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SECTION 011000 – SUMMARY

PART 1 - GENERAL

1.1 PROJECT INFORMATION

A. Project Name and Location: Van Buren LPOE, Asphalt Replacement, 173 Acadian Way, Van Buren, ME 04785.

B. Project Summary Description: Asphalt Replacement as well as Option 1 work as outlined the Van Buren Asphalt Scope of Work.

C. Project Delivery Method: Traditional design/bid/build.

D. The Contracting Officer (CO) for the project is:

E. The Contracting Officers Representative (COR) for the project is Kevin Dessureault.

1.2 WORK SEQUENCE

A. The work shall be conducted in phases to ensure continued traffic flow and operations at the Van Buren LPOE. Refer to the Van Buren Asphalt Scope of Work for additional information.

B. Building will be occupied 24/7/365 during performance of work under this Contract. Occupancy notifications will be posted in a prominent location in the work area. Before work is started, the Contractor shall arrange with the Contracting Officer a sequence of procedure, means of access, space for storage of materials and equipment, and use of roadways for continued LPOE Operation.

1.3 WORK BY OTHER CONTRACTORS

A. The Contractor shall cooperate with other contractors performing related work, including providing labor, materials and other costs necessary to satisfactorily coordinate the Contract work with work performed under other contracts.

1.4 SCHEDULE OF GOVERNMENT-FURNISHED PROPERTY

A. The project may include Government furnished property to be installed by the Contractor. The contractor shall advise GSA at least 30 days in advance of when the property should be delivered.

1.5 MISCELLANEOUS PROVISIONS

A. Work in existing facilities shall correspond in all respects with the existing conditions to which it connects, or to similar existing conditions, in materials, workmanship and finish.

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B. Alterations to Existing Conditions: Existing conditions shall be cut, drilled, removed, temporarily removed, or removed and replaced, as necessary for performance of Work under the Contract. Work out of alignment where exposed by removal of existing work shall be called to the attention of GSA. Necessary corrective work shall be as directed.
   1. Replacements of existing conditions that are removed shall match similar existing conditions.
   2. Unless otherwise indicated, existing structural members shall not be cut or altered without authorization by the Contracting Officer.
   3. Conditions remaining in place, which are damaged or defaced during the Work, shall be restored to the condition existing at time of award of Contract.
   4. Discolored or unfinished surfaces exposed by removal of existing conditions, that are indicated to be final exposed surfaces, shall be refinished or replaced as necessary to produce uniform and harmonious contiguous surfaces.

C. Existing structures will remain in place.

D. Existing utility services with related meters and equipment will remain in place.

E. Removed items indicated to remain the property of the Government shall be stored on site where directed by the Contracting Officer.

F. Contractor is to obtain any required building permits, or any other permits required from local, city or state government(s), entities or agencies for the work required at no additional cost to the Government.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION 011000

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SECTION 011400 - WORK RESTRICTIONS

PART 1 - GENERAL

1.1 CONTRACTOR USE OF PREMISES

A. The Contractor will review and document the existing conditions surrounding the project premises. Provide documentation to the Government prior to the commencement of any construction activity.

B. The Contractor shall limit use of the premises to the work in areas indicated, and to allow for Government occupancy and public use.

1. Confine operations at the site to areas indicated. Do not disturb portions of the site beyond the areas in which Work is indicated.
2. Keep driveways and entrances serving the premises clear and available at all times to the Government, Government employees and to visitors. Do not use these areas for parking or storage of materials.
3. Schedule deliveries to minimize space and time requirements for storage of material and equipment on site.
4. Maintain existing building in a safe and weather-tight condition throughout the construction period. Repair damage caused by construction operations to the satisfaction of the government. Take precautions to protect the building, its occupants and the public during the construction period. A representative of the Contractor shall be available to arrive on site within one (1) hour of notice should an emergency occur.
5. Keep public areas, such as hallways, stairs, lobbies and toilet rooms, free from accumulation of waste material, rubbish, construction debris and construction materials.
6. Space on the premises which can be made available for the Contractor's storage and related activities is limited. Materials should be staged off-site and phased for delivery to the work area. Arrange and gain approval for use of this space through the Contracting Officer. Use of on-site space must not interfere with operations of the Government.
7. Existing materials and equipment that are removed as part of the construction operations, and that are not reused or designated to be salvaged as Government property, shall become the property of the Contractor and shall be removed from the site. Storage or sale of excess salvageable materials and equipment is not permitted on site.
8. Pollution producing equipment shall not be located near air intakes where airborne smoke or fumes could be drawn into the building. When not required for powering unloading operations, turn off engines when docked.
9. Smoking is not permitted in or around the building, see Facilities Management Regulation (FMR) Case 2008-102—3. Also see Code of Federal Regulations (CFR) 41 CFR Part 102-74.
10. Limited parking will be available on site during working hours for the Contractor and Contractor's employees. One parking space approximately forty (40) feet in depth can be made available for contractor use, for dumpster or vehicle.
11. Cell Phones: Contractor is to provide company cell phone during this contract. All cell phones to be on “vibrate” at all times. Common sense shall be used when operating

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cellular devices. Cell phones are only permitted in construction area and contractor's office space.

12. No apparatus with an open flame is allowed to be used within the facility without the prior receipt and approval of a hot work permit. Contact the GSA COR for hot work permits. Burn permits are required for each separate occurrence.
13. Permits: Refer to FAR 52.236-7
14. The work shall be sequenced to minimize disruption to building occupants, visitors, and maintenance activities. To the greatest extent feasible, demolition work should not take place until supplies are on hand to perform new work.
15. Coordinate with the GSA Building Manager and the COR for site access.
16. Coordinate with the GSA Building Manager and the COR on correct response procedures for any building system alarms occurring during or resulting from the construction process.
17. All building systems outside the immediate construction area shall be kept fully operational during normal working hours.
18. Protect building site from flying debris.
19. The use of cameras is not permitted in occupied areas of the building.

1.2 GOVERNMENT OCCUPANCY

A. The Government will occupy the site and the existing building during the entire period of construction. Cooperate with the Government's representatives during construction operations to minimize conflicts, mitigate noise, and facilitate Government usage. Perform the Work in a manner that does not interfere with the Government's operations.

B. The Government reserves the right to occupy, place, and install equipment in completed areas of the building prior to Substantial Completion, provided such occupancy does not interfere with completion of the Work. The Government's installation of equipment and partial occupancy shall not constitute acceptance of the total Work.

1. Prior to partial Government occupancy, mechanical and electrical systems for the space shall be fully operational and required inspections and tests shall be successfully completed. Upon occupancy, the Government will operate and maintain mechanical and electrical systems serving the occupied portions of the building.
2. Upon occupancy, the Government will assume responsibility for maintenance and custodial service for the occupied portions of the building.

1.3 WORKING HOURS

A. Government Occupied Hours: Government personnel are scheduled to occupy the building twenty-four hours per day, seven days per week, three hundred sixty-five days a year.

B. Government Limited Occupancy Hours: Government personnel are scheduled to occupy the building in a reduced capacity during the hours of 10:00 PM to 4:00 AM, Monday through Friday and Saturday and Sunday.

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C. Contractor's General Working Hours: The Contractor working hours shall be generally established to occur during Government Occupied Hours, 24hr Monday through Sunday.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION 011400

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SECTION 012400 – OPTIONS

PART 1 – GENERAL

1.01 SUMMARY

A. "Option" means a unilateral right in a contract by which, for a specified time, GSA may elect to purchase additional scope of work, products, materials, equipment, systems or installation methods described in the Contract Documents.

B. The amount for an option is the total adjustment from the Base Bid to incorporate the option work into the project. Enter the total cost of Option No, 1 on the Bid Sheet. **Bids are evaluated on the Total of the Base Bid and Option 1.**

C. **Execution of Option 1:** The government reserves the right to exercise or not to exercise Option . If used, the government will exercise this within **15 days** of the Contract Award. The contract days for completion remain unchanged if this Option is exercised.

PART 2 – PRODUCTS (Not Used)

PART 3 – EXECUTION

3.01 SCHEDULE OF OPTIONS

- Option 1: Mill and install asphalt in gated parking area and install all the line striping and traffic markings

END OF SECTION 012400

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SECTION 012900 - PAYMENT PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

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

1.2 DEFINITIONS

A. Schedule of Values: A detailed written statement (masterformat/uniformat) furnished by the Contractor outlining the portions of the contract sum, which allocates values (price & percentage) for the various parts of the work and used as the basis for payment application and reviewing progress payments. The Agreement provides further details.

B. Request for Payment: A contractor's invoice and request for progress payment with substantiating information consistent with approved schedule of values.

1.3 SCHEDULE OF VALUES

1. Coordination: Submit completed Schedule of Values no later than [14] calendar days prior to scheduled date of initial Requests for Payment.

2. Schedules for Phased Work: Where the work is separated into phases, provide Schedules showing values correlated with each phase using the standard format referenced below.

A. Format and Content: Contractor shall be responsible to complete the GSA Schedule of Values Workbook and compile the values into project schedule folder on the Google Drive. Contractor will enter values into workbook prior to Google Drive folder input and provide associated electronic baseline copy to contracting officer for record. Contractor will follow guidelines in the Schedule of Values workbook to support Google Drive folder upload.

1. Identification: Complete the following Project Identification fields in the Schedule of Values:

   a. Project Name
   b. Project Number
   c. Project Location, City, State
   d. Base Contract Number
   e. Task Order Number
   f. Modification Number
   g. GSA Project Manager
   h. Contractor's Name and contact information
   i. Date of submittal

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2. Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of Requests for Payment and progress reports.
   a. Work activity – (by division or specific work activity)
   b. Dollar value of each specific work activity – both with an amount in dollars and whole cents, and as a percentage of the Contract Sum to nearest one-hundredth percent. Adjust the amounts to total to the Contract Sum and the percentages to total 100 percent.
   c. Each item in the schedule of values and Requests for Payment shall be complete. Include total cost and proportionate share of general overhead and profit for each item. (i.e. no stand alone item for Overhead, and Profit)
   d. Modifications that affect value.
   e. Update affected work branches and subordinate line items and
   f. resubmit the schedule of values before the next Request for Payment when Modifications result in a change in the Contract Sum
   g. Line item for mobilization and de-mobilization
   h. Line item for close out (% to be negotiated with GSA COR)

3. Options: Provide a separate Schedule of Values for each exercised Option.

4. Each item in the Schedule of Values and Requests for Payment shall be complete. 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 the government's option.

5. Revise and update workbook in Google Drive folder with all items affecting scope, schedule or cost and resubmit within 14 calendar days as coordinated with project manager or contracting officer. Contractor shall provide a final as-built schedule at project completion. Update affected work branches and subordinate line items and resubmit the schedule of values before the next Request for Payment when Modifications result in a change in the Contract Sum

1.4 REQUESTS FOR PAYMENT

A. Requirements for Requests for Payment are in Section III, Terms and Conditions of the Agreement.

B. Each Request for Payment following the initial Request for Payment shall be consistent with previous Requests.

   1. Initial Request for Payment, Request for Payment at time of Substantial Completion, and final Request for Payment involve additional requirements.

C. Payment Request Times: Submit Request for Payment to GSA by the last day of the month. The period covered by each Request for Payment is one month, ending on the last day of the month.

   1. Enter draft (aka pencil copy) of Request for Payment in Google Drive folder along with construction progress report seven days prior to due date for review by GSA. Provide documentation evidencing the cost of work performed to be included in the Request for Payment. Resolve questions resulting from GSA review of draft Request for Payment and construction progress report prior to submitting Request for Payment.

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D. Request Preparation: All payments must be executed by a person authorized to legally bind the Contractor.

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 for work completed following effective date of previous Request for Payment, whether or not payment has been received. Include only amounts for work completed as of effective date of current Request for Payment.
3. Include amounts of Modifications issued before last day of construction period covered by Request.

E. Stored Materials: Differentiate between items stored on-site and items stored off-site.

1. Provide certificate of insurance, and consent of surety to payment, for stored materials.
2. Provide supporting documentation that verifies amount requested, such as paid invoices. Match amount requested with amounts indicated on documentation.
3. Provide summary documentation for stored materials indicating the following:

    a. Value of materials previously stored and remaining stored as of effective date of previous Request for Payment.
    b. Value of previously stored materials put in place after effective date of previous Request for Payment and on or before effective date of current Request for Payment.
    c. Value of materials stored since effective date of previous Request for Payment and remaining stored as of effective date of current Request for Payment.

F. Initial Request for Payment: Administrative actions and submittals that must precede or coincide with submittal of first Request for Payment include the following:

1. List of subcontractors.
2. Schedule of values.
3. Contractor's construction schedule per Agreement (startup if not final).
4. Products list (preliminary if not final).
5. Sustainable design submittal for project materials cost data.
6. Sustainable design action plans.
7. Schedule of unit prices.
8. Submittal schedule (preliminary if not final).
9. List of Contractor's staff assignments.
10. List of Contractor's principal consultants.
11. Copies of building permits.
12. Copies of authorizations and licenses from authorities having jurisdiction for performance of the Work.
13. Initial progress report.
14. Report of preconstruction conference.

G. Request for Payment at Substantial Completion: After GSA issues the Notice of Substantial Completion, submit a Request for Payment less previous payments made 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.

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2. This Request shall reflect Notices of Substantial Completion issued previously for GSA occupancy of designated portions of the Work.

H. Final Payment Request: The Agreement provides further details

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 012900

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SECTION 013100 - PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.1 SUMMARY

A. This section includes certain administrative provisions for managing and coordinating construction operations, including but not limited to the following:

1. General project coordination.
2. Coordination drawings.
3. Conservation.
4. Administrative and supervisory personnel.
5. Conferences and meetings.
6. Utility service interruptions.
7. Cleaning and protection.

1.2 GENERAL PROJECT COORDINATION

N/A

1.3 CONSERVATION

.

A. Waste Management Plan: Establish a program to maximize recycling of waste materials. Program shall include the following:

1. Designation of a waste management coordinator.
2. Identification of recyclable materials.
3. Identification of available local recycling firms and agencies to receive recyclable materials.
4. Establishment of quantity goals for collection of each recyclable material.
5. Designation of one or more locations on the project site for collection, sorting and temporary storage of recyclable materials.
6. Means and schedule for transporting and delivery of recyclable materials to recycling firms and agencies.
7. Implementation of the Waste Management Plan: Contractor's waste management coordinator shall provide on-site instruction of workers in the identification, separation and handling of recyclable materials, and shall manage the process for the duration of the Contract.
   a. Contractor shall lay out and define specific areas to facilitate separation of materials for recycling, and shall maintain collection bins clearly marked to avoid contamination of the recyclable materials.
   b. The waste management coordinator shall report monthly, in writing, the quantity of each recyclable material collected during the previous month and cumulatively to date, compared to the quantity goal, and other points of interest. Copies of each report shall be distributed to each significant stakeholder of the project, including the Government.

1.4 ADMINISTRATIVE AND SUPERVISORY PERSONNEL

A. The Contractor shall provide administrative and supervisory personnel for proper performance of the Work.

B. Project Coordinator: Provide a full-time project coordinator, experienced in the administration and

supervision of building construction, including all systems required in the project. The project coordinator shall be authorized to act as the coordinator of construction activities, including but not limited to the following:

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1. Scheduling and sequencing of Work.
2. Sharing access to work spaces.
3. Installations.
4. Protection of work.
5. Cutting and patching.
6. Selections for compatibility.
7. Preparation of coordination of drawings.
8. Inspection and tests.
9. Temporary services and facilities.

C. Safety and Health Officer: Provide a safety and health officer whose duties shall consist of developing and implementing safety and health programs specified in Division 1 Section "Safety and Health."

D. Provide a waste management coordinator whose duties shall consist of developing and implementing a program for maximizing recycling of waste.

1.5 CONFERENCES AND MEETINGS

A. Preconstruction Conference: The government shall schedule a preconstruction conference before starting construction at a time and place convenient to the Contractor. The conference shall review responsibilities and personnel assignments.

1. Attendees: Participants at the conference shall be familiar with the project, shall be authorized to conclude matters relating to the Work, and shall minimally include representatives of the following parties:

   a. Government..
   b. Contractor.
   c. Major subcontractors.
   d. Major suppliers.
   e. Other concerned parties.

2. Agenda: Subjects for discussion shall include items of significance that could affect progress, including but not limited to the following:

   a. Tentative construction schedule.
   b. Critical work sequencing.
   c. Designation of responsible personnel.
   d. Procedures for processing field decisions and Change Orders.
   e. Procedures for processing Applications for Payment.
   f. Distribution of Contract Documents.
   g. Submittal of Shop Drawings, Product Data, and Samples.
   h. Preparation of Record Documents.
   i. Use of the premises.
   j. Parking availability.

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B. Progress Meetings: The Government or designee shall conduct progress meetings at the Project Site at regular intervals. Dates of meetings shall be coordinated with preparation of the payment request.

1. Attendees: In addition to the Contractor's and Government's representatives, each subcontractor, supplier, or other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented. All participants at the conference shall be familiar with the Project and authorized to conclude matters relating to the Work.

2. Agenda: Review and correct or approve minutes of the previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to the status of the Project.

a. Contractor's Construction Schedule: Review progress since the last progress meeting. Determine where each activity is in relation to the Contractor's Construction Schedule, whether on time or ahead or behind schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time. Provide (two) week schedule look ahead.

b. Review the present and future needs of each entity present, including but not limited to the following:

1) Interface requirements.
2) Time.
3) Sequences of operations.
4) Status of submittals.
5) Deliveries.
6) Off-site fabrication.
7) Access.
8) Site utilization.
9) Temporary facilities and controls.
10) Hours of work.
11) Hazards and risks.
12) Housekeeping and progress cleaning.

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13) Quality and work standards.
14) Change Orders.
15) Documentation of information for payment requests.
16) Updating of Record Documents.

3. Schedule Updating: The Contractor shall revise the Contractor's Construction Schedule after each progress meeting where revisions to the schedule have been made or recognized. The revised schedule shall be issued concurrently with the report of each meeting.

1.6 UTILITY SERVICE INTERRUPTIONS

A. Utility Service Interruption Plan: Within **15** calendar days from Notice to Proceed (NTP) Contractor shall submit a utility service interruption plan for the project. Plan shall include dates and times of each scheduled interruption, with estimated period of outage, list of existing equipment that will be affected by the interruption, proposed sequence of equipment shut-down and start-up, and responsible personnel.

1. Keep interruptions and periods of interruption to a minimum.
2. Schedule interruptions during times when the facility is unoccupied.
3. Plan must be approved in writing by the Building Manager and the Government or the Government's representative. If not approved, consult with the Building Manager, and revise and resubmit the plan until approved.

B. Coordination of Interruptions: Sufficiently in advance of each scheduled utility interruption, the Contractor shall issue a notice to all affected parties, confirming each provision of the interruption, or canceling and rescheduling. Coordinate with the Building Manager and Government's representative, and confirm that the responsible personnel are prepared to execute the shut-down and start-up of affected existing equipment, prior to each interruption.

1.7 SUBMITTALS

A. Subcontract List: Within 10 calendar days from Notice to Proceed (NTP) prepare a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design. Include the following information in tabular form:

1. Name, address, and telephone number of entity performing subcontract or supplying products.
2. Number and title of related Specification Section(s) covered by subcontract.
3. Drawing number and detail references, as appropriate, covered by subcontract.
4. Coordination Drawings: Comply with the shop drawing requirements specified in Division 1 Section "Submittal Procedures".

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B. Waste Management: Within 10 calendar days after commencement of construction, submit the waste management plan, followed by monthly implementation reports.

