

**Anaerobic Digester Cleaning, Inspection,
Repair, and Valve Replacement**

City of Wheeling

July 2025



21039506R

CITY OF WHEELING OFFICIALS

ADMINISTRATION

Denny Magruder, Mayor

Robert Herron, City Manager

William Lanham II, Assistant City Manager

Chelsea Brown, Administrative Assistant

Nathan Greene, Finance Director

Marci Embrey, Utility Accountant

Rosemary Humway-Warmuth, City Solicitor

Travis Workman, Interim City Engineer

Andy Harris, Water Pollution Control Plant Superintendent

Lori Siburt, Water Department Superintendent

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Tony Assaro, Ward 1

Ben Seidler, Ward 2

Connie Cain, Ward 3

Jerry Skalvounakis, Ward 4

Ty Thorngate, Ward 5

Dave Palmer, Ward 6

Jessica Zalenski, City Clerk

ADVERTISEMENT FOR BIDS/PUBLIC NOTICE TO BIDDERS

Sealed bids will be received by the City of Wheeling, WV at the office of the City Manager, 1500 Chapline Street, Wheeling, WV 26003 until 2:30 p.m. on August 7th, 2025 and will be opened and read immediately thereafter for the

ANAEROBIC DIGESTER CLEANING, INSPECTION, REPAIR, AND VALVE REPLACEMENT

COMPLETION DATE: 270 DAYS FROM NOTICE TO PROCEED

The bid specifications, drawings, plan holders list, addenda, and other bid information (**but not the bid forms**) may be viewed and/or downloaded for free via the internet at <https://bids.verdantas.com>. The bidder shall be responsible to check for Addenda and obtain same from the web site.

Bids must be in accordance with drawings and specifications and on forms available from CT Consultants, Inc. at a non-refundable cost of One Hundred Twenty-Five Dollars (\$125.00) for hard copies **and \$45.00 for electronic files**. Documents may be ordered by registering and paying online at <https://bids.verdantas.com>. Please contact planroom@verdantas.com or call (440) 530-2351 if you encounter any problems viewing, registering or paying for the documents.

There will be a **Mandatory** Pre-Bid Conference on July 28, 2025 at 10:00 a.m. WPCD Conference Room, 2516 Main Street, Wheeling, WV 26003

All bidders are required to have a West Virginia Contractor's License per Sections §21-11-11 of the West Virginia Code and it is to be included with the bid.

Publish: The Intelligencer & Wheeling News Register
July 17, 2025
July 24, 2025

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06/25

SECTION 1
BID DOCUMENTS

INSTRUCTIONS TO BIDDERS

PART 1 GENERAL

- 1.1 Sealed bids shall be received by the Owner at the location specified and until the time and date specified in the Advertisement for Bids/Public Notice to Bidders.
- 1.2 Each bid shall contain the full name and address of each person or company interested in said bid. If no other person be so interested, the Bidder shall distinctly so state the fact.
- 1.3 Bid forms must be completed in ink or by typewriter. Any corrections to the bid forms prior to submission must be initialed by the person signing the bid. Failure to submit any bid form(s) or other required document(s) may be cause for rejection of the bidder's bid at the sole discretion of the Owner.
- 1.4 Bids by Corporations must be executed in the corporate name by the President, Vice President, or other officer accompanied by evidence of authority to sign and the corporate seal must be affixed and attested by the Secretary on the Corporate Resolution form.
- 1.5 Bids by partnerships must be executed in the partnership name and signed by a partner, whose title must appear under the signature.
- 1.6 All names must be typed or printed below the signature.
- 1.7 The bid shall contain an acknowledgment of receipt of all Addenda.
- 1.8 If a Bidder wishes to withdraw his bid prior to the opening of bids, he shall state his purpose in writing to the Owner before the time fixed for the opening, and when reached it shall be handed to him unread.
- 1.9 After the opening of bids, no Bidder may withdraw his bid for a period of 120 days.

PART 2 EXAMINATION OF CONTRACT DOCUMENTS AND SITE

- 2.1 Before submitting a bid, each Bidder must
 - A. Examine the Contract Documents thoroughly.
 - B. Visit the site to familiarize himself with local conditions that may in any manner affect cost, progress, or performance of the work.
 - C. Familiarize himself with Federal, State, and local laws, ordinances, rules, and regulations that may in any manner affect cost, progress, or performance of the work.
 - D. Study and carefully correlate Bidder's observations with the Contract Documents.

- 2.2 Reference is made to the Specific Project Requirements for the identification of any reports of investigations and tests of subsurface and latent physical conditions at the site or otherwise affecting cost, progress or performance of the work which have been relied upon by the Engineer in preparing the drawings and specifications. Owner will make copies of such reports available to any Bidder requesting them if not made available with the bid documents. These reports are not guaranteed as to accuracy or completeness; nor are they part of the Contract Documents. Before submitting his bid each Bidder will, at his own expense, make such additional investigations and tests as the Bidder may deem necessary to determine his bid for performance of the work in accordance with the time, price and other terms and conditions of the Contract Documents.
- 2.3 Upon request, the Owner will provide each Bidder access to the site to conduct such reasonable investigations and tests as each Bidder deems necessary for submission for his bid.
- 2.4 The lands upon which the work is to be performed, rights-of-way for access thereto, and other lands designated for use by Bidder in performing the work are identified on the Drawings.
- 2.5 The submission of a bid will constitute an incontrovertible representation by the Bidder that he has complied with every requirement of this section and that the Contract Documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions for performance of the work.

PART 3 ESTIMATED QUANTITIES

- 3.1 In Unit Price Contracts, the quantities of the work itemized in the bid are approximate only and the bidders are hereby notified that the estimated quantities made by the Engineer are merely for the guidance of the Owner in comparing on a uniform basis all bids received for the work.
- 3.2 The contract quantities, where itemized, are based on plan horizontal and vertical dimensions unless otherwise specified. It is the Contractor's responsibility to verify and determine actual quantities of materials such as pipe, pavement, subgrade, etc. in his ordering materials.
- 3.3 Payments, except for lump sum contracts and except for lump sum items in unit price contracts, will be made to the Contractor only for the actual quantities of work performed or materials furnished in accordance with the plans and specifications. It is understood that the scheduled quantities of work to be done and materials to be furnished for items labeled as "Contingency" may be increased or diminished by any amount and the awarded quantity of all other items may be increased or diminished up to 15% without in any way invalidating the bid unit prices.
- 3.4 The successful Bidder will be required to furnish the Owner with a complete breakdown of the lump sum bid items, to the satisfaction of the Engineer/Architect, before signing the Contract documents.

PART 4 CONTRACTOR'S QUALIFICATION

- 4.1 Contract A - Bidder must be able to demonstrate ten (10) years' experience with work in wastewater treatment plants. Bidder shall supply at least 3 references of successful projects of Anaerobic Digester Cleaning with at least 1,000,000 Gallons or be subject to disqualification. Contractor's foreman must have a minimum of five (5) years' experience on such projects.
- 4.2 Contract B - Bidder shall provide detailed information relating to similar projects completed within the past 5 years which demonstrates the bidder's capability, responsibility, experience, skill, and financial standing to undertake this type of project and shall include a list of all projects currently under construction including status and contact person.
- 4.3 Bidder shall own, have rental or lease agreements for, or otherwise have readily available any and all equipment and tools necessary for proper execution of the work. The Owner reserves the right to request lists of equipment or tools available for the project including sources.
- 4.4 Bidder shall provide pertinent information to the Owner relative to any pending suits or outstanding liens. If no information is provided by the Bidder, the Owner shall assume that any such suits or liens do not exist.
- 4.5 The Owner may require similar information on any or all subcontractors proposed by the Bidder.

PART 5 SUBCONTRACTORS

- 5.1 The Owner reserves the right to limit the total amounts of subcontractors to 60% of the total contract price.
- 5.2 The Bidder shall state on the appropriate bid form the names of all Subcontractors proposed and the items of work they are to be assigned. All work not assigned to a Subcontractor shall be assumed by the Owner to be performed by the Bidder.
- 5.3 The Owner reserves the right to approve all subcontractors proposed by the Bidder. If the Owner, after due investigation, rejects the use of a proposed subcontractor, the apparent successful Bidder may either submit an acceptable substitution without increase in bid price or decline substitution and withdraw his bid without sacrificing his bid security. Any listed subcontractor to whom the Owner does not make written objection prior to award of contract, shall be deemed acceptable to the Owner.
- 5.4 Requests for changes of Subcontractor by the Bidder after the award shall be subject to the Owner's approval and shall not change the contract bid prices.
- 5.5 No contractor shall be required to employ any Subcontractor, person or organization against whom he has reasonable objection.

PART 6 BID REVIEW BY OWNER

- 6.1 The Owner reserves the right to reject any and all bids, to waive as an informality any and all irregularities, and to disregard all nonconforming, nonresponsive or conditional bids.
- 6.2 All extensions and totals of unit prices and quantities submitted as part of the bid shall be considered informal until verified by the Owner. All bids must be made on the forms contained herein and the bid prices must be written therein, in figures only. Unit prices shall be separately written for "Unit Price Labor," "Unit Price Material," and "Total Unit Price" for each item listed. Should an error in addition and/or multiplication be determined while checking the Contractor's math and verifying his total bid, the "Unit Price Labor" and the "Unit Price Material" figures shall govern in determining the correct "Total Unit Price" and the correct "Item Total."
- 6.3 Each bidder must bid on all Items, Alternates, Deductions, and Additions contained in the Bidding Forms. All bids not in conformity with this notice may be considered informal and may be rejected.
- 6.4 In evaluating bids, the Owner may consider:
 - A. The qualifications and experience of the Bidder, proposed subcontractors, and principal material suppliers as outlined in the plans and specifications.
 - B. Financial ability and soundness of the Bidder and proposed subcontractors.
 - C. Completeness of all bid forms and bid requirements.
 - D. Alternates and unit prices requested in the Bid Forms.
 - E. Unit prices or schedules of values that are or appear to be unbalanced.
 - F. Previous contractual experience with the Owner.
 - G. Whether or not the bid package complies with the prescribed requirements.
 - H. The proposed completion date, if applicable.
 - I. Any other matter allowed by law or local ordinance or resolution.
- 6.5 Owner may conduct further investigations as he deems necessary to assist in the evaluation of any bid and to establish the responsibility, qualifications, and financial ability of the Bidders, proposed Subcontractors, and other persons and organizations to do the work in accordance with the Contract Documents to Owner's satisfaction within the prescribed time.
- 6.6 Owner reserves the right to reject the bid of any Bidder who does not pass any such evaluation to Owner's satisfaction.

- 6.7 The Contract award shall be based on the lowest and best bid or lowest responsive and responsible bid (as applicable for the public contracting agency receiving bids) for the base bid and selected alternate items (if any) for this project.

PART 7 BID SECURITY

- 7.1 Each bid must be accompanied by bid security in the form of a certified or cashier's check or a bid bond in the amount of 5% of the amount bid including all alternates, if any. The certified or cashier's check shall be from a financial institution authorized to transact business in the State of West Virginia and acceptable to the Owner. The bond shall be underwritten by a Surety Company authorized to transact business in the State of West Virginia have an agent licensed to do business in West Virginia. The Surety Company shall be listed on the most current Department of the Treasury Circular 570, "Surety Companies Acceptable on Federal Bonds."
- 7.2 The certified or cashier's check or bid bond shall be made payable to the Owner and shall serve as a guarantee that in the event the bid is accepted and a contract is awarded to the successful Bidder, the contract will be executed by the bidder including any certifications, certificates or additional bonds required by the contract.
- 7.3 Failure on the part of the successful Bidder to execute the contract documents will cause the certified or cashier's check or bond to be forfeited to the Owner as damages.
- A. If the Owner awards the contract without rebidding, the Bidder (and the Surety on his bond if a bond was submitted) shall be liable to the Owner for a penal sum not to exceed the difference between the low bid and the next lowest bidder or 5% of the amount of the bid, whichever is less.
- B. If the Owner does not award the Contract to the next lowest Bidder, but resubmits the project for bidding; the Bidder (and the Surety on his bond if a bond was submitted) shall be liable to the Owner for a penal sum not to exceed the costs in connection with the resubmission of bids or 5% of the amount of the bid, whichever is less.
- 7.4 Checks for bid security of all bidders will be returned within seven days of the Effective Date of the Agreement.

PART 8 CONTRACT BOND / PERFORMANCE AND PAYMENT BOND

- 8.1 As security for faithful performance and payment of all obligations under the Contract, the Owner shall require and the successful Bidder shall furnish a Contract Bond AKA a Performance and Payment Bond in the amount of 100% of the awarded Contract Price. The Contractor and his Surety shall sign the Supplemental Bond Acknowledgement form and submit with the Contract forms.
- 8.2 The bond shall be underwritten by a Surety Company authorized to transact business in the State of West Virginia have an agent licensed to do business in West Virginia. The Surety Company shall be listed on the most current Department of the Treasury Circular 570, "Surety Companies Acceptable on Federal Bonds."

