will furnish to any subcontractor, upon request, evidence regarding amounts of money paid to the contractor on account of the subcontractor's work.
- c. The contractor is and remains fully responsible for his own acts or omissions as well as those of any subcontractor or of any employee of either. The contractor agrees that no contractual relationship exists between the subcontractor and the owner in regard to the contract, and that the subcontractor acts on this work as an agent or employee of the contractor.
- d. The owner reserves the right to limit the amount of portions of work to be subcontracted as hereinafter specified.

## **ARTICLE 17 - CONTRACTOR AND SUBCONTRACTOR RELATIONSHIPS**

The contractor agrees that the terms of these contract documents shall apply equally to each subcontractor as to the contractor, and the contractor agrees to take such action as may be necessary to bind each subcontractor to these terms. The contractor further agrees to conform to the Code of Ethical Conduct as adopted by the Associated General Contractors of America, Inc., with respect to contractor-subcontractor relationships, and that payments to subcontractors shall be made in accordance with the provisions of G.S. 143-134.1 titled Interest on final payments due to prime contractors: payments to subcontractors.

- a. On all public construction contracts which are let by a board or governing body of the state government or any political subdivision thereof, except contracts let by the Department of Transportation pursuant to G.S. 136-28.1, the balance due prime contractors shall be paid in full within 45 days after respective prime contracts of the project have been accepted by the owner, certified by the architect, engineer or designer to be completed in accordance with terms of the plans and specifications, or occupied by the owner and used for the purpose for which the project was constructed, whichever occurs first. Provided, however, that whenever the architect or consulting engineer in charge of the project determines that delay in completion of the project in accordance with terms of the plans and specifications is the fault of the contractor, the project may be occupied and used for the purposes for which it was constructed without payment of any interest on amounts withheld past the 45 day limit. No payment shall be delayed because of the failure of another prime contractor on such project to complete his contract. Should final payment to any prime contractor beyond the date such contracts have been certified to be completed by the designer or architect, accepted by the owner, or occupied by the owner and used for the purposes for which the project was constructed, be delayed by more than 45 days, said prime contractor shall be paid interest, beginning on the 46th day, at the rate of one percent (1%) per month or fraction thereof unless a lower rate is

agreed upon on such unpaid balance as may be due. In addition to the above final payment provisions, periodic payments due a prime contractor during construction shall be paid in accordance with the payment provisions of the contract documents or said prime contractor shall be paid interest on any such unpaid amount at the rate stipulated above for delayed final payments. Such interest shall begin on the date the payment is due and continue until the date on which payment is made. Such due date may be established by the terms of the contract. Funds for payment of such interest on state-owned projects shall be obtained from the current budget of the owning department, institution or agency. Where a conditional acceptance of a contract exists, and where the owner is retaining a reasonable sum pending correction of such conditions, interest on such reasonable sum shall not apply.

- b. Within seven days of receipt by the prime contractor of each periodic or final payment, the prime contractor shall pay the subcontractor based on work completed or service provided under the subcontract. Should any periodic or final payment to the subcontractor be delayed by more than seven days after receipt of periodic or final payment by the prime contractor, the prime contractor shall pay the subcontractor interest, beginning on the eighth day, at the rate of one percent (1%) per month or fraction thereof on such unpaid balance as may be due.
- c. The percentage of retainage on payments made by the prime contractor to the subcontractor shall not exceed the percentage of retainage on payments made by the owner to the prime contractor. Any percentage of retainage on payments made by the prime contractor to the subcontractor that exceeds the percentage of retainage on payments made by the owner to the prime contractor shall be subject to interest to be paid by the prime contractor to the subcontractor at the rate of one percent (1%) per month or fraction thereof.
- d. Nothing in this section shall prevent the prime contractor at the time of application and certification to the owner from withholding application and certification to the owner for payment to the subcontractor for unsatisfactory job progress; defective construction not remedied; disputed work; third-party claims filed or reasonable evidence that claim will be filed; failure of subcontractor to make timely payments for labor, equipment and materials; damage to prime contractor or another subcontractor; reasonable evidence that subcontract cannot be completed for the unpaid balance of the subcontract sum; or a reasonable amount for retainage not to exceed the initial percentage retained by owner.

## **ARTICLE 18 - DESIGNER'S STATUS**

- a. The designer shall provide general administration of the performance of construction contracts, including liaison and necessary inspection of the work to ensure compliance with plans and specifications. He is the agent of the owner only for the purpose of constructing this work and to the extent stipulated in the contract documents. He has authority to direct work to be performed, to stop work, to order work removed, or to order corrections of faulty work, where any such action by the designer may be necessary to assure successful completion of the work.
- b. The designer is the impartial interpreter of the contract documents, and, as such, he shall exercise his powers under the contract to enforce faithful performance by both the owner and the contractor, taking sides with neither.
- c. Should the designer cease to be employed on the work for any reason whatsoever, then the owner shall employ a competent replacement who shall assume the status of the former designer.



- d. The designer and his consultants will make inspections of the project. He will inspect the progress, the quality and the quantity of the work.
- e. The designer and the owner shall have access to the work whenever it is in preparation and progress during normal working hours. The contractor shall provide facilities for such access so the designer and owner may perform their functions under the contract documents.
- f. Based on the designer's inspections and evaluations of the project, the designer shall issue interpretations, directives and decisions as may be necessary to administer the project. His decisions relating to artistic effect and technical matters shall be final, provided such decisions are within the limitations of the contract.

## **ARTICLE 19 - CHANGES IN THE WORK**

- a. The owner may have changes made in the work covered by the contract. These changes will not invalidate and will not relieve or release the contractor from any guarantee given by him pertinent to the contract provisions. These changes will not affect the validity of the guarantee bond and will not relieve the surety or sureties of said bond. All extra work shall be executed under conditions of the original contract.
- b. Except in an emergency endangering life or property, no change shall be made by the contractor except upon receipt of approved change order or written field order from the designer, countersigned by the owner and the state construction office authorizing such change. No claim for adjustments of the contract price shall be valid unless this procedure is followed.

A field order, transmitted by fax, electronically, or hand delivered, may be used where the change involved impacts the critical path of the work. A formal change order shall be issued as expeditiously as possible.

In the event of emergency endangering life or property, the contractor may be directed to proceed on a time and material basis whereupon the contractor shall proceed and keep accurately on such form as specified by the designer or owner, a correct account of costs together with all proper invoices, payrolls and supporting data. Upon completion of the work the change order will be prepared as outlined under either Method "c(1)" or Method "c(2)" or both.

- c. In determining the values of changes, either additive or deductive, contractors are restricted to the use of the following methods:
  - 1. Where the extra work involved is covered by unit prices quoted in the proposal, or subsequently agreed to by the Contractor, Designer, Owner and State Construction Office the value of the change shall be computed by application of unit prices based on quantities, estimated or actual as agreed of the items involved, except in such cases where a quantity exceeds the estimated quantity allowance in the contract by one hundred percent (100%) or more. In such cases, either party may elect to proceed under subparagraph c2 herein. If neither party elects to proceed under c2, then unit prices shall apply.
  - 2. The contracting parties shall negotiate and agree upon the equitable value of the change prior to issuance of the change order, and the change order shall stipulate the corresponding lump sum adjustment to the contract price.

- d. Under Paragraph "b" and Methods "c(2)" above, the allowances for overhead and profit combined shall be as follows: all contractors (the single contracting entity (prime), his subcontractors (1<sup>st</sup> tier subs), or their sub-subcontractors (2<sup>nd</sup> tier subs, 3<sup>rd</sup> tier subs, etc)) shall be allowed a maximum of 10% on work they each self-perform; the prime contractor shall be allowed a maximum of 5% on contracted work of his 1<sup>st</sup> tier sub; 1<sup>st</sup> tier, 2<sup>nd</sup> tier, 3<sup>rd</sup> tier, etc contractors shall be allowed a maximum of 2.5% on the contracted work of their subs. ; Under Method "c(1)", no additional allowances shall be made for overhead and profit. In the case of deductible change orders, under Method "c(2)" and Paragraph (b) above, the contractor shall include no less than five percent (5%) profit, but no allowances for overhead.
- e. The term "net cost" as used herein shall mean the difference between all proper cost additions and deductions. The "cost" as used herein shall be limited to the following:
1. The actual costs of materials and supplies incorporated or consumed as part of the work;
  2. The actual costs of labor expended on the project site; labor expended in coordination, change order negotiation, record document maintenance, shop drawing revision or other tasks necessary to the administration of the project are considered overhead whether they take place in an office or on the project site.
  3. The actual costs of labor burden, limited to the costs of social security (FICA) and Medicare/Medicaid taxes; unemployment insurance costs; health/dental/vision insurance premiums; paid employee leave for holidays, vacation, sick leave, and/or petty leave, not to exceed a total of 30 days per year; retirement contributions; worker's compensation insurance premiums; and the costs of general liability insurance when premiums are computed based on payroll amounts; the total of which shall not exceed thirty percent (30%) of the actual costs of labor;
  4. The actual costs of rental for tools, excluding hand tools; equipment; machinery; and temporary facilities required for the work;
  5. The actual costs of premiums for bonds, insurance, permit fees, and sales or use taxes related to the work.
- Overtime and extra pay for holidays and weekends may be a cost item only to the extent approved by the owner.
- f. Should concealed conditions be encountered in the performance of the work below grade, or should concealed or unknown conditions in an existing structure be at variance with the conditions indicated by the contract documents, the contract sum and time for completion may be equitably adjusted by change order upon claim by either party made within thirty (30) days after the condition has been identified. The cost of such change shall be arrived at by one of the foregoing methods. All change orders shall be supported by a unit cost breakdown showing method of arriving at net cost as defined above.
- g. In all change orders, the procedure will be for the designer to request proposals for the change order work in writing. The contractor will provide such proposal and supporting data in suitable format. The designer shall verify correctness. Delay in the processing of the change order due to lack of proper submittal by the contractor of all required supporting data shall not constitute grounds for a time extension or basis of a claim. Within fourteen (14) days after receipt of the contractor's accepted proposal including all supporting documentation required by the designer, the designer shall prepare the change order and forward to the contractor for his signature or otherwise respond, in writing, to

the contractor's proposal. Within seven (7) days after receipt of the change order executed by the contractor, the designer shall, certify the change order by his signature, and forward the change order and all supporting data to the owner for the owner's signature. The owner shall execute the change order and forward to the State Construction Office for final approval, within seven (7) days of receipt. The State Construction Office shall act on the change order within seven (7) days. In case of emergency or extenuating circumstances, approval of changes may be obtained verbally by telephone or field orders approved by all parties, then shall be substantiated in writing as outlined under normal procedure.

- h. At the time of signing a change order, the contractor shall be required to certify as follows:

"I certify that my bonding company will be notified forthwith that my contract has been changed by the amount of this change order, and that a copy of the approved change order will be mailed upon receipt by me to my surety."

- i. A change order, when issued, shall be full compensation, or credit, for the work included, omitted or substituted. It shall show on its face the adjustment in time for completion of the project as a result of the change in the work.
- j. If, during the progress of the work, the owner requests a change order and the contractor's terms are unacceptable, the owner, with the approval of the State Construction Office, may require the contractor to perform such work on a time and material basis whereupon the contractor shall proceed and keep accurately on such form as specified by the Designer or owner, a correct account of cost together with all proper invoices, payrolls and supporting data. Upon completion of the work a change order will be prepared with allowances for overhead and profit per paragraph d. above and "net cost" and "cost" per paragraph e. above. Without prejudice, nothing in this paragraph shall preclude the owner from performing or to have performed that portion of the work requested in the change order.

## **ARTICLE 20 - CLAIMS FOR EXTRA COST**

- a. Should the contractor consider that as a result of instructions given by the designer, he is entitled to extra cost above that stated in the contract, he shall give written notice thereof to the designer within seven (7) days without delay. The written notice shall clearly state that a claim for extra cost is being made and shall provide a detailed justification for the extra cost. The contractor shall not proceed with the work affected until further advised, except in emergency involving the safety of life or property, which condition is covered in Article 19(b) and Article 11(h). No claims for extra compensation shall be considered unless the claim is so made. The designer shall render a written decision within seven (7) days of receipt of claim.
- b. The contractor shall not act on instructions received by him from persons other than the designer, and any claims for extra compensation or extension of time on account of such instruction will not be honored. The designer shall not be responsible for misunderstandings claimed by the contractor of verbal instructions which have not been confirmed in writing, and in no case shall instructions be interpreted as permitting a departure from the contract documents unless such instruction is confirmed in writing and supported by a properly authorized change order.
- c. Should a claim for extra compensation that complies with the requirements of (a) above by the contractor and is denied by the designer or owner, and cannot be resolved by a

representative of the State Construction Office, the contractor may request a mediation in connection with GS 143-128(f1) in the dispute resolution rules adopted by the State Building Commission (1 N.C.A.C. 30H .0101 through .1001). If the contractor is unable to resolve its claim as a result of mediation, the contractor may pursue the claim in accordance with the provisions of G.S. 143-135.3, or G.S. 143-135.6 where Community Colleges are the owner, and the following:

1. A contractor who has not completed a contract with a board for construction or repair work and who has not received the amount he claims is due under the contract may submit a verified written claim to the director of the State Construction Office of the Department of Administration for the amount the contractor claims is due. The director may deny, allow or compromise the claim, in whole or in part. A claim under this subsection is not a contested case under Chapter 150B of the General Statutes.
2.
  - (a) A contractor who has completed a contract with a board for construction or repair work and who has not received the amount he claims is due under the contract may submit a verified written claim to the director of the State Construction Office of the Department of Administration for the amount the contractor claims is due. The claim shall be submitted within sixty (60) days after the contractor receives a final statement of the board's disposition of his claim and shall state the factual basis for the claim.
  - (b) The director shall investigate a submitted claim within ninety (90) days of receiving the claim, or within any longer time period upon which the director and the contractor agree. The contractor may appear before the director, either in person or through counsel, to present facts and arguments in support of his claim. The director may allow, deny or compromise the claim, in whole or in part. The director shall give the contractor a written statement of the director's decision on the contractor's claim.
  - (c) A contractor who is dissatisfied with the director's decision on a claim submitted under this subsection may commence a contested case on the claim under Chapter 150B of the General Statutes. The contested case shall be commenced within sixty (60) days of receiving the director's written statement of the decision.
  - (d) As to any portion of a claim that is denied by the director, the contractor may, in lieu of the procedures set forth in the preceding subsection of this section, within six (6) months of receipt of the director's final decision, institute a civil action for the sum he claims to be entitled to under the contract by filing a verified complaint and the issuance of a summons in the Superior Court of Wake County or in the superior court of any county where the work under the contract was performed. The procedure shall be the same as in all civil actions except that all issues shall be tried by the judge, without a jury.

## **ARTICLE 21 - MINOR CHANGES IN THE WORK**

The designer will have the authority to order minor changes in the work not involving an adjustment in the contract sum or time for completion, and not inconsistent with the intent of the contract documents. Such changes shall be effected by written order, copied to the State Construction Office, and shall be binding on the owner and the contractor.

## **ARTICLE 22 - UNCORRECTED FAULTY WORK**

Should the correction of faulty or damaged work be considered inadvisable or inexpedient by the owner and the designer, the owner shall be reimbursed by the contractor. A change order will be issued to reflect a reduction in the contract sum.

## **ARTICLE 23 - TIME OF COMPLETION, DELAYS, EXTENSION OF TIME**

- a. The time of completion is stated in the Supplementary General Conditions and in the Form of Construction Contract. The Project Expediter, upon notice of award of contract, shall prepare a construction schedule to complete the project within the time of completion as required by Article 14.
- b. The contractors shall commence work to be performed under this agreement on a date to be specified in a written Notice to Proceed from the designer and shall fully complete all work hereunder within the time of completion stated. Time is of the essence and the contractor acknowledges the Owner will likely suffer financial damage for failure to complete the work within the time of completion. For each day in excess of the above number of days, the contractor(s) shall pay the owner the sum stated as liquidated damages reasonably estimated in advance to cover the losses to be incurred by the owner by reason of failure of said contractor(s) to complete the work within the time specified, such time being in the essence of this contract and a material consideration thereof. Should the work be delayed by both the owner and contractor, liquidated damages shall be apportioned to reflect the delays of each party. In the case of concurrent delays, contractor caused delays shall be accounted for before owner and designer caused delays.
- c. In the event of multiple prime contractors, the designer shall be the judge as to the division of responsibility between the contractor(s), based on the construction schedule, weekly reports and job records, and shall apportion the amount of liquidated damages to be paid by each of them, according to delay caused by any or all of them.
- d. If the contractor is delayed at any time in the progress of his work solely by any act or negligence of the owner, the designer, or by any employee of either; by any separate contractor employed by the owner; by changes ordered in the work; by labor disputes at the project site; by abnormal weather conditions not reasonably anticipated for the locality where the work is performed; by unavoidable casualties; by any causes beyond the contractor's control; or by any other causes which the designer and owner determine may justify the delay, then the contract time may be extended by change order only for the time which the designer and owner may determine is reasonable.

Time extensions will not be granted for rain, wind, snow or other natural phenomena of normal intensity for the locality where work is performed. For purpose of determining extent of delay attributable to unusual weather phenomena, a determination shall be made by comparing the weather for the contract period involved with the average of the preceding five (5) year climatic range during the same time interval based on the National Oceanic and Atmospheric Administration National Weather Service statistics for the locality where work is performed and on daily weather logs kept on the job site by the contractor reflecting the effect of the weather on progress of the work and initialed by the designer's representative. No weather delays shall be considered after the building is dried in unless work claimed to be delayed is on the critical path of the baseline schedule or approved updated schedule. Time extensions for weather delays, acts of God, labor disputes, fire, delays in transportation, unavoidable casualties or other delays which are beyond the control of the Owner do not entitle the Contractor to compensable damages for delays. Any contractor claim for compensable damages for delays is limited to delays caused solely by the owner or its agents. Contractor caused delays shall be accounted for before owner or designer caused delays in the case of concurrent delays.

- e. Request for extension of time shall be made in writing to the designer, copies to the owner and SCO, within twenty (20) days following cause of delay. In case of continuing cause for delay, the Contractor shall notify the Designer to the designer, copies to the owner and SCO, of the delay within 20 days of the beginning of the delay and only one claim is necessary.
- f. The contractor shall notify his surety in writing of extension of time granted.
- g. No claim for time extension shall be allowed on account of failure of the designer to furnish drawings or instructions until twenty (20) days after demand for such drawings and/or instructions. See Article 5c. Demand must be in written form clearly stating the potential for delay unless the drawings or instructions are provided. Any delay granted will begin after the twenty (20) day demand period is concluded.

#### **ARTICLE 24 - PARTIAL UTILIZATION/BENEFICIAL OCCUPANCY**

- a. The owner may desire to occupy or utilize all or a portion of the project prior to the completion of the project.
- b. Should the owner request a utilization of a building or portion thereof, the designer shall perform a designer final inspection of area after being notified by the contractor that the area is ready for such. After the contractor has completed designer final inspection punch list and the designer has verified, then the designer shall schedule a beneficial occupancy inspection at a time and date acceptable to the owner, contractor(s) and State Construction Office. If beneficial occupancy is granted by the State Construction Office, in such areas the following will be established:
  - 1. The beginning of guarantees and warranties period for the equipment necessary to support. in the area.
  - 2. The owner assumes all responsibilities for utility costs for entire building.
  - 2. Contractor will obtain consent of surety.
  - 3. Contractor will obtain endorsement from insurance company permitting beneficial occupancy.
- c. The owner shall have the right to exclude the contractor from any part of the project which the designer has so certified to be substantially complete, but the owner will allow the contractor reasonable access to complete or correct work to bring it into compliance with the contract.
- d. Occupancy by the owner under this article will in no way relieve the contractor from his contractual requirement to complete the project within the specified time. The contractor will not be relieved of liquidated damages because of beneficial occupancy. The designer may prorate liquidated damages based on the percentage of project occupied.

#### **ARTICLE 25 - FINAL INSPECTION, ACCEPTANCE, AND PROJECT CLOSEOUT**

- a. Upon notification from the contractor(s) that the project is complete and ready for inspection, the designer shall make a Designer final inspection to verify that the project is complete and ready for SCO final inspection. Prior to SCO final inspection, the contractor(s) shall complete all items requiring corrective measures noted at the Designer

final inspection. The designer shall schedule a SCO final inspection at a time and date acceptable to the owner, contractor(s) and State Construction Office.

- b. At the SCO final inspection, the designer and his consultants shall, if job conditions warrant, record a list of items that are found to be incomplete or not in accordance with the contract documents. At the conclusion of the SCO final inspection, the designer and State Construction Office representative shall make one of the following determinations:
  - 1. That the project is completed and accepted.
  - 2. That the project will be accepted subject to the correction of the list of discrepancies (punch list). All punch list items must be completed within thirty (30) days of SCO final inspection or the owner may invoke Article 28, Owner's Right to Do Work.
  - 4. That the project is not complete and another date for a SCO final inspection will be established.
- c. Within fourteen (14) days of final acceptance per Paragraph b1 or within fourteen (14) days after completion of punch list per Paragraph b2 above, the designer shall certify the work and issue applicable certificate(s) of compliance.
- d. Any discrepancies listed or discovered after the date of SCO final inspection and acceptance under Paragraphs b1 or b2 above shall be handled in accordance with Article 42, Guarantee.
- f. The final acceptance date will establish the following:
  - 1. The beginning of guarantees and warranties period.
  - 2. The date on which the contractor's insurance coverage for public liability, property damage and builder's risk may be terminated.
  - 3. That no liquidated damages (if applicable) shall be assessed after this date.
  - 4. The termination date of utility cost to the contractor.
- g. **Prior to issuance of final acceptance date, the contractor shall have his authorized representatives visit the project and give full instructions to the designated personnel regarding operating, maintenance, care, and adjustment of allequipment and special construction elements. In addition, the contractor shall provide to the owner a complete instructional video (media format acceptable to the owner) on the operation, maintenance, care and adjustment of all equipment and special construction elements.**

## **ARTICLE 26 - CORRECTION OF WORK BEFORE FINAL PAYMENT**

- a. Any work, materials, fabricated items or other parts of the work which have been condemned or declared not in accordance with the contract by the designer shall be promptly removed from the work site by the contractor, and shall be immediately replaced by new work in accordance with the contract at no additional cost to the owner. Work or property of other contractors or the owner, damaged or destroyed by virtue of such faulty work, shall be made good at the expense of the contractor whose work is faulty.

- b. Correction of condemned work described above shall commence within twenty-four (24) hours after receipt of notice from the designer, and shall make satisfactory progress, as determined by the designer, until completed.
- c. Should the contractor fail to proceed with the required corrections, then the owner may complete the work in accordance with the provisions of Article 28.

#### **ARTICLE 27 - CORRECTION OF WORK AFTER FINAL PAYMENT**

See Article 35, Performance Bond and Payment Bond, and Article 42, Guarantee. Neither the final certificate, final payment, occupancy of the premises by the owner, nor any provision of the contract, nor any other act or instrument of the owner, nor the designer, shall relieve the contractor from responsibility for negligence, or faulty material or workmanship, or failure to comply with the drawings and specifications. Contractor shall correct or make good any defects due thereto and repair any damage resulting there from, which may appear during the guarantee period following final acceptance of the work except as stated otherwise under Article 42, Guarantee. The owner will report any defects as they may appear to the contractor and establish a time limit for completion of corrections by the contractor. The owner will be the judge as to the responsibility for correction of defects.

#### **ARTICLE 28 - OWNER'S RIGHT TO DO WORK**

If, during the progress of the work or during the period of guarantee, the contractor fails to prosecute the work properly or to perform any provision of the contract, the owner, after seven (7) days' written notice sent by certified mail, return receipt requested, to the contractor from the designer, may perform or have performed that portion of the work. The cost of the work may be deducted from any amounts due or to become due to the contractor, such action and cost of same having been first approved by the designer. Should the cost of such action of the owner exceed the amount due or to become due the contractor, then the contractor or his surety, or both, shall be liable for and shall pay to the owner the amount of said excess.

#### **ARTICLE 29 - ANNULMENT OF CONTRACT**

If the contractor fails to begin the work under the contract within the time specified, or the progress of the work is not maintained on schedule, or the work is not completed within the time above specified, or fails to perform the work with sufficient workmen and equipment or with sufficient materials to ensure the prompt completion of said work, or shall perform the work unsuitably or shall discontinue the prosecution of the work, or if the contractor shall become insolvent or be declared bankrupt or commit any act of bankruptcy or insolvency, or allow any final judgment to stand against him unsatisfied for a period of forty-eight (48) hours, or shall make an assignment for the benefit of creditors, or for any other cause whatsoever shall not carry on the work in an acceptable manner, the owner may give notice in writing, sent by certified mail, return receipt requested, to the contractor and his surety of such delay, neglect or default, specifying the same, and if the contractor within a period of seven (7) days after such notice shall not proceed in accordance therewith, then the owner shall, declare this contract in default, and, thereupon, the surety shall promptly take over the work and complete the performance of this contract in the manner and within the time frame specified. In the event the surety shall fail to take over the work to be done under this contract within seven (7) days after being so notified and notify the owner in writing, sent by certified mail, return receipt requested, that he is taking the same over and stating that he will diligently pursue and complete the same, the owner shall have full power and authority, without violating the contract, to take the prosecution of the work out of the hands of said contractor, to appropriate or use any or all contract materials and equipment on the grounds as may be suitable and acceptable and may enter into an agreement, either by public letting or negotiation, for the completion of said contract according to the terms and provisions thereof



or use such other methods as in his opinion shall be required for the completion of said contract in an acceptable manner. All costs and charges incurred by the owner, together with the costs of completing the work under contract, shall be deducted from any monies due or which may become due said contractor and surety. In case the expense so incurred by the owner shall be less than the sum which would have been payable under the contract, if it had been completed by said contractor, then the said contractor and surety shall be entitled to receive the difference, but in case such expense shall exceed the sum which would have been payable under the contract, then the contractor and the surety shall be liable and shall pay to the owner the amount of said excess.

#### **ARTICLE 30 - CONTRACTOR'S RIGHT TO STOP WORK OR TERMINATE THE CONTRACT**

- a. Should the work be stopped by order of a court having jurisdiction, or by order of any other public authority for a period of three months, due to cause beyond the fault or control of the contractor, or if the owner should fail or refuse to make payment on account of a certificate issued by the designer within forty-five (45) days after receipt of same, then the contractor, after fifteen (15) days' written notice sent by certified mail, return receipt requested, to the owner and the designer, may suspend operations on the work or terminate the contract.
- b. The owner shall be liable to the contractor for the cost of all materials delivered and work performed on this contract plus 10 percent overhead and profit and shall make such payment. The designer shall be the judge as to the correctness of such payment.

#### **ARTICLE 31 - REQUEST FOR PAYMENT**

- a. Not later than the fifth day of the month, the contractor shall submit to the designer a request for payment for work done during the previous month. The request shall be in the form agreed upon between the contractor and the designer, but shall show substantially the value of work done and materials delivered to the site during the period since the last payment, and shall sum up the financial status of the contract with the following information:
  - 1. Total of contract including change orders.
  - 2. Value of work completed to date.
  - 3. Less five percent (5%) retainage, provided however, that after fifty percent (50%) of the contractor's work has been satisfactorily completed on schedule, with approval of the owner and the State Construction Office and written consent of the surety, further requirements for retainage will be waived only so long as work continues to be completed satisfactorily and on schedule.
  - 4. Less previous payments.
  - 5. Current amount due.
- b. The contractor, upon request of the designer, shall substantiate the request with invoices of vouchers or payrolls or other evidence.
- c. Prior to submitting the first request, the contractor shall prepare for the designer a schedule showing a breakdown of the contract price into values of the various parts of the work, so arranged as to facilitate payments to subcontractors in accordance with Article 17, Contractor and Subcontractor Relationships. The contractor(s) shall list the

value of each subcontractor and supplier, identifying each minority business subcontractor and supplier as listed in Affidavit C, if applicable.

- d. When payment is made on account of stored materials and equipment, such materials must be stored on the owner's property, and the requests for payments shall be accompanied by invoices or bills of sale or other evidence to establish the owner's title to such materials and equipment. Such payments will be made only for materials that have been customized or fabricated specifically for this project. Raw materials or commodity products including but not limited to piping, conduit, CMU, metal studs and gypsum board may not be submitted. Responsibility for such stored materials and equipment shall remain with the contractor regardless of ownership title. Such stored materials and equipment shall not be removed from the owner's property. Should the space for storage on-site be limited, the contractor, at his option, shall be permitted to store such materials and/or equipment in a suitable space off-site. Should the contractor desire to include any such materials or equipment in his application for payment, they must be stored in the name of the owner in an independent, licensed, bonded warehouse approved by the designer, owner and the State Construction Office and located as close to the site as possible. The warehouse selected must be approved by the contractor's bonding and insurance companies; the material to be paid for shall be assigned to the owner and shall be inspected by the designer. Upon approval by the designer, owner and SCO of the storage facilities and materials and equipment, payment therefore will be certified. Responsibility for such stored materials and equipment shall remain with the contractor. Such stored materials and equipment shall not be moved except for transportation to the project site. Under certain conditions, the designer may approve storage of materials at the point of manufacture, which conditions shall be approved by the designer, the owner and the State Construction Office prior to approval for the storage and shall include an agreement by the storing party which unconditionally gives the State absolute right to possession of the materials at anytime. Bond, security and insurance protection shall continue to be the responsibility of the contractor(s).
- e. In the event of beneficial occupancy, retainage of funds due the contractor(s) may be reduced with the approval of the State Construction Office to an equitable amount to cover the list of items to be completed or corrected. Retainage may not be reduced to less than two and one-half (2 1/2) times the estimated value of the work to be completed or corrected. Reduction of retainage must be with the consent and approval of the contractor's bonding company.

## **ARTICLE 32 - CERTIFICATES OF PAYMENT AND FINAL PAYMENT**

- a. Within five (5) days from receipt of request for payment from the contractor, the designer shall issue and forward to the owner a certificate for payment. This certificate shall indicate the amount requested or as approved by the designer. If the certificate is not approved by the designer, he shall state in writing to the contractor and the owner his reasons for withholding payment.
- b. No certificate issued or payment made shall constitute an acceptance of the work or any part thereof. The making and acceptance of final payment shall constitute a waiver of all claims by the owner except:
  - 1. Claims arising from unsettled liens or claims against the contractor.
  - 2. Faulty work or materials appearing after final payment.
  - 3. Failure of the contractor to perform the work in accordance with drawings and specifications, such failure appearing after payment.

4. As conditioned in the performance bond and payment bond.
- c. The making and acceptance of final payment shall constitute a waiver of all claims by the contractor except those claims previously made and remaining unsettled (Article 20(c)).
- d. Prior to submitting request for final payment to the designer for approval, the contractor shall fully comply with all requirements specified in the “project closeout” section of the specifications. These requirements include but not limited to the following:
  1. Submittal of Product and Operating Manuals, Warranties and Bonds, Guarantees, Maintenance Agreements, As-Built Drawings, Certificates of Inspection or Approval from agencies having jurisdiction. (The designer must approve the Manuals prior to delivery to the owner).
  2. Transfer of Required attic stock material and all keys in an organized manner.
  3. Record of Owner’s training.
  4. Resolution of any final inspection discrepancies.
  5. Granting access to Contractor’s records, if Owner’s internal auditors have made a request for such access pursuant to Article 52.
- e. The contractor shall forward to the designer, the final application for payment along with the following documents:
  1. List of minority business subcontractors and material suppliers showing breakdown of contract amounts and total actual payments to subs and material suppliers.
  2. Affidavit of Release of Liens.
  3. Affidavit of contractors of payment to material suppliers and subcontractors. (See Article 36).
  4. Consent of Surety to Final Payment.
  5. Certificates of state agencies required by state law.
- f. The designer will not authorize final payment until the work under contract has been certified by designer, certificates of compliance issued, and the contractor has complied with the closeout requirements. The designer shall forward the contractor’s final application for payment to the owner along with respective certificate(s) of compliance required by law.

### **ARTICLE 33 - PAYMENTS WITHHELD**

- a. The designer with the approval of the State Construction Office may withhold payment for the following reasons:
  1. Faulty work not corrected.

2. The unpaid balance on the contract is insufficient to complete the work in the judgment of the designer.
  3. To provide for sufficient contract balance to cover liquidated damages that will be assessed.
- b. The secretary of the Department of Administration may authorize the withholding of payment for the following reasons:
    1. Claims filed against the contractor or evidence that a claim will be filed.
    2. Evidence that subcontractors have not been paid.
  - c. The Owner may withhold all or a portion of Contractor's general conditions costs set forth in the approved schedule of values, if Contractor has failed to comply with: (1) a request to access its records by Owner's internal auditors pursuant to Article 52; (2) a request for a plan of action and/or recovery schedule under Article 14.j or provide The Owner; (3) a request to provide an electronic copies of Contractor's baseline schedule, updates with all logic used to create the schedules in the original format of the scheduling software; and (4) Contractor's failure to have its Superintendent on the Project full-time; (
  - d. When grounds for withholding payments have been removed, payment will be released. Delay of payment due the contractor without cause will make owner liable for payment of interest to the contractor in accordance with G.S. 143-134.1. As provided in G.S.143-134.1(e) the owner shall not be liable for interest on payments withheld by the owner for unsatisfactory job progress, defective construction not remedied, disputed work, or third-party claims filed against the owner or reasonable evidence that a third-party claim will be filed.

## **ARTICLE 34 - MINIMUM INSURANCE REQUIREMENTS**

The work under this contract shall not commence until the contractor has obtained all required insurance and verifying certificates of insurance have been approved in writing by the owner. These certificates shall document that coverages afforded under the policies will not be cancelled, reduced in amount or coverages eliminated until at least thirty (30) days after mailing written notice, by certified mail, return receipt requested, to the insured and the owner of such alteration or cancellation. If endorsements are needed to comply with the notification or other requirements of this article copies of the endorsements shall be submitted with the certificates.

### **a. Worker's Compensation and Employer's Liability**

The contractor shall provide and maintain, until final acceptance, workmen's compensation insurance, as required by law, as well as employer's liability coverage with minimum limits of \$100,000.

### **b. Public Liability and Property Damage**

The contractor shall provide and maintain, until final acceptance, comprehensive general liability insurance, including coverage for premises operations, independent contractors, completed operations, products and contractual exposures, as shall protect such contractors from claims arising out of any bodily injury, including accidental death, as well as from claims for property damages which may arise from operations under this contract, whether such operations be by the contractor or by any subcontractor, or by

anyone directly or indirectly employed by either of them and the minimum limits of such insurance shall be as follows:

Bodily Injury: \$500,000 per occurrence  
Property Damage: \$100,000 per occurrence / \$300,000 aggregate

In lieu of limits listed above, a \$500,000 combined single limit shall satisfy both conditions.

Such coverage for completed operations must be maintained for at least two (2) years following final acceptance of the work performed under the contract.

**c. Property Insurance (Builder's Risk/Installation Floater)**

The contractor shall purchase and maintain property insurance until final acceptance, upon the entire work at the site to the full insurable value thereof. This insurance shall include the interests of the owner, the contractor, the subcontractors and sub-subcontractors in the work and shall insure against the perils of fire, wind, rain, flood, extended coverage, and vandalism and malicious mischief. If the owner is damaged by failure of the contractor to purchase or maintain such insurance, then the contractor shall bear all reasonable costs properly attributable thereto; the contractor shall effect and maintain similar property insurance on portions of the work stored off the site when request for payment per articles so includes such portions.

**d. Deductible**

Any deductible, if applicable to loss covered by insurance provided, is to be borne by the contractor.

**e. Other Insurance**

The contractor shall obtain such additional insurance as may be required by the owner or by the General Statutes of North Carolina including motor vehicle insurance, in amounts not less than the statutory limits.

**f. Proof of Carriage**

The contractor shall furnish the owner with satisfactory proof of carriage of the insurance required before written approval is granted by the owner.

**ARTICLE 35 - PERFORMANCE BOND AND PAYMENT BOND**

- a. Each contractor shall furnish a performance bond and payment bond executed by a surety company authorized to do business in North Carolina. The bonds shall be in the full contract amount. Bonds shall be executed in the form bound with these specifications.
- b. All bonds shall be countersigned by an authorized agent of the bonding company who is licensed to do business in North Carolina.

**ARTICLE 36 - CONTRACTOR'S AFFIDAVIT**

The final payment of retained amount due the contractor on account of the contract shall not become due until the contractor has furnished to the owner through the designer an affidavit signed, sworn and notarized to the effect that all payments for materials, services or subcontracted work in connection with his contract have been satisfied, and that no claims or

liens exist against the contractor in connection with this contract. In the event that the contractor cannot obtain similar affidavits from subcontractors to protect the contractor and the owner from possible liens or claims against the subcontractor, the contractor shall state in his affidavit that no claims or liens exist against any subcontractor to the best of his (the contractor's) knowledge, and if any appear afterward, the contractor shall save the owner harmless.

#### **ARTICLE 37 - ASSIGNMENTS**

The contractor shall not assign any portion of this contract nor subcontract in its entirety. Except as may be required under terms of the performance bond or payment bond, no funds or sums of money due or become due the contractor under the contract may be assigned.

#### **ARTICLE 38 - USE OF PREMISES**

- a. The contractor(s) shall confine his apparatus, the storage of materials and the operations of his workmen to limits indicated by law, ordinances, permits or directions of the designer and owner and shall not exceed those established limits in his operations.
- b. The contractor(s) shall not load or permit any part of the structure to be loaded with a weight that will endanger its safety.
- c. The contractor(s) shall enforce the designer's and owner's instructions regarding signs, advertisements, fires and smoking.
- d. No firearms, any type of alcoholic beverages, or drugs (other than those prescribed by a physician) will be permitted at the job site.

#### **ARTICLE 39 - CUTTING, PATCHING AND DIGGING**

- a. The contractor shall do all cutting, fitting or patching of his work that may be required to make its several parts come together properly and fit it to receive or be received by work of other contractors shown upon or reasonably implied by the drawings and specifications for the completed structure, as the designer may direct.
- b. Any cost brought about by defective or ill-timed work shall be borne by the party responsible therefor.
- c. No contractor shall endanger any work of another contractor by cutting, digging or other means. No contractor shall cut or alter the work of any other contractor without the consent of the designer and the affected contractor(s).

#### **ARTICLE 40 - UTILITIES, STRUCTURES, SIGNS**

- a. The contractor shall provide necessary and adequate facilities for water, electricity, gas, oil, sewer and other utility services which maybe necessary and required for completion of the project including all utilities required for testing, cleaning, balancing, and sterilization of designated plumbing, mechanical and electrical systems. Any permanent meters installed shall be listed in the contractor's name until work has a final acceptance. The contractor will be solely responsible for all utility costs prior to final acceptance. Contractor shall contact all affected utility companies prior to bid to determine their requirements to provide temporary and permanent service and include all costs associated with providing those services in their bid. Coordination of the work of the utility companies during construction is the sole responsibility of the contractor.

- b. Meters shall be relisted in the owner's name on the day following final acceptance of the Project Expediter's work, and the owner shall pay for services used after that date.
- c. The owner shall be reimbursed for all metered utility charges after the meter is relisted in the owner's name and prior to completion and acceptance of the work of **all** contractors. Reimbursement shall be made by the contractor whose work has not been completed and accepted. If the work of two or more contractors has not been completed and accepted, reimbursement to the owner shall be paid by the contractors involved on the basis of assessments by the designer.
- d. Prior to the operation of permanent systems, the Project Expediter will provide temporary power, lighting, water, and heat to maintain space temperature above freezing, as required for construction operations.
- e. All contractors shall have the permanent building systems in sufficient readiness for furnishing temporary climatic control at the time a building is enclosed and secured. The HVAC systems shall maintain climatic control throughout the enclosed portion of the building sufficient to allow completion of the interior finishes of the building. A building shall be considered enclosed and secured when windows, doorways (exterior, mechanical, and electrical equipment rooms), and hardware are installed; and other openings have protection which will provide reasonable climatic control. The appropriate time to start the mechanical systems and climatic condition shall be jointly determined by the contractor(s), the designer and owner. Use of the equipment in this manner shall be subject to the approval of the Designer and owner and shall in no way affect the warranty requirements of the contractor(s).
- f. The electrical contractor shall have the building's permanent power wiring distribution system in sufficient readiness to provide power as required by the HVAC contractor for temporary climatic control.
- g. The electrical contractor shall have the building's permanent lighting system ready at the time the general contractor begins interior painting and shall provide adequate lighting in those areas where interior painting and finishing is being performed.
- h. Each prime contractor shall be responsible for his permanently fixed service facilities and systems in use during progress of the work. The following procedures shall be strictly adhered to:
  - 1. Prior to final acceptance of work by the State Construction Office, each contractor shall remove and replace any parts of the permanent building systems damaged through use during construction.
  - 2. Temporary filters as recommended by the equipment manufacturer in order to keep the equipment and ductwork clean and free of dust and debris shall be installed in each of the heating and air conditioning units and at each return grille during construction. New filters shall be installed in each unit prior to the owner's acceptance of the work.
  - 3. Extra effort shall be maintained to keep the building and the site adjacent to the building clean and under no circumstances shall air systems be operated if finishing and site work operations are creating dust in excess of what would be considered normal if the building were occupied.
  - 4. It shall be understood that any warranty on equipment presented to the owner shall extend from the day of final acceptance by the owner. The cost of warranting the

equipment during operation in the finishing stages of construction shall be borne by the contractor whose system is utilized.

5. The electrical contractor shall have all lamps in proper working condition at the time of final project acceptance.
- i. The Project Expediter shall provide, if required and where directed, a shed for toilet facilities and shall furnish and install in this shed all water closets required for a complete and adequate sanitary arrangement. These facilities will be available to other contractors on the job and shall be kept in a neat and sanitary condition at all times. Chemical toilets are acceptable.
- j. The Project Expediter shall, if required by the Supplementary General Conditions and where directed, erect a temporary field office, complete with lights, telephone, heat and air conditioning. A portion of this office shall be partitioned off, of sufficient size, for the use of a resident inspector, should the designer so direct.
- k. On multi-story construction projects, the Project Expediter shall provide temporary elevators, lifts, or other special equipment for the general use of all contractors. The cost for such elevators, lifts or other special equipment and the operation thereof shall be included in the Project Expediter's bid.
- l. The Project Expediter will erect one sign on the project if required. The sign shall be of sound construction, and shall be neatly lettered with black letters on white background. The sign shall bear the name of the project, and the names of prime contractors on the project, and the name of the designer and consultants. Directional signs may be erected on the owner's property subject to approval of the owner with respect to size, style and location of such directional signs. Such signs may bear the name of the contractor and a directional symbol. No other signs will be permitted except by permission of the owner.

#### **ARTICLE 41 - CLEANING UP**

- a. The contractors shall keep the building and surrounding area reasonably free from rubbish at all times, and shall remove debris from the site on a timely basis or when directed to do so by the designer or Project Expediter. The Project Expediter shall provide an on site refuse container(s) for the use of all contractors. Each contractor shall remove their rubbish and debris from the building on a daily basis. The Project Expediter shall broom clean the building as required to minimize dust and dirt accumulation.
- b. The Project Expediter shall provide and maintain suitable all-weather access to the building.
- c. Before final inspection and acceptance of the building, each contractor shall clean his portion of the work, including glass, hardware, fixtures, masonry, tile and marble (using no acid), clean and wax all floors as specified, and completely prepare the building for use by the owner, with no cleaning required by the owner.

#### **ARTICLE 42 - GUARANTEE**

- a. The contractor shall unconditionally guarantee materials and workmanship against patent defects arising from faulty materials, faulty workmanship or negligence for a period of twelve (12) months following the date of final acceptance of the work or beneficial occupancy and shall replace such defective materials or workmanship without cost to the owner.



- b. Where items of equipment or material carry a manufacturer's warranty for any period in excess of twelve (12) months, then the manufacturer's warranty shall apply for that particular piece of equipment or material. The contractor shall replace such defective equipment or materials, without cost to the owner, within the manufacturer's warranty period.
- c. Additionally, the owner may bring an action for latent defects caused by the negligence of the contractor which is hidden or not readily apparent to the owner at the time of beneficial occupancy or final acceptance, whichever occurred first, in accordance with applicable law.
- d. Guarantees for roof, equipment, materials, and supplies shall be stipulated in the specifications sections governing such roof, equipment, materials, or supplies.

#### **ARTICLE 43 - CODES AND STANDARDS**

Wherever reference is given to codes, standard specifications or other data published by regulating agencies including, but not limited to, national electrical codes, North Carolina state building codes, federal specifications, ASTM specifications, various institute specifications, etc., it shall be understood that such reference is to the latest edition including addenda published prior to the date of the contract documents.

#### **ARTICLE 44 - INDEMNIFICATION**

To the fullest extent permitted by law, the contractor shall indemnify and hold harmless the owner, the designer and the agents, consultants and employees of the owner and designer, from and against all claims, damages, losses and expenses, including, but not limited to, attorneys' fees, arising out of or resulting from the performance or failure of performance of the work, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including the loss of use resulting there from, and (2) is caused in whole or in part by any negligent act or omission of the contractor, the contractor's subcontractor, or the agents of either the contractor or the contractor's subcontractor. Such obligation shall not be construed to negate, abridge or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this article.

#### **ARTICLE 45 - TAXES**

- a. Federal excise taxes do not apply to materials entering into state work (Internal Revenue Code, Section 3442(3)).
- b. Federal transportation taxes do not apply to materials entering into state work (Internal Revenue Code, Section 3475(b) as amended).
- c. North Carolina sales tax and use tax, as required by law, do apply to materials entering into state work and such costs shall be included in the bid proposal and contract sum.
- d. Local option sales and use taxes, as required by law, do apply to materials entering into state work as applicable and such costs shall be included in the bid proposal and contract sum.
- e. **Accounting Procedures for Refund of County Sales & Use Tax**

Amount of county sales and use tax paid per contractor's statements:

Contractors performing contracts for state agencies shall give the state agency for whose project the property was purchased a signed statement containing the information listed in G.S. 105-164.14(e).

The Department of Revenue has agreed that in lieu of obtaining copies of sales receipts from contractors, an agency may obtain a certified statement as of April 1, 1991 from the contractor setting forth the date, the type of property and the cost of the property purchased from each vendor, the county in which the vendor made the sale and the amount of local sales and use taxes paid thereon. If the property was purchased out-of-state, the county in which the property was delivered should be listed. The contractor should also be notified that the certified statement may be subject to audit.

In the event the contractors make several purchases from the same vendor, such certified statement must indicate the invoice numbers, the inclusive dates of the invoices, the total amount of the invoices, the counties, and the county sales and use taxes paid thereon.

Name of taxing county: The position of a sale is the retailer's place of business located within a taxing county where the vendor becomes contractually obligated to make the sale. Therefore, it is important that the county tax be reported for the county of sale rather than the county of use.