C. Utility Service Interruptions: No later than 10 calendar days prior to the first planned interruption, submit the utility service interruption plan, followed by confirmed scheduled shut-down notices at least 3 calendar days prior to each interruption.

PART 2 - PRODUCTS (Not applicable)

PART 3 - EXECUTION

3.1 GENERAL COORDINATION PROVISIONS

A. Inspection of Conditions: Prior to installations, require the installer of each major component to inspect both the substrate and conditions under which work is to be performed.

1. Do not proceed until unsatisfactory conditions have been corrected in an acceptable manner.
2. Coordinate temporary enclosures with required inspections and tests to minimize the necessity of uncovering completed construction for that purpose.

B. Construction in Progress: Keep construction in progress, and adjoining materials in place, clean during handling and installation. Apply protective coverings where required for protection from damage or deterioration.

C. Completed Construction: Clean completed construction, and provide maintenance, as frequently as necessary to prevent damage or soiling or other deterioration through the remainder of the construction period. Adjust and lubricate operable components as necessary to assure operability without damage.

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D. Limiting Exposures: Supervise construction operations to prevent exposure of any part of construction, completed or in progress, to harmful, dangerous, damaging or otherwise deleterious conditions during the construction period. Such conditions include but are not limited to the following:

1. Excessive static or dynamic loading.
2. Excessive internal or external pressures.
3. Excessively high or low temperatures.
4. Thermal shock.
5. Excessively high or low humidity.
6. Pollution and air contamination.
7. Water or ice.
8. Chemicals and solvents.
9. Light.
10. Radiation.
11. Puncture.
12. Abrasion.
13. Heavy traffic.
14. Soiling, staining, and corrosion.
15. Bacteria.
16. Rodent and insect infestation.
17. Combustion.
18. Electrical current.
19. High-speed operation.
20. Improper lubrication.
21. Unusual wear or other misuse.
22. Contact between incompatible materials.
23. Destructive testing.
24. Misalignment.
25. Excessive weathering.
26. Unprotected storage.
27. Improper shipping or handling.
28. Theft or vandalism.

END OF SECTION 013100

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SECTION 013120 - CRITICAL PATH METHOD SCHEDULING FOR SHORT PROJECTS

PART 1 - GENERAL

1.01 SUMMARY

1. Upload PDF of schedule every two weeks.

C. The purpose of the Project Schedule shall be to:

1. Plan the project and communicate that plan.
2. Provide the status and forecast the timely completion of the work.
3. Record the actual start dates, actual finish dates and actual sequence of the work.
4. Ensure adequate planning, staffing, scheduling and reporting during execution of the Work by the Contractor;
5. Ensure coordination of the Work among all affected parties;
6. Assist the Contractor and GSA in the preparation and evaluation of the Contractor's monthly progress payments; and
7. Assist the Contractor and GSA in monitoring the progress of the work, and evaluating proposed changes to the Contract and/or requests for additional time to Project Completion.

1.02 RELATED SECTIONS

A. The Government is providing the references included in this sub-section for information purposes only and is not intended to provide a comprehensive, all-inclusive list of any and all potentially relevant portions of the Contract Documents. Drawings and provisions of the Contract including General and Supplementary Conditions apply to this Section as if repeated herein.

B. Section 012900 – Payment Procedures.

1.03 DEFINITIONS

A. Definitions applicable to this Section include the following:

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1. Activity - An element of the Work or task performed during the course of the project. Each schedule activity shall be a clearly defined, manageable and monitorable task depicting an estimated duration and an estimated cost. Each activity shall be limited to one trade unless the GSA specifically approves otherwise on an exception basis.
2. Baseline Schedule - The original work plan approved by GSA as the Project Schedule depicting the contractor's plan to prosecute the work.
3. Constraint - A scheduling restriction imposed on the start, finish or float of an activity. No constraints will be allowed. Exception: for projects with limited or no storage areas requiring "just in time" deliveries, a zero free float may be acceptable.
4. Critical Path - The Project critical path is defined as the longest, continuous path of interrelated activities depicting project work from Notice To Proceed (NTP) to project completion. All reports and graphics indicating the Critical Path shall depict the longest path of interrelated activities. Unless otherwise approved by GSA, the Baseline Schedule Critical Path shall use all allotted Contract time. The contractor has the right to develop a schedule that forecasts an early finish. However, all time between the forecasted early finish of substantial completion and the contractual substantial completion date shall be shown as float and shall be available to the Project team.
5. Critical Path Method (CPM) - A scheduling technique using activities, durations, and interrelationships/dependencies (logic), such that all activities are interrelated with logic ties from the beginning of the project to the completion of the project. There shall be no open ended relationships in the schedule. All activities shall have at least one successor with a finish relationship ("finish to start" or "finish to finish") except the last activity in the network.
6. Data Date - The date to which progress is updated. In most scheduling software, the data date represents the next day of work and all progress is updated through the day prior to the data date.
7. Float – is the difference between the forecasted early dates and the forecasted late dates; the amount of time an activity can be delayed without delaying the Substantial Completion Date. Float is considered a project commodity jointly shared between GSA and the Contractor and shall be used in the best interest of completing the Project on time. The critical path is not dependent on float. Float is calculated after the critical (longest) path has been determined.
8. Float Suppression – the masking of available float through the use of constraints, unreasonable logical relationships or unreasonable durations. Float suppression techniques are not allowed. On an exception basis, the use of a zero free float constraint to depict "just in time" deliveries on projects with little or no storage might be acceptable.
9. Fragnet - A subset group of interrelated activities representing only a portion of the CPM schedule.
10. Project Schedule - The Project Schedule includes the Preliminary Schedule (submitted at bid or as determined by the CO), the approved Baseline Schedule (developed based on the Preliminary Schedule), and all subsequent Schedule Updates, Schedule Revisions, Recovery Schedules, and As-Built Schedule.
11. Recovery Schedule – A schedule depicting the Contractor's plan for recovery of time lost on

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the project.

12. Schedule Revision - A schedule in which the plan for the work is revised. A Schedule Revision is required when the current schedule no longer represents the actual or planned prosecution of the Work.
13. Schedule Update - A schedule in which only actual start dates, actual finish dates and duration percent complete is updated from the prior data date to the current data date. No revisions will be permitted in a Schedule Update (i.e. added activities, deleted activities, logical relationships, etc.).
14. Time Impact Analysis - A technique to demonstrate the effect of a schedule revision or proposed revision against the current approved Project Schedule.
15. Total Float - The amount of time an activity (or chain of activities) can be delayed without affecting the Project Substantial Completion Date.
16. Working Day - A Working Day is a calendar day scheduled for active prosecution of the work.

1.04 CRITICAL PATH METHOD SCHEDULE

A. Provide a detailed, time-scaled computer generated Project Schedule with activities representing each portion of the Work for the entire Contract Performance Period. The Project Schedule shall use the Critical Path Method (CPM) for the planning, scheduling and reporting of the work to be performed under the contract.

B. No unspecified constraints, float suppression techniques, or use of activity durations, logic ties and/or sequences deemed unreasonable by GSA shall be used in the Project Schedule.

C. As defined by the Contract, the entire project performance period shall establish the Project Substantial Completion Date which shall be used in the planning and presentation of the Contractor's Project Schedule. GSA reserves the right not to approve any schedule deemed to have an unrealistic forecasted Substantial Completion Date. Government approval of an early completion Project Schedule shall not modify the Contractual Substantial Completion Date or Project Completion Date. The time difference between the Contractor's planned Substantial Completion Date and the Contract directed Substantial Completion Date shall be considered Project Float, jointly owned and for the mutual use of both the Contractor and GSA.

D. The Contractor shall provide the computer processing of the CPM schedule, graphics, required under this Section or as requested by GSA in electronic format to GSA throughout the entire project performance period until Project completion is achieved.

1.05 SUBMITTALS and MEETINGS

A. Project Schedule Requirements Meeting:

1. The Contractor shall meet with GSA within seven (7) calendar days after Notice to Proceed to conduct a joint review of the Project Schedule requirements in this Section.

B. Preliminary Schedule:

1. Within fourteen (14) calendar days of Notice to Proceed, Contractor shall submit a Preliminary

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Schedule detailing the complete scope of work and proposed logical relationships. All owner furnished equipment and materials shall be identified with dates needed to be received by the contractor.

2. Within seven (7) calendar days of receipt by the GSA of the Preliminary Schedule, the Contractor and GSA shall meet to discuss the results of GSA's schedule review. To the extent that revisions are required, the Contractor shall resubmit the Preliminary Schedule to the GSA for approval within seven (7) calendar days of receipt of the GSA's comments

C. Baseline Project Schedule

[If cost loaded schedule is required include: Upon approval of the Preliminary schedule, the contractor shall cost load all installation tasks. Mobilization, bond, insurance costs and general conditions costs shall be individual activities. Non-work items such as general conditions shall be independent from and shall not constitute the longest path. Schedule activities shall be cost loaded in whole dollars and the assigned dollar value (cost-loading) of each activity of the Network shall cumulatively equal the specified Bid Item Breakdown and Total Contract Amount.

For any items that the Contractor intends to bill for stored materials (when allowed by contract), these items need to be shown as separate “material procurement” activities in the schedule and the material dollars only placed on these activities. Billing for stored materials on any other schedule activities not broken out in this manner will not be allowed.

Include an activity code field “SOV” for the coding of each schedule activity with the schedule of value (SOV) line items; this is for the tabulation and summarization of contractor assigned cost-loading Schedule of Values for application of Progress Payment Request reporting.

1. The Contractor shall submit the Baseline Project Schedule within seven (7) calendar days after approval of the Preliminary Schedule. The Baseline Schedule shall be the Contractor's detailed plan for ALL work from NTP through contract completion. All punchlist work shall be completed to, or prior to, the Contract Completion Date.

2. Unless otherwise approved by the GSA, the Project Schedule shall include, but is not limited to, the following items:

   a. Activities necessary to depict time to prepare submittals, time for the GSA to review submittals, procurement, design, construction, third party inspections, close-out, start-up, testing and balancing, commissioning and turnover, and work by separate contractors.
   b. The schedule shall include separate activities for the submittal, review, procurement or fabrication, and delivery of key and long-lead items. The Project Schedule shall indicate submittal dates, and depict the review period as defined in the Contract or Supplementary Provisions for A/E/GSA review. Procurement/submittal activities shall be assigned codes that will allow these activities to be sorted and printed separately from the construction/close-out/commissioning work activities.
   c. The Baseline Schedule shall have a Data Date no later than NTP, and no activities shall be progressed to show work completed to date without prior acceptance of the GSA.
   d. Activity descriptions of the work shall include area designators sufficient to identify where the Work will occur, and shall match the Key Plans. The work related to each Activity shall

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be limited to one work trade and one area.

e. Interrelationships (logic) and sequencing for ALL activities. Each activity shall have at least one successor (except for the last activity) relationship to form a logically connected Network Plan from NTP to the Contract Completion Date. Each activity shall have at least one successor with a finish relationship (finish-to-start or finish-to-finish relationship).

f. Activity durations shall be in units of whole work days. Except submittal and procurement activities, durations shall not exceed one reporting period unless approved by the GSA. Durations for Government submittal reviews shall meet the requirements set forth in the Contract Documents. Activity durations shall not be overly short. One day durations shall not be assigned unless specifically requested by the contractor and specifically accepted by the GSA. Activity durations are expected to be between one week and one month, however shorter or longer durations can be assigned as needed to properly plan and coordinate the work.

g. Contractual milestone events as defined in the Contract Documents including, but not limited to, phased work, work restrictions/access/shift work, and work being performed by separate contractors shall be included in the schedule. The substantial completion and project completion tasks shall be assigned to a seven (7) day work week calendar.

h. ALL activities shall at a minimum be coded by Area, Responsibility (trade/ subcontractor), and Phase. Additional codes are allowed to sufficiently identify where work will occur. Codes shall be a maximum of six (6) characters and abbreviations shall be fully described in the Project Schedule narrative. The Contractor's self-performed work shall be clearly identifiable.

D. Baseline Schedule Review Process and Submittal Requirements

1. The GSA will review the Baseline Schedule and provide comments to the Contractor within seven (7) calendar days of receipt of submittal and, if needed, will arrange for a Baseline Schedule Review Meeting with the Contractor for discussion of the schedule. The Baseline Schedule, when approved, shall become the basis for the next monthly Schedule Update submitted by the Contractor.

   a. Baseline Schedule Review Meeting. The Contractor shall present the Baseline Schedule to GSA at the review meeting, and describe the Contractor's means and methods for accomplishing the Work [include if required earlier: and the cost loading of the schedule.]

   b. In the event that GSA provides comments or the Baseline Schedule does NOT meet the requirements of this specification, the contractor shall, within [seven (7)] calendar days, revise the Project Schedule to bring it into compliance with these requirements, and Contractor shall make a full Baseline Schedule submission for GSA's review and approval.

   c. Upon approval of the Baseline Schedule by the GSA, the cost-loaded values shown in the Project Schedule and progress of activities will be used as a basis for determining progress payments. Monthly progress payments shall be based upon information developed using the current monthly Schedule Update. The computer generated cost report will be used by the GSA for verification of the Application for Payment submitted by the Contractor.

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d. GSA's approval of the Baseline Project Schedule does not relieve the Contractor of responsibility whatsoever for the accuracy or feasibility of the Project Schedule, or of the Contractor's ability to meet the Substantial Completion Date. Such acceptance does not create a warranty, expressed or implied, or acknowledge or admit the reasonableness of the activities, logic, durations, manpower, cost or equipment loading of the Contractor's Project Schedule.

e. If the Contractor fails to timely submit the Baseline Schedule, the GSA may withhold approval of progress payments until the Contractor submits the required Project Schedule.

2. The Baseline Schedule submission shall be comprised of the following, unless otherwise requested by the GSA:

a. One (1) electronic copy of the entire Project Schedule shall be uploaded into the Google Drive folder and provided in native electronic format and a PDF. The electronic copy shall be in a compressed format. The electronic filename shall have a unique identifier. Hard copy prints and reports shall be generated from the same version of the Project Schedule that is provided in electronic form.

b. Two (2) full-color prints of the Network Plan (in time-scaled form), unless otherwise designated by the Contacting Officer. Prints shall be 24" x 36" standard size sheets. The following information shall be shown on the prints: Activity ID, Activity Description, Calendar ID, Original Duration, Remaining Duration, Percent Complete, Area Code, Responsibility Code, Early Start, Early Finish, Total Float, Budgeted Cost, and Budgeted Quantity (i.e., labor, materials, equipment, etc.). The prints shall include legends, dates and titles to sufficiently identify the Project Schedule A narrative providing additional clarification/explanation of items such that GSA is informed of the approach used to plan and sequence the work, coordinate with other separate contractors to the extent applicable, and resource and cost load the Project Schedule.

E. Schedule Updates

1. The Contractor shall submit a biweekly Schedule Update that indicates the progress achieved since approval of the prior monthly Project Schedule update.

2. The Project Schedule shall be updated on a biweekly basis throughout the entire Project performance period until Project completion is achieved.

3. The Contractor shall meet with GSA each month at a Schedule Update Meeting to review the Contractor's requested percent complete for actual progress achieved over the past period, including actual start dates, actual finish dates, and duration percent complete for activities that were started and/or completed during the reporting period.

4. The Schedule Update submission shall be comprised of the following:

a. One (1) electronic copy in native format and a PDF of the entire Project Schedule shall be uploaded into the Google Drive folder. The electronic copy shall be in a compressed format. The electronic filename shall have a unique identifier and shall include a sequential number for each update. Hard copy prints and reports shall be generated

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from the same version of the Project Schedule that is provided in electronic form.

b. One (1) full color time-scaled network prints. Prints shall be 24” x 36” standard size sheets. The following information shall be shown on the prints: Activity ID, Activity Description, Calendar ID, Original Duration, Remaining Duration, Percent Complete, Area Code, Responsibility Code, Early Start, Early Finish, Late Start, Late Finish, and Total Float. The prints shall include legends, dates and titles to sufficiently identify the Project Schedule.

c. Monthly narrative shall address the following:

i. Discussion of the longest path in the previous schedule at the beginning of the period.
ii. Discussion of progress achieved on the longest path.
iii. Explanation of any variance between the progress planned on the longest path and the actual progress achieved on the longest path.
iv. Same for near critical paths within two weeks of the longest path.
v. Description of other Work performed during the reporting period
vi. General description of the work on the forecasted longest path for the remainder of the project.
vii. Identification and discussion of work on the longest path planned to be performed during the next reporting period.
viii. Same for near critical paths within two weeks of the longest path.
ix. Description of other Work anticipated to be performed during the next reporting period.
x. Number of days ahead/behind the Substantial Completion Date
xi. Discussion of changes to the longest Path since the prior month’s update.
xii. Description of problem areas and anticipated problem areas.
xiii. Current and anticipated delays including cause of delay, corrective actions taken, and impact of the delay on other activities, milestones, and completion dates
xiv. Pending items (Change Orders, requests for time-extensions, etc.), and status thereof.
xv. Identification and explanation of items or information required from the GSA or third parties to avoid schedule impacts.

5. GSA will review and provide comments on the Schedule Update within seven (7) calendar days of receipt of the Contractor’s submission.

6. If the Contractor fails to timely submit the Schedule Update, the GSA may withhold approval of progress payments until the Contractor submits the required Project Schedule Update.

7. In the event of change modifications:

a. As determined by CPM schedule analysis perform a time impact analysis during the project or as-built analysis after the project is substantially complete, only delays beyond the control of the contractor which affect the Substantial Completion Date will be considered for a time extension.

b. When change modifications are proposed, potential delays are anticipated, or delays are experienced, the Contractor shall submit to GSA a written Time Impact Analysis

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describing the affect of each modification, potential delay, delay, or Contractor request on the Substantial Completion Date. This analysis shall be developed and submitted at the earliest time the Contractor becomes aware of a delay or potential delay, or as requested by the GSA. The preparation of Time Impact Analyses is considered part of the construction process and will be performed at no additional cost to the Government.

c. Failure of the Contractor to timely submit a Time Impact Analysis shall mean that it is mutually agreed that the particular modification, delay, or Contractor request does not require an extension of the contract time.

d. Approval or rejection of each Time Impact Analysis by the GSA shall be made within one week after receipt of each Time Impact Analysis, unless subsequent meetings and negotiations are necessary. Upon approval, a copy of the Time Impact Analysis signed by the GSA shall be returned to the Contractor and incorporated into the Project Schedule, depicting a revised contractual substantial completion date, at the next Schedule Revision which will be become the current approved Project Schedule.

e. The Contractor shall submit a Time Impact Analysis as follows:

i. Within five (5) work days after receipt of a written change modification.
ii. Within five (5) work days after receipt of a written notice by the GSA.
iii. Within five (5) work days from the beginning of a delay caused by unforeseeable circumstances.

f. The Time Impact Analysis shall meet the requirements for submittal of a Schedule Revision including a Fragnet (see Section 1.05.F.3.c) with sufficient supporting documentation to enable the GSA to make a determination on the Contractor's request for time extension.

F. As-Built Schedule

1. Along with the final pay application the Contractor shall submit an As-Built Schedule documenting actual start and actual finish dates for all activities, and logic ties between all activities to show the actual sequence in which the work was performed.

1.06 RESPONSIBILITY FOR COMPLETION

A. If, in the opinion of the GSA, the Contractor falls behind the planned progress as noted by negative float shown on the current monthly Schedule Update, the Contractor shall take any and all steps necessary to improve its progress at no additional cost to the Government. This shall not be construed as prohibiting the Contractor from increasing the number of working hours, shifts per day, working days per week, or the amount of construction equipment, or any combination of the foregoing, to eliminate the delay in the scheduled progress.