- 8.3 The contract bond shall cover correction of the work for the period stated in the specifications and the correction period shall start upon Final Acceptance of the entire project and final payment by the Owner.
The Awarded Contractor and his Surety shall sign the Supplemental Bond Acknowledgement form and submit it with the Contract (Performance and Payment) Bond.
- 8.4 Nothing in the performance of the Engineer's service to the Owner in connection with this project shall in any way imply any undertaking for the benefit of the successful Bidder, its subcontractor(s), or the surety of any of them.

PART 9 AWARD AND EXECUTION OF CONTRACT

- 9.1 After the Owner's legislative body awards the project, the successful bidder will receive the unsigned contract documents. Within 10 days after their receipt, the successful Bidder shall sign and deliver to the Owner said contract documents including any certifications, certificates, or additional bonds required by the contract.
- 9.2 The Owner shall execute the Contract within 120 days after the day of the bid opening. When necessary and by mutual consent between the Owner and the Successful Bidder, this 120-day period may be extended.
- 9.3 The date of the Owner's signature on the Contract Agreement shall be the effective contract date.
- 9.4 The Owner shall execute and deliver to the successful Bidder one set of fully executed contract documents.

PART 10 INSURANCE

- 10.1 Verification of limits for public liability, property damage, automobile, Worker's Compensation, or any other insurance required by the provisions of this Contract must be submitted to the Owner prior to execution of the Contract.
- 10.2 All insurance shall be endorsed so that it cannot be cancelled for non-payment of premium for 10 days or cancelled or non-renewed for any other reason in less than 30 days after a written notice of such proposed action by the insurer is given to the Owner. The cancellation clause on the Certificate(s) of Insurance shall read as specified in the Supplementary Conditions and failure to submit an insurance certificate or binder and/or policy endorsement verifying same shall be reason for the Owner to consider the Contractor non-responsive in complying with the requirements for contract execution and may be cause for forfeiture of the Bid Security to Owner.
- 10.3 The Contractor's Liability Insurance policy(s) shall be endorsed such that limits are on a Per Project basis.
- 10.4 The Contractor shall also provide an Owner's and Contractor's Protective Policy.

PART 11 NON-COLLUSION AFFIDAVIT

- 11.1 Each bid must be accompanied by a completed Noncollusion Affidavit provided within the contract documents.
- 11.2 Where there is reason to believe collusion or combination among bidders exists, the Owner reserves the right to reject the bid of those concerned.

PART 12 ORIGINAL DOCUMENTS

- 12.1 All bid forms, contract forms, bonds and any other bid documents or contract documents requiring signatures shall be submitted with original signatures. No photo copies or faxed copies of signed documents shall be accepted.

PART 13 ADDENDA

- 13.1 The bidder shall be responsible to obtain Addenda from the web at <https://bids.verdantas.com>.

END OF SECTION

07/20

CITY OF WHEELING



CITY COUNTY BUILDING
1500 CHAPLINE STREET
WHEELING, WEST VIRGINIA 26003

DEPARTMENT OF PUBLIC WORKS - ENGINEERING DIVISION
304.234.3731 Fax 304.234.3605 www.wheelingwv.gov

MEMORANDUM

TO: All Prospective Bidders
FROM: City Engineer

For your information, the following conditions are applicable for this project.

- 1) A City of Wheeling Contractor's License is required for the successful bidder. Cost is \$15.00 per year Beginning July 1st and will be prorated for less than one year if applicable.
- 2) A West Virginia Contractor's License is required at the time of bidding.
- 3) City of Wheeling contracting privilege tax is \$2.00 per \$100 of values (2%)
- 4) There is a City Service Fee of \$2.00 per week for individuals who work within the City of Wheeling. Copies of the regulations, documents, forms, etc. can be obtained from the City Finance Department or accessed online at wheelingwv.gov. Look in departments, finance, city service fee.
- 5) Tax releases from both City and State must be received before the release of the final payment will be made.
- 6) A 5% bid guaranty is required, see Instructions to Bidders in the contract documents.

If you have any questions concerning this information related to this project, please contact the Engineering Department at (304) 234-3731.

PRICES TO INCLUDE

PART 1 - GENERAL

Any work shown on the plans or required in the specifications but not paid for separately as a bid item shall be included in the cost of other bid items. The amount bid for each Bid Item shall include the following:

- 1.1 All labor, materials, tools, equipment, and transportation necessary for the proper execution of the work in accordance with the Contract Documents.
- 1.2 All assistance required by the Engineer to verify compliance with the Contract Documents, including measuring for final pay quantities.
- 1.3 Project coordination and scheduling.
- 1.4 Detailed breakdown of lump sum bid items as requested by the Engineer.
- 1.5 All provisions necessary to protect workmen, the general public, and property along the work in accordance with the Contract Documents.
- 1.6 Protection and/or replacement of existing property corner monuments.
- 1.7 Reimbursement to Owner for costs of re-inspection or re-testing of any work not installed in compliance with the Contract Documents.
- 1.8 Erosion control measures, as required to prevent the erosion of soil resulting from the work outlined in the project documents.

BID FORMS

The bid forms are not available online. The bid forms are available only by purchasing a set of plans and specifications at the location indicated in the Advertisement for Bids/Public Notice to Bidders.

SECTION 2
CONTRACT FORMS

NOTICE OF AWARD

TO: «ContractName»
«ContractAddr»
«ContractCity», «ContractState» «ContractZip»

PROJECT: «TitleCaps»

You are notified that your Bid which was opened on «Bidopening» has been accepted for items in the amount of «ContractDollars» at the unit bid prices as reflected in the bid tabulation contained herein for the *(fill in awarded parts, i.e. for Base Bid and Alternate C, or delete).*

You are required by the Instructions to Bidders to execute the Agreement and furnish the required Bonds, Certificates of Insurance, and other documents within 10 calendar days from the date of receipt of this Notice.

Failure to comply with these conditions within the time specified will entitle Owner to consider your Bid in default, to annul this Notice and to declare your Bid Security forfeited.

The Owner will return to you one (1) fully signed set of the contract documents.

«OwnerCaps»

«OwnerCEOFirst» «OwnerCEOLast», «OwnerCEOTitle»

ACKNOWLEDGMENT

«ContractCAPName»

«ContractFirst» «ContractLast», «ContractTitle»

CONTRACT

FOR «TitleCaps»

THIS AGREEMENT, made and entered into at «OwnerCity», «OwnerState», this _____ day of _____, 20____, by and between the «OwnerMuni», «OwnerState» (“OWNER”), and «ContractName» (“CONTRACTOR”).

WITNESSETH: That the said CONTRACTOR has agreed and by this presents does agree with the OWNER for the consideration hereinafter mentioned and contained, and under penalty expressed in a bond given with these presents, and herein contained or hereunto annexed, to furnish at his own cost and expense, all the necessary tools, equipment, materials, labor, and tests in an expeditious, substantial and workmanlike manner, the equipment and appurtenances herein contemplated, commencing work within 20 days from the date of the Notice to Proceed and executing the work within the time and in the manner specified and in conformity with the requirements set forth in this Contract.

The following form essential parts of the Contract (may vary with project).

1. Advertisement for Bids/Public Notice to Bidders
2. Instruction to Bidders
3. Bid Forms and Proposal
4. Contract Forms and Exhibits
5. Contract Bond or Performance and Payment Bond
6. Contract Provisions
7. General Conditions
8. Supplementary Conditions
9. Specifications
10. Specific Project Requirements
11. Contract Drawings, if any

The CONTRACTOR agrees and understands that the work on this contract shall be subject to the acceptance of the OWNER based upon and in accordance with the contract specifications and contract plans and drawings on file in the office of the OWNER.

The CONTRACTOR shall proceed with the said work in a prompt and diligent manner and shall do the several parts thereof, at such times and in such order as the OWNER may direct. Further he shall complete the whole of said work in accordance with the specifications and contract drawings to the satisfaction of the OWNER on or before the time stated, and in default of completion within the time as fixed, the CONTRACTOR shall pay to the OWNER as liquidated damages, an amount equal to «Liquidated», for each and every day (Sundays and legal holidays excepted) the completion of the work may be delayed beyond the date fixed in the manner and as stipulated.

It is hereby mutually agreed that the OWNER is to pay and the CONTRACTOR is to receive, as full compensation for furnishing all materials and labor in building, constructing and testing and in all respect completing the herein described work and appurtenances in the manner and under the conditions herein specified, the prices stipulated in the proposal herein contained or hereto annexed and the total contract sum is «ContractDollars».

This Contract shall be in full force and effect from the date of execution by the parties.

IN WITNESS WHEREOF: The parties hereunto affixed their signature the day and year first mentioned above.

«ContractCAPName»

«ContractFirst» «ContractLast», «ContractTitle»

«OwnerCaps»

«OwnerCEOFirst» «OwnerCEOLast», «OwnerCEOTitle»

I hereby certify that funds in the amount of «ContractAmtwords» Dollars («ContractDollars») necessary for the foregoing Contract have been appropriated and are in the Treasury, or are in the process of collection, or are available through grants and/or loans from other funding sources.

«OwnerFiscalFirst» «OwnerFiscalLast», «OwnerFiscalTitle»

APPROVED AS TO FORM:

«OwnerLegalName», «OwnerLegalTitle»

**THE CONTRACTOR SHALL FURNISH THE FOLLOWING ITEMS
WITHIN 10 DAYS OF NOTIFICATION OF AWARD:**

- A) CERTIFICATE OF INSURANCE FOR
CONTRACTOR'S GENERAL LIABILITY INSURANCE POLICY
AND AUTOMOTIVE INSURANCE POLICY**

- B) CERTIFICATE OF INSURANCE FOR
OWNER'S AND CONTRACTOR'S PROTECTIVE POLICY**

- C) CERTIFICATE OF WORKER'S COMPENSATION**

- D) CONTRACT BOND OR PERFORMANCE AND PAYMENT BOND
(Made payable to the Owner)**

SUPPLEMENTAL BOND ACKNOWLEDGEMENT

PROJECT: _____

OWNER: _____

By signature of the attached Contract and these presents the undersigned contractor and his surety acknowledge that the attached Contract Bond or Performance and Payment Bond shall cover and warrant all work for the correction period per the General Conditions and as supplemented or amended elsewhere in these Contract Documents, which period is one (1) year commencing on the final acceptance of the work by Owner. Any proceeding, legal or equitable, under this Bond may be instituted in any court of competent jurisdiction in the location in which the project or part of the project is located and shall be instituted within one year from the last day of the correction period under the project or within one year after the Surety refuses or fails to perform its obligations under this Bond, whichever first occurs.

BIDDER

SURETY

BIDDER: _____

SURETY: _____

SIGNATURE: _____

SIGNATURE: _____

NAME: _____

NAME: _____

TITLE: _____

TITLE: _____

DATE: _____

DATE: _____

PHONE NO.: _____

PHONE NO.: _____

*Attach Power of Attorney

NOTICE TO PROCEED

Project: «Title»

Owner: «OwnerMuni»
«OwnerAddr»
«OwnerCity», «OwnerState» «OwnerZip»

To: «ContractName»
«ContractAddr»
«ContractCity», «ContractState» «ContractZip»

Date: _____

You are hereby notified to commence work in accordance with the Contract. All work shall be completed by «Completion_Date».

«OwnerCaps»

«OwnerCEOFirst» «OwnerCEOLast», «OwnerCEOTitle»

SECTION 3
GENERAL CONDITIONS

This document has important legal consequences; consultation with an attorney is encouraged with respect to its use or modification. This document should be adapted to the particular circumstances of the contemplated Project and the controlling Laws and Regulations.

STANDARD GENERAL CONDITIONS OF THE CONSTRUCTION CONTRACT

Prepared by

ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

and

Issued and Published Jointly by



AMERICAN COUNCIL OF ENGINEERING COMPANIES

ASSOCIATED GENERAL CONTRACTORS OF AMERICA

AMERICAN SOCIETY OF CIVIL ENGINEERS

PROFESSIONAL ENGINEERS IN PRIVATE PRACTICE

A Practice Division of the

NATIONAL SOCIETY OF PROFESSIONAL ENGINEERS

Endorsed by



CONSTRUCTION SPECIFICATIONS INSTITUTE

These General Conditions have been prepared for use with the Suggested Forms of Agreement Between Owner and Contractor (EJCDC C-520 or C-525, 2007 Editions). Their provisions are interrelated and a change in one may necessitate a change in the other. Comments concerning their usage are contained in the Narrative Guide to the EJCDC Construction Documents (EJCDC C-001, 2007 Edition). For guidance in the preparation of Supplementary Conditions, see Guide to the Preparation of Supplementary Conditions (EJCDC C-800, 2007 Edition).