When property is purchased from out-of-state vendors and the county tax is charged, the county should be identified where delivery is made when reporting the county tax.

Such statement must also include the cost of any tangible personal property withdrawn from the contractor's warehouse stock and the amount of county sales or use tax paid thereon by the contractor.

Similar certified statements by his subcontractors must be obtained by the general contractor and furnished to the claimant.

Contractors are not to include any tax paid on supplies, tools and equipment which they use to perform their contracts and should include only those building materials, supplies, fixtures and equipment which actually become a part of or annexed to the building or structure.

#### **ARTICLE 46 - EQUAL OPPORTUNITY CLAUSE**

The non-discrimination clause contained in Section 202 (Federal) Executive Order 11246, as amended by Executive Order 11375, relative to equal employment opportunity for all persons without regard to race, color, religion, sex or national origin, and the implementing rules and regulations prescribed by the secretary of Labor, are incorporated herein.

#### **ARTICLE 47 - EMPLOYMENT OF INDIVIDUALS WITH DISABILITIES**

The contractor(s) agree not to discriminate against any employee or applicant for employment because of physical or mental disabilities in regard to any position for which the employee or applicant is qualified. The contractor agrees to take affirmative action to employ, advance in employment and otherwise treat qualified individuals with such disabilities without discrimination based upon their physical or mental disability in all employment practices.

#### **ARTICLE 48 - ASBESTOS-CONTAINING MATERIALS (ACM)**

The State of North Carolina has attempted to address all asbestos-containing materials that are to be disturbed in the project. However, there may be other asbestos-containing materials in the work areas that are not to be disturbed and do not create an exposure hazard.

Contractors are reminded of the requirements of instructions under Instructions to Bidders and General Conditions of the Contract, titled Examination of Conditions. Statute 130A, Article 19, amended August 3, 1989, established the Asbestos Hazard Management Program that controls asbestos abatement in North Carolina. The latest edition of *Guideline Criteria for Asbestos Abatement* from the State Construction Office is to be incorporated in all asbestos abatement projects for the Capital Improvement Program.

#### **ARTICLE 49 - MINORITY BUSINESS PARTICIPATION**

GS 143-128.2 establishes a ten percent (10%) goal for participation by minority businesses in total value of work for each State building project. The document, *Guidelines for Recruitment and Selection of Minority Businesses for Participation in State Construction Contracts* including Affidavits and Appendix E are hereby incorporated into and made a part of this contract.

#### **ARTICLE 50 – CONTRACTOR EVALUATION**

The contractor's overall work performance on the project shall be fairly evaluated in accordance with the State Building Commission policy and procedures, for determining qualifications to bid on future State capital improvement projects. In addition to final evaluation, interim evaluation may be prepared during the progress of project. The document, Contractor Evaluation Procedures, is hereby incorporated and made a part of this contract. The owner may request the contractor's comments to evaluate the designer.

#### **ARTICLE 51 – GIFTS**

Pursuant to N.C. Gen. Stat. § 133-32, it is unlawful for any vendor or contractor ( i.e. architect, bidder, contractor, construction manager, design professional, engineer, subcontractor, supplier, vendor, etc.), to make gifts or to give favors to any State employee. This prohibition covers those vendors and contractors who: (1) have a contract with a governmental agency; or (2) have performed under such a contract within the past year; or (3) anticipate bidding on such a contract in the future. For additional information regarding the specific requirements and exemptions, vendors and contractors are encouraged to review G.S. Sec. 133-32.

During the construction of the Project, the Contractor is prohibited from making gifts to any of the Owner's employees, Owner's project representatives (architect, engineers, construction manager and their employees), employees of the State Construction Office and/or any other State employee that may have any involvement, influence, responsibilities, oversight, management and/or duties that pertain to and/or relate to the contract administration, financial administration and/or disposition of claims arising from and/or relating to the Contract and/or Project.

#### **ARTICLE 52 – AUDITING-ACCESS TO PERSONS AND RECORDS**

In accordance with N.C. General Statute 147-64.7, the State Auditor shall have access to Contractor's officers, employees, agents and/or other persons in control of and/or responsible for the Contractor's records that relate to this Contracts for purposes of conducting audits under the referenced statute. The Owner's internal auditors shall also have the right to access and copy the Contractor's records relating to the Contract and Project during the term of the Contract and within two years following the completion of the Project/close-out of the Contract to verify accounts, accuracy, information, calculations and/or data affecting and/or

relating to Contractor's requests for payment, requests for change orders, change orders, claims for extra work, requests for time extensions and related claims for delay/extended general conditions costs, claims for lost productivity, claims for loss efficiency, claims for idle equipment or labor, claims for price/cost escalation, pass-through claims of subcontractors and/or suppliers, and/or any other type of claim for payment or damages from Owner and/or its project representatives.

## **ARTICLE 53 – NORTH CAROLINA FALSE CLAIMS ACT**

The North Carolina False Claims Act ("NCFCA"), N.C. Gen. Stat. § 1-605 through 1-618, applies to this Contract. The Contractor should familiarize itself with the entire NCFCA and should seek the assistance of an attorney if it has any questions regarding the NCFCA and its applicability to any requests, demands and/or claims for payment its submits to the State through the contracting state agency, institution, university or community college.

The purpose of the NCFCA "is to deter persons from knowingly causing or assisting in causing the State to pay claims that are false or fraudulent and to provide remedies in the form of treble damages and civil penalties when money is obtained from the State by reason of a false or fraudulent claim." (Section 1-605(b).) A contractor's liability under the NCFCA may arise from, but is not limited to: requests for payment, invoices, billing, claims for extra work, requests for change orders, requests for time extensions, claims for delay damages/extended general conditions costs, claims for lost productivity, claims for loss efficiency, claims for idle equipment or labor, claims for price/cost escalation, pass-through claims of subcontractors and/or suppliers, documentation used to support any of the foregoing requests or claims, and/or any other request for payment from the State through the contracting state agency, institution, university or community college. The parts of the NCFCA that are most likely to be enforced with respect to this type of contract are as follows:

- A "claim" is "[a]ny request or demand, whether under a contract or otherwise, for money or property and whether or not the State has title to the money or property that (i) is presented to an officer, employee, or agent of the State or (ii) is made to a contractor ... if the money or property is to be spent or used on the State's behalf or to advance a State program or interest and if the State government: (a) provides or has provided any portion of the money or property that is requested or demanded; or (b) will reimburse such contractor ... for any portion of the money or property which is requested or demanded." (Section 1-606(2).)
- "Knowing" and "knowingly." – Whenever a person, with respect to information, does any of the following: (a) Has actual knowledge of the information; (b) Acts in deliberate ignorance of the truth or falsity of the information; and/or (c) Acts in reckless disregard of the truth or falsity of the information. (Section 1-606(4).) Proof of specific intent to defraud is not required. (Section 1-606(4).)
- "Material" means having a natural tendency to influence, or be capable of influencing, the payment or receipt of money or property. (Section 1-606(4).)
- Liability. – "Any person who commits any of the following acts shall be liable to the State for three times the amount of damages that the State sustains because of the act of that person[:] ... (1) Knowingly presents or causes to be presented a false or fraudulent claim for payment or approval. (2) Knowingly makes, uses, or causes to be made or used, a false record or statement material to a false or fraudulent claim. (3) Conspires to commit a violation of subdivision (1), (2) ..." (Section 1-607(a)(1), (2).)

- The NCFCA shall be interpreted and construed so as to be consistent with the federal False Claims Act, 31 U.S.C. § 3729, et seq., and any subsequent amendments to that act. (Section 1-616(c).)

Finally, the contracting state agency, institution, university or community college may refer any suspected violation of the NCFCA by the Contractor to the Attorney General's Office for investigation. Under Section 1-608(a), the Attorney General is responsible for investigating any violation of NCFCA, and may bring a civil action against the Contractor under the NCFCA. The Attorney General's investigation and any civil action relating thereto are independent and not subject to any dispute resolution provision set forth in this Contract. (See Section 1-608(a).)

## **ARTICLE 54 – TERMINATION FOR CONVENIENCE**

Owner may at any time and for any reason terminate Contractor's services and work at Owner's convenience. Upon receipt of such notice, Contractor shall, unless the notice directs otherwise, immediately discontinue the work and placing of orders for materials, facilities and supplies in connection with the performance of this Agreement.

Upon such termination, Contractor shall be entitled to payment only as follows: (1) the actual cost of the work completed in conformity with this Agreement; plus, (2) such other costs actually incurred by Contractor as are permitted by the prime contract and approved by Owner; (3) plus ten percent (10%) of the cost of the work referred to in subparagraph (1) above for overhead and profit. There shall be deducted from such sums as provided in this subparagraph the amount of any payments made to Contractor prior to the date of the termination of this Agreement. Contractor shall not be entitled to any claim or claim of lien against Owner for any additional compensation or damages in the event of such termination and payment.



**THIS DOCUMENT MODIFIES THE REVISED JANUARY 2013 – 24<sup>th</sup> EDITION OF FORM OC-15, GENERAL CONDITIONS OF THE CONTRACT.**

**SUPPLEMENTARY GENERAL CONDITIONS**

**ARTICLE 2, INTENT AND EXECUTION OF DOCUMENTS**

Add to paragraph “a.”

Drawings Bowman Murray Hemingway Architects, PC, Woods Engineering, PA, CBHF Engineers, PLLC, and Tripp Engineering, PC, labeled Institutional Support Services Building Generator Replacement and dated April 16, 2025, and Project Manual dated April 16, 2025.

**Index of Drawings**

**ARCHITECTURAL:**

- CS-1 COVER SHEET
- CS-2 APPENDIX B
- CS-3 CAMPUS SITE PLAN

**PLUMBING:**

- P0.1 GENERAL NOTES, LEGEND, ABBREVIATIONS
- P1.1 GAS PIPING PLAN, NOTES, SCHEDULE AND DETAILS

**ELECTRICAL:**

- E-0.1 ELECTRICAL ABBREVIATIONS AND LEGEND
- E-0.2 ELECTRICAL GENERAL NOTES AND DETAILS
- E-0.3 ELECTRICAL DETAILS
- E-0.4 ELECTRICAL POWER RISER DIAGRAM
- E-0.5 ELECTRICAL PANEL SCHEDULES AND DETAILS
- E-0.6 ELECTRICAL DETAILS
- E-0.7 ELECTRICAL DETAILS
- EP1.1 ELECTRICAL FIRST FLOOR PLAN - POWER
- EP1.2 ELECTRICAL ENLARGED FIRST FLOOR PLAN – POWER

**ARTICLE 8, MATERIALS, EQUIPMENT AND EMPLOYEES**

Delete paragraph “d” and replace with the following.

“Each contractor shall obtain written approval from the designer for use of products, materials, equipment, and assemblies claimed as equal to those specified. Substitution requests will only be considered up to 10 days prior to the bid date unless the product is no longer manufactured, to comply with governing authorities or as directed by the owner. Reference 01 25 00, Product Substitutions, for additional substitution requirements.

## **ARTICLE 19, CHANGES IN THE WORK**

Add as paragraph “k.”

“Change orders will be completed by utilizing Interscope Plus, the online system from the Office of State Construction. The Contractor shall promptly login and take appropriate action after receiving email notification from the Interscope system that a change order has been posted.”

## **ARTICLE 23, TIME OF COMPLETION, DELAYS, EXTENSION OF TIME**

Add to paragraph “b.”

“The contractor shall commence work to be performed under the base bid of this agreement on a date to be specified in a written order from the designer and shall fully complete all work hereunder within **120** consecutive calendar days from the said date. For each day in excess of the above number of days, the contractors shall each pay to the Owner the sum of **\$200** as liquidated damages reasonably estimated in advance to cover the losses to be incurred by the Owner by reason of failure of said contractors to complete the work within the time specified, such time being of the essence of this contract and a material consideration thereof. ”

## **ARTICLE 31, REQUEST FOR PAYMENT**

Add the following:

- c. “The Contractor shall submit a schedule of values within 14 days from date of Construction Contract. The Schedule of Values shall have separate line items for each specification section. Additionally, each section shall have individual lines for material and labor.”
- f. “Contractor shall submit to the Designer a request for payment on AIA Document G702 unless otherwise approved by the Designer.”

## **ARTICLE 34, MINIMUM INSURANCE REQUIRED**

- c. Revise to read as follows: **Property Insurance (Builder’s Risk/Installation Floater):**

Add the following sentence: “Property insurance specified in Subparagraph c shall include the Owner, the Architect and his consultants, the Contractor and his subcontractors as additional insured parties in the policy.”

In the second sentence after the words “against the perils of fire,” add the following: “hurricane, flood and wind.”

## **ARTICLE 40, UTILITIES, STRUCTURES, SIGNS**

Add to paragraph “a.”



“The General Contractor is designated as the project expeditor and shall provide all utilities, structures and signs required by the construction of this project in accordance with the provisions of this Article. “

Add to paragraph “f.”

“The General Contractor shall furnish suitable temporary lighting where required during construction for all contractors. The General Contractor is only permitted to use permanent lighting during finishing and punchout. Fixtures shall be protected at all times, and shall be wiped clean of debris, dust, and fingerprints prior to final inspection.”

Add to paragraph “h.5.”

“When the permanent lighting system is used during the finishing stages of construction, lamps shall be replaced by the electrical contractor and shall be new at the time of final inspections. Prior to the finishing state, the contractor shall mark all lamps in a fashion suitable to the owner to identify lamps used during the finishing stages of construction requiring replacement just prior to final inspection. The electrical contractor shall have all lamps in proper working condition at the time of final project acceptance.”

Add the following to item “j.”

"General Contractor shall provide portable toilets on site. The Owner's toilet facilities shall not be used at any time during the project."

## **ARTICLE 42, GUARANTEE**

Add to paragraph “e.”

“All warranty periods to be begin at “Final Acceptance” date rather than at the ‘Beneficial Occupancy’ date.”

## **ARTICLE 45, TAXES**

Add the following:

- e. “Contractors shall submit monthly with their request for payment, a signed statement containing the amount of sales and use tax paid by the Contractor for that particular billing period.”

END SUPPLEMENTARY GENERAL CONDITIONS



# **GUIDELINES FOR RECRUITMENT AND SELECTION OF MINORITY BUSINESSES FOR PARTICIPATION IN STATE CONSTRUCTION CONTRACTS**

In accordance with G.S. 143-128.2 (effective January 1, 2002) these guidelines establish goals for minority participation in single-prime bidding, separate-prime bidding, construction manager at risk, and alternative contracting methods, on State construction projects in the amount of \$300,000 or more. The legislation provides that the State shall have a verifiable ten percent (10%) goal for participation by minority businesses in the total value of work for each project for which a contract or contracts are awarded. These requirements are published to accomplish that end.

## **SECTION A: INTENT**

It is the intent of these guidelines that the State of North Carolina, as awarding authority for construction projects, and the contractors and subcontractors performing the construction contracts awarded shall cooperate and in good faith do all things legal, proper and reasonable to achieve the statutory goal of ten percent (10%) for participation by minority businesses in each construction project as mandated by GS 143-128.2. Nothing in these guidelines shall be construed to require contractors or awarding authorities to award contracts or subcontracts to or to make purchases of materials or equipment from minority-business contractors or minority-business subcontractors who do not submit the lowest responsible, responsive bid or bids.

## **SECTION B: DEFINITIONS**

1. Minority - a person who is a citizen or lawful permanent resident of the United States and who is:
  - a. Black, that is, a person having origins in any of the black racial groups in Africa;
  - b. Hispanic, that is, a person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race;
  - c. Asian American, that is, a person having origins in any of the original peoples of the Far East, Southeast Asia and Asia, the Indian subcontinent, the Pacific Islands;
  - d. American Indian, that is, a person having origins in any of the original peoples of North America; or
  - e. Female
2. Minority Business - means a business:
  - a. In which at least fifty-one percent (51%) is owned by one or more minority persons, or in the case of a corporation, in which at least fifty-one percent (51%) of the stock is owned by one or more minority persons or socially and economically disadvantaged individuals; and
  - b. Of which the management and daily business operations are controlled by one or more of the minority persons or socially and economically disadvantaged individuals who own it.
3. Socially and economically disadvantaged individual - means the same as defined in 15 U.S.C. 637. "Socially disadvantaged individuals are those who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as a member of a group without regard to their individual qualities". "Economically disadvantaged individuals are those socially disadvantaged individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business area who are not socially disadvantaged".
4. Public Entity - means State and all public subdivisions and local governmental units.
5. Owner - The State of North Carolina, through the Agency/Institution named in the contract.
6. Designer - Any person, firm, partnership, or corporation, which has contracted with the State of North Carolina to perform architectural or engineering, work.
7. Bidder - Any person, firm, partnership, corporation, association, or joint venture seeking to be awarded a public contract or subcontract.

8. Contract - A mutually binding legal relationship or any modification thereof obligating the seller to furnish equipment, materials or services, including construction, and obligating the buyer to pay for them.
9. Contractor - Any person, firm, partnership, corporation, association, or joint venture which has contracted with the State of North Carolina to perform construction work or repair.
10. Subcontractor - A firm under contract with the prime contractor or construction manager at risk for supplying materials or labor and materials and/or installation. The subcontractor may or may not provide materials in his subcontract.

## **SECTION C: RESPONSIBILITIES**

1. Office for Historically Underutilized Businesses, Department of Administration (hereinafter referred to as HUB Office).

The HUB Office has established a program, which allows interested persons or businesses qualifying as a minority business under G.S. 143-128.2, to obtain certification in the State of North Carolina procurement system. The information provided by the minority businesses will be used by the HUB Office to:

- a. Identify those areas of work for which there are minority businesses, as requested.
- b. Make available to interested parties a list of prospective minority business contractors and subcontractors.
- c. Assist in the determination of technical assistance needed by minority business contractors.

In addition to being responsible for the certification/verification of minority businesses that want to participate in the State construction program, the HUB Office will:

- (1) Maintain a current list of minority businesses. The list shall include the areas of work in which each minority business is interested.
- (2) Inform minority businesses on how to identify and obtain contracting and subcontracting opportunities through the State Construction Office and other public entities.
- (3) Inform minority businesses of the contracting and subcontracting process for public construction building projects.
- (4) Work with the North Carolina trade and professional organizations to improve the ability of minority businesses to compete in the State construction projects.
- (5) The HUB Office also oversees the minority business program by:
  - a. Monitoring compliance with the program requirements.
  - b. Assisting in the implementation of training and technical assistance programs.
  - c. Identifying and implementing outreach efforts to increase the utilization of minority businesses.
  - d. Reporting the results of minority business utilization to the Secretary of the Department of Administration, the Governor, and the General Assembly.

2. State Construction Office

The State Construction Office will be responsible for the following:

- a. Furnish to the HUB Office a minimum of twenty-one days prior to the bid opening the following:
  - (1) Project description and location;
  - (2) Locations where bidding documents may be reviewed;
  - (3) Name of a representative of the owner who can be contacted during the advertising period to advise who the prospective bidders are;
  - (4) Date, time and location of the bid opening.
  - (5) Date, time and location of prebid conference, if scheduled.
- b. Attending scheduled prebid conference, if necessary, to clarify requirements of the general statutes regarding minority-business participation, including the bidders' responsibilities.

- c. Reviewing the apparent low bidders' statutory compliance with the requirements listed in the proposal, that must be complied with, if the bid is to be considered as responsive, prior to award of contracts. The State reserves the right to reject any or all bids and to waive informalities.
- d. Reviewing of minority business requirements at Preconstruction conference.
- e. Monitoring of contractors' compliance with minority business requirements in the contract documents during construction.
- f. Provide statistical data and required reports to the HUB Office.
- g. Resolve any protest and disputes arising after implementation of the plan, in conjunction with the HUB Office.

### 3. Owner

Before awarding a contract, owner shall do the following:

- a. Develop and implement a minority business participation outreach plan to identify minority businesses that can perform public building projects and to implement outreach efforts to encourage minority business participation in these projects to include education, recruitment, and interaction between minority businesses and non-minority businesses.
- b. Attend the scheduled prebid conference.
- c. At least 10 days prior to the scheduled day of bid opening, notify minority businesses that have requested notices from the public entity for public construction or repair work and minority businesses that otherwise indicated to the Office for Historically Underutilized Businesses an interest in the type of work being bid or the potential contracting opportunities listed in the proposal. The notification shall include the following:
  - 1. A description of the work for which the bid is being solicited.
  - 2. The date, time, and location where bids are to be submitted.
  - 3. The name of the individual within the owner's organization who will be available to answer questions about the project.
  - 4. Where bid documents may be reviewed.
  - 5. Any special requirements that may exist.
- d. Utilize other media, as appropriate, likely to inform potential minority businesses of the bid being sought.
- e. Maintain documentation of any contacts, correspondence, or conversation with minority business firms made in an attempt to meet the goals.
- f. Review, jointly with the designer, all requirements of G.S. 143-128.2(c) and G.S. 143-128.2(f) – (i.e. bidders' proposals for identification of the minority businesses that will be utilized with corresponding total dollar value of the bid and affidavit listing good faith efforts, or affidavit of self-performance of work, if the contractor will perform work under contract by its own workforce) - prior to recommendation of award to the State Construction Office.
- g. Evaluate documentation to determine good faith effort has been achieved for minority business utilization prior to recommendation of award to State Construction Office.
- h. Review prime contractors' pay applications for compliance with minority business utilization commitments prior to payment.
- i. Make documentation showing evidence of implementation of Owner's responsibilities available for review by State Construction Office and HUB Office, upon request

### 4. Designer

Under the single-prime bidding, separate prime bidding, construction manager at risk, or alternative contracting method, the designer will:

- a. Attend the scheduled prebid conference to explain minority business requirements to the prospective bidders.
- b. Assist the owner to identify and notify prospective minority business prime and subcontractors of potential contracting opportunities.
- c. Maintain documentation of any contacts, correspondence, or conversation with minority business firms made in an attempt to meet the goals.
- d. Review jointly with the owner, all requirements of G.S. 143-128.2(c) and G.S. 143-128.2(f) – (i.e. bidders' proposals for identification of the minority businesses that will be utilized with

corresponding total dollar value of the bid and affidavit listing Good Faith Efforts, or affidavit of self-performance of work, if the contractor will perform work under contract by its own workforce) - prior to recommendation of award.

- e. During construction phase of the project, review "MBE Documentation for Contract Payment" – (Appendix E) for compliance with minority business utilization commitments. Submit Appendix E form with monthly pay applications to the owner and forward copies to the State Construction Office.
- f. Make documentation showing evidence of implementation of Designer's responsibilities available for review by State Construction Office and HUB Office, upon request.

5. Prime Contractor(s), CM at Risk, and Its First-Tier Subcontractors

Under the single-prime bidding, the separate-prime bidding, construction manager at risk and alternative contracting methods, contractor(s) will:

- a. Attend the scheduled prebid conference.
- b. Identify or determine those work areas of a subcontract where minority businesses may have an interest in performing subcontract work.
- c. At least ten (10) days prior to the scheduled day of bid opening, notify minority businesses of potential subcontracting opportunities listed in the proposal. The notification will include the following:
  - (1) A description of the work for which the subbid is being solicited.
  - (2) The date, time and location where subbids are to be submitted.
  - (3) The name of the individual within the company who will be available to answer questions about the project.
  - (4) Where bid documents may be reviewed.
  - (5) Any special requirements that may exist, such as insurance, licenses, bonds and financial arrangements.

If there are more than three (3) minority businesses in the general locality of the project who offer similar contracting or subcontracting services in the specific trade, the contractor(s) shall notify three (3), but may contact more, if the contractor(s) so desires.

- d. During the bidding process, comply with the contractor(s) requirements listed in the proposal for minority participation.
- e. Identify on the bid, the minority businesses that will be utilized on the project with corresponding total dollar value of the bid and affidavit listing good faith efforts as required by G.S. 143-128.2(c) and G.S. 143-128.2(f).
- f. Make documentation showing evidence of implementation of PM, CM-at-Risk and First-Tier Subcontractor responsibilities available for review by State Construction Office and HUB Office, upon request.
- g. Upon being named the apparent low bidder, the Bidder shall provide one of the following: (1) an affidavit (Affidavit C) that includes a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total contract price, which is equal to or more than the applicable goal; (2) if the percentage is not equal to the applicable goal, then documentation of all good faith efforts taken to meet the goal. Failure to comply with these requirements is grounds for rejection of the bid and award to the next lowest responsible and responsive bidder.
- h. The contractor(s) shall identify the name(s) of minority business subcontractor(s) and corresponding dollar amount of work on the schedule of values. The schedule of values shall be provided as required in Article 31 of the General Conditions of the Contract to facilitate payments to the subcontractors.
- i. The contractor(s) shall submit with each monthly pay request(s) and final payment(s), "MBE Documentation for Contract Payment" – (Appendix E), for designer's review.
- j. During the construction of a project, at any time, if it becomes necessary to replace a minority business subcontractor, immediately advise the owner, State Construction Office, and the Director of the HUB Office in writing, of the circumstances involved. The prime contractor shall make a good faith effort to replace a minority business subcontractor with another minority business subcontractor.

- k. If during the construction of a project additional subcontracting opportunities become available, make a good faith effort to solicit subbids from minority businesses.
- l. It is the intent of these requirements apply to all contractors performing as prime contractor and first tier subcontractor under construction manager at risk on state projects.

6. Minority Business Responsibilities

While minority businesses are not required to become certified in order to participate in the State construction projects, it is recommended that they become certified and should take advantage of the appropriate technical assistance that is made available. In addition, minority businesses who are contacted by owners or bidders must respond promptly whether or not they wish to submit a bid.

**SECTION 4: DISPUTE PROCEDURES**

It is the policy of this state that disputes that involves a person's rights, duties or privileges, should be settled through informal procedures. To that end, minority business disputes arising under these guidelines should be resolved as governed under G.S. 143-128(g).

**SECTION 5:** These guidelines shall apply upon promulgation on state construction projects. Copies of these guidelines may be obtained from the Department of Administration, State Construction Office, (physical address) 301 North Wilmington Street, Suite 450, NC Education Building, Raleigh, North Carolina, 27601-2827, (mail address) 1307 Mail Service Center, Raleigh, North Carolina, 27699-1307, phone (919) 807-4100, Website: [www.nc-sco.com](http://www.nc-sco.com)

**SECTION 6:** In addition to these guidelines, there will be issued with each construction bid package provisions for contractual compliance providing minority business participation in the state construction program.

## MINORITY BUSINESS CONTRACT PROVISIONS (CONSTRUCTION)

### APPLICATION:

The **Guidelines for Recruitment and Selection of Minority Businesses for Participation in State Construction Contracts** are hereby made a part of these contract documents. These guidelines shall apply to all contractors regardless of ownership. Copies of these guidelines may be obtained from the Department of Administration, State Construction Office, (physical address) 301 North Wilmington Street, Suite 450, NC Education Building, Raleigh, North Carolina, 27601-2827, (mail address) 1307 Mail Service Center, Raleigh, North Carolina, 27699-1307, phone (919) 807-4100, Website: <http://www.nc-sco.com>

### MINORITY BUSINESS SUBCONTRACT GOALS:

The goals for participation by minority firms as subcontractors on this project have been set at 10%.

The bidder must identify on its bid, the minority businesses that will be utilized on the project with corresponding total dollar value of the bid and affidavit (Affidavit A) listing good faith efforts or affidavit (Affidavit B) of self-performance of work, if the bidder will perform work under contract by its own workforce, as required by G.S. 143-128.2(c) and G.S. 143-128.2(f).

The lowest responsible, responsive bidder must provide Affidavit C, that includes a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total contract price, which is equal to or more than the applicable goal.

**OR**

Provide Affidavit D, that includes a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total contract price, **with documentation of Good Faith Effort, if the percentage is not equal to the applicable goal.**

**OR**

Provide Affidavit B, which includes sufficient information for the State to determine that the bidder does not customarily subcontract work on this type project.

**The above information must be provided as required. Failure to submit these documents is grounds for rejection of the bid.**



## **MINIMUM COMPLIANCE REQUIREMENTS:**

All written statements, affidavits or intentions made by the Bidder shall become a part of the agreement between the Contractor and the State for performance of this contract. Failure to comply with any of these statements, affidavits or intentions, or with the minority business Guidelines shall constitute a breach of the contract. A finding by the State that any information submitted either prior to award of the contract or during the performance of the contract is inaccurate, false or incomplete, shall also constitute a breach of the contract. Any such breach may result in termination of the contract in accordance with the termination provisions contained in the contract. It shall be solely at the option of the State whether to terminate the contract for breach.

In determining whether a contractor has made Good Faith Efforts, the State will evaluate all efforts made by the Contractor and will determine compliance in regard to quantity, intensity, and results of these efforts. Good Faith Efforts include:

- (1) Contacting minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor or available on State or local government maintained lists at least 10 days before the bid or proposal date and notifying them of the nature and scope of the work to be performed.
- (2) Making the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bid or proposals are due.
- (3) Breaking down or combining elements of work into economically feasible units to facilitate minority participation.
- (4) Working with minority trade, community, or contractor organizations identified by the Office for Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- (5) Attending any prebid meetings scheduled by the public owner.
- (6) Providing assistance in getting required bonding or insurance or providing alternatives to bonding or insurance for subcontractors.
- (7) Negotiating in good faith with interested minority businesses and not rejecting them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- (8) Providing assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisting minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- (9) Negotiating joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- (10) Providing quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.



## APPENDIX E

### MBE DOCUMENTATION FOR CONTRACT PAYMENTS

Prime Contractor/Architect: \_\_\_\_\_

Address & Phone: \_\_\_\_\_

Project Name: \_\_\_\_\_

Pay Application #: \_\_\_\_\_ Period: \_\_\_\_\_

The following is a list of payments made to Minority Business Enterprises on this project for the above-mentioned period.

| MBE FIRM NAME | * INDICATE<br>TYPE OF<br>MBE | AMOUNT<br>PAID<br>THIS MONTH | TOTAL<br>PAYMENTS TO<br>DATE | TOTAL<br>AMOUNT<br>COMMITTED |
|---------------|------------------------------|------------------------------|------------------------------|------------------------------|
|               |                              |                              |                              |                              |
|               |                              |                              |                              |                              |
|               |                              |                              |                              |                              |
|               |                              |                              |                              |                              |
|               |                              |                              |                              |                              |
|               |                              |                              |                              |                              |

\*Minority categories: Black, African American (B), Hispanic (H), Asian American (A), American Indian (I), Female (F), Social and Economically Disadvantage (D)

Date: \_\_\_\_\_ Approved/Certified By: \_\_\_\_\_

Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

**SUBMIT WITH EACH PAY REQUEST & FINAL PAYMENT**

STATE OF NORTH CAROLINA  
COUNTY SALES AND USE TAX REPORT  
SUMMARY TOTALS AND CERTIFICATION

CONTRACTOR: \_\_\_\_\_ Page 1 of \_\_\_\_\_

PROJECT: \_\_\_\_\_ FOR PERIOD: \_\_\_\_\_

|                   | TOTAL FOR<br>COUNTY OF: | TOTAL FOR<br>COUNTY OF: | TOTAL FOR<br>COUNTY OF: | TOTAL FOR<br>COUNTY OF: | TOTAL FOR<br>COUNTY OF: | TOTAL<br>ALL COUNTIES |
|-------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-----------------------|
| CONTRACTOR        |                         |                         |                         |                         |                         |                       |
| SUBCONTRACTOR(S)* |                         |                         |                         |                         |                         |                       |
| COUNTY TOTAL      |                         |                         |                         |                         |                         |                       |

\* Attach subcontractor(s) report(s)  
\*\* Must balance with Detail Sheet(s)

I certify that the above figures do not include any tax paid on supplies, tools and equipment which were used to perform this contract and only includes those building materials, supplies, fixtures and equipment which actually became a part of or annexed to the building or structure. I certify that, to the best of my knowledge, the information provided here is true, correct, and complete.

Sworn to and subscribed before me,

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
\_\_\_\_\_  
Signed

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_  
\_\_\_\_\_  
Print or Type Name of Above

Seal  
NOTE:  
This certified statement may be subject to audit.





TO OWNER: PROJECT:

APPLICATION NO:

Distribution to:

☐ OWNER

☐ ARCHITECT

☐ CONTRACTOR

☐

☐

PERIOD TO:

VIA ARCHITECT:

FROM CONTRACTOR:

PROJECT NO:

CONTRACT FOR:

CONTRACT DATE:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM \$
2. Net change by Change Orders \$
3. CONTRACT SUM TO DATE (Line 1 ± 2) \$
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$
5. RETAINAGE:

a. % of Completed Work (Column D + E - F on G703)

b. % of Stored Material (Column F on G703)

Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) \$
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$
8. CURRENT PAYMENT DUE \$
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$

| CHANGE ORDER SUMMARY                               | ADDITIONS | DEDUCTIONS |
|--|-----------|------------|
| Total changes approved in previous months by Owner |           |            |
| Total approved this Month                          |           |            |
| TOTALS   |           |            |
| NET CHANGES by Change Order                        |           |            |

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: Date  
State of: North Carolina County of: New Hanover  
Subscribed and sworn before this day of 2009  
Notary Public:  
My Commission expires:

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... \$  
(Attach explanation if amount certified differs from the amount applied. Initial a Application and onthe Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: Date:

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract

ACCEPTED BY OWNER:

The review and acceptance of this estimate does not attest to the correctness of the quantities shown or that the work has been performed in accordance with the contract documents.

BY:   
TITLE:   
DATE:

CONTRACT TIME

ORIGINAL (DAYS)

STARTING DATE

REVISED ON SCHEDULE - YES NO

REMAINING

PROJECTED COMPLETION

## PAGE OF PAGES

APPLICATION NO:

APPLICATION DATE:

APPLICATION DATE:

PERIOD TO:

PERIOD TO:

ARCHITECT'S PROJECT NO:

[illegible]



CONSENT OF SURETY

COMPANY TO FINAL

PAYMENT

For Use with State of North Carolina Projects

Owner ☐

Designer ☐

Contractor ☐ SCO ID # \_\_\_\_\_

Surety ☐

Other ☐

PROJECT Name & Location: \_\_\_\_\_

TO: (OWNER)

CONTRACT FOR:

CONTRACT DATE:

CONTRACTOR:

In accordance with the provisions of the contract between the owner and the contractor as indicated above, the (here insert name and address of surety company)

SURETY COMPANY

on bond of (here insert name and address of contractor)

CONTRACTOR

hereby approves of the final payment to the contractor, and agrees that final payment to the contractor shall not relieve the surety company of any of its obligations to (here insert name and address of owner)

OWNER

as set forth in said surety company's bond.

IN WITNESS WHEREOF,  
the surety company has hereunto set its hand this      day of 20

\_\_\_\_\_  
Surety Company

\_\_\_\_\_  
Signature of Authorized  
Representative

Attest:

\_\_\_\_\_  
Title

(Visible Seal):



## SECTION 316

CONTRACTOR'S

AFFIDAVIT OF

RELEASE OF LIENS

Owner ☐

Designer ☐

Contractor ☐ Code \_\_\_\_\_ Item \_\_\_\_\_

Surety ☐

Other ☐

For Use with State of North Carolina Projects

TO: (OWNER)

CONTRACT FOR:

CONTRACT DATE:

SCO PROJECT ID:

PROJECT INFORMATION:  
(Name & Location)

State of:

County of:

The undersigned, pursuant to Article 36 of the General Conditions of the Contract, hereby certifies that to the best of his knowledge, information and belief, the Releases or Waivers of Lien attached hereto include the contractor, all subcontractors, all suppliers of materials and equipment, and all performers of work, labor or services who have or may have liens against any property of the owner arising in any manner out of the performance of the contract referenced above.

SUPPORTING DOCUMENTS

ATTACHED HERETO:

CONTRACTOR:

Address:

By

Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signature Notary Public:

Printed Name of Notary Public:

My Commission Expires:



**CONTRACTOR'S**

**AFFIDAVIT OF PAYMENT**

**OF DEBTS AND CLAIMS**

Owner ☐

Designer ☐

Contractor ☐ Code \_\_\_\_\_ Item \_\_\_\_\_

Surety ☐

Other ☐

For Use with State of North Carolina Projects

TO (OWNER)

CONTRACT FOR:

CONTRACT DATE:

PROJECT INFORMATION:

Name & Location:

State of: \_\_\_\_\_

County of: \_\_\_\_\_

The undersigned, pursuant to Article 36 of the General Conditions of the Contract, hereby certifies that, he has paid in full or has otherwise satisfied all obligations for all materials and equipment furnished, for all work, labor and services performed, and for all known indebtedness and claims against the contractor for damages arising in any manner in connection with the performance of the contract referenced above for which the owner or his property might in any way be held responsible.

SUPPORTING DOCUMENTS ATTACHED HERETO:

1. Consent of Surety to Final Payment. Whenever surety is involved, Consent of Surety is required. Indicate attachment: (yes ) (no ).

The following supporting documents should be attached hereto if required by the owner:

- a. Contractor's Release or Waiver of Liens, conditional upon receipt of final payment.
- b. Separate Releases or Waivers of Liens from subcontractors and material and equipment suppliers to the extent required by the owner, accompanied by a list thereof.
- c. Contractor's Affidavit of Release of Liens.

CONTRACTOR:

Address:

By:

Subscribed and sworn to before me this \_\_\_ day of \_\_\_\_\_ 20\_\_

Signature of Notary Public:

Printed Name of Notary Public:

My Commission Expires:



## FORM OF PROPOSAL

Institutional Support Services Building

Generator Replacement

Coastal Carolina Community College

SCO ID#: 24-28038-01A

Contract: General

Bidder: \_\_\_\_\_

Date: \_\_\_\_\_

The undersigned, as bidder, hereby declares that the only person or persons interested in this proposal as principal or principals is or are named herein and that no other person than herein mentioned has any interest in this proposal or in the contract to be entered into; that this proposal is made without connection with any other person, company or parties making a bid or proposal; and that it is in all respects fair and in good faith without collusion or fraud. The bidder further declares that he has examined the site of the work and the contract documents relative thereto and has read all special provisions furnished prior to the opening of bids; that he has satisfied himself relative to the work to be performed. The bidder further declares that he and his subcontractors have fully complied with NCGS 64, Article 2 in regard to E-Verification as required by Section 2.(c) of Session Law 2013-418, codified as N.C. Gen. Stat. § 143-129(j).

The Bidder proposes and agrees if this proposal is accepted to contract with the

**Coastal Carolina Community College**

in the form of contract specified below, to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation and labor necessary to complete the construction of

**Institutional Support Services Building  
Generator Replacement**

in full in complete accordance with the plans, specifications and contract documents, to the full and entire satisfaction of Coastal Carolina Community College and Bowman Murray Hemingway Architects with a definite understanding that no money will be allowed for extra work except as set forth in the General Conditions and the contract documents, for the sum of:

**SINGLE PRIME CONTRACT:**

**TOTAL BASE BID:**

\_\_\_\_\_ Dollars(\$)

General Subcontractor:

Plumbing Subcontractor:

\_\_\_\_\_ Lic \_\_\_\_\_

\_\_\_\_\_ Lic \_\_\_\_\_

Mechanical Subcontractor:

Electrical Subcontractor:

\_\_\_\_\_ Lic \_\_\_\_\_

\_\_\_\_\_ Lic \_\_\_\_\_

GS143-128(d) requires all single prime bidders to identify their subcontractors for the above subdivisions of work. A contractor whose bid is accepted shall not substitute any person as subcontractor in the place of the subcontractor listed in the original bid, except (i) if the listed subcontractor's bid is later determined by the contractor to be non-responsible or non-responsive or the listed subcontractor refuses to enter into a contract for the complete performance of the bid work, or (ii) with the approval of the awarding authority for good cause shown by the contractor.

**ALTERNATES:**

Should any of the alternates as described in the contract documents be accepted, the amount written below shall be the amount to be "added to" or "deducted from" the base bid.

**GENERAL CONTRACT:**

Alternate No. 1 :

(Add)

Dollars(\$)

**MINORITY BUSINESS PARTICIPATION REQUIREMENTS**

Provide with the bid - Under GS 143-128.2(c) the undersigned bidder shall identify **on its bid** (Identification of Minority Business Participation Form) the minority businesses that it will use on the project with the total dollar value of the bids that will be performed by the minority businesses. **Also** list the good faith efforts (Affidavit **A**) made to solicit minority participation in the bid effort.

**NOTE:** A contractor that performs all of the work with its own workforce may submit an Affidavit (**B**) to that effect in lieu of Affidavit (**A**) required above. The MB Participation Form must still be submitted even if there is zero participation.

After the bid opening - The Owner will consider all bids and alternates and determine the lowest responsible, responsive bidder. Upon notification of being the apparent low bidder, the bidder shall then file within 72 hours of the notification of being the apparent lowest bidder, the following:

An Affidavit (**C**) that includes a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total contract price, which is equal to or more than the 10% goal established. This affidavit shall give rise to the presumption that the bidder has made the required good faith effort and Affidavit **D** is not necessary;

**\* OR \***

If less than the 10% goal, Affidavit (**D**) of its good faith effort to meet the goal shall be provided. The document must include evidence of all good faith efforts that were implemented, including any advertisements, solicitations and other specific actions demonstrating recruitment and selection of minority businesses for participation in the contract.

**Note:** Bidders must always submit **with their bid** the Identification of Minority Business Participation Form listing all MB contractors, vendors and suppliers that will be used. If there is no MB participation, then enter none or zero on the form. Affidavit **A** **or** Affidavit **B**, as applicable, also must be submitted with the bid. Failure to file a required affidavit or documentation with the bid or after being notified apparent low bidder is grounds for rejection of the bid.



**Proposal Signature Page**

The undersigned further agrees that in the case of failure on his part to execute the said contract and the bonds within ten (10) consecutive calendar days after being given written notice of the award of contract, the certified check, cash or bid bond accompanying this bid shall be paid into the funds of the owner's account set aside for the project, as liquidated damages for such failure; otherwise the certified check, cash or bid bond accompanying this proposal shall be returned to the undersigned.

Respectfully submitted this day of \_\_\_\_\_

\_\_\_\_\_  
(Name of firm or corporation making bid)

WITNESS:

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
(Proprietorship or Partnership)

Name: \_\_\_\_\_  
Print or type

Title \_\_\_\_\_  
(Owner/Partner/Pres./V.Pres)

Address \_\_\_\_\_

ATTEST:

\_\_\_\_\_

By: \_\_\_\_\_

License No. \_\_\_\_\_

Title: \_\_\_\_\_  
(Corp. Sec. or Asst. Sec. only)

Federal I.D. No. \_\_\_\_\_

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

(CORPORATE SEAL)

Addendum received and used in computing bid:

Addendum No. 1 \_\_\_\_\_ Addendum No. 3 \_\_\_\_\_ Addendum No. 5 \_\_\_\_\_ Addendum No. 6 \_\_\_\_\_

Addendum No. 2 \_\_\_\_\_ Addendum No. 4 \_\_\_\_\_ Addendum No. 6 \_\_\_\_\_ Addendum No. 7 \_\_\_\_\_







# State of North Carolina AFFIDAVIT A – Listing of Good Faith Efforts

County of \_\_\_\_\_

(Name of Bidder)

Affidavit of \_\_\_\_\_

I have made a good faith effort to comply under the following areas checked:

**Bidders must earn at least 50 points from the good faith efforts listed for their bid to be considered responsive.** (1 NC Administrative Code 30 I.0101)

- ☐ **1 – (10 pts)** Contacted minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor, or available on State or local government maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.
- ☐ **2 --(10 pts)** Made the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bids are due.
- ☐ **3 – (15 pts)** Broken down or combined elements of work into economically feasible units to facilitate minority participation.
- ☐ **4 – (10 pts)** Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- ☐ **5 – (10 pts)** Attended prebid meetings scheduled by the public owner.
- ☐ **6 – (20 pts)** Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.
- ☐ **7 – (15 pts)** Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- ☐ **8 – (25 pts)** Provided assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- ☐ **9 – (20 pts)** Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- ☐ **10 - (20 pts)** Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

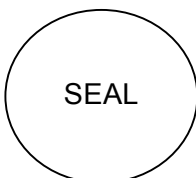
The undersigned, if apparent low bidder, will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon scope of contract to be executed with the Owner. Substitution of contractors must be in accordance with GS143-128.2(d) Failure to abide by this statutory provision will constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of the minority business commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: \_\_\_\_\_ Name of Authorized Officer: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_



State of \_\_\_\_\_, County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Notary Public \_\_\_\_\_

My commission expires \_\_\_\_\_



# State of North Carolina --AFFIDAVIT B-- Intent to Perform Contract with Own Workforce.

County of \_\_\_\_\_

Affidavit of \_\_\_\_\_

(Name of Bidder)

I hereby certify that it is our intent to perform 100% of the work required for the \_\_\_\_\_

\_\_\_\_\_ contract.

(Name of Project)

In making this certification, the Bidder states that the Bidder does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform all elements of the work on this project with his/her own current work forces; and

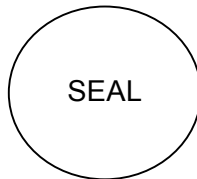
The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement. The Bidder agrees to make a Good Faith Effort to utilize minority suppliers where possible.

The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Bidder to the commitments herein contained.

Date: \_\_\_\_\_ Name of Authorized Officer: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_



State of \_\_\_\_\_, County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Notary Public \_\_\_\_\_

My commission expires \_\_\_\_\_





SEAL

Do not submit with bid Do not submit with bid Do not submit with bid Do not submit with bid

# State of North Carolina - AFFIDAVIT C - Portion of the Work to be Performed by HUB Certified/Minority Businesses

County of \_\_\_\_\_

(Note this form is to be submitted only by the apparent lowest responsible, responsive bidder.)

If the portion of the work to be executed by HUB certified/minority businesses as defined in GS143-128.2(g) and 128.4(a),(b),(e) is equal to or greater than 10% of the bidders total contract price, then the bidder must complete this affidavit.

This affidavit shall be provided by the apparent lowest responsible, responsive bidder within **72 hours** after notification of being low bidder.