B. Failure of the Contractor to comply with the requirements of the GSA under Paragraph 1.06.A shall be grounds for determination by the GSA that the Contractor is not prosecuting the work with such diligence as will ensure completion within the contract time. Upon such determination, the

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GSA may terminate the Contractor's right to proceed with the work, or any separable part thereof, in accordance with the applicable provisions of the contract.

1.07 PAYMENTS TO CONTRACTOR

A. The GSA shall review the Contractor's monthly request for payment upon receipt and shall process the request for payment based upon the current approved Schedule Update. The GSA will consider the Contractor's overall progress toward Project Completion along with the progress for discrete activities to determine the amount to be approved for the monthly payment request.

1.08 PERFORMANCE MONITORING

A. The GSA may elect throughout, or at any time during, the Project to record the number of workers and construction equipment working on each construction schedule activity in each area of the Project. The GSA's request for this information will be without additional cost to the Government and shall be provided within five (5) work days of receipt of the GSA's written request. This information will be used by the GSA to evaluate the adequacy of the Contractor’s performance and project manpower staffing, as well as any Contractor claims.

B. The Contractor is required to attend weekly construction coordination meetings. As such, the Contractor shall present a copy of the current accepted schedule depicting the work planned for the next reporting period (i.e. month). The bar chart should be sorted as requested by the GSA. Information to be shown on the bar chart includes: Activity ID, Activity Description, Original Duration, Remaining Duration, Percent Complete, Area Code, Responsibility Code, Early Start/Actual Start, Early Finish, and Total Float.

1.09 SCHEDULER REQUIREMENTS/QUALIFICATIONS

A. Within five (5) work days after the date of Notice to Proceed, the Contractor shall designate in writing an authorized scheduler or scheduling representative in the Contractor’s organization who shall be responsible for coordinating with GSA during the preparation and maintenance of the Project Schedule. Contractor's scheduler shall possess demonstrated proficiency in CPM schedule methodology and utilization of the current version of the preferred scheduling software.

B. The Contractor’s project superintendent, and the scheduling representative and, to the extent applicable, the personnel responsible for developing and inputting information into the Project Schedule shall attend schedule related meetings and monthly update meetings throughout the duration of the Project.

END OF SECTION 013120

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SECTION 013300 - SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

A. This Section includes certain administrative and procedural requirements for shop drawings, coordination drawings, schedules, samples and certain other quality assurance submittals.

B. This section does not include requirements for the following submittals that are included in their specific sections:

1. Inspection and test reports specified in Division 1 Section "Quality Control."
2. Warranties specified in Division 1 Section "Product Requirements."
3. Closeout submittals specified in Division 1 Section "Closeout Procedures."
4. Record documents specified in Division 1 Section "Project Record Documents."
5. Operation, maintenance and instruction manuals specified in Division 1 Section "Operation and Maintenance Documentation."
6. Reports, schedules and other submittals specified in Division 1 Section "Construction Progress Documentation".

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C. Other quality assurance submittals include materials specifically prepared for the project, except drawings and schedules, and include but are not limited to the following:

1. Design data and calculations.
2. Certifications of compliance or conformance.
3. Manufacturer's instructions and field reports.

D. Approvals do not supersede requirements of the contract documents.

1.2 GENERAL SUBMITTAL REQUIREMENTS

A. Coordination: Coordinate preparation and processing of submittals with performance of construction activities and with the Submittal Schedule specified in Division 1 Section "Construction Progress Documentation". Unless otherwise specified, submittals shall be transmitted via GSA's project folder on the Google Drive as PDF electronic files to GSA according to the contractor's approved construction schedule and submittal schedule. Transmit each submittal sufficiently in advance of the scheduled performance of related construction activities to avoid delaying the Work, allowing for the review times specified for submittals. Notify GSA COR and A/E concurrently via email of any submittal transmittal or upload of information to the Google Drive folder.

1. Coordinate each submittal with other submittals and related activities that require sequential scheduling, to allow for testing, purchase, fabrication and product delivery in a timely manner.
2. Schedule transmittal of different categories of submittals for the same element of Work and for different elements of related parts of the Work at the same time. Notwithstanding the foregoing sentence, the Contractor shall provide a complete submittal package for each Division of the specification so as to enable the Government to review the related sections together. Coordinate submittals to enable approvals and acceptances so as not to inhibit orderly progress of the Work.
3. Post electronic submittals as PDF electronic files directly to the Google Drive folder specifically established for the Project. GSA will return annotated file. Annotate and retain one copy of file as an electronic project record document file.
4. Allow sufficient time for submittal review, corrections following the initial review, and re-submittal review before activities scheduled after the submittal approval.
5. Failure on the part of the Contractor to indicate approval or acceptance on submittals prior to submission to Contracting Officer will result in their being returned to the Contractor without being acted upon.
6. Any resubmission required after Government review shall be made within 10 calendar days after return of the submittal, unless specifically authorized otherwise by GSA.
7. Submittals which are determined to be incomplete or otherwise substandard will be returned to the Contractor with no further review. Delays due to incomplete or rejected submittals will not be excused.
8. Construction will not be allowed to proceed if submittals are not received in a timely manner, and will not result in an extension to the Contractor's Construction Schedule.
9. Failure by the Contractor to provide the required submittals in a timely manner may result in withheld payments until submittals are up-to-date.
10. Maintain one complete set of submittals at project site.
11. Maintain an organized submittal register at project site. This will be an agenda item for progress meetings.

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12. The contractor to schedule and allow a minimum of ten working days for the Architect/Engineer submittal review. The comment period initiates upon the receipt of the submittal by the office performing the primary review. The period commences upon issue of the submittal by the office performing the primary review. In the event the architect/engineer receives an extraordinary lengthy or complex submittal whose review may not be able to be accomplished within the stipulated submittal review period, architect/engineer to notify the Construction Manager Agency (CMa) in writing with a request for extended review period within 3 working days of receipt of the submittal. Such submittals may include structural steel, curtain wall, or complex systems requiring coordination with other systems.

B. Submittal Identification and Information: Identify and incorporate information in each electronic submittal file as follows:

1. Assemble each submittal item into a single indexed file incorporating submittal requirements of a single Specification Section and transmittal form with links enabling navigation to each submittal item.
2. Name file with submittal number or other unique identifier, including revision identifier.

    a. File name shall use Contract number and Specification Section number followed by a decimal point and then a sequential number (e.g., LNHS-061000.01). Re-submittals shall include an alphabetic suffix after another decimal point (e.g., LNHS- 061000.01.A).

3. Provide means for insertion to permanently record Contractor's review and approval markings and action taken by GSA.
4. Transmittal Form for Electronic Submittals: Use software-generated form from electronic project management software acceptable to GSA.

    a. Project name.
    b. GSA project number.
    c. Date.
    d. Name and address of Architect.
    e. Name of Contractor.
    f. GSA contract number.
    g. Name of firm or entity that prepared submittal.
    h. Names of subcontractor, manufacturer, and supplier.
    i. Category and type of submittal.
    j. Submittal purpose and description.
    k. Specification Section number and title.
    l. Specification paragraph number or drawing designation and generic name for each of multiple items.
    m. Drawing number and detail references, as appropriate.
    n. Location(s) where product is to be installed, as appropriate.
    o. Related physical samples submitted directly.
    p. Indication of full or partial submittal.
    q. Transmittal number, numbered consecutively.
    r. Submittal and transmittal distribution record.
    s. Other necessary identification.

5. Include the following information as keywords in the electronic file metadata:

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a. Project name.
b. GSA project number.
c. Contract number.
d. Number and title of appropriate Specification Section.
e. Specification paragraph number and generic name of each item.
f. Manufacturer name.
g. Product name and model number.

1.3 SHOP DRAWINGS AND COORDINATION DRAWINGS

A. Submit originally prepared information, drawn accurately to scale. Do not reproduce Contract Documents or copy standard printed materials as the basis for Shop Drawings and Coordination Drawings.

B. Include at minimum the following information on Shop Drawings and Coordination Drawings:

1. Dimensions.
2. Identification of products and materials.
3. Compliance with specified standards.
4. Notation of coordination requirements.
5. Notation of dimensions established by field measurements.
6. Highlighted or encircled deviations from the Contract Documents.

C. Sheet size: Except for templates, patterns and similar full-size drawings, submit Shop Drawings and Coordination Drawings on sheets of at least 8-1/2 by 11 inches but no larger than 30 by 40 inches.

D. Submittals: Unless otherwise indicated, submit one electronic file (.pdf) of each drawing submittal through the Google Drive folder. The file will be marked with action taken and returned.

E. Distribution: When submittal is approved or accepted, Contractor shall prepare final electronic files, for the following purposes.

1. One file shall be marked and retained as a "Record Document."
2. Unless otherwise requested, one file shall be provided to the Contracting Officer.
3. Additional prints shall be provided to the entities involved in the construction.
4. Prints will be included in the Operation and Maintenance manuals.

1.4 PRODUCT DATA

A. Collect Product Data into a single submittal for each system or element of construction. Mark each copy to show specific product choices and options applicable to the project. Product Data shall include the following information, where applicable:

1. Manufacturer's printed recommendations.
2. Compliance with recognized trade association standards.
3. Compliance with recognized testing standards.
4. Applicability of testing agency labels and seals.

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5. Notation of dimensions verified for fit by field measurements.
6. Notation of coordination requirements.

B. Preliminary Submittal: Prior to submittal of complete Product Data, submit a preliminary single copy of that part of Product Data when selection of options is required, such as for color charts. Preliminary submittal will be returned, with selection noted, for the Contractor's use in subsequent submittals.

C. Submittals: Unless otherwise indicated, submit one electronic copy of each Product Data submittal. One original copy will be retained and a copy will be marked with action taken and returned to the contractor.

D. Distribution: When submittal is approved or accepted, Contractor shall distribute copies for the following purposes:

1. One copy shall be marked and retained as a "Record Document."
2. Additional copies shall be provided to the manufacturers, subcontractors, suppliers, installers, governing authorities and others as required for performance of the applicable construction activities.
3. Copies required for operation and maintenance manuals

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1.5 OTHER QUALITY CONTROL SUBMITTALS

A. Submit other quality control submittals in compliance with requirements in the individual specification sections, including Division 1.

B. Certifications: Submit notarized certifications indicating compliance with specified requirements. Certifications shall be signed by an individual authorized to sign on behalf of the Contractor.

1.6 REVIEW ACTION ON SUBMITTALS

A. For electronic submittals,

1. Submit electronic submittals via Project Management software methods

a. GSA will return annotated file. Annotate and retain one copy of file as an electronic Project record document file.

B. Compliance with specified characteristics is the Contractor's responsibility, and is not part of the Contracting Officer's review and indication of action taken.
The contract documents shall prevail in case of review action conflict.

C. Submittals without approval or acceptance shall not be used.

D. Action Stamp:
1. For paper or non-electronic submittal: Each submittal will be stamped with a uniform action stamp. The stamp shall be marked to indicate one of the following actions taken:
a. For electronic submittal: Provide a digital signature with digital certificate on electronically submitted certificates and certifications where indicated. For notarized signature if required, provide paper copies for signature.
b. Final Unrestricted Release: Where marked "Approved" or "Accepted", the work covered by the submittal may proceed, provided it complies with the requirements of the Contract Documents.
c. Final But Restricted Release: Where marked "Approved " or "Accepted" "As Noted", the work covered by the submittal may proceed, provided it complies with the notations or corrections on the submittal and with the requirements of the Contract Documents.
d. Return for Re-submittal: Where marked "Not Approved" or "Not Accepted", Revise and Resubmit", do not proceed with the work covered by the submittal, including purchasing, fabrication, delivery or any other activity. Revise or prepare a new

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submittal according to the notations on the submittal or on the return transmittal. Resubmit without delay, repeating as necessary to obtain a final release action mark.

e. No Action: Where a submittal is for the record or for information or for another purpose not requiring review action, the submittal may not be returned or may be returned and marked "Action Not Required."

E. 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 published 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 catalog cuts.
   b. Manufacturer's product specifications.
   c. Standard color charts.
   d. Statement of compliance with specified referenced standards.
   e. Testing by recognized testing agency.
   f. Application of testing agency labels and seals.
   g. Notation of coordination requirements.
   h. Availability and delivery time information.

4. For equipment, include the following in addition to the above, as applicable:

   a. Wiring diagrams showing factory-installed wiring.
   b. Printed performance curves.
   c. Operational range diagrams.
   d. Clearances required to other construction, if not indicated on accompanying Shop Drawings.

5. Submit Product Data before or concurrent with Samples.
6. Submit Product Data in the following format:

   a. PDF electronic file.

PART 2 - EXECUTION (Not Applicable)

END OF SECTION 013300

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SECTION 014000 - QUALITY ASSURANCE & CONTROL REQUIREMENTS

PART 1 - GENERAL

1.1 SUMMARY

A. This section includes administrative and procedural requirements for quality assurance and quality control services.
   1. See section 017310 Cutting and Patching for repair of work in place.

B. Quality Assurance & Control: The Contractor is solely responsible for developing, implementing, and providing for all quality control and related processes in the Contractor's Quality Control Plan to ensure that all parts of the project meet or exceed all of the requirements as set forth in the Contract Documents.
   1. The testing and inspections indicated in the Specifications (Testing) is a spot checking program identified by the AE per design or building code requirements, preformed by an Independent Testing Agency (Agency), and is not intended as a portion of the Contractor's Quality Control Plan.
   2. The presence of the Agency shall in no way relieve the Contractor of his obligation to perform the work in accordance with the Contract Documents.
   3. The Testing indicated in the Specifications cannot be used to refute conditions of suspected poor quality noticed in the field.
   4. In order to provide for a measure of the Contractor's quality control, the Government, either with its own employees or contractors, may monitor the Contractor's quality control and related processes. This monitoring is not a part of the Contractor's Quality Control Plan.
   5. To the extent that the Contractor fails or otherwise refuses or neglects to develop, implement, or provide for all quality control and related processes, the Government may, in addition to any other available remedies under the Contract, elect to perform quality assurance beyond that indicated in the Specifications and charge the Contractor for any and all costs related thereto.

C. Quality assurance and quality control include tests, inspections and related actions, including reports, performed by the Contractor, manufacturers, independent agencies or governing authorities.
   1. These testing and inspection services are required for, products, customized fabrication and installation procedures as well as for items to be professionally designed by the Contractor (delegated design).
   2. Product testing shall be done by a Nationally Recognized Testing Laboratory (NRTL) and National Voluntary Laboratory Accreditation Program (NVLAP), or other GSA approved testing facility. Per trade standard, Asphalt mix reports and compaction reports.

D. The independent quality assurance testing and inspection (Testing) requirements for individual construction materials and activities are included in the Specification sections that specify those construction materials and activities.

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E. Mock-ups: Full-size physical assemblies that are constructed on-site unless otherwise directed by GSA. Mock-ups are constructed to verify selections made under Sample submittals; to demonstrate aesthetic effects as well as qualities of materials and execution; to review coordination, testing, or operation; to show interface between dissimilar materials; and to demonstrate compliance with specified installation tolerances. Mock-ups may be done on the interior or exterior. Mock-ups are not Samples. Approved mock-ups establish the standard by which the Work will be judged.

F. Definitions
   1. Source Quality Control Testing is done at the product source.
   2. Field Quality Control Testing is done on site.

G. Testing and Inspection Reports: The Contractor the Contractor's testing agency(ies) and the Agency, where they perform the services, shall upload a certified written report into the Google Drive folder of each test, inspection or other quality control service. Maintain a log both of accepted and rejected reports including corrective actions taken and date of retesting and compliance. Paper Copies: In addition to uploading report copies to the Google Drive folder, the Agency shall also send certified copies of test and inspection reports as specified to the following parties:
   a. 2 copies to the Government.
   b. 2 copies to the [CM or Contractor]
   c. 2 copies to the A/E

   1. Testing and inspection reports shall include but not be limited to the following:

      a. Date of issue.
      b. Project title and number.
      c. Name, address, and telephone number of testing agency.
      d. Dates and locations of samples and tests or inspections.
      e. Names of individuals making the test or inspection.
      f. Designation of the work and test method.
      g. Identifications of product and specification section.
      h. Complete test or inspection data.
      i. Test results and an interpretation of test results.
      j. Ambient conditions at the time of sample taking and testing.
      k. Certify whether tested or inspected Work complies with Contract Document requirements.
      l. Name and signature of laboratory inspector.
      m. Recommendations on retesting.

   2. All quality operations shall within 24 hours notify, by personal contact and written notice, GSA's representative and the Contractor of irregularities or deficiencies observed in the Work during performance of their services.

   3. All quality operations shall maintain a log of all their tests and inspections and a separate log of those that do not conform to the requirements of the Contract Documents. Both logs shall be published and reviewed weekly with the Contractor and the Government and/or at the weekly meeting.

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1.3 RESPONSIBILITIES

A. Contractor Responsibilities: Unless specifically indicated otherwise, the Contractor shall provide the quality control services including those required by local jurisdictions.

1. Obtain copies of applicable codes, standards, procedures, regulations, etc. relative to materials, procedures, testing and inspection on the Project and make those available at the Project site for reference.

B. Contractor shall submit each testing agency's firm name, and credentials to perform the specified services, to the Government for GSA's approval at least 15 calendar days before scheduled inspections or tests.

C. Retesting: The Contractor is responsible for retesting, including repeated inspections and other services, where results of the initial quality control services indicate noncompliance. The Contractor shall be responsible for the Agency or an equally qualified agency for these services. If the Agency does not provide the retesting or inspection, the Contractor shall be responsible for having the Agency observe the testing and inspection work.

1. Tests for Suspected Deficient Work: If in the opinion of the Government, any of the work of the Contractor that does not appear to conform to requirements, the Contractor shall make the tests that the Government deems advisable to determine its conformance to the Contract Documents.
2. The government shall pay the costs if the tests prove the suspected work to be satisfactory.

D. Associated Services: The Contractor shall cooperate with others, including the Agency, performing tests, inspections and other quality services, and shall provide reasonable auxiliary services as requested. Contractor shall notify the testing and inspection entities sufficiently in advance of operations to permit their timely assignment of personnel. Auxiliary services include but are not limited to the following:

1. Provide access to the work and all documents (Contract documents, shop drawings, product data, Contractor and Sub-Contractor testing and inspections, etc.).
2. Furnish incidental labor and facilities necessary to facilitate inspections and tests.
3. Provide adequate quantities of representative samples of materials that require testing or assist the agency in taking samples.
4. Provide facilities for storage and curing of test samples and equipment.
5. Deliver samples to testing laboratories.
6. Provide security and protection of samples and test equipment at the Project site.

E. Duties of the Independent Testing Agency (Agency): The Agency engaged to perform tests, inspections and other quality services shall cooperate with GSA's representative and the Contractor in performance of the Agency's duties.

1. The Agency shall provide qualified personnel to perform required inspections and tests.
2. The Agency shall provide certifications and a list of personnel assigned to each portion of the work.
2. The Agency is not authorized to release, revoke, alter or enlarge requirements of the Contract Documents or approve or accept any portion of the Work.
3. The agency shall not perform any duties of the Contractor.
4. The Testing Agency’s proposal shall contain the outlined Testing based on a unit price basis for tests and inspections and on an hourly basis for personnel.
5. The Agency shall certify the test results and observations.