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1420 King Street, Alexandria, VA 22314-2794
(703) 684-2882
www.nspe.org

American Council of Engineering Companies
1015 15th Street N.W., Washington, DC 20005
(202) 347-7474
www.acec.org

American Society of Civil Engineers
1801 Alexander Bell Drive, Reston, VA 20191-4400
(800) 548-2723
www.asce.org

Associated General Contractors of America
2300 Wilson Boulevard, Suite 400, Arlington, VA 22201-3308
(703) 548-3118
www.agc.org

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STANDARD GENERAL CONDITIONS OF THE CONSTRUCTION CONTRACT

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ARTICLE 1 – DEFINITIONS AND TERMINOLOGY

1.01 *Defined Terms*

- A. Wherever used in the Bidding Requirements or Contract Documents and printed with initial capital letters, the terms listed below will have the meanings indicated which are applicable to both the singular and plural thereof. In addition to terms specifically defined, terms with initial capital letters in the Contract Documents include references to identified articles and paragraphs, and the titles of other documents or forms.
1. *Addenda*—Written or graphic instruments issued prior to the opening of Bids which clarify, correct, or change the Bidding Requirements or the proposed Contract Documents.
 2. *Agreement*—The written instrument which is evidence of the agreement between Owner and Contractor covering the Work.
 3. *Application for Payment*—The form acceptable to Engineer which is to be used by Contractor during the course of the Work in requesting progress or final payments and which is to be accompanied by such supporting documentation as is required by the Contract Documents.
 4. *Asbestos*—Any material that contains more than one percent asbestos and is friable or is releasing asbestos fibers into the air above current action levels established by the United States Occupational Safety and Health Administration.
 5. *Bid*—The offer or proposal of a Bidder submitted on the prescribed form setting forth the prices for the Work to be performed.
 6. *Bidder*—The individual or entity who submits a Bid directly to Owner.
 7. *Bidding Documents*—The Bidding Requirements and the proposed Contract Documents (including all Addenda).
 8. *Bidding Requirements*—The advertisement or invitation to bid, Instructions to Bidders, Bid security of acceptable form, if any, and the Bid Form with any supplements.
 9. *Change Order*—A document recommended by Engineer which is signed by Contractor and Owner and authorizes an addition, deletion, or revision in the Work or an adjustment in the Contract Price or the Contract Times, issued on or after the Effective Date of the Agreement.
 10. *Claim*—A demand or assertion by Owner or Contractor seeking an adjustment of Contract Price or Contract Times, or both, or other relief with respect to the terms of the Contract. A demand for money or services by a third party is not a Claim.
 11. *Contract*—The entire and integrated written agreement between the Owner and Contractor concerning the Work. The Contract supersedes prior negotiations, representations, or agreements, whether written or oral.

12. *Contract Documents*—Those items so designated in the Agreement. Only printed or hard copies of the items listed in the Agreement are Contract Documents. Approved Shop Drawings, other Contractor submittals, and the reports and drawings of subsurface and physical conditions are not Contract Documents.
13. *Contract Price*—The moneys payable by Owner to Contractor for completion of the Work in accordance with the Contract Documents as stated in the Agreement (subject to the provisions of Paragraph 11.03 in the case of Unit Price Work).
14. *Contract Times*—The number of days or the dates stated in the Agreement to: (i) achieve Milestones, if any; (ii) achieve Substantial Completion; and (iii) complete the Work so that it is ready for final payment as evidenced by Engineer's written recommendation of final payment.
15. *Contractor*—The individual or entity with whom Owner has entered into the Agreement.
16. *Cost of the Work*—See Paragraph 11.01 for definition.
17. *Drawings*—That part of the Contract Documents prepared or approved by Engineer which graphically shows the scope, extent, and character of the Work to be performed by Contractor. Shop Drawings and other Contractor submittals are not Drawings as so defined.
18. *Effective Date of the Agreement*—The date indicated in the Agreement on which it becomes effective, but if no such date is indicated, it means the date on which the Agreement is signed and delivered by the last of the two parties to sign and deliver.
19. *Engineer*—The individual or entity named as such in the Agreement.
20. *Field Order*—A written order issued by Engineer which requires minor changes in the Work but which does not involve a change in the Contract Price or the Contract Times.
21. *General Requirements*—Sections of Division 1 of the Specifications.
22. *Hazardous Environmental Condition*—The presence at the Site of Asbestos, PCBs, Petroleum, Hazardous Waste, or Radioactive Material in such quantities or circumstances that may present a substantial danger to persons or property exposed thereto.
23. *Hazardous Waste*—The term Hazardous Waste shall have the meaning provided in Section 1004 of the Solid Waste Disposal Act (42 USC Section 6903) as amended from time to time.
24. *Laws and Regulations; Laws or Regulations*—Any and all applicable laws, rules, regulations, ordinances, codes, and orders of any and all governmental bodies, agencies, authorities, and courts having jurisdiction.
25. *Liens*—Charges, security interests, or encumbrances upon Project funds, real property, or personal property.
26. *Milestone*—A principal event specified in the Contract Documents relating to an intermediate completion date or time prior to Substantial Completion of all the Work.

27. *Notice of Award*—The written notice by Owner to the Successful Bidder stating that upon timely compliance by the Successful Bidder with the conditions precedent listed therein, Owner will sign and deliver the Agreement.
28. *Notice to Proceed*—A written notice given by Owner to Contractor fixing the date on which the Contract Times will commence to run and on which Contractor shall start to perform the Work under the Contract Documents.
29. *Owner*—The individual or entity with whom Contractor has entered into the Agreement and for whom the Work is to be performed.
30. *PCBs*—Polychlorinated biphenyls.
31. *Petroleum*—Petroleum, including crude oil or any fraction thereof which is liquid at standard conditions of temperature and pressure (60 degrees Fahrenheit and 14.7 pounds per square inch absolute), such as oil, petroleum, fuel oil, oil sludge, oil refuse, gasoline, kerosene, and oil mixed with other non-Hazardous Waste and crude oils.
32. *Progress Schedule*—A schedule, prepared and maintained by Contractor, describing the sequence and duration of the activities comprising the Contractor's plan to accomplish the Work within the Contract Times.
33. *Project*—The total construction of which the Work to be performed under the Contract Documents may be the whole, or a part.
34. *Project Manual*—The bound documentary information prepared for bidding and constructing the Work. A listing of the contents of the Project Manual, which may be bound in one or more volumes, is contained in the table(s) of contents.
35. *Radioactive Material*—Source, special nuclear, or byproduct material as defined by the Atomic Energy Act of 1954 (42 USC Section 2011 et seq.) as amended from time to time.
36. *Resident Project Representative*—The authorized representative of Engineer who may be assigned to the Site or any part thereof.
37. *Samples*—Physical examples of materials, equipment, or workmanship that are representative of some portion of the Work and which establish the standards by which such portion of the Work will be judged.
38. *Schedule of Submittals*—A schedule, prepared and maintained by Contractor, of required submittals and the time requirements to support scheduled performance of related construction activities.
39. *Schedule of Values*—A schedule, prepared and maintained by Contractor, allocating portions of the Contract Price to various portions of the Work and used as the basis for reviewing Contractor's Applications for Payment.

40. *Shop Drawings*—All drawings, diagrams, illustrations, schedules, and other data or information which are specifically prepared or assembled by or for Contractor and submitted by Contractor to illustrate some portion of the Work.
41. *Site*—Lands or areas indicated in the Contract Documents as being furnished by Owner upon which the Work is to be performed, including rights-of-way and easements for access thereto, and such other lands furnished by Owner which are designated for the use of Contractor.
42. *Specifications*—That part of the Contract Documents consisting of written requirements for materials, equipment, systems, standards and workmanship as applied to the Work, and certain administrative requirements and procedural matters applicable thereto.
43. *Subcontractor*—An individual or entity having a direct contract with Contractor or with any other Subcontractor for the performance of a part of the Work at the Site.
44. *Substantial Completion*—The time at which the Work (or a specified part thereof) has progressed to the point where, in the opinion of Engineer, the Work (or a specified part thereof) is sufficiently complete, in accordance with the Contract Documents, so that the Work (or a specified part thereof) can be utilized for the purposes for which it is intended. The terms “substantially complete” and “substantially completed” as applied to all or part of the Work refer to Substantial Completion thereof.
45. *Successful Bidder*—The Bidder submitting a responsive Bid to whom Owner makes an award.
46. *Supplementary Conditions*—That part of the Contract Documents which amends or supplements these General Conditions.
47. *Supplier*—A manufacturer, fabricator, supplier, distributor, materialman, or vendor having a direct contract with Contractor or with any Subcontractor to furnish materials or equipment to be incorporated in the Work by Contractor or Subcontractor.
48. *Underground Facilities*—All underground pipelines, conduits, ducts, cables, wires, manholes, vaults, tanks, tunnels, or other such facilities or attachments, and any encasements containing such facilities, including those that convey electricity, gases, steam, liquid petroleum products, telephone or other communications, cable television, water, wastewater, storm water, other liquids or chemicals, or traffic or other control systems.
49. *Unit Price Work*—Work to be paid for on the basis of unit prices.
50. *Work*—The entire construction or the various separately identifiable parts thereof required to be provided under the Contract Documents. Work includes and is the result of performing or providing all labor, services, and documentation necessary to produce such construction, and furnishing, installing, and incorporating all materials and equipment into such construction, all as required by the Contract Documents.
51. *Work Change Directive*—A written statement to Contractor issued on or after the Effective Date of the Agreement and signed by Owner and recommended by Engineer ordering an

addition, deletion, or revision in the Work, or responding to differing or unforeseen subsurface or physical conditions under which the Work is to be performed or to emergencies. A Work Change Directive will not change the Contract Price or the Contract Times but is evidence that the parties expect that the change ordered or documented by a Work Change Directive will be incorporated in a subsequently issued Change Order following negotiations by the parties as to its effect, if any, on the Contract Price or Contract Times.

1.02 Terminology

A. The words and terms discussed in Paragraph 1.02.B through F are not defined but, when used in the Bidding Requirements or Contract Documents, have the indicated meaning.

B. *Intent of Certain Terms or Adjectives:*

1. The Contract Documents include the terms “as allowed,” “as approved,” “as ordered,” “as directed” or terms of like effect or import to authorize an exercise of professional judgment by Engineer. In addition, the adjectives “reasonable,” “suitable,” “acceptable,” “proper,” “satisfactory,” or adjectives of like effect or import are used to describe an action or determination of Engineer as to the Work. It is intended that such exercise of professional judgment, action, or determination will be solely to evaluate, in general, the Work for compliance with the information in the Contract Documents and with the design concept of the Project as a functioning whole as shown or indicated in the Contract Documents (unless there is a specific statement indicating otherwise). The use of any such term or adjective is not intended to and shall not be effective to assign to Engineer any duty or authority to supervise or direct the performance of the Work, or any duty or authority to undertake responsibility contrary to the provisions of Paragraph 9.09 or any other provision of the Contract Documents.

C. *Day:*

1. The word “day” means a calendar day of 24 hours measured from midnight to the next midnight.

D. *Defective:*

1. The word “defective,” when modifying the word “Work,” refers to Work that is unsatisfactory, faulty, or deficient in that it:
 - a. does not conform to the Contract Documents; or
 - b. does not meet the requirements of any applicable inspection, reference standard, test, or approval referred to in the Contract Documents; or
 - c. has been damaged prior to Engineer’s recommendation of final payment (unless responsibility for the protection thereof has been assumed by Owner at Substantial Completion in accordance with Paragraph 14.04 or 14.05).

E. *Furnish, Install, Perform, Provide:*

1. The word “furnish,” when used in connection with services, materials, or equipment, shall mean to supply and deliver said services, materials, or equipment to the Site (or some other specified location) ready for use or installation and in usable or operable condition.
 2. The word “install,” when used in connection with services, materials, or equipment, shall mean to put into use or place in final position said services, materials, or equipment complete and ready for intended use.
 3. The words “perform” or “provide,” when used in connection with services, materials, or equipment, shall mean to furnish and install said services, materials, or equipment complete and ready for intended use.
 4. When “furnish,” “install,” “perform,” or “provide” is not used in connection with services, materials, or equipment in a context clearly requiring an obligation of Contractor, “provide” is implied.
- F. Unless stated otherwise in the Contract Documents, words or phrases that have a well-known technical or construction industry or trade meaning are used in the Contract Documents in accordance with such recognized meaning.

ARTICLE 2 – PRELIMINARY MATTERS

2.01 *Delivery of Bonds and Evidence of Insurance*

- A. When Contractor delivers the executed counterparts of the Agreement to Owner, Contractor shall also deliver to Owner such bonds as Contractor may be required to furnish.
- B. *Evidence of Insurance:* Before any Work at the Site is started, Contractor and Owner shall each deliver to the other, with copies to each additional insured identified in the Supplementary Conditions, certificates of insurance (and other evidence of insurance which either of them or any additional insured may reasonably request) which Contractor and Owner respectively are required to purchase and maintain in accordance with Article 5.

2.02 *Copies of Documents*

- A. Owner shall furnish to Contractor up to ten printed or hard copies of the Drawings and Project Manual. Additional copies will be furnished upon request at the cost of reproduction.

2.03 *Commencement of Contract Times; Notice to Proceed*

- A. The Contract Times will commence to run on the thirtieth day after the Effective Date of the Agreement or, if a Notice to Proceed is given, on the day indicated in the Notice to Proceed. A Notice to Proceed may be given at any time within 30 days after the Effective Date of the Agreement. In no event will the Contract Times commence to run later than the sixtieth day after the day of Bid opening or the thirtieth day after the Effective Date of the Agreement, whichever date is earlier.

2.04 *Starting the Work*

- A. Contractor shall start to perform the Work on the date when the Contract Times commence to run. No Work shall be done at the Site prior to the date on which the Contract Times commence to run.