Affidavit of \_\_\_\_\_ I do hereby certify that on the  
(Name of Bidder)

(Project Name)  
Project ID# \_\_\_\_\_ Amount of Bid \$ \_\_\_\_\_

I will expend a minimum of \_\_\_\_\_ % of the total dollar amount of the contract with minority business enterprises. Minority businesses will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below. Attach additional sheets if required

| Name and Phone Number | *Minority Category | **HUB Certified Y/N | Work Description | Dollar Value |
|-----------------------|--------------------|---------------------|------------------|--------------|
|                       |                    |                     |                  |              |
|                       |                    |                     |                  |              |
|                       |                    |                     |                  |              |
|                       |                    |                     |                  |              |
|                       |                    |                     |                  |              |
|                       |                    |                     |                  |              |
|                       |                    |                     |                  |              |

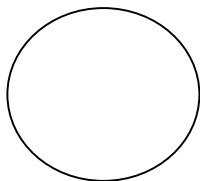
\*Minority categories: Black, African American (**B**), Hispanic (**H**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**D**)

**\*\* HUB Certification with the state HUB Office required to be counted toward state participation goals.**

Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: \_\_\_\_\_ Name of Authorized Officer: \_\_\_\_\_



Signature: \_\_\_\_\_

Title: \_\_\_\_\_

State of \_\_\_\_\_, County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Notary Public \_\_\_\_\_

My commission expires \_\_\_\_\_



# State of North Carolina AFFIDAVIT D – Good Faith Efforts

County of \_\_\_\_\_

(Note this form is to be submitted only by the apparent lowest responsible, responsive bidder.)

If the goal of 10% participation by HUB Certified/ minority business **is not** achieved, the Bidder shall provide the following documentation to the Owner of his good faith efforts:

Affidavit of \_\_\_\_\_ I do hereby certify that on the \_\_\_\_\_  
(Name of Bidder)

Project ID# \_\_\_\_\_ (Project Name) Amount of Bid \$ \_\_\_\_\_

I will expend a minimum of \_\_\_\_\_% of the total dollar amount of the contract with HUB certified/ minority business enterprises. Minority businesses will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below. (Attach additional sheets if required)

| Name and Phone Number | *Minority Category | **HUB Certified Y/N | Work Description | Dollar Value |
|-----------------------|--------------------|---------------------|------------------|--------------|
|                       |                    |                     |                  |              |
|                       |                    |                     |                  |              |
|                       |                    |                     |                  |              |
|                       |                    |                     |                  |              |
|                       |                    |                     |                  |              |

\*Minority categories: Black, African American (**B**), Hispanic (**H**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**D**)

**\*\* HUB Certification with the state HUB Office required to be counted toward state participation goals.**

**Examples** of documentation that may be required to demonstrate the Bidder's good faith efforts to meet the goals set forth in these provisions include, but are not necessarily limited to, the following:

- Copies of solicitations for quotes to at least three (3) minority business firms from the source list provided by the State for each subcontract to be let under this contract (if 3 or more firms are shown on the source list). Each solicitation shall contain a specific description of the work to be subcontracted, location where bid documents can be reviewed, representative of the Prime Bidder to contact, and location, date and time when quotes must be received.
- Copies of quotes or responses received from each firm responding to the solicitation.
- A telephone log of follow-up calls to each firm sent a solicitation.
- For subcontracts where a minority business firm is not considered the lowest responsible sub-bidder, copies of quotes received from all firms submitting quotes for that particular subcontract.
- Documentation of any contacts or correspondence to minority business, community, or contractor organizations in an attempt to meet the goal.
- Copy of pre-bid roster
- Letter documenting efforts to provide assistance in obtaining required bonding or insurance for minority business.
- Letter detailing reasons for rejection of minority business due to lack of qualification.
- Letter documenting proposed assistance offered to minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letter of credit, including waiving credit that is ordinarily required.

Failure to provide the documentation as listed in these provisions may result in rejection of the bid and award to the next lowest responsible and responsive bidder.

Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

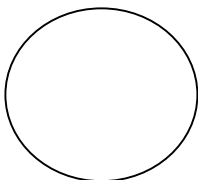
SEAL Do not submit with the bid Do not submit with the bid Do not submit with the bid Do not submit with the bid Do not submit with the bid

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: \_\_\_\_\_ Name of Authorized Officer: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_



State of \_\_\_\_\_, County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Notary Public \_\_\_\_\_

My commission expires \_\_\_\_\_

## FORM OF BID BOND

KNOW ALL MEN BY THESE PRESENTS THAT \_\_\_\_\_

\_\_\_\_\_ as  
principal, and \_\_\_\_\_, as surety, who is  
duly licensed to act as surety in North Carolina, are held and firmly bound unto the State of  
North Carolina\* through \_\_\_\_\_ as  
obligee, in the penal sum of \_\_\_\_\_ DOLLARS, lawful money of  
the United States of America, for the payment of which, well and truly to be made, we bind  
ourselves, our heirs, executors, administrators, successors and assigns, jointly and  
severally, firmly by these presents.

Signed, sealed and dated this \_\_\_\_ day of \_\_\_\_ 20\_\_

WHEREAS, the said principal is herewith submitting proposal for  
and the principal desires to file this bid bond in lieu of making  
the cash deposit as required by G.S. 143-129.

NOW, THEREFORE, THE CONDITION OF THE ABOVE OBLIGATION is such, that  
if the principal shall be awarded the contract for which the bid is submitted and shall  
execute the contract and give bond for the faithful performance thereof within ten days after  
the award of same to the principal, then this obligation shall be null and void; but if the  
principal fails to so execute such contract and give performance bond as required by G.S.  
143-129, the surety shall, upon demand, forthwith pay to the obligee the amount set forth in  
the first paragraph hereof. Provided further, that the bid may be withdrawn as provided by  
G.S. 143-129.1

\_\_\_\_\_(SEAL)

\_\_\_\_\_(SEAL)

\_\_\_\_\_(SEAL)

\_\_\_\_\_(SEAL)

\_\_\_\_\_(SEAL)



## FORM OF CONSTRUCTION CONTRACT

(ALL PRIME CONTRACTS)

THIS AGREEMENT, made the \_\_\_\_\_ day of \_\_\_\_\_ in the year of  
20\_\_ by \_\_\_\_\_ and \_\_\_\_\_ between \_\_\_\_\_  
hereinafter called the Party of the First Part and the  
\_\_\_\_\_ hereinafter called the  
Party of the Second Part.

### WITNESSETH:

That the Party of the First Part and the Party of the Second Part for the consideration herein named agree as follows:

1. Scope of Work: The Party of the First Part shall furnish and deliver all of the materials, and perform all of the work in the manner and form as provided by the following enumerated plans, specifications and documents, which are attached hereto and made a part thereof as if fully contained herein: advertisement; Instructions to Bidders; General Conditions; Supplementary General Conditions; specifications; accepted proposal; contract; performance bond; payment bond; power of attorney; workmen's compensation; public liability; property damage and builder's risk insurance certificates; approval of attorney general; certificate by the Office of State Budget and Management, and drawings, titled:

Consisting of the following sheets:

Dated: \_\_\_\_\_ and the following addenda:

|                    |              |                    |              |
|--------------------|--------------|--------------------|--------------|
| Addendum No. _____ | Dated: _____ | Addendum No. _____ | Dated: _____ |
| Addendum No. _____ | Dated: _____ | Addendum No. _____ | Dated: _____ |
| Addendum No. _____ | Dated: _____ | Addendum No. _____ | Dated: _____ |
| Addendum No. _____ | Dated: _____ | Addendum No. _____ | Dated: _____ |

2. That the Party of the First Part shall commence work to be performed under this agreement on a date to be specified in a written order of the Party of the Second Part and shall fully complete all work hereunder within \_\_\_\_\_ consecutive calendar days

from said date. For each day in excess thereof, liquidated damages shall be as stated in Supplementary General Conditions. The Party of the First Part, as one of the considerations for the awarding of this contract, shall furnish to the Party of the Second Part a construction schedule setting forth planned progress of the project broken down by the various divisions or part of the work and by calendar days as outlined in Article 14 of the General Conditions of the Contract.

3. The Party of the Second Part hereby agrees to pay to the Party of the First Part for the faithful performance of this agreement, subject to additions and deductions as provided in the specifications or proposal, in lawful money of the United States as follows:

\_\_\_\_\_  
\_\_\_\_\_. (\$ \_\_\_\_\_).

Summary of Contract Award:

4. In accordance with Article 31 and Article 32 of the General Conditions of the Contract, the Party of the Second Part shall review, and if approved, process the Party of the First Party's pay request within 30 days upon receipt from the Designer. The Party of the Second Part, after reviewing and approving said pay request, shall make payments to the Party of the First Part on the basis of a duly certified and approved estimate of work performed during the preceding calendar month by the First Party, less five percent (5%) of the amount of such estimate which is to be retained by the Second Party until all work has been performed strictly in accordance with this agreement and until such work has been accepted by the Second Party. The Second Party may elect to waive retainage requirements after 50 percent of the work has been satisfactorily completed on schedule as referred to in Article 31 of the General Conditions.

5. Upon submission by the First Party of evidence satisfactory to the Second Party that all payrolls, material bills and other costs incurred by the First Party in connection with the construction of the work have been paid in full, final payment on account of this agreement shall be made within thirty (30) days after the completion by the First Party of all work covered by this agreement and the acceptance of such work by the Second Party.

6. It is further mutually agreed between the parties hereto that if at any time after the execution of this agreement and the surety bonds hereto attached for its faithful performance, the Second Party shall deem the surety or sureties upon such bonds to be unsatisfactory, or if, for any reason, such bonds cease to be adequate to cover the performance of the work, the First Party shall, at its expense, within five (5) days after the receipt of notice from the Second Party so to do, furnish an additional bond or bonds in such form and amount, and with such surety or sureties as shall be satisfactory to the Second Party. In such event no further payment to the First Party shall be deemed to be due under this agreement until such new or additional security for the faithful performance of the work shall be furnished in manner and form satisfactory to the Second Party.

7. The Party of the First Part attest that it and all of its subcontractors have fully complied with all requirements of NCGS 64 Article 2 in regards to E-Verification as required by Section 2.(c) of Session Law 2013-418, codified as N.C. Gen. Stat. § 143-129(j).



IN WITNESS WHEREOF, the Parties hereto have executed this agreement on the day and date first above written in \_\_\_\_\_ counterparts, each of which shall without proof or accounting for other counterparts, be deemed an original contract.

Witness:

\_\_\_\_\_  
Contractor: (Trade or Corporate Name)

\_\_\_\_\_  
(Proprietorship or Partnership)

By: \_\_\_\_\_

Title: \_\_\_\_\_  
(Owner, Partner, or Corp. Pres. or Vice Pres. only)

Attest: (Corporation)

By: \_\_\_\_\_

Title: \_\_\_\_\_  
(Corp. Sec. or Asst. Sec. only)

(CORPORATE SEAL)

\_\_\_\_\_  
(Agency, Department or Institution)

Witness:

\_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_



## FORM OF PERFORMANCE BOND

Date of Contract: \_\_\_\_\_

Date of Execution: \_\_\_\_\_

Name of Principal  
(Contractor) \_\_\_\_\_

Name of Surety: \_\_\_\_\_

Name of Contracting  
Body: \_\_\_\_\_

Amount of Bond: \_\_\_\_\_

Project \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS, that we, the principal and surety above named, are held and firmly bound unto the above named contracting body, hereinafter called the contracting body, in the penal sum of the amount stated above for the payment of which sum well and truly to be made, we bind, ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the principal entered into a certain contract with the contracting body, identified as shown above and hereto attached:

NOW, THEREFORE, if the principal shall well and truly perform and fulfill all the undertakings, covenants, terms, conditions and agreements of said contract during the original term of said contract and any extensions thereof that may be granted by the contracting body, with or without notice to the surety, and during the life of any guaranty required under the contract, and shall also well and truly perform and fulfill all the undertakings, covenants, terms, conditions and agreements of any and all duly authorized modifications of said contract that may hereafter be made, notice of which modifications to the surety being hereby waived, then, this obligation to be void; otherwise to remain in full force and virtue.

IN WITNESS WHEREOF, the above-bounden parties have executed this instrument under their several seals on the date indicated above, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

Executed in \_\_\_\_\_ counterparts.

Witness:

\_\_\_\_\_  
(Proprietorship or Partnership)

Attest: (Corporation)

By: \_\_\_\_\_

Title: \_\_\_\_\_  
(Corp. Sec. or Asst. Sec. only)

(Corporate Seal)

Witness:

\_\_\_\_\_

Countersigned:

\_\_\_\_\_

\_\_\_\_\_  
(N.C. Licensed Resident Agent)

\_\_\_\_\_

\_\_\_\_\_  
Name and Address-Surety Agency

\_\_\_\_\_

\_\_\_\_\_  
Surety Company Name and N.C.  
Regional or Branch Office Address

\_\_\_\_\_  
Contractor: (Trade or Corporate Name)

By: \_\_\_\_\_

Title: \_\_\_\_\_  
(Owner, Partner, or Corp. Pres. or Vice  
Pres. only)

\_\_\_\_\_  
(Surety Company)

By: \_\_\_\_\_

Title: \_\_\_\_\_  
(Attorney in Fact)

(Surety Corporate Seal)

## FORM OF PAYMENT BOND

Date of Contract: \_\_\_\_\_

Date of Execution: \_\_\_\_\_

Name of Principal  
(Contractor) \_\_\_\_\_

Name of Surety: \_\_\_\_\_

Name of Contracting  
Body: \_\_\_\_\_

Amount of Bond: \_\_\_\_\_

Project \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS, that we, the principal and surety above named, are held and firmly bound unto the above named contracting body, hereinafter called the contracting body, in the penal sum of the amount stated above for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the principal entered into a certain contract with the contracting body identified as shown above and hereto attached:

NOW, THEREFORE, if the principal shall promptly make payment to all persons supplying labor/material in the prosecution of the work provided for in said contract, and any and all duly authorized modifications of said contract that may hereafter be made, notice of which modifications to the surety being hereby waived, then this obligation to be void; otherwise to remain in full force and virtue.

IN WITNESS WHEREOF, the above-bounden parties have executed this instrument under their several seals on the date indicated above, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

Executed in \_\_\_\_\_ counterparts.

Witness:

\_\_\_\_\_  
(Proprietorship or Partnership)

Attest: (Corporation)

By: \_\_\_\_\_

Title: \_\_\_\_\_  
(Corp. Sec. or Asst. Sec.. only)

(Corporate Seal)

Witness:

\_\_\_\_\_

Countersigned:

\_\_\_\_\_

\_\_\_\_\_  
(N.C. Licensed Resident Agent)

\_\_\_\_\_

\_\_\_\_\_  
Name and Address-Surety Agency

\_\_\_\_\_

\_\_\_\_\_  
Surety Company Name and N.C.  
Regional or Branch Office Address

\_\_\_\_\_  
Contractor: (Trade or Corporate Name)

By: \_\_\_\_\_

Title \_\_\_\_\_  
(Owner, Partner, or Corp. Pres. or Vice  
Pres. only)

\_\_\_\_\_  
(Surety Company)

By: \_\_\_\_\_

Title: \_\_\_\_\_  
(Attorney in Fact)

(Surety Corporate Seal)

## Sheet for Attaching Power of Attorney

## Sheet for Attaching Insurance Certificates



## APPROVAL OF THE ATTORNEY GENERAL

**CERTIFICATION BY THE OFFICE OF STATE  
BUDGET AND MANAGEMENT**

Provision for the payment of money to fall due and payable by the

---

under this agreement has been provided for by allocation made and is available for the purpose of carrying out this agreement.

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Signed \_\_\_\_\_  
Budget Officer

## SECTION 011000 - SUMMARY

### PART 1 - GENERAL

#### 1.1 WORK COVERED BY CONTRACT DOCUMENTS:

- A. Project Identification: Project includes the following:
  - 1. Project Scope: The project includes the installation of natural gas-fueled engine-generator sets to provide standby power for the Institutional Support Services building on the campus of Coastal Carolina Community College.
  - 2. Project Location: Jacksonville, North Carolina
  - 3. Owner: Coastal Carolina Community College
- B. Architect Identification: The Project Contract Documents, dated April 16, 2025, were prepared for Coastal Carolina Community College by Bowman Murray Hemingway Architects, PC, 514 Market Street, Wilmington, NC 28401.
- C. The contract documents for this project include the following:
  - 1. Specifications –Architectural, Plumbing, and Electrical
  - 2. Drawings – Architectural, Plumbing, and Electrical,

#### 1.2 USE OF PREMISES

- A. General: The Contractor shall coordinate use of the building and parking areas with the Owner's representative. Contractor staging area is delineated on sheet A1.0. The college will make special provisions for prearranged deliveries to the building to occur through parking lot P4.
- B. Working Hours: Normal working hours shall be unrestricted: Work that interrupts students' needs will be stopped upon project manager(s)' request. The College's class schedule will not be modified for this project. All work must comply with the local noise ordinance.

#### 1.3 PROJECT SIGN: NOT REQUIRED.

END OF SECTION 011000



## SECTION 012500-PRODUCT SUBSTITUTIONS (PRIOR TO BID)

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division-1 Specification Sections, apply to this Section.
- B. This section is to be used in strict accordance with substitution criteria of Division 01 and limitations to substitution set within individual specification sections.

#### 1.2 SUMMARY

- A. This Section specifies administrative and procedural requirements for handling requests for substitutions made prior to the receipt of bids for the project.
- B. The Contractor's Construction Schedule and the Schedule of Submittals are included under Section "Submittals."
- C. Standards: Refer to Section "Definitions and Standards" for applicability of industry standards to products specified.
- D. Procedural requirements governing the Contractor's selection of products and product options are included under Section "Product Requirements."

#### 1.3 DEFINITIONS

- A. Definitions used in this Article are not intended to change or modify the meaning of other terms used in the Contract Documents.
- B. Products: Items purchased for incorporating into the Work, whether purchased for Project or taken from previously purchased stock. The term "product" includes the terms "material," "equipment," "system," and terms of similar intent.
  - 1. Named Products: Items identified by manufacturer's product name, including make or model number or other designation, shown or listed in manufacturer's published product literature, that is current as of date of the Contract Documents.
  - 2. New Products: Items that have not previously been incorporated into another project or facility, except those products consisting of recycled-content materials are allowed, unless explicitly stated otherwise. Products salvaged or recycled from other projects are not considered new products.
  - 3. Comparable Product: Product that is demonstrated and approved through submittal process, or where indicated as a product substitution, to have the indicated qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics that equal or exceed those of specified product.

- C. Substitutions: Requests for changes in products, materials, equipment, and methods of construction required by Contract Documents proposed by the Contractor. The following are considered substitutions:
  - 1. Substitutions requested during bidding and accepted five (5) days prior to the receipt of Bids for the Project.
  - 2. Revisions to Contract Documents requested by the Owner and/or Architect.
  - 3. Specified options of products and construction methods included in the Contract Documents are no longer or not readily available.
  - 4. Changes required due to compliance with governing regulations and orders issued by governing authorities.
- D. Manufacturer's Warranty: Preprinted written warranty published by individual manufacturer for a particular product and specifically endorsed by manufacturer to Owner.
- E. Special Warranty: Written warranty required by or incorporated into the Contract Documents, either to extend time limit provided by manufacturer's warranty or to provide more rights for Owner.

#### 1.4 SUBMITTALS

- A. Substitution Requests: Submit three copies of each request for consideration a minimum of 10 days prior to bid due date. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.

#### 1.5 SUBSTITUTION REQUEST FORM: USE FORM PROVIDED AT END OF THIS SECTION.

- A. Documentation: Show compliance with requirements for substitutions and the following, as applicable:
  - 1. Delete requirements below that are unnecessary or included in the Supplementary Conditions. Revise retained subparagraphs to suit Project.
  - 2. Statement indicating why specified material or product cannot be provided.
  - 3. Coordination information, including a list of changes or modifications needed to other parts of the Work and to construction performed by Owner and separate contractors, that will be necessary to accommodate proposed substitution.
  - 4. Detailed comparison of significant qualities of proposed substitution with those of the Work specified. Significant qualities may include attributes such as performance, weight, size, durability, visual effect, and specific features and requirements indicated.
  - 5. Product Data, including drawings and descriptions of products and fabrication and installation procedures.
  - 6. Samples, where applicable or requested.
  - 7. List of similar installations for completed projects with project names and addresses and names and addresses of architects and owners.
  - 8. Material test reports from a qualified testing agency indicating and interpreting test results for compliance with requirements indicated.
  - 9. Research/evaluation reports evidencing compliance with building code in effect for Project, from a model code organization acceptable to authorities having jurisdiction.

10. Detailed comparison of Contractor's Construction Schedule using proposed substitution with products specified for the Work, including effect on the overall Contract Time. If specified product or method of construction cannot be provided within the Contract Time, include letter from manufacturer, on manufacturer's letterhead, stating lack of availability or delays in delivery.
  11. Cost information, including a proposal of change, if any, in the Contract Sum.
  12. Contractor's certification that proposed substitution complies with requirements in the Contract Documents and is appropriate for applications indicated.
  13. Contractor's waiver of rights to additional payment or time that may subsequently become necessary because of failure of proposed substitution to produce indicated results.
- B. Architect's Action: If necessary, the Architect will request additional information or documentation necessary for evaluation of the request. Upon receipt of the request, or receipt of the additional information or documentation, whichever is later, the Architect will evaluate material for acceptance or rejection of the proposed substitution. If a decision on use of a proposed substitution cannot be made or obtained within the time allocated, use the product specified by name. Acceptance of substitution request will be in the form of Addendum.

## PART 2 - PRODUCTS

### 2.1 SUBSTITUTIONS

- A. Timing: Architect will consider requests for substitution if received a minimum of 10 days prior to the bidding of the project. Requests received after that time may be considered or rejected at the discretion of the Architect.
- B. Conditions: Architect will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Architect will return requests without action, except to record noncompliance with these requirements:
1. Requested substitution offers Owner a substantial advantage in cost, time, energy conservation, or other considerations, after deducting additional responsibilities Owner must assume. Owner's additional responsibilities may include compensation to Architect for redesign and evaluation services, increased cost of other construction by Owner, and similar considerations.
  2. Requested substitution does not require extensive revisions to the Contract Documents.
  3. Requested substitution is consistent with the Contract Documents and will produce indicated results.
  4. Substitution request is fully documented and properly submitted.
  5. Requested substitution will not adversely affect Contractor's Construction Schedule.
  6. Requested substitution has received necessary approvals of authorities having jurisdiction.
  7. Requested substitution is compatible with other portions of the Work.
  8. Requested substitution has been coordinated with other portions of the Work.
  9. Requested substitution provides specified warranty.

- C. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.

PART 3 - EXECUTION (Not Applicable)

- 3.1 Refer to “Substitution Request Form” on the following page.

END OF SECTION 012500



SUBSTITUTION REQUEST FORM (Prior To Receipt Of Bids)    Date: \_\_\_\_\_

Project: \_\_\_\_\_

Location: \_\_\_\_\_ Job No.: \_\_\_\_\_

To: \_\_\_\_\_

(Architect of Record)

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

\_\_\_\_\_

SPECIFIED PRODUCT OR SYSTEM:

Section: \_\_\_\_\_ Name: \_\_\_\_\_

Description: \_\_\_\_\_

SUBSTITUTE PRODUCT OR SYSTEM:

Section: \_\_\_\_\_ Name: \_\_\_\_\_

Description: \_\_\_\_\_

SUBSTITUTION ANALYSIS:

Reason for substitution request: \_\_\_\_\_

\_\_\_\_\_

Substitution affects other materials or systems:    YES \_\_\_    NO \_\_\_\_\_    If YES, attach complete data.

The following data is furnished herewith for evaluation of the substitution:

\_\_\_\_\_ Catalog    \_\_\_\_\_ Drawings    \_\_\_\_\_ Samples    \_\_\_\_\_ Test Reports

Other: \_\_\_\_\_

THE UNDERSIGNED HEREBY CERTIFIES THAT THIS SUBMITTAL HAS BEEN FULLY CHECKED  
AND COORDINATED WITH THE CONTRACT DOCUMENTS.

From: \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signed: \_\_\_\_\_



## SECTION 012600 - CONTRACT MODIFICATION PROCEDURES

### PART 1 - GENERAL

#### 1.1 SUMMARY

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

#### 1.2 MINOR CHANGES IN THE WORK

- A. Architect will issue supplemental instructions authorizing Minor Changes in the Work, not involving adjustment to the Contract Sum or the Contract Time, on Architect's Supplemental Instructions.

#### 1.3 PROPOSAL REQUESTS

- A. Owner-Initiated Proposal Requests: Architect will issue a detailed description of proposed changes in the Work that may require adjustment to the Contract Sum or the Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.
  - 1. Proposal Requests issued by Architect are for information only. Do not consider them instructions either to stop work in progress or to execute the proposed change.
  - 2. Within 5 days after receipt of Proposal Request, submit a quotation estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change.
    - a. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
    - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
    - c. Include requests for an extension of contract time, if required, in the proposal.
- B. Contractor-Initiated Proposals: If latent or unforeseen conditions require modifications to the Contract, Contractor may propose changes by submitting a request for a change.
  - 1. Include a statement outlining 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 the Contract Time.
  - 2. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.

3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.

END OF SECTION 012600

## SECTION 012900 - PAYMENT PROCEDURES

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. This Section specifies administrative and procedural requirements necessary to prepare and process Applications for Payment.

#### 1.2 SCHEDULE OF VALUES

- A. Coordination: Coordinate preparation of the Schedule of Values with preparation of Contractor's Construction Schedule.
  - 1. Correlate line items in the Schedule of Values with other required administrative forms and schedules, including Application for Payment forms with Continuation Sheets.
  - 2. Submit the Schedule of Values to Architect at earliest possible date but no later than seven days before the date scheduled for submittal of initial Applications for Payment.
  - 3. Subschedules: Where the Work is separated into phases requiring separately phased payments, provide subschedules showing values correlated with each phase of payment.
  - 4. Schedule of Values shall include separate line item breakdown for materials and labor.
- B. Format and Content: Use the Project Manual table of contents as a guide to establish line items for the Schedule of Values. Provide at least one line item for each Specification Section.
  - 1. Identification: Include the following Project identification on the Schedule of Values:
    - a. Project name and location.
    - b. Name of Architect.
    - c. Architect's project number.
    - d. Contractor's name and address.
    - e. Date of submittal.
  - 2. Arrange 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 the Work.
    - c. Change Orders (numbers) that affect value.
    - d. Dollar value.
      - 1) Percentage of the Contract Sum to nearest one-hundredth percent, adjusted to total 100 percent.
  - 3. Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Coordinate with the Project Manual table of contents. Provide several line items for principal subcontract amounts, where appropriate.

4. Round amounts to nearest whole dollar; total shall equal the Contract Sum.
5. Provide a separate line item in the Schedule of Values for each part of the Work where Applications for Payment may include materials or equipment purchased or fabricated and stored, but not yet installed.
6. Provide separate line items in the Schedule of Values for initial cost of materials, for each subsequent stage of completion, and for total installed value of that part of the Work.
7. Each item in the Schedule of Values and Applications for Payment shall be complete. Include total cost and proportionate share of general overhead and profit for each item.
  - a. Temporary facilities and other major cost items that are not direct cost of actual work-in-place may be shown either as separate line items in the Schedule of Values or distributed as general overhead expense, at Contractor's option.
8. Schedule Updating: Update and resubmit the Schedule of Values before the next Applications for Payment when Change Orders or Construction Change Directives result in a change in the Contract Sum.

### 1.3 APPLICATIONS FOR PAYMENT

- A. Each Application for Payment shall be consistent with previous applications and payments as certified by Architect and paid for by Owner.
  1. Initial Application for Payment, Application for Payment at time of Substantial Completion, and final Application for Payment involve additional requirements.
- B. Payment Application Times: The date for each progress payment is the 10th 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 before the date for each progress payment.
- C. Payment Application Forms: Use AIA Document G702 and AIA Document G703 Continuation Sheets as form for Applications for Payment.
- D. Application Preparation: Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of Contractor. Architect will return incomplete applications without action.
  1. Entries shall match data on the Schedule of Values and Contractor's Construction Schedule. Use updated schedules if revisions were made.
  2. Include amounts of Change Orders and Construction Change Directives issued before last day of construction period covered by application.
- E. Payment will be made on the basis of 95% of monthly estimates and final payment made upon completion and acceptance of the Work.
- F. Transmittal: Submit 3 signed and notarized original copies of each Application for Payment to Architect by a method ensuring receipt. One copy shall include waivers of lien and similar attachments if required.
  1. Transmit each copy with a transmittal form listing attachments and recording appropriate information about application.

- G. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:
1. List of subcontractors.
  2. Schedule of Values.
  3. Contractor's Construction Schedule (preliminary if not final).
  4. Submittals Schedule (preliminary if not final).
  5. List of Contractor's staff assignments.
  6. Copies of building permits.
  7. Copies of authorizations and licenses from authorities having jurisdiction for performance of the Work.
  8. Certificates of insurance and insurance policies.
  9. Performance and payment bonds.
- H. Application for Payment at Substantial Completion: After issuing the Certificate of Substantial Completion, submit an Application for Payment showing 100 percent completion for portion of the Work claimed as substantially complete.
1. Include documentation supporting claim that the Work is substantially complete and a statement showing an accounting of changes to the Contract Sum.
  2. This application shall reflect Certificates of Partial Substantial Completion issued previously for Owner occupancy of designated portions of the Work.
- I. Final Payment Application: Submit final Application for Payment with releases and supporting documentation not previously submitted and accepted, including, but not limited, to the following:
1. Evidence of completion of Project closeout requirements.
  2. Updated final statement, accounting for final changes to the Contract Sum.
  3. AIA Document G706A, "Contractor's Affidavit of Release of Liens."

#### 1.4 DOCUMENTS REQUIRED FOR CLOSE OUT OF PROJECTS

Unless specifically noted, ONE copy of all required.

##### A. WARRANTIES AND GUARANTEES REQUIRED BY THE CONTRACT

1. General Contract:
  - a. Contractors warranty letter guaranteeing their work for a period of one year from the date of acceptance by the Owner.
  - b. Warranties required by other sections within the Project Manual.
2. Plumbing Contract
  - a. Contractors warranty letter guaranteeing their work for a period of one year from the date of acceptance by the Owner.
  - b. Manufacturer's warranties for specific plumbing equipment. (Include in plumbing O&M manual.)
  - c. Certification of Disinfection of Domestic Water Piping System.
3. Mechanical Contract
  - a. Contractors warranty letter guaranteeing their work for a period of one year from the date of acceptance by the Owner.
  - b. Manufacturer's warranties for specific mechanical equipment. (Include in mechanical O&M manual.)

4. Electrical Contract
  - a. Contractors warranty letter guaranteeing their work for a period of one year from the date of acceptance by the Owner.
  - b. Manufacturer's warranties for specific electrical equipment. (Include in electrical O&M manual.)
- B. CERTIFICATES OF AGENCIES REQUIRED BY STATE LAW
  1. Certificate for fire alarm system.
- C. LIST OF SUBCONTRACTORS / MATERIAL SUPPLIERS, ETC.
  1. A listing (which includes names, addresses and phone numbers, of subcontractors and material suppliers involved from Prime through second tier subcontractors and the area of construction in which they did work.
- D. OPERATION & MAINTENANCE MANUALS
  1. Bound volume(s) to include operations and maintenance manuals for each piece of equipment provided under the contract. Manuals should be separate for plumbing, mechanical and electrical work. Operations and maintenance data shall include operation, maintenance, and inspection data, replacement part numbers and availability, and service depot location and telephone numbers of suppliers.

Manufacturers' warranty and any other application forms have been completed in Owner's name and registered with the manufacturer prior to being included in the O&M manual.
- E. AS BUILT DRAWINGS (one copy required)

END OF SECTION 012900



## SECTION 013100 - PROJECT MANAGEMENT AND COORDINATION

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. This Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:
  - 1. General Project coordination procedures.
  - 2. Coordination Drawings.
  - 3. Project meetings.

#### 1.2 COORDINATION

- A. Coordination: Coordinate construction operations included in various Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations, included in different Sections, that depend on each other for proper installation, connection, and operation.
  - 1. Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
  - 2. Coordinate installation of different components with other contractors to ensure maximum accessibility for required maintenance, service, and repair.
  - 3. Make adequate provisions to accommodate items scheduled for later installation.

#### 1.3 PROJECT MEETINGS

- A. General: The Architect will schedule and conduct meetings and conferences at Project site.
  - 1. Attendees: Inform participants and others involved, and individuals whose presence is required, of date and time of each meeting. Meeting dates and times will be scheduled at the Preconstruction Conference.
  - 2. Agenda: Prepare the meeting agenda. Distribute the agenda to all invited attendees.
  - 3. Designer records and distributes the final monthly progress meeting minutes to Owner and Contractor.
- B. Preconstruction Conference: The Architect will schedule a preconstruction conference before starting construction, at a time convenient to Owner and General Contractor, but no later than 15 days after execution of the Agreement. Hold the conference at Project site or another convenient location. Conduct the meeting to review responsibilities and personnel assignments.

1. Attendees: Authorized representatives of Owner, Architect, and their consultants; representative of the Office of State Construction; 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 Project and authorized to conclude matters relating to the Work.
2. Agenda: Discuss items of significance that could affect progress, including the following:
  - a. Tentative construction schedule.
  - b. Phasing.
  - c. Critical work sequencing.
  - d. Designation of responsible personnel.
  - e. Procedures for processing field decisions and Change Orders.
  - f. Procedures for processing Applications for Payment.
  - g. Distribution of the Contract Documents.
  - h. Submittal procedures.
  - i. Preparation of Record Documents.
  - j. Use of the premises.
  - k. Responsibility for temporary facilities and controls.
  - l. Parking availability.
  - m. Office, work, and storage areas.
  - n. Equipment deliveries and priorities.
  - o. First aid.
  - p. Security.
  - q. Progress cleaning.
  - r. Working hours.

C. The Architect will schedule Progress Meetings: Conduct progress meetings at monthly intervals. Coordinate dates of meetings with preparation of payment requests.

1. Attendees: In addition to representatives of Owner and Architect, representative of the Office of State Construction, each contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
2. Agenda: Review and correct or approve minutes of previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
  - a. Contractor's Construction Schedule: Review progress since the last meeting. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to Contractor's Construction Schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
  - b. Review present and future needs of each entity present, including the following:

- 1) Interface requirements.
  - 2) Sequence of operations.
  - 3) Status of submittals.
  - 4) Deliveries.
  - 5) Off-site fabrication.
  - 6) Access.
  - 7) Site utilization.
  - 8) Temporary facilities and controls.
  - 9) Work hours.
  - 10) Hazards and risks.
  - 11) Progress cleaning.
  - 12) Quality and work standards.
  - 13) Change Orders.
  - 14) Documentation of information for payment requests.
3. Reporting: Distribute minutes of the meeting to each party present and to parties who should have been present. Include a brief summary, in narrative form that includes the following information:
- a. Review previous minutes of the meeting and resolve any corrections.
  - b. Work performed in the last 30 days.
  - c. Work to be performed in the next 30 days.
  - d. Request for Proposal.
  - e. Review Pending Change Orders.
  - f. Review Request for Information.
  - g. Review Status of Shop Drawings.
  - h. Review Schedule Compliance.
  - i. Percentages Complete to be reported by the Contractor(s) – (Actual Work Completed)
  - j. Discuss Construction/Coordination Issues.
  - k. Designer Weekly Inspection Reports – Non-Conforming Work
  - l. Special Inspection Reports – Deficiency Notices
  - m. Comments from Owner, State Construction Office, Contractor(s), and Designers.

END OF SECTION 013100



## SECTION 013200 - CONSTRUCTION PROGRESS DOCUMENTATION

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. This Section includes administrative and procedural requirements for documenting the progress of construction during performance of the Work, including the following:
  - 1. Submittals Schedule.
  - 2. See Division 1 Section "Project Management and Coordination" for Project Schedules and Reporting.
- B. See Division 1 Section "Payment Procedures" for submitting the Schedule of Values.

#### 1.2 SUBMITTALS

- A. Submittals Schedule: Submit three copies of schedule. Arrange the following information in a tabular format:
  - 1. Scheduled date for first submittal.
  - 2. Specification Section number and title.
  - 3. Submittal category (action or informational).
  - 4. Name of subcontractor.
  - 5. Description of the Work covered.
  - 6. Scheduled date for Architect's final release or approval.

### PART 2 - PRODUCTS

#### 2.1 SUBMITTALS SCHEDULE

- A. Preparation: Submit a schedule of submittals, arranged in chronological order by dates required by construction schedule. Include time required for review, resubmittal, ordering, manufacturing, fabrication, and delivery when establishing dates.
  - 1. Coordinate Submittals Schedule with list of subcontracts, the Schedule of Values, and Contractor's Construction Schedule.
  - 2. Submit concurrently with the first complete submittal of Contractor's Construction Schedule.

END OF SECTION 013200



## SECTION 013300 - SUBMITTAL PROCEDURES

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. This Section includes administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other miscellaneous submittals.

#### 1.2 DEFINITIONS

- A. Action Submittals: Written and graphic information that requires Architect's responsive action.
- B. Informational Submittals: Written information that does not require Architect's approval. Submittals may be rejected for not complying with requirements.

#### 1.3 SUBMITTAL PROCEDURES

- A. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
  - 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 parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination.
    - a. Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
- B. Processing Time: Allow enough time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Architect's receipt of submittal.
  - 1. Initial Review: Allow 15 days for initial review of each submittal. Allow additional time if processing must be delayed to permit coordination with subsequent submittals. Architect will advise Contractor when a submittal being processed must be delayed for coordination.
  - 2. If intermediate submittal is necessary, process it in same manner as initial submittal.
  - 3. Allow 15 days for processing each resubmittal.
  - 4. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing.
- C. Identification: Place a permanent label or title block on each submittal for identification.

1. Indicate name of firm or entity that prepared each submittal on label or title block.
  2. Provide a space approximately 4 by 5 inches on label or beside title block to record Contractor's review and approval markings and action taken by Architect.
  3. Include the following information on label for processing and recording action taken:
    - a. Project name.
    - b. Date.
    - c. Name and address of Prime Contractor.
    - d. Name, phone number and address of subcontractor or supplier.
    - e. Unique identifier, including revision number.
- D. Deviations: Highlight, encircle, or otherwise identify deviations from the Contract Documents on submittals.
- E. Additional Copies: Unless additional copies are required for final submittal, and unless Architect observes noncompliance with provisions of the Contract Documents, initial submittal may serve as final submittal.
- F. Transmittal: Package each submittal individually and appropriately for transmittal and handling. Transmit each submittal using a transmittal form. Architect will return submittals received from sources other than Contractor.
- G. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.
- H. Use for Construction: Use only final submittals with mark indicating action taken by Architect in connection with construction.

## PART 2 - PRODUCTS

### 2.1 ACTION SUBMITTALS

- A. General: Prepare and submit Action Submittals required by individual Specification Sections.
1. Number of Copies: Submit six (6) copies of each submittal, unless otherwise indicated. Architect will return five (5) or if it is an engineer's review they will return four (4) copies. Mark up and retain one returned copy as a Project Record Document.
- B. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
1. If information must be specially prepared for submittal because standard printed data are not suitable for use, submit as Shop Drawings, not as Product Data.



2. Mark each copy of each submittal to show which products and options are applicable.
  3. Include the following information, as applicable:
    - a. Manufacturer's written recommendations.
    - b. Manufacturer's product specifications.
    - c. Manufacturer's installation instructions.
    - d. Manufacturer's catalog cuts.
    - e. Wiring diagrams showing factory-installed wiring.
    - f. Printed performance curves.
    - g. Operational range diagrams.
    - h. Compliance with recognized trade association standards.
    - i. Compliance with recognized testing agency standards.
- C. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data.
1. Preparation: Include the following information, as applicable:
    - a. Dimensions.
    - b. Identification of products.
    - c. Fabrication and installation drawings.
    - d. Roughing-in and setting diagrams.
    - e. Wiring diagrams showing field-installed wiring, including power, signal, and control wiring.
    - f. Shopwork manufacturing instructions.
    - g. Templates and patterns.
    - h. Schedules.
    - i. Notation of coordination requirements.
    - j. Notation of dimensions established by field measurement.
  2. Wiring Diagrams: Differentiate between manufacturer-installed and field-installed wiring.
  3. 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 30 by 40 inches.
- D. Samples: Prepare physical units of materials or products, including the following:
1. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available.
    - a. Submit three full sets of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Architect will return submittal with options selected.
  2. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from the same material to be used for the Work, cured and finished in manner specified, and physically identical with the product proposed for use, and that show full range of color and texture variations expected. Samples include,

but are not limited to, partial sections of manufactured or fabricated components; small cuts or containers of materials; complete units of repetitively used materials; swatches showing color, texture, and pattern; color range sets; and components used for independent testing and inspection.

- a. Submit three sets of Samples. Architect will retain two Sample sets; remainder will be returned.
  3. Preparation: Mount, display, or package Samples in manner specified to facilitate review of qualities indicated. Prepare Samples to match Architect's sample where so indicated. Attach label on unexposed side.
  4. Submit Samples for review of kind, color, pattern, and texture for a final check of these characteristics with other elements and for a comparison of these characteristics between final submittal and actual component as delivered and installed.
  5. Disposition: Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.
- E. Application for Payment: Comply with requirements in Division 1 Section "Payment Procedures."
- F. Schedule of Values: Comply with requirements in Division 1 Section "Payment Procedures."

## PART 3 - EXECUTION

### 3.1 CONTRACTOR'S REVIEW

- A. Review each submittal and check for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to Architect.
- B. Approval Stamp: Stamp each submittal with a uniform, approval stamp. Include Project name and location, submittal number, Specification Section title and number, name of reviewer, date of Contractor's approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.

### 3.2 ARCHITECT'S ACTION

- A. General: Architect will not review submittals that do not bear Contractor's approval stamp and will return them without action.
- B. Action Submittals: Architect will review each submittal, make marks to indicate corrections or modifications required, and return it. Architect will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action taken, as follows:

1.     Approved.
2.     Rejected / Resubmit.
3.     Approved as noted.

END OF SECTION 013300



## SECTION 014000 - QUALITY ASSURANCE AND TESTING REQUIREMENTS

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. This Section includes administrative and procedural requirements for quality assurance.

#### 1.2 DEFINITIONS

- A. Quality-Assurance Services: Activities, actions, and procedures performed before and during execution of the Work to guard against defects and deficiencies and ensure that proposed construction complies with requirements.
- B. Quality-Control Services: Tests, inspections, procedures, and related actions during and after execution of the Work to evaluate that completed construction complies with requirements. Services do not include contract enforcement activities performed by Architect.
- C. Mockups: Full-size, physical example assemblies to illustrate finishes and materials. Mockups are used to verify selections made under sample submittals, to demonstrate aesthetic effects and, where indicated, qualities of materials and execution, and to review construction, coordination, testing, or operation; they are not samples.
- D. Testing Agency: An entity engaged to perform specific tests, inspections, or both. Testing laboratory shall mean the same as testing agency.

#### 1.3 SUBMITTALS

- A. Testing Schedule.
  - 1. During the preconstruction conference, the contractor shall meet with the architect and testing services to review the specific testing requirements for the project. Within seven days of the preconstruction meeting, the contractor shall submit a testing schedule identifying the scope of work of owner and contractor provided testing companies and anticipated testing periods.

#### 1.4 TESTING

- A. Testing responsibilities shall be assigned on the following basis:
  - 1. Soil Testing Owner Provided and Paid
  - 2. Concrete Testing Owner Provided and Paid
  - 4. All other testing required by the contract documents Contractor Provided and Paid

## 1.5 OWNER PROVIDED TESTING

- A. Owner Responsibilities: Where quality-control services are indicated as Owner's responsibility, Owner will engage a qualified testing agency to perform these services.
  - 1. Owner will furnish Contractor with names, addresses, and telephone numbers of testing agencies engaged and a description of the types of testing and inspecting they are engaged to perform.
  - 2. Costs for retesting and reinspecting construction that replaces or is necessitated by work that failed to comply with the Contract Documents will be charged to Contractor.
- B. Contractor Responsibilities:
  - 1. Notify testing agencies at least 24 hours in advance of time when Work that requires testing or inspecting will be performed.
  - 2. Testing and inspecting requested by Contractor and not required by the Contract Documents are Contractor's responsibility.

## 1.6 CONTRACTOR PROVIDED TESTING

- A. Testing agency will notify Architect and Contractor promptly of irregularities and deficiencies observed in the Work during performance of its services.
- B. Testing agency will submit a certified written report of each test, inspection, and similar quality-control service to Architect with copy to Contractor and to authorities having jurisdiction.
- C. Testing agency will submit a final report of special tests and inspections at Substantial Completion, which includes a list of unresolved deficiencies.
- D. Testing agency will interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from the Contract Documents.
- E. Testing agency will retest and reinspect corrected work.

## 1.7 CONTRACTOR ASSOCIATED SERVICES:

- A. Cooperate with agencies performing required tests, inspections, and similar quality-control services, and provide reasonable auxiliary services as requested. Notify agency sufficiently in advance of operations to permit assignment of personnel. Provide the following:
  - 1. Access to the Work.
  - 2. Incidental labor and facilities necessary to facilitate tests and inspections.
  - 3. Adequate quantities of representative samples of materials that require testing and inspecting. Assist agency in obtaining samples.
  - 4. Facilities for storage and field-curing of test samples.
  - 5. Preliminary design mix proposed for use for material mixes that require control by testing agency.
  - 6. Security and protection for samples and for testing and inspecting equipment at Project site.

- B. Coordination: Coordinate sequence of activities to accommodate required quality-assurance and quality-control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspecting.

## PART 2 - EXECUTION

### 2.1 REPAIR AND PROTECTION

- A. General: On completion of testing, inspecting, sample taking, and similar services, repair damaged construction and restore substrates and finishes.
  - 1. Provide materials and comply with installation requirements specified in other Sections of these Specifications. Restore patched areas and extend restoration into adjoining areas in a manner that eliminates evidence of patching.
  - 2. Comply with the Contract Document requirements for Division 1 Section "Cutting and Patching."
- B. Protect construction exposed by or for quality-control service activities.
- C. Repair and protection are Contractor's responsibility, regardless of the assignment of responsibility for quality-control services.

END OF SECTION 014000





## SECTION 015000 - TEMPORARY FACILITIES AND CONTROLS

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. This Section includes requirements for temporary facilities and controls, including temporary utilities, support facilities, and security and protection facilities.

#### 1.2 DEFINITIONS

- A. Permanent Enclosure: As determined by Architect, permanent or temporary roofing is complete, insulated, and weathertight; exterior walls are insulated and weathertight; and all openings are closed with permanent construction or substantial temporary closures.

#### 1.3 USE CHARGES

- A. General: Cost or use charges for temporary facilities are not chargeable to Owner or Architect and shall be included in the Contract Sum. Allow other entities to use temporary services and facilities without cost, including, but not limited to, Owner's construction forces, Architect testing and inspecting agencies, personnel of authorities having jurisdiction and other prime contractors.
- B. General Contractor Responsibilities:
  - 1. Temporary water shall be provided and paid for by the General Contractor.
  - 2. Sanitary facilities shall be provided and paid for by the General Contractor.
  - 3. Temporary heating, cooling and ventilation shall be provided and paid for by the General Contractor.
  - 4. Temporary electric power shall be provided by the General Contractor.
  - 5. Temporary lighting shall be provided and paid for by the General Contractor.
  - 6. Environmental protection shall be provided and paid for by the General Contractor.
  - 7. Storm water control shall be provided and paid for by the General Contractor.
  - 8. Tree and plant protection shall be provided and paid for by the General Contractor.
  - 9. Dust control shall be provided and paid for by the General Contractor.
  - 10. Barricades, warning signs and light shall be provided and paid for by the General Contractor.
  - 11. Temporary fire protection shall be provided and paid for by the General Contractor.