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6. The Agency shall interpret whether or not their results and observations meet specified Project requirements.
7. The Agency shall submit reports per Section: Testing and Inspection Reports, above.
8. The Agency shall maintain logs per Section: Testing and Inspection Reports, above.
9. The Agency shall review the applicable certificates of the Contractor's personnel to verify the validity and current status of the certificate.
10. For construction personnel without necessary certificates, the Agency shall oversee the certification process of construction personnel to ensure their qualifications to perform the specified duties. The Contractor shall be responsible to the Agency for these services.
11. The Agency shall obtain and review the project plans and specifications with the Government as soon as possible prior to the start of construction.
12. The Agency shall attend preconstruction conferences to coordinate materials inspection and testing requirements with the planned construction schedule. The Agency shall participate in such conferences where the Testing is indicated throughout the course of the project.

H. Independent Testing Agency Payment: The Contractor shall obtain and include the Agency's cost in the Contract Sum.
1. The Contractor shall submit payments for the Agency, track the Agency's budget and keep the GSA informed on projected Agency costs and remaining budget.
2. Only the GSA can modify the Agency's scope.

I. Coordination: The Contractor shall coordinate the sequence of activities to accommodate required services with a minimum of delay.
1. Activities shall be coordinated to avoid the necessity of removing and replacing construction to accommodate inspections and tests.
2. The Contractor shall be responsible for scheduling times for inspections, tests, taking samples and similar activities.

1.2 QUALIFICATIONS OF THE INDEPENDENT TESTING AGENCY (AGENCY) AND CONTRACTOR TESTING AGENCIES

A. A qualified independent testing agency shall be an accredited entity engaged to perform tests and inspections, both at the Project site or elsewhere and to report on and to interpret results of those tests or inspections. Testing agencies shall be acceptable to GSA and the Agency shall be authorized by authorities having jurisdiction to operate in jurisdiction where project is located.

B. Unless other accreditation is specifically specified in the applicable individual section, each testing agency shall be prequalified as complying with the American Council of Independent Laboratories "Recommended Requirements for Independent Laboratory Qualifications", or shall be recognized by the Occupational Safety and Health Administration (OSHA) in accordance with 29 CFR Part 1910.7 to test and approve equipment or materials for their safe intended use. Each testing agency shall specialize in the types of tests and inspections to be performed.

C. Testing agencies shall be authorized by authorities having jurisdiction to operate in the jurisdiction where the project is located. Testing agency qualifications: NRTL (Nationally Recognized Testing Laboratory) per 29 CFR 1910.7, and NVLAP (National Voluntary Laboratory Accreditation Program) per NIST., and documented per ASTM 329 and is acceptable to GSA

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1.3 CONTRACTOR QUALITY CONTROL PLAN

A. Contractor's Quality-Control Plan: Submit within 5 days from NTP for quality-control activities and responsibilities. Submit in electronic format and upload to the GSA Google Drive folder. Identify personnel, procedures, controls, instructions, tests, records, and forms to be used to carry out Contractor's quality-control responsibilities. Coordinate with the construction schedule. The procedures, controls, inspections, and tests shall be indicated by specification section and shall include the specific actions that the Contractor's QC team will take to verify compliance of the work with the specifications and drawings.

B. Quality-Control Personnel Qualifications: Engage qualified full-time personnel trained and experienced in managing and executing quality-assurance and quality-control procedures similar in nature and extent to those indicated in the Specifications.
   1. Provide a project quality-control manager, who may also serve as Project Superintendent.
   2. Submittal Procedure: Describe procedures for ensuring compliance with requirements through review and management of submittal process. Indicate qualifications of personnel responsible for submittal review.
   3. Describe process for continuous inspection during construction to identify and correct deficiencies in workmanship. Indicate types of corrective actions to be required to bring work into compliance with standards established by the Contract requirements and approved mock-ups.

C. Provide reports per Section 1.2 Testing and Inspection Reports, above.

D. Other Reports
   1. Manufacturer's Technical Representative's Field Reports: Prepare written information documenting manufacturer's technical representative's tests and inspections specified in other Sections. Include the following:
      a. Name, address, and telephone number of technical representative making report.
      b. Statement on condition of substrates and their acceptability for installation of product.
      c. Statement that products at Project site comply with requirements.
      d. Summary of installation procedures being followed, whether they comply with requirements and, if not, what corrective action was taken.
      e. Results of operational and other tests and a statement of whether observed performance complies with requirements.
      f. Statement if conditions, products, and installation will affect warranty.
      g. Other required items indicated in individual Specification Sections.

   2. Factory-Authorized Service Representative's Reports: Prepare written information documenting manufacturer's factory-authorized service representative's tests and inspections specified in other Sections. Include the following:
      a. Name, address, and telephone number of factory-authorized service representative making report.
      b. Statement that equipment complies with requirements.
      c. Results of operational and other tests and a statement of whether observed performance complies with requirements.
      d. Statement if conditions, products, and installation will affect warranty.
      e. Other required items indicated in individual Specification Sections.

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3. Permits, Licenses, and Certificates: For the Government's records, submit copies of permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgments, correspondence, records, and similar documents, established for compliance with standards and regulations bearing on performance of the Work.

PART 2 - PRODUCTS (Not applicable)

PART 3 - EXECUTION

3.1 REPAIR AND PROTECTION

A. Upon completion of testing, inspection, sample taking and other quality control services, repair damaged construction and restore substrates and finishes to like new conditions. Comply with the requirements of the Contract Document, including Division 1 Section "Cutting and Patching."

B. Protect construction exposed by or for quality control service activities, and protect repaired construction. Cleaning, repair and protection of testing areas is the Contractor's responsibility, regardless of the assignment of responsibility for testing, inspection or other quality control or assurance services.

END OF SECTION 014000

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SECTION 014200 - REFERENCES

PART 1 - GENERAL

Certain terms are defined in this section. That stated, specification language often includes terms that are defined elsewhere in the Contract Documents, including the Construction Contract Clauses. The definitions provided in this section are not necessarily complete or exclusive but are general for the Work and may be explained more explicitly in other sections.

1.1 DEFINITIONS

A. Agreement: The Agreement forms part of the Contract between the parties.

B. "Property Manager" is the Government employee responsible for the administration, operation and maintenance of the building.

C. Contract: see Agreement.

D. "Cutting" refers to removal of material by cutting, sawing, drilling, breaking, chipping, grinding, excavating and similar operations.

E. "Furnish" means to supply and deliver to the Project site, ready for unloading, unpacking, assembling, installation and similar operations.

F. “General Terms and Conditions" are defined by the Agreement.

G. “Government" refers to the General Service Administration, Public Buildings Service (GSA PBS).

H. "Indicated" refers to graphic representations, notes or schedules on the Drawings, or to requirements elsewhere in the Specifications or other Contract Documents. Terms such as "shown", "noted", "scheduled" and "specified" have the same meaning as "indicated" and are used to further help locate the reference, but no limitation on location is intended.

I. "Install" describes operations at the Project site, including unloading, temporary storage, unpacking, assembling, erecting, placing, anchoring, applying, working to dimension, finishing, curing, protecting, cleaning and similar operations.

J. "Installer", unless otherwise noted or under separate contract with the Government, is the Contractor or another entity engaged by the Contractor, either directly or indirectly through subcontracting, to perform a particular construction operation at the Project site, including installation, erection, application and similar operations. Installers shall be skilled in the operations they perform. Where indicated, installers shall also be Specialists as defined in the Construction Contract Clauses.

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K. "Label": This must be provided by a National Recognized Testing Laboratory (NRTL), or other entity approved by GSA. The burden of documentation for validation shall be provided by the Contractor.

L. "Notice to Proceed" is the Contracting Officer's notification by letter to the Contractor to proceed with the Contract. Issuance of the Notice to Proceed may activate the time period for the completion of certain work, including Substantial Completion and Contract Completion.

M. “Owner" is the Government.

N. "Patching" refers to restoration of a surface to its original completed condition by filling, repairing, refinishing, closing and similar operations.

O. "Project site" refers to the space available to the Contractor for performance of the Work, either exclusively or in conjunction with others performing other work.

P. "Provide" means to furnish and install, complete in place and ready for full use.

Q. "Punch List" is the entire listing of all incomplete and/or defective work including items that must be completed pursuant to Contract Completion.

R. “Regulations" are found in the FAR, GSAM, and CFR including orders issued by the government.

S. “Special Conditions" refer collectively to Section 00800 "Supplementary Conditions" and any other sections with numbers starting with 00.

T. “Substantial Completion" is defined in the Agreement, with additional conditions in Specification Section 017700 Closeout.

U. “Superintendent” refers to the Contractor’s on-site representative who is responsible for continuous field supervision, coordination, planning, scheduling, and completion of the work and, unless another person is designated by the contract specification as the safety officer, jobsite safety.

V. "Testing Agency" or "testing laboratory" is an independent entity engaged to perform specific inspections or tests, either at the Project site or elsewhere, and to report the results of those inspections and tests.

W. Where "directed", "authorized", "selected", "approved", or a similar term is used in conjunction with the Contractor's submittals, applications, requests and other activities, and the specifications state that an individual other than the Contracting Officer, such as the Contracting Officer's Representative (COR), shall provide this action, it is understood that only the Contracting Officer has this authority unless the Contracting Officer provides written authorization to a different individual. The Contracting Officer shall provide the written authorization to the Contractor, upon request.

1. When the individual is authorized by the Contracting Officer, the Contractor may still appeal the action to the Contracting Officer.
2. The Contracting Officer's decision will be final, subject to the Disputes clause.

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1.2 DRAWING SYMBOLS

A. Except as otherwise indicated, symbols used on the Drawings are those symbols recognized in the construction industry.

1. These include graphic symbols defined by "Architectural Graphic Standards", published by John Wiley & Sons, Inc., as well as graphic symbols recommended by ASHRAE, ASME, ASPE, CSI, IEEE and similar technical organizations for the mechanical and electrical Drawings.
2. The Contractor shall refer uncertainty or ambiguity as to meaning of symbols to the Contracting Officer for clarification before proceeding.

1.3 INDUSTRY STANDARDS

A. Applicability of Standards: The Contract Documents require the Contractor to meet, satisfy, or otherwise follow various industry standards. Unless otherwise stated in the Contract Documents, the industry standards are incorporated into the Contract Documents as an Exhibit and Other Attachment (see Agreement, Order of Precedence) by reference and are made a part of the Exhibits and Other Attachments as if fully set forth as an Exhibit and Other Attachment.

B. Conflicting Requirements. Refer to the Agreement for the Order of Precedence clause and the latest version of GSA's P100 Facilities Standards.

C. Publication Date. The publication date for any industry standard is the most recent version as of the date that the Government issues the Solicitation. When an applicable industry standard has been revised after contract award that may result in an increase in cost or time , the Contractor shall submit a change order proposal for the Government's consideration.

D. Specialized Work. In certain instances, a Specification section may require that the Contractor engage a specialized company or individual to perform certain work. In such instances, the Contractor shall subcontract for such work. The Contractor may not perform any such work with its own, in-house employees.

E. Abbreviations and Acronyms used in the Specifications and other Contract Documents mean the recognized name of a trade association, standards-producing organization, and authority having jurisdiction or other entity applicable to the context of the particular provision. Except as otherwise indicated, refer to the current editions of the following publications for abbreviations:

1. "Encyclopedia of Associations: National Organizations of the U.S.", published by Gale Research.
2. "National Trade and Professional Associations of the United States", published by Columbia Books.
3. "Means Illustrated Construction Dictionary - New Unabridged Edition" published by R.S. Means Company, Inc.
4. "Abbreviations and Acronyms," paragraphs A. through E. identified herein.

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F. Abbreviation and Acronyms Listing. The following names are subject to change and are believed, but are not assured, to be accurate and up-to-date as of the date of the Contract Documents.

1. AA- Aluminum Association
2. AABC - Associated Air Balance Council
3. AAMA - American Architectural Manufacturers Association
4. AAN - American Association of Nurserymen (See ANLA)
5. AASHTO - American Association of State Highway and Transportation
6. AATCC - American Association of Textile Chemists and Colorists
7. ABMA - American Bearing Manufacturers Association
8. ABMA - American Boiler Manufacturers Association
9. ACI - American Concrete Institute
10. ACIL - American Council of Independent Laboratories
11. AISET - The Association of Independent Scientific, Engineering, and Testing Firms
12. ACPA - American Concrete Pipe Association
13. ADC - Air Diffusion Council
14. AEIC - Association of Edison Illuminating Companies
15. AFBMA - Anti-Friction Bearing Manufacturers Association (See ABMA)
16. AFPA - American Forest and Paper Association
17. AGA - American Gas Association
18. AGC - Association of General Contractors
19. AHA - American Hardboard Association
20. AHAM - Association of Home Appliance Manufacturers
21. AI - Asphalt Institute
22. AIA - The American Institute of Architects
23. AIA - American Insurance Association
24. AIHA - American Industrial Hygiene Association
25. AISC - American Institute of Steel Construction
26. AISI - American Iron and Steel Institute
27. AITC - American Institute of Timber Construction
28. ALA - American Laminators Association (See LMA)
29. ALI - American Lighting Institute
30. ALCA - Associated Landscape Contractors of America
31. ALI - Associated Laboratories, Inc.
32. ALSC - American Lumber Standards Committee
33. AMCA - Air Movement and Control Association International, Inc.
34. ANLA - American Nursery and Landscape Association
35. ANSI - American National Standards Institute
36. AOAC - Association of Official Analytical Chemists International
37. AOSA - Association of Official Seed Analysts
38. APA - American Plywood Association (see EWA)
39. APA - Architectural Precast Association
40. API - American Petroleum Institute
41. ARI - Air-Conditioning and Refrigeration Institute
42. ARMA - Asphalt Roofing Manufacturers Association
43. ASA - Acoustical Society of America
44. ASC - Adhesive and Sealant Council
45. ASCA - Architectural Spray Coaters Association
46. ASCE - American Society of Civil Engineers
47. ASHES - American Society for Healthcare Environmental Services - Division of the American Hospital Association

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48. ASHRAE - American Society of Heating, Refrigerating and Air Conditioning Engineers.
49. ASLA - American Society of Landscape Architects
50. ASME - American Society of Mechanical Engineers
51. ASPA - American Sod Producers Association (See TPI)
52. ASPE - American Society of Plumbing Engineers
53. ASQ - American Society for Quality
54. ASSE - American Society of Sanitary Engineering
55. ASTM - American Society for Testing and Materials
56. ATIS - Alliance for Telecommunications Industry Solutions
57. ATS - Automatic Transfer Switch
58. AWCI - Association of the Wall and Ceiling Industries International
59. AWCMA - American Window Covering Manufacturers Association (See WCMA)
60. AWI - Architectural Woodwork Institute
61. AWPA - American Wood-Preservers' Association
62. AWS - American Welding Society
63. AWWA - American Water Works Association
64. BAS - Building Automation System
65. BHMA - Builders Hardware Manufacturers Association
66. BIA - Brick Industry Association
67. BIFMA - The Business and Institutional Furniture Manufacturer's Association International
68. BIM - Building Information Model
69. BOD - Basis of Design
70. CABO - Council of American Building Officials
71. CAGI - Compressed Air and Gas Institute
72. CAUS - Color Association of the United States
73. CBHF - State of California, Department of Consumer Affairs, Bureau of Home Furnishings and Thermal Insulation Technical Information
74. CBMA - Certified Ballast Manufacturers Association
75. CC - Construction Contractor
76. CE - Construction or Consulting Engineer
77. CEx - Contract Executive
78. CCC - Carpet Cushion Council
79. CDA - Copper Development Association Inc.
80. CE - Corps of Engineers (U.S. Department of the Army)
81. CFFA - Chemical Fabrics & Film Association, Inc.
82. CFR - Code of Federal Regulations (Publications available from the Government Printing Office)
83. CGA - Compressed Gas Association
84. CGSB - Canadian General Standards Board
85. CISCA - Ceilings and Interior Systems Construction Association
86. CISPI - Cast Iron Soil Pipe Institute
87. CLFMI - Chain Link Fence Manufacturers Institute
88. CLP - Certified Landscape Professional
89. CLT-E - Certified Landscape Technician-Exterior
90. CLT-I - Certified Landscape Technician - Interior
91. CLPA – California Lathing and Plastering Association
92. CMPM - CM Project Manager
93. CM - Construction Manager
94. CO - Contracting Officer
95. COLP - Certified Ornamental Landscape Professional

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96. CORPS - Army Corps of Engineers
97. COTR - Contracting Officer's Technical Representative
98. COBIE - Construction to Operations Building Information Exchange
99. CPA - Composite Panel Association
100. CPPA - Corrugated Polyethylene Pipe Association
101. CPSC - Consumer Product Safety Commission
102. CRI - Carpet and Rug Institute
103. CRSI - Concrete Reinforcing Steel Institute
104. CS - Commercial Standard (U.S. Department of Commerce)
105. CSI - Construction Specifications Institute
106. CSSB - Cedar Shake and Shingle Bureau
107. CTI - Ceramic Tile Institute of America
108. CTI - Cooling Tower Institute
109. CTP - Certified Turfgrass Professional
110. DHI - Door and Hardware Institute
111. DIPRA - Ductile Iron Pipe Research Association
112. DLPA – Decorative Laminate Products Association
113. DOC - Department of Commerce (Publications available from the Government Printing Office)
114. DOJ - Department of Justice
115. DOT - Department of Transportation
116. DP - Design Professional
117. ECSA - Exchange Carriers Standards Association (See ATIS)
118. EIA - Electronic Industries Association
119. EIMA - EIFS Industry Members Association
120. EJMA - Expansion Joint Manufacturers Association
121. EPA - Environmental Protection Agency
122. EPAct 2005 – Energy Policy Act of 2005
123. EISA Energy Independence and Security Act of 2007
124. EWA - Engineered Wood Association
125. FAA - Federal Aviation Administration
126. FCC - Federal Communications Commission
127. FCI - Fluid Controls Institute
128. FCICA - Floor Covering Installation Contractors Association
129. FDA - US Food and Drug Administration
130. FGMA - Flat Glass Marketing Association (See GANA)
131. FHA - Federal Housing Administration (U.S. Department of Housing and Urban Development)
132. FM - Factory Mutual System
133. FMR - Federal Management Regulation
134. FPE - Fire Protection Engineer
135. FPS - Federal Protective Service
136. FPT - Functional Performance Test
137. FS - Federal Specification (Publications available from GSA)
138. FSC – Forest Stewardship Council
139. FTI – Facing Tile Institute
140. GA - Gypsum Association
141. GANA - Glass Association of North America
142. GRI - Geosynthetic Research Institute
143. GSA - General Services Administration
144. HEI - Heat Exchange Institute