2.05 *Before Starting Construction*

- A. *Preliminary Schedules:* Within 10 days after the Effective Date of the Agreement (unless otherwise specified in the General Requirements), Contractor shall submit to Engineer for timely review:
 - 1. a preliminary Progress Schedule indicating the times (numbers of days or dates) for starting and completing the various stages of the Work, including any Milestones specified in the Contract Documents;
 - 2. a preliminary Schedule of Submittals; and
 - 3. a preliminary Schedule of Values for all of the Work which includes quantities and prices of items which when added together equal the Contract Price and subdivides the Work into component parts in sufficient detail to serve as the basis for progress payments during performance of the Work. Such prices will include an appropriate amount of overhead and profit applicable to each item of Work.

2.06 *Preconstruction Conference; Designation of Authorized Representatives*

- A. Before any Work at the Site is started, a conference attended by Owner, Contractor, Engineer, and others as appropriate will be held to establish a working understanding among the parties as to the Work and to discuss the schedules referred to in Paragraph 2.05.A, procedures for handling Shop Drawings and other submittals, processing Applications for Payment, and maintaining required records.
- B. At this conference Owner and Contractor each shall designate, in writing, a specific individual to act as its authorized representative with respect to the services and responsibilities under the Contract. Such individuals shall have the authority to transmit instructions, receive information, render decisions relative to the Contract, and otherwise act on behalf of each respective party.

2.07 *Initial Acceptance of Schedules*

- A. At least 10 days before submission of the first Application for Payment a conference attended by Contractor, Engineer, and others as appropriate will be held to review for acceptability to Engineer as provided below the schedules submitted in accordance with Paragraph 2.05.A. Contractor shall have an additional 10 days to make corrections and adjustments and to complete and resubmit the schedules. No progress payment shall be made to Contractor until acceptable schedules are submitted to Engineer.
 - 1. The Progress Schedule will be acceptable to Engineer if it provides an orderly progression of the Work to completion within the Contract Times. Such acceptance will not impose on Engineer responsibility for the Progress Schedule, for sequencing, scheduling, or progress of

the Work, nor interfere with or relieve Contractor from Contractor's full responsibility therefor.

2. Contractor's Schedule of Submittals will be acceptable to Engineer if it provides a workable arrangement for reviewing and processing the required submittals.
3. Contractor's Schedule of Values will be acceptable to Engineer as to form and substance if it provides a reasonable allocation of the Contract Price to component parts of the Work.

ARTICLE 3 – CONTRACT DOCUMENTS: INTENT, AMENDING, REUSE

3.01 *Intent*

- A. The Contract Documents are complementary; what is required by one is as binding as if required by all.
- B. It is the intent of the Contract Documents to describe a functionally complete project (or part thereof) to be constructed in accordance with the Contract Documents. Any labor, documentation, services, materials, or equipment that reasonably may be inferred from the Contract Documents or from prevailing custom or trade usage as being required to produce the indicated result will be provided whether or not specifically called for, at no additional cost to Owner.
- C. Clarifications and interpretations of the Contract Documents shall be issued by Engineer as provided in Article 9.

3.02 *Reference Standards*

- A. Standards, Specifications, Codes, Laws, and Regulations
 1. Reference to standards, specifications, manuals, or codes of any technical society, organization, or association, or to Laws or Regulations, whether such reference be specific or by implication, shall mean the standard, specification, manual, code, or Laws or Regulations in effect at the time of opening of Bids (or on the Effective Date of the Agreement if there were no Bids), except as may be otherwise specifically stated in the Contract Documents.
 2. No provision of any such standard, specification, manual, or code, or any instruction of a Supplier, shall be effective to change the duties or responsibilities of Owner, Contractor, or Engineer, or any of their subcontractors, consultants, agents, or employees, from those set forth in the Contract Documents. No such provision or instruction shall be effective to assign to Owner, Engineer, or any of their officers, directors, members, partners, employees, agents, consultants, or subcontractors, any duty or authority to supervise or direct the performance of the Work or any duty or authority to undertake responsibility inconsistent with the provisions of the Contract Documents.

3.03 *Reporting and Resolving Discrepancies*

- A. *Reporting Discrepancies:*

1. *Contractor's Review of Contract Documents Before Starting Work:* Before undertaking each part of the Work, Contractor shall carefully study and compare the Contract Documents and check and verify pertinent figures therein and all applicable field measurements. Contractor shall promptly report in writing to Engineer any conflict, error, ambiguity, or discrepancy which Contractor discovers, or has actual knowledge of, and shall obtain a written interpretation or clarification from Engineer before proceeding with any Work affected thereby.
2. *Contractor's Review of Contract Documents During Performance of Work:* If, during the performance of the Work, Contractor discovers any conflict, error, ambiguity, or discrepancy within the Contract Documents, or between the Contract Documents and (a) any applicable Law or Regulation, (b) any standard, specification, manual, or code, or (c) any instruction of any Supplier, then Contractor shall promptly report it to Engineer in writing. Contractor shall not proceed with the Work affected thereby (except in an emergency as required by Paragraph 6.16.A) until an amendment or supplement to the Contract Documents has been issued by one of the methods indicated in Paragraph 3.04.
3. Contractor shall not be liable to Owner or Engineer for failure to report any conflict, error, ambiguity, or discrepancy in the Contract Documents unless Contractor had actual knowledge thereof.

B. Resolving Discrepancies:

1. Except as may be otherwise specifically stated in the Contract Documents, the provisions of the Contract Documents shall take precedence in resolving any conflict, error, ambiguity, or discrepancy between the provisions of the Contract Documents and:
 - a. the provisions of any standard, specification, manual, or code, or the instruction of any Supplier (whether or not specifically incorporated by reference in the Contract Documents); or
 - b. the provisions of any Laws or Regulations applicable to the performance of the Work (unless such an interpretation of the provisions of the Contract Documents would result in violation of such Law or Regulation).

3.04 Amending and Supplementing Contract Documents

- A. The Contract Documents may be amended to provide for additions, deletions, and revisions in the Work or to modify the terms and conditions thereof by either a Change Order or a Work Change Directive.
- B. The requirements of the Contract Documents may be supplemented, and minor variations and deviations in the Work may be authorized, by one or more of the following ways:
 1. A Field Order;
 2. Engineer's approval of a Shop Drawing or Sample (subject to the provisions of Paragraph 6.17.D.3); or

3. Engineer's written interpretation or clarification.

3.05 *Reuse of Documents*

- A. Contractor and any Subcontractor or Supplier shall not:
 1. have or acquire any title to or ownership rights in any of the Drawings, Specifications, or other documents (or copies of any thereof) prepared by or bearing the seal of Engineer or its consultants, including electronic media editions; or
 2. reuse any such Drawings, Specifications, other documents, or copies thereof on extensions of the Project or any other project without written consent of Owner and Engineer and specific written verification or adaptation by Engineer.
- B. The prohibitions of this Paragraph 3.05 will survive final payment, or termination of the Contract. Nothing herein shall preclude Contractor from retaining copies of the Contract Documents for record purposes.

3.06 *Electronic Data*

- A. Unless otherwise stated in the Supplementary Conditions, the data furnished by Owner or Engineer to Contractor, or by Contractor to Owner or Engineer, that may be relied upon are limited to the printed copies (also known as hard copies). Files in electronic media format of text, data, graphics, or other types are furnished only for the convenience of the receiving party. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk. If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.
- B. Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, the party receiving electronic files agrees that it will perform acceptance tests or procedures within 60 days, after which the receiving party shall be deemed to have accepted the data thus transferred. Any errors detected within the 60-day acceptance period will be corrected by the transferring party.
- C. When transferring documents in electronic media format, the transferring party makes no representations as to long term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by the data's creator.

ARTICLE 4 – AVAILABILITY OF LANDS; SUBSURFACE AND PHYSICAL CONDITIONS; HAZARDOUS ENVIRONMENTAL CONDITIONS; REFERENCE POINTS

4.01 *Availability of Lands*

- A. Owner shall furnish the Site. Owner shall notify Contractor of any encumbrances or restrictions not of general application but specifically related to use of the Site with which Contractor must comply in performing the Work. Owner will obtain in a timely manner and pay for easements for permanent structures or permanent changes in existing facilities. If Contractor and Owner are unable to agree on entitlement to or on the amount or extent, if any, of any adjustment in the

Contract Price or Contract Times, or both, as a result of any delay in Owner's furnishing the Site or a part thereof, Contractor may make a Claim therefor as provided in Paragraph 10.05.

- B. Upon reasonable written request, Owner shall furnish Contractor with a current statement of record legal title and legal description of the lands upon which the Work is to be performed and Owner's interest therein as necessary for giving notice of or filing a mechanic's or construction lien against such lands in accordance with applicable Laws and Regulations.
- C. Contractor shall provide for all additional lands and access thereto that may be required for temporary construction facilities or storage of materials and equipment.

4.02 *Subsurface and Physical Conditions*

A. *Reports and Drawings:* The Supplementary Conditions identify:

- 1. those reports known to Owner of explorations and tests of subsurface conditions at or contiguous to the Site; and
- 2. those drawings known to Owner of physical conditions relating to existing surface or subsurface structures at the Site (except Underground Facilities).

B. *Limited Reliance by Contractor on Technical Data Authorized:* Contractor may rely upon the accuracy of the "technical data" contained in such reports and drawings, but such reports and drawings are not Contract Documents. Such "technical data" is identified in the Supplementary Conditions. Except for such reliance on such "technical data," Contractor may not rely upon or make any claim against Owner or Engineer, or any of their officers, directors, members, partners, employees, agents, consultants, or subcontractors with respect to:

- 1. the completeness of such reports and drawings for Contractor's purposes, including, but not limited to, any aspects of the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor, and safety precautions and programs incident thereto; or
- 2. other data, interpretations, opinions, and information contained in such reports or shown or indicated in such drawings; or
- 3. any Contractor interpretation of or conclusion drawn from any "technical data" or any such other data, interpretations, opinions, or information.

4.03 *Differing Subsurface or Physical Conditions*

A. *Notice:* If Contractor believes that any subsurface or physical condition that is uncovered or revealed either:

- 1. is of such a nature as to establish that any "technical data" on which Contractor is entitled to rely as provided in Paragraph 4.02 is materially inaccurate; or
- 2. is of such a nature as to require a change in the Contract Documents; or

3. differs materially from that shown or indicated in the Contract Documents; or
4. is of an unusual nature, and differs materially from conditions ordinarily encountered and generally recognized as inherent in work of the character provided for in the Contract Documents;

then Contractor shall, promptly after becoming aware thereof and before further disturbing the subsurface or physical conditions or performing any Work in connection therewith (except in an emergency as required by Paragraph 6.16.A), notify Owner and Engineer in writing about such condition. Contractor shall not further disturb such condition or perform any Work in connection therewith (except as aforesaid) until receipt of written order to do so.

B. *Engineer's Review:* After receipt of written notice as required by Paragraph 4.03.A, Engineer will promptly review the pertinent condition, determine the necessity of Owner's obtaining additional exploration or tests with respect thereto, and advise Owner in writing (with a copy to Contractor) of Engineer's findings and conclusions.

C. *Possible Price and Times Adjustments:*

1. The Contract Price or the Contract Times, or both, will be equitably adjusted to the extent that the existence of such differing subsurface or physical condition causes an increase or decrease in Contractor's cost of, or time required for, performance of the Work; subject, however, to the following:
 - a. such condition must meet any one or more of the categories described in Paragraph 4.03.A; and
 - b. with respect to Work that is paid for on a unit price basis, any adjustment in Contract Price will be subject to the provisions of Paragraphs 9.07 and 11.03.
2. Contractor shall not be entitled to any adjustment in the Contract Price or Contract Times if:
 - a. Contractor knew of the existence of such conditions at the time Contractor made a final commitment to Owner with respect to Contract Price and Contract Times by the submission of a Bid or becoming bound under a negotiated contract; or
 - b. the existence of such condition could reasonably have been discovered or revealed as a result of any examination, investigation, exploration, test, or study of the Site and contiguous areas required by the Bidding Requirements or Contract Documents to be conducted by or for Contractor prior to Contractor's making such final commitment; or
 - c. Contractor failed to give the written notice as required by Paragraph 4.03.A.
3. If Owner and Contractor are unable to agree on entitlement to or on the amount or extent, if any, of any adjustment in the Contract Price or Contract Times, or both, a Claim may be made therefor as provided in Paragraph 10.05. However, neither Owner or Engineer, or any of their officers, directors, members, partners, employees, agents, consultants, or subcontractors shall be liable to Contractor for any claims, costs, losses, or damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other

professionals and all court or arbitration or other dispute resolution costs) sustained by Contractor on or in connection with any other project or anticipated project.

4.04 *Underground Facilities*

A. *Shown or Indicated:* The information and data shown or indicated in the Contract Documents with respect to existing Underground Facilities at or contiguous to the Site is based on information and data furnished to Owner or Engineer by the owners of such Underground Facilities, including Owner, or by others. Unless it is otherwise expressly provided in the Supplementary Conditions:

1. Owner and Engineer shall not be responsible for the accuracy or completeness of any such information or data provided by others; and
2. the cost of all of the following will be included in the Contract Price, and Contractor shall have full responsibility for:
 - a. reviewing and checking all such information and data;
 - b. locating all Underground Facilities shown or indicated in the Contract Documents;
 - c. coordination of the Work with the owners of such Underground Facilities, including Owner, during construction; and
 - d. the safety and protection of all such Underground Facilities and repairing any damage thereto resulting from the Work.