#### 1.4 QUALITY ASSURANCE

- A. Standards: Comply with ANSI A10.6, NECA's "Temporary Electrical Facilities," and NFPA 241.
  - 1. Electric Service: Comply with NECA, NEMA, and UL standards and regulations for temporary electric service. Install service to comply with NFPA 70.

- B. Tests and Inspections: Arrange for authorities having jurisdiction to test and inspect each temporary utility before use. Obtain required certifications and permits.

## 1.5 PROJECT CONDITIONS

- A. Temporary Utilities: At earliest feasible time, when acceptable to Owner, change over from use of temporary service to use of permanent service.
  - 1. Temporary Use of Permanent Facilities: Installer of each permanent service shall assume responsibility for operation, maintenance, and protection of each permanent service during its use as a construction facility before Owner's acceptance, regardless of previously assigned responsibilities.
- B. Conditions of Use: The following conditions apply to use of temporary services and facilities by all parties engaged in the Work:
  - 1. Keep temporary services and facilities clean and neat.
  - 2. Relocate temporary services and facilities as required by progress of the Work.

## PART 2 - PRODUCTS

### 2.1 EQUIPMENT

- A. Field Offices: Prefabricated, mobile units, or job-built construction with lockable entrances, operable windows, and serviceable finishes; heated and air conditioned; on foundations adequate for normal loading. Provide a conference table and seating for ten.
- B. Fire Extinguishers: Hand carried, portable, UL rated. Provide class and extinguishing agent as indicated or a combination of extinguishers of NFPA-recommended classes for exposures.
  - 1. Comply with NFPA 10 and NFPA 241 for classification, extinguishing agent, and size required by location and class of fire exposure.
- C. Self-Contained Toilet Units: Single-occupant units of chemical, aerated recirculation, or combustion type; vented; fully enclosed with a glass-fiber-reinforced polyester shell or similar nonabsorbent material.
- D. Drinking-Water Fixtures: Containerized, tap-dispenser, bottled-water, or drinking-water units, including paper cup supply.
- E. Heating Equipment: Unless Owner authorizes use of permanent heating system, provide vented, self-contained, liquid-propane-gas or fuel-oil heaters with individual space thermostatic control.
  - 1. Use of gasoline-burning space heaters, open-flame heaters, or salamander-type heating units is prohibited.

- F. Electrical Outlets: Properly configured, NEMA-polarized outlets to prevent insertion of 110- to 120-V plugs into higher-voltage outlets; equipped with ground-fault circuit interrupters, reset button, and pilot light.
- G. Power Distribution System Circuits: Where permitted and overhead and exposed for surveillance, wiring circuits, not exceeding 125-V ac, 20-A rating, and lighting circuits may be nonmetallic sheathed cable.

## PART 3 - EXECUTION

### 3.1 INSTALLATION, GENERAL

- A. Locate facilities where they will serve Project adequately and result in minimum interference with performance of the Work. Relocate and modify facilities as required.
- B. Provide each facility ready for use when needed to avoid delay. Maintain and modify as required. Do not remove until facilities are no longer needed or are replaced by authorized use of completed permanent facilities.

### 3.2 TEMPORARY UTILITY INSTALLATION

- A. Water Service: Install water service and distribution piping in sizes and pressures adequate for construction until permanent water service is in use. Sterilize temporary water piping before use.
- B. Sanitary Facilities: Provide temporary toilets, wash facilities, and drinking-water fixtures. Comply with regulations and health codes for type, number, location, operation, and maintenance of fixtures and facilities.
- C. Heating and Cooling: Provide temporary heating and cooling required by construction activities for curing or drying of completed installations or for protecting installed construction from adverse effects of low temperatures or high humidity. Select equipment from that specified that will not have a harmful effect on completed installations or elements being installed.
- D. Ventilation and Humidity Control: Provide temporary ventilation required by construction activities for curing or drying of completed installations or for protecting installed construction from adverse effects of high humidity. Select equipment from that specified that will not have a harmful effect on completed installations or elements being installed. Coordinate ventilation requirements to produce ambient condition required and minimize energy consumption.
- E. Electric Power Service: Provide weatherproof, grounded electric power service and distribution system of sufficient size, capacity, and power characteristics during construction period. Include meters, transformers, overload-protected disconnecting means, automatic ground-fault interrupters, and main distribution switchgear.
  - 1. Install power distribution wiring overhead and rise vertically where least exposed to damage.

- F. Electric Distribution: Provide receptacle outlets adequate for connection of power tools and equipment.
- G. Lighting: Provide temporary lighting with local switching that provides adequate illumination for construction operations and traffic conditions.
- H. Telephone Service: Provide temporary telephone service throughout construction period for common-use facilities used by all personnel engaged in construction activities.
  - 1. Provide additional telephone lines for the following:
    - a. Provide a dedicated telephone line for each facsimile machine and computer with modem in each field office.
  - 2. Provide a portable cellular telephone for superintendent's use in making and receiving telephone calls when away from field office.

### 3.3 SUPPORT FACILITIES INSTALLATION

- A. General: Comply with the following:
  - 1. Locate field offices, storage sheds, sanitary facilities, and other temporary construction and support facilities for easy access.
  - 2. Provide incombustible construction for offices, shops, and sheds located within 30 feet of building lines. Comply with NFPA 241.
  - 3. Maintain support facilities until near Substantial Completion. Remove before Substantial Completion. Personnel remaining after Substantial Completion will be permitted to use permanent facilities, under conditions acceptable to Owner.
- B. Temporary Roads and Paved Areas: Construct and maintain temporary roads and paved areas adequate to support loads and to withstand exposure to traffic during construction period. Locate temporary roads and paved areas as indicated on Drawings.
- C. Dewatering Facilities and Drains: Maintain Project site, excavations, and construction free of water.
- D. Project Identification and Temporary Signs: Prepare 4' x 8' project identification sign listing project name and design team in graphic format furnished by architect. Contractor identification shall be limited to a single 4' x 8' sign approved by the architect. Install signs where indicated to inform public and persons seeking entrance to Project. Do not permit installation of unauthorized signs.
  - 1. Engage an experienced sign painter to apply graphics for Project identification signs. Comply with details indicated.
  - 2. Prepare temporary signs to provide directional information to construction personnel and visitors.
- E. Waste Disposal Facilities: Provide waste-collection containers in sizes adequate to handle waste from construction operations. Containerize and clearly label hazardous, dangerous, or unsanitary waste materials separately from other waste.

### 3.4 SECURITY AND PROTECTION FACILITIES INSTALLATION

- A. Environmental Protection: Provide protection, operate temporary facilities, and conduct construction in ways and by methods that comply with environmental regulations and that minimize possible air, waterway, and subsoil contamination or pollution or other undesirable effects. Avoid using tools and equipment that produce harmful noise. Restrict use of noisemaking tools and equipment to hours that will minimize complaints from persons or firms near Project site.
- B. Storm water Control: Provide earthen embankments and similar barriers in and around excavations and subgrade construction, sufficient to prevent flooding by runoff of storm water from heavy rains.
- C. Tree and Plant Protection: Install temporary fencing located as indicated or outside the drip line of trees to protect vegetation from construction damage. Protect tree root systems from damage, flooding, and erosion.
- D. Pest Control: Before deep foundation work has been completed, retain a local exterminator or pest-control company to recommend practices to minimize attraction and harboring of rodents, roaches, and other pests. Engage this pest-control service to perform extermination and control procedures at regular intervals so Project will be free of pests and their residues at Substantial Completion. Obtain extended warranty for Owner. Perform control operations lawfully, using environmentally safe materials.
- E. Barricades, Warning Signs, and Lights: Comply with standards and code requirements for erecting structurally adequate barricades. Paint with appropriate colors, graphics, and warning signs to inform personnel and public of possible hazard. Where appropriate and needed, provide lighting, including flashing red or amber lights.
- F. Temporary Fire Protection: Until fire-protection needs are supplied by permanent facilities, install and maintain temporary fire-protection facilities of types needed to protect against reasonably predictable and controllable fire losses. Comply with NFPA 241.
  - 1. Provide fire extinguishers, installed on walls on mounting brackets, visible and accessible from space being served, with sign mounted above.
    - a. Locate fire extinguishers where convenient and effective for their intended purpose; provide not less than one extinguisher on each floor at or near each usable stairwell.
  - 2. Store combustible materials in containers in fire-safe locations.
  - 3. Maintain unobstructed access to fire extinguishers, fire hydrants, temporary fire-protection facilities, stairways, and other access routes for firefighting. Prohibit smoking in hazardous fire-exposure areas.
  - 4. Supervise welding operations, combustion-type temporary heating units, and similar sources of fire ignition.

### 3.5 OPERATION, TERMINATION, AND REMOVAL

- A. Supervision: Enforce strict discipline in use of temporary facilities. To minimize waste and abuse, limit availability of temporary facilities to essential and intended uses.

- B. Maintenance: Maintain facilities in good operating condition until removal. Protect from damage caused by freezing temperatures and similar elements.
  - 1. Prevent water-filled piping from freezing. Maintain markers for underground lines. Protect from damage during excavation operations.
- C. Temporary Facility Change over: Do not change over from using temporary security and protection facilities to permanent facilities until Substantial Completion.
- D. Termination and Removal: Remove each temporary facility when need for its service has ended, when it has been replaced by authorized use of a permanent facility, or no later than Substantial Completion. Complete or, if necessary, restore permanent construction that may have been delayed because of interference with temporary facility. Repair damaged Work, clean exposed surfaces, and replace construction that cannot be satisfactorily repaired.
  - 1. Materials and facilities that constitute temporary facilities are the property of Contractor.
  - 2. At Substantial Completion, clean and renovate permanent facilities used during construction period.

END OF SECTION 015000

## SECTION 017300 - EXECUTION REQUIREMENTS

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. This Section includes general procedural requirements governing execution of the Work including, but not limited to, the following:
  - 1. Field engineering and surveying.
  - 2. General installation of products.
  - 3. Progress cleaning.
  - 4. Starting and adjusting.
  - 5. Protection of installed construction.
  - 6. Correction of the Work.
- B. See Division 1 Section "Closeout Procedures" for submitting final property survey with Project Record Documents, recording of Owner-accepted deviations from indicated lines and levels, and final cleaning.

### PART 2 - PRODUCTS (Not Used)

### PART 3 - EXECUTION

#### 3.1 EXAMINATION

- A. Existing Conditions: The existence and location of site improvements, utilities, and other construction indicated as existing are not guaranteed. Before beginning work, investigate and verify the existence and location of mechanical and electrical systems and other construction affecting the Work.
  - 1. Before construction, verify the location and points of connection of utility services.
- B. Existing Utilities: The existence and location of underground and other utilities and construction indicated as existing are not guaranteed. Before beginning sitework, investigate and verify the existence and location of underground utilities and other construction affecting the Work.
- C. Acceptance of Conditions: Examine substrates, areas, and conditions, with Installer or Applicator present where indicated, for compliance with requirements for installation tolerances and other conditions affecting performance. Record observations.
  - 1. Verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.
  - 2. Examine roughing-in for mechanical and electrical systems to verify actual locations of connections before equipment and fixture installation.

3. Proceed with installation only after unsatisfactory conditions have been corrected. Proceeding with the Work indicates acceptance of surfaces and conditions.

### 3.2 PREPARATION

- A. Existing Utility Information: Furnish information to local utility that is necessary to adjust, move, or relocate existing utility structures, utility poles, lines, services, or other utility appurtenances located in or affected by construction. Coordinate with authorities having jurisdiction.
- B. Field Measurements: Take field measurements as required to fit the Work properly. Recheck measurements before installing each product. Where portions of the Work are indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication. Coordinate fabrication schedule with construction progress to avoid delaying the Work.
- C. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Drawings.
- D. Review of Contract Documents and Field Conditions: Immediately on discovery of the need for clarification of the Contract Documents, submit a request for information to Architect. Include a detailed description of problem encountered, together with recommendations for changing the Contract Documents.

### 3.3 INSTALLATION

- A. General: Locate the Work and components of the Work accurately, in correct alignment and elevation, as indicated.
  1. Make vertical work plumb and make horizontal work level.
  2. Where space is limited, install components to maximize space available for maintenance and ease of removal for replacement.
  3. Conceal pipes, ducts, and wiring in finished areas, unless otherwise indicated.
- B. Comply with manufacturer's written instructions and recommendations for installing products in applications indicated.
- C. Install products at the time and under conditions that will ensure the best possible results. Maintain conditions required for product performance until Substantial Completion.
- D. Conduct construction operations so no part of the Work is subjected to damaging operations or loading in excess of that expected during normal conditions of occupancy.
- E. Anchors and Fasteners: Provide anchors and fasteners as required to anchor each component securely in place, accurately located and aligned with other portions of the Work.
  1. Mounting Heights: Where mounting heights are not indicated, mount components at heights directed by Architect.
  2. Allow for building movement, including thermal expansion and contraction.



- F. Joints: Make joints of uniform width. Where joint locations in exposed work are not indicated, arrange joints for the best visual effect. Fit exposed connections together to form hairline joints.
- G. Hazardous Materials: Use products, cleaners, and installation materials that are not considered hazardous.

### 3.4 PROGRESS CLEANING

- A. General: Clean Project site and work areas daily, including common areas. Coordinate progress cleaning for joint-use areas where more than one installer has worked. Enforce requirements strictly. Dispose of materials lawfully.
  - 1. Comply with requirements in NFPA 241 for removal of combustible waste materials and debris.
  - 2. Do not hold materials more than 7 days during normal weather or 3 days if the temperature is expected to rise above 80 deg F.
  - 3. Containerize hazardous and unsanitary waste materials separately from other waste. Mark containers appropriately and dispose of legally, according to regulations.
- B. Site: Maintain Project site free of waste materials and debris.
- C. Installed Work: Keep installed work clean. Clean installed surfaces according to written instructions of manufacturer or fabricator of product installed, using only cleaning materials specifically recommended. If specific cleaning materials are not recommended, use cleaning materials that are not hazardous to health or property and that will not damage exposed surfaces.
- D. Concealed Spaces: Remove debris from concealed spaces before enclosing the space.
- E. Waste Disposal: Burying or burning waste materials on-site will not be permitted. Washing waste materials down sewers or into waterways will not be permitted.
- F. During handling and installation, clean and protect construction in progress and adjoining materials already in place. Apply protective covering where required to ensure protection from damage or deterioration at Substantial Completion.
- G. Clean and provide maintenance on completed construction as frequently as necessary through the remainder of the construction period. Adjust and lubricate operable components to ensure operability without damaging effects.
- H. Limiting Exposures: Supervise construction operations to assure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period.

### 3.5 STARTING AND ADJUSTING

- A. Start equipment and operating components to confirm proper operation. Remove malfunctioning units, replace with new units, and retest.
- B. Adjust operating components for proper operation without binding. Adjust equipment for proper operation.

- C. Test each piece of equipment to verify proper operation. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.

### 3.6 PROTECTION OF INSTALLED CONSTRUCTION

- A. Provide final protection and maintain conditions that ensure installed Work is without damage or deterioration at time of Final Acceptance.
- B. Comply with manufacturer's written instructions for temperature and relative humidity.

### 3.7 CORRECTION OF THE WORK

- A. Repair or remove and replace defective construction. Restore damaged substrates and finishes. Comply with requirements in Division 1 Section "Cutting and Patching."
  - 1. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment.
- B. Restore permanent facilities used during construction to their specified condition.
- C. Remove and replace damaged surfaces that are exposed to view if surfaces cannot be repaired without visible evidence of repair.
- D. Repair components that do not operate properly. Remove and replace operating components that cannot be repaired.
- E. Remove and replace chipped, scratched, and broken glass or reflective surfaces.

END OF SECTION 017300

## SECTION 017310 - CUTTING AND PATCHING

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. This Section includes procedural requirements for cutting and patching.
- B. See Divisions 2 through 10 Sections for specific requirements and limitations applicable to cutting and patching individual parts of the Work.
- C. Requirements in this Section apply to electrical installations. See Divisions 26 for other requirements and limitations applicable to cutting and patching mechanical and electrical installations.

#### 1.2 QUALITY ASSURANCE

- A. Structural Elements: Do not cut and patch structural elements in a manner that could change their load-carrying capacity or load-deflection ratio.

### PART 2 - PRODUCTS

#### 2.1 MATERIALS

- A. General: Comply with requirements specified in other Sections of these Specifications.
- B. Existing Materials: Use materials identical to existing materials. For exposed surfaces, use materials that visually match existing adjacent surfaces to the fullest extent possible.
  - 1. If identical materials are unavailable or cannot be used, use materials that, when installed, will match the visual and functional performance of existing materials.

### PART 3 - EXECUTION

#### 3.1 EXAMINATION

- A. Examine surfaces to be cut and patched and conditions under which cutting and patching are to be performed.
  - 1. Compatibility: Before patching, verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.
  - 2. Proceed with installation only after unsafe or unsatisfactory conditions have been corrected.

### 3.2 PREPARATION

- A. Temporary Support: Provide temporary support of Work to be cut.
- B. Protection: Protect existing construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of Project that might be exposed during cutting and patching operations.
- C. Adjoining Areas: Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas.

### 3.3 PERFORMANCE

- A. General: Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time, and complete without delay.
  - 1. Cut existing construction to provide for installation of other components or performance of other construction, and subsequently patch as required to restore surfaces to their original condition.
- B. Cutting: Cut existing construction by sawing, drilling, breaking, chipping, grinding, and similar operations, including excavation, using methods least likely to damage elements retained or adjoining construction. If possible, review proposed procedures with original Installer; comply with original Installer's written recommendations.
  - 1. Excavating and Backfilling: Comply with requirements in applicable Division 2 Sections where required by cutting and patching operations.
  - 2. Mechanical and Electrical Services: Cut off pipe or conduit in walls or partitions to be removed. Cap, valve, or plug and seal remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after cutting.
  - 3. Proceed with patching after construction operations requiring cutting are complete.
- C. Patching: Patch construction by filling, repairing, refinishing, closing up, and similar operations following performance of other Work. Patch with durable seams that are as invisible as possible. Provide materials and comply with installation requirements specified in other Sections of these Specifications.
  - 1. Exposed Finishes: Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will eliminate evidence of patching and refinishing.
  - 2. Floors and Walls: Where walls or partitions that are removed extend one finished area into another, patch and repair floor and wall surfaces in the new space. Provide an even surface of uniform finish, color, texture, and appearance. Remove existing floor and wall coverings and replace with new materials, if necessary, to achieve uniform color and appearance.
  - 3. Ceilings: Patch, repair, or rehang existing ceilings as necessary to provide an even-plane surface of uniform appearance.
  - 4. Exterior Building Enclosure: Patch components in a manner that restores enclosure to a weathertight condition.

END OF SECTION 017310

## SECTION 017700 - CLOSEOUT PROCEDURES

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. This Section includes administrative and procedural requirements for contract closeout, including, but not limited to, the following:
  - 1. Inspection procedures.
  - 2. Project Record Documents.
  - 3. As-Built Survey and Site Plan.
  - 4. Operation and maintenance manuals.
  - 5. Warranties.
  - 6. Instruction of Owner's personnel.
  - 7. Final cleaning.
- B. See Division 1 Section "Payment Procedures" for requirements for Applications for Payment for Final Completion.
- C. See Divisions 2 through 16 Sections for specific closeout and special cleaning requirements for products of those Sections.

#### 1.2 FINAL COMPLETION

- A. Inspection: Submit a written request for final inspection for acceptance. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare a final Certificate for Payment after inspection or will notify Contractor of construction that must be completed or corrected before certificate will be issued.
  - 1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.

#### 1.3 LIST OF INCOMPLETE ITEMS (PUNCH LIST)

- A. Preparation: Submit two copies of list. Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction.
  - 1. Organize list of spaces in sequential order, starting with exterior areas first and proceeding from lowest floor to highest floor.
  - 2. Organize items applying to each space by major element, including categories for ceiling, individual walls, floors, equipment, and building systems.

## 1.4 PROJECT RECORD DOCUMENTS

- A. General: Do not use Project Record Documents for construction purposes. Protect Project Record Documents from deterioration and loss. Provide access to Project Record Documents for Architect's reference during normal working hours.
- B. Record Drawings: Maintain and submit one set of blue- or black-line white prints of Contract Drawings and Shop Drawings.
  - 1. Mark Record Prints to show the actual installation where installation varies from that shown originally. Require individual or entity who obtained record data, whether individual or entity is Installer, subcontractor, or similar entity, to prepare the marked-up Record Prints.
  - 2. Mark record sets with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at the same location.
  - 3. Note Construction Change Directive numbers, Change Order numbers, alternate numbers, and similar identification where applicable.
  - 4. Identify and date each Record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location. Provide to Architect.
- C. Record Specifications: Submit one copy of Project's Specifications, including addenda and contract modifications. Mark copy to indicate the actual product installation where installation varies from that indicated in Specifications, addenda, and contract modifications. Provide to Architect.
  - 1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
  - 2. Mark copy with the proprietary name and model number of products, materials, and equipment furnished, including substitutions and product options selected.
  - 3. Note related Change Orders and Record Drawings, where applicable.
- D. From the contractor's Record Drawings and Specifications furnished to the Architect, the Architect will provide the Owner with Final Electronic Record Documents.
- E. As-Built Survey and Site Plan:
  - 1. The contractor will employ an engineer or land surveyor licensed in the State of North Carolina to provide accurate reproducible as-built drawings to the owner upon completion of construction. Upon checking by the owner any discrepancies will be indicated, then these plans shall be returned to the contractor for correction prior to final payment and final inspection.
  - 2. Payment: No separate payment will be made for as-built drawings. All costs incurred by the contractor for this work should be included in the unit price or lump sum price for the item of work to which it pertains.
    - a. The following items shall be surveyed for as-built condition:
    - b. Stormwater Pond: Survey shall contain pond bottom elevation, outlet structure, elevation contours above normal pool.
    - c. Water System: Horizontal location of waterline.

- d. Sewer System: Horizontal location of sewer pipe and manholes and invert elevations of sewer within each manhole.
- e. HVAC Piping: Horizontal location of underground HVAC piping.
- f. Surveyed elevations of stair treads, risers, and landings.

## 1.5 OPERATION AND MAINTENANCE MANUALS

- A. Assemble two complete sets of operation and maintenance data indicating the operation and maintenance of each system, subsystem, and piece of equipment not part of a system. Include operation and maintenance data required in individual Specification Sections and as follows:
  - 1. Operation Data: Include emergency instructions and procedures, system and equipment descriptions, operating procedures, and sequence of operations.
  - 2. Maintenance Data: Include manufacturer's information, list of spare parts, maintenance procedures, maintenance and service schedules for preventive and routine maintenance, and copies of warranties and bonds.
- B. Organize operation and maintenance manuals into suitable sets of manageable size. Bind and index data in heavy-duty, three-ring, vinyl-covered, loose-leaf binders, in thickness necessary to accommodate contents, with pocket inside the covers to receive folded oversized sheets. Identify each binder on front and spine with the printed title "OPERATION AND MAINTENANCE MANUAL," Project name, and subject matter of contents.

## 1.6 WARRANTIES

- A. Organize warranty documents into an orderly sequence based on the table of contents of the Project Manual.
  - 1. Bind warranties and bonds in heavy-duty, 3-ring, vinyl-covered, loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-1/2-by-11-inch paper. Provide two copies.
  - 2. Provide heavy paper dividers with plastic-covered tabs for each separate warranty. Mark tab to identify the product or installation. Provide a typed description of the product or installation, including the name of the product and the name, address, and telephone number of Installer.
  - 3. Identify each binder on the front and spine with the typed or printed title "WARRANTIES," Project name, and name of Contractor.

## PART 2 - PRODUCTS

### 2.1 MATERIALS

- A. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.

## PART 3 - EXECUTION

### 3.1 DEMONSTRATION AND TRAINING

- A. Instruction: Instruct Owner's personnel to adjust, operate, and maintain systems, subsystems, and equipment not part of a system.
  - 1. Provide instructors experienced in operation and maintenance procedures.
  - 2. Provide instruction at mutually agreed-on times. For equipment that requires seasonal operation, provide similar instruction at the start of each season.
  - 3. Schedule training with Owner, through Architect, with at least seven days advance notice.

### 3.2 FINAL CLEANING

- A. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturers written instructions.
  - 1. Complete the following cleaning operations before requesting inspection for certification of Final Acceptance for entire Project or for a portion of Project:
    - a. Clean Project site, yard, and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste material, litter, and other foreign substances.
    - b. Sweep paved areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.
    - c. Rake grounds that are neither planted nor paved to a smooth, even-textured surface.
    - d. Remove tools, construction equipment, machinery, and surplus material from Project site.
    - e. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
    - f. Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.
    - g. Sweep concrete floors broom-clean in unoccupied spaces.
    - h. Vacuum carpet and similar soft surfaces, removing debris and excess nap; shampoo if visible soil or stains remain.
    - i. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other noticeable, vision-obscuring materials. Replace chipped or broken glass and other damaged transparent materials. Polish mirrors and glass, taking care not to scratch surfaces.
    - j. Remove labels that are not permanent.



- k. Touch up and otherwise repair and restore marred, exposed finishes and surfaces. Replace finishes and surfaces that cannot be satisfactorily repaired or restored or that already show evidence of repair or restoration.
    - 1) Do not paint over "UL" and similar labels, including mechanical and electrical nameplates.
  - l. Wipe surfaces of mechanical and electrical equipment, elevator equipment, and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
  - m. Replace parts subject to unusual operating conditions.
  - n. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
  - o. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.
  - p. Clean light fixtures, lamps, globes, and reflectors to function with full efficiency. Replace burned-out bulbs, and those noticeably dimmed by hours of use, and defective and noisy starters in fluorescent and mercury vapor fixtures to comply with requirements for new fixtures.
  - q. Replace all worn, warped, or marred pier deck or railing components.
  - r. Leave Project clean and ready for occupancy.
- B. Pest Control: Engage an experienced, licensed exterminator to make a final inspection and rid Project of rodents, insects, and other pests. Prepare a report.

END OF SECTION 017700



## SECTION 024119 - SELECTIVE DEMOLITION

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. This Section includes demolition and removal of the following:
  - 1. Selected portions of the existing building.
  - 2. Repair procedures for selective demolition operations.

#### 1.2 DEFINITIONS

- A. Remove: Detach items from existing construction and legally dispose of them off-site, unless indicated to be removed and salvaged or removed and reinstalled.
- B. Remove and Salvage: Detach items from existing construction and deliver them to Owner.
- C. Remove and Reinstall: Detach items from existing construction, prepare them for reuse, and reinstall them where indicated.
- D. Existing to Remain: Existing items of construction that are not to be removed and that are not otherwise indicated to be removed, removed and salvaged, or removed and reinstalled.

#### 1.3 MATERIALS OWNERSHIP

- A. Except for items or materials indicated to be reused, salvaged, reinstalled, or otherwise indicated to remain Owner's property, demolished materials shall become Contractor's property and shall be removed from Project site.

#### 1.4 QUALITY ASSURANCE

- A. Demolition Firm Qualifications: An experienced firm that has specialized in demolition work similar in material and extent to that indicated for this Project.
- B. Regulatory Requirements: Comply with governing EPA notification regulations before beginning selective demolition. Comply with hauling and disposal regulations of authorities having jurisdiction.
- C. Standards: Comply with ANSI A10.6 and NFPA 241.
- D. Predemolition Conference: Conduct conference at Project site.

## 1.5 PROJECT CONDITIONS

- A. Utility Service: Maintain existing utilities indicated to remain in service and protect them against damage during selective demolition operations.

## PART 2 - PRODUCTS

### 2.1 REPAIR MATERIALS

- A. Use repair materials identical to existing materials.
  - 1. If identical materials are unavailable or cannot be used for exposed surfaces, use materials that visually match existing adjacent surfaces to the fullest extent possible.
  - 2. Use materials whose installed performance equals or surpasses that of existing materials.

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- A. Verify that utilities have been disconnected and capped.
- B. Survey existing conditions and correlate with requirements indicated to determine extent of selective demolition required.
- C. Inventory and record the condition of items to be removed and reinstalled and items to be removed and salvaged.
- D. When unanticipated mechanical, electrical, or structural elements that conflict with intended function or design are encountered, investigate and measure the nature and extent of conflict. Promptly submit a written report to Architect.
- E. Engage a professional engineer to survey condition of building to determine whether removing any element might result in structural deficiency or unplanned collapse of any portion of structure or adjacent structures during selective demolition operations.

### 3.2 UTILITY SERVICES

- A. Existing Utilities: Maintain services indicated to remain and protect them against damage during selective demolition operations.
- B. Utility Requirements: Locate, identify, disconnect, and seal or cap off indicated utilities serving areas to be selectively demolished.
  - 1. Arrange to shut off indicated utilities with utility companies.
  - 2. Cut off pipe or conduit in walls or partitions to be removed. Cap, valve, or plug and seal remaining portion of pipe or conduit after bypassing.

### 3.3 SELECTIVE DEMOLITION

- A. General: Demolish and remove existing construction only to the extent required by new construction and as indicated. Use methods required to complete the Work within limitations of governing regulations.
  - 1. Neatly cut openings and holes plumb, square, and true to dimensions required. Use cutting methods least likely to damage construction to remain or adjoining construction.
  - 2. Cut or drill from the exposed or finished side into concealed surfaces to avoid marring existing finished surfaces.
  - 3. Do not use cutting torches until work area is cleared of flammable materials. At concealed spaces, such as duct and pipe interiors, verify condition and contents of hidden space before starting flame-cutting operations. Maintain portable fire-suppression devices during flame-cutting operations.
  - 4. Locate selective demolition equipment and remove debris and materials so as not to impose excessive loads on supporting walls, floors, or framing.

### 3.4 PATCHING AND REPAIRS

- A. General: Promptly repair damage to adjacent construction caused by selective demolition operations.
- B. Repairs: Where repairs to existing surfaces are required, patch to produce surfaces suitable for new materials.
  - 1. Completely fill holes and depressions in existing masonry walls that are to remain with an approved masonry patching material applied according to manufacturer's written recommendations.
- C. Finishes: Restore exposed finishes of patched areas and extend restoration into adjoining construction in a manner that eliminates evidence of patching and refinishing.
- D. General: Promptly dispose of demolished materials. Do not allow demolished materials to accumulate on-site.
- E. Burning: Do not burn demolished materials.
- F. Disposal: Transport demolished materials off Owner's property and legally dispose of them.

END OF SECTION 024119



## SECTION 033000 - CAST-IN-PLACE CONCRETE

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

#### 1.2 SUMMARY

- A. Section includes cast-in-place concrete, including formwork, reinforcement, concrete materials, mixture design, placement procedures, and finishes, for the following:
  - 1. Footings.
  - 2. Slabs-on-grade.
- B. Related Sections:
  - 1. Division 03 Section "Architectural Concrete" for general building applications of specialty finished formed concrete.
  - 2. Division 31 Section "Earth Moving" for drainage fill under slabs-on-grade.
  - 3. Division 32 Section "Concrete Paving" for concrete pavement and walks.

#### 1.3 DEFINITIONS

- A. Cementitious Materials: Portland cement alone or in combination with one or more of the following: blended hydraulic cement, fly ash and other pozzolans, ground granulated blast-furnace slag, and silica fume; subject to compliance with requirements.

#### 1.4 ACTION SUBMITTALS

- A. Product Data: For each type of product indicated.
- B. Design Mixtures: For each concrete mixture. Submit alternate design mixtures when characteristics of materials, Project conditions, weather, test results, or other circumstances warrant adjustments.
  - 1. Indicate amounts of mixing water to be withheld for later addition at Project site.
- C. Steel Reinforcement Shop Drawings: Placing drawings that detail fabrication, bending, and placement. Include bar sizes, lengths, material, grade, bar schedules, stirrup spacing, bent bar diagrams, bar arrangement, splices and laps, mechanical connections, tie spacing, hoop spacing, and supports for concrete reinforcement.

- D. Formwork Shop Drawings: Prepared by or under the supervision of a qualified professional engineer detailing fabrication, assembly, and support of formwork.
  - 1. Shoring and Reshoring: Indicate proposed schedule and sequence of stripping formwork, shoring removal, and reshoring installation and removal.
- E. Construction Joint Layout: Indicate proposed construction joints required to construct the structure.
  - 1. Location of construction joints is subject to approval of the Engineer.
- F. Samples: For vapor retarder.

#### 1.5 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For Installer, manufacturer and testing agency.
- B. Material Certificates: For each of the following, signed by manufacturers:
  - 1. Cementitious materials.
  - 2. Admixtures.
  - 3. Form materials and form-release agents.
  - 4. Steel reinforcement and accessories.
  - 5. Fiber reinforcement.
  - 6. Waterstops
  - 7. Curing compounds.
  - 8. Floor and slab treatments.
  - 9. Bonding agents.
  - 10. Adhesives.
  - 11. Vapor retarders.
  - 12. Semirigid joint filler.
  - 13. Joint-filler strips.
  - 14. Repair materials.
- C. Material Test Reports: For the following, from a qualified testing agency, indicating compliance with requirements:
  - 1. Aggregates. Include service record data indicating absence of deleterious expansion of concrete due to alkali aggregate reactivity.
- D. Floor surface flatness and levelness measurements indicating compliance with specified tolerances.
- E. Field quality-control reports.
- F. Minutes of preinstallation conference.



## 1.6 QUALITY ASSURANCE

- A. **Installer Qualifications:** A qualified installer who employs on Project personnel qualified as ACI-certified Flatwork Technician and Finisher and a supervisor who is an ACI-certified Concrete Flatwork Technician.
- B. **Manufacturer Qualifications:** A firm experienced in manufacturing ready-mixed concrete products and that complies with ASTM C 94/C 94M requirements for production facilities and equipment.
  - 1. Manufacturer certified according to NRMCA's "Certification of Ready Mixed Concrete Production Facilities."
- C. **Testing Agency Qualifications:** An independent agency, acceptable to authorities having jurisdiction, qualified according to ASTM C 1077 and ASTM E 329 for testing indicated.
  - 1. Personnel conducting field tests shall be qualified as ACI Concrete Field Testing Technician, Grade 1, according to ACI CP-1 or an equivalent certification program.
  - 2. Personnel performing laboratory tests shall be ACI-certified Concrete Strength Testing Technician and Concrete Laboratory Testing Technician - Grade I. Testing Agency laboratory supervisor shall be an ACI-certified Concrete Laboratory Testing Technician - Grade II.
- D. **Source Limitations:** Obtain each type or class of cementitious material of the same brand from the same manufacturer's plant, obtain aggregate from single source, and obtain admixtures from single source from single manufacturer.
- E. **ACI Publications:** Comply with the following unless modified by requirements in the Contract Documents:
  - 1. ACI 301, "Specifications for Structural Concrete," Sections 1 through 5.
  - 2. ACI 117, "Specifications for Tolerances for Concrete Construction and Materials."
- F. **Concrete Testing Service:** Engage a qualified independent testing agency to perform material evaluation tests and to design concrete mixtures.
- G. **Preinstallation Conference:** Conduct conference at Project site.
  - 1. Before submitting design mixtures, review concrete design mixture and examine procedures for ensuring quality of concrete materials. Require representatives of each entity directly concerned with cast-in-place concrete to attend, including the following:
    - a. Contractor's superintendent.
    - b. Independent testing agency responsible for concrete design mixtures.
    - c. Ready-mix concrete manufacturer.
    - d. Concrete subcontractor.
  - 2. Review special inspection and testing and inspecting agency procedures for field quality control, concrete finishes and finishing, cold- and hot-weather concreting procedures, curing procedures, construction contraction and isolation joints, and joint-filler strips, forms and form removal limitations, shoring and reshoring procedures, vapor-retarder

installation, anchor rod and anchorage device installation tolerances, steel reinforcement installation, floor and slab flatness and levelness measurement, concrete repair procedures, and concrete protection.

## 1.7 DELIVERY, STORAGE, AND HANDLING

- A. Steel Reinforcement: Deliver, store, and handle steel reinforcement to prevent bending and damage.

## PART 2 - PRODUCTS

### 2.1 FORM-FACING MATERIALS

- A. Smooth-Formed Finished Concrete: Form-facing panels that will provide continuous, true, and smooth concrete surfaces. Furnish in largest practicable sizes to minimize number of joints.
  - 1. Plywood, metal, or other approved panel materials.
    - a. Structural 1, B-B or better; mill oiled and edge sealed.
- B. Rough-Formed Finished Concrete: Plywood, lumber, metal, or another approved material. Provide lumber dressed on at least two edges and one side for tight fit.
- C. Forms for Cylindrical Columns, Pedestals, and Supports: Metal, glass-fiber-reinforced plastic, paper, or fiber tubes that will produce surfaces with gradual or abrupt irregularities not exceeding specified formwork surface class. Provide units with sufficient wall thickness to resist plastic concrete loads without detrimental deformation.
- D. Pan-Type Forms: Glass-fiber-reinforced plastic or formed steel, stiffened to resist plastic concrete loads without detrimental deformation.
- E. Chamfer Strips: Wood, metal, PVC, or rubber strips, 3/4 by 3/4 inch (19 by 19 mm), minimum.
- F. Rustication Strips: Wood, metal, PVC, or rubber strips, kerfed for ease of form removal.
- G. Form-Release Agent: Commercially formulated form-release agent that will not bond with, stain, or adversely affect concrete surfaces and will not impair subsequent treatments of concrete surfaces.
  - 1. Formulate form-release agent with rust inhibitor for steel form-facing materials.
- H. Form Ties: Factory-fabricated, removable or snap-off metal or glass-fiber-reinforced plastic form ties designed to resist lateral pressure of fresh concrete on forms and to prevent spalling of concrete on removal.
  - 1. Furnish units that will leave no corrodible metal closer than 1 inch (25 mm) to the plane of exposed concrete surface.

## 2.2 STEEL REINFORCEMENT

- A. Reinforcing Bars: ASTM A 615/A 615M, Grade 60 (Grade 420), deformed.
- B. Plain-Steel Welded Wire Reinforcement: ASTM A 185/A 185M, plain, fabricated from as-drawn steel wire into flat sheets.

## 2.3 REINFORCEMENT ACCESSORIES

- A. Joint Dowel Bars: ASTM A 615/A 615M, Grade 60 (Grade 420), plain-steel bars, cut true to length with ends square and free of burrs.
- B. Bar Supports: Bolsters, chairs, spacers, and other devices for spacing, supporting, and fastening reinforcing bars and welded wire reinforcement in place. Manufacture bar supports from steel wire, plastic, or precast concrete according to CRSI's "Manual of Standard Practice," of greater compressive strength than concrete and as follows:
  - 1. For concrete surfaces exposed to view where legs of wire bar supports contact forms, use CRSI Class 1 plastic-protected steel wire or CRSI Class 2 stainless-steel bar supports.

## 2.4 CONCRETE MATERIALS

- A. Cementitious Material: Use the following cementitious materials, of the same type, brand, and source, throughout Project:
  - 1. Portland Cement: ASTM C 150, Type I, white. Supplement with the following:
    - a. Fly Ash: ASTM C 618, Class F.
- B. Normal-Weight Aggregates: ASTM C 33, Class 4M coarse aggregate or better, graded. Provide aggregates from a single source with documented service record data of at least 10 years' satisfactory service in similar applications and service conditions using similar aggregates and cementitious materials.
  - 1. Maximum Coarse-Aggregate Size: 3/4 inch (19 mm) nominal.
  - 2. Fine Aggregate: Free of materials with deleterious reactivity to alkali in cement.
- C. Water: ASTM C 94/C 94M and potable.

## 2.5 ADMIXTURES

- A. Air-Entraining Admixture: ASTM C 260.
- B. Chemical Admixtures: Provide admixtures certified by manufacturer to be compatible with other admixtures and that will not contribute water-soluble chloride ions exceeding those permitted in hardened concrete. Do not use calcium chloride or admixtures containing calcium chloride.
  - 1. Water-Reducing Admixture: ASTM C 494/C 494M, Type A.

2. Retarding Admixture: ASTM C 494/C 494M, Type B.
3. Water-Reducing and Retarding Admixture: ASTM C 494/C 494M, Type D.
4. High-Range, Water-Reducing Admixture: ASTM C 494/C 494M, Type F.
5. High-Range, Water-Reducing and Retarding Admixture: ASTM C 494/C 494M, Type G.
6. Plasticizing and Retarding Admixture: ASTM C 1017/C 1017M, Type II.
7. Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:
  - a. Axim Italcementi Group, Inc.; CATEXOL CN-CI.
  - b. BASF Construction Chemicals - Building Systems; Rheocrete CNI.
  - c. Euclid Chemical Company (The), an RPM company;.
  - d. Grace Construction Products, W. R. Grace & Co.; DCI.
  - e. Sika Corporation; Sika CNI.

## 2.6 FIBER REINFORCEMENT

- A. Synthetic Macro-Fiber: Polyolefin macro-fibers engineered and designed for use in concrete, complying with ASTM C 1116/C 1116M, Type III, 1 to 2-1/4 inches long.
  1. Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:
    - a. Euclid Chemical Company (The), an RPM company; Tuf-Strand SF.
    - b. FORTA Corporation; FORTA FERRO.
    - c. Grace Construction Products, W. R. Grace & Co.; Strux 90/40.
    - d. Nycon, Inc.; XL.
    - e. Propex Concrete Systems Corp.; Fibermesh 650.
    - f. Sika Corporation; Sika Fiber MS.

## 2.7 VAPOR RETARDERS

- A. Sheet Vapor Retarder: ASTM E 1745, Class A. Include manufacturer's recommended adhesive or pressure-sensitive tape. Maximum perm rating of 0.02.
  1. Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:
    - a. Fortifiber Building Systems Group; Moistop Ultra 15
    - b. Grace Construction Products, W. R. Grace & Co.; Florprufe 120
    - c. Insulation Solutions, Inc.; Viper VaporCheck II
    - d. Meadows, W. R., Inc.; Perminator 15 mil
    - e. Raven Industries Inc.; Vapor Block 15
    - f. Reef Industries, Inc.; Griffolyn 15 mil Green
    - g. Stego Industries, LLC; Stego Wrap 15 mil Class A
  2. Provide manufacturer's compatible sealer system for penetrations.
- B. Granular Fill: Clean mixture of crushed stone or crushed or uncrushed gravel; ASTM D 448, Size 57, with 100 percent passing a 1-1/2-inch (37.5-mm) sieve and 0 to 5 percent passing a No. 8 (2.36-mm) sieve.

## 2.8 CURING MATERIALS

- A. Evaporation Retarder: Waterborne, monomolecular film forming, manufactured for application to fresh concrete.
1. Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:
- a. Axim Italcementi Group, Inc.; CATEXOL CimFilm.
  - b. BASF Construction Chemicals - Building Systems; Confilm.
  - c. ChemMasters; SprayFilm.
  - d. Conspec by Dayton Superior; Aquafilm.
  - e. Dayton Superior Corporation; Sure Film (J-74).
  - f. Edoco by Dayton Superior; BurkeFilm.
  - g. Euclid Chemical Company (The), an RPM company; Eucobar.
  - h. Kaufman Products, Inc.; Vapor-Aid.
  - i. Lambert Corporation; LAMBCO Skin.
  - j. L&M Construction Chemicals, Inc.; E-CON.
  - k. Meadows, W. R., Inc.; EVAPRE.
  - l. Metacrete Industries; Waterhold.
  - m. Nox-Crete Products Group; MONOFILM.
  - n. Sika Corporation; SikaFilm.
  - o. SpecChem, LLC; Spec Film.
  - p. Symons by Dayton Superior; Finishing Aid.
  - q. TK Products, Division of Sierra Corporation; TK-2120 TRI-FILM.
  - r. Unitex; PRO-FILM.
  - s. Vexcon Chemicals, Inc.; Certi-Vex Envio Set.
- B. Absorptive Cover: AASHTO M 182, Class 2, burlap cloth made from jute or kenaf, weighing approximately 9 oz./sq. yd. (305 g/sq. m) when dry.
- C. Moisture-Retaining Cover: ASTM C 171, polyethylene film or white burlap-polyethylene sheet.
- D. Water: Potable.
- E. Clear, Waterborne, Membrane-Forming Curing Compound: ASTM C 309, Type 1, Class B, 18 to 25 percent solids, nondissipating, certified by curing compound manufacturer to not interfere with bonding of parking paint.
1. Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:
- a. BASF Construction Chemicals - Building Systems; Kure-N-Seal W.
  - b. ChemMasters; Safe-Cure Clear.
  - c. Conspec by Dayton Superior; High Seal.
  - d. Dayton Superior Corporation; Safe Cure and Seal (J-19).
  - e. Edoco by Dayton Superior; Spartan Cote WB II 20 Percent.
  - f. Euclid Chemical Company (The), an RPM company; Diamond Clear VOX; Clearseal WB STD.
  - g. Kaufman Products, Inc.; SureCure Emulsion.

- h. Lambert Corporation; Glazecote Sealer-20.
- i. L&M Construction Chemicals, Inc.; Dress & Seal WB.
- j. Meadows, W. R., Inc.; Vocomp-20.
- k. Metalcrete Industries; Metcure 0800.
- l. Nox-Crete Products Group; Cure & Seal 200E.
- m. Symons by Dayton Superior; Cure & Seal 18 Percent E.
- n. Vexcon Chemicals, Inc.; Starseal 0800.

## 2.9 RELATED MATERIALS

- A. Expansion- and Isolation-Joint-Filler Strips: ASTM D 1751, asphalt-saturated cellulosic fiber or ASTM D 1752, cork or self-expanding cork.
- B. Bonding Agent: ASTM C 1059/C 1059M, Type II, non-redispersible, acrylic emulsion or styrene butadiene.
- C. Epoxy Bonding Adhesive: ASTM C 881, two-component epoxy resin, capable of humid curing and bonding to damp surfaces, of class suitable for application temperature and of grade to suit requirements, and as follows:
  - 1. Types IV and V, load bearing, for bonding hardened or freshly mixed concrete to hardened concrete.
- D. Reglets: Fabricate reglets of not less than 0.022-inch- (0.55-mm-) thick, galvanized-steel sheet. Temporarily fill or cover face opening of reglet to prevent intrusion of concrete or debris.
- E. Dovetail Anchor Slots: Hot-dip galvanized-steel sheet, not less than 0.034 inch (0.85 mm) thick, with bent tab anchors. Temporarily fill or cover face opening of slots to prevent intrusion of concrete or debris.