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145. HFES - Human Factors and Ergonomics Society
146. HI - Hydraulic Institute
147. HI - Hydronics Institute - Division of Gas Appliance Manufacturers Association
148. HMA - Hardwood Manufacturers Association
149. HPVA - Hardwood Plywood and Veneer Association
150. IALD - International Association of Lighting Designers
151. IAS - International Approval Services - Division of Canadian Standards Association
152. ICEA - Insulated Cable Engineers Association
153. IEC - International Electrotechnical Commission (Publications available from ANSI)
154. IES - Illuminating Engineering Society
155. IEEE - Institute of Electrical and Electronics Engineers
156. IESNA - Illuminating Engineering Society of North America
157. IGCC - Insulating Glass Certification Council
158. IIDA - International Interior Design Association
159. ILI - Indiana Limestone Institute of America
160. IMSA - International Municipal Signal Association
161. INCE - Institute of Noise Control Engineering
162. ISA - International Society for Measurement and Control
163. ISC - Interagency Security Committee
164. ISEA - Industrial Safety Equipment Association
165. ISS - Iron and Steel Society
166. KCMA - Kitchen Cabinet Manufacturers Association
167. LEED - Leadership in Energy and Environmental Design
168. LGSI - Light Gage Structural Institute
169. LIA - Lead Industries Association, Inc.
170. LMA - Laminating Materials Association
171. LPI - Lightning Protection Institute
172. MBMA - Metal Building Manufacturers Association
173. MCAA - Mechanical Contractors Association of America
174. MFMA - Maple Flooring Manufacturers Association
175. MFMA - Metal Framing Manufacturers Association
176. MHIA - Material Handling Industry Association
177. MIA - Marble Institute of America
178. MIA - Masonry Institute of America
179. MIL - Military Standardization Documents (U.S. Department of Defense)
180. MILCON - Military Construction
181. ML/SFA - Metal Lath/Steel Framing Association
182. MSS - Manufacturers Standardization Society of the Valve and Fittings Industry
183. NAA - National Arborist Association
184. NAAMM - National Association of Architectural Metal Manufacturers
185. NAAMM - North American Association of Mirror Manufacturers (See GANA)
186. NACE - National Association of Corrosion Engineers International
187. NAGDM - National Association of Garage Door Manufacturers (See DASMA)
188. NAIMA - North American Insulation Manufacturers Association
189. NAMI - National Accreditation & Management Institute, Inc.
190. NAPA - National Asphalt Pavement Association
191. NBHA - National Builders Hardware Association (See DHI)
192. NBIMS - National Building Information Model Standards
193. NBGQA - National Building Granite Quarries Association, Inc.
194. NBS – National Bureau of Standards
195. NIBS - National Institute of Building Sciences

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196. NIST - National Institute of Standards and Technology
197. NCAC - National Council of Acoustical Consultants
198. NCCA - National Coil Coaters Association
199. NCMA - National Concrete Masonry Association
200. NCPI - National Clay Pipe Institute
201. NCRPM - National Council on Radiation Protection and Measurements
202. NCSPA - National Corrugated Steel Pipe Association
203. NEBB - Natural Environmental Balancing Bureau
204. NEC - National Electrical Code
205. NECA - National Electrical Contractors Association
206. NEI - National Elevator Industry
207. NEMA - National Electrical Manufacturers Association
208. NETA - InterNational Electrical Testing Association
209. NFPA - National Fire Protection Association
210. NFPA - National Forest Products Association (See AFPA)
211. NFRC - National Fenestration Rating Council Incorporated
212. NGA - National Glass Association
213. NHLA - National Hardwood Lumber Association
214. NIA - National Insulation Association
215. NIAC - National Insulation and Abatement Contractors Association (See NIA)
216. NIST - National Institute of Standards and Technology (U.S. Department of Commerce)
217. NKCA - National Kitchen Cabinet Association (See KCMA)
218. NPCA - National Paint and Coatings Association
219. NRCA - National Roofing Contractors Association
220. NRMCA - National Ready Mixed Concrete Association
221. NRTL - Nationally Recognized Testing Laboratory
222. NSA - National Stone Association
223. NSF - National Sanitation Foundation International
224. NTMA - National Terrazzo and Mosaic Association
225. NVLAP - National Voluntary Laboratory Accreditation Program (via NIST)
226. NUSIG - National Uniform Seismic Installation Guidelines
227. NWFA - National Wood Flooring Association
228. NWMA - National Woodwork Manufacturers Association (See NWWDA)
229. NWWDA - National Wood Window and Door Association
230. O & M - Operations & Maintenance
231. OSHA - Occupational Safety and Health Administration (U.S. Department of Labor)
232. P100 - GSA Facilities Standards for the Public Building Service (PBS)
233. PATMI - Powder Actuated Tool Manufacturers' Institute
234. PCA - Portland Cement Association
235. PCI - Precast/Prestressed Concrete Institute
236. PDCA - Painting and Decorating Contractors of America
237. PDI - Plumbing and Drainage Institute
238. PDS - Program Development Study
239. PEI - Porcelain Enamel Institute
240. PLANET - Professional Landcare Network
241. PMO – GSA PBS Program or Project Management Office?
242. POR - Program Of Requirements
243. PPFA - Plastic Pipe and Fittings Association
244. PPI - Plastics Pipe Institute (The Society of the Plastics Industry, Inc.)
245. PS Product Standards of the National Bureau of Standards (U.S. Department ofCommerce)
246. QAQC - Quality Assurance Quality Control

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247. RCSC - Research Council on Structural Connections
248. RFCI - Resilient Floor Covering Institute
249. RFP - Request For Proposal
250. RIEI - Roofing Industry Education Institute
251. RMA - Rubber Manufacturers Association
252. SAE - Society of Automotive Engineers International
253. SAMA - Scientific Apparatus Makers' Association
254. SDI - Steel Deck Institute
255. SDI - Steel Door Institute
256. SEFA - Scientific Equipment and Furniture Association
257. SEGD - Society for Environmental Graphic Design
258. SFPE - Senior Fire Protection Engineer
259. SGCC - Safety Glazing Certification Council
260. SHLMA - Southern Hardwood Lumber Manufacturers Association (See HMA)
261. SIGMA - Sealed Insulating Glass Manufacturers Association
262. SJI - Steel Joist Institute
263. SMA - Screen Manufacturers Association
264. SMACNA - Sheet Metal and Air Conditioning Contractors' National Association
265. SPI - The Society of the Plastics Industry, Inc.
266. SPIB - Southern Pine Inspection Bureau
267. SSINA - Specialty Steel Industry of North America
268. SSPC - Steel Structures Painting Council - The Society for Protective Coatings
269. SSPMA - Sump and Sewage Pump Manufacturers Association
270. STI - Steel Tank Institute
271. SWI - Steel Window Institute
272. SWPA - Submersible Wastewater Pump Association
273. SWRI - Sealant, Waterproofing and Restoration Institute
274. TAB - Testing, Adjusting, and Balancing Bureau
275. TCA - Tile Council of America
276. TIMA - Thermal Insulation Manufacturers Association (See NAIMA)
277. TPI - Truss Plate Institute
278. TPI - Turfgrass Producers International
279. TRB - Transportation Research Board - National Research Council
280. UFAC - Upholstered Furniture Action Council
281. UL - Underwriters Laboratories Inc.
282. USDA - U.S. Department of Agriculture
283. USGBC – U.S. Green Building Council
284. USITT - U.S. Institute of Theater Technology - The American Association of Design and Production Professionals in the Performing Arts
285. USMS - U.S. Marshals Service
286. USP - U.S. Pharmacopeia
287. USPS - U.S. Postal Service
288. VOC – Volatile Organic Compound
289. WA – Wall-coverings Association
290. WASTEC - Waste Equipment Technology Association
291. WCMA - Window Covering Manufacturers Association
292. WEF - Water Environment Federation
293. WMMPA - Wood Moulding & Millwork Producers Association
294. WPCF - Water Pollution Control Federation (See WEF)
295. WRI - Wire Reinforcement Institute
296. WSC - Water Systems Council

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297. WSFI - Wood and Synthetic Flooring Institute (See MFMA)
298. WWPA - Western Wood Products Association
299. W.W.P.A. - Woven Wire Products Association

PART 2 - PRODUCTS (Not applicable)

PART 3 - EXECUTION (Not applicable)

END OF SECTION 014200

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SECTION 015930 - SECURITY PROCEDURES – Building Modernization and New Construction

PART 1 - GENERAL

1.1 GENERAL SECURITY REQUIREMENTS

A. Bidding Adjudications: Bidders will be required to comply with security paperwork or procedures imposed by GSA or any other federal agencies including any necessary adjudication for work under this contract.

B. Construction Adjudications: After award of the Contract, all Contractor employees shall be required to furnish information for suitability determinations as outlined by GSA Office of Mission Assurance (OMA) Contractor Suitability Adjudication Program. All Contractor employees shall comply with Homeland Security Presidential Directive-12 (HSPD 12) and shall comply with security procedures, to include background investigations, as imposed by GSA and/or other federal agencies.

> **Note:** *In the case of New Construction, contractor adjudications are not required until either 90% substantial completion or beneficial occupancy has been reached, as it is not deemed a Federal Facility until that point. Upon reaching that stage of the construction project, all requirements outlined in this section must be met, while following these security procedures.*

C. Non-publicity: It is a specific condition of this Contract that the Contractor, or any subcontractors performing work on this project, shall not use or allow to be used, any aspect of this project for publicity or advertising brochures without the written consent of GSA.

1.2 GENERAL PERSONNEL SECURITY PROCEDURES

A. Agency Security Procedures: All persons employed within the boundaries of the property or restricted-access areas therein, and all persons permitted to enter such property and areas, shall comply with the security procedures that have been established for this contract. The contractor and all subcontractors are bound by the following security procedures. The Contractor shall make specific provisions for any subcontracts that these procedures shall be accepted.

1. At the commencement of the work under this Contract, the following security procedures will be set forth by OMA, working with the Company Point of Contact (POC) who has been designated by the general contractor company:

a. Within 48 hours after the contract has been awarded, the CO, COTR/PM, will notify the GSA OMA of specific contract information. Upon receipt of the Contract Information Document (CID) from the GSA Contracting Officer, GSA OMA will provide the general contractor company with all required adjudication instructions and documents. OMA includes the Contracting Officer (CO), Contracting Officer's Representative (COTR) / Project Manager (PM), and company POC on all adjudication status updates provided by OPM, for either a Special Agreement Check (SAC) adjudication or a long-term National Agency Check with written inquiries (NACI/Tier1) Adjudication. The type of adjudication to be

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processed is determined at the sole discretion of the GSA OMA based upon the period of performance of contract information which is derived from the CO, or COTR/PM.

2. A non-federal employee performing project work on Federal premises on a non-recurring, or intermittent basis from 1 calendar day up to 180 calendar days must receive a Special Agreement Check (SAC) Favorable Suitability Determination. The company POC shall submit the Contractor Information Worksheet (CIW) and OF 306. Upon submission of the CIW to OMA, the applicant will be notified and able to schedule an appointment for fingerprinting at one of over 200 enrollment stations nationwide. Fingerprint submissions are to be completed electronically, unless applicants reside greater than 100 miles (one way) from the nearest enrollment station. Only in those instances will OPM accept Standard Form (SF-87) fingerprint charts. If applicable, OMA will provide these cards directly to the company POC.

a. OMA provides an up to date list of all adjudicated Contractors to the local Department of Homeland Security Federal Protective Service (DHS/FPS) Official and GSA Property Management. The Contract Company is responsible for providing the following information in order for OMA to compile and maintain the Contractor list:

- Building name and location of work (i.e. room number, floor and agency)
- Name and address of Contractor Company
- Contract number and/or task order
- Last, First and Middle name and last four digits of SSN of all Contractor(s)

3. A non-federal employee performing work on Federal premises on a recurring basis for 181 calendar days or more must receive a National Agency Check with Written Inquiries (NACI\Tier1) Favorable Suitability Determination, only if the non-federal employee is residing in the U.S. for 3 or more consecutive years. The company POC shall submit a CIW to commence the first phase for the Electronic Questionnaire for Investigations Processing (e-QIP) long term NACI\Tier1 Adjudication Process.

a. OPM reviews the eQip package, including attached forms to ensure all required information has been provided. If errors or omissions are detected, OPM will reject the eQip submission, and return it to the contractor for correction. Once corrected, the contractor will re-submit to OPM via eQip. OPM will complete the “enter on duty” portion, as required under the GSA/OPM Memorandum of Agreement. Upon completion of that investigation, OPM electronically forwards the results to the OMA Central Office and forwards the eQip package to the Federal Investigation Section (FIS) of OPM for final suitability processing.

b. Upon notification of the determination, OMA provides an up to date list of all adjudicated Contractors to the local DHS/FPS Official and GSA Property Management. The Contract Company is responsible for providing the following information in order for OMA to compile and maintain the Contractor list:

- Building name and location of work (i.e. room number, floor and agency)
- Name and address of Contractor Company
- Contract number and/or task order

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- Last, First and Middle name and last four digits of SSN of all Contractor(s)

c. Applicants may not begin work on-site or receive access to the GSA Google Drive folder prior to receiving an approved Enter on Duty Determination. In the event the applicant receives an Unfavorable or a notification that he/she must wait for a final determination, the applicant will not be allowed on site until an approved Favorable Fitness Determination has been made by OPM.

4. Any delays in receiving suitability documents from the company POC or delays caused by incorrect or false information that is submitted by contractor or subcontractor personnel in regards to the contractor suitability process will be the responsibility of the contractor and will be done so at no additional costs to the Government and no time extensions to the contract. At the commencement of the work under this contract, the following security procedures shall apply to the Contractor and all subcontractors.

a. At 90 days prior to substantial completion all contractor personnel and subcontractor personnel must hold a valid adjudication.
b. Comply with the security procedures of the facility.
c. Cameras are not permitted without written permission from the Government. If approved, permission will be granted in writing and will provide additional guidelines.
d. Personnel may be subject to inspection of their personal effects when entering or leaving the facility. Also, unscheduled inspections of personnel may be made while on site.
e. If any work is canceled, notify the Contracting Officer or his designated representative.

5. The Government reserves the right to close down the job site and order Contractor personnel off the premises in the event of a national emergency or a shut-down, for as long as security problems persist. The Contractor may only return to the site with verbal approval from the Occupant Agency and the Contracting Officer or authorized representative.

6. The Government reserves the right to exclude or remove from the site or building any employee of the Contractor or a subcontractor whom the Government deems incompetent, careless, insubordinate or otherwise objectionable, or whose continued employment on the work is deemed by the Government to be contrary to the public interest. The Government further reserves the right to complete processing of the security documentation for personnel assigned to work within restricted access areas prior to access to such areas by the personnel.

7. No interviews shall be conducted within the secured area. The Contractor and subcontractor are required to maintain a field office outside the limits established by the security area for all public contacts. Applicants for employment and other persons not entitled to access to the secured area shall be required to contact the Contractor or subcontractor at these offices.

1.3 SAFEGUARDING AND DISSEMINATION OF SENSITIVE BUT UNCLASSIFIED (SBU) BUILDING INFORMATION

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A. Requirements in this article apply to all recipients of SBU building information, including offerors, bidders, awardees, contractors, subcontractors, lessees, suppliers, and manufacturers. Any recipient of SBU information that is not marked must notify the Contracting Officer.

1. Marking SBU: Contractor-generated documents that contain building information must be reviewed by GSA to identify any SBU content before the original or any copies are disseminated to any other parties. If SBU content is identified, the Contracting Officer may direct the Contractor, as specified elsewhere in this contract, to imprint or affix SBU document markings to the original documents and all copies before any dissemination.

2. Authorized Recipients: Building information considered SBU must be protected and access strictly controlled and limited to those individuals having a need to know such information. Those with a need to know may include Federal, State, and local government entities and nongovernment entities engaged in the conduct of business on behalf of or with GSA. Nongovernment entities may include architects, engineers, consultants, contractors, subcontractors, suppliers, and others submitting an offer or bid to GSA or performing work under a GSA contract or subcontract. Contractors must provide SBU building information when needed for the performance of official Federal, State, and local government functions, such as for code compliance reviews and for the issuance of building permits. Public safety entities such as fire and utility departments may require access to SBU building information on a need-to-know basis. This clause must not prevent or encumber the dissemination of SBU building information to public safety entities.

3. Dissemination of SBU Building Information:

a. By Electronic Transmission: Electronic transmission of SBU information files outside of the GSA firewall and network must use session encryption. Sessions must be encrypted with an approved NIST algorithm, such as Advanced Encryption Standard (AES) or Triple Data Encryption Standard (3DES), in accordance with Federal Information Processing Standards Publication (FIPS PUB) 140-2, "Security Requirements for Cryptographic Modules." Encryption tools that meet FIPS 140-2 are referenced in the NIST list found at the following URL: All session-encryption products used to satisfy the FIPS 140-2 requirement should have a validation certificate which can be verified at the following location: http://csrc.nist.gov/groups/STM/cmvp/validation.html%20-%2002. (Not all vendors of security products that claim conformance with FIPS 140-2 have validation certificates.) Contractors must provide SBU building information only to authorized representatives of State, Federal, and local government entities and firms currently registered as active in the Central Contractor Registration (CCR) database at www.ccr.gov that have a need to know such information.

b. By Non-electronic Form or on Portable Electronic Data Storage Devices: Portable electronic data storage devices include but are not limited to CDs, DVDs, and USB drives. Non-electronic forms of SBU building information include paper documents.

1. By Mail: Ship only by methods that provide services for monitoring receipt such as track and confirm, proof of delivery, signature confirmation, or return receipt.

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2. In Person: Contractors must provide SBU building information only to authorized representatives of State, Federal, and local government entities and firms currently registered as active in the CCR database that have a need to know such information.

c. Record Keeping: Contractors must maintain a list of the State, Federal, and local government entities and the firms to which SBU is disseminated under subparagraphs (3)(a) and (3)(b) of this Section. This list must include at a minimum: (1) the name of the State, Federal, or local government entity or firm to which SBU has been disseminated; (2) the name of the individual at the entity or firm who is responsible for ensuring that the SBU building information is protected, with access strictly controlled and limited to those individuals having a need to know such information; (3) contact information for the named individual; and (4) a description of the SBU building information provided. Once work or lease term is completed,

the Contractor must collect all lists maintained in accordance with this clause, including those maintained by any subcontractors and/or suppliers, and submits them to the Contracting Officer with the Release of Claims in order to receive final payment.

4. Retaining SBU Documents: SBU building information (both electronic and paper formats) must be protected, with access strictly controlled and limited to those individuals having a need to know such information.

5. Destroying SBU Building Information: SBU building information must be either destroyed such that the marked information is rendered unreadable and incapable of being restored or returned to the Contracting Officer, when no longer needed, in accordance with guidelines provided for media sanitization within Appendix A of NIST Special Publication 800-88, "Guidelines for Media Sanitization," available at http://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-88r1.pdf. If SBU building information is not returned to the Contracting Officer, examples of acceptable destruction methods for SBU building information are burning or shredding hard copy; physically destroying portable electronic storage devices such as CDs, DVDs, and USB drives; deleting and removing files from electronic recycling bins; and removing material from computer hard drives using a permanent-erase utility or similar software.

6. Notice of Disposal: The Contractor must notify the Contracting Officer that all SBU building information has been destroyed, or returned to the Contracting Officer, by the Contractor and its subcontractors or suppliers in accordance with "Destroying SBU Building Information" Subparagraph above, with the exception of the Contractor's record copy. This notice must be submitted to the Contracting Officer at the completion of the contract or lease term in order to receive final payment.

7. Incidents: All improper disclosures of SBU building information must be immediately reported to the Contracting Officer. If the contract provides for progress payments, the Contracting Officer may withhold approval of progress payments until the Contractor provides a corrective action plan explaining how the Contractor will prevent future improper disclosures of SBU building information. Progress payments may also be withheld for failure to comply with any provision in this article until the Contractor provides a corrective action plan explaining how the Contractor will rectify any noncompliance and comply with the article in the future.

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8. Subcontracts: The Contractor must insert the substance of this article in all subcontracts.

PART 2 - PRODUCTS (Not used)

PART 3 - EXECUTION (Not used)

3.1 GOVERNMENT ISSUED HSPD 12 PIV IDENTIFICATION CARDS
N/A

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3.2 STANDARDS OF CONDUCT

A. The Contractor shall be responsible for maintaining satisfactory standards of employee conduct, competency, appearance, and integrity and shall be responsible for taking such disciplinary action with respect to their employees or subcontractor's employees as may be necessary.