B. *Not Shown or Indicated:*

1. If an Underground Facility is uncovered or revealed at or contiguous to the Site which was not shown or indicated, or not shown or indicated with reasonable accuracy in the Contract Documents, Contractor shall, promptly after becoming aware thereof and before further disturbing conditions affected thereby or performing any Work in connection therewith (except in an emergency as required by Paragraph 6.16.A), identify the owner of such Underground Facility and give written notice to that owner and to Owner and Engineer. Engineer will promptly review the Underground Facility 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 or location of the Underground Facility. During such time, Contractor shall be responsible for the safety and protection of such Underground Facility.
2. If Engineer concludes that a change in the Contract Documents is required, a Work Change Directive or a Change Order will be issued to reflect and document such consequences. An equitable adjustment shall be made in the Contract Price or Contract Times, or both, to the extent that they are attributable to the existence or location of any Underground Facility that was not shown or indicated or not shown or indicated with reasonable accuracy in the Contract Documents and that Contractor did not know of and could not reasonably have been expected to be aware of or to have anticipated. If Owner and Contractor are unable to agree on entitlement to or on the amount or extent, if any, of any such adjustment in Contract Price

or Contract Times, Owner or Contractor may make a Claim therefor as provided in Paragraph 10.05.

4.05 *Reference Points*

- A. Owner shall provide engineering surveys to establish reference points for construction which in Engineer's judgment are necessary to enable Contractor to proceed with the Work. Contractor shall be responsible for laying out the Work, shall protect and preserve the established reference points and property monuments, and shall make no changes or relocations without the prior written approval of Owner. Contractor shall report to Engineer whenever any reference point or property monument is lost or destroyed or requires relocation because of necessary changes in grades or locations, and shall be responsible for the accurate replacement or relocation of such reference points or property monuments by professionally qualified personnel.

4.06 *Hazardous Environmental Condition at Site*

- A. *Reports and Drawings:* The Supplementary Conditions identify those reports and drawings known to Owner relating to Hazardous Environmental Conditions that have been identified at the Site.
- B. *Limited Reliance by Contractor on Technical Data Authorized:* Contractor may rely upon the accuracy of the "technical data" contained in such reports and drawings, but such reports and drawings are not Contract Documents. Such "technical data" is identified in the Supplementary Conditions. Except for such reliance on such "technical data," Contractor may not rely upon or make any claim against Owner or Engineer, or any of their officers, directors, members, partners, employees, agents, consultants, or subcontractors with respect to:
 - 1. the completeness of such reports and drawings for Contractor's purposes, including, but not limited to, any aspects of the means, methods, techniques, sequences and procedures of construction to be employed by Contractor and safety precautions and programs incident thereto; or
 - 2. other data, interpretations, opinions and information contained in such reports or shown or indicated in such drawings; or
 - 3. any Contractor interpretation of or conclusion drawn from any "technical data" or any such other data, interpretations, opinions or information.
- C. Contractor shall not be responsible for any Hazardous Environmental Condition uncovered or revealed at the Site which was not shown or indicated in Drawings or Specifications or identified in the Contract Documents to be within the scope of the Work. Contractor shall be responsible for a Hazardous Environmental Condition created with any materials brought to the Site by Contractor, Subcontractors, Suppliers, or anyone else for whom Contractor is responsible.
- D. If Contractor encounters a Hazardous Environmental Condition or if Contractor or anyone for whom Contractor is responsible creates a Hazardous Environmental Condition, Contractor shall immediately: (i) secure or otherwise isolate such condition; (ii) stop all Work in connection with such condition and in any area affected thereby (except in an emergency as required by

Paragraph 6.16.A); and (iii) notify Owner and Engineer (and promptly thereafter confirm such notice in writing). Owner shall promptly consult with Engineer concerning the necessity for Owner to retain a qualified expert to evaluate such condition or take corrective action, if any. Promptly after consulting with Engineer, Owner shall take such actions as are necessary to permit Owner to timely obtain required permits and provide Contractor the written notice required by Paragraph 4.06.E.

- E. Contractor shall not be required to resume Work in connection with such condition or in any affected area until after Owner has obtained any required permits related thereto and delivered written notice to Contractor: (i) specifying that such condition and any affected area is or has been rendered safe for the resumption of Work; or (ii) specifying any special conditions under which such Work may be resumed safely. If Owner and Contractor cannot agree as to entitlement to or on the amount or extent, if any, of any adjustment in Contract Price or Contract Times, or both, as a result of such Work stoppage or such special conditions under which Work is agreed to be resumed by Contractor, either party may make a Claim therefor as provided in Paragraph 10.05.
- F. If after receipt of such written notice Contractor does not agree to resume such Work based on a reasonable belief it is unsafe, or does not agree to resume such Work under such special conditions, then Owner may order the portion of the Work that is in the area affected by such condition to be deleted from the Work. If Owner and Contractor cannot agree as to entitlement to or on the amount or extent, if any, of an adjustment in Contract Price or Contract Times as a result of deleting such portion of the Work, then either party may make a Claim therefor as provided in Paragraph 10.05. Owner may have such deleted portion of the Work performed by Owner's own forces or others in accordance with Article 7.
- G. To the fullest extent permitted by Laws and Regulations, Owner shall indemnify and hold harmless Contractor, Subcontractors, and Engineer, and the officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of them from and against all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to a Hazardous Environmental Condition, provided that such Hazardous Environmental Condition: (i) was not shown or indicated in the Drawings or Specifications or identified in the Contract Documents to be included within the scope of the Work, and (ii) was not created by Contractor or by anyone for whom Contractor is responsible. Nothing in this Paragraph 4.06.G shall obligate Owner to indemnify any individual or entity from and against the consequences of that individual's or entity's own negligence.
- H. To the fullest extent permitted by Laws and Regulations, Contractor shall indemnify and hold harmless Owner and Engineer, and the officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of them from and against all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to a Hazardous Environmental Condition created by Contractor or by anyone for whom Contractor is responsible. Nothing in this Paragraph 4.06.H shall obligate Contractor to indemnify any individual or entity from and against the consequences of that individual's or entity's own negligence.

- I. The provisions of Paragraphs 4.02, 4.03, and 4.04 do not apply to a Hazardous Environmental Condition uncovered or revealed at the Site.

ARTICLE 5 – BONDS AND INSURANCE

5.01 *Performance, Payment, and Other Bonds*

- A. Contractor shall furnish performance and payment bonds, each in an amount at least equal to the Contract Price as security for the faithful performance and payment of all of Contractor's obligations under the Contract Documents. These bonds shall remain in effect until one year after the date when final payment becomes due or until completion of the correction period specified in Paragraph 13.07, whichever is later, except as provided otherwise by Laws or Regulations or by the Contract Documents. Contractor shall also furnish such other bonds as are required by the Contract Documents.
- B. All bonds shall be in the form prescribed by the Contract Documents except as provided otherwise by Laws or Regulations, and shall be executed by such sureties as are named in the list of "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies" as published in Circular 570 (amended) by the Financial Management Service, Surety Bond Branch, U.S. Department of the Treasury. All bonds signed by an agent or attorney-in-fact must be accompanied by a certified copy of that individual's authority to bind the surety. The evidence of authority shall show that it is effective on the date the agent or attorney-in-fact signed each bond.
- C. If the surety on any bond furnished by Contractor is declared bankrupt or becomes insolvent or its right to do business is terminated in any state where any part of the Project is located or it ceases to meet the requirements of Paragraph 5.01.B, Contractor shall promptly notify Owner and Engineer and shall, within 20 days after the event giving rise to such notification, provide another bond and surety, both of which shall comply with the requirements of Paragraphs 5.01.B and 5.02.

5.02 *Licensed Sureties and Insurers*

- A. All bonds and insurance required by the Contract Documents to be purchased and maintained by Owner or Contractor shall be obtained from surety or insurance companies that are duly licensed or authorized in the jurisdiction in which the Project is located to issue bonds or insurance policies for the limits and coverages so required. Such surety and insurance companies shall also meet such additional requirements and qualifications as may be provided in the Supplementary Conditions.

5.03 *Certificates of Insurance*

- A. Contractor shall deliver to Owner, with copies to each additional insured and loss payee identified in the Supplementary Conditions, certificates of insurance (and other evidence of insurance requested by Owner or any other additional insured) which Contractor is required to purchase and maintain.

- B. Owner shall deliver to Contractor, with copies to each additional insured and loss payee identified in the Supplementary Conditions, certificates of insurance (and other evidence of insurance requested by Contractor or any other additional insured) which Owner is required to purchase and maintain.
- C. Failure of Owner to demand such certificates or other evidence of Contractor's full compliance with these insurance requirements or failure of Owner to identify a deficiency in compliance from the evidence provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance.
- D. Owner does not represent that insurance coverage and limits established in this Contract necessarily will be adequate to protect Contractor.
- E. The insurance and insurance limits required herein shall not be deemed as a limitation on Contractor's liability under the indemnities granted to Owner in the Contract Documents.

5.04 *Contractor's Insurance*

- A. Contractor shall purchase and maintain such insurance as is appropriate for the Work being performed and as will provide protection from claims set forth below which may arise out of or result from Contractor's performance of the Work and Contractor's other obligations under the Contract Documents, whether it is to be performed by Contractor, any Subcontractor or Supplier, or by anyone directly or indirectly employed by any of them to perform any of the Work, or by anyone for whose acts any of them may be liable:
 - 1. claims under workers' compensation, disability benefits, and other similar employee benefit acts;
 - 2. claims for damages because of bodily injury, occupational sickness or disease, or death of Contractor's employees;
 - 3. claims for damages because of bodily injury, sickness or disease, or death of any person other than Contractor's employees;
 - 4. claims for damages insured by reasonably available personal injury liability coverage which are sustained:
 - a. by any person as a result of an offense directly or indirectly related to the employment of such person by Contractor, or
 - b. by any other person for any other reason;
 - 5. claims for damages, other than to the Work itself, because of injury to or destruction of tangible property wherever located, including loss of use resulting therefrom; and
 - 6. claims for damages because of bodily injury or death of any person or property damage arising out of the ownership, maintenance or use of any motor vehicle.
- B. The policies of insurance required by this Paragraph 5.04 shall:

1. with respect to insurance required by Paragraphs 5.04.A.3 through 5.04.A.6 inclusive, be written on an occurrence basis, include as additional insureds (subject to any customary exclusion regarding professional liability) Owner and Engineer, and any other individuals or entities identified in the Supplementary Conditions, all of whom shall be listed as additional insureds, and include coverage for the respective officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of all such additional insureds, and the insurance afforded to these additional insureds shall provide primary coverage for all claims covered thereby;
2. include at least the specific coverages and be written for not less than the limits of liability provided in the Supplementary Conditions or required by Laws or Regulations, whichever is greater;
3. include contractual liability insurance covering Contractor's indemnity obligations under Paragraphs 6.11 and 6.20;
4. contain a provision or endorsement that the coverage afforded will not be canceled, materially changed or renewal refused until at least 30 days prior written notice has been given to Owner and Contractor and to each other additional insured identified in the Supplementary Conditions to whom a certificate of insurance has been issued (and the certificates of insurance furnished by the Contractor pursuant to Paragraph 5.03 will so provide);
5. remain in effect at least until final payment and at all times thereafter when Contractor may be correcting, removing, or replacing defective Work in accordance with Paragraph 13.07; and
6. include completed operations coverage:
 - a. Such insurance shall remain in effect for two years after final payment.
 - b. Contractor shall furnish Owner and each other additional insured identified in the Supplementary Conditions, to whom a certificate of insurance has been issued, evidence satisfactory to Owner and any such additional insured of continuation of such insurance at final payment and one year thereafter.

5.05 *Owner's Liability Insurance*

- A. In addition to the insurance required to be provided by Contractor under Paragraph 5.04, Owner, at Owner's option, may purchase and maintain at Owner's expense Owner's own liability insurance as will protect Owner against claims which may arise from operations under the Contract Documents.