## 2.10 REPAIR MATERIALS

- A. Repair Overlayment: Cement-based, polymer-modified, self-leveling product that can be applied in thicknesses from 1/4 inch (6.4 mm) and that can be filled in over a scarified surface to match adjacent floor elevations.
  - 1. Cement Binder: ASTM C 150, portland cement or hydraulic or blended hydraulic cement as defined in ASTM C 219.
  - 2. Primer: Product of topping manufacturer recommended for substrate, conditions, and application.
  - 3. Aggregate: Well-graded, washed gravel, 1/8 to 1/4 inch (3.2 to 6 mm) or coarse sand as recommended by topping manufacturer.
  - 4. Compressive Strength: Not less than 5000 psi (34.5 MPa) at 28 days when tested according to ASTM C 109/C 109M.

## 2.11 CONCRETE MIXTURES, GENERAL

- A. Prepare design mixtures for each type and strength of concrete, proportioned on the basis of laboratory trial mixture or field test data, or both, according to ACI 301.
  - 1. Use a qualified independent testing agency for preparing and reporting proposed mixture designs based on laboratory trial mixtures.
- B. Cementitious Materials: Limit percentage, by weight, of cementitious materials other than portland cement in concrete as follows:
  - 1. Fly Ash: 25 percent.
  - 2. Combined Fly Ash and Pozzolan: 25 percent.
- C. Limit water-soluble, chloride-ion content in hardened concrete to 0.15 percent by weight of cement.
- D. Admixtures: Use admixtures according to manufacturer's written instructions.
  - 1. Use water-reducing high-range water-reducing or plasticizing admixture in concrete, as required, for placement and workability.
  - 2. Use water-reducing and retarding admixture when required by high temperatures, low humidity, or other adverse placement conditions.
  - 3. Use water-reducing admixture in pumped concrete, concrete for heavy-use industrial slabs and parking structure slabs, concrete required to be watertight, and concrete with a water-cementitious materials ratio below 0.50.

## 2.12 CONCRETE MIXTURES FOR BUILDING ELEMENTS

- A. Slabs on grade: Proportion normal-weight concrete mixture as follows:
  - 1. Minimum Compressive Strength: 3000 psi (34.5 MPa) at 28 days.
  - 2. Slump Limit: 4 inches (100 mm), plus or minus 1 inch (25 mm).
  - 3. Air Content: Entrapped only. Do not allow air content of trowel-finished floors to exceed 3 percent.
- B. Conventional Footings: Proportion normal-weight concrete mixture as follows:
  - 1. Minimum Compressive Strength: 3,000 psi (20.7 MPa) at 28 days.
  - 2. Slump Limit: 4 inches (100 mm), plus or minus 1 inch (25 mm).
  - 3. Air Content: Entrapped only. Do not allow air content of trowel-finished floors to exceed 3 percent.
- C. Exterior Slabs-on-Grade: Proportion normal-weight concrete mixture as follows:
  - 1. Minimum Compressive Strength: 4,000 psi. at 28 days for interior slabs on grade. 4000 psi. at 28 days for exterior slabs on grade.
  - 2. Slump Limit: 4 inches (100 mm), plus or minus 1 inch (25 mm).
  - 3. Air Content: Do not allow air content of trowel-finished floors to exceed 3 percent.

4. Air Content for Exterior Slabs with Broom Finish: 6 percent, plus or minus 1.5 percent at point of delivery for 3/4-inch (19-mm) nominal maximum aggregate size.

## 2.13 FABRICATING REINFORCEMENT

- A. Fabricate steel reinforcement according to CRSI's "Manual of Standard Practice."

## 2.14 CONCRETE MIXING

- A. Ready-Mixed Concrete: Measure, batch, mix, and deliver concrete according to ASTM C 94/C 94M, and furnish batch ticket information.
  1. When air temperature is between 85 and 90 deg F (30 and 32 deg C), reduce mixing and delivery time from 1-1/2 hours to 75 minutes; when air temperature is above 90 deg F (32 deg C), reduce mixing and delivery time to 60 minutes.

## PART 3 - EXECUTION

### 3.1 FORMWORK

- A. Design, erect, shore, brace, and maintain formwork, according to ACI 301, to support vertical, lateral, static, and dynamic loads, and construction loads that might be applied, until structure can support such loads.
- B. Construct formwork so concrete members and structures are of size, shape, alignment, elevation, and position indicated, within tolerance limits of ACI 117.
- C. Limit concrete surface irregularities, designated by ACI 347 as abrupt or gradual, as follows:
  1. Class A, 1/8 inch (3.2 mm) for smooth-formed finished surfaces.
- D. Construct forms tight enough to prevent loss of concrete mortar.
- E. Fabricate forms for easy removal without hammering or prying against concrete surfaces. Provide crush or wrecking plates where stripping may damage cast concrete surfaces. Provide top forms for inclined surfaces steeper than 1.5 horizontal to 1 vertical.
  1. Install keyways, reglets, recesses, and the like, for easy removal.
  2. Do not use rust-stained steel form-facing material.
- F. Set edge forms, bulkheads, and intermediate screed strips for slabs to achieve required elevations and slopes in finished concrete surfaces. Provide and secure units to support screed strips; use strike-off templates or compacting-type screeds.
- G. Provide temporary openings for cleanouts and inspection ports where interior area of formwork is inaccessible. Close openings with panels tightly fitted to forms and securely braced to prevent loss of concrete mortar. Locate temporary openings in forms at inconspicuous locations.



- H. Chamfer exterior corners and edges of permanently exposed concrete.
- I. Form openings, chases, offsets, sinkages, keyways, reglets, blocking, screeds, and bulkheads required in the Work. Determine sizes and locations from trades providing such items.
- J. Clean forms and adjacent surfaces to receive concrete. Remove chips, wood, sawdust, dirt, and other debris just before placing concrete.
- K. Retighten forms and bracing before placing concrete, as required, to prevent mortar leaks and maintain proper alignment.
- L. Coat contact surfaces of forms with form-release agent, according to manufacturer's written instructions, before placing reinforcement.
- M. Tolerances: Finished work shall conform to tolerances of ACI 117 E
  - 1. Tolerance for offsets at edges in as-cast condition shall conform to ACI 117, Class A for Architectural Concrete, Class B for other surfaces exposed to view, and Class C for all other surfaces.

### 3.2 EMBEDDED ITEMS

- A. Place and secure anchorage devices and other embedded items required for adjoining work that is attached to or supported by cast-in-place concrete. Use setting drawings, templates, diagrams, instructions, and directions furnished with items to be embedded.
  - 1. Install anchor rods, accurately located, to elevations required and complying with tolerances in Section 7.5 of AISC's "Code of Standard Practice for Steel Buildings and Bridges."
  - 2. Install reglets to receive waterproofing and to receive through-wall flashings in outer face of concrete frame at exterior walls, where flashing is shown at lintels, shelf angles, and other conditions.
  - 3. Install dovetail anchor slots in concrete structures as indicated.

### 3.3 REMOVING AND REUSING FORMS

- A. General: Formwork for sides of beams, walls, columns, and similar parts of the Work that does not support weight of concrete may be removed after cumulatively curing at not less than 50 deg F (10 deg C) for 24 hours after placing concrete. Concrete has to be hard enough to not be damaged by form-removal operations and curing and protection operations need to be maintained.
  - 1. Leave formwork for beam soffits, joists, slabs, and other structural elements that supports weight of concrete in place until concrete has achieved at least 70 percent of its 28-day design compressive strength.
  - 2. Remove forms only if shores have been arranged to permit removal of forms without loosening or disturbing shores.

- B. Clean and repair surfaces of forms to be reused in the Work. Split, frayed, delaminated, or otherwise damaged form-facing material will not be acceptable for exposed surfaces. Apply new form-release agent.
- C. When forms are reused, clean surfaces, remove fins and laitance, and tighten to close joints. Align and secure joints to avoid offsets. Do not use patched forms for exposed concrete surfaces unless approved by Architect.

### 3.4 VAPOR RETARDERS

- A. Sheet Vapor Retarders: Place, protect, and repair sheet vapor retarder according to ASTM E 1643 and manufacturer's written instructions.
  - 1. Following leveling and tamping of granular base for slabs on grade, place vapor barrier sheeting with longest dimension parallel with direction of pour and face laps away from the expected direction of the placement whenever possible.
  - 2. Extend vapor barrier to the perimeter of the slab. If practicable, terminate it at the top of the slab, otherwise (a) at a point acceptable to the structural engineer or (b) where obstructed by impediments, such as dowels, waterstops, or any other site condition requiring early termination of the vapor barrier. At the point of termination, seal vapor barrier to the foundation wall, grade beam or slab itself.
  - 3. Lap joints 6 inches and seal with manufacturer's recommended tape.
  - 4. Apply seam tape to a clean and dry vapor barrier.
  - 5. Seal all penetrations (including pipes) per manufacturer's instructions.
  - 6. Avoid the use of non-permanent stakes driven through vapor retarder.
  - 7. If non-permanent stakes are driven through vapor retarder, repair as recommended by vapor retarder manufacturer.
  - 8. Repair damaged areas with vapor barrier material of similar (or better) permeance, puncture and tensile.

### 3.5 STEEL REINFORCEMENT

- A. General: Comply with CRSI's "Manual of Standard Practice" for placing reinforcement.
  - 1. Do not cut or puncture vapor retarder. Repair damage and reseal vapor retarder before placing concrete.
- B. Clean reinforcement of loose rust and mill scale, earth, ice, and other foreign materials that would reduce bond to concrete.
- C. Accurately position, support, and secure reinforcement against displacement. Locate and support reinforcement with bar supports to maintain minimum concrete cover. Do not tack weld crossing reinforcing bars.
- D. Set wire ties with ends directed into concrete, not toward exposed concrete surfaces.

- E. Install welded wire reinforcement in longest practicable lengths on bar supports spaced to minimize sagging. Lap edges and ends of adjoining sheets at least one mesh spacing. Offset laps of adjoining sheet widths to prevent continuous laps in either direction. Lace overlaps with wire.

### 3.6 JOINTS

- A. General: Construct joints true to line with faces perpendicular to surface plane of concrete.
- B. Construction Joints: Install so strength and appearance of concrete are not impaired, at locations indicated or as approved by Architect.
  - 1. Place joints perpendicular to main reinforcement. Continue reinforcement across construction joints unless otherwise indicated. Do not continue reinforcement through sides of strip placements of floors and slabs.
  - 2. Form keyed joints as indicated. Embed keys at least 1-1/2 inches (38 mm) into concrete.
  - 3. Locate joints for beams, slabs, joists, and girders in the middle third of spans. Offset joints in girders a minimum distance of twice the beam width from a beam-girder intersection.
  - 4. Locate horizontal joints in walls and columns at underside of floors, slabs, beams, and girders and at the top of footings or floor slabs.
  - 5. Space vertical joints in walls as indicated. Locate joints beside piers integral with walls, near corners, and in concealed locations where possible.
  - 6. Use a bonding agent at locations where fresh concrete is placed against hardened or partially hardened concrete surfaces.
- C. Contraction Joints in Slabs-on-Grade: Form weakened-plane contraction joints, sectioning concrete into areas as indicated. Construct contraction joints for a depth equal to at least one-fourth of concrete thickness as follows:
  - 1. Grooved Joints: Form contraction joints after initial floating by grooving and finishing each edge of joint to a radius of 1/8 inch (3.2 mm). Repeat grooving of contraction joints after applying surface finishes. Eliminate groover tool marks on concrete surfaces.
  - 2. Sawed Joints: Form contraction joints with power saws equipped with shatterproof abrasive or diamond-rimmed blades. Cut 1/8-inch- (3.2-mm-) wide joints into concrete when cutting action will not tear, abrade, or otherwise damage surface and before concrete develops random contraction cracks.
- D. Isolation Joints in Slabs-on-Grade: After removing formwork, install joint-filler strips at slab junctions with vertical surfaces, such as column pedestals, foundation walls, grade beams, and other locations, as indicated.
  - 1. Extend joint-filler strips full width and depth of joint, terminating flush with finished concrete surface unless otherwise indicated.
  - 2. Terminate full-width joint-filler strips not less than 1/2 inch (13 mm) or more than 1 inch (25 mm) below finished concrete surface where joint sealants, specified in Division 07 Section "Joint Sealants," are indicated.
  - 3. Install joint-filler strips in lengths as long as practicable. Where more than one length is required, lace or clip sections together.

- E. Doweled Joints: Install dowel bars and support assemblies at joints where indicated. Lubricate or asphalt coat one-half of dowel length to prevent concrete bonding to one side of joint.

### 3.7 CONCRETE PLACEMENT

- A. Before placing concrete, verify that installation of formwork, reinforcement, and embedded items is complete and that required inspections have been performed.
- B. Do not add water to concrete during delivery, at Project site, or during placement unless approved by Engineer of Record.
- C. Before test sampling and placing concrete, water may be added at Project site, subject to limitations of ACI 301.
  - 1. Do not add water to concrete after adding high-range water-reducing admixtures to mixture.
- D. Deposit concrete continuously in one layer or in horizontal layers of such thickness that no new concrete will be placed on concrete that has hardened enough to cause seams or planes of weakness. If a section cannot be placed continuously, provide construction joints as indicated. Deposit concrete to avoid segregation.
  - 1. Deposit concrete in horizontal layers of depth to not exceed formwork design pressures and in a manner to avoid inclined construction joints.
  - 2. Consolidate placed concrete with mechanical vibrating equipment according to ACI 301.
  - 3. Do not use vibrators to transport concrete inside forms. Insert and withdraw vibrators vertically at uniformly spaced locations to rapidly penetrate placed layer and at least 6 inches (150 mm) into preceding layer. Do not insert vibrators into lower layers of concrete that have begun to lose plasticity. At each insertion, limit duration of vibration to time necessary to consolidate concrete and complete embedment of reinforcement and other embedded items without causing mixture constituents to segregate.
- E. Deposit and consolidate concrete for floors and slabs in a continuous operation, within limits of construction joints, until placement of a panel or section is complete.
  - 1. Consolidate concrete during placement operations so concrete is thoroughly worked around reinforcement and other embedded items and into corners.
  - 2. Maintain reinforcement in position on chairs during concrete placement.
  - 3. Screed slab surfaces with a straightedge and strike off to correct elevations.
  - 4. Slope surfaces uniformly to drains where required.
  - 5. Begin initial floating using bull floats or darbies to form a uniform and open-textured surface plane, before excess bleedwater appears on the surface. Do not further disturb slab surfaces before starting finishing operations.
- F. Cold-Weather Placement: Comply with ACI 306.1 and as follows. Protect concrete work from physical damage or reduced strength that could be caused by frost, freezing actions, or low temperatures.

1. When average high and low temperature is expected to fall below 40 deg F (4.4 deg C) for three successive days, maintain delivered concrete mixture temperature within the temperature range required by ACI 301.
2. Do not use frozen materials or materials containing ice or snow. Do not place concrete on frozen subgrade or on subgrade containing frozen materials.
3. Do not use calcium chloride, salt, or other materials containing antifreeze agents or chemical accelerators unless otherwise specified and approved in mixture designs.

G. Hot-Weather Placement: Comply with ACI 301 and as follows:

1. Maintain concrete temperature below 95 deg F (32 deg C) at time of placement. Chilled mixing water or chopped ice may be used to control temperature, provided water equivalent of ice is calculated to total amount of mixing water. Using liquid nitrogen to cool concrete is Contractor's option.
2. Fog-spray forms, steel reinforcement, and subgrade just before placing concrete. Keep subgrade uniformly moist without standing water, soft spots, or dry areas.

### 3.8 FINISHING FORMED SURFACES

- A. Rough-Formed Finish: As-cast concrete texture imparted by form-facing material with tie holes and defects repaired and patched. Remove fins and other projections that exceed specified limits on formed-surface irregularities.
  1. Apply to concrete surfaces not exposed to public view.
- B. Smooth-Formed Finish: As-cast concrete texture imparted by form-facing material, arranged in an orderly and symmetrical manner with a minimum of seams. Repair and patch tie holes and defects. Remove fins and other projections that exceed specified limits on formed-surface irregularities.
  1. Apply to concrete surfaces exposed to public view,.
- C. Rubbed Finish: Apply the following to smooth-formed finished as-cast concrete where indicated:
  1. Grout-Cleaned Finish: Wet concrete surfaces and apply grout of a consistency of thick paint to coat surfaces and fill small holes. Mix one part portland cement to one and one-half parts fine sand with a 1:1 mixture of bonding admixture and water. Add white portland cement in amounts determined by trial patches so color of dry grout will match adjacent surfaces. Scrub grout into voids and remove excess grout. When grout whitens, rub surface with clean burlap and keep surface damp by fog spray for at least 36 hours.
- D. Related Unformed Surfaces: At tops of walls, horizontal offsets, and similar unformed surfaces adjacent to formed surfaces, strike off smooth and finish with a texture matching adjacent formed surfaces. Continue final surface treatment of formed surfaces uniformly across adjacent unformed surfaces unless otherwise indicated.

### 3.9 FINISHING FLOORS AND SLABS

- A. General: Comply with ACI 302.1R recommendations for screeding, restraighening, and finishing operations for concrete surfaces. Do not wet concrete surfaces.
- B. Broom Finish: Apply a broom finish to exterior concrete platforms, elevated slab, steps, ramps, and elsewhere as indicated.
  - 1. Immediately after float finishing, slightly roughen trafficked surface by brooming with fiber-bristle broom perpendicular to main traffic route. Coordinate required final finish with Architect before application.
  - 2. Specified overall values of flatness, F(F) 25; and of levelness, F(L) 20; with minimum local values of flatness, F(F) 17; and of levelness, F(L) 15.

### 3.10 MISCELLANEOUS CONCRETE ITEMS

- A. Filling In: Fill in holes and openings left in concrete structures after work of other trades is in place unless otherwise indicated. Mix, place, and cure concrete, as specified, to blend with in-place construction. Provide other miscellaneous concrete filling indicated or required to complete the Work.
- B. Curbs: Provide monolithic finish to interior curbs by stripping forms while concrete is still green and by steel-troweling surfaces to a hard, dense finish with corners, intersections, and terminations slightly rounded.
- C. Equipment Bases and Foundations: Provide machine and equipment bases and foundations as shown on Drawings. Set anchor bolts for machines and equipment at correct elevations, complying with diagrams or templates from manufacturer furnishing machines and equipment.
- D. Steel Pan Stairs: Provide concrete fill for steel pan stair treads, landings, and associated items. Cast-in inserts and accessories as shown on Drawings. Screed, tamp, and trowel finish concrete surfaces.

### 3.11 CONCRETE PROTECTING AND CURING

- A. General: Protect freshly placed concrete from premature drying and excessive cold or hot temperatures. Comply with ACI 306.1 for cold-weather protection and ACI 301 for hot-weather protection during curing.
- B. Evaporation Retarder: Apply evaporation retarder to unformed concrete surfaces if hot, dry, or windy conditions cause moisture loss approaching 0.2 lb/sq. ft. x h (1 kg/sq. m x h) before and during finishing operations. Apply according to manufacturer's written instructions after placing, screeding, and bull floating or darbying concrete, but before float finishing.
- C. Formed Surfaces: Cure formed concrete surfaces, including underside of beams, supported slabs, and other similar surfaces. If forms remain during curing period, moist cure after loosening forms. If removing forms before end of curing period, continue curing for the remainder of the curing period.

- D. Unformed Surfaces: Begin curing immediately after finishing concrete. Cure unformed surfaces, including floors and slabs, concrete floor toppings, and other surfaces.
- E. Cure concrete according to ACI 308.1, by one or a combination of the following methods:
  - 1. Moisture Curing: Keep surfaces continuously moist for not less than seven days with the following materials:
    - a. Water.
    - b. Continuous water-fog spray.
    - c. Absorptive cover, water saturated, and kept continuously wet. Cover concrete surfaces and edges with 12-inch (300-mm) lap over adjacent absorptive covers.
  - 2. Moisture-Retaining-Cover Curing: Cover concrete surfaces with moisture-retaining cover for curing concrete, placed in widest practicable width, with sides and ends lapped at least 12 inches (300 mm), and sealed by waterproof tape or adhesive. Cure for not less than seven days. Immediately repair any holes or tears during curing period using cover material and waterproof tape.
    - a. Moisture cure or use moisture-retaining covers to cure concrete surfaces to receive floor coverings.
    - b. Moisture cure or use moisture-retaining covers to cure concrete surfaces to receive penetrating liquid floor treatments.
    - c. Cure concrete surfaces to receive floor coverings with either a moisture-retaining cover or a curing compound that the manufacturer certifies will not interfere with bonding of floor covering used on Project.
  - 3. Curing Compound: Apply uniformly in continuous operation by power spray or roller according to manufacturer's written instructions. Recoat areas subjected to heavy rainfall within three hours after initial application. Maintain continuity of coating and repair damage during curing period.
    - a. Removal: After curing period has elapsed, remove curing compound without damaging concrete surfaces by method recommended by curing compound manufacturer unless manufacturer certifies curing compound will not interfere with bonding of parking paint used on Project.
  - 4. Curing and Sealing Compound: Apply uniformly to floors and slabs indicated in a continuous operation by power spray or roller according to manufacturer's written instructions. Recoat areas subjected to heavy rainfall within three hours after initial application. Repeat process 24 hours later and apply a second coat. Maintain continuity of coating and repair damage during curing period.

### 3.12 JOINT FILLING

- A. Prepare, clean, and install joint filler according to manufacturer's written instructions.
  - 1. Defer joint filling until concrete has aged at least one month(s). Do not fill joints until construction traffic has permanently ceased.

- B. Remove dirt, debris, saw cuttings, curing compounds, and sealers from joints; leave contact faces of joint clean and dry.
- C. Install semirigid joint filler full depth in saw-cut joints and at least 2 inches (50 mm) deep in formed joints. Overfill joint and trim joint filler flush with top of joint after hardening.

### 3.13 CONCRETE SURFACE REPAIRS

- A. Defective Concrete: Repair and patch defective areas when approved by Engineer. Remove and replace concrete that cannot be repaired and patched to Engineer's approval.
- B. Patching Mortar: Mix dry-pack patching mortar, consisting of one part portland cement to two and one-half parts fine aggregate passing a No. 16 (1.18-mm) sieve, using only enough water for handling and placing.
- C. Repairing Formed Surfaces: Surface defects include color and texture irregularities, cracks, spalls, air bubbles, honeycombs, rock pockets, fins and other projections on the surface, and stains and other discolorations that cannot be removed by cleaning.
  - 1. Immediately after form removal, cut out honeycombs, rock pockets, and voids more than 1/2 inch (13 mm) in any dimension to solid concrete. Limit cut depth to 3/4 inch (19 mm). Make edges of cuts perpendicular to concrete surface. Clean, dampen with water, and brush-coat holes and voids with bonding agent. Fill and compact with patching mortar before bonding agent has dried. Fill form-tie voids with patching mortar or cone plugs secured in place with bonding agent.
  - 2. Repair defects on surfaces exposed to view by blending white portland cement and standard portland cement so that, when dry, patching mortar will match surrounding color. Patch a test area at inconspicuous locations to verify mixture and color match before proceeding with patching. Compact mortar in place and strike off slightly higher than surrounding surface.
  - 3. Repair defects on concealed formed surfaces that affect concrete's durability and structural performance as determined by Engineer.
- D. Repairing Unformed Surfaces: Test unformed surfaces, such as floors and slabs, for finish and verify surface tolerances specified for each surface. Correct low and high areas. Test surfaces sloped to drain for trueness of slope and smoothness; use a sloped template.
  - 1. Repair finished surfaces containing defects. Surface defects include spalls, popouts, honeycombs, rock pockets, crazing and cracks in excess of 0.01 inch (0.25 mm) wide or that penetrate to reinforcement or completely through unreinforced sections regardless of width, and other objectionable conditions.
  - 2. After concrete has cured at least 14 days, correct high areas by grinding.
  - 3. Correct localized low areas during or immediately after completing surface finishing operations by cutting out low areas and replacing with patching mortar. Finish repaired areas to blend into adjacent concrete.
  - 4. Repair defective areas, except random cracks and single holes 1 inch (25 mm) or less in diameter, by cutting out and replacing with fresh concrete. Remove defective areas with clean, square cuts and expose steel reinforcement with at least a 3/4-inch (19-mm) clearance all around. Dampen concrete surfaces in contact with patching concrete and apply bonding agent. Mix patching concrete of same materials and mixture as original



- concrete except without coarse aggregate. Place, compact, and finish to blend with adjacent finished concrete. Cure in same manner as adjacent concrete.
5. Repair random cracks and single holes 1 inch (25 mm) or less in diameter with patching mortar. Groove top of cracks and cut out holes to sound concrete and clean off dust, dirt, and loose particles. Dampen cleaned concrete surfaces and apply bonding agent. Place patching mortar before bonding agent has dried. Compact patching mortar and finish to match adjacent concrete. Keep patched area continuously moist for at least 72 hours.
- E. Perform structural repairs of concrete, subject to Engineer's approval, using epoxy adhesive and patching mortar.
  - F. Repair materials and installation not specified above may be used, subject to Architect's approval.

### 3.14 FIELD QUALITY CONTROL

- A. Testing and Inspecting: Owner will engage a qualified testing and inspecting agency to perform field tests and inspections and prepare test reports.
- B. Inspections:
  1. Steel reinforcement placement.
  2. Headed bolts and studs.
  3. Verification of use of required design mixture.
  4. Concrete placement, including conveying and depositing.
  5. Curing procedures and maintenance of curing temperature.
  6. Verification of concrete strength before removal of shores and forms from beams and slabs.
- C. Concrete Tests: Testing of composite samples of fresh concrete obtained according to ASTM C 172 shall be performed according to the following requirements:
  1. Testing Frequency: Samples for strength tests of each class of concrete placed each day shall be taken not less than once a day, nor less than once for each 150 cu. yd. (114 cu. m) of concrete, nor less than once for each 5,000 sq. ft. of surface area for slabs or walls.
    - a. When frequency of testing will provide fewer than five compressive-strength tests for each concrete mixture, testing shall be conducted from at least five randomly selected batches or from each batch if fewer than five are used.
  2. Slump: ASTM C 143/C 143M; one test at point of placement for each composite sample, but not less than one test for each day's pour of each concrete mixture. Perform additional tests when concrete consistency appears to change.
  3. Air Content: ASTM C 231, pressure method, for normal-weight concrete; one test for each composite sample, but not less than one test for each day's pour of each concrete mixture.
  4. Concrete Temperature: ASTM C 1064/C 1064M; one test hourly when air temperature is 40 deg F (4.4 deg C) and below and when 80 deg F (27 deg C) and above, and one test for each composite sample.
  5. Compression Test Specimens: ASTM C 31/C 31M.

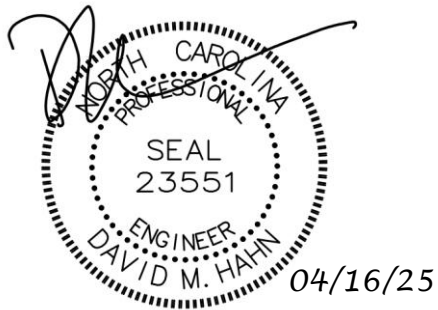
- a. Cast and laboratory cure two sets of two standard cylinder specimens for each composite sample.
  6. Compressive-Strength Tests: ASTM C 39/C 39M; test one set of two laboratory-cured specimens at 7 days and one set of two specimens at 28 days.
    - a. A compressive-strength test shall be the average compressive strength from a set of two specimens obtained from same composite sample and tested at age indicated.
  7. Strength of each concrete mixture will be satisfactory if every average of any three consecutive compressive-strength tests equals or exceeds specified compressive strength and no compressive-strength test value falls below specified compressive strength by more than 500 psi (3.4 MPa).
  8. Test results shall be reported in writing to Architect, concrete manufacturer, and Contractor within 48 hours of testing. Reports of compressive-strength tests shall contain Project identification name and number, date of concrete placement, name of concrete testing and inspecting agency, location of concrete batch in Work, design compressive strength at 28 days, concrete mixture proportions and materials, compressive breaking strength, and type of break for both 7- and 28-day tests.
  9. Nondestructive Testing: Impact hammer, sonoscope, or other nondestructive device may be permitted by Architect but will not be used as sole basis for approval or rejection of concrete.
  10. Additional Tests: Testing and inspecting agency shall make additional tests of concrete when test results indicate that slump, air entrainment, compressive strengths, or other requirements have not been met, as directed by Architect. Testing and inspecting agency may conduct tests to determine adequacy of concrete by cored cylinders complying with ASTM C 42/C 42M or by other methods as directed by Architect.
  11. Additional testing and inspecting, at Contractor's expense, will be performed to determine compliance of replaced or additional work with specified requirements.
  12. Correct deficiencies in the Work that test reports and inspections indicate do not comply with the Contract Documents.
- D. Measure floor and slab flatness and levelness according to ASTM E 1155 (ASTM E 1155M) within 24 hours of finishing.

END OF SECTION 033000

SECTION 220000 – PLUMBING

Plumbing work shall be defined by drawings numbered with the prefix “P-“ and Division-22 Plumbing Specifications.

Engineer of Record for Division 22 is David M. Hahn, PE, CBHF Engineers, PLLC, 2246 Yaupon Drive, Wilmington, NC 28401.





## SECTION 220000 - GENERAL PLUMBING

### PART 1 - GENERAL

#### 1.1 SCOPE OF WORK

- A. Instructions to Bidders, General Conditions of the Contract, Supplementary General Conditions and Division 01 Specifications Sections bound herewith are a component part of Division 22 specifications. Comply with all provisions, details and instructions of these sections in the accomplishment of work covered under Division 22.
- B. Furnish all labor, materials and equipment and incidentals required to make ready for use complete plumbing systems as shown on the Drawings and specified herein.
- C. Where Sub-Contracts are used to perform portions of the work, division of labor between sub trades is the responsibility of the Contractor.
- D. Furnish all labor, materials and equipment and incidentals required to make ready for use complete plumbing systems as shown on the Drawings and specified herein.
- E. Work includes furnishing, installing and testing the equipment and materials specified in other sections of the Division Specifications and shown on the Plumbing Drawings. It is the intent of these Specifications that the plumbing systems shall be suitable in every way for the intended usage. All material and all work which may be reasonably implied as being incidental to the work of this Division shall be furnished at no extra cost.
- F. The general scope work includes, but is not limited to, furnishing, coordinating, and installing the following.
  - 1. Fuel gas piping with connection to site gas supply.
- G. Visit all areas of the existing site, buildings and structures (as applicable) in which work under these sections is to be performed. Inspect carefully the existing conditions prior to bidding. Bid submission is evidence that the Contractor has examined the site and existing conditions, understands conditions under which the work will be performed, and takes full responsibility for complete knowledge of all factors governing the work.
- H. Schedule all service interruptions in existing facilities at the Owner's convenience with 72 hours (minimum) notice. Obtain prior approval for each interruption.
- I. Thoroughly test all plumbing systems after installation and make any minor corrections, changes or adjustments necessary for proper functioning of the systems and equipment. All workmanship shall be of the highest quality; substandard work will be rejected.

#### 1.2 SUBMITTALS

- A. Procedures for submittals: Submit under provisions of relevant sections of the General and Supplemental General Conditions and Division 01 Specifications Sections.

Transmit each shop drawing submittal with provided Shop Drawing Submittal Cover Form, attached herewith for each item of equipment/material or each specification section/paragraph.

- B. Clearly indicate proposed equipment and/or materials substitutions in shop drawings. Summarize all deviations from the specified quality, functionality, appearance or performance of proposed equipment and/or materials in the preface of each submittal. Include documentation to support deviations.
- C. Provide descriptive data on all materials and equipment as required to ascertain compliance with Specifications.
- D. The design layout shown on drawings is based on physical sizes of reputable equipment manufacturers. If equipment other than the models indicated is installed, any resulting conflicts with space, maintenance access, clearances or codes are the responsibility of the Contractor to correct at his expense.
- E. Where specific models and manufacturers of materials and equipment are specified, substitutions as allowed by the specifications and State law will be considered. Substitutions must be equivalent in quality, function, suitability and arrangement to specified equipment. Architect/Engineer to have final authority as to equivalency of substitutions.
- F. Equipment model numbers noted in these specifications or on the drawings are intended to establish a minimum standard of quality and do not necessarily relate to specific options or arrangement as shown. Provide equipment with all standard features and optional features as stated and arranged as shown on the drawings.

### 1.3 REGULATORY REQUIREMENTS

- A. Perform Work in accordance with all applicable state and local codes, standards and regulations.
- B. Furnish all materials and labor which is required for compliance with codes, standards and regulations, whether specifically mentioned in these specifications or shown on the drawings.
- C. Obtain required construction permit from the authority having jurisdiction and arrange, at the proper time, for all inspections required by such authority. Pay all permit and inspection costs required.

### 1.4 COORDINATION OF WORK

- A. The contractor is responsible for coordination of work between trades. Provide fully complete and functional systems.
- B. Compare plumbing drawings and specifications with the drawings and specifications for other trades.
- C. Coordinate plumbing installation with the work of other trades. Report any pertinent discrepancies to the Architect/Engineer and obtain written instructions for any necessary revisions. Before starting any construction, make proper provisions to avoid interferences in a

manner approved by the Architect/Engineer. No extras will be allowed for rework of uncoordinated installations.

- D. Determine exact route and location of each plumbing item prior to fabrication and/or installation. Adjust location of piping and equipment, etc., to accommodate interferences anticipated and encountered.
- E. Right of Way: General priority for right of way is as follows:
  - 1. Items located per regulatory requirement.
  - 2. Piping with pitch requirement (plumbing drains, etc.).
  - 3. Piping without pitch requirement.
  - 4. Electrical wiring (conduits, etc.).
- F. Arrange all work to permit removal (without damage to other parts) of any equipment requiring periodic replacement.
- G. Provide clearance and easy access to any equipment which requires periodic maintenance. Arrange ducts, piping and equipment to permit ready access to valves, cocks, traps, starters, motors, control components, etc., and to clear the opening of swinging doors and access panels.

#### 1.5 EQUIPMENT AND MATERIALS (GENERAL)

- A. Provide all new materials unless specifically indicated otherwise.
- B. Manufacturers and models listed in drawings and specifications are used for layout and to convey to bidders the general style, type, character and quality of product desired. Listed examples are used only to denote the quality standard of product desired and are not intended to restrict bidders to a specific brand, make, manufacturer or specific name.
- C. Adjust layout, system connections and coordinate with other trades as required to properly install equivalent products.
- D. Where equivalent products are submitted, include all associated costs related to substitution in bid.
- E. Furnish materials bearing the manufacturer's name and trade name. Provide UL label where a UL standard has been established for the material.
- F. Furnish standard products of manufacturers regularly engaged in production of equipment types required for the work. Use the manufacturer's latest approved design.
- G. Use the same manufacturer for equipment and materials of the same general type throughout the work to obtain uniform appearance, operation and maintenance.
- H. Protect equipment and materials from dirt, water, chemical or mechanical injury and theft at all times during construction. Provide covers or shelter as required.
- I. If materials or equipment are damaged at any time prior to final acceptance of the work, repair such damage at no additional cost. If materials or equipment are damaged by water, provide replacement at no additional cost.

- J. Follow manufacturer's directions completely in the delivery, storage, protection and installation of all equipment and materials. Notify the Architect/Engineer in writing of any conflicts between any requirements of the contract documents and manufacturer's directions. Obtain written instructions before proceeding with the work. The Contractor is responsible for correction of any work that does not comply with the manufacturer's directions or written instructions from the Architect/Engineer at no additional cost.
- K. Repair any damage to factory applied paint finish using touch-up paint furnished by the equipment manufacturer. Repaint the entire damaged panel or section at no additional cost.

#### 1.6 OPERATION AND MAINTENANCE MANUALS

- A. Refer to individual plumbing sections and Division 01.

#### 1.7 PAINTING

- A. Protect fixtures, valves, trim, etc. from field painting operations. Do not install escutcheons and trim until painting is complete.

#### 1.8 LOCATIONS AND MEASUREMENTS

- A. The location of plumbing work is shown on the drawings as accurately as possible. Field-verify all measurements to insure that the work suits the surrounding trim, finishes and/or construction. Provide adjustment as necessary.
- B. Make minor relocations of work prior to installation as required or as directed by the Architect/Engineer at no additional cost.

#### 1.9 SUPERVISION

- A. Contractor to provide an authorized and competent representative to constantly supervise the work from the beginning to completion and final acceptance. Insofar as possible, keep the same foreman and workmen throughout the project duration.
- B. Representatives of Architect/Engineer, Owner, and local inspection authorities will make inspections during the progress of the work. Contractor to accommodate such inspections and correct deficiencies noted.

#### 1.10 QUALITY AND WORKMANSHIP

- A. Contractors employ skilled tradesmen, laborers and supervisors. Final product to be a neat, well finished, and professional installation.
- B. Remove and replace any work considered substandard quality in the judgment of the Architect/Engineer.



#### 1.11 EXCAVATION, TRENCHING AND BACKFILLING

- A. Provide all excavation, trenching and backfilling as required to complete the work under this Division.
- B. Contractor is responsible for investigating conditions prior to excavating and to exercise care during the excavation to avoid any utilities or other objects which may or may not be shown on the drawings.
- C. Excavate so as not to endanger or damage existing utilities and structures. If damage occurs, repair damage to the satisfaction of the Architect/Engineer at no additional cost.
- D. Lay out location of all ditching at grade and obtain approval from the Architect/Engineer prior excavating.
- E. Remove and dispose of all surplus earth from the site.
- F. Provide suitable backfill materials as required.
- G. Perform excavation, trenching and shoring in accordance with rules and regulations set forth in Article XXI, Bulletin 1 "Trenching" as published in a separate bulletin by the North Carolina Department of Labor, Division of Standards and Inspection Construction Bureau.
- H. Bid excavation work as unclassified with no extra payment for removal of rock, unsuitable soils, etc.

#### 1.12 CLOSING IN WORK

- A. Do not cover up or enclose work until it has been inspected, tested and approved by authorities having jurisdiction over the work. Uncover any such work for inspection and/or test at no additional cost. Restore the work to its original condition after inspection and/or test at no additional cost.

#### 1.13 CUTTING AND PATCHING

- A. Perform all cutting and patching necessary to install work under this Division.
- B. Perform cutting and patching in professional, workmanlike manner.
- C. Arrange work to minimize cutting and patching.
- D. Do not cut joists, beams, girders, columns or any other structural members without written permission from the Architect/Engineer.
- E. Cut opening only large enough to allow easy installation of piping, wiring or ductwork.
- F. Patching material to match material removed.
- G. Restore patched surface to its original appearance at completion of patching.

- H. Where waterproofed surfaces are patched, maintain integrity of waterproofing.
- I. Remove rubble and excess patching materials from the premises.

#### 1.14 INTERPRETATION OF DRAWINGS

- A. Drawings and specifications under this Division are complementary each to the other. Provide any work specified herein and/or indicated on the drawings.
- B. Drawings are diagrammatic and indicate generally the location of fixtures, piping, devices, equipment, etc. Follow drawings as closely as possible but arrange work to suit the finished surroundings and/or trim.
- C. The words “furnish”, “provide”, and/or “install” as used in these drawings and specifications are interpreted to include all material and labor necessary to complete the particular item, system, equipment, etc.
- D. Any omissions from either the drawings or specifications are unintentional. Contractor is responsible for notifying the Architect/Engineer of any pertinent omissions before submitting a bid. Complete working systems are required, whether every small item of material is shown and specified or not.

#### 1.15 ACCESSIBILITY

- A. Locate all equipment which must be serviced, operated, or maintained in fully accessible positions. Equipment to include, but not be limited to, valves, traps, cleanouts, motors, controllers and drain points. If required for accessibility, furnish access doors for this purpose. Minor deviations from drawings may be made to allow for better accessibility.

#### 1.16 ELECTRICAL WORK IN CONNECTION WITH PLUMBING WORK

- A. Comply with Division 26.

#### 1.17 PLUMBING WORK IN CONNECTION WITH OTHER CONTRACTS

- A. Provide plumbing services as required for items furnished by other contractors or vendors as shown on the plumbing drawings. Include rough-ins and final connections to equipment. Locations of connections shown on the drawings are approximate and some adjustment of actual connection locations should be anticipated. Coordinate exact connection requirements. Make final connections only after approval of the other contractor or vendor, in the contractor's or vendor's presence.
  - 1. Natural Gas System- Provide complete gas piping supply from natural gas meter. Coordinate equipment gas requirements with supplier. The contractor is responsible for contacting natural gas supplier and complying with supplier connection and service piping requirements. Provide all required valves, regulators, accessories as shown on drawings.

1.18 ALTERNATE BIDS

Not used.

1.19 PROJECT RECORD DRAWINGS

- A. Submit under provisions of relevant sections of the General and Supplemental General Conditions and Division 01 Specification Sections.
- B. As the work progresses, legibly record all field changes on a set of project contract drawings, herein after called the “record drawings.”
- C. Accurately show the installed condition of plumbing work on record drawings.

1.20 PHASING OF THE WORK

- A. Schedule work in accordance with the relevant sections of the General and Supplemental General Conditions and Division 01 Specifications Sections.

1.21 PROJECT CLOSEOUT

- A. Submit under provisions of relevant sections of the General and Supplemental General Conditions and Division 01 Specifications Sections.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION 220000



## SECTION 231123 - FACILITY NATURAL-GAS PIPING

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. Section Includes:
  - 1. Pipes, tubes, and fittings.
  - 2. Joining materials.
  - 3. Manual gas shutoff valves.

#### 1.2 DEFINITIONS

- A. CWP: Cold working pressure.
- B. Exposed, Exterior Installations: Exposed to view outdoors or subject to outdoor ambient temperatures and weather conditions. An example includes rooftop locations.

#### 1.3 ACTION SUBMITTALS

- A. Product Data:
  - 1. Valves. Include pressure rating, capacity, settings, and electrical connection data of selected models.

#### 1.4 INFORMATIONAL SUBMITTALS

- A. Field quality-control reports.

#### 1.5 DELIVERY, STORAGE, AND HANDLING

- A. Handling Flammable Liquids: Remove and dispose of liquids from existing natural-gas piping in accordance with requirements of authorities having jurisdiction.
- B. Deliver pipes and tubes with factory-applied end caps. Maintain end caps through shipping, storage, and handling to prevent pipe end damage and to prevent entrance of dirt, debris, and moisture.
- C. Store and handle pipes and tubes having factory-applied protective coatings to avoid damaging coating and protect from direct sunlight.
- D. Protect stored PE pipes and valves from direct sunlight.

## 1.6 PROJECT CONDITIONS

- A. Perform site survey, research public utility records, and verify existing utility locations. Contact utility-locating service for area where Project is located.
- B. Interruption of Existing Natural-Gas Service: Do not interrupt natural-gas service to facilities occupied by Owner or others unless permitted under the following conditions, and then only after arranging to provide purging and startup of natural-gas supply in accordance with requirements indicated:
  - 1. Notify Architect no fewer than two days in advance of proposed interruption of natural-gas service.
  - 2. Do not proceed with interruption of natural-gas service without Architect's written permission.

## 1.7 COORDINATION

- A. Coordinate sizes and locations of concrete bases with actual equipment provided.
- B. Coordinate requirements for piping identification for natural-gas piping.

## PART 2 - PRODUCTS

### 2.1 SOURCE LIMITATIONS

- A. Obtain each product type from a single source from a single manufacturer.

### 2.2 PERFORMANCE REQUIREMENTS

- A. Comply with NFPA 54.
- B. Minimum Operating-Pressure Ratings:
  - 1. Piping and Valves: 100 psig minimum unless otherwise indicated.
- C. Natural-Gas System Pressure:
  - 1. Two pressure ranges. Primary pressure is more than 0.5 psig, but not more than 2 psig, and is reduced to secondary pressure of 0.5 psig or less.

### 2.3 PIPES, TUBES, AND FITTINGS

- A. Steel Pipe: ASTM A53/A53M, black steel, Schedule 40, Type E or S, Grade B.
  - 1. Malleable-Iron Threaded Fittings: ASME B16.3, Class 150, standard pattern.
  - 2. Unions: ASME B16.39, Class 150, malleable iron with brass-to-iron seat, ground joint, and threaded ends.

3. Protective Coating for Underground Piping: Factory-applied, three-layer coating of epoxy, adhesive, and PE.
  - a. Joint Cover Kits: Epoxy paint, adhesive, and heat-shrink PE sleeves.
4. Mechanical Couplings:
  - a. Coupling is to be capable of joining PE pipe to PE pipe, steel pipe to PE pipe, or steel pipe to steel pipe.
  - b. Steel body couplings installed underground on plastic pipe are to be factory equipped with anode.

B. PE Pipe: ASTM D2513, SDR 11.

1. PE Fittings: ASTM D2683, socket-fusion type or ASTM D3261, butt-fusion type with dimensions matching PE pipe.
2. PE Transition Fittings: Factory-fabricated fittings with PE pipe complying with ASTM D2513, SDR 11; and steel pipe complying with ASTM A53/A53M, black steel, Schedule 40, Type E or S, Grade B.
3. Anodeless Service-Line Risers: Factory fabricated and leak tested.
  - a. Underground Portion: PE pipe complying with ASTM D2513, SDR 11 inlet.
  - b. Casing: Steel pipe complying with ASTM A53/A53M, Schedule 40, black steel, Type E or S, Grade B, with corrosion-protective coating covering. Vent casing aboveground.
  - c. Aboveground Portion: PE transition fitting.
  - d. Outlet is threaded or flanged or suitable for welded connection.
  - e. Tracer wire connection.
  - f. UV shield.
  - g. Stake supports with factory finish to match steel pipe casing or carrier pipe.

## 2.4 JOINING MATERIALS

- A. Joint Compound and Tape: Suitable for natural gas.

## 2.5 MANUAL GAS SHUTOFF VALVES

- A. General Requirements for Metallic Valves, NPS 2 (DN 50) and Smaller: Comply with ASME B16.33.
1. CWP Rating: 125 psig.
  2. Threaded Ends: Comply with ASME B1.20.1.
  3. Dryseal Threads on Flare Ends: Comply with ASME B1.20.3.
  4. Tamperproof Feature: Locking feature for valves indicated in "Underground, Manual Gas Shutoff Valve Schedule" and "Aboveground, Manual Gas Shutoff Valve Schedule" articles.
  5. Listed and labeled by an NRTL acceptable to authorities having jurisdiction for valves 1 inch and smaller.

6. Service Mark: Valves NPS 1-1/4 to NPS 2 having initials "WOG" permanently marked on valve body.

## 2.6 LABELING AND IDENTIFYING

- A. Detectable Warning Tape: Acid- and alkali-resistant, PE film warning tape manufactured for marking and identifying underground utilities, a minimum of 6 inches wide and 4 mils thick, continuously inscribed with a description and rated pressure of utility, with metallic core encased in a protective jacket for corrosion protection, detectable by metal detector when tape is buried up to 30 inches deep; colored yellow.