B. The Contractor is responsible for ensuring that their employees and subcontractor's employees do not disturb papers on desks, open desk drawers or cabinets, or use Government telephones or any government equipment, (office tools, supplies, and/or materials), except as authorized by the GSA Contracting Officer.

3.3 RECORDING PRESENCE PROCEDURE

A. At the discretion of the Government, each contract employee must sign in when reporting for duty and sign out when leaving at the end of that person's work day. Should the employee leave the work site or building during the workday, the employee must also sign out and if they return, they must sign in again.

B. OMA provides an up to date list of all adjudicated Contractors to the local Department of Homeland Security Federal Protective Service (DHS/FPS) Official and GSA Property Management. The Contract Company is responsible for providing the following information in order for OMA to compile and maintain the Contractor list:

- Building name and location of work (i.e. room number, floor and agency)
- Name and address of Contractor Company
- Contract number and/or task order
- Last, First and Middle name and last four digits of SSN of all Contractor(s)

C. Any Contract employee including the Contract Officers, supervisors, etc. failure to follow an agency's security requirements will be cause for that employee's removal from the contract. All contractor and subcontractor personnel must also be in compliance with any additional security requirements requested by another federal agency or GSA. GSA will consider this an unfavorable security report and notify the Contractor that the employee cannot continue to work or be assigned to the work under this contract. This does not mean the Contractor cannot move the employee to another work site separate from the Government contract location.

END OF SECTION 015930

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SECTION 015950 - SAFETY AND HEALTH

PART 1 - GENERAL

1.1 SUMMARY

A. References: In addition to publications referenced in the Construction Contract Clauses, the following Code of Federal Regulations (CFR), publications apply to conduct of the work. . State and local safety and health regulations that apply are not cited herein. Current editions at the date of the agreement apply. The more stringent requirements apply.

1. 29 CFR, Part 1910: Occupational Safety and Health Administration (OSHA) General Industry and Health Standards.
2. 29 CFR, Part 1926 " Safety and Health Regulations for Construction"
3. 40 CFR 260, "Hazardous Waste Management System"
4. 40 CFR 261, "Identification and Listing of Hazardous Waste."
5. 40 CFR, Part 761, EPA Polychlorinated Biphenyls (PCBs), Manufacturing, Processing, Distribution in Commerce and Use Prohibitions. [GSA Project Team: Check if any work involves sealant removal as PCBs may be present.]
6. National Fire Protection Association (NFPA) 70E Electrical Safety Requirements for Workplace Safety
7. U.S. Army Corps of Engineers (USCOE) Safety and Health Requirements Manual, EM 385-1-1, current edition.
8. Federal Standard: Fed. Std. 313A, Material Safety Data Sheets, Preparation and the Submission of.

B. Acquisition of Publications:
1. Codes of Federal Regulations (CFR) and the U.S. Army Corps of Engineers EM 385-1-1 may be purchased from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.
2. NFPA publications may be purchased from the National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101.

1.2 SAFETY MEETING

A. Prior to commencing construction, representatives of the Contractor, including the principal on-site project representative and one or more safety representatives, shall meet with designated representatives of the government for the purpose of reviewing the Contract's safety and health requirements,. The safety and health program shall be reviewed, and specific implementation of safety and health provisions pertinent to the Work shall be discussed.

B. Safety Meetings shall be weekly. Contractor shall prepare meeting minutes for each meeting and load into the (project management software choice). Contractor’s project manager, safety officer, project

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superintendant and any other supervisors shall be required to attend these meetings with the its designated on site representatives.

1.3 SAFETY AND HEALTH PROGRAM

A. Contractor Responsibility: The Contractor shall assume full responsibility and liability for compliance with applicable codes, standards and regulations pertaining to the health and safety of personnel during execution of the Work, and shall hold the Government harmless for any action on the Contractor's part, or that of the Contractor's employees or subcontractors, that results in illness, injury or death.

B. Site Safety and Health Officer: A trained and experienced individual shall be delegated in writing as the Site Safety and Health Officer (SSHO). The SSHO shall be responsible for the development, implementation, oversight and enforcement of the Contractor's Accident Prevention Plan (APP) on-site, which shall address all activities for which the Contractor is responsible. The Contractor may appoint as many individuals as he or she deems appropriate to accomplish the provisions of this section. The SSHO shall typically remain on-site during activities conducted under this contract. The SSHO may be an individual with other responsibilities, already identified to be on site and who has the authority and appropriate knowledge to oversee and act on the provisions of this section.

C. First Aid and Emergency Response Requirements: The Contractor shall provide for emergency first aid equipment. Additionally, a 20-pound ABC-rated fire extinguisher shall be maintained on- site as well as absorbent material of sufficient quantity to collect any spill which might occur during this project. A listing of emergency phone numbers and points of contact for fire, hospital, police, ambulance, and other necessary contacts shall be posted at the Contractor's site.

D. Contractor shall provide for site visitors Personal Protective Equipment (PPE) per OSHA for use during their visits. Provide a minimum of 10 sets with replacements for items not suitable for re- use.

1.4 SUBMITTALS

A. The Contractor shall submit for approval in the (project management software choice) copies of the project safety and health programs, as applicable to the work scope or required as a result of the safety meeting.

1. Occupational Noise Exposure.
2. Fall Protection.
3. Personnel Protective Equipment.
4. Control of Hazardous Energy.
5. Electrical Safety Related Work Practices.
6. Lead.
7. Asbestos.
8. Polychorlinated Biphenyls (PCBs)
9. Respirator Protection.
10. Confined spaces.

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B. Contractor's Safety Plan: In addition to specific safety and health programs applicable to the project, Contractor shall submit firm's general safety plan at the pre-construction conference listing emergency procedures and contact persons with home addresses and telephone numbers. The Safety Plan shall be submitted to the Google Drive folder.

C. Permits: If hazardous materials are disposed of off-site, submit to the Google Drive folder copies of shipping manifests and permits from applicable federal, state or local authorities and disposal facilities, and submit certificates that the material has been disposed of in accordance with regulations. Contractor shall be responsible for obtaining the Environmental Protection Agency's (EPA) Hazardous Waste Generator ID Number for disposal of contractor generated hazardous waste; submit to the Google Drive folder with 5 days of receiving Generator ID Number from the EPA.

D. Accident Prevention Plan (APP): Submit an electronic copy of the APP in Google Drive folder.

E. Accident Reporting: Submit an electronic copy of each accident report in the Google Drive folder that the Contractor or Subcontractors submits to their insurance carriers, within seven calendar days after the date of the accident.

F. If the contractor brings hazardous materials onto the property, the contractor shall submit a hazardous material management plan which shall, at a minimum, identify and provide the Material Safety Data Sheet (MSDS) for each material, describe proper handling and storage procedures for each material, and describe the contractor's plan for responding to a spill or release of the material(s).

PART 2 - PRODUCTS

2.1 PERSONNEL PROTECTIVE EQUIPMENT

A. Special facilities, devices, equipment and similar items used by the Contractor in execution of the Work shall comply with the applicable regulations.

B. All contractors and contractors personnel shall utilize personnel protective equipment at all times in the execution of the Work, including but not limited approved head protection, safety vests, eye and toe protection.

PART 3 - EXECUTION

3.1 HAZARDOUS MATERIALS AND CONDITIONS

A. The Contractor shall advise GSA of any hazardous material and/or hazardous condition encountered during execution of the work. GSA shall determine if the Contractor must perform additional tests and if the work for the particular material or condition shall cease. Work shall recommence at the direction of GSA. The SSHO shall take measures to protect personnel until GSA has rendered its decision.

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3.2 EMERGENCY SUSPENSION OF WORK

A. When the Contractor is notified by GSA of non-compliance with the safety or health provisions of the Contract, the Contractor shall immediately cease work in the subject area unless otherwise instructed, and correct the unsafe or unhealthy condition.

1. If the Contractor fails to comply promptly, all or part of the Work will be stopped by notice from GSA.
2. When GSA determines that satisfactory corrective action has been taken by the Contractor, work shall resume.
3. The Contractor shall not be allowed any extension of time or compensation for damages in connection with a work stoppage for an unsafe or unhealthy condition.

3.3 PROTECTION OF PERSONNEL

A. The Contract shall take necessary precautions to prevent injury to the public, occupants, and work forces. The public and occupants includes all persons not employed by the Contractor or a subcontractor.

B. The work area shall be fenced, barricaded or otherwise blocked off from the public or occupants to prevent unauthorized entry into the work area. Control by authorized personnel shall be done where passage through is necessary for the work.

1. Provide traffic barricades and traffic control signage where construction activities occur in vehicular areas.
2. Corridors, aisles, stairways, doors and exitways shall not be obstructed or used in a manner to encroach upon routes of ingress or egress utilized by the public or occupants, or to present an unsafe or unhealthy condition to the public or occupants.
3. Store, position and use equipment, tools, materials, in a manner that does not present a hazard to the public or occupants
4. Store and transport refuse and debris in a manner to prevent unsafe and unhealthy conditions for the public and occupants. Cover refuse containers, and remove refuse on a frequent regular basis acceptable to GSA. Use tarpaulins or other means to prevent loose transported materials from dropping from trucks.

3.4 ENVIRONMENTAL PROTECTION

A. Dispose of solid, liquid and gaseous contaminants in accordance with applicable federal, state, and local codes, laws, ordinances and regulations.

B. Comply with applicable federal, state and local noise control laws, ordinances and regulations, including but not limited to 29 CFR 1910.95 and 29 CFR 1926.52.

END OF SECTION 015950

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SECTION 016000 - PRODUCT REQUIREMENTS

PART 1 - GENERAL

1.1 BUY AMERICAN REQUIREMENTS

A. Only unmanufactured articles, materials, and supplies that have been mined or produced in the United States, and only manufactured articles, materials, and supplies that have been manufactured in the United States substantially all from articles, materials, or supplies mined, produced, or manufactured in the United States, shall be acquired for use on the project unless the Contracting Officer determines their acquisition to be inconsistent with the public interest or their cost to be unreasonable.

1.2 SUMMARY

A. This Section includes administrative and procedural requirements governing the Contractor's selection of products for use in the Project, including manufacturers' standard warranties on products and special warranties.

B. The following definitions are not intended to change the meaning of other terms used in the Contract Documents, such as "specialties," "systems," "structure," "finishes," "accessories," and similar terms that are self-explanatory and have well-recognized meanings in the construction industry.

1. "Products" means items purchased for incorporation in the Work, whether purchased for the Project or taken from previously purchased stock. The term "product" includes the terms "material," "equipment," "system," and other terms of similar intent.
2. "Materials" means products substantially shaped, cut, worked, mixed, finished, refined or otherwise fabricated, processed, or installed to form a part of the Work.
3. "Equipment" means products with operational parts, whether motorized or manually operated, and products that require service connections, such as wiring or piping.

C. Warranties: Standard, and special warranties required by the individual sections of the Specifications shall provide guarantees in terms of time limits or rights of the Government in addition to those contained in the Construction Contract Clauses.

1. Standard product warranties shall be preprinted written warranties published by individual manufacturers for particular products, and shall be specifically endorsed to the Government by the manufacturer.
2. Special warranties shall be specifically written to incorporate particular requirements of the Contract Documents, and shall be endorsed to the Government by the entities responsible for the work, as stated in the individual section.

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1.3 SUBMITTALS

A. Submittals: See section 013300 Submittal Procedures

B. Submit written warranties to the Government prior to the date for Project Completion, unless an earlier time of submission is specified elsewhere in the Contract Documents or requested by the Government. When a designated portion of the Work is completed and occupied or used by the Government, by a separate agreement with the Contractor during the construction period, submit properly executed warranties within 15 days after completion of that designated portion of the Work. Identify and clearly label on the product the effective start time and end time for each warranty.

1. When the Contract Documents require the Contractor to execute a special warranty, provide a written document that contains the appropriate terms and identification, executed by the required parties.
2. See technical Specification divisions for other warranty language. .

1.4 QUALITY CONTROL

A. Source Limitations: To the fullest extent possible, provide products of the same kind from a single source. Equipment of the same function shall be manufactured by the same entity, unless otherwise indicated.

B. Compatibility of Options: When the Contractor is given the option of selecting between 2 or more products for use on the Project, the product selected shall be compatible with products previously selected.

C. Labels and nameplates: Except for required labels and operating data, do not attach or imprint manufacturer's or producer's nameplates or trademarks on surfaces of products that will be exposed to view in occupied spaces or on the exterior.

1. Labels: Locate required product labels and stamps on concealed surfaces or, where required for observation after installation, on accessible surfaces that are not conspicuous. Labels indicating compliance with recognized organizations require confirmation by submitted documents.
2. Equipment Nameplates: Provide a permanent nameplate on each item of service-connected or power-operated equipment. Locate nameplate on an easily accessible surface that is inconspicuous in occupied spaces. The nameplate shall contain the following information:

   a. Name of product manufacturer.
   b. Model and serial numbers.
   c. Operating data such as capacity, speed and ratings.
   d. Name and phone number of Installer.

3. Protection: Labels and nameplates shall be protected from defacement and other damage during the remainder of the Work.

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1.5 PRODUCT DELIVERY, STORAGE AND HANDLING

A. Deliver, store and handle products according to the manufacturer's recommendations, using means and methods that will prevent damage, deterioration and loss, including theft.

1. Schedule product delivery to minimize long-term storage at the site and to prevent overcrowding of construction spaces.
2. Coordinate delivery with installation time to provide minimum holding time for items that are flammable, hazardous, easily damaged, or sensitive to deterioration, theft and other losses.
3. Deliver products to the site in an undamaged condition, in the manufacturer's original sealed container or other packaging system, complete with labels and instructions for handling, storing, unpacking, protecting and installing.
4. Inspect products upon delivery to ensure compliance with the Contract Documents and to ensure that products are undamaged and properly protected. Coordinate inspection with Government, GSA COR or designated representative (i.e Bldg. Manager, CM, etc.).
5. Store products at the site in a manner that will facilitate inspection and measurement of quantity or counting of units.
6. Store heavy materials away from the Project structure in a manner that will not endanger the supporting construction.
7. Store products subject to damage by the elements above ground, under cover in a weather-tight enclosure, with ventilation adequate to prevent condensation. Maintain temperature and humidity within range required by manufacturer's instructions.

PART 2 - PRODUCTS

2.1 PRODUCT COMPLIANCE AND REQUIREMENTS

A. Provide products complete with accessories, trim, finish, safety guards, devices and other items needed for a complete installation and the intended use and effect. Where specified and available, provide standard products of types that have been produced and used successfully in similar situations on other projects.

B. Product Selection Procedures: The Contract Documents, including the Construction Contract Clauses, govern product selection. Requirements for product selection include the following:

1. Where the Specifications lists manufacturers' names or product designations, the Contractor may provide any product that complies with the requirements, subject to the following conditions:

a. Available Manufacturers: Where a Specification paragraph or subparagraph titled "Available Manufacturers" lists a minimum of three manufacturers' names, provide a compliant product by one of the manufacturers named or by another manufacturer.
b. Available Products: Where a Specification paragraph or subparagraph titled "Available Products" lists minimum of three product designations, provide one of the products designated or another compliant product.
c. Basis of Design: Where a Specification paragraph or subparagraph titled "Basis of Design" includes a product designation, provide the product designated, or request a Substitution of a compliant product by a named or other manufacturer.

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2. Descriptive Requirements: Where Specifications describe a product or assembly, listing the characteristics required, provide a product or assembly that provides the characteristics and otherwise complies with Contract requirements.
3. Performance Requirements: Where Specifications require compliance with performance requirements, provide products that comply with these requirements and are recommended by the manufacturer for the application indicated. Manufacturer's recommendations may be contained in published product literature or by the manufacturer's certification of performance.
4. Prescriptive Requirements: Where Specifications require products that are produced using specified ingredients and components, including specific requirements for mixing, fabricating, curing, finishing, testing and similar operations in the manufacturing process, provide products produced in accordance with the prescriptive requirements that otherwise comply with Contract requirements.
5. Codes, Standards and Regulations: Where Specifications require compliance with an imposed code, standard or regulation, select a product that complies with these requirements.
6. Visual Matching: Where Specifications require matching an established Sample, the Government's decision will be final on whether a proposed product matches satisfactorily. Where no product available within the specified category matches satisfactorily and complies with other specified requirements, comply with provisions concerning "substitutions" for selections of a matching product in another product category.
7. Visual Selection: Where specified product requirements include the phrase "as selected from manufacturer's standard colors, patterns, textures" or a similar phrase, select a product and manufacturer that complies with other specified requirements. The Government will select the color, pattern and texture from the manufacturer's product line.

C. The Contractor's submittal and the Government's acceptance of Shop Drawings, Product Data, or Samples for construction activities not complying with Contract Documents do not constitute an acceptable or valid request for substitution, nor do they constitute approval.

2.2 WARRANTY REQUIREMENTS

A. Related Damages and Losses: When correcting failed or damaged warranted construction, remove and replace construction that has been damaged as a result of such failure or must be removed and replaced to provide access for correction of warranted construction.

B. Reinstatement of Warranty: When Work covered by a warranty has failed and been corrected by replacement or rebuilding, reinstate the warranty by written endorsement. The reinstated warranty shall be equal to the original warranty with an adjustment for depreciation.

C. Replacement Cost: Upon determination that Work covered by a warranty has failed, replace or rebuild the Work to an acceptable condition complying with requirements of the Contract Documents. The Contractor is responsible for the cost of replacing or rebuilding defective Work.

D. Rejection of Warranties: The Government reserves the right to reject warranties and to limit selection to products with warranties not in conflict with requirements of the Contract Documents.

E. Where the Contract Documents require a special warranty, or similar commitment for the Work or part of the Work, the Government reserves the right to refuse to accept the Work until the

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Contractor presents evidence that entities required to countersign such commitments are willing to do so.

PART 3 - EXECUTION (Not Applicable)

END OF SECTION 016000

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SECTION 017000 - EXECUTION REQUIREMENTS

PART 1 - GENERAL

1.1 SUMMARY

A. This section includes certain general procedural requirements governing the Contractor's execution of the Work, including, but not limited to laying out the work, general installation of products, correction of defective work, and cleaning.

B. Substitutions: Changes in methods of construction required by the Contract Documents proposed by the Contractor after award of the Contract shall comply with the procedures and conditions specified for Substitutions in the Construction Contract Clauses and Division 1 Section 016000 "Product Requirements".

1.2 SUBMITTALS

A. Landfill Receipts: Submit copy of receipts issued by a landfill facility, licensed to accept hazardous materials, for hazardous and other waste disposal. Also submit electronic copies through the Google Drive folder of receipts for any items recycled or salvaged.

1.3 QUALITY CONTROL

A. Workmanship Standards: Initiate and maintain procedures to ensure personnel performing the work are skilled and knowledgeable in the methods and craftsmanship needed to produce the required levels of workmanship. Remove and replace work that does not comply with workmanship specified and standards recognized in the construction industry for the applications indicated. Remove and replace work damaged or deteriorated by faulty workmanship or replacement of other work.

1. Manufacturer's Instructions: Where installations include manufactured products, comply with manufacturer's applicable installation instructions and recommendations to the extent that those instructions and recommendations are more explicit or stringent than requirements contained in the Contract Documents.
2. Specialists: Where the individual sections of the specifications require specialists to perform the work, comply with the requirements specified in the Construction Contract Clauses. The assignment of a specialist shall not relieve the Contractor from complying with applicable regulations, union jurisdictional settlements or similar conventions, and the final responsibility for fulfillment of the entire requirements remains with the Contractor.
3. Minimum Quality and Quantity: The quality level or quantity shown or specified shall be the minimum required for the work. Except as otherwise indicated, the actual work shall comply exactly with that minimum or may be superior to that minimum within limits acceptable to GSA. Specified numeric values are either minimums or maximums as indicated or as appropriate for the context of the requirements.