5.06 *Property Insurance*

- A. Unless otherwise provided in the Supplementary Conditions, Owner shall purchase and maintain property insurance upon the Work at the Site in the amount of the full replacement cost thereof (subject to such deductible amounts as may be provided in the Supplementary Conditions or required by Laws and Regulations). This insurance shall:

1. include the interests of Owner, Contractor, Subcontractors, and Engineer, and any other individuals or entities identified in the Supplementary Conditions, and the officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of them, each of whom is deemed to have an insurable interest and shall be listed as a loss payee;
 2. be written on a Builder's Risk "all-risk" policy form that shall at least include insurance for physical loss or damage to the Work, temporary buildings, falsework, and materials and equipment in transit, and shall insure against at least the following perils or causes of loss: fire, lightning, extended coverage, theft, vandalism and malicious mischief, earthquake, collapse, debris removal, demolition occasioned by enforcement of Laws and Regulations, water damage (other than that caused by flood), and such other perils or causes of loss as may be specifically required by the Supplementary Conditions.
 3. include expenses incurred in the repair or replacement of any insured property (including but not limited to fees and charges of engineers and architects);
 4. cover materials and equipment stored at the Site or at another location that was agreed to in writing by Owner prior to being incorporated in the Work, provided that such materials and equipment have been included in an Application for Payment recommended by Engineer;
 5. allow for partial utilization of the Work by Owner;
 6. include testing and startup; and
 7. be maintained in effect until final payment is made unless otherwise agreed to in writing by Owner, Contractor, and Engineer with 30 days written notice to each other loss payee to whom a certificate of insurance has been issued.
- B. Owner shall purchase and maintain such equipment breakdown insurance or additional property insurance as may be required by the Supplementary Conditions or Laws and Regulations which will include the interests of Owner, Contractor, Subcontractors, and Engineer, and any other individuals or entities identified in the Supplementary Conditions, and the officers, directors, members, partners, employees, agents, consultants and subcontractors of each and any of them, each of whom is deemed to have an insurable interest and shall be listed as a loss payee.
- C. All the policies of insurance (and the certificates or other evidence thereof) required to be purchased and maintained in accordance with this Paragraph 5.06 will contain a provision or endorsement that the coverage afforded will not be canceled or materially changed or renewal refused until at least 30 days prior written notice has been given to Owner and Contractor and to each other loss payee to whom a certificate of insurance has been issued and will contain waiver provisions in accordance with Paragraph 5.07.
- D. Owner shall not be responsible for purchasing and maintaining any property insurance specified in this Paragraph 5.06 to protect the interests of Contractor, Subcontractors, or others in the Work to the extent of any deductible amounts that are identified in the Supplementary Conditions. The risk of loss within such identified deductible amount will be borne by Contractor, Subcontractors, or others suffering any such loss, and if any of them wishes property

insurance coverage within the limits of such amounts, each may purchase and maintain it at the purchaser's own expense.

- E. If Contractor requests in writing that other special insurance be included in the property insurance policies provided under this Paragraph 5.06, Owner shall, if possible, include such insurance, and the cost thereof will be charged to Contractor by appropriate Change Order. Prior to commencement of the Work at the Site, Owner shall in writing advise Contractor whether or not such other insurance has been procured by Owner.

5.07 *Waiver of Rights*

- A. Owner and Contractor intend that all policies purchased in accordance with Paragraph 5.06 will protect Owner, Contractor, Subcontractors, and Engineer, and all other individuals or entities identified in the Supplementary Conditions as loss payees (and the officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of them) in such policies and will provide primary coverage for all losses and damages caused by the perils or causes of loss covered thereby. All such policies shall contain provisions to the effect that in the event of payment of any loss or damage the insurers will have no rights of recovery against any of the insureds or loss payees thereunder. Owner and Contractor waive all rights against each other and their respective officers, directors, members, partners, employees, agents, consultants and subcontractors of each and any of them for all losses and damages caused by, arising out of or resulting from any of the perils or causes of loss covered by such policies and any other property insurance applicable to the Work; and, in addition, waive all such rights against Subcontractors and Engineer, and all other individuals or entities identified in the Supplementary Conditions as loss payees (and the officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of them) under such policies for losses and damages so caused. None of the above waivers shall extend to the rights that any party making such waiver may have to the proceeds of insurance held by Owner as trustee or otherwise payable under any policy so issued.
- B. Owner waives all rights against Contractor, Subcontractors, and Engineer, and the officers, directors, members, partners, employees, agents, consultants and subcontractors of each and any of them for:
 - 1. loss due to business interruption, loss of use, or other consequential loss extending beyond direct physical loss or damage to Owner's property or the Work caused by, arising out of, or resulting from fire or other perils whether or not insured by Owner; and
 - 2. loss or damage to the completed Project or part thereof caused by, arising out of, or resulting from fire or other insured peril or cause of loss covered by any property insurance maintained on the completed Project or part thereof by Owner during partial utilization pursuant to Paragraph 14.05, after Substantial Completion pursuant to Paragraph 14.04, or after final payment pursuant to Paragraph 14.07.
- C. Any insurance policy maintained by Owner covering any loss, damage or consequential loss referred to in Paragraph 5.07.B shall contain provisions to the effect that in the event of payment of any such loss, damage, or consequential loss, the insurers will have no rights of recovery

against Contractor, Subcontractors, or Engineer, and the officers, directors, members, partners, employees, agents, consultants and subcontractors of each and any of them.

5.08 *Receipt and Application of Insurance Proceeds*

- A. Any insured loss under the policies of insurance required by Paragraph 5.06 will be adjusted with Owner and made payable to Owner as fiduciary for the loss payees, as their interests may appear, subject to the requirements of any applicable mortgage clause and of Paragraph 5.08.B. Owner shall deposit in a separate account any money so received and shall distribute it in accordance with such agreement as the parties in interest may reach. If no other special agreement is reached, the damaged Work shall be repaired or replaced, the moneys so received applied on account thereof, and the Work and the cost thereof covered by an appropriate Change Order.
- B. Owner as fiduciary shall have power to adjust and settle any loss with the insurers unless one of the parties in interest shall object in writing within 15 days after the occurrence of loss to Owner's exercise of this power. If such objection be made, Owner as fiduciary shall make settlement with the insurers in accordance with such agreement as the parties in interest may reach. If no such agreement among the parties in interest is reached, Owner as fiduciary shall adjust and settle the loss with the insurers and, if required in writing by any party in interest, Owner as fiduciary shall give bond for the proper performance of such duties.

5.09 *Acceptance of Bonds and Insurance; Option to Replace*

- A. If either Owner or Contractor has any objection to the coverage afforded by or other provisions of the bonds or insurance required to be purchased and maintained by the other party in accordance with Article 5 on the basis of non-conformance with the Contract Documents, the objecting party shall so notify the other party in writing within 10 days after receipt of the certificates (or other evidence requested) required by Paragraph 2.01.B. Owner and Contractor shall each provide to the other such additional information in respect of insurance provided as the other may reasonably request. If either party does not purchase or maintain all of the bonds and insurance required of such party by the Contract Documents, such party shall notify the other party in writing of such failure to purchase prior to the start of the Work, or of such failure to maintain prior to any change in the required coverage. Without prejudice to any other right or remedy, the other party may elect to obtain equivalent bonds or insurance to protect such other party's interests at the expense of the party who was required to provide such coverage, and a Change Order shall be issued to adjust the Contract Price accordingly.

5.10 *Partial Utilization, Acknowledgment of Property Insurer*

- A. If Owner finds it necessary to occupy or use a portion or portions of the Work prior to Substantial Completion of all the Work as provided in Paragraph 14.05, no such use or occupancy shall commence before the insurers providing the property insurance pursuant to Paragraph 5.06 have acknowledged notice thereof and in writing effected any changes in coverage necessitated thereby. The insurers providing the property insurance shall consent by endorsement on the policy or policies, but the property insurance shall not be canceled or permitted to lapse on account of any such partial use or occupancy.

ARTICLE 6 – CONTRACTOR’S RESPONSIBILITIES

6.01 *Supervision and Superintendence*

- A. Contractor shall supervise, inspect, and direct the Work competently and efficiently, devoting such attention thereto and applying such skills and expertise as may be necessary to perform the Work in accordance with the Contract Documents. Contractor shall be solely responsible for the means, methods, techniques, sequences, and procedures of construction. Contractor shall not be responsible for the negligence of Owner or Engineer in the design or specification of a specific means, method, technique, sequence, or procedure of construction which is shown or indicated in and expressly required by the Contract Documents.
- B. At all times during the progress of the Work, Contractor shall assign a competent resident superintendent who shall not be replaced without written notice to Owner and Engineer except under extraordinary circumstances.

6.02 *Labor; Working Hours*

- A. Contractor shall provide competent, suitably qualified personnel to survey and lay out the Work and perform construction as required by the Contract Documents. Contractor shall at all times maintain good discipline and order at the Site.
- B. Except as otherwise required for the safety or protection of persons or the Work or property at the Site or adjacent thereto, and except as otherwise stated in the Contract Documents, all Work at the Site shall be performed during regular working hours. Contractor will not permit the performance of Work on a Saturday, Sunday, or any legal holiday without Owner’s written consent (which will not be unreasonably withheld) given after prior written notice to Engineer.

6.03 *Services, Materials, and Equipment*

- A. Unless otherwise specified in the Contract Documents, Contractor shall provide and assume full responsibility for all services, materials, equipment, labor, transportation, construction equipment and machinery, tools, appliances, fuel, power, light, heat, telephone, water, sanitary facilities, temporary facilities, and all other facilities and incidentals necessary for the performance, testing, start-up, and completion of the Work.
- B. All materials and equipment incorporated into the Work shall be as specified or, if not specified, shall be of good quality and new, except as otherwise provided in the Contract Documents. All special warranties and guarantees required by the Specifications shall expressly run to the benefit of Owner. If required by Engineer, Contractor shall furnish satisfactory evidence (including reports of required tests) as to the source, kind, and quality of materials and equipment.
- C. All materials and equipment shall be stored, applied, installed, connected, erected, protected, used, cleaned, and conditioned in accordance with instructions of the applicable Supplier, except as otherwise may be provided in the Contract Documents.

6.04 *Progress Schedule*

- A. Contractor shall adhere to the Progress Schedule established in accordance with Paragraph 2.07 as it may be adjusted from time to time as provided below.
1. Contractor shall submit to Engineer for acceptance (to the extent indicated in Paragraph 2.07) proposed adjustments in the Progress Schedule that will not result in changing the Contract Times. Such adjustments will comply with any provisions of the General Requirements applicable thereto.
 2. Proposed adjustments in the Progress Schedule that will change the Contract Times shall be submitted in accordance with the requirements of Article 12. Adjustments in Contract Times may only be made by a Change Order.

6.05 *Substitutes and “Or-Equals”*

- A. Whenever an item of material or equipment is specified or described in the Contract Documents by using the name of a proprietary item or the name of a particular Supplier, the specification or description is intended to establish the type, function, appearance, and quality required. Unless the specification or description contains or is followed by words reading that no like, equivalent, or “or-equal” item or no substitution is permitted, other items of material or equipment or material or equipment of other Suppliers may be submitted to Engineer for review under the circumstances described below.
1. *“Or-Equal” Items:* If in Engineer’s sole discretion an item of material or equipment proposed by Contractor is functionally equal to that named and sufficiently similar so that no change in related Work will be required, it may be considered by Engineer as an “or-equal” item, in which case review and approval of the proposed item may, in Engineer’s sole discretion, be accomplished without compliance with some or all of the requirements for approval of proposed substitute items. For the purposes of this Paragraph 6.05.A.1, a proposed item of material or equipment will be considered functionally equal to an item so named if:
 - a. in the exercise of reasonable judgment Engineer determines that:
 - 1) it is at least equal in materials of construction, quality, durability, appearance, strength, and design characteristics;
 - 2) it will reliably perform at least equally well the function and achieve the results imposed by the design concept of the completed Project as a functioning whole; and
 - 3) it has a proven record of performance and availability of responsive service.
 - b. Contractor certifies that, if approved and incorporated into the Work:
 - 1) there will be no increase in cost to the Owner or increase in Contract Times; and
 - 2) it will conform substantially to the detailed requirements of the item named in the Contract Documents.

2. *Substitute Items:*

- a. If in Engineer's sole discretion an item of material or equipment proposed by Contractor does not qualify as an "or-equal" item under Paragraph 6.05.A.1, it will be considered a proposed substitute item.
- b. Contractor shall submit sufficient information as provided below to allow Engineer to determine if the item of material or equipment proposed is essentially equivalent to that named and an acceptable substitute therefor. Requests for review of proposed substitute items of material or equipment will not be accepted by Engineer from anyone other than Contractor.
- c. The requirements for review by Engineer will be as set forth in Paragraph 6.05.A.2.d, as supplemented by the General Requirements, and as Engineer may decide is appropriate under the circumstances.
- d. Contractor shall make written application to Engineer for review of a proposed substitute item of material or equipment that Contractor seeks to furnish or use. The application:
 - 1) shall certify that the proposed substitute item will:
 - a) perform adequately the functions and achieve the results called for by the general design,
 - b) be similar in substance to that specified, and
 - c) be suited to the same use as that specified;
 - 2) will state:
 - a) the extent, if any, to which the use of the proposed substitute item will prejudice Contractor's achievement of Substantial Completion on time,
 - b) whether use of the proposed substitute item in the Work will require a change in any of the Contract Documents (or in the provisions of any other direct contract with Owner for other work on the Project) to adapt the design to the proposed substitute item, and
 - c) whether incorporation or use of the proposed substitute item in connection with the Work is subject to payment of any license fee or royalty;
 - 3) will identify:
 - a) all variations of the proposed substitute item from that specified, and
 - b) available engineering, sales, maintenance, repair, and replacement services; and

- 4) shall contain an itemized estimate of all costs or credits that will result directly or indirectly from use of such substitute item, including costs of redesign and claims of other contractors affected by any resulting change.
- B. *Substitute Construction Methods or Procedures:* If a specific means, method, technique, sequence, or procedure of construction is expressly required by the Contract Documents, Contractor may furnish or utilize a substitute means, method, technique, sequence, or procedure of construction approved by Engineer. Contractor shall submit sufficient information to allow Engineer, in Engineer's sole discretion, to determine that the substitute proposed is equivalent to that expressly called for by the Contract Documents. The requirements for review by Engineer will be similar to those provided in Paragraph 6.05.A.2.
- C. *Engineer's Evaluation:* Engineer will be allowed a reasonable time within which to evaluate each proposal or submittal made pursuant to Paragraphs 6.05.A and 6.05.B. Engineer may require Contractor to furnish additional data about the proposed substitute item. Engineer will be the sole judge of acceptability. No "or equal" or substitute will be ordered, installed or utilized until Engineer's review is complete, which will be evidenced by a Change Order in the case of a substitute and an approved Shop Drawing for an "or equal." Engineer will advise Contractor in writing of any negative determination.
- D. *Special Guarantee:* Owner may require Contractor to furnish at Contractor's expense a special performance guarantee or other surety with respect to any substitute.
- E. *Engineer's Cost Reimbursement:* Engineer will record Engineer's costs in evaluating a substitute proposed or submitted by Contractor pursuant to Paragraphs 6.05.A.2 and 6.05.B. Whether or not Engineer approves a substitute so proposed or submitted by Contractor, Contractor shall reimburse Owner for the reasonable charges of Engineer for evaluating each such proposed substitute. Contractor shall also reimburse Owner for the reasonable charges of Engineer for making changes in the Contract Documents (or in the provisions of any other direct contract with Owner) resulting from the acceptance of each proposed substitute.
- F. *Contractor's Expense:* Contractor shall provide all data in support of any proposed substitute or "or-equal" at Contractor's expense.