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- A. Examine roughing-in for natural-gas piping system to verify actual locations of piping connections before equipment installation.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

### 3.2 PREPARATION

- A. Close equipment shutoff valves before turning off natural gas to premises or piping section.
- B. Inspect natural-gas piping in accordance with NFPA 54 to determine that natural-gas utilization devices are turned off in piping section affected.
- C. Comply with NFPA 54 requirements for preventing accidental ignition.

### 3.3 INSTALLATION OF OUTDOOR PIPING

- A. Comply with NFPA 54 for installation and purging of natural-gas piping.
- B. Install underground, natural-gas piping buried at least 36 inches below finished grade.
  1. If natural-gas piping is installed less than 36 inches below finished grade, install it in containment conduit.
- C. Install underground, PE, natural-gas piping in accordance with ASTM D2774.
- D. Steel Piping with Protective Coating:
  1. Apply joint cover kits to pipe after joining to cover, seal, and protect joints.
  2. Repair damage to PE coating on pipe as recommended in writing by protective coating manufacturer.
  3. Replace pipe having damaged PE coating with new pipe.



- E. Install fittings for changes in direction and branch connections.

### 3.4 INSTALLATION OF VALVES

- A. Install underground valves with valve boxes.
- B. Install regulators and overpressure protection devices with maintenance access space adequate for servicing and testing.
- C. Install anode for metallic valves in underground PE piping.

### 3.5 PIPING JOINT CONSTRUCTION

- A. Ream ends of pipes and tubes and remove burrs.
- B. Remove scale, slag, dirt, and debris from inside and outside of pipe and fittings before assembly.
- C. Threaded Joints:
  - 1. Thread pipe with tapered pipe threads complying with ASME B1.20.1.
  - 2. Cut threads full and clean using sharp dies.
  - 3. Ream threaded pipe ends to remove burrs and restore full inside diameter of pipe.
  - 4. Apply appropriate tape or thread compound to external pipe threads unless dryseal threading is specified.
  - 5. Damaged Threads: Do not use pipe or pipe fittings with threads that are corroded or damaged. Do not use pipe sections that have cracked or open welds.
- D. PE Piping Heat-Fusion Joints: Clean and dry joining surfaces by wiping with clean cloth or paper towels. Join in accordance with ASTM D2657.
  - 1. Plain-End Pipe and Fittings: Use butt fusion.
  - 2. Plain-End Pipe and Socket Fittings: Use socket fusion.

### 3.6 INSTALLATION OF HANGERS AND SUPPORTS

- A. Support horizontal piping within 12 inches of each fitting.
- B. Support vertical runs of steel piping to comply with MSS SP-58, locally enforced codes, and authorities having jurisdiction requirements, whichever are most stringent.

### 3.7 PIPING CONNECTIONS

- A. Connect to utility's gas main according to utility's procedures and requirements.
- B. Install natural-gas piping electrically continuous and bonded to gas-appliance equipment grounding conductor of the circuit powering the appliance in accordance with NFPA 70.

- C. Where installing piping adjacent to appliances allow space for service and maintenance of appliances.
- D. Connect piping to appliances using manual gas shutoff valves and unions. Install valve within 72 inches of each gas-fired appliance and equipment. Install union between valve and appliances or equipment.

### 3.8 LABELING AND IDENTIFICATION

- A. Install detectable warning tape directly above gas piping, 12 inches below finished grade, except 6 inches below subgrade under pavements and slabs.
- B. For PE pipe and fittings, a yellow insulated copper tracer wire must be installed adjacent to the underground on metallic piping. Access shall be provided to the tracer wire or tracer wire shall terminate above ground at each end of the nonmetallic piping the tracer wire size shall not be less than 18 AWG and the insulation type shall be suitable for direct burial.

### 3.9 FIELD QUALITY CONTROL

- A. Tests and Inspections:
  - 1. Test, inspect, and purge natural gas in accordance with NFPA 54 and authorities having jurisdiction.
  - 2. Natural-gas piping will be considered defective if it does not pass tests and inspections.
- B. Prepare test and inspection reports.

### 3.10 OUTDOOR PIPING SCHEDULE

- A. Underground natural-gas piping is to be one of the following:
  - 1. PE pipe and fittings joined by heat fusion, or mechanical couplings; service-line risers with tracer wire terminated in an accessible location.
  - 2. Steel pipe with wrought-steel fittings and welded joints, or mechanical couplings. Coat pipe and fittings with protective coating for steel piping.
  - 3. Containment Conduit: Steel pipe with wrought-steel fittings and welded joints. Coat pipe and fittings with protective coating for steel piping.
- B. Aboveground natural-gas piping is to be the following:
  - 1. Steel pipe with malleable-iron fittings and threaded joints.

### 3.11 ABOVEGROUND, MANUAL GAS SHUTOFF VALVE SCHEDULE

- A. Valves for pipe sizes NPS 2 and smaller at service meter are to be one of the following:
  - 1. One-piece, bronze ball valve with bronze trim.
  - 2. Two-piece, full-port, bronze ball valves with bronze trim.

3. Bronze plug valve.

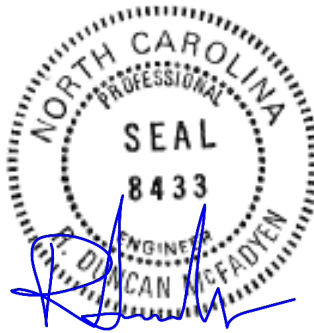
END OF SECTION 231123



DIVISION 26 – ELECTRICAL

Electrical work shall be defined by drawings numbered with the prefix “E-“ and Division 26 Electrical Specifications.

Engineer of Record for Division 26 is R. Duncan McFadyen, PE, CBHF Engineers, PLLC, 2246 Yaupon Drive, Wilmington, NC 28401.



04/16/2025



## SECTION 260500 - GENERAL ELECTRICAL

### PART 1 - GENERAL

#### 1.1 SCOPE OF WORK

- A. The Instructions to Bidders, General Conditions of the Contract, Supplementary General Conditions and Division 1 bound herewith are a component part of this Division of the specifications and shall apply to this Division with equal force and shall be consulted in detail for instructions pertaining to the work.
- B. Requirements in Division 26 of the specifications and shall, as applicable, apply to all Divisions.
- C. Furnish all labor, materials and equipment and incidentals required to make ready for use complete electrical systems as shown on the Drawings and specified herein.
- D. It is the intent of these Specifications that the electrical systems shall be suitable in every way for the service required. All material and all work which may be reasonably implied as being incidental to the work of this Division shall be furnished at no extra cost.
- E. The work shall include, but not be limited to, furnishing, coordinating, and installing the following:
  - 1. New Standby Emergency Power System and connection to existing loads and removal of the existing standby power generator.
  - 2. Short Circuit and Selective Coordination Study for the NEC Article 700 Equipment System.
  - 3. Grounding.
  - 4. Seismic restraint systems.
  - 5. Other special requirements and/or systems where shown.
- F. Each bidder (or Representative) shall, before preparing a proposal, visit all areas of the existing site. If the work includes demolition, restoration, renovation and/or addition; then existing buildings and structures should be carefully inspected. The submission of the proposal by this Bidder shall be considered evidence that the Bidder (or Representative) has visited the site and noted the locations and conditions under which the work will be performed and that the Bidder takes full responsibility for a complete knowledge of all factors governing the work.
- G. All power interruptions to existing equipment shall be at the Owner's convenience with 24 hours (minimum) notice. Each interruption shall have prior approval.
- H. The work shall include complete testing of all equipment and wiring at the completion of work and making any minor correction changes or adjustments necessary for all the proper functioning of the system and equipment. All work shall be of the highest quality; substandard work will be rejected.
- I. Field verify all existing underground electrical and mechanical piping.

## 1.2 SUBMITTALS

- A. Shop drawings shall be submitted for all equipment, apparatus, and other items as required by the Architect/Engineer. Submit under provisions of relevant sections of the General and Supplemental General Conditions and Division 1 Specifications Sections.
- B. Submittals are required for all materials shown in the individual specifications sections.
- C. Submittals are required for materials used for penetrations of rated assemblies and for seismic restraints.
- D. All shop drawings and submittals shall be submitted at the same time. Partial shop drawing and submittals will be rejected and not processed. Materials and equipment with long lead times or other materials and equipment requiring special handling, if identified and requested by the contractor, will be processed separately.
- E. Proposed equipment and/or materials substitutions shall be clearly indicated in shop drawings. All deviations from the specified quality, functionality, appearance or performance of the proposed equipment and/or materials shall be clearly summarized in the preface of each submittal. If none are disclosed, and the deviation specifically approved, the Contractor is responsible for providing the specified materials regardless of submittal approval.
- F. The project shall be bid based on the equipment listed in these specifications and on the drawings. After award of the Electrical Contract the Contractor may wish to substitute equipment other than that specified, subject to approval. The Electrical Contractor shall bear the "burden of proof" for demonstrating substitute equipment equivalency and suitability.
- G. The Electrical Contractor shall be required to replace installed "equivalent" equipment if the operation of this equipment does not meet the full design intent of the specified system.
- H. Physical size of equipment used in the design layout are those of reputable equipment manufacturers. The Contractor is responsible for providing equipment which will fit the space provided. If the Contractor elects to use other manufacturer's equipment, any resulting conflicts with space clearance or codes shall be the responsibility of the Contractor to correct at the Contractor's expense.
- I. The Contractor assumes all responsibility for providing code clearances. Submit a scale drawing of each electrical equipment room showing exact size and location of all proposed electrical equipment with code clearances and working space clearly indicated and dimensioned.

## 1.3 COORDINATION OF WORK

- A. It is understood and agreed that the Contractor is, by careful examination, satisfied as to the nature and location of the work, the conformation of the ground, the character, quality and quantity of the materials to be encountered, the general and local conditions and all other matters which can and may affect the work under this contract. The Contractor shall be held responsible for visiting the site and thoroughly familiarizing himself with the existing conditions and also any contractual requirements as may be set forth in the other Divisions of these Specifications. No extras will be considered because of additional work necessitated by obvious job conditions that are not indicated on the drawings.



- B. The Contractor shall compare the electrical drawings and specifications with the drawings and specifications for other trades, and shall report any discrepancies between them to the Architect/Engineer and obtain written instructions for changes necessary in the electrical work. The electrical work shall be installed in cooperation with other trades installing interrelated work. Before installation, the Contractor shall make proper provisions to avoid interferences in a manner approved by the Architect/Engineer. All changes required in the work of the Contractor caused by neglect to do so shall be made at the expense of the Contractor.
- C. Location of electrical raceways, switches, panels, equipment, fixtures, etc., shall be adjusted to accommodate the work to interferences anticipated and encountered. The Contractor shall determine the exact route and location of each electrical raceway prior to make up and assembly.
  - 1. Right of Way: Lines which pitch shall have the right of way over those which do not pitch. For example, steam, condensate and plumbing drains shall normally have right of way. Lines whose elevations cannot be changed shall have the right of way over lines whose elevations can be changed.
  - 2. Offsets and changes in direction of electrical raceways shall be made as required to maintain proper headroom and to clear pitched lines whether or not indicated on the drawings. The Contractor shall furnish and install elbows, pull boxes, etc., as required to affect these offsets, transitions, and changes in directions. Conflicts between electrical raceways, fixtures, etc., and ductwork or piping which cannot be resolved otherwise, will be resolved by the Architect/Engineer.
- D. Installation and Arrangements: The Contractor shall install all electrical work to permit removal (without damage to other parts) of any equipment requiring periodic replacement or maintenance. The Contractor shall arrange electrical raceways and equipment to permit ready access to valves, cocks, traps, starters, motors, control components, etc., and to clear the opening of swinging and overhead doors and of access panels.

#### 1.4 EQUIPMENT AND MATERIALS (GENERAL)

- A. In compliance with North Carolina General Statute 133.3, the Architect/Engineer has, wherever possible, specified the required performance and design characteristics of all materials utilized in this construction. In some cases it is impossible to specify the required performance and design characteristics and when this occurs the Architect/Engineer has specified three or more examples of equal design or equivalent design, establishing an acceptable range for items of equal or equivalent design. Cited examples are used only to denote the quality standard of product desired and do not restrict bidders to a specific brand, make, manufacturer or specific name and are used only to set forth and convey to bidders the general style, type, character and quality of product desired. Equivalent products will be acceptable.
- B. Substitution of materials, items, or equipment of equal or equivalent design shall be submitted to the Architect/Engineer for approval or disapproval. Equal or equivalent shall be interpreted to mean an item of material or equipment, similar to that named and which is suitable for the same use and capable of performing the same functions as that named, the Architect/Engineer being the judge of equality.
- C. The materials used in all systems shall be new, unused and as hereinafter specified and shall bear the manufacturer's name, trade name and a qualified third party testing agency label in every case where a standard has been established for the particular material. Equipment

furnished under this specification shall be essentially the standard product of manufacturers regularly engaged in the production of the required type of equipment, and shall be the manufacturer's latest approved design. All materials where not specified shall be of the very best of their respective kinds. Samples of materials or manufacturer's specifications shall be submitted for approval as required by the Architect/Engineer.

- D. Protection: Electrical equipment shall at all times during construction be adequately protected against damage. Equipment shall be tightly covered and protected against dirt, water and chemical or mechanical injury and theft. Electrical equipment shall be stored in dry, and heated if required to reduce condensation, permanent shelters. If an apparatus has been damaged, such damage shall be repaired at no additional cost. If any apparatus has been subject to possible injury by water, it shall be replaced at no additional cost to the Owner. At the completion of the work, fixtures, equipment, and materials shall be cleaned and polished thoroughly and turned over to the Owner in a condition satisfactory to the Architect/Engineer. Damage or defects, developing before acceptance of the work shall be made good at the Contractor's expense.
- E. Any damage to factory applied paint finish shall be repaired using touch-up paint furnished by the equipment manufacturer. The entire damaged panel or section shall be repainted per the field painting specifications in Division 9, at no additional cost to the Owner.
- F. Where materials such as wiring devices and plates, fire alarm equipment, paging system components, etc. are specified to match existing, provide materials to match existing equipment in finish, color, capacity, ratings, operating characteristics, performance, etc.
- G. Delivery and Storage: Equipment and materials shall be delivered to the site and stored in original containers, suitably sheltered from the elements, and heated if required to reduce condensation, but readily accessible for inspection by the Architect/Engineer until installed.
- H. Equipment and materials of the same general type shall be of the same make throughout the work to provide uniform appearance, operation and maintenance.
- I. Manufacturer's directions shall be followed completely in the delivery, storage, protection, and installation of all equipment and materials. The Contractor shall promptly notify the Architect/Engineer, in writing, of any conflicts between any requirements of the Contract Documents and the manufacturer's directions and shall obtain the Architect/Engineer's written instructions before proceeding with the work. Should the Contractor perform any work that does not comply with the manufacturer's direction or such written instructions from the Architect/Engineer, the Contractor shall bear all costs arising in correcting the deficiencies.

## 1.5 OPERATION AND MAINTENANCE MANUALS

- A. Submit under relevant sections of the General and Supplemental General Conditions and Division 1 Specifications Sections.
- B. The Contractor shall provide three compilations of catalog data, bound in suitable looseleaf binders, for each manufactured item of equipment used in the electrical work. These shall be presented to the Architect/Engineer for transmittal to the Owner before the final inspection is made. Data shall include printed installation, operation and maintenance instructions for each item, indexed by product with heavy sheet dividers and tabs. All warranties shall be

included with each item. Each manufacturer's name, address and telephone number shall be clearly indicated.

- C. Shop drawings with Architect/Engineer's "as noted" markings are not acceptable for the above. "Approved" shop drawings are acceptable if adequate information is contained therein. Generally, shop drawings alone are not adequate.
- D. Installation information packed with lighting fixtures, devices and equipment shall be retained for inclusion in the operations and maintenance manuals.

#### 1.6 PAINTING

- A. The Electrical Contractor shall be responsible for touch up painting that may be required for electrical material or apparatus furnished with factory applied finish.

#### 1.7 LOCATIONS AND MEASUREMENTS

Equipment is shown and located on the drawings as accurately as possible. All measurements shall be verified on the project and in all cases the work shall suit the surrounding conditions.

#### 1.8 QUALITY OF WORK

All work shall be executed as required by this specification and the accompanying drawings and shall be done by skilled mechanics, and shall present a neat, trim, and mechanical appearance when completed. All work shall be performed as required by the progress of the job.

#### 1.9 SUPERVISION

- A. The Contractor shall personally, or through an authorized and competent representative, constantly supervise the work from the beginning to completion and final acceptance. So far as possible, the Contractor shall keep the same foreman and mechanics throughout the project duration.
- B. During the progress of the work it shall be subject to inspection by representatives of the Architect/Engineer, the Owner, and local inspection authorities, at which time the Contractor shall furnish such required information and data on the project as requested.

#### 1.10 EXCAVATION, TRENCHING AND BACKFILLING

- A. The Electrical Contractor shall do all excavating, trenching and backfilling in connection with this contract. All such excavation shall be done in a manner as not to endanger or damage existing utility lines and other structures. If damage occurs, the Contractor shall pay for and repair damage to the satisfaction of the Architect/Engineer.
- B. It shall be the responsibility of the Contractor to investigate conditions before excavation and to exercise care during the excavation to avoid any utilities or other objects which may not be shown. Whether or not utilities, etc., are shown on the drawings shall not relieve the Contractor from the responsibility to repair any damage caused by this work. Location of all ditching shall be laid out at grade and shall be approved by the Architect/Engineer before excavating and no work shall be done until such approval has been obtained.

- C. All surplus earth shall be removed by the Contractor from the site and disposed of at the Contractor's expense.
- D. All excavation, trenching and shoring shall be in accordance with rules and regulations set forth in Article XXI, Bulletin 1 "Trenching" as published in a separate bulletin by the North Carolina Department of Labor, Division of Standards and Inspection Construction Bureau.
- E. Backfilling shall be in 6" layers with each layer tamped. No boulders or debris shall be used for backfill material. Where trenching passes through areas designated as streets, driveways, walkways, or parking areas, backfill shall be tamped with power tamps to 95 percent compaction.
- F. Excavation shall be bid unclassified with no extra payment for removal of rock.

#### 1.11 CLOSING IN WORK

Work shall not be covered up or enclosed until it has been inspected, tested and approved by the authorities having jurisdiction over this work. Should any of the work be enclosed or covered up before such inspection and test, the Contractor shall uncover the work at the Contractor's expense; after it has been inspected, tested and approved, the Contractor shall restore the work to its original condition. The electrical contractor is responsible for notifying the appropriate Code Officials to schedule required inspections including rough-in, above ceiling and final inspections.

#### 1.12 REFERENCE STANDARDS

- A. All electrical equipment, materials, and installation shall be in accordance with the latest edition of the following codes and standards:
  - 1. American Association of Edison Illuminating Companies (AEIC)
  - 2. American National Standards Institute (ANSI)
  - 3. American Society for Testing and Materials (ASTM)
  - 4. Building Officials Code Administrators (BOCA)
  - 5. Energy Code 90.1 (ASHRAE/IES)
  - 6. Institute of Electrical and Electronic Engineers (IEEE)
  - 7. Insulated Cable Engineers Association (ICEA)
  - 8. International Code Council (ICC)
  - 9. International Conference of Building Officials (ICBO)
  - 10. National Electrical Code (NEC) 2023 edition
  - 11. National Electrical Contractor's Association (NECA)
  - 12. National Electrical Installation Standards (NEIS)
  - 13. National Electrical Manufacturer's Association (NEMA)
  - 14. National Electrical Safety Code (NESC)
  - 15. National Fire Protection Association (NFPA)
  - 16. North Carolina State Building Code (NCSBC)
  - 17. North Carolina Construction Manual with GS as listed (NCCM)
  - 18. Occupational Safety and Health Act (OSHA)
  - 19. Requirements of the Americans with Disabilities Act (ADA), latest edition.
  - 20. Underwriters Laboratories Inc (U.L.)
  - 21. Southern Building Code Congress International (SBCCI)
  - 22. Toxicity Characteristics Leaching Procedure (TCLP)
- B. All electrical equipment and material shall be listed by a qualified third party testing agency. Acceptable qualified third party testing laboratories/agencies shall be amongst those accredited by the NCBCC (North Carolina Building Code Council) to Label Electrical &

Mechanical Equipment. Equipment and materials shall bear the appropriate testing agency's listing mark or classification marking. Equipment, materials, etc. utilized not bearing a third party testing agency certification shall be field or factory third party testing agency certified prior to equipment acceptance and use.

- C. Where reference is made to one of the above standards, the revision in effect at the time of the bid opening shall apply.

#### 1.13 ENCLOSURE TYPES

Unless otherwise specified herein or shown on the Drawings, electrical enclosures shall have the following ratings:

1. NEMA 1 for dry, indoor locations.
2. NEMA 3R for outdoor locations, rooms below grade (including basements and buried vaults), "DAMP" and "WET" locations.
3. NEMA 4X for locations subject to corrosion when specifically noted.

#### 1.14 CODES, INSPECTION AND FEES

- A. All equipment, materials and installation shall be in accordance with the requirements of the local authority having jurisdiction.
- B. The Electrical Contractor shall obtain all necessary permits and pay all fees required for permits and inspections of electrical work.
- C. The Electrical Contractor shall contact Code Officials to schedule any and all required inspections.

#### 1.15 TESTS AND SETTINGS

- A. Test all systems furnished under Division 26 and repair or replace all defective work. Make all necessary adjustments to the systems and instruct the Owner's personnel in the proper operation of the systems.
- B. See other Sections for specific testing and acceptance requirements.
- C. Make the following minimum tests and checks prior to energizing electrical equipment:
  1. Mechanical inspection, testing and settings of all circuit breakers, disconnect switches, motor starters, control equipment, etc., for proper operation. All overcurrent protective devices shall be set as recommended by the Selective Coordination Study, if applicable.
  2. Check all wire and cable terminations. Verify to the Architect/Engineer that connections meet the equipment torque requirements.
  3. Check rotation of motors, obtain permission from other contractors to start motor, and proceed to check for proper rotation. If the motor rotates in the wrong direction, correct it. Take all necessary precautions not to damage any equipment.
  4. Provide all instruments and equipment for the tests specified herein.
- D. All testing shall be scheduled and coordinated by the Contractor. Notify the Owner at least two (2) weeks in advance of conducting tests. The Contractor shall have qualified personnel present during all testing.

- E. All tests shall be completely documented with the time of day, date, temperature, and all other pertinent test information. All required documentation of readings indicated shall be submitted to the Architect/Engineer prior to, and as one of the prerequisites for, final acceptance of the project.
- F. Electrical Distribution System Tests: All current carrying phase conductors and neutrals shall be tested as installed, and before load connections are made, for insulation resistance and accidental grounds. This shall be done with a 500 volt cable insulation tester. The following procedures shall be as follows:
  - 1. Minimum readings shall be one million (1,000,000) ohms or more for #6 AWG wire and smaller; 250,000 ohms or more for #4 AWG wire or larger. Measurement to be taken between conductors and between conductor and the grounded metal raceway.
  - 2. After all fixtures, devices and equipment are installed and all connections completed to each panel, the Contractor shall disconnect the neutral feeder conductor from the neutral bar and take a cable insulation tester reading between the neutral bar and grounded enclosure. If this reading is less than 250,000 ohms, the Contractor shall disconnect the branch circuit neutral wires from this neutral bar. The Contractor shall then test each one separately to the panel until the low reading ones are found. The Contractor shall correct troubles, reconnect and retest until at least 250,000 ohms from the neutral bar to the grounded panel can be achieved with only the neutral feeder disconnected.
  - 3. The Contractor shall send a letter to the Architect/Engineer certifying that the above has been done and tabulating the cable insulation tester readings for each panel. This shall be done at least four (4) days prior to final inspection.
  - 4. At inspection, the Contractor shall furnish a cable insulation tester and show Architect/Engineer's representative that the panels comply with the above requirements. The Contractor shall also furnish a clamp type ammeter and a voltmeter and take current and voltage readings as directed by the representatives.
  - 5. At inspection, the Contractor shall furnish ladders, required tools, and mechanics to open fixtures, boxes, panels, or any other equipment to enable the Architect/Engineer's representatives to see into any parts of the installation that may be requested.

#### 1.16 SLEEVES AND FORMS FOR OPENINGS

- A. Anchor bolts, sleeves, inserts, supports, etc., that may be required for electrical work shall be furnished, located and installed by the Electrical Contractor.
- B. Provide and place all sleeves for conduits penetrating floors, walls, partitions, etc. Locate all necessary slots for electrical work and form before concrete is poured.
- C. Seal all openings, sleeves, penetration, and slots as specified and as shown on the Contract Drawings.

#### 1.17 CUTTING AND PATCHING

- A. For the purposes of the Electrical Contract, "cutting and patching" shall be defined as that work required to introduce new electrical work into existing construction. Work required to install or fit electrical boxes, conduit, enclosures, equipment, etc. into new construction is not "cutting and patching".

- B. The Electrical Contractor shall perform all cutting and patching necessary to install all equipment as required under his contract and shall re-establish all finishes to their original condition where cutting and patching occur.
- C. All cutting and patching shall be done in a thoroughly workmanlike manner.
- D. Core drill holes in existing concrete floors and walls as required.
- E. Install work at such time as to require the minimum amount of cutting and patching.
- F. Do not cut joists, beams, girders, columns or any other structural members without first obtaining written permission from the Architect/Engineer.
- G. Cut opening only large enough to allow easy installation of the conduit.
- H. Patching shall be of the same kind of material as was removed.
- I. The completed patching work shall restore the surface to its original appearance.
- J. Patching of waterproofed surfaces shall render the area of the patching completely waterproofed.
- K. Remove rubble and excess patching materials from the premises.
- L. Raceways and ducts penetrating rated floor, ceiling or wall assemblies shall be properly sealed in accordance with the corresponding Underwriters Laboratories approved method utilizing approved and listed materials.

#### 1.18 INTERPRETATION OF DRAWINGS

- A. The Electrical drawings and specifications are complementary each to the other and what may be called for by one shall be as binding as if called for by both. The drawings are diagrammatic and indicate generally the location of outlets, devices, equipment, wiring, etc. Drawings shall be followed as closely as possible; however, all work shall suit the finished surroundings and/or trim.
- B. Do not scale electrical drawings. Refer to the architectural drawings for dimensions.
- C. Where the words “furnish and install” or “provide” are used, it is intended that this contractor shall purchase the equipment or material and install it completely with any and/or all material necessary and required for this particular item, system, equipment, etc.
- D. Where the words “the Contractor” or “this Contractor” appear in either the Electrical Drawings or Division 26 Specifications, it shall mean the Electrical Contractor.
- E. Any omission from either the drawings or these specifications are unintentional, and it shall be the responsibility of this Contractor to call to the attention of the Architect/Engineer any pertinent omissions before submitting a bid. Complete and working systems are required, whether every small item of material is shown and specified or not.
- F. Where no specific material or equipment type is mentioned, a high quality product of a reputable manufacturer may be used provided it conforms to the requirements of these

specifications. These materials shall be listed or labeled by a Third Party Testing Agency accredited by the NCBCC to label electrical equipment.

- G. The electrical drawings show the general arrangement of raceways, equipment, fixtures, and appurtenances. Some adjustment of routings and installation of raceways, equipment, components and devices should be expected. Because of small scale of the electrical drawings, it is not possible to indicate offsets, fittings and accessories which may be required. The Contractor shall investigate the existing conditions affecting the work and shall arrange his work accordingly, providing such fittings and accessories as may be required to meet such conditions, without additional cost to the Owner and as directed by the Architect/Engineer.
- H. Each 3-phase circuit shall be run in a separate conduit unless otherwise shown on the Drawings.
- I. Unless otherwise approved by the Architect/Engineer, conduit shown exposed shall be installed exposed; conduit shown concealed shall be installed concealed.
- J. Where circuits are shown as "home runs" all necessary fittings and boxes shall be provided for a complete raceway installation.
- K. Any work installed contrary to or without approval by the Architect/Engineer shall be subject to change as directed by the Architect/Engineer, and no extra compensation will be allowed for making these changes.
- L. The locations of equipment shown on the Drawings are approximate only. Exact locations shall be as approved by the Architect/Engineer during construction. Obtain in the field all information relevant to the placing of electrical work and proceed as directed by the Architect/Engineer and furnish all labor and materials necessary to complete the work in an approved manner.
- M. Surface mounted panel boxes, junction boxes, conduit, etc., shall be supported by spacers to provide a clearance between wall and equipment.
- N. All connections to the equipment shall be made as required, and in accordance with the approved shop and setting drawings.
- O. Redesign of electrical work, which is required due to the Contractor's use of an alternate item, arrangement of equipment and/or layout other than specified herein, shall be done by the Contractor at the Contractor's expense. Redesign and detailed plans shall be submitted to the Architect/Engineer for approval. No additional compensation will be provided for changes in the work, either the Electrical Contractor's or others, caused by such redesign.

#### 1.19 SIZE OF EQUIPMENT

- A. Investigate each space in the structure through which equipment must pass to reach its final location. If necessary, the manufacturer shall be required to ship his materials in sections sized to permit passing through such restricted areas in the structure.
- B. The equipment shall be kept upright at all times. When equipment has to be tilted for ease of passage through restricted areas during transportation, the manufacturer shall be required to



suitably brace the equipment, to ensure that the tilting does not impair the functional integrity of the equipment.

## 1.20 EXISTING BUILDINGS AND CONSTRUCTION

- A. The Contractor is cautioned that some of the work to be performed under this contract is to be accomplished adjacent to and in an existing occupied building. All such work shall be scheduled and arranged to be done at the convenience of the Owner so as not to interfere with, disrupt, or disturb normal operations in the building. The Contractor shall obtain approval from the Owner before proceeding with work in existing buildings and shall work in existing buildings on schedule as agreed upon with the Owner. This is not to be necessarily construed to mean that the Contractor is expected to perform work on buildings on holidays, weekends, etc., but that the Contractor must schedule work with the Owner for the Owner's beneficial and normal usage of the buildings, and that the Contractor will be required to maintain the schedule as approved by the Owner.
- B. The Contractor shall, at all times, provide safety barriers, protective devices, screening, dust barriers, etc., as required to maintain the safety and comfort of the building's personnel and/or occupants in or near the work area.
- C. The Contractor shall be responsible for cleanup in connection with work in existing buildings. At the end of each working day, all debris, boxes, waste, etc., shall be removed from the buildings and properly disposed of. Equipment, materials, etc., may be left inside the buildings, but such must be properly stored, stacked and located as approved by the Owner.
- D. The Contractor shall do all cutting, patching, finishing, repairing, painting, etc., necessary for electrical work to be installed in existing buildings. All finishes shall be left to equal finish and condition prior to cutting. No cutting of structural members will be allowed. All cutting of walls, floors, roofs, etc., shall be repaired and/or replaced to equal finish prior to cutting. The Contractor shall route conduits and locate equipment as approved by the Owner and Architect/Engineer. Routings and locations shall be firmly established and approved before proceeding with any phase of the work.
- E. The Contractor shall be responsible for any and all damage to the existing buildings, grounds, walkways, paving, etc., caused by the work, the Contractor and/or Contractor's personnel, and/or Contractor's equipment in the accomplishment of this work. Such damages shall be repaired and/or replaced by the Contractor at no additional cost to the Owner, to finish equal to that finish prior to damage. The Architect/Engineer shall be the judge as to equal finishes, etc.

## 1.21 RECORD DRAWINGS

- A. As the work progresses, legibly record all field changes on one set of project contract drawings, herein after called the "record drawings".
- B. Record drawings shall accurately show the installed condition of the following items:
  - 1. Power distribution one-line diagram(s).
  - 2. Equipment locations.
  - 3. Service, feeder, branch circuit conduit and conductor sizes.
  - 4. Underground raceway routing.

## 1.22 CORROSION PROTECTION

All equipment, raceways, hardware, etc., furnished under the electrical contract shall be protected from corrosion by factory applied coatings, paint and galvanizing, or shall be fabricated of high quality 300 series stainless steel. All exposed hardware shall be hot dip galvanized. The requirements of preceding section entitled "Delivery and Storage" shall be strictly followed. Touch up any scratched metallic surfaces immediately to prevent corrosion. Apply cold galvanizing compound to all galvanized surfaces damaged during installation, i.e., cutting, etc. Rusted or corroded materials shall be replaced before final acceptance of the work.

## 1.23 SEISMIC REQUIREMENTS

- A. All equipment furnished under the electrical contract shall be installed in a manner to be fully compliant with the seismic restraint requirements of the North Carolina State Building Code (NCSBC). The Contractor shall provide any and all seismic restraint details and calculations that may be required by the NCSBC and/or the Authority Having Jurisdiction.
- B. Requirements for restraints are detailed in the NCSBC. All tables and references shall conform to building's location. Restraints shall be per Seismic Performance Category stated on Architectural Drawings.
- C. The Contractor shall retain the services of a Professional Engineer registered in the State of North Carolina to design seismic restraint elements required for this project. The Engineer's calculations, bearing his professional seal, shall accompany shop drawings and shall demonstrate Code compliance including certification that the seismic system components comply with the testing requirements of NCSBC Section 1708.5. Calculations and shop drawings shall be submitted for review prior to the purchasing of materials, equipment, systems and assemblies. Internal seismic restraint elements of manufactured equipment shall be certified by a professional engineer retained by the manufacturer. Such certificate applies only to internal elements of the equipment. All equipment anchorage requirements shall be coordinated with the building structure and shall be compatible thereto. All such anchorages shall be subject to the review and approval of the project's structural engineer.
- D. The Professional Engineer retained for seismic restraint calculations shall visit the job site upon completion of the seismic restraint installation to comply with the Special Inspections requirement of the Code. This engineer shall provide written verification of compliance of the installation with the approved seismic submittal. This verification shall be submitted as a Special Inspections Report and shall bear the Engineer's professional seal. Job site inspections by other than this engineer are not acceptable.
- E. Review of the seismic design computations and shop drawings by the Architect/Engineer or his agent shall not relieve the Contractor of his responsibility to comply with the seismic or any other requirements of the North Carolina State Building Code.

## 1.24 GUARANTEE

The Contractor shall guarantee the materials and workmanship covered by these drawings and specifications for a period of one year from the date of acceptance by the Owner. The Contractor shall repair and/or replace any parts of any system that may prove to be defective at no additional cost to the Owner within the guarantee period. All equipment warranties shall be as specified and included in the Contract Documents.

1.25 PHASING OF THE WORK

The Electrical Contractor shall schedule his work as described in the relevant sections of the General and Supplemental General Conditions and Division 1 Specifications Sections.

1.26 ALTERNATE BIDS

Alternate bid items are described in relevant sections of the General and Supplemental General Conditions and Division 1 Specifications Sections.

PART 2 - PRODUCTS Not used.

PART 3 - EXECUTION Not used.

END OF SECTION 260500



## SECTION 260519 - BUILDING WIRE AND CABLE

### PART 1 - GENERAL

#### 1.1 SECTION INCLUDES

- A. Building wire and cable.
- B. Wiring connectors and connections.

#### 1.2 RELATED SECTIONS

- A. Drawings and General Provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.
- B. Section 260526 - Grounding and Bonding.
- C. Section 260533 - Conduit.
- D. Section 260534 - Boxes.
- E. Section 260553 - Identification.

#### 1.3 REFERENCES

- A. ANSI/NFPA 70 - National Electrical Code.
- B. NECA Standard of Installation (National Electrical Contractors Association).

#### 1.4 SUBMITTALS

- A. Submit under provisions of the General and Supplemental General Conditions and Division 1 Specifications Sections.
- B. Product Data: Provide manufacturer's catalog information showing dimensions, ratings, colors, and configurations.
- C. Test Reports: Indicate procedures and values obtained.
- D. Manufacturer's Installation Instructions: Indicate application conditions and limitations of use stipulated by product testing agency specified under Regulatory Requirements.

#### 1.5 QUALIFICATIONS

- A. Manufacturer: Company specializing in manufacturing products specified in this Section with minimum three years documented experience.

## 1.6 REGULATORY REQUIREMENTS

- A. Conform to requirements of ANSI/NFPA 70.
- B. Furnish products listed and classified by testing firm acceptable to authority having jurisdiction as suitable for purpose specified and shown.

## 1.7 PROJECT CONDITIONS

- A. All wire and cable shall be installed in conduit.
- B. Verify that field measurements are as shown on Drawings.
- C. Conductor sizes are based on 75° C. copper.
- D. Wire and cable routing shown on Drawings is approximate unless dimensioned. Route wire and cable as required to meet Project Conditions.
- E. Where wire and cable routing is not shown, and destination only is indicated, determine exact routing and lengths required.

## 1.8 COORDINATION

- A. Coordinate Work under provisions of the General and Supplemental General Conditions and Division 1 Specifications Sections.

## PART 2 - PRODUCTS

### 2.1 BUILDING WIRE AND CABLE

- A. Description: Single conductor insulated building wire.
- B. Conductor: Copper. Solid and stranded as specified below. Minimum #12 AWG, maximum 500 KCMil.
- C. Insulation/Voltage Rating: 600 volts.
- D. Insulation: Dual-rated THHN/THWN or XHHW.
- E. Color Coding: 120/208 volts
  - Phase A - Black
  - Phase B - Red
  - Phase C - Blue
  - Neutral - White\*
  - Ground - Green

\*Provide neutral conductors with factory color coded markings or stripes identified for their associated phase conductor (white-black, white-blue, white-red) where individual neutral conductors are required.

## 2.2 WIRING CONNECTORS AND CONNECTIONS

- A. Conductors shall be installed continuous from outlet to outlet with no splicing except within outlet or junction boxes, troughs and gutters. Make splices, taps, and terminations to carry full ampacity of conductors with no perceptible temperature rise.
- B. Use mechanical connectors for copper conductor splices and taps, 8 AWG and larger, except main grounding conductors, which shall be terminated with compression lugs. Tape un-insulated conductors and connector with electrical tape to 150 percent of insulation rating of conductor or use third party testing agency-approved insulating covers.
- C. Use insulated spring wire connectors with plastic caps for copper conductors, 10 AWG and smaller, splices and taps in junction boxes, outlet boxes and lighting fixtures, Ideal “Wire-Nut” or “Wing-Nut”, 3M Company “Scotchlock” series or NSI “Easy-Twist”. “Push wire” type connectors are not acceptable.
- D. “Sta-Kon” or other permanent type crimp connectors shall not be used for branch circuit connections.
- E. Joints in stranded conductors shall be spliced by approved mechanical connectors and insulated with vinyl mastic tape and covered with vinyl electrical tape, 3M Scotch Vinyl Mastic Tape 2210 and Scotch Vinyl Electrical Tape Super 88, respectively, or approved equal. Solderless mechanical connectors for splices and taps, provided with U.L. approved insulating covers, may be used instead of mechanical connectors plus tape.

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- A. Verify that interior of building has been protected from weather.
- B. Verify that mechanical work likely to damage wire has been completed.
- C. Verify that raceway installation is complete and supported.

### 3.2 PREPARATION

- A. Completely and thoroughly swab raceway before installing wire.

### 3.3 WIRING METHODS

- A. Service: Use only building wire in raceway.
- B. Panelboard and Equipment Feeders: Use building wire in metallic raceway.
- C. Exposed Branch Circuits in Unfinished Dry Interior Locations: Use only building wire in metallic raceway.
- D. Branch Circuits in Concealed Dry Interior Locations: Use building wire in metallic raceway.

- E. Branch Circuits in Wet or Damp Interior Locations: Use only building wire in metallic raceway.
- F. Underground Installations: Use only building wire in non-metallic raceway.
- G. Wet or Damp Interior Locations: Use only building wire in metallic raceway.
- H. Exterior Locations: Use only building wire in metallic raceway or Schedule 40 PVC where noted.

### 3.4 INSTALLATION

- A. Install products in accordance with manufacturer's instructions.
- B. Route wire and cable as required to meet Project Conditions.
- C. Install cable in accordance with the NECA "Standard of Installation".
- D. Use solid conductor for feeders and branch circuits 10 AWG and smaller, and Class B stranded for larger conductors.
- E. Use conductor not smaller than 12 AWG for power and lighting circuits.
- F. Use conductor not smaller than 14 AWG for fire alarm and control circuits.
- G. Pull all conductors into raceway at same time.
- H. Use suitable wire pulling lubricant for building wire 4 AWG and larger.
- I. Neatly train and lace wiring inside boxes, equipment, and panelboards. Do not tightly bundle conductors.
- J. Clean conductor surfaces before installing lugs and connectors.
- K. Identify wire and cable under provisions of Section 260553.
- L. Identify each conductor with its circuit number or other designation indicated on Drawings.
- M. Common neutral multiwire receptacle branch circuits are not permitted. Provide separate, individual neutral conductors for receptacle circuits.

### 3.5 FIELD QUALITY CONTROL

- A. Perform field inspection and testing under provisions of the General and Supplemental General Conditions and Division 1 Specifications Sections.
- B. Inspect wire for physical damage and proper connection.



- C. Measure tightness of bolted connections and compare torque measurements with manufacturer's recommended values.
- D. Verify continuity of each branch circuit conductor.
- E. Prior to energizing, feeders, sub-feeders and service conductor cables shall be tested for electrical continuity and short circuits. A copy of these tests shall be retained on site as part of the project record documents for review at time of final project inspection. A copy of these tests shall be sent to the Architect.

END OF SECTION 260519



## SECTION 260526 - GROUNDING AND BONDING

### PART 1 - GENERAL

#### 1.1 SECTION INCLUDES

- A. Grounding electrodes and conductors.
- B. Equipment grounding conductors.
- C. Grounding well components.

#### 1.2 RELATED SECTIONS

- A. Drawings and General Provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.
- B. Section 260519 – Building Wire and Cable.
- C. Section 260533 - Conduit.
- D. Section 260534 - Boxes.
- E. Section 260553 – Electrical Identification.

#### 1.3 REFERENCES

- A. IEEE 142 - Recommended Practice for Grounding of Industrial and Commercial Power Systems.
- B. NFPA 70 - National Electrical Code.

#### 1.4 PERFORMANCE REQUIREMENTS

The ground resistance of the earth electrode shall not exceed 25 ohms. The Electrical Contractor shall test the earth electrode using a standard three point ground resistance tester and shall advise the Architect/Engineer of the results of such tests in writing. Where tests show the resistance to ground exceeds 25 ohms, appropriate action shall be taken to reduce the resistance to 25 ohms, or less, by driving additional ground rods or other approved methods. Compliance shall be demonstrated by retesting.

#### 1.5 SUBMITTALS FOR REVIEW

- A. Submittals: Procedures for submittals. Submit under provisions of the General and Supplemental General Conditions and Division 1 Specifications Sections.
- B. Product Data: Provide for grounding electrodes and connections.

## 1.6 SUBMITTALS FOR INFORMATION

- A. Submittals: Submittals for information. Submit under provisions of the General and Supplemental General Conditions and Division 1 Specifications Sections.
- B. Test Reports: Indicates overall resistance to ground and resistance of each electrode.
- C. Manufacturer's Instructions: Indicate application conditions and limitations of use stipulated by Product testing agency specified under Regulatory Requirements. Include instructions for storage, handling, protection, examination, preparation, and installation of Product.

## 1.7 SUBMITTALS FOR CLOSEOUT

- A. Contract Closeout: Procedures for submittals as required under provisions of the General and Supplemental General Conditions and Division 1 Specifications Sections.
- B. Project Record Documents: Record actual locations of components and grounding electrodes.
- C. Certificate of Compliance: Indicate approval of installation by authority having jurisdiction.

## 1.8 QUALIFICATIONS

Manufacturer: Company specializing in manufacturing the Products specified in this section with minimum three years documented experience, and with service facilities within 100 miles of Project.

## 1.9 REGULATORY REQUIREMENTS

- A. Conform to requirements of NFPA 70.
- B. Products: Listed and classified by qualified third party testing laboratories/agencies acceptable to the authority having jurisdiction as suitable for the purpose specified and indicated. Acceptable qualified third party testing laboratories/agencies shall be amongst those accredited by the NCBCC (North Carolina Building Code Council) to Label Electrical & Mechanical Equipment.

## PART 2 - PRODUCTS

### 2.1 ROD ELECTRODES

- A. Material: Copper-clad steel.
- B. Diameter: 3/4 inch (19mm)
- C. Length: 10 feet (3000 mm).

### 2.2 MECHANICAL CONNECTORS

- A. Listed and labeled by an NRTL acceptable to authorities having jurisdiction for applications in which used and for specific types, sizes, and combinations of conductors and other items connected.

- B. Welded Connectors: Exothermic-welding kits of types recommended by kit manufacturer for materials being joined and installation conditions.
- C. Cable-to-Cable Connectors: Compression type, copper or copper alloy.
- E. Conduit Hubs: Mechanical type, terminal with threaded hub.
- G. Ground clamps shall not be fabricated from aluminum or any aluminum alloy.

## 2.3 WIRE

- A. Material: Copper. Use solid conductor for 10 AWG and smaller, and Class B stranded for larger conductors, all sized per NEC requirements. Conductors shall be tinned bare copper for direct buried installations.

## 2.4 BONDING BUSHINGS

Bonding bushings shall be steel or malleable iron, insulated, threaded type, zinc plated for interior use and galvanized for exterior use. Provide with dual rated tin plated saddle for use with bonding conductors and resilient plastic insulation throat liner with 150°C rating molded on over the metallic stop. All bushings shall be third party testing agency approved and listed. Die cast zinc bushings are not acceptable.

## 2.5 GROUND ROD INSPECTION WELLS

- A. Pedestrian Traffic Rated
  - 1. Well Housing: 9 inch diameter High Density Polyethylene (HDPE), 10" minimum length. Static vertical load rating of 300 PSF minimum. Two knock out mouse holes for conductor entrance. Harger GAW910, nVent Erico T416B or approved equal.
  - 2. Well cover: HDPE twist lock with locking bolt and the legend "GROUND" embossed on cover.
- B. Vehicle Traffic Rated
  - 1. Well Housing: 10 inch diameter reinforced concrete, 12" minimum length. Static vertical load rating of 20,000 PSF minimum. Two knock out mouse holes for conductor entrance.
  - 2. Well cover: Bolt down cast iron with the legend "GROUND" embossed on cover.

## PART 3 - EXECUTION

### 3.1 EXAMINATION

Coordination and Meetings: Verify existing conditions prior to beginning work as required under provisions of the General and Supplemental General Conditions and Division 1 Specifications Sections.

### 3.2 INSTALLATION

- A. Quality Control: Manufacturer's instructions shall be followed as required under provisions of the General and Supplemental General Conditions and Division 1 Specifications Sections.