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4. Availability of Tradespersons and Manufacturer's Field Services Representatives: At each progress or coordination meeting, review availability of tradespersons, qualified manufacturers representatives required in the specifications, and projected needs to accomplish work as scheduled. Require each entity employing personnel to report on events which might affect progress of work. Where possible, consider alternatives and take actions to avoid disputes and delays

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.1 LAYING OUT THE WORK

A. Before proceeding to lay out the Work, verify layout information shown on the Drawings. If discrepancies are discovered notify GSA promptly.

B. Existing Utilities and Equipment: Before beginning work, investigate and verify the existence and location of utilities and other equipment.

C. Layout the Work using accepted practices.

1. Establish benchmarks and markers to set lines and levels at each story of construction and elsewhere as needed to locate each element of the Project.
2. Establish dimensions within tolerances indicated.
3. Inform installers of lines and levels to which they must conform.
4. Check the location, level and plumb of every major element as the work progresses.
5. Notify GSA when deviations from required lines and levels exceed allowable tolerances.
6. Establish limits of use of Project site.

3.2 EXAMINATION

A. Examine applicable substrates and conditions under which the Work will be performed before starting construction operations.

B. If unsafe or otherwise unsatisfactory conditions are encountered take corrective action before proceeding. Provide GSA with a written report documenting the conditions with the corrective actions taken.

3.3 PREPARATION

A. Existing Utilities: Furnish information necessary to adjust, move, or relocate existing structures, utilities, lines, services, or other appurtenances located in or affected by construction. Coordinate with local authorities having jurisdiction.

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B. Take field measurements as required to fit the Work properly. Recheck measurements before installing each product. Confirm dimensional requirements of the contract documents can be met.

C. Verify space requirements of items shown diagrammatically on Drawings.

3.4 INSTALLATION

A. Install products at the time and under conditions that will produce satisfactory results.

B. Comply with manufacturer's written instructions and recommendations for installing products in applications indicated.

C. Conduct construction operations so that no part of the Work is subjected to damaging operations, or loading in excess of that structurally designed for the occupancy.

D. Joints: Make like joints of uniform width within contiguous surfaces. Where joint locations in exposed work are not indicated, arrange joints for a uniform and balanced visual effect.

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E. Adjust operating components for proper operation

3.5 PROTECTION OF INSTALLED CONSTRUCTION

A. Provide final protection and maintain conditions that ensure installed Work is without damage or deterioration at time of Substantial Completion.

B. Comply with manufacturer's written instructions for temperature and relative humidity.

3.6 CORRECTION OF INSTALLED DEFECTIVE WORK

A. Repair or remove and replace defective construction. Restore damaged substrates and finishes.

B. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and proper adjustment of operating equipment.

C. Restore permanent facilities used during construction to their specified condition.

D. Remove and replace damaged surfaces that are exposed to view if the surfaces cannot be repaired without visible evidence of repair.

E. Repair components that do not operate properly. Remove and replace operating components that cannot be repaired to operate properly.

F. Remove and replace chipped, scratched or broken surfaces.

3.7 CLEANING

A. Maintain the project work areas free of waste material and debris. Comply with requirements in NFPA 241 for removal of combustible waste materials and debris.

B. Clean areas where work is in progress to the level of cleanliness necessary for proper execution of the work.

1. Remove liquid spills promptly.
2. Where dust would impair proper execution of the work, broom- or vacuum-clean the entire work area.
3. Separate containers of hazardous materials from other waste, and mark containers to identify. Legally dispose of all waste in timely fashion.

C. Keep installed work clean. Clean installed surfaces in accordance with the recommendations of the manufacturer or fabricator of the product installed, using only the cleaning materials specifically recommended. If specific cleaning materials are not recommended, use cleaning materials that are not hazardous to health or property and will not damage exposed surfaces.

D. Remove debris from concealed spaces prior to enclosing.

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E. Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at the time of project completion.

3.8 PROTECTION

A. Protect installed work from soiling and damage.

B. Protective Coverings: Provide appropriate protective coverings for work that might be damaged by subsequent operations. Maintain protective coverings in place until project completion.

END OF SECTION 017000

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SECTION 017310 - CUTTING AND PATCHING

PART 1 - GENERAL

1.1 SUMMARY

A. This section includes procedural requirements for cutting and patching in existing work.

B. Definition: Cutting and patching includes cutting into existing construction to provide for the installation or performance of other work and subsequent fitting and repair required to restore surfaces to their original condition. Drilling holes for fasteners and similar operations are not "cutting and patching".

C. Refer to other sections for other requirements and limitations applicable to cutting and patching individual parts of the Work.

D. Coordinate with section 017419 Construction Waste Management & Disposal requirements specified herein Division 1.

1.2 SUBMITTALS

A. Cutting and Patching Plan: In accordance with section 013300, submit a proposal to GSA's representative, describing procedures at least 14 calendar days in advance of the time cutting and patching will initially be performed.

1. Include the following information, as applicable:

a. Description of the extent of cutting and patching required. Show how it will be performed and indicate why it cannot be avoided.
b. Description of the anticipated results in terms of changes to existing construction. Include changes to structural elements and operating components as well as changes in appearance and other significant visual elements.
c. List of products to be used and entities that will perform work.
d. Dates and hours of operation when cutting and patching will be performed.
e. List utilities that will be disturbed or otherwise be affected by work, including those that will be relocated and those that will be out-of-service temporarily. Indicate how long utility service will be disrupted.
f. Compatibility and cohesion characteristics of patching compounds with adjacent materials.
g. Details and engineering calculations showing integration of reinforcement with the original structure, where cutting and patching involve adding reinforcement to structural elements.

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h. Temporary protection of existing structures, surfaces, finishes, equipment, etc. to remain in place during construction.

B. Approval by GSA to proceed with cutting and patching does not waive the right to later require complete removal and replacement of unsatisfactory work.

C. Samples: Provide cutting and patching samples for the following items within Insert [14] calendar days after notice to proceed in order that special reviews and coordination can be arranged with approval authorities

1.3 QUALITY CONTROL

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

1. The cutting and patching plan shall include but not be necessarily be limited to work required at the following structural elements:

a. Concrete deck.
b. Miscellaneous structural metals.
c. Equipment supports.
d. Piping, ductwork and equipment.
e. Structural systems of other construction.

B. Operational Limitations: Do not cut and patch operating elements, safety related systems, or related components in a manner that would result in reducing their capacity to perform as intended, or that would result in increased maintenance or decreased operational life or safety.

1. The cutting and patching plan shall include but not be limited to work required on the following operating elements or safety related systems:

a. Primary operational systems and equipment.
b. Air or smoke barriers.
c. Fire protection systems.
d. Noise and vibration control elements and systems.
e. Control systems.
f. Communication systems.
g. Electrical wiring systems.
h. Operating systems of other construction.
i. Intrusion detection systems.
j. Automated access control systems.
k. Internet, data and telephone lines.

C. Visual Requirements: Do not cut and patch construction exposed on the exterior or in occupied spaces in a manner that would, in GSA's opinion, reduce the building's aesthetic qualities. Do not cut and patch construction in a manner that would result in visual evidence of cutting and patching. Remove and replace construction that is cut and patched in a visually unsatisfactorily manner.

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1. Retain the original installer or fabricator to cut and patch exposed work if the original installer or fabricator is identified in the Contract Documents or is known to the Contractor and is available for the work.
2. If it is not possible to engage the original installer or fabricator, engage a Specialist who is specifically experienced in the work.
3. The cutting and patching plan shall include but not be limited to work required at the following visual elements:

    a. Wall partitions.
    b. Fire-stopping.
    c. Stucco and ornamental plaster.
    d. Acoustical ceilings.
    e. Carpeting.
    f. Wall covering.
    g. Mechanical system enclosures, cabinets, and covers.\
    h. Asphalt, concrete, masonry

1.4 EXISTING WARRANTIES

A. Replace, patch, and repair material and surfaces cut or damaged by methods and with materials in such a manner as not to void any existing warranties.

PART 2 - PRODUCTS

2.1 MATERIALS

A. Use materials identical to existing materials to the maximum extent available.

B. For exposed surfaces, use materials that visually match existing adjacent surfaces to the fullest extent possible.

C. Use materials whose installed performance will equal or surpass that of existing materials.

D. Materials and/or products used in historic buildings must be approved by GSA Historic Preservation Staff.

PART 3 - EXECUTION

3.1 INSPECTION

A. Before cutting, examine surfaces to be cut and patched and conditions under which cutting and patching is to be performed. If unsafe or unsatisfactory conditions are encountered, take corrective action before proceeding.

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B. Before proceeding with cutting and patching involving two or more trades, meet at the Project site with the entities providing or affected by the cutting and patching. Review areas of potential interference and conflict. Coordinate procedures and resolve potential conflicts before proceeding.

C. Before cutting areas of high historic integrity (i.e. zones 1 & 2) as noted on the Historic Building Preservation Plan, these must be reviewed and approved by GSA Historic Preservation Staff.

3.2 PREPARATION

A. Provide temporary support of work to be cut.

B. Protect existing conditions during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of the Project that might be exposed during cutting and patching operations.

C. Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas.

D. Bypass in-service existing pipe, conduit, or ductwork scheduled to be removed or relocated before cutting.

3.3 PERFORMANCE

A. Employ skilled workmen to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time and complete without delay. Any adverse noise or odor producing work must be performed in accordance with Section 011400 Work Restrictions. Cutting: Cut existing construction using methods least likely to damage elements retained and adjoining construction. Where possible, review proposed procedures with the original installer and comply with the original installer's recommendations.

1. In general, use hand or small power tools designed for sawing or grinding, not for hammering and chopping.
2. Cut holes and slots as small as possible, neatly to size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.
3. To avoid marring existing finished surfaces, cut or drill from the exposed or finished side into concealed surfaces.
4. Cut through concrete and masonry using silicon carbide or harder tipped tools.
5. Comply with requirements of applicable specification sections where cutting and patching requires excavating and backfilling.
6. After utility services are bypassed, cut-off pipe or conduit in walls or partitions to be removed. Cap, valve or plug and seal the remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after by-passing and cutting.

B. Patching: Patch with durable seams that are as invisible as possible. Comply with specified tolerances.

1. Inspect and test patched areas to demonstrate integrity of the installation.

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2. Restore exposed finishes of patched areas and extend finish restoration into adjoining construction in a manner that will eliminate evidence of patching and refinishing.
3. Where removed walls or partitions extends one finished area into another finished area, patch and repair floor and wall surfaces to provide an even surface of uniform color and appearance. Remove existing floor and wall coverings and replace with new materials, if necessary, to achieve uniform color and appearance.
4. Where patching occurs in a smooth painted surface, extend final paint coat over entire unbroken surface that contains the patch.
5. Patch, repair or re-hang existing ceilings as necessary to provide an even-plane surface of uniform appearance.

C. Perform cutting and patching work if listed in Division 1 "Work Restrictions" to be performed during Government Unoccupied Hours.

3.4 CLEANING

A. Clean areas and spaces where cutting and patching are performed. Completely remove all evidence of the Work.

B. Thoroughly clean piping, conduit, and similar features before applying paint, restored pipe coverings, or other finishing materials.

END OF SECTION 017310

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SECTION 017419 - CONSTRUCTION NONHAZARDOUS WASTE MANAGEMENT AND DISPOSAL

PART 1 -

1.1 GENERAL

A. Drawings and general provisions of the Contract, including Federal Acquisition Regulation (FAR) and General Services Administration Acquisition Regulation (GSAR) contract clauses, and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. Section includes administrative and procedural requirements for the following:

1. Salvaging nonhazardous demolition and construction waste.
2. Recycling nonhazardous demolition and construction waste.
3. Disposing of nonhazardous demolition and construction waste.

B. Related Requirements:
1. Division 02 Section "Selective Demolition" for disposition of waste resulting from partial demolition of buildings and structures.

1.3 DEFINITIONS

A. Construction Waste: Building and site improvement materials and other waste resulting from construction, remodeling, renovation, or repair operations. Construction waste includes packaging.

B. Demolition Waste: Building and site improvement materials resulting from demolition or selective demolition operations.

C. Disposal: Removal off-site of demolition and construction waste and subsequent sale, recycling, reuse, or deposit in landfill or incinerator acceptable to authorities having jurisdiction.

D. Recycle: Recovery of demolition or construction waste for subsequent processing in preparation for reuse.

E. Salvage: Recovery of demolition or construction waste and subsequent sale or reuse in another facility.

F. Salvage and Reuse: Recovery of demolition or construction waste and subsequent incorporation into the Work.

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1.4 PERFORMANCE REQUIREMENTS

A. General: Achieve end-of-Project rates for salvage/recycling of 100 [50] percent minimum by weight of total waste generated by the Work unless additional rates are indicated. Practice efficient waste management in the use of materials in the course of the Work. Use all reasonable means to divert construction and demolition waste from landfills and incinerators. Facilitate recycling and salvage of materials.

1. Salvage/recycling goal is 100 percent.
2. Mandatory minimum salvage/recycling requirement is 50 percent.

1.5 ACTION SUBMITTALS

A. Waste Management Plan: Submit plan within 14 days of date established for the Notice to Proceed, prepare and submit a Waste Management Plan including, but not limited to, the following:
1. List of the recycling facilities, reuse facilities, municipal waste landfills and other disposal area(s) to be used. Include:
   a. Name, location, and phone number.
   b. Copy of permit or license for each facility.
2. Identify materials that cannot be recycled or reused. Provide explanation or justification.
3. Revise and resubmit Plan as required by Owner.
   a. Approval of Contractor's Plan will not relieve the Contractor of responsibility for compliance with applicable environmental regulations.

1.6 INFORMATIONAL SUBMITTALS

A. Waste Reduction Progress Reports: Concurrent with each Application for Payment, electronically submit reports to the Google Drive folder for construction waste and for demolition waste. Include the following information:

1. Material category.
2. Generation point of waste. (Building address)
3. Total quantity of waste in tons.
4. Quantity of waste salvaged, both estimated and actual in tons.
5. Quantity of waste recycled, both estimated and actual in tons.
6. Total quantity of waste recovered (salvaged plus recycled) in tons.
7. List of Materials made from recycled materials/bio-based materials and their cost (not including installation costs) purchased for use on this project.
8. Total quantity of waste recovered (salvaged plus recycled) as a percentage of total waste.

B. Waste Reduction Calculations: Before request for Substantial Completion, submit calculated end-of-Project rates for salvage, recycling, and disposal as a percentage of total waste generated by the Work.

C. Records of Donations: Indicate receipt and acceptance of salvageable waste donated to individuals and organizations. Indicate whether organization is tax exempt.

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D. Records of Sales: Indicate receipt and acceptance of salvageable waste sold to individuals and organizations. Indicate whether organization is tax exempt.

E. Recycling and Processing Facility Records: Indicate receipt and acceptance of recyclable waste by recycling and processing/salvaging facilities licensed to accept them. Include manifests, weight tickets, receipts, and invoices.

F. Landfill and Incinerator Disposal Records: Indicate receipt and acceptance of waste by landfills and incinerator facilities licensed to accept them. Include manifests, weight tickets, receipts, and invoices.

1.7 QUALITY ASSURANCE

A. Regulatory Requirements: Comply with hauling and disposal regulations of authorities having jurisdiction.

B. Waste Management Conference: Conduct conference at Project site to comply with requirements in Division 01 Section "Project Management and Coordination." Review methods and procedures related to waste management including, but not limited to, the following:

1. Review and discuss waste management plan including responsibilities of waste management coordinator.
2. Review requirements for documenting quantities of each type of waste and its disposition.
3. Review and finalize procedures for materials separation and verify availability of containers and bins needed to avoid delays.
4. Review procedures for periodic waste collection and transportation to recycling and disposal facilities.
5. Review waste management requirements for each trade.

1.8 WASTE MANAGEMENT PLAN

A. General: Develop a waste management plan according to ASTM E 1609 and requirements of this Section. Plan shall consist of waste identification, waste reduction work plan, and cost/revenue analysis. Distinguish between demolition and construction waste. Indicate quantities by weight or volume, but use same units of measure throughout waste management plan.

B. Waste Identification: Indicate anticipated types and quantities of demolition and construction waste generated by the Work. Include estimated quantities and assumptions for estimates.

C. Waste Reduction Work Plan: List each type of waste and whether it will be salvaged, recycled, or disposed of in landfill or incinerator. Include points of waste generation, total quantity of each type of waste, quantity for each means of recovery, and handling and transportation procedures.

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1. Salvaged Materials for Reuse: For materials that will be salvaged and reused in this Project, describe methods for preparing salvaged materials before incorporation into the Work.
2. Salvaged Materials for Sale: For materials that will be sold to individuals and organizations, include list of their names, addresses, and telephone numbers.
3. Salvaged Materials for Donation: For materials that will be donated to individuals and organizations, include list of their names, addresses, and telephone numbers.
4. Recycled Materials: Include list of local receivers and processors and type of recycled materials each will accept. Include names, addresses, and telephone numbers.
5. Disposed Materials: Indicate how and where materials will be disposed of. Include name, address, and telephone number of each landfill and incinerator facility.
6. Handling and Transportation Procedures: Include method that will be used for separating recyclable waste including sizes of containers, container labeling, and designated location where materials separation will be performed.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 PLAN IMPLEMENTATION

A. General: Implement approved waste management plan. Provide handling, containers, storage, signage, transportation, and other items as required to implement waste management plan during the entire duration of the Contract.

1. Comply with Division 01 Section "Temporary Facilities and Controls" for operation, termination, and removal requirements.

B. Training: Train workers, subcontractors, and suppliers on proper waste management procedures, as appropriate for the Work.

1. Distribute waste management plan to everyone concerned within **3** days of submittal return.
2. Distribute waste management plan to entities when they first begin work on-site. Review plan procedures and locations established for salvage, recycling, and disposal.

C. Site Access and Temporary Controls: Conduct waste management operations to ensure minimum interference with roads, streets, walks, walkways, and other adjacent occupied and used facilities.

1. Designate and label specific areas on Project site necessary for separating materials that are to be salvaged, recycled, reused, donated, and sold.
2. Comply with Division 01 Section "Temporary Facilities and Controls" for controlling dust and dirt, environmental protection, and noise control.

D. Waste Management in Historic Zones or Areas: Hauling equipment and other materials shall be of sizes that clear surfaces within historic spaces, areas, rooms, and openings, by 12 inches or more.

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3.2 SALVAGING DEMOLITION WASTE

A. Salvaged Items for Reuse in the Work: Salvage items for reuse and handle as follows:

1. Clean salvaged items.
2. Pack or crate items after cleaning. Identify contents of containers with label indicating elements, date of removal, quantity, and location where removed.
3. Store items in a secure area until installation.
4. Protect items from damage during transport and storage.
5. Install salvaged items to comply with installation requirements for new materials and equipment. Provide connections, supports, and miscellaneous materials necessary to make items functional for use indicated.

B. Salvaged Items for Sale and/or Donation is not permitted on Project site.

C. Salvaged Items for the Government's Use: Salvage items for the Government's use and handle as follows:

1. Clean salvaged items.
2. Pack or crate items after cleaning. Identify contents of containers with label indicating elements, date of removal, quantity, and location where removed.
3. Store items in a secure area until delivery to Owner.
4. Transport items to the Government's storage area on-site as designated by GSA.
5. Protect items from damage during transport and storage.