6.06 *Concerning Subcontractors, Suppliers, and Others*

- A. Contractor shall not employ any Subcontractor, Supplier, or other individual or entity (including those acceptable to Owner as indicated in Paragraph 6.06.B), whether initially or as a replacement, against whom Owner may have reasonable objection. Contractor shall not be required to employ any Subcontractor, Supplier, or other individual or entity to furnish or perform any of the Work against whom Contractor has reasonable objection.
- B. If the Supplementary Conditions require the identity of certain Subcontractors, Suppliers, or other individuals or entities to be submitted to Owner in advance for acceptance by Owner by a specified date prior to the Effective Date of the Agreement, and if Contractor has submitted a list thereof in accordance with the Supplementary Conditions, Owner's acceptance (either in writing or by failing to make written objection thereto by the date indicated for acceptance or objection in the Bidding Documents or the Contract Documents) of any such Subcontractor, Supplier, or

other individual or entity so identified may be revoked on the basis of reasonable objection after due investigation. Contractor shall submit an acceptable replacement for the rejected Subcontractor, Supplier, or other individual or entity, and the Contract Price will be adjusted by the difference in the cost occasioned by such replacement, and an appropriate Change Order will be issued. No acceptance by Owner of any such Subcontractor, Supplier, or other individual or entity, whether initially or as a replacement, shall constitute a waiver of any right of Owner or Engineer to reject defective Work.

- C. Contractor shall be fully responsible to Owner and Engineer for all acts and omissions of the Subcontractors, Suppliers, and other individuals or entities performing or furnishing any of the Work just as Contractor is responsible for Contractor's own acts and omissions. Nothing in the Contract Documents:
 - 1. shall create for the benefit of any such Subcontractor, Supplier, or other individual or entity any contractual relationship between Owner or Engineer and any such Subcontractor, Supplier or other individual or entity; nor
 - 2. shall create any obligation on the part of Owner or Engineer to pay or to see to the payment of any moneys due any such Subcontractor, Supplier, or other individual or entity except as may otherwise be required by Laws and Regulations.
- D. Contractor shall be solely responsible for scheduling and coordinating the Work of Subcontractors, Suppliers, and other individuals or entities performing or furnishing any of the Work under a direct or indirect contract with Contractor.
- E. Contractor shall require all Subcontractors, Suppliers, and such other individuals or entities performing or furnishing any of the Work to communicate with Engineer through Contractor.
- F. The divisions and sections of the Specifications and the identifications of any Drawings shall not control Contractor in dividing the Work among Subcontractors or Suppliers or delineating the Work to be performed by any specific trade.
- G. All Work performed for Contractor by a Subcontractor or Supplier will be pursuant to an appropriate agreement between Contractor and the Subcontractor or Supplier which specifically binds the Subcontractor or Supplier to the applicable terms and conditions of the Contract Documents for the benefit of Owner and Engineer. Whenever any such agreement is with a Subcontractor or Supplier who is listed as a loss payee on the property insurance provided in Paragraph 5.06, the agreement between the Contractor and the Subcontractor or Supplier will contain provisions whereby the Subcontractor or Supplier waives all rights against Owner, Contractor, Engineer, and all other individuals or entities identified in the Supplementary Conditions to be listed as insureds or loss payees (and the officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of them) for all losses and damages caused by, arising out of, relating to, or resulting from any of the perils or causes of loss covered by such policies and any other property insurance applicable to the Work. If the insurers on any such policies require separate waiver forms to be signed by any Subcontractor or Supplier, Contractor will obtain the same.

6.07 *Patent Fees and Royalties*

- A. Contractor shall pay all license fees and royalties and assume all costs incident to the use in the performance of the Work or the incorporation in the Work of any invention, design, process, product, or device which is the subject of patent rights or copyrights held by others. If a particular invention, design, process, product, or device is specified in the Contract Documents for use in the performance of the Work and if, to the actual knowledge of Owner or Engineer, its use is subject to patent rights or copyrights calling for the payment of any license fee or royalty to others, the existence of such rights shall be disclosed by Owner in the Contract Documents.
- B. To the fullest extent permitted by Laws and Regulations, Owner shall indemnify and hold harmless Contractor, and its officers, directors, members, partners, employees, agents, consultants, and subcontractors from and against all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) arising out of or relating to any infringement of patent rights or copyrights incident to the use in the performance of the Work or resulting from the incorporation in the Work of any invention, design, process, product, or device specified in the Contract Documents, but not identified as being subject to payment of any license fee or royalty to others required by patent rights or copyrights.
- C. To the fullest extent permitted by Laws and Regulations, Contractor shall indemnify and hold harmless Owner and Engineer, and the officers, directors, members, partners, employees, agents, consultants and subcontractors of each and any of them from and against all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to any infringement of patent rights or copyrights incident to the use in the performance of the Work or resulting from the incorporation in the Work of any invention, design, process, product, or device not specified in the Contract Documents.

6.08 *Permits*

- A. Unless otherwise provided in the Supplementary Conditions, Contractor shall obtain and pay for all construction permits and licenses. Owner shall assist Contractor, when necessary, in obtaining such permits and licenses. Contractor shall pay all governmental charges and inspection fees necessary for the prosecution of the Work which are applicable at the time of opening of Bids, or, if there are no Bids, on the Effective Date of the Agreement. Owner shall pay all charges of utility owners for connections for providing permanent service to the Work.

6.09 *Laws and Regulations*

- A. Contractor shall give all notices required by and shall comply with all Laws and Regulations applicable to the performance of the Work. Except where otherwise expressly required by applicable Laws and Regulations, neither Owner nor Engineer shall be responsible for monitoring Contractor's compliance with any Laws or Regulations.
- B. If Contractor performs any Work knowing or having reason to know that it is contrary to Laws or Regulations, Contractor shall bear all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all

court or arbitration or other dispute resolution costs) arising out of or relating to such Work. However, it shall not be Contractor's responsibility to make certain that the Specifications and Drawings are in accordance with Laws and Regulations, but this shall not relieve Contractor of Contractor's obligations under Paragraph 3.03.

- C. Changes in Laws or Regulations not known at the time of opening of Bids (or, on the Effective Date of the Agreement if there were no Bids) having an effect on the cost or time of performance of the Work shall be the subject of an adjustment in Contract Price or Contract Times. If Owner and Contractor are unable to agree on entitlement to or on the amount or extent, if any, of any such adjustment, a Claim may be made therefor as provided in Paragraph 10.05.

6.10 *Taxes*

- A. Contractor shall pay all sales, consumer, use, and other similar taxes required to be paid by Contractor in accordance with the Laws and Regulations of the place of the Project which are applicable during the performance of the Work.

6.11 *Use of Site and Other Areas*

A. *Limitation on Use of Site and Other Areas:*

1. Contractor shall confine construction equipment, the storage of materials and equipment, and the operations of workers to the Site and other areas permitted by Laws and Regulations, and shall not unreasonably encumber the Site and other areas with construction equipment or other materials or equipment. Contractor shall assume full responsibility for any damage to any such land or area, or to the owner or occupant thereof, or of any adjacent land or areas resulting from the performance of the Work.
2. Should any claim be made by any such owner or occupant because of the performance of the Work, Contractor shall promptly settle with such other party by negotiation or otherwise resolve the claim by arbitration or other dispute resolution proceeding or at law.
3. To the fullest extent permitted by Laws and Regulations, Contractor shall indemnify and hold harmless Owner and Engineer, and the officers, directors, members, partners, employees, agents, consultants and subcontractors of each and any of them from and against all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to any claim or action, legal or equitable, brought by any such owner or occupant against Owner, Engineer, or any other party indemnified hereunder to the extent caused by or based upon Contractor's performance of the Work.

- B. *Removal of Debris During Performance of the Work:* During the progress of the Work Contractor shall keep the Site and other areas free from accumulations of waste materials, rubbish, and other debris. Removal and disposal of such waste materials, rubbish, and other debris shall conform to applicable Laws and Regulations.

- C. *Cleaning:* Prior to Substantial Completion of the Work Contractor shall clean the Site and the Work and make it ready for utilization by Owner. At the completion of the Work Contractor

shall remove from the Site all tools, appliances, construction equipment and machinery, and surplus materials and shall restore to original condition all property not designated for alteration by the Contract Documents.

- D. *Loading Structures:* Contractor shall not load nor permit any part of any structure to be loaded in any manner that will endanger the structure, nor shall Contractor subject any part of the Work or adjacent property to stresses or pressures that will endanger it.

6.12 *Record Documents*

- A. Contractor shall maintain in a safe place at the Site one record copy of all Drawings, Specifications, Addenda, Change Orders, Work Change Directives, Field Orders, and written interpretations and clarifications in good order and annotated to show changes made during construction. These record documents together with all approved Samples and a counterpart of all approved Shop Drawings will be available to Engineer for reference. Upon completion of the Work, these record documents, Samples, and Shop Drawings will be delivered to Engineer for Owner.

6.13 *Safety and Protection*

- A. Contractor shall be solely responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the Work. Such responsibility does not relieve Subcontractors of their responsibility for the safety of persons or property in the performance of their work, nor for compliance with applicable safety Laws and Regulations. Contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury or loss to:
1. all persons on the Site or who may be affected by the Work;
 2. all the Work and materials and equipment to be incorporated therein, whether in storage on or off the Site; and
 3. other property at the Site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures, utilities, and Underground Facilities not designated for removal, relocation, or replacement in the course of construction.
- B. Contractor shall comply with all applicable Laws and Regulations relating to the safety of persons or property, or to the protection of persons or property from damage, injury, or loss; and shall erect and maintain all necessary safeguards for such safety and protection. Contractor shall notify owners of adjacent property and of Underground Facilities and other utility owners when prosecution of the Work may affect them, and shall cooperate with them in the protection, removal, relocation, and replacement of their property.
- C. Contractor shall comply with the applicable requirements of Owner's safety programs, if any. The Supplementary Conditions identify any Owner's safety programs that are applicable to the Work.

- D. Contractor shall inform Owner and Engineer of the specific requirements of Contractor's safety program with which Owner's and Engineer's employees and representatives must comply while at the Site.
- E. All damage, injury, or loss to any property referred to in Paragraph 6.13.A.2 or 6.13.A.3 caused, directly or indirectly, in whole or in part, by Contractor, any Subcontractor, Supplier, or any other individual or entity directly or indirectly employed by any of them to perform any of the Work, or anyone for whose acts any of them may be liable, shall be remedied by Contractor (except damage or loss attributable to the fault of Drawings or Specifications or to the acts or omissions of Owner or Engineer or anyone employed by any of them, or anyone for whose acts any of them may be liable, and not attributable, directly or indirectly, in whole or in part, to the fault or negligence of Contractor or any Subcontractor, Supplier, or other individual or entity directly or indirectly employed by any of them).
- F. Contractor's duties and responsibilities for safety and for protection of the Work shall continue until such time as all the Work is completed and Engineer has issued a notice to Owner and Contractor in accordance with Paragraph 14.07.B that the Work is acceptable (except as otherwise expressly provided in connection with Substantial Completion).

6.14 *Safety Representative*

- A. Contractor shall designate a qualified and experienced safety representative at the Site whose duties and responsibilities shall be the prevention of accidents and the maintaining and supervising of safety precautions and programs.

6.15 *Hazard Communication Programs*

- A. Contractor shall be responsible for coordinating any exchange of material safety data sheets or other hazard communication information required to be made available to or exchanged between or among employers at the Site in accordance with Laws or Regulations.

6.16 *Emergencies*

- A. In emergencies affecting the safety or protection of persons or the Work or property at the Site or adjacent thereto, Contractor is obligated to act to prevent threatened damage, injury, or loss. Contractor shall give Engineer prompt written notice if Contractor believes that any significant changes in the Work or variations from the Contract Documents have been caused thereby or are required as a result thereof. If Engineer determines that a change in the Contract Documents is required because of the action taken by Contractor in response to such an emergency, a Work Change Directive or Change Order will be issued.