- B. Provide bonding to meet Regulatory Requirements.
- C. Provide separate, insulated conductor within each feeder and branch circuit raceway.
- D. Equipment Grounding Conductor: The raceway system shall not be relied on for ground continuity. A green grounding conductor, properly sized per the NEC shall be run in all raceways. Terminate each end on suitable lug, bus, or bushing.
- E. Equipment grounding continuity shall be maintained through flexible conduit as required in previous sections.
- F. Grounding conductors shall be installed as to permit the shortest and most direct path from equipment to ground. All connections to ground conductors shall be accessible for inspection and made with approved solderless connectors, brazed or bolted to the equipment or structure to be grounded. All contact surfaces shall be thoroughly cleaned before connections are made to insure good metal to metal contact.
- G. All equipment housings and/or enclosures, and all non-current carrying metallic parts of electrical equipment, raceway systems, etc., shall be effectively and adequately bonded to ground.
- H. Grounding type insulated bonding bushings and jumpers shall be provided where concentric, eccentric or over-sized knockouts are encountered. The jumpers shall be sized per the NEC.
- I. All metallic raceways entering or leaving panelboards (branch circuits less than 30 amperes in branch circuit panelboards excepted), switchboards, transfer switches, enclosed circuit breakers, safety switches, transformers, pull boxes, splice boxes, etc. shall be provided with insulated grounding and bonding bushings and each separate piece of raceway shall be individually bonded to the equipment ground bus or metallic enclosure, as applicable, by means of copper conductor sized in accordance with the NEC.
- J. All wiring devices equipped with grounding connections shall be permanently and securely connected to the enclosure in which they are mounted with a copper grounding jumper.

### 3.3 EXISTING WORK

If the work includes renovation and/or addition to existing conditions:

1. Modify existing grounding system to maintain continuity and to accommodate the work required.
2. Extend existing grounding system using materials and methods specified.

### 3.4 FIELD QUALITY CONTROL

- A. Quality Assurance: Field inspection, testing and adjusting as required under provisions of the General and Supplemental General Conditions and Division 1 Specifications Sections.

END OF SECTION 260526

## SECTION 260529 - SUPPORTING DEVICES

### PART 1 - GENERAL

#### 1.1 SECTION INCLUDES

- A. Conduit and equipment supports.
- B. Anchors and fasteners.

#### 1.2 REFERENCES

- A. NECA - National Electrical Contractors Association.
- B. ANSI/NFPA 70 - National Electrical Code.

#### 1.3 SUBMITTALS

- A. Submit under provisions of the General and Supplemental General Conditions and Division 1 Specifications Sections.
- B. Product Data: Provide manufacturer's catalog data for fastening systems.
- C. Manufacturer's Instructions: Indicate application conditions and limitations of use stipulated by Product testing agency specified under Regulatory Requirements. Include instructions for storage, handling, protection, examination, preparation, installation, and starting of Product.

#### 1.4 REGULATORY REQUIREMENTS

- A. Conform to requirements of ANSI/NFPA 70.
- B. Furnish products listed and classified by testing firm acceptable to authority having jurisdiction as suitable for purpose specified and shown.

### PART 2 - PRODUCTS

#### 2.1 PRODUCT REQUIREMENTS

- A. Materials and Finishes: Provide adequate corrosion resistance.
- B. Provide materials, sizes, and types of anchors, fasteners and supports to carry the loads of equipment and conduit. Consider weight of wire in conduit when selecting products.
- C. Anchors and Fasteners:
  - 1. Concrete Structural Elements: Use expansion anchors.
  - 2. Steel Structural Elements: Use beam clamps.
  - 3. Concrete Surfaces: Use self-drilling anchors and expansion anchors.
  - 4. Hollow Masonry, Plaster, and Gypsum Board Partitions: Use toggle bolts.
  - 5. Solid Masonry Walls: Use expansion anchors.
  - 6. Sheet Metal: Use sheet metal screws or bolts
  - 7. Wood Elements: Use wood screws.

## PART 3 - EXECUTION

### 3.1 INSTALLATION

- A. Install products in accordance with manufacturer's instructions.
- B. Provide anchors, fasteners, and supports in accordance with NECA "Standard of Installation".
- C. Do not fasten supports to pipes, ducts, mechanical equipment, and conduit.
- D. Do not use powder-actuated anchors.
- E. Obtain permission from Architect/Engineer before drilling or cutting structural members.
- F. Fabricate supports from structural steel or steel channel. Rigidly weld members or use hexagon head bolts to present neat appearance with adequate strength and rigidity. Use spring lock washers under all nuts.
- G. Install surface-mounted cabinets and panelboards with minimum of four anchors.
- H. In wet and damp locations use steel channel supports to stand cabinets and panelboards one inch (25 mm) off wall.
- I. Conduits installed on the interior of exterior building walls shall be spaced away from the wall surface a minimum of 1/4 inch (65mm) using "clamp-backs" or struts.
- J. Use sheet metal channel to bridge studs above and below cabinets and panelboards recessed in hollow partitions.

END OF SECTION 260529



## SECTION 260533 - CONDUIT

### PART 1 - GENERAL

#### 1.1 SECTION INCLUDES

- A. Metal conduit.
- B. Flexible metal conduit.
- C. Liquidtight flexible metal conduit.
- D. Electrical metallic tubing.
- E. Nonmetallic conduit.

#### 1.2 RELATED SECTIONS

- A. Drawings and General Provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.
- B. Division 7: Fire Stopping.
- C. Section 260534 - Boxes.
- D. Section 260526 - Grounding and Bonding.
- E. Section 260529 - Supporting Devices.
- F. Section 260553 - Electrical Identification.

#### 1.3 REFERENCES

- A. ANSI C80.1 - Rigid Steel Conduit, Zinc Coated.
- B. ANSI C80.3 - Electrical Metallic Tubing, Zinc Coated.
- C. ANSI/NEMA FB 1 - Fittings, Cast Metal Boxes, and Conduit Bodies for Conduit and Cable Assemblies.
- D. ANSI/NFPA 70 - National Electrical Code.
- E. NECA "Standard of Installation".
- F. NEMA TC2 - Schedule 40 PVC
- G. NEMA TC 3 - PVC Fittings for Use with Rigid PVC Conduit and Tubing.

#### 1.4 DESIGN REQUIREMENTS

Conduit Size: ANSI/NFPA 70.

#### 1.5 SUBMITTALS

- A. Submit under provisions of relevant sections of the General and Supplemental General Conditions and Division 1 Specifications Sections.
- B. Product Data: Provide for metallic conduit, flexible metal conduit, liquidtight flexible metal conduit, metallic tubing, nonmetallic conduit, fittings and conduit bodies.

#### 1.6 PROJECT RECORD DOCUMENTS

- A. Submit under provisions of the General and Supplemental General Conditions and Division 1 Specifications Sections.
- B. Accurately record actual routing of conduits larger than 2 inches (51 mm).

#### 1.7 REGULATORY REQUIREMENTS

- A. Conform to requirements of ANSI/NFPA 70.
- B. Furnish products listed and classified by testing firm acceptable to authority having jurisdiction as suitable for purpose specified and shown. "Third party agencies shall be amongst those accredited by the NCBCC (North Carolina Building Code Council) to Label Equipment".

#### 1.8 DELIVERY, STORAGE, AND HANDLING

- A. Deliver, store, protect, and handle Products to site under provisions of the General and Supplemental General Conditions and Division 1 Specifications Sections.
- B. Accept conduit on site. Inspect for damage.
- C. Protect conduit from corrosion and entrance of debris by storing above grade. Provide appropriate covering.
- D. Protect PVC conduit from sunlight.

#### 1.9 PROJECT CONDITIONS

- A. Verify that field measurements are as shown on Drawings.
- B. Verify routing and termination locations of conduit prior to rough-in.
- C. Conduit routing is shown on Drawings in approximate locations unless dimensioned. Route as required to complete wiring system.

## PART 2 - PRODUCTS

### 2.1 CONDUIT REQUIREMENTS

- A. Size: Conduit shall be sized in accordance with the latest edition of the NEC unless shown otherwise, with minimum conduit size of ½ inch, except homeruns minimum size shall be ¾". Flexible metal and watertight ("sealtite") conduit in size ¾" and larger are acceptable for motor, appliance and fixture connections provided green ground wire is installed (see Section 260526) and NEC is followed.
- B. Underground Installations:
  - 1. More than Five Feet from Foundation Wall: Use rigid steel conduit, intermediate metal conduit, plastic coated conduit, thickwall nonmetallic conduit and thinwall nonmetallic conduit.
  - 2. Within Five Feet from Foundation Wall: Use rigid steel conduit.
  - 3. In or Under Slab on Grade: Use rigid steel conduit, intermediate metal conduit, plastic coated conduit, thickwall nonmetallic conduit and thinwall nonmetallic conduit.
  - 4. Minimum Size: 1 inch (25 mm).
- C. Outdoor Locations, Above Grade: Use rigid steel conduit.
- D. In Slab Above Grade:
  - 1. Use rigid steel conduit.
  - 2. Maximum Size Conduit in Slab: ¾ inch (19 mm).
- E. Wet and Damp Locations: Use rigid steel conduit.
- F. Dry Locations:
  - 1. Concealed: Use rigid steel conduit, intermediate metal conduit or electrical metallic tubing. EMT may be utilized as permitted by the NEC, with the following restrictions. EMT shall not be installed:
    - a. Any location outdoors, in direct contact with earth, or underground (in/below slab- on grade or in earth.
    - b. Indoors in wet or damp locations, or in concrete, cinderblocks or bricks.
    - c. Where exposed to severe corrosive influence and/or severe physical damage.
    - d. Encased in concrete.
    - e. For transition between EMT and rigid conduits, use JB.

### 2.2 METAL CONDUIT

- A. Rigid Steel Conduit: ANSI C80.1.
- B. Plastic-Coated Rigid Steel Conduit: ANSI C80.1, 40 mil PVC coating.
- C. Intermediate Metal Conduit (IMC): Rigid steel.
- D. Fittings and Conduit Bodies: ANSI/NEMA FB 1; material to match conduit with zinc-plated steel or malleable iron fittings.

## 2.3 FLEXIBLE METAL CONDUIT

- A. Description: Interlocked steel construction.
- B. Fittings: ANSI/NEMA FB 1, steel.

## 2.4 LIQUIDTIGHT FLEXIBLE METAL CONDUIT

- A. Description: Interlocked steel construction with PVC jacket.
- B. Fittings: ANSI/NEMA FB 1, steel or nonmetallic type.

## 2.5 ELECTRICAL METALLIC TUBING (EMT)

- A. Description: ANSI C80.3; galvanized tubing.
- B. Fittings and Conduit Bodies: ANSI/NEMA FB 1; steel or malleable iron, compression type, insulated throat.

## 2.6 NONMETALLIC CONDUIT

- A. Description: NEMA TC 2; Schedule 40 PVC.
- B. Fittings and Conduit Bodies: NEMA TC 3.

# PART 3 - EXECUTION

## 3.1 INSTALLATION

- A. Circuiting is shown schematically. Exact routing of branch circuits may be varied to suit building construction; however, the combination of circuits within raceways and panelboard connections shall not be changed from those shown on the drawings.
- B. Raceways shall be installed concealed in finished areas. Where construction does not permit concealed raceways and where indicated on the drawings, raceways shall be run exposed. Exposed raceways shall be run parallel to, or at a right angle with the building walls. Route conduit installed above accessible ceilings parallel and perpendicular to walls.
- C. Where any run of rigid conduit may change to a run of EMT or vice-versa, each change shall be made in a junction or outlet box with each conduit terminated separately therein. Rigid conduit to EMT (or vice-versa) adapters shall not be permitted.
- D. Install conduit in accordance with NECA "Standard of Installation".
- E. Arrange conduit to maintain headroom and present neat appearance.
- F. Maintain adequate clearance between conduit and piping.
- G. Maintain 12 inch (300 mm) clearance between conduit and surfaces with temperatures exceeding 104 degrees F (40 degrees C).

- H. Cut conduit square using saw or pipecutter and de-burr cut ends.
- I. Bring conduit to shoulder of fittings; fasten securely.
- J. Use conduit hubs or sealing locknuts to fasten conduit to sheet metal boxes in damp and wet locations and to cast boxes.
- K. Install no more than equivalent of three 90-degree bends between boxes. Use conduit bodies to make sharp changes in direction, as around beams. Use factory elbows, or hydraulic one-shot bender, to fabricate bends in metal conduit larger than 2 inch size.
- L. Avoid moisture traps; provide junction box with drain fitting at low points in conduit system.
- M. Provide suitable fittings to accommodate expansion and deflection where conduit crosses control and expansion joints.
- N. Provide suitable pull string in each empty conduit except sleeves and nipples.
- O. Use suitable caps to protect installed conduit against entrance of dirt and moisture.
- P. The raceway system shall not be relied on for grounding continuity. Ground and bond conduit under provisions of Section 260526.
- Q. Identify conduit under provisions of Section 260553.
- R. The use of "LB's" shall be limited where possible. Where necessary to use "LB's" sized above 2 inch, mogul units shall be installed.
- S. Grounding type insulated bonding bushings and jumpers shall be provided where concentric, eccentric or over-sized knockouts are encountered. The jumpers shall be sized per the NEC.
- T. Fasten conduit supports to building structure and surfaces under provisions of Section 260529.
- U. Arrange supports to prevent misalignment during wiring installation.
- V. Support conduit using coated steel or malleable iron straps, lay-in adjustable hangers, clevis hangers, and split hangers.
- W. Group related conduits; support using conduit rack. Construct rack using steel channel; provide space on each for 25 percent additional conduits.
- X. Do not support conduit with wire or perforated pipe straps. Remove wire used for temporary supports.
- Y. Do not attach conduit to ceiling support wires.

- Z. All metallic raceways entering or leaving panelboards (branch circuits less than 30 amperes in branch circuit panelboards excepted), switchboards, transfer switches, enclosed circuit breakers, safety switches, transformers, pull boxes, splice boxes, etc. shall be provided with insulated grounding and bonding bushings and each separate piece of raceway shall be individually bonded to the equipment ground bus or metallic enclosure, as applicable, by means of copper conductor sized in accordance with the National Electrical Code.
- AA. The term “fittings” includes couplings, connectors, offsets, LBs, conduit bodies, hubs, bushings, bonding bushings, etc.
- BB. No pressure cast (pot metal) fittings or conduit bodies shall be allowed.
- CC. Outlets, junction, taps, etc., on exposed rigid metal conduit shall be cast malleable iron conduit fittings or cast malleable metal boxes of the type and size appropriate for the location. Sheet steel outlet boxes shall not be permitted on exposed raceway runs except at or near a ceiling for interior construction.
1. Interior exposed raceway junction, switch, receptacle and outlet boxes installed at or below 8 feet AFF/AFG shall be cast malleable type with hubs and cast, gasketed plates.
  2. Exterior exposed raceway junction, switch, receptacle and outlet boxes shall be cast malleable type with hubs and cast, gasketed plates.
- DD. EMT couplings and terminations shall be made utilizing zinc-plated, steel hexagonal compression connectors. No set screw or indented type fittings shall be utilized.
- EE. EMT couplings and terminations shall be “concrete tight” where buried in masonry or concrete. EMT fittings, where installed in damp locations, shall be of the “raintight” type.
- FF. Install nonmetallic conduit in accordance with manufacturer’s instructions.
- GG. Join nonmetallic conduit using cement as recommended by manufacturer. Wipe nonmetallic conduit dry and clean before joining. Apply full even coat of cement to entire area inserted in fitting. Allow joint to cure for 20 minutes, minimum.
- HH. IMC and GRC shall terminate with either a double locknut / bushing set, or in a threaded hub.
- II. Conduit couplings for IMC, GRC and PVC shall be in accordance with the NEC.
- JJ. Where underground or underslab service and feeder raceways are required to turn up into cabinets, equipment, etc., and on to poles, the elbow required and the stub-up out of the slab or earth shall be of 40 mil plastic-coated rigid steel. Alternately, field applied corrosion protection wrap systems utilizing a primer, putty tape and all-weather corrosion protection tape may be used, in equivalent thickness to factory applied materials, with the specific approval of the Architect/Engineer.
- KK. Raceways run external to building foundation walls, with the exception of branch circuit raceways, shall be encased with a minimum of three (3) inches of concrete on all sides.

- LL. Service entrance raceways run inside building foundation walls shall be buried at least eighteen (18) inches below grade or encased with a minimum of three (3) inches of concrete on all sides. Concrete encasement shall extend to the service equipment for raceways exposed above grade in crawl spaces.
- MM. Encased raceways shall be of a type approved by the NEC as “suitable for concrete encasement”.
- NN. Encased raceways shall have a minimum cover of eighteen (18) inches, except for raceways containing circuits with voltages above 600 volts, which shall have a minimum cover of thirty (30) inches.
- OO. Branch circuit raceways run underground external to building foundation walls shall be run in raceways installed in accordance with the NEC, and shall be of a type approved by the NEC as “suitable for direct burial.” Minimum raceway size shall be 1 inch.
- PP. Raceways that penetrate outside walls, ceilings from conditioned space or other similar condition shall be effectively sealed to prevent condensation from infiltrating humid air.
- QQ. All underground raceways shall be identified by underground line marking tape within the provisions of Section 260553. The tape to be located directly above the raceway and 6 to 8 inches below finished grade.
- RR. Conduits, JBs, Troughs, any enclosure when mounted outside on the walls, shall be off the walls by one inch.

### 3.2 INTERFACE WITH OTHER PRODUCTS

- A. Install conduit to preserve fire resistance rating of partitions and other elements, using materials and methods under the provisions of Division 7.

END OF SECTION 260533





## SECTION 260534 - BOXES

### PART 1 - GENERAL

#### 1.1 SECTION INCLUDES

- A. Wall and ceiling outlet boxes.
- B. Pull and junction boxes.

#### 1.2 RELATED SECTIONS

- A. Drawings and General Provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.
- B. Division 7: Firestopping.
- C. Section 260526 - Grounding and Bonding.
- D. Section 260553 - Electrical Identification.
- E. Section 262726 - Wiring Devices.
- F. Section 260529 – Supporting Devices.

#### 1.3 REFERENCES

- A. NECA - Standard of Installation.
- B. NEMA FB 1 - Fittings and Supports for Conduit and Cable Assemblies.
- C. NEMA OS 1 - Sheet-steel Outlet Boxes, Device Boxes, Covers, and Box Supports.
- D. NEMA 250 - Enclosures for Electrical Equipment (1000 Volts Maximum).
- E. NFPA 70 - National Electrical Code.

#### 1.4 SUBMITTALS FOR REVIEW

- A. Submittals: Procedures for submittals. Submit under provisions of the General and Supplemental General Conditions and Division 1 Specifications Sections.
- B. Product Data: Provide manufacturer's catalog information showing dimensions and configurations.

## 1.5 SUBMITTALS FOR CLOSEOUT

- A. Contract Closeout: Submittals for Project closeout. Submit under provisions of the General and Supplemental General Conditions and Division 1 Specifications Sections.
- B. Record actual locations and mounting heights of outlet, pull, and junction boxes on project record documents.

## 1.6 REGULATORY REQUIREMENTS

- A. Conform to requirements of NFPA 70.
- B. Provide Products listed and classified by testing firm acceptable to the authority having jurisdiction as suitable for the purpose specified and indicated.

## PART 2 - PRODUCTS

### 2.1 OUTLET BOXES

- A. Sheet Metal Outlet Boxes: NEMA OS 1, galvanized steel.
  - 1. Junction, switch, receptacle and outlet boxes for interior use in dry locations shall be zinc coated or cadmium plated sheet steel, 4" square and 2-1/8" deep, unless otherwise indicated on the contract drawings. Smaller and shallower outlet boxes will be permitted only by special permission of the Architect/Engineer where such boxes are necessary due to structural conditions encountered. Where larger junction boxes are required, they shall be fabricated from No. 10, 12, 14 or 16 gauge sheet steel as required by the Underwriters Laboratories, Inc., and galvanized after fabrication. All junction boxes shall have screw fastened covers. Outlet boxes shall be provided with extension plaster rings where required by structural and finish conditions. Sheet steel boxes shall be as manufactured by Appleton, Racor, Steel City or Spring City.
  - 2. Luminaire and Equipment Supporting Boxes: Rated for weight of equipment supported; include 2 inch (13 mm) male fixture studs where required.
  - 3. Concrete Ceiling Boxes: Concrete type.
- B. Cast Boxes: NEMA FB 1, Type FD, cast ferrous alloy. Provide gasketed cover by box manufacturer. Provide threaded hubs. Cast boxes shall be by Crouse-Hinds, Appleton, O. Z. Gedney or Killark.
- C. Wall Plates for Finished Areas: As specified in Section 262726.

### 2.2 PULL AND JUNCTION BOXES

Sheet Metal Boxes: NEMA OS 1, galvanized steel.

## PART 3 - EXECUTION

### 3.1 EXAMINATION

Verify locations of outlets prior to rough-in.

### 3.2 INSTALLATION

- A. Install boxes in accordance with NECA "Standard of Installation".
- B. Install in locations as shown on Drawings, and as required for splices, taps, wire pulling, equipment connections and compliance with regulatory requirements.

### 3.3 ADJUSTING

- A. Contract Closeout: Adjust installed work under provisions of the General and Supplemental General Conditions and Division 1 Specifications Sections.

### 3.4 CLEANING

- A. Contract Closeout: Clean installed work under provisions of the General and Supplemental General Conditions and Division 1 Specifications Sections.
- B. Clean interior of boxes to remove dust, debris, and other material.
- C. Clean exposed surfaces and restore finish.

END OF SECTION 260534



## SECTION 260553 - ELECTRICAL IDENTIFICATION

### PART 1 - GENERAL

#### 1.1 SECTION INCLUDES

- A. Nameplates and labels.
- B. Wire and cable markers.
- C. Conduit markers.
- D. Wiring device plates marking.
- E. Underground warning tape.

#### 1.2 RELATED SECTIONS

- A. Drawings and General Provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.
- B. Division 9: Painting.

#### 1.3 REFERENCES

ANSI/NFPA 70 - National Electrical Code.

#### 1.4 SUBMITTALS

- A. Submit under provisions of the General and Supplemental General Conditions and Division 1 Specifications Sections.
- B. Product Data: Provide catalog data for nameplates, labels, and markers.
- C. Manufacturer's Instructions: Indicate application conditions and limitations of use stipulated by Product testing agency specified under regulatory requirements. Include instructions for storage, handling, protection, examination, preparation and installation of Product.

#### 1.5 REGULATORY REQUIREMENTS

- A. Conform to requirements of ANSI/NFPA 70.
- B. Furnish products listed and classified by testing firm acceptable to authority having jurisdiction as suitable for purpose specified and shown.

## PART 2 - PRODUCTS

### 2.1 NAMEPLATES AND LABELS

- A. Nameplates: Engraved three-layer laminated plastic as follows:

Furnish and install engraved laminated phenolic nameplates for all electrical equipment supplied under this contract for identification of system, equipment controlled or served, phase, voltage, ampacity, fault current, etc. Nameplates shall be securely attached to equipment with stainless steel screws, and shall identify by name the equipment controlled, attached, etc. Embossed, self adhesive plastic tape is not acceptable for marking equipment. Nameplate material colors shall be:

1. Blue surface with white core for all 120/208 volt equipment.
2. Red surface with white core for all equipment related to “emergency” systems.

- B. Locations:

1. Each electrical distribution and control equipment enclosure (safety switches, panelboards, transformers, etc.)
2. Communication cabinets.
3. Pull and splice boxes.

- C. See details on the Drawings for additional requirements.

- D. Provide nameplates as specified above for all existing electrical equipment to remain.

### 1.2 WIRE MARKERS

- B. Description: Split sleeve type wire markers or approved equivalent.

- C. Locations: Each conductor at panelboard gutters, pull boxes, outlet and junction boxes, and each load connection.

- D. Legend:

1. Power and Lighting Circuits: Branch circuit or feeder number as indicated on drawings.
2. Control Circuits: Control wire number as indicated on schematic and interconnection diagrams on drawings.

### 1.3 CONDUIT, RACEWAY AND BOX MARKING

Paint visible surfaces of exposed junction and outlet boxes and covers of raceway systems above lay-in and other accessible ceilings. Paint all boxes and covers before installation. Paint conduit and raceways above accessible ceilings at ten foot minimum intervals with a 6 inch wide band in accordance with the color scheme outlined above. Legibly mark conduits at junction boxes above accessible ceilings with the panelboard and circuit numbers of the circuits contained in the raceway using a permanent black, bold marking pen.

### 1.4 WIRING DEVICE PLATES MARKING

- B. Description: Adhesive backed, laminated plastic receptacle device plate labels identifying the circuit feeding the device. Labels shall be label machine printed, **black lettering on a**

**clear background**, to indicate panel and circuit number and shall be Casio, Brother, T&B or approved equal.

- C. Locations: Each receptacle device plate. Apply centered on the lower portion below the receptacle, parallel to the lower surface.
- D. Legend: Typed labels to indicate panel and circuit number feeding the device (i.e., RPA-24).

### 1.5 UNDERGROUND WARNING TAPE

6 inch wide, 4 mils thick, minimum, permanent plastic tape compounded for direct burial, detectable type, colored bright yellow with suitable continuous warning legend describing buried electrical lines.

## PART 3 - EXECUTION

### 3.1 PREPARATION

Degrease and clean surfaces to receive nameplates and labels.

### 3.2 APPLICATION

- A. Install nameplate parallel to equipment lines.
- B. Secure nameplate to equipment front using stainless steel rivets or stainless steel machine screws, lockwashers and acorn nuts as shown on the Drawings. Stainless steel screws and nylon locknuts may be used in lieu of lockwashers and acorn nuts if the screw threads are not exposed.
- C. Secure nameplate to inside surface of door on panelboard that is recessed in finished locations.
- D. Install receptacle circuit identification labels.
- E. Identify conduit using field painting under provisions of Division 9.
- F. All empty conduit runs and conduit with conductors for future use shall be identified for use and shall indicate where they terminate. Identification shall be by tags with string or wire attached to conduit or outlet.
- G. Update all existing panelboard directories where changes are made. Provide new panel schedule cards as required to maintain legibility.
- H. Identify underground conduits using one underground warning tape per trench at 6 - 8 inches below finished grade.
- I. Install adhesive backed labels only when ambient temperature and humidity conditions for adhesive use are within range recommended by manufacturer.

END OF SECTION 260553



## **SECTION 260573 - SHORT CIRCUIT, ARC FLASH AND COORDINATION STUDY**

### **PART 1 - GENERAL**

#### **1.1 SECTION INCLUDES**

This Section includes a computer-based, fault-current and overcurrent protective device selective coordination study for the 208/120 volt distribution system. Protective devices shall be set based on results of the coordination study.

#### **1.2 RELATED SECTIONS**

Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

#### **1.3 SUMMARY**

- A. The Division 26 Contractor shall provide a facility Short Circuit and Selective Coordination Study for the NEC Article 700 emergency system equipment for approval by the Architect/Engineer. The Study shall be performed by a North Carolina Registered Professional Engineer and shall include the utility company transformer and downstream devices including all branch circuit panelboards, engine-generator sets and automatic transfer switches.
- B. The Division 26 Contractor shall be responsible to ensure proper AIC ratings for protection of new electrical equipment. All new panelboards, enclosed circuit breakers, safety switches, engine-generator set, automatic transfer switches, etc. and overcurrent device ratings, and upsizing of downstream conductors and raceways, if required, shall conform to the results of this Study. Existing electrical equipment, conductors and raceways will not be replaced as a result of this Study. Adjustment of protective device equipment, conductors, raceways, etc. to meet the approved coordination study submittal shall be the responsibility of the Division 26 Contractor at no additional cost to the Owner. The Study shall be coordinated to 0.1 seconds.

#### **1.4 ACTION SUBMITTALS**

- A. Product Data: For computer software program to be used for studies.
- B. Other Action Submittals: The following submittals shall be made after the approval process for system protective devices has been completed. Submittals may be in digital form.
  - 1. Coordination study input data, including completed computer program input data sheets.
  - 2. Study and Equipment Evaluation Reports.
  - 3. Coordination Study Report.
  - 4. System One Line Diagram.

#### **1.5 INFORMATIONAL SUBMITTALS**

- A. Qualification Data: For coordination-study specialist.

- B. Product Certificates: For coordination study and fault current study computer software programs, certifying compliance with IEEE 399.

## 1.6 QUALITY ASSURANCE

- A. Studies shall use computer programs that are distributed nationally and are in wide use. Software algorithms shall comply with requirements of standards and guides specified in this Section. Manual calculations are not acceptable.
- B. Coordination-Study Specialist Qualifications: An entity experienced in the application of computer software used for studies, having performed successful studies of similar magnitude on electrical distribution systems using similar devices.
- C. Professional engineer, licensed in the state where Project is located, shall be responsible for the study. All elements of the study shall be performed under the direct supervision and control of the Engineer.
- D. Comply with IEEE 242 for short-circuit currents and coordination time intervals.
- E. Comply with IEEE 399 for general study procedures.

## PART 2 - PRODUCTS

### 2.1 COMPUTER SOFTWARE DEVELOPERS

Subject to compliance with requirements, companies offering computer software programs that may be used in the Work include, but are not limited to, the following:

1. EasyPower.
2. EDSA Micro Corporation.
3. SKM Systems Analysis, Inc.

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- A. Examine Project overcurrent protective device submittals for compliance with electrical distribution system coordination requirements and other conditions affecting performance. Devices to be coordinated are indicated on Drawings.
  1. Proceed with coordination study only after relevant equipment submittals have been assembled. Overcurrent protective devices that have not been submitted and approved prior to coordination study may not be used in study.

### 3.2 POWER SYSTEM DATA

- A. Gather and tabulate the following input data to support coordination study:
  1. Product Data for overcurrent protective devices specified in other electrical Sections and involved in overcurrent protective device coordination studies. Use equipment designation tags that are consistent with electrical distribution system diagrams, overcurrent protective device submittals, input and output data, and recommended device settings.

2. Impedance of utility service entrance. Contractor coordination with the utility company is required.
3. Electrical Distribution System Diagram: In hard-copy and electronic formats, showing the following:
  - a. Circuit breaker and fuse current ratings and types.
  - b. Transformer kilovolt amperes, primary and secondary voltages, connection type, impedance, and X/R ratios.
  - c. Generator kilovolt amperes, size, voltage and source impedance.
  - d. Cables: Indicate conduit material, sizes of conductors, conductor material, insulation, and length.
  - e. Motor horsepower and code letter designation according to NEMA MG 1.
4. Data sheets to supplement electrical distribution system diagram, cross-referenced with tag numbers on diagram, showing the following:
  - a. Transformer characteristics, including primary protective device, magnetic inrush current and overload capacity.
  - b. Generator thermal damage curve.
  - c. Time-current-characteristic curves of devices indicated to be coordinated.
  - d. Manufacturer, frame size, interrupting rating in amperes rms symmetrical, ampere or current sensor rating, long-time adjustment range, short-time adjustment range, and instantaneous adjustment range for circuit breakers.
  - e. Panelboards, ampacity, and interrupting rating in amperes rms symmetrical.

### 3.3 FAULT-CURRENT STUDY

- A. Calculate the maximum available short-circuit current in amperes rms symmetrical at circuit-breaker positions of the electrical power distribution system. The calculation shall be for a current immediately after initiation and for a three-phase bolted short circuit at each of the following:
  1. Utility's supply termination point.
  2. Main Distribution Switchboard.
  3. Power panelboards.
  4. Branch circuit panelboards.
  5. Generator and automatic transfer switches.
  6. Equipment safety switches.
  7. Equipment enclosed circuit breakers.
- B. Study electrical distribution system from normal and alternate power sources throughout electrical distribution system for Project. Include studies of system switching configurations and alternate operations that could result in maximum fault and/or arc flash conditions.
- C. Calculate momentary and interrupting duties on the basis of maximum available fault current.
- D. Calculations to verify interrupting ratings of overcurrent protective devices shall comply with IEEE 241 and IEEE 242.
- E. Study Report: Show calculated X/R ratios and equipment interrupting rating (1/2-cycle) fault currents on electrical distribution system diagram.

### 3.4 COORDINATION STUDY

- A. Perform coordination study using approved computer software program. Prepare a written report using results of fault-current study. Comply with IEEE 399.
  - 1. Calculate the maximum and minimum 1/2-cycle short-circuit currents.
  - 2. Calculate the maximum and minimum ground-fault currents.
- B. Comply with IEEE 242 recommendations for fault currents and time intervals.
- C. Comply with NEC Article 700 requirements for selective coordination of overcurrent protective devices in the supply side of the emergency system.
- D. Coordination-Study Report: Prepare a written report indicating the following results of coordination study:
  - 1. Tabular Format of Settings Selected for Overcurrent Protective Devices:
    - a. Device tag.
    - b. Circuit-breaker sensor rating; and long-time, short-time, and instantaneous settings.
    - c. Fuse-current rating and type.
    - d. Ground-fault relay-pickup and time-delay settings.
  - 2. Coordination Curves: Prepared to determine settings of overcurrent protective devices to achieve selective coordination. Graphically illustrate that adequate time separation exists between devices installed in series. Prepare separate sets of curves for the switching schemes and for emergency periods where the power source is local generation. Show the following information:
    - a. Device tag.
    - b. Voltage and current ratios for curves.
    - c. Cable damage curves.
- E. Completed data sheets for setting of overcurrent protective devices.

END OF SECTION

## SECTION 263213- PACKAGED ENGINE-GENERATOR SYSTEM

### PART 1 - GENERAL

#### 1.1 SECTION INCLUDES

- A. Packaged engine-generator set.
- B. Exhaust silencer and fittings.
- C. Battery.
- D. Remote annunciator.
- E. Weather-protective, sound-attenuating enclosure.
- F. Fuel piping, regulators, etc.
- G. Access stairs and platforms, if required.

#### 1.2 RELATED SECTIONS

- A. Drawings and General Provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.
- B. Section 220000 – General Plumbing.
- C. Section 221123 – Facility Natural-gas Piping.
- D. Section 260526 - Grounding and Bonding.
- E. Section 260529 Supporting Devices.
- F. Section 260553 - Electrical Identification.
- G. Section 263600 - Automatic Transfer Switches.
- H. Section 265650 – Electrical Commissioning.

#### 1.3 REFERENCES

- A. NEMA AB1 - Molded Case Circuit Breakers.
- B. NEMA MG1 - Motors and Generators.
- C. NEMA 250 - Enclosures for Electrical Equipment (1000 Volts Maximum.)
- D. NFPA 30 - Flammable and Combustible Liquids Code.
- E. NFPA 37 - Standard for the Installation and Use of Stationary Combustion Engines and Gas Turbines.

- F. NFPA 70 - National Electrical Code.
- G. NFPA 101 - Life Safety Code.
- H. NFPA 110 - Emergency and Standby Power Systems.

#### 1.4 SUBMITTALS

- A. Submit under provisions of the General and Supplemental General Conditions and Division 1 Specifications Sections.
- B. Shop Drawings: Indicate electrical characteristics and connection requirements. Show plan and elevation views with overall and interconnection point dimensions, fuel consumption rate curves at various loads, ventilation and combustion air requirements, electrical diagrams including schematic and interconnection diagrams.
- C. Product Data: Provide data showing dimensions, weights, ratings, interconnection points, and internal wiring diagrams for engine, generator, control panel, battery, battery rack, exhaust silencer, vibration isolators, weather resistant housing, remote annunciator, etc.  
Provide:
  - 1. A complete Bill of Materials for all components.
  - 2. Dimensioned plan and elevation drawings of the engine-generator set.
  - 3. Dimensioned plan and elevation drawings of the gen set enclosure. Provide dimensions from the centerline of the top control panel switch and the output circuit breaker handle(s).
  - 4. Dimensioned plan, details and elevation drawings and proposed materials of the access platform and stairs, if required.
- D. Test Reports: Indicate results of performance testing.
- E. Manufacturer's Installation Instructions: Indicate application conditions and limitations of use stipulated by Product testing agency. Include instructions for storage, handling, protection, examination, preparation, installation, and starting of Product.
- F. Manufacturer's Certificate: Certify that Products meet or exceed specified requirements.
- G. Manufacturer's Field Reports: Indicate procedures and findings.

#### 1.5 OPERATION AND MAINTENANCE DATA

- A. Provide three (3) bound copies.
- B. Operation Data: Include instructions for normal operation.
- C. Maintenance Data: Include instructions for routine maintenance requirements, service manuals for engine and day tank, oil sampling and analysis for engine wear, and emergency maintenance procedures.
- D. Maintain one copy of document on site.

## 1.6 QUALITY ASSURANCE

Perform Work in accordance with NFPA 110.

## 1.7 QUALIFICATIONS

- A. Manufacturer: Company specializing in manufacturing the Products specified in this section with minimum three years documented experience, and with service facilities within 100 miles of Project.
- B. Supplier: Authorized distributor of specified manufacturer with minimum three years documented experience.

## 1.8 REGULATORY REQUIREMENTS

- A. Conform to requirements of NFPA 70, NFPA 101 and NFPA 110.
- B. Equipment shall be UL 2200 listed.
- C. Furnish Products listed and classified by testing firm acceptable to authority having jurisdiction as suitable for purpose specified and indicated.

## 1.9 DELIVERY, STORAGE, AND HANDLING

- A. Accept unit on site on skids. Inspect for damage.
- B. Protect equipment from dirt and moisture by securely wrapping in heavy plastic.

## 1.10 MAINTENANCE SERVICE

Furnish service and maintenance, at manufacturer-recommended intervals, of engine-generator set for one year from Date of Final Acceptance.

## 1.11 MAINTENANCE MATERIALS

Furnish one set of tools required for preventative maintenance of the engine-generator system. Package tools in adequately sized metal tool box.

## 1.12 EXTRA MATERIALS

Provide two of each fuel air filter element.

# PART 2 - PRODUCTS

## 2.1 MANUFACTURERS

- A. Caterpillar.
- B. Cummins.
- C. MTU.
- D. Generac.
- E. Substitutions: Under provisions of relevant sections of the General and Supplemental

General Conditions and Division 1 Specifications Sections.

2.2 PACKAGED ENGINE-GENERATOR SYSTEM

- A. Description: NFPA 110, standby rated, engine-generator system conforming to NFPA 70 and 110.
- B. Engine-generator set shall provide back-up power for the facility power distribution system during utility power outage. Power outage sensing, generator starting, transfer of load, re-transfer to normal power and engine cool-down running time shall be completely automated and shall not require attended operation.
- C. Minimum System Capacity: 200 kW, 250 kVA at elevation of 100 feet above sea level, standby rating using engine-mounted radiator. See Specifications Paragraph 2.4 G. below for additional load information.

2.3 ENGINE

- A. Type: Water-cooled inline or V-type, four stroke natural gas engine.
- B. Rating: Sufficient to operate under 10 percent overload for one hour in an ambient of 105° F at elevation of 1,000 feet.
- C. Fuel System: Natural gas.
- D. Engine speed: Not to exceed 1800 rpm.
- E. Governor: Isochronous type to maintain engine speed within 0.25 percent, steady state, and 5 percent, no load to full load, with recovery to steady state within 2 seconds following sudden load changes.
- F. Safety Devices: Engine shutdown on high water temperature, low oil pressure, overspeed, and engine overcrank. Limits as selected by manufacturer.
- G. Engine Starting: DC starting system with positive engagement, number and voltage of starter motors in accordance with manufacturer's instructions. Include remote starting control circuit, with MANUAL-OFF-REMOTE selector switch on engine-generator control panel.
- H. Engine Jacket Heater: Thermal circulation immersion type water heater with integral thermostatic control, contactor in a NEMA rated enclosure, sized to maintain engine jacket water at 120°F, and suitable for operation on 120 or 208 volts AC as shown. Heater shall be disconnected while the engine is running.
- I. Radiator: Provide a closed recovery cooling system with sufficient capacity to cool the engine when the generator set is delivering full rated load at a minimum ambient temperature of 110°F (43°C). Radiator, fan, engine driven centrifugal water pump and thermostatic valve shall be provided and the system protected against freezing and corrosion. Radiator air flow restriction 0.5 inches of water (1.25Pa) maximum.
- J. Engine Accessories: Lube oil filter, intake air filter, lube oil cooler, fuel shut-off solenoid



and gear-driven water pump. Include water temperature gauge and lube oil pressure gauge on engine/generator control panel.

- K. Lubricating System: The engine shall have a lubricating oil pump for supplying oil under pressure to the main bearings, crank pin bearings, pistons, piston pins, timing gears, camshaft bearings and valve rocker mechanism. Full flow oil filters, conveniently located for servicing shall be provided. Lube oil drain extension and valve terminated on the outside of the generator base shall be provided.
- L. Mounting: Provide unit with suitable spring-type vibration isolators and mount on structural steel base, which shall allow mounting to a raised concrete pad. Anchor bolts and vibration isolators shall be used to mount the steel base to the concrete pad. Vibration isolators shall be one piece units, resistant to corrosion and environmental degradation.

## 2.4 GENERATOR

- A. Generator: NEMA MG1, three phase, four wire, reconnectible brushless synchronous generator with brushless exciter. Generator shall be revolving field type, close coupled or directly coupled to the engine flywheel. The generator shall have a single ball bearing support for the rotor and the rotor shall be dynamically balanced up to 25% overspeed.
- B. Standby rating: No less than 200 kW, 250 kVA, at 0.8 power factor, 208/120 volts, 60 Hz at 1800 rpm. See Specifications Paragraph 2.4 G. below for additional load information.
- C. Insulation Class: F.
- D. Temperature Rise: 105°C Standby.
- E. Enclosure: NEMA MG1, open drip proof.
- F. Voltage Regulator: Shall be of solid state design and provide voltage-per-hertz operation to match engine and generator characteristics, with voltage regulation plus or minus 1 percent from no load to full load. Steady state voltage modulation shall not exceed one cycle per second. For any addition of load up to and including 90% of rated, the voltage shall recover to and remain within the steady band in not more than 1.5 seconds. Frequency regulation from no load to rated load shall conform with engine governor performance. For any addition of load up to 90% of rated load, the frequency shall recover to the steady state frequency within 5 seconds. Include manual controls to adjust voltage droop, voltage level (plus or minus 5 percent) and voltage gain. Regulator to be mounted on top or side of the generator and enclosed in a NEMA rated enclosure. An isolation transformer in the voltage regulator circuit shall be provided.
- G. The minimum rating of the engine-generator set specified in previous paragraphs is estimated. The Contractor shall provide an engine-generator set capable of simultaneous starting and continuous operation, with less than twenty (20) percent voltage dip and without set overload, of the loads detailed on the Drawings.

## 2.5 ACCESSORIES

### A. Vibration Isolation Devices

1. Elastomeric Isolator Pads: Oil- and water-resistant elastomer or natural rubber, arranged in single or multiple layers, molded with a nonslip pattern and galvanized-steel baseplates of sufficient stiffness for uniform loading over pad area, and factory cut to sizes that match requirements of supported equipment.
2. Restrained Spring Isolators: Freestanding, steel, open-spring isolators with seismic restraint.
  - 1) Housing: Steel with resilient vertical-limit stops to prevent spring extension due to wind loads or if weight is removed; factory-drilled baseplate bonded to 1/4-inch thick, elastomeric isolator pad attached to baseplate underside; and adjustable equipment mounting and leveling bolt that acts as blocking during installation.
  - 2) Outside Spring Diameter: Not less than 80 percent of compressed height of the spring at rated load.
  - 3) Minimum Additional Travel: 50 percent of required deflection at rated load.
  - 4) Lateral Stiffness: More than 80 percent of rated vertical stiffness.
  - 5) Overload Capacity: Support 200 percent of rated load, fully compressed, without deformation or failure.

### B. Exhaust Silencer: Super critical grade silencer to reduce engine exhaust noise in accordance with dBA requirements listed above, with muffler companion flanges and seamless flexible stainless steel exhaust connector, sized in accordance with engine manufacturer's instructions. The silencer shall be all-welded heavy duty carbon steel construction and shall include a compressed thermal/acoustical insulation packed shell. In addition to its acoustical values, the two (2) inch minimum thick packed shell shall be provided to reduce the outer surface temperature. Install inside the set weather-protective enclosure.

### C. Exhaust Piping: Schedule 40 black steel. Piping inside the enclosure shall be insulated.

### D. Batteries: Heavy duty, starting type lead-acid storage batteries capable of four 15 second cranks followed by a 15 second rest period at 0°F. Match battery voltage to starting system. Include necessary cables and clamps.

### E. Battery Tray: Treated for electrolyte resistance, constructed to contain spillage.

### F. Battery Charger: Automatic solid state, current limiting, float equalizing type designed to float at 2.17 volts per cell and equalize at 2.33 volts per cell. Minimum continuous output of 10 amperes DC. Charger shall be capable of recharging a completely discharged battery in a maximum of 8 hours. Include overload protection, voltage surge suppressors, full wave rectifier, DC voltmeter and ammeter, low DC voltage alarm relay, malfunction alarm contact, and 120 volt AC fused input. Provide in NEMA-1 wall mounted enclosure.

### G. Remote Emergency Stop Switch: Weatherproof, surface wall mounted, unless otherwise indicated, adjacent to the engine-generator set and labeled with an engraved, three layer, laminated plastic nameplate "GENERATOR EMERGENCY STOP". Push button shall be protected from accidental operation. See Drawings for location.