3.3 RECYCLING DEMOLITION AND CONSTRUCTION WASTE, GENERAL

A. General: Recycle paper (bond or newsprint) and beverage containers (glass, plastic or aluminum) used by on-site workers.

B. Preparation of Waste: Prepare and maintain recyclable waste materials according to recycling or reuse facility requirements. Maintain materials free of dirt, adhesives, solvents, petroleum contamination, and other substances deleterious to the recycling process.

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C. Procedures: Separate recyclable waste from other waste materials, trash, and debris. Separate recyclable waste by type at Project site to the maximum extent practical according to approved construction waste management plan.

1. Provide appropriately marked containers or bins for controlling recyclable waste until removed from Project site. Include list of acceptable and unacceptable materials at each container and bin.

   a. Inspect containers and bins for contamination and remove contaminated materials if found.

2. Stockpile processed materials on-site without intermixing with other materials. Place, grade, and shape stockpiles to drain surface water. Cover to prevent windblown dust.
3. Stockpile materials away from construction area. Do not store within drip line of remaining trees.
4. Store components off the ground and protect from the weather.
5. Remove recyclable waste from the Government's property and transport to recycling receiver or processor.

3.4 RECYCLING DEMOLITION WASTE

A. Concrete: Remove reinforcement and other metals from concrete and sort with other metals.

B. Masonry: Remove metal reinforcement, anchors, and ties from masonry and sort with other metals.

1. Clean and stack undamaged, whole masonry units on wood pallets.

C. Wood Materials: Sort and stack members according to size, type, and length. Separate lumber, engineered wood products, panel products, and treated wood materials.

D. Metals: Separate metals by type.

1. Structural Steel: Stack members according to size, type of member, and length.
2. Remove and dispose of bolts, nuts, washers, and other rough hardware.

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3.5 RECYCLING CONSTRUCTION WASTE
N/A

3.6 DISPOSAL OF WASTE

A. General: Except for items or materials to be salvaged, recycled, or otherwise reused, remove waste materials from Project site and legally dispose of them in a landfill or incinerator acceptable to authorities having jurisdiction.

1. Except as otherwise specified, do not allow waste materials that are to be disposed of accumulate on-site.
2. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.
3. Provide protection of all areas of the building from dust, debris or damage from the removal of demolition materials through portions of the building in and outside of the Work area.

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B. Burning: Do not burn waste materials.

C. Disposal: Remove waste materials from the Government's property and legally dispose of them.

END OF SECTION 017419

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SECTION 017700 - CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

A. See section III of the Agreement for Definition of Substantial Completion.

B. All electronic record documents submittals shall be uploaded to GSA's Google Drive folder.

C. This Section includes administrative and procedural requirements for Contract closeout including, but not limited to, the following:

1. Substantial Completion procedures.
2. Project record document submittal.
3. Final cleaning
4. Repair of the Work.

D. Phased Completion/Partial Turnover.

1. Substantial Completion will be accomplished in Phases, to align with the Project Phasing as included in the Construction Documents.

1.2 SUBSTANTIAL COMPLETION

A. Preliminary Procedures: Before requesting inspection for Substantial Completion, complete the following.

1. Provide supporting documentation for completion as indicated elsewhere in the Contract Documents.
2. Submit a list to the Government, of incomplete items, the value of incomplete construction, and reasons the Work is not complete.
3. Obtain and submit releases enabling the Government unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
4. Submit closeout submittals from other Division 1 sections, project record documents including electronic documents, operation and maintenance manuals, final project photographs, damage or settlement survey, and utility lines survey.
5. Warranties and guarantees shall not begin until substantial completion. Warranties and guarantees for any equipment that comes on line at a later date which is accepted by the Government shall commence on that date..
6. Warranty of any systems or items being used during the occupancy period shall have been completed and submitted at the time of government's written acceptance including the date for Notice of Substantial Completion. The Authority Having Jurisdiction is the Government.
7. The punch list of non-completed work and items shall be entire, valued, and submitted.
8. Completion of punch list items must be completed within **14 days.**
9. The electronic format for Operations and Maintenance materials must contain word search features.

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B. Inspection Procedures: On receipt of a request for inspection, GSA will either proceed with inspection or advise the Contractor of unfulfilled requirements. GSA will notify the Contractor of Substantial Completion following the inspection or advise the Contractor of construction that must be completed or corrected before Substantial Completion.

1. GSA will repeat the inspection when requested and when assured that the Work is substantially complete.
2. Results of the completed inspection will form the basis of the requirements for Final Acceptance.
3. Items that are not included on the punch-list will not relieve the Contractor from performing all work required and in accordance with the construction documents.

1.3 FINAL ACCEPTANCE FOR CONTRACT COMPLETION

A. Preliminary Procedures: Before requesting re-inspection for Final Acceptance, complete the following:
1. Submit an updated final statement, accounting for final additional changes to the Contract price.
2. Submit a certified copy of the previous Substantial Completion inspection list of items to be completed or corrected. The certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance, and shall be endorsed and dated by the Contractor.
3. Submit specific warranties, workmanship bonds, maintenance agreements, final certifications and similar documents. State warranty commencement dates.
4. Scan warranties and bonds and assemble complete warranty and bond submittal package into a single indexed electronic PDF file with links enabling navigation to each item.
5. Scan warranties and bonds and assemble complete warranty and bond submittal package as individual electronic PDF files.
6. Deliver tools, spare parts, extra stock and similar items.
7. Complete final clean-up requirements including touch-up painting of marred surfaces.

8. At the end of the acceptance submit final payment request with releases and supporting documentation not previously submitted and accepted.

B. Re-inspection Procedure: GSA will re-inspect the Work upon receipt of notice from the Contractor that the Work, including inspection list items from earlier inspections, has been completed, except for items whose completion is delayed under circumstances acceptable to GSA.
1. Upon completion of re-inspection, GSA will notify the Contractor of Final Acceptance or will advise the Contractor of Work that is incomplete or of obligations that have not been fulfilled and are required for Final Acceptance.
2. If necessary, re-inspection will be repeated.

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C. Contractor's Responsibility for Re-Inspection Following Substantial Completion: If the final completion or acceptance is delayed for more than thirty (30) calendar days following substantial completion through no fault of the Government, CM, or the A/E; the Contractor shall be responsible for the Government's additional costs associated with re-inspections. During this 30- day period, the CM and/or A/E will make only one (1) re-inspection to verify completion of the punch list. Any additional re-inspections, administrative services, or direct costs will be considered CM and/or A/E additional services. The Government's actual costs for CM and/or A/E additional re-inspections, administrative services, or direct costs will be charged to the Contractor through an appropriate contract modification in the form of a credit to the Government.

1.4 RECORD DOCUMENT SUBMITTALS

A. Certificates of Release: From authorities having jurisdiction.

B. Certificate of Insurance: For continuing coverage.

C. Do not use record documents for construction purposes. Protect record documents from deterioration and loss in a secure, fire-resistant location. Provide access to record documents for GSA's reference during normal working hours.

D. Record Specifications: Maintain one complete copy of the Specifications with addenda. Include one copy of other written construction documents, such as modifications issued in printed form during construction. copy of other written construction documents, such as modifications issued in printed form during construction.

1. Mark these documents to show substantial variations in actual Work performed in comparison with the text of the original contract Specifications and modifications.
2. Give particular attention to substitutions and selection of options, and information about concealed construction that cannot otherwise be readily determined later by direct observation. Provide digital photos or videos of construction areas before being concealed.
3. Note related record drawing information and Product Data.

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E. Record Product Data: Maintain one copy of each Product Data submittal. Note related modifications and markups of Record Drawings and Specifications.

1. Mark these documents to show significant variations in actual Work performed in comparison with information submitted. Include variations in products delivered to the site and from the manufacturer's installation instructions and recommendations.
2. Before concealing areas document with digital photos or video on a CD or DVD. Give particular attention to concealed products and portions of the Work that cannot otherwise be readily determined later by direct observation.

F. Record Samples: Immediately prior to Substantial Completion, the Contractor shall meet with GSA's Representative at the Project site to determine which samples are to be transmitted to the Government for record purposes. Comply with GSA's instructions regarding delivery to the Government's Sample storage area.

G. Miscellaneous Record Submittals: Refer to other Specification sections for requirements for miscellaneous record keeping and submittals in connection with actual performance of the Work. Place miscellaneous records in good order. Identify records properly and bind or otherwise organize to allow for use and reference. Retain the following article if Section 01782 is not included. This article is usually sufficient except for large projects where detailed records are required.

PART 3 - EXECUTION

3.1 FINAL CLEANING

A. Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to the condition expected in a normal, commercial cleaning and maintenance program. Comply with manufacturer's instructions.

B. Do not use caustic or acidic cleaning materials that will mar or etch finished work.

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C. Removal of Protection: Remove temporary protection and facilities installed for the protection of the Work during construction.

D. Compliance: Comply with the regulations of authorities having jurisdiction and with safety standards for cleaning. Do not burn waste materials. Do not bury debris or excess materials on Government property. Do not discharge volatile, harmful, or dangerous materials into drainage systems. Remove waste materials from the site and dispose of it lawfully

E. Remaining Materials of value that remain after completion of associated work, become Government property. Dispose of or salvage/recycle these materials as directed by GSA.

3.2 REPAIR OF THE WORK

A. Complete repair and restoration operations before requesting inspection for determination of Substantial Completion.

B. Repair, or remove and replace, defective construction. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment. Where damaged or worn items cannot be repaired or restored, provide replacements. Remove and replace operating components that cannot be repaired. Restore damaged construction and permanent facilities used during construction to specified condition. All components of the construction including operational and material shall be in new condition and new working order at the completion of Repair of the Work.

END OF SECTION 017700

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SECTION 017810 - PROJECT RECORD DOCUMENTS

PART 1 - GENERAL

1.1 SUMMARY

A. This section includes administrative and procedural requirements that the Contractor must perform with regards to Project Record Documents. These include but are not limited to those defined in Part B. Electronic records that show identifiable changes shall be done. The following normally must be included, and the Contractor is required to show any other changes not listed below:

1.3 RECORD DRAWINGS

A. Markup Procedure: During construction, the Contractor shall maintain a set of black-line white prints of Contract Drawings and Shop Drawings for Project Record Document purposes. Contractor shall mark these Drawings to show all changes that have been done. If BIM is not used, Contractor shall maintain a copy of the Contract Document CAD files showing these changes to the physical conditions.

1. Mark record prints of Contract Drawings or Shop Drawings, whichever is most capable of showing actual physical conditions sufficient to construct the changes. Where Shop Drawings are marked, show cross-reference on Contract Drawings location. Identify each change to coordinate with accompanying, if any, Record Documents.
2. Mark hard copy record sets with red erasable colored pencil. Use other colors to distinguish between changes for different categories of the Work at the same location.

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1.2 RECORD SPECIFICATIONS

A. During the construction period, the Contractor shall maintain the Project Specifications, including addenda and other modifications issued, for Project Record Document purposes.

1. Mark the Specifications or provide new or edited Specifications to indicate the actual installation where the installation varies from that indicated in Specifications. Provide dates and other identifying information to discriminate them from the existing Specifications. These shall be fully coordinated with the other contract documents.

a. In each Specification section where products, materials or units of equipment are specified or scheduled, mark the copy with the proprietary name and model number of the product furnished.

b. Record the name of the manufacturer, supplier, installer, and other information necessary to provide a record of selections made and to document coordination with record Product Data submittals and maintenance manuals.

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c. Give particular attention to substitutions, selection of product options, and information on concealed installations that would be difficult to identify or measure and record later.

2. Upon completion of markup, submit above mentioned Record Specifications to the Government in electronic and hard copy mediums.

1.3 RECORD PRODUCT DATA

A. During the construction period, maintain one copy of each Product Data submittal.
   1. Mark Product Data to indicate the actual product installation where the installation varies from that indicated in Product Data submitted. Include changes in the product delivered to the site and changes in manufacturer's instructions and recommendations for installation.
   2. Give particular attention to information about concealed products and installations that cannot be readily identified and recorded later.
   3. Note related Change Orders and markup of Record Drawings, where applicable.
   4. Upon completion of markup, submit a complete set of record Product Data to the Government. Where record Product Data is required as part of maintenance manuals, submit marked-up Product Data as an insert in the manual instead of submittal as record Product Data.

1.4 RECORD SAMPLE SUBMITTAL

A. Immediately prior to the date of Substantial Completion, the Contractor shall meet with the Contracting Officer's Representative at the site who shall determine which of the Samples maintained during the construction period shall be transmitted to the Government for record purposes.

B. Comply with the Government's instructions for packaging, identification marking and delivery to the Government's sample storage space. Dispose of other samples in a manner specified for disposing of surplus and waste materials.

1.5 MISCELLANEOUS RECORD SUBMITTALS

A. Refer to other Specification sections for miscellaneous record-keeping requirements and submittals in connection with various construction activities. Prior to Final Acceptance, complete Miscellaneous Records and place in good order, properly identified and bound or otherwise organized to allow for use and reference.

B. Miscellaneous Records include, but are not limited to, the following:
   1. Field records on excavations and foundations.
   2. Field records on underground / underslab construction and similar work.
   3. Survey showing locations and elevations of underground lines.
   4. Invert elevations of drainage piping.
   5. Surveys establishing building lines and levels.
   6. Authorized measurements utilizing unit prices or allowances.
   7. Ambient and substrate condition tests.
   8. Certifications received in lieu of labels on bulk products.
   9. Batch mixing and bulk delivery records.

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10. Testing and qualification of tradespersons.
11. Documented qualification of installation firms.
12. Load and performance testing.
13. Inspections and certifications by governing authorities.
14. Leakage and water-penetration tests.
15. Fire-resistance and flame-spread test results.
16. Final inspection and correction procedures.
17. Energy and daylighting modeling documentation.
18. Waste management records.
19. LEED certification documentation.

C. Submit to the Government.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION 017810

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SECTION 018900 - SITE CONSTRUCTION PERFORMANCE REQUIREMENTS

PART 1 – GENERAL

1.01 DESCRIPTION

A. This Section specifies the general requirements for the site work included in the Contract.

B. These requirements supplement those contained in the Standard General Conditions of the Construction Contract and their Supplemental Conditions.

C. References are included in this Section to Articles of the General Conditions to call the Contractor's attention to frequently needed requirements.

1.02 PERMITS

A. Unless otherwise provided in the Supplementary Conditions, the Contractor shall obtain and pay for all construction permits and licenses. The GSA COR shall assist Contractor, when necessary, in obtaining such permits and licenses. The Contractor shall pay all charges and inspection fees necessary for the prosecution of the Work, and shall pay all charges of utility owners for connections to the Work.

1.03 LAWS AND REGULATIONS

A. Contractor shall give all notices and comply with all laws and regulations applicable to furnishing and performance of the Work.

B. If the Contractor performs any work that is contrary to laws or regulations, the Contractor shall bear all claims, costs, losses and damages caused by, arising out of or resulting therefrom.

1.04 UTILITIES

A. Shown or Indicated: The information and data shown or indicated in the Contract Documents with respect to existing underground facilities (utilities) at or contiguous to the site is based on information and data furnished to Federal Government or Engineer by the owners of such underground facilities (utilities) or by others.

1. The Federal Government and Engineer shall not be responsible for the accuracy or completeness of any such information or data; and
2. The cost of all of the following will be included in the Contract and Contractor shall have full responsibility for: (i) reviewing and checking all such information and data; (ii) locating all underground facilities (utilities) shown or indicated in the Contract Documents; (iii) coordination of the Work with the owners of such underground facilities (utilities) during construction; and (iv) the safety and protection of all such underground facilities (utilities) and repairing any damage thereto resulting from the Work.

B. Not Shown or Indicated: If an underground facility (utility) is uncovered or revealed at or contiguous to the site which was not shown or indicated in the Contract Documents, the Contractor shall, promptly after becoming aware thereof and before further disturbing conditions affected thereby or performing any Work in connection therewith (except in an

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emergency), identify the owner of such underground facility (utility) and give written notice to that facility (utility) owner and to GSA COR and Engineer. Engineer will promptly review the underground facility (utility) and determine the extent, if any, to which a change is required in the Contract Documents to reflect and document the consequences of the existence of the underground facility (utility). If the Engineer concludes that a change in the Contract Documents is required, revised plans and specifications will be issued to reflect and document such consequences. During such time, the Contractor shall be responsible for the safety and protection of such underground facility (utility).

C. Contractor shall notify all municipal agencies and utility companies owning or operating utilities, of proposed work affecting the utilities, or agencies.

D. Contractor shall give written notification within the time period required by the agency or company for advance notification. A copy of the notification shall be furnished to the GSA COR.

E. Contractor shall notify "DIG SAFE" before commencing any work in the vicinity of existing subsurface utilities.

F. Contractor shall secure in-place existing utilities whose support is affected by the work and cooperate and assist the agency or company operating the utility in maintaining the utility services. Contractor shall correct any damage to the utilities caused by construction operations by repair or replacement, as required by the utility owner. When the repair or replacement is made by the utility owner, Contractor shall pay all costs assessed by the utility owner for the work.

G. If the existing utilities are found to conflict with the proposed work, the Contractor shall protect and maintain the utilities and take measurements to determine the location, type and dimensions of the utility. The information shall be furnished to the GSA COR and Engineer who will determine the changes required in the proposed work or existing utilities to resolve the conflict as soon thereafter as is reasonable.

H. Contractor shall verify the location, size, invert elevation and type of existing facilities at all points of connection prior to ordering new utility materials.

1.05 SOILS INFORMATION

A. A geotechnical report on site soil conditions has not been prepared for by Federal Government.

B. Contractor may make additional subsurface explorations upon written request to, and upon approval by, the GSA COR which would be as an additional cost to the Federal Government through a change order.

1.06 SOIL SUPPORT

A. Contractor shall furnish and install excavation soil support devices or use soil strengthening techniques required to perform excavations in accordance with the current requirements of the U.S. Department of Labor, Occupational Health & Safety Administration and all federal, state, and municipal laws and regulations.

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1.07 REFERENCE STANDARDS

A. References are made to technical societies, organizations and groups using the following abbreviations. All work so referred shall conform to the current edition of the referenced standard.

306R	Cold Weather Concreting
AASHTO	American Association of State Highway Transportation Officials
ACI	American Concrete Institute
ACOE	United States Army Corps of Engineers
AGC	Associated General Contractors of America
ANSI	American National Standards Institute
AOAC	Association of Official Agricultural Chemists
ASTM	American Society for Testing and Materials
AWPA	American Wood Preservers Association
AWWA	American Water Works Association
NEMA	National Electrical Manufacturers Association
NEWWA	New England Water Works Association
OSHA	Occupational Safety and Health Administration
UL	Underwriters Laboratory

1.08 TRAFFIC MAINTENANCE

A. Contractor shall maintain access to the site and through the work zones for personnel and vehicles of emergency services, utility agencies, inspection services, and others authorized to enter, move about and work on the site.

B. When work is required on public roadways, Contractor shall furnish, install, maintain, and remove all signs, drums, barricades, steel plates, and other devices required by the federal or state government or municipality to maintain and protect pedestrians and vehicular traffic.

C. Protective measures shall be installed at site access points to prevent mud and other debris from being deposited on the public roadways by construction traffic. The public roadways shall be swept as required to remove any deposits.

D. Obtain any and all traffic interruption permits with state and local officials. Any and all law enforcement needed will be facilitated by the contractor.

1.09 STATE AND LOCAL REFERENCE STANDARDS

A.

Building Code	Maine Uniform State Building Code
DEP	Maine Department of Environmental Protection
MaineDOT	Maine Department of Transportation

END OF SECTION 018900

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