6.17 *Shop Drawings and Samples*

- A. Contractor shall submit Shop Drawings and Samples to Engineer for review and approval in accordance with the accepted Schedule of Submittals (as required by Paragraph 2.07). Each submittal will be identified as Engineer may require.

1. *Shop Drawings:*
 - a. Submit number of copies specified in the General Requirements.
 - b. Data shown on the Shop Drawings will be complete with respect to quantities, dimensions, specified performance and design criteria, materials, and similar data to show Engineer the services, materials, and equipment Contractor proposes to provide and to enable Engineer to review the information for the limited purposes required by Paragraph 6.17.D.
 2. *Samples:*
 - a. Submit number of Samples specified in the Specifications.
 - b. Clearly identify each Sample as to material, Supplier, pertinent data such as catalog numbers, the use for which intended and other data as Engineer may require to enable Engineer to review the submittal for the limited purposes required by Paragraph 6.17.D.
- B. Where a Shop Drawing or Sample is required by the Contract Documents or the Schedule of Submittals, any related Work performed prior to Engineer's review and approval of the pertinent submittal will be at the sole expense and responsibility of Contractor.
- C. *Submittal Procedures:*
1. Before submitting each Shop Drawing or Sample, Contractor shall have:
 - a. reviewed and coordinated each Shop Drawing or Sample with other Shop Drawings and Samples and with the requirements of the Work and the Contract Documents;
 - b. determined and verified all field measurements, quantities, dimensions, specified performance and design criteria, installation requirements, materials, catalog numbers, and similar information with respect thereto;
 - c. determined and verified the suitability of all materials offered with respect to the indicated application, fabrication, shipping, handling, storage, assembly, and installation pertaining to the performance of the Work; and
 - d. determined and verified all information relative to Contractor's responsibilities for means, methods, techniques, sequences, and procedures of construction, and safety precautions and programs incident thereto.
 2. Each submittal shall bear a stamp or specific written certification that Contractor has satisfied Contractor's obligations under the Contract Documents with respect to Contractor's review and approval of that submittal.
 3. With each submittal, Contractor shall give Engineer specific written notice of any variations that the Shop Drawing or Sample may have from the requirements of the Contract Documents. This notice shall be both a written communication separate from the Shop

Drawings or Sample submittal; and, in addition, by a specific notation made on each Shop Drawing or Sample submitted to Engineer for review and approval of each such variation.

D. Engineer's Review:

1. Engineer will provide timely review of Shop Drawings and Samples in accordance with the Schedule of Submittals acceptable to Engineer. Engineer's review and approval will be only to determine if the items covered by the submittals will, after installation or incorporation in the Work, conform to the information given in the Contract Documents and be compatible with the design concept of the completed Project as a functioning whole as indicated by the Contract Documents.
2. Engineer's review and approval will not extend to means, methods, techniques, sequences, or procedures of construction (except where a particular means, method, technique, sequence, or procedure of construction is specifically and expressly called for by the Contract Documents) or to safety precautions or programs incident thereto. The review and approval of a separate item as such will not indicate approval of the assembly in which the item functions.
3. Engineer's review and approval shall not relieve Contractor from responsibility for any variation from the requirements of the Contract Documents unless Contractor has complied with the requirements of Paragraph 6.17.C.3 and Engineer has given written approval of each such variation by specific written notation thereof incorporated in or accompanying the Shop Drawing or Sample. Engineer's review and approval shall not relieve Contractor from responsibility for complying with the requirements of Paragraph 6.17.C.1.

E. Resubmittal Procedures:

1. Contractor shall make corrections required by Engineer and shall return the required number of corrected copies of Shop Drawings and submit, as required, new Samples for review and approval. Contractor shall direct specific attention in writing to revisions other than the corrections called for by Engineer on previous submittals.

6.18 *Continuing the Work*

- A. Contractor shall carry on the Work and adhere to the Progress Schedule during all disputes or disagreements with Owner. No Work shall be delayed or postponed pending resolution of any disputes or disagreements, except as permitted by Paragraph 15.04 or as Owner and Contractor may otherwise agree in writing.

6.19 *Contractor's General Warranty and Guarantee*

- A. Contractor warrants and guarantees to Owner that all Work will be in accordance with the Contract Documents and will not be defective. Engineer and its officers, directors, members, partners, employees, agents, consultants, and subcontractors shall be entitled to rely on representation of Contractor's warranty and guarantee.
- B. Contractor's warranty and guarantee hereunder excludes defects or damage caused by:

1. abuse, modification, or improper maintenance or operation by persons other than Contractor, Subcontractors, Suppliers, or any other individual or entity for whom Contractor is responsible; or
 2. normal wear and tear under normal usage.
- C. Contractor's obligation to perform and complete the Work in accordance with the Contract Documents shall be absolute. None of the following will constitute an acceptance of Work that is not in accordance with the Contract Documents or a release of Contractor's obligation to perform the Work in accordance with the Contract Documents:
1. observations by Engineer;
 2. recommendation by Engineer or payment by Owner of any progress or final payment;
 3. the issuance of a certificate of Substantial Completion by Engineer or any payment related thereto by Owner;
 4. use or occupancy of the Work or any part thereof by Owner;
 5. any review and approval of a Shop Drawing or Sample submittal or the issuance of a notice of acceptability by Engineer;
 6. any inspection, test, or approval by others; or
 7. any correction of defective Work by Owner.

6.20 *Indemnification*

- A. To the fullest extent permitted by Laws and Regulations, Contractor shall indemnify and hold harmless Owner and Engineer, and the officers, directors, members, partners, employees, agents, consultants and subcontractors of each and any of them from and against all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to the performance of the Work, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of Contractor, any Subcontractor, any Supplier, or any individual or entity directly or indirectly employed by any of them to perform any of the Work or anyone for whose acts any of them may be liable .
- B. In any and all claims against Owner or Engineer or any of their officers, directors, members, partners, employees, agents, consultants, or subcontractors by any employee (or the survivor or personal representative of such employee) of Contractor, any Subcontractor, any Supplier, or any individual or entity directly or indirectly employed by any of them to perform any of the Work, or anyone for whose acts any of them may be liable, the indemnification obligation under Paragraph 6.20.A shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for Contractor or any such Subcontractor,

Supplier, or other individual or entity under workers' compensation acts, disability benefit acts, or other employee benefit acts.

- C. The indemnification obligations of Contractor under Paragraph 6.20.A shall not extend to the liability of Engineer and Engineer's officers, directors, members, partners, employees, agents, consultants and subcontractors arising out of:
1. the preparation or approval of, or the failure to prepare or approve maps, Drawings, opinions, reports, surveys, Change Orders, designs, or Specifications; or
 2. giving directions or instructions, or failing to give them, if that is the primary cause of the injury or damage.

6.21 *Delegation of Professional Design Services*

- A. Contractor will not be required to provide professional design services unless such services are specifically required by the Contract Documents for a portion of the Work or unless such services are required to carry out Contractor's responsibilities for construction means, methods, techniques, sequences and procedures. Contractor shall not be required to provide professional services in violation of applicable law.
- B. If professional design services or certifications by a design professional related to systems, materials or equipment are specifically required of Contractor by the Contract Documents, Owner and Engineer will specify all performance and design criteria that such services must satisfy. Contractor shall cause such services or certifications to be provided by a properly licensed professional, whose signature and seal shall appear on all drawings, calculations, specifications, certifications, Shop Drawings and other submittals prepared by such professional. Shop Drawings and other submittals related to the Work designed or certified by such professional, if prepared by others, shall bear such professional's written approval when submitted to Engineer.
- C. Owner and Engineer shall be entitled to rely upon the adequacy, accuracy and completeness of the services, certifications or approvals performed by such design professionals, provided Owner and Engineer have specified to Contractor all performance and design criteria that such services must satisfy.
- D. Pursuant to this Paragraph 6.21, Engineer's review and approval of design calculations and design drawings will be only for the limited purpose of checking for conformance with performance and design criteria given and the design concept expressed in the Contract Documents. Engineer's review and approval of Shop Drawings and other submittals (except design calculations and design drawings) will be only for the purpose stated in Paragraph 6.17.D.1.
- E. Contractor shall not be responsible for the adequacy of the performance or design criteria required by the Contract Documents.

ARTICLE 7 – OTHER WORK AT THE SITE

7.01 *Related Work at Site*

- A. Owner may perform other work related to the Project at the Site with Owner's employees, or through other direct contracts therefor, or have other work performed by utility owners. If such other work is not noted in the Contract Documents, then:
 - 1. written notice thereof will be given to Contractor prior to starting any such other work; and
 - 2. if Owner and Contractor are unable to agree on entitlement to or on the amount or extent, if any, of any adjustment in the Contract Price or Contract Times that should be allowed as a result of such other work, a Claim may be made therefor as provided in Paragraph 10.05.
- B. Contractor shall afford each other contractor who is a party to such a direct contract, each utility owner, and Owner, if Owner is performing other work with Owner's employees, proper and safe access to the Site, provide a reasonable opportunity for the introduction and storage of materials and equipment and the execution of such other work, and properly coordinate the Work with theirs. Contractor shall do all cutting, fitting, and patching of the Work that may be required to properly connect or otherwise make its several parts come together and properly integrate with such other work. Contractor shall not endanger any work of others by cutting, excavating, or otherwise altering such work; provided, however, that Contractor may cut or alter others' work with the written consent of Engineer and the others whose work will be affected. The duties and responsibilities of Contractor under this Paragraph are for the benefit of such utility owners and other contractors to the extent that there are comparable provisions for the benefit of Contractor in said direct contracts between Owner and such utility owners and other contractors.
- C. If the proper execution or results of any part of Contractor's Work depends upon work performed by others under this Article 7, Contractor shall inspect such other work and promptly report to Engineer in writing any delays, defects, or deficiencies in such other work that render it unavailable or unsuitable for the proper execution and results of Contractor's Work. Contractor's failure to so report will constitute an acceptance of such other work as fit and proper for integration with Contractor's Work except for latent defects and deficiencies in such other work.

7.02 *Coordination*

- A. If Owner intends to contract with others for the performance of other work on the Project at the Site, the following will be set forth in Supplementary Conditions:
 - 1. the individual or entity who will have authority and responsibility for coordination of the activities among the various contractors will be identified;
 - 2. the specific matters to be covered by such authority and responsibility will be itemized; and
 - 3. the extent of such authority and responsibilities will be provided.
- B. Unless otherwise provided in the Supplementary Conditions, Owner shall have sole authority and responsibility for such coordination.

7.03 *Legal Relationships*

- A. Paragraphs 7.01.A and 7.02 are not applicable for utilities not under the control of Owner.
- B. Each other direct contract of Owner under Paragraph 7.01.A shall provide that the other contractor is liable to Owner and Contractor for the reasonable direct delay and disruption costs incurred by Contractor as a result of the other contractor's wrongful actions or inactions.
- C. Contractor shall be liable to Owner and any other contractor under direct contract to Owner for the reasonable direct delay and disruption costs incurred by such other contractor as a result of Contractor's wrongful action or inactions.

ARTICLE 8 – OWNER'S RESPONSIBILITIES

8.01 *Communications to Contractor*

- A. Except as otherwise provided in these General Conditions, Owner shall issue all communications to Contractor through Engineer.

8.02 *Replacement of Engineer*

- A. In case of termination of the employment of Engineer, Owner shall appoint an engineer to whom Contractor makes no reasonable objection, whose status under the Contract Documents shall be that of the former Engineer.

8.03 *Furnish Data*

- A. Owner shall promptly furnish the data required of Owner under the Contract Documents.

8.04 *Pay When Due*

- A. Owner shall make payments to Contractor when they are due as provided in Paragraphs 14.02.C and 14.07.C.

8.05 *Lands and Easements; Reports and Tests*

- A. Owner's duties with respect to providing lands and easements and providing engineering surveys to establish reference points are set forth in Paragraphs 4.01 and 4.05. Paragraph 4.02 refers to Owner's identifying and making available to Contractor copies of reports of explorations and tests of subsurface conditions and drawings of physical conditions relating to existing surface or subsurface structures at the Site.

8.06 *Insurance*

- A. Owner's responsibilities, if any, with respect to purchasing and maintaining liability and property insurance are set forth in Article 5.

8.07 *Change Orders*

- A. Owner is obligated to execute Change Orders as indicated in Paragraph 10.03.

8.08 *Inspections, Tests, and Approvals*

- A. Owner's responsibility with respect to certain inspections, tests, and approvals is set forth in Paragraph 13.03.B.

8.09 *Limitations on Owner's Responsibilities*

- A. The Owner shall not supervise, direct, or have control or authority over, nor be responsible for, Contractor's means, methods, techniques, sequences, or procedures of construction, or the safety precautions and programs incident thereto, or for any failure of Contractor to comply with Laws and Regulations applicable to the performance of the Work. Owner will not be responsible for Contractor's failure to perform the Work in accordance with the Contract Documents.

8.10 *Undisclosed Hazardous Environmental Condition*

- A. Owner's responsibility in respect to an undisclosed