- H. Line Circuit Breaker: A NEMA AB 1, molded case circuit breaker on generator output with electronic LSI trip unit, sized in accordance with NFPA 70. Include battery-voltage operated shunt trip, connected to open circuit breaker on engine failure. Unit mount in enclosure to meet NEMA 250, Type 1 requirements.
- I. Provide systems to protect and electrically supervise starting control circuits as required by NEC Article 700.10(D)(2).
- J. Engine-Generator Control Panel: NEMA 250, Type 1 generator mounted control panel enclosure with engine and generator controls and indicators. Include provision for padlock and the following equipment and features:
  - 1. Frequency Meter: Digital, 45-65 Hz. range.
  - 2. AC Output Voltmeter: Digital, 2 percent accuracy, with phase selector switch.
  - 3. AC Output Ammeter: Digital, 2 percent accuracy, with phase selector switch.
  - 4. AC wattmeter, digital.
  - 5. Output voltage adjustment.
  - 6. Push-to-test indicator lamps, one each for low oil pressure, high water temperature, over-speed, and over-crank.
  - 7. Engine start/stop selector switch.
  - 8. Engine running time meter.
  - 9. Oil pressure gauge.
  - 10. Water temperature gauge.
  - 11. Auxiliary Relay: 3PDT, operates when engine runs, with contact terminals prewired to terminal strip.
  - 12. Additional visual indicators and alarms as required by NFPA 110.
  - 13. Remote Alarm Contacts: Pre-wire SPDT contacts to terminal strip for remote alarm functions required by NFPA 110 for a Level 1 system.
- K. Remote Annunciator Panel: NFPA 110 compliant, lush mounted panel with painted finish and silk screened lettering, in manufacturer's standard color. Provide alarm horn, indicators and alarms and switching as follows:
  - 1. High battery voltage (alarm).
  - 2. Low battery voltage (alarm).
  - 3. Low fuel pressure (alarm).
  - 4. Battery charger malfunction.
  - 5. System ready.
  - 6. Anticipatory-high water temperature.
  - 7. Anticipatory-low oil pressure.
  - 8. Low coolant temperature.
  - 9. Mode switch not in auto position (alarm).
  - 10. Over-crank (alarm).
  - 11. Emergency stop (alarm).
  - 12. High water temperature (alarm).
  - 13. Over-speed (alarm).
  - 14. Low oil pressure (alarm).
  - 15. Line power available.
  - 16. Generator power available.
  - 17. Lamp test and horn silence switch.
  - 18. Emergency stop switch.
  - 19. Permanent Emergency Source Out of Service (activated by auxiliary contact of 100 ampere enclosed circuit breaker on output of permanent generator, see Drawings)

20. Additional visual indicators and alarms as required by NFPA 110 for a Level 1 system.
- L. Sound attenuated, weather-protective enclosure: UL2200 listed, non walk-in, reinforced, 14 gauge minimum aluminum powder painted housing allowing access to control panel and service points, with tamper resistant, lockable side and rear doors and panels.
  1. Include fixed louvers, battery rack, and internally-mounted silencer. Provide non-hydroscopic sound insulated interior panels with metal perforated skin. Provide thermal Insulation, manufacturer's standard materials and thickness selected in coordination with block heater to maintain winter interior temperature within operating limits required by engine-generator set components.
  2. Enclosures shall be primed and finish painted in a color as selected by the Architect. Hardware, latches and hinges shall be stainless steel. Roof shall be peaked to allow drainage of rain water. Unit shall have sufficient guards to prevent entrance by rodents and small animals.
  3. Sound attenuation shall be Level II (maximum of 73 dbA maximum at 7 meters). Exhaust gasses and cooling air shall be discharged vertically.
  4. Enclosure housing shall be suitably constructed to withstand 150 mph wind loads.
  5. Provide exterior emergency stop pushbutton (per Para. 2.5 H. above) and exterior oil and coolant drains with interior valves.
  6. Provide a minimum of three watertight, impact-resistant, general illumination, LED lighting fixtures with a minimum 5,000 lumens output each, a weatherproof GFCI convenience receptacle and a weatherproof switch for the lighting. Position the lighting fixtures to illuminate the housing interior and controls. Power from the circuits indicated on the Drawings.
  7. Provide a minimum of three watertight, impact-resistant, general illumination, LED lighting fixtures with a minimum 5,000 lumens output each and a weatherproof 30 minute timer switch. Position the lighting fixtures to illuminate the housing interior and controls. Power from the generator battery.
  8. Provide permanent access platform, stairs and handrails for access to controls and circuit breakers to maintain no greater than 6'-7" to top of any control device or circuit breaker handle, and for maintenance access via enclosure access panels. Stair and platform shall be hot dip galvanized, aluminum and/or fiberglass and shall comply with OSHA and all local jurisdiction requirements. Platform shall provide for 180 degree "full swing opening" of all side (and end, if required) service doors and at least 135 degree opening of the control panel door.

### PART 3 - EXECUTION

#### 3.1 INSTALLATION

- A. Install in accordance with manufacturer's instructions.
- B. Install raceways as prescribed by NEC Article 700.
- C. Systems shall be installed in a manner to be fully compliant with the seismic restraint requirements of the North Carolina State Building Code. Provide mounting devices and hardware, bracing, fittings, etc. as required for seismic restraint. See Specifications Section 260500, Paragraph 1.23 for additional requirements.
- D. Commission the system as detailed below.

### 3.2 FIELD QUALITY CONTROL

- A. Field inspection, testing and adjusting shall be as required under provisions of the General and Supplemental General Conditions and Division 1 Specifications Sections.
- B. Inspect and test in accordance with NETA ATS, except Section 4.
- C. Perform inspections and tests listed in NETA ATS, Section 7.1.

### 3.3 ADJUSTING

- A. Testing, Adjusting, and Balancing: Adjust installed work under provisions of the General and Supplemental General Conditions and Division 1 Specifications Sections.
- B. Adjust all operating mechanisms for free mechanical movement.
- C. Adjust all control parameters and settings to values as recommended by the manufacturer and as instructed by Architect/Engineer.
- D. Adjust generator output voltage and engine speed.

### 3.4 MANUFACTURER'S FIELD SERVICES

Furnish manufacturer's field representative to supervise final connections and system adjustments.

### 3.5 COMMISSIONING

The term "commission" and "commissioning" as used in this document includes, but is not limited to:

- 1. Static and operational testing and start-up of the electrical equipment.
- 2. Providing qualified and manufacturer trained and certified personnel to conduct/assist in tests.
- 3. Providing equipment, materials and test instrumentation necessary to conduct testing.
- 4. Providing equipment, materials, test instrumentation and labor necessary to correct deficiencies found during the commissioning process which fulfills contract and warranty requirements.
- 5. Providing operation and maintenance information and as-built drawings to the Architect/Engineer for review verification and organization, prior to distribution.
- 6. Providing Owner training for the systems specified.

### 3.6 TESTING AND DEMONSTRATION

- A. Load Bank Test:  
Provide a full load test utilizing a portable test bank for four hours minimum for the engine-generator set. Each test shall be performed at the job site in the presence of the Owner and Architect/Engineer. Each test shall include one hour at 50% load, one hour at 75% load and two hours at 100% load. Upon completion of the load test, the generators shall be shut down after the cool down period. The generators shall then be started and immediately upon reaching rated rpm, 100% load shall be applied to demonstrate one step full load capability. The capability of the system to pick up full standby service load within 10 seconds of power

outage shall also be demonstrated. After testing is complete:

1. A copy of the generator test report shall be submitted to the Engineer of Record, the Owner, the Architect and the State Construction Office.
2. Test results shall record the following parameters in 20 minute intervals during four hour test:
  - a. Kilowatts.
  - b. Amperes.
  - c. Voltage.
  - d. Coolant temperature.
  - e. Room temperature.
  - f. Frequency.
  - g. Oil pressure.
  - h. Fuel flow.

B. Building Loads Test: Following the load bank test, start the buildings load test. Simulate power outage, including operation of the distribution equipment, automatic starting cycle, and automatic shutdown and return to normal, by interrupting normal source, and demonstrate that system operates with actual building loads to provide standby power. The test shall demonstrate the capability of the engine-generator set to operate the loads stated in Paragraph 2.4 G. Test all alarm and shutdown circuits by simulating conditions. Test duration shall be one hour minimum. The Institutional Support Services (ISS) building load test must include verification the existing life safety and optional automatic transfer switches operate independently of the new service entrance rated automatic transfer switch.

C. Perform and document the following additional testing:

1. Commissioning: See Specifications Section 265650 - Electrical Systems Commissioning for requirements.
2. Level 1 Acceptance Testing: Refer to NFPA 110 Section 7.13.2.1 Level 1 acceptance testing for requirements.

### 3.7 TRAINING

Prior to final acceptance, the manufacturer's authorized representative shall provide comprehensive training and thoroughly and competently instruct the Owner's designated personnel in proper operation of the system and in all required periodic maintenance. Training shall include, but not be limited to, operation (all aspects including normal and emergency modes), maintenance and troubleshooting of the equipment. A minimum of eight (8) hours on-site time, in addition to load bank testing, shall be allocated for this purpose.

### 3.8 DOCUMENTATION

Upon final completion of the system, a documentation package shall be provided and shall include three (3) bound (in three ring binders with index tabs) copies of complete manufacturer's operation and instruction manuals. Provide one bound original (no photocopies) and two additional bound copies (photocopies are acceptable) of the total documentation package. The manuals shall include operation and maintenance procedures, complete parts lists, dimensional drawings, unit wiring diagrams and schematics, and interconnection wiring drawings. Include instructions for routine maintenance requirements, service manuals for engine and day tank, oil sampling and analysis for engine wear, and emergency maintenance procedures. The following shall also be provided:

A. System record drawings.

- B. Instruction manuals as supplied by the manufacturer for all components and electronics.
- C. Product specification sheets for all equipment without instruction manuals.

### 3.9 CLEANING

- A. Clean installed work under provisions of the General and Supplemental General Conditions and Division 1 Specifications Sections.
- B. Touch up scratched or marred surfaces to match original finish.
- C. Clean engine and generator surfaces. Replace oil and fuel filters.

### 3.10 WARRANTY

The Contractor shall provide the following minimum manufacturers factory warranty for each engine-generator set and associated equipment:

- A. All equipment shall be new and warranted free of faulty workmanship and damage.
- B. The warranty shall include all parts, labor (including travel with no travel time or distance limitations), expenses and equipment necessary to perform replacement and/or repairs.
- C. The total system (parts and labor) shall be warranted free of defects for a period of one (1) year from date of final acceptance.
- D. Replacement of defective materials and repair of faulty workmanship shall take place within 48 hours of notification by Owner and shall be guaranteed at no cost to the Owner during the warranty period.
- E. The minimum warranty provisions specified above shall not diminish the terms of individual equipment manufacturer's warranties.
- F. The printed warranty shall be included in the contract documents.

### 3.11 FINAL ACCEPTANCE

The installation shall be supervised, checked and tested by a qualified representative of the engine-generator set manufacturer. Written certification, by the qualified manufacturer's representative, verifying manufacturer's startup procedures were followed and full system functionality was achieved shall be submitted to the Architect and Owner prior to final acceptance.

END OF SECTION 263213





## SECTION 263600 - TRANSFER SWITCHES

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

#### 1.2 SUMMARY

- A. Section includes contactor-type automatic transfer switches rated 600 V and less and transfer switch accessories.

#### 1.3 ACTION SUBMITTALS

- A. Product Data: For each type of product.
  - 1. Include construction details, material descriptions, dimensions of individual components and profiles, and finishes for transfer switches.
  - 2. Include rated capacities, operating characteristics, electrical characteristics, and accessories.
- B. Shop Drawings:
  - 1. Include plans, elevations, sections, details showing minimum clearances, conductor entry provisions, gutter space, and installed features and devices.
  - 2. Include material lists for each switch specified.
  - 3. Single-Line Diagram: Show connections between transfer switch, power sources, and load.
  - 4. Riser Diagram: Show interconnection wiring between transfer switches, engine-generator set, etc.

#### 1.4 INFORMATIONAL SUBMITTALS

- A. Seismic Qualification Data: Certificates, for transfer switches, accessories, and components, from manufacturer.
  - 1. Basis for Certification: Indicate whether withstand certification is based on actual test of assembled components or on calculation.
  - 2. Dimensioned Outline Drawings of Equipment Unit: Identify center of gravity and locate and describe mounting and anchorage provisions.
  - 3. Detailed description of equipment anchorage devices on which the certification is based and their installation requirements.
- B. Field quality-control reports.

#### 1.5 CLOSEOUT SUBMITTALS

- A. Operation and Maintenance Data: For each type of product to include in emergency, operation, and maintenance manuals.

1. In addition to items specified in Section 017823 "Operation and Maintenance Data," include the following:

- a. Features and operating sequences, both automatic and manual.
- b. List of all factory settings of relays; provide relay-setting and calibration instructions, including software, where applicable.

## 1.6 QUALITY ASSURANCE

### A. Testing Agency Qualifications:

1. Member company of NETA.
  - a. Testing Agency's Field Supervisor: Certified by NETA to supervise on-site testing.

## 1.7 FIELD CONDITIONS

- ### A. Interruption of Existing Electrical Service: Do not interrupt electrical service to facilities occupied by Owner or others unless permitted under the following conditions and then only after arranging to provide temporary electrical service:
1. Notify the Owner no fewer than five days in advance of proposed interruption of electrical service.
  2. Do not proceed with interruption of electrical service without the Owner's written permission.

## 1.8 WARRANTY

- ### A. Manufacturer's Warranty: Manufacturer agrees to repair or replace components of transfer switch or transfer switch components that fail in materials or workmanship within specified warranty period.

1. Warranty Period: Five years from date of Final Acceptance.

## PART 2 - PRODUCTS

### 2.1 PERFORMANCE REQUIREMENTS

- A. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.
- B. Comply with NEMA ICS 1.
- C. Comply with NFPA 110.
- D. Comply with UL 1008 unless requirements of these Specifications are stricter.
- E. Indicated Current Ratings: Apply as defined in UL 1008 for continuous loading and total system transfer, including tungsten filament lamp loads not exceeding 30 percent of switch ampere rating, unless otherwise indicated.

- F. Tested Fault-Current Closing and Short-Circuit Ratings: Adequate for duty imposed by protective devices at installation locations in Project under the fault conditions indicated, based on testing according to UL 1008.
1. Where transfer switch includes internal fault-current protection, rating of switch and trip unit combination shall exceed indicated fault-current value at installation location.
  2. Short-time withstand capability for 30 cycles.
- G. Repetitive Accuracy of Solid-State Controls: All settings shall be plus or minus 2 percent or better over an operating temperature range of minus 20 to plus 70 deg C.
- H. Resistance to Damage by Voltage Transients: Components shall meet or exceed voltage-surge withstand capability requirements when tested according to IEEE C62.62. Components shall meet or exceed voltage-impulse withstand test of NEMA ICS 1.
- I. Electrical Operation: Accomplish by a nonfused, momentarily energized solenoid or electric-motor-operated mechanism. Switches for emergency or standby purposes shall be mechanically and electrically interlocked in both directions to prevent simultaneous connection to both power sources unless closed transition.
- J. Service-Rated Transfer Switch:
1. Comply with UL 869A and UL 489.
  2. Provide terminals for bonding the grounding electrode conductor to the grounded service conductor.
  3. In systems with a neutral, the bonding connection shall be on the neutral bus.
  4. Provide removable link for temporary separation of the service and load grounded conductors.
  5. Service Disconnecting Means: Externally operated, manual mechanically actuated molded case circuit breaker with LSIG electronic trip.
- K. Neutral Switching: Where four-pole switches are indicated, provide neutral pole switched simultaneously with phase poles.
- L. Annunciation, Control, and Programming Interface Components: Devices at transfer switches for communicating with remote programming devices, annunciators, or annunciator and control panels shall have communication capability matched with remote device.
- M. Factory Wiring: Train and bundle factory wiring and label, consistent with Shop Drawings, by color-code or by numbered or lettered wire and cable with printed markers at terminations. Color-coding and wire and cable markers are specified in Section 260553 "Identification for Electrical Systems."
1. Designated Terminals: Pressure type, suitable for types and sizes of field wiring indicated.
  2. Power-Terminal Arrangement and Field-Wiring Space: Suitable for top, side, or bottom entrance of feeder conductors as indicated.
  3. Control Wiring: Equipped with lugs suitable for connection to terminal strips.
  4. Accessible via front access.

- N. Enclosures: General-purpose NEMA 250, Type 3R, complying with NEMA ICS 6 and UL 508, unless otherwise indicated.

## 2.2 OPERATION

- A. As existing ATS1 and ATS2 utility source originates in existing Switchboard MDS-ISS, after ATS3 transfers to the generator source, ATS1 and ATS2 utility source terminals will be energized. ATS2 and ATS3 must remain in the generator source position following a utility failure and transfer of ATS3 to the generator source. Provide electrical interlocks with new ATS3 to prevent ATS1 and ATS2 transfer to the utility source until the return to utility source timer times out in ATS3. Provide conductors in conduit between the transfer switches and modifications to the existing transfer switches as required to provide the specified operation.

## 2.3 CONTACTOR-TYPE AUTOMATIC TRANSFER SWITCHES

- A. Shall be provided by the generator vendor as part of a package system.
- B. Comply with Level 1 equipment according to NFPA 110.
- C. Switch Characteristics: Designed for continuous-duty repetitive transfer of full-rated current between active power sources.
  - 1. Limitation: Switches using molded-case switches or circuit breakers or insulated-case circuit-breaker components are unacceptable.
  - 2. Switch Action: Double throw; mechanically held in both directions.
  - 3. Contacts: Silver composition or silver alloy for load-current switching. Contactor-style automatic transfer-switch units, rated 600 A and higher, shall have separate arcing contacts.
  - 4. Conductor Connectors: Suitable for use with conductor material and sizes.
  - 5. Material: Hard-drawn copper, 98 percent conductivity.
  - 6. Main and Neutral Lugs: Mechanical type.
  - 7. Ground Lugs and Bus-Configured Terminators: Mechanical type.
  - 8. Ground bar.
  - 9. Connectors shall be marked for conductor size and type according to UL 1008.
- D. Automatic Open-Transition Transfer Switches: Interlocked to prevent the load from being closed on both sources at the same time.
  - 1. Sources shall be mechanically and electrically interlocked to prevent closing both sources on the load at the same time.
- E. Manual Switch Operation: Under load, with door closed and with either or both sources energized. Transfer time is same as for electrical operation. Control circuit automatically disconnects from electrical operator during manual operation.
- F. Manual Switch Operation: Unloaded. Control circuit automatically disconnects from electrical operator during manual operation.

- G. Electric Switch Operation: Electrically actuated by push buttons designated "Normal Source" and "Alternative Source." Switch shall be capable of transferring load in either direction with either or both sources energized.
- H. Signal-Before-Transfer Contacts: A set of normally open/normally closed dry contacts operates in advance of retransfer to normal source. Interval shall be adjustable from 1 to 30 seconds.
- I. Digital Communication Interface: Matched to capability of remote annunciator or annunciator and control panel.
- J. Automatic Transfer-Switch Controller Features:
  - 1. Controller operates through a period of loss of control power.
  - 2. Undervoltage Sensing for Each Phase of Normal and Alternate Source: Sense low phase-to-ground voltage on each phase. Pickup voltage shall be adjustable from 85 to 100 percent of nominal, and dropout voltage shall be adjustable from 75 to 98 percent of pickup value. Factory set for pickup at 90 percent and dropout at 85 percent.
  - 3. Voltage/Frequency Lockout Relay: Prevent premature transfer to generator. Pickup voltage shall be adjustable from 85 to 100 percent of nominal. Factory set for pickup at 90 percent. Pickup frequency shall be adjustable from 90 to 100 percent of nominal. Factory set for pickup at 95 percent.
  - 4. Time Delay for Retransfer to Normal Source: Adjustable from zero to 30 minutes, and factory set for 10 minutes. Override shall automatically defeat delay on loss of voltage or sustained undervoltage of emergency source, provided normal supply has been restored.
  - 5. Test Switch: Simulate normal-source failure.
  - 6. Switch-Position Pilot Lights: Indicate source to which load is connected.
  - 7. Source-Available Indicating Lights: Supervise sources via transfer-switch normal- and emergency-source sensing circuits.
    - a. Normal Power Supervision: Green light with nameplate engraved "Normal Source Available."
    - b. Emergency Power Supervision: Red light with nameplate engraved "Emergency Source Available."
  - 8. Unassigned Auxiliary Contacts: Two normally open, single-pole, double-throw contacts for each switch position, rated 10 A at 240-V ac.
  - 9. Transfer Override Switch: Overrides automatic retransfer control so transfer switch will remain connected to emergency power source regardless of condition of normal source. Pilot light indicates override status.
  - 10. Engine Starting Contacts: One isolated and normally closed, and one isolated and normally open; rated 10 A at 32-V dc minimum.
  - 11. Engine Shutdown Contacts:
    - a. Instantaneous; shall initiate shutdown sequence at remote engine-generator controls after retransfer of load to normal source.
    - b. Time delay adjustable from zero to five minutes, and factory set for five minutes. Contacts shall initiate shutdown at remote engine-generator controls after retransfer of load to normal source.
  - 12. Engine-Generator Exerciser (controlled by existing ATS1): Solid-state, programmable-time switch starts engine generator and transfers load to it from

normal source for a preset time, then retransfers and shuts down engine after a preset cool-down period. Initiates exercise cycle at preset intervals adjustable from 7 to 30 days. Running periods shall be adjustable from 10 to 30 minutes. Factory settings shall be for 7-day exercise cycle, 20-minute running period, and 5-minute cool-down period. Exerciser features include the following:

- a. Exerciser Transfer Selector Switch: Permits selection of exercise with and without load transfer.
- b. Push-button programming control with digital display of settings.
- c. Integral battery operation of time switch when normal control power is unavailable.

K. Provide a strip heater inside the switch enclosure.

## 2.4 SOURCE QUALITY CONTROL

A. Factory Tests: Test and inspect components, assembled switches, and associated equipment according to UL 1008. Ensure proper operation. Check transfer time and voltage, frequency, and time-delay settings for compliance with specified requirements. Perform dielectric strength test complying with NEMA ICS 1.

B. Prepare test and inspection reports.

1. For each of the tests required by UL 1008, performed on representative devices, for emergency systems. Include results of test for the following conditions:

- a. Overvoltage.
- b. Undervoltage.
- c. Loss of supply voltage.
- d. Reduction of supply voltage.
- e. Alternative supply voltage or frequency is at minimum acceptable values.
- f. Temperature rise.
- g. Dielectric voltage-withstand; before and after short-circuit test.
- h. Overload.
- i. Contact opening.
- j. Endurance.
- k. Short circuit.
- l. Short-time current capability.
- m. Receptacle withstand capability.
- n. Insulating base and supports damage.

## PART 3 - EXECUTION

### 3.1 INSTALLATION

A. Floor-Mounting Switch: Anchor to base by bolting.

- 1. Install transfer switches wall mounted or on cast-in-place concrete equipment base(s) as shown.
- 2. Coordinate size and location of concrete bases. Cast anchor-bolt inserts into bases.

3. Provide workspace and clearances required by NFPA 70.
- B. Identify components according to Section 260553 "Identification for Electrical Systems."
- C. Set field-adjustable intervals and delays, relays, and engine exerciser clock.
- D. Comply with NECA 1.

### 3.2 CONNECTIONS

- A. Wiring to Remote Components: Match type and number of cables and conductors to generator sets, control, and communication requirements of transfer switches as recommended by manufacturer. Increase raceway sizes at no additional cost to Owner if necessary to accommodate required wiring.
- B. Wiring Method: Install cables in raceways and cable trays except within electrical enclosures. Conceal raceway and cables except in unfinished spaces.
  1. Comply with requirements for raceways and boxes specified in Section 260533 "Conduit" and Section 260534 "Boxes."
- C. Wiring within Enclosures: Bundle, lace, and train conductors to terminal points with no excess and without exceeding manufacturer's limitations on bending radii.
- D. Ground equipment according to Section 260526 "Grounding and Bonding."
- E. Connect wiring according to Section 260519 "Building Wire and Cable."
- F. Route and brace conductors according to manufacturer's written instructions. Do not obscure manufacturer's markings and labels.
- G. Brace and support equipment according to Section 260500, Para. 1.22.
- H. Final connections to equipment shall be made with liquidtight, flexible metallic conduit no more than 18 inches (457 mm) in length.

### 3.3 FIELD QUALITY CONTROL

- A. Manufacturer's Field Service: Engage a factory-authorized service representative to test and inspect components, assemblies, and equipment installations, including connections.
- B. All testing shall be in compliance with Specifications Section 260650 Electrical Commissioning and NFPA 110 Section 7.13.2.1 Level 1 acceptance testing requirements.
- C. Perform the following tests and inspections with the assistance of a factory-authorized service representative:
  1. After installing equipment, test for compliance with requirements according to NETA ATS.
  2. Visual and Mechanical Inspection:
    - a. Compare equipment nameplate data with Drawings and Specifications.

- b. Inspect physical and mechanical condition.
- c. Inspect anchorage, alignment, grounding, and required clearances.
- d. Verify that the unit is clean.
- e. Verify appropriate lubrication on moving current-carrying parts and on moving and sliding surfaces.
- f. Verify that manual transfer warnings are attached and visible.
- g. Verify tightness of all control connections.
- h. Inspect bolted electrical connections for high resistance using one of the following methods, or both:
  - 1) Use of low-resistance ohmmeter.
  - 2) Verify tightness of accessible bolted electrical connections by calibrated torque-wrench method according to manufacturer's published data.
- i. Perform manual transfer operation.
- j. Verify positive mechanical interlocking between normal and alternate sources.
- k. Perform visual and mechanical inspection of surge arresters.
- l. Inspect control power transformers.
  - 1) Inspect for physical damage, cracked insulation, broken leads, tightness of connections, defective wiring, and overall general condition.
  - 2) Verify that primary and secondary fuse or circuit-breaker ratings match Drawings.

3. Electrical Tests:

- a. Perform insulation-resistance tests on all control wiring with respect to ground.
- b. Perform a contact/pole-resistance test. Compare measured values with manufacturer's acceptable values.
- c. Verify settings and operation of control devices.
- d. Calibrate and set all relays and timers.
- e. Verify phase rotation, phasing, and synchronized operation.
- f. Perform automatic transfer tests.
- g. Verify correct operation and timing of the following functions:
  - 1) Normal source voltage-sensing and frequency-sensing relays.
  - 2) Engine start sequence.
  - 3) Time delay on transfer.
  - 4) Alternative source voltage-sensing and frequency-sensing relays.
  - 5) Automatic transfer operation.
  - 6) Interlocks and limit switch function.
  - 7) Time delay and retransfer on normal power restoration.
  - 8) Engine cool-down and shutdown feature.

4. Measure insulation resistance phase-to-phase and phase-to-ground with insulation-resistance tester. Include external annunciation and control circuits.



Use test voltages and procedure recommended by manufacturer. Comply with manufacturer's specified minimum resistance.

- a. Check for electrical continuity of circuits and for short circuits.
- b. Inspect for physical damage, proper installation and connection, and integrity of barriers, covers, and safety features.
- c. Verify that manual transfer warnings are properly placed.
- d. Perform manual transfer operation.

5. After energizing circuits, perform each electrical test for transfer switches stated in NETA ATS and demonstrate interlocking sequence and operational function for each switch at least three times.

- a. Simulate power failures of normal source to automatic transfer switches and retransfer from emergency source with normal source available.
- b. Simulate loss of phase-to-ground voltage for each phase of normal source.
- c. Verify time-delay settings.
- d. Verify pickup and dropout voltages by data readout or inspection of control settings.
- e. Test bypass/isolation unit functional modes and related automatic transfer-switch operations.
- f. Perform contact-resistance test across main contacts and correct values exceeding 500 microhms and values for one pole deviating by more than 50 percent from other poles.
- g. Verify proper sequence and correct timing of automatic engine starting, transfer time delay, retransfer time delay on restoration of normal power, and engine cool-down and shutdown.

6. Ground-Fault Tests: Coordinate with testing of ground-fault protective devices for power delivery from both sources.

- a. Verify grounding connections and locations and ratings of sensors.

D. Coordinate tests with tests of generator and run them concurrently.

E. Report results of tests and inspections in writing. Record adjustable relay settings and measured insulation and contact resistances and time delays. Attach a label or tag to each tested component indicating satisfactory completion of tests.

F. Transfer switches will be considered defective if they do not pass tests and inspections.

G. Remove and replace malfunctioning units and retest as specified above.

H. Prepare test and inspection reports.

1. Infrared Scanning: After Substantial Completion, but not more than 60 days after Final Acceptance, perform an infrared scan of each switch. Remove all access panels so joints and connections are accessible to portable scanner.

2. Instrument: Use an infrared scanning device designed to measure temperature or to detect significant deviations from normal values. Provide calibration record for device.
3. Record of Infrared Scanning: Prepare a certified report that identifies switches checked and that describes scanning results. Include notation of deficiencies detected, remedial action taken, and observations after remedial action.
4. Follow-up Infrared Scanning: Perform an additional follow-up infrared scan of each switch 11 months after date of Substantial Completion.

#### 3.4 DEMONSTRATION

- A. Engage a factory-authorized service representative to train Owner's maintenance personnel to adjust, operate, and maintain transfer switches and related equipment.
- B. Training shall include testing ground-fault protective devices and instructions to determine when the ground-fault system shall be retested. Include instructions on where ground-fault sensors are located and how to avoid negating the ground-fault protection scheme during testing and circuit modifications.
- C. Coordinate this training with that for generator equipment.

END OF SECTION 263600

## SECTION 263700 - TEMPORARY GENERATOR DOCKING STATION

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

#### 1.2 SUMMARY

- A. Section includes a Temporary Generator Docking Station.

#### 1.3 ACTION SUBMITTALS

- A. Product Data: For each type of product.
  - 1. Include construction details, material descriptions, dimensions of individual components and profiles, and finishes.
  - 2. Include rated capacities, operating characteristics, electrical characteristics, and accessories.
- B. Shop Drawings:
  - 1. Include plans, elevations, sections, details showing minimum clearances, conductor entry provisions, gutter space, and installed features and devices.
  - 2. Include material lists for each switch specified.
  - 3. Single-Line Diagram: Show connections between docking station, power sources, and load.

#### 1.4 INFORMATIONAL SUBMITTALS

- A. Seismic Qualification Data: Certificates, for docking station, accessories, and components, from manufacturer.
  - 1. Basis for Certification: Indicate whether withstand certification is based on actual test of assembled components or on calculation.
  - 2. Dimensioned Outline Drawings of Equipment Unit: Locate and describe mounting and anchorage provisions.
  - 3. Detailed description of equipment anchorage devices on which the certification is based and their installation requirements.
- B. Field quality-control reports.

#### 1.5 CLOSEOUT SUBMITTALS

- A. Operation and Maintenance Data: For each type of product to include in emergency, operation, and maintenance manuals.

#### 1.6 QUALITY ASSURANCE

- A. Testing Agency Qualifications:

1. Member company of NETA.
  - a. Testing Agency's Field Supervisor: Certified by NETA to supervise on-site testing.

## 1.7 WARRANTY

- A. Manufacturer's Warranty: Manufacturer agrees to repair or replace components of transfer switch or transfer switch components that fail in materials or workmanship within specified warranty period.

1. Warranty Period: Five years from date of project final acceptance.

## PART 2 - PRODUCTS

### 2.1 PERFORMANCE REQUIREMENTS

- A. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.
- B. Comply with NEMA ICS 1.
- C. Comply with UL 1008 unless requirements of these Specifications are stricter.

### 2.2 TEMPORARY GENERATOR DOCKING STATION

- A. Provide a Temporary Generator Docking Station for connection of a temporary standby engine-generator set to support the facility during maintenance or a failure of the permanently installed engine-generator set.
- B. Docking Station shall be third party listed to UL 1008 standards as a Transfer Switch Accessory. The Station shall be rated 100 amperes, 120/208 volts, three pole, four wires and ground. Provide 100% neutral and ground connection capability. Short circuit current rating shall be 30 kA RMS symmetrical minimum. The cabinet shall be wall mounted in a NEMA Type 3R enclosure and the Type 3R rating shall be maintained with temporary cables installed with or without cables connected. Cabinet shall have tamper resistant lockable doors to prevent unauthorized entry.
- C. Provide a molded case, thermal magnetic circuit breaker with key interlock as shown on the Drawings to interlock the permanent generator and temporary generator.
- D. Accessories: Provide with phase rotation monitor, auto start terminals, 20A, 120VAC, GFCI battery charger receptacle, 30A, 208V block heater receptacle and systems to electrically supervise starting controls as required by Codes which must be installed inside the docking station behind the enclosure door. Provide receptacle while in use covers. Coordinate start-stop connections to existing Kohler emergency (life safety) ATS#1. Provide distinctive labels on both the block heater and battery charger receptacles clearly identifying them for the specific use and stating other uses are not permitted.
- E. Cabinet shall include color coded Cam-Lok receptacle connectors. Male Cam-Loks shall

be enclosed behind a trap door.

- F. The enclosure shall be finished in ANSI 61 gray powder coat. Provide AL/CU compatible lugs adequate to accommodate conductor sizes and quantities shown on the Drawings. Enclosure shall be suitably constructed to withstand 150 mph wind loads.

G. Bus:

1. All bus bars shall be tin-plated copper. Bus ampacity shall be based on NEMA standard temperature rise criteria of 65 degrees C over a 40 degrees C ambient (outside the enclosure).
2. Provide a full capacity neutral bus where a neutral bus is indicated on the drawings.
3. A copper ground bus.
4. All hardware used on conductors shall be high-tensile strength and zinc-plated. All bus joints shall be provided with conical spring-type washers.

- H. Shop Drawings: Indicate electrical characteristics and connection requirements. Show dimensioned plan and elevation views with overall and interconnection point dimensions, electrical single line diagram. Also provide:

1. A complete Bill of Materials for all components.
2. Nameplate schedule.
3. Conduit entry/exit locations.
4. Short circuit, voltage and continuous current ratings.
5. Cable terminal sizes.
6. Product data sheets.
7. Seismic certification and equipment anchorage details.

I. Wiring and Terminations

1. All connections for phases, neutral, ground, accessories, etc., shall be clearly marked via permanent labeling.
2. Each single pole Cam-Lok receptacle connector shall be rated for no less than 100 amps at 90 deg C. Provide multiple receptacles per phase, neutral, and ground as required. Receptacle contact material shall be brass. Cam-type receptacles shall be suitable for use in outdoor environments and be UL 498 listed for Attachment Plugs and Receptacles and UL 1691. Provide with color coded NEMA 3R receptacle covers.
3. Small wiring, necessary fuse blocks and terminal blocks within the station shall be furnished as required. Control components mounted within the assembly, such as fuse blocks, relays, pushbuttons, switches, etc., shall be suitably marked for identification corresponding to appropriate designations on manufacturer's wiring diagrams.
4. Where applicable all control wire shall be Type SIS, bundled and secured with nylon ties. Insulated locking spade terminals shall be provided for all control connections, except where saddle type terminals are provided integral to a device. All groups of control wires leaving the panel shall be provided with terminal blocks with suitable numbering strips. Provide wire markers at each end of all control wiring.

## 2.2 SOURCE QUALITY CONTROL

- A. Factory Tests: Test and inspect components, assembled switches, and associated equipment according to UL 1008. Ensure proper operation.

## PART 3 - EXECUTION

### 3.1 INSTALLATION

- A. Wall-Mounting Station: Anchor by bolting.
  - 1. Install as shown.
  - 2. Provide workspace and clearances required by NFPA 70.
- B. Identify components according to Section 260553 "Identification for Electrical Systems."
- C. Comply with NECA 1.

### 3.2 CONNECTIONS

- A. Wiring Method: Install cables in raceways except within electrical enclosures.
  - 1. Comply with requirements for raceways and boxes specified in Section 260533 "Raceways and Boxes for Electrical Systems."
- B. Wiring within Enclosures: Bundle, lace, and train conductors to terminal points with no excess and without exceeding manufacturer's limitations on bending radii.
- C. Ground equipment according to Section 260526 "Grounding and Bonding for Electrical Systems."
- D. Connect wiring according to Section 260519 "Low-Voltage Electrical Power Conductors and Cables."
- E. Route and brace conductors according to manufacturer's written instructions. Do not obscure manufacturer's markings and labels.
- F. Brace and support equipment according to Section 260500, Para. 1.22.

### 3.3 FIELD QUALITY CONTROL

- A. Manufacturer's Field Service: Engage a factory-authorized service representative to test and inspect components, assemblies, and equipment installations, including connections.
- B. Perform the following tests and inspections with the assistance of a factory-authorized service representative:
  - 1. After installing equipment, test for compliance with requirements according to NETA ATS.
- C. Coordinate tests with tests of generator to verify interlocking.
- D. Report results of tests and inspections in writing.
- E. Remove and replace malfunctioning units and retest as specified above.
- F. Prepare test and inspection reports.

### 3.4 DEMONSTRATION

- A. Engage a factory-authorized service representative to train Owner's maintenance personnel to adjust, operate, and maintain docking station and related equipment.
- B. Training shall include normal operation and maintenance training.
- C. Coordinate this training with that for generator equipment.

END OF SECTION 263700





## **SECTION 264313 - SURGE SUPPRESSION DEVICES FOR LOW-VOLTAGE ELECTRICAL POWER CIRCUITS**

### **PART 1 GENERAL**

#### **1.1 SUMMARY**

Section includes field-mounted surge suppression devices (SPD) for low-voltage (120VAC to 480VAC) power distribution and control equipment.

#### **1.2 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.
- B. Section 260526 - Grounding and Bonding.
- C. Section 260529 Supporting Devices.
- D. Section 260553 - Electrical Identification.

#### **1.2 DEFINITIONS**

- A. ATS: Acceptance Testing Specifications.
- B. SVR: Suppressed voltage rating.
- C. SPD: Surge Suppression Device.

#### **1.4 SUBMITTALS**

- A. Product Data: For each type of product indicated. Include rated capacities, operating weights, electrical characteristics, furnished specialties, and accessories.
- B. Qualification Data: For qualified testing agency.
- C. Product Certificates: For SPD, from manufacturer.
- D. Field quality-control reports.
- E. Operation and Maintenance Data: For SPD to include in emergency, operation, and maintenance manuals.
- F. Warranties: Sample of special warranties.

#### **1.5 QUALITY ASSURANCE**

- A. Testing Agency Qualifications: Member company of NETA or an NRTL.

1. Testing Agency's Field Supervisor: Currently certified by NETA to supervise on-site testing.
- B. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, by a testing agency, and marked for intended location and application.
- C. Comply with IEEE C62.41.2 and test devices according to IEEE C62.45.
- D. Comply with NEMA LS 1.
- E. Comply with UL 1283 and UL 1449.
- F. Comply with NFPA 70.

## 1.6 PROJECT CONDITIONS

- A. Service Conditions: SPDs shall be rated for continuous operation under the following conditions unless otherwise indicated:
  1. Maximum Continuous Operating Voltage: Not less than 115 percent of nominal system operating voltage.
  2. Operating Temperature: 30 to 120 deg F.
  3. Humidity: 0 to 85 percent, noncondensing.
  4. Altitude: Less than 20,000 feet above sea level.

## 1.7 COORDINATION

Coordinate location of SPDs to allow adequate clearances for maintenance.

## 1.8 WARRANTY

- A. Manufacturer's standard form in which manufacturer agrees to repair or replace components of surge suppressors that fail in materials or workmanship within specified warranty period.
- B. Warranty Period: Ten (10) years from date of Substantial Completion.

## PART 2 PRODUCTS

### 2.1 TYPE 1 SERVICE ENTRANCE SUPPRESSORS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
  1. ABB.
  2. Current Technology.
  3. Eaton.
  4. Siemens.
  5. Square D.
- B. Surge Protection Devices:
  1. Comply with UL 1449, 5<sup>th</sup> Edition.
  2. Fuses, rated at 200-kA interrupting capacity.

3. Fabrication using bolted compression lugs for internal wiring.
  4. Redundant suppression circuits.
  5. Redundant replaceable modules.
  6. Arrangement with copper bus bars and for bolted connections to phase buses, neutral bus, and ground bus.
  7. Arrangement with wire connections to phase buses, neutral bus, and ground bus.
  8. LED indicator lights for power and protection status of each phase and neutral.
  9. Audible alarm, with silencing switch, to indicate when protection has failed.
  10. Form-C contacts rated at 5A and 250VAC, one normally open and one normally closed, for remote monitoring of protection status. Contacts shall reverse on failure of any surge diversion module or on opening of any current-limiting device. Coordinate with building power monitoring and control system.
  11. Six-digit transient event counter with reset button and nonvolatile memory to totalize transient surges.
- C. Peak Single-Impulse Surge Current Rating: 320 kA per phase/160 kA per mode.
- D. Minimum single impulse current ratings, using 8-by-20-mic.sec waveform described in IEEE C62.41.2
1. Line to Neutral: 70,000 A.
  2. Line to Ground: 70,000 A.
  3. Neutral to Ground: 50,000 A.
- E. Protection modes and UL 1449 SVR for grounded wye circuits with 208Y/120VAC, 3-phase, 4-wire circuits shall be as follows:
1. Line to Neutral: 400 V for 208Y/120VAC.
  2. Line to Ground: 400 V for 208Y/120VAC.
  3. Neutral to Ground: 400 V for 208Y/120VAC.

## 2.2 ENCLOSURES

- A. Exterior Enclosures: NEMA 250 Type 4R

## PART 3 - EXECUTION

### 3.1 INSTALLATION

- A. Install SPD at service entrance on load side, with ground lead bonded to service entrance ground.
- B. Install SPD with conductors or buses between suppressor and points of attachment as short and straight as possible. Do not exceed manufacturer's recommended lead length. Do not bond neutral and ground.
- C. SPD circuit breaker and feeder conductors shall be as recommended by the device manufacturer, or #8 AWG copper, whichever is greater. Install in metallic raceway.

### 3.2 FIELD QUALITY CONTROL

- A. Inspect components, assemblies, and equipment installations, including connections, and to assist in testing.
- B. Tests and Inspections:
  - 1. Perform each visual and mechanical inspection and electrical test stated in NETA ATS, "Surge Arresters, Low-Voltage Surge Protection Devices" Section. Certify compliance with test parameters.
  - 2. After installing SPDs, but before electrical circuitry has been energized, test for compliance with requirements.
  - 3. Complete startup checks according to manufacturer's written instructions.
- C. SPD will be considered defective if it does not pass tests and inspections.
- D. Prepare test and inspection reports.

### 3.3 STARTUP SERVICE

- A. Do not energize or connect electrical equipment to their sources until SPDs are installed and connected.
- B. Do not perform insulation resistance tests of the distribution wiring equipment with the SPD installed. Disconnect before conducting insulation resistance tests, and reconnect immediately after the testing is over.

END OF SECTION

## SECTION 265650 – ELECTRICAL SYSTEMS COMMISSIONING

### PART 1 - GENERAL

#### 1.1 DESCRIPTION

- A. Commissioning is the responsibility of the Contractor.
- B. Commissioning and placing into service of all newly installed and retrofitted electrical power equipment and systems shall follow the procedures and documentation criteria of ANSI/NETA ECS-2015 Standard for Electrical Commissioning Specifications.
- C. Work of Division 26 includes:
  - 1. Contractor preparation for testing and start-up of the electrical equipment.
  - 2. Providing qualified and manufacturer trained and certified personnel to conduct/assist in tests.
  - 3. Provide factory-authorized startup of:
    - a. Section 263213 – New Packaged Engine-Generator System.
    - b. Section 263600 – New Automatic Transfer Switches.
  - 4. Static and operational testing and start-up of the electrical equipment.
  - 5. Providing equipment, materials and test instrumentation necessary to conduct testing.
  - 6. Providing equipment, materials, test instrumentation and labor necessary to correct deficiencies found during the commissioning process which fulfills contract and warranty requirements.
  - 7. Providing operation and maintenance information and as-built drawings.
  - 8. Providing Owner training for the systems specified in this Division.

#### 1.2 RELATED WORK

- A. All testing and start-up procedures and documentation requirements specified within Divisions 26, 27 and 28 and related portions of this project.
- B. Commissioning procedures that require the participation of Division 26, 27 and 28 Contractors.
- C. For specified electrical systems and component testing by a third-party testing Contractor, coordinate with the Commissioner, the scope and schedule of that testing for observation by the Commissioner during the actual testing.

### PART 2 - PRODUCTS

#### 2.1 TEST EQUIPMENT

- A. Division 26 shall provide standard and specialized test equipment as necessary to test and start up the electrical systems.
- B. Proprietary test equipment required by the equipment manufacturer, whether specified or not, shall be provided by the manufacturer of the equipment. Manufacturer shall provide the test equipment, demonstrate its use, and assist in the commissioning process.

## PART 3 - EXECUTION

### 3.1 WORK PRIOR TO COMMISSIONING

- A. Complete all phases of work so the systems can be energized, started, tested, and otherwise commissioned. Division 26 has primary start-up responsibilities with obligations to complete systems, including all sub-systems so they are functional. This includes the complete installation of all equipment, materials, raceways, wire, terminations, controls, etc., per the Contract Documents and related directives, clarifications, change orders, etc.
- B. Specific responsibilities of Division 26 are as follows:
  - 1. Normal start-up services required to bring each system into a fully operational state. This includes motor rotational check, cleaning, lug tightening, control sequences of operation, etc.
  - 2. Factory start-up services shall be provided for key equipment noted above and systems specified in Divisions 26, 27 and 28.
- C. Commissioning is intended to begin upon completion of a system. Commissioning may proceed prior to the completion of systems and/or sub-systems, if expediting this work is in the best interests of the Owner. Commissioning activities and schedule shall be coordinated by the Contractor. Start of commissioning before system completion will not relieve the Contractor from completing those systems as per the schedule.

### 3.2 PARTICIPATION IN COMMISSIONING

- A. Provide skilled technicians to start-up and debug all systems within this division of work. Contractor will ensure the qualified technician(s) are available and present during the agreed-upon schedules and of sufficient duration to complete the necessary tests, adjustments, and/or problem resolutions.
- B. System problems and discrepancies may require additional technician time, redesign and/or reconstruction of systems, and system components. The additional technician time shall be made available for the subsequent commissioning periods until the required system performance is obtained.

### 3.3 WORK TO RESOLVE DEFICIENCIES

- A. In some systems, miss-adjustments, misapplied equipment, and/or deficient performance under varying loads will result in additional work being required to commission the systems. This work shall be completed under the direction of the Architect, with input from the Contractor and equipment supplier. Whereas all members will have input and the opportunity to discuss, debate, and work out problems, the Architect shall have final jurisdiction on the necessary work to be done to achieve performance.
- B. Corrective work shall be completed in a timely fashion to permit the timely completion of the commissioning process. Experimentation to render system performance will be permitted. If the completion deadline(s) passes without resolution of the problem, the Owner reserves the right to obtain supplementary services and/or equipment to resolve the problem. Costs incurred to solve the problems in an expeditious manner will be the Contractor's responsibility.

### 3.4 TRAINING

- A. This Contractor shall provide training of the Owner's maintenance staff for each electrical system and the related components. Training may be conducted in a classroom setting, with system and component documentation, and suitable classroom training aids, or in the field with the specific equipment. The type of training will be the Owner's option.
- B. Training will be conducted jointly with the Architect, the Engineer, the equipment vendors, and the Contractor. The Contractor will be responsible for the generic training, as well as instructing the Owner's staff on the system peculiarities specific to this project.

### 3.5 SYSTEMS DOCUMENTATION

- A. Upon completion of all commissioning activities, documentation required by ANSI/NETA ECS-2015 shall be included in final project operation and maintenance manual which shall be submitted to the Architect/Engineer for approval.
- B. In addition to the requirements of Division 1, update Contract Documents to incorporate field changes and revisions to system designs to account for actual constructed configurations. All drawings shall be red lined on two sets. Division 26 as-built drawings shall include updated architectural floor plans, and the individual electrical systems in relation to actual building layout.
- C. Maintain as-built red lines on the job site as required in Division 01. Given the size and complexity of this project, red lining of the drawings at completion of construction, based on memory of key personnel, is not satisfactory. Continuous and regular red lining and/or posting of drawings is essential and mandatory.

END OF SECTION 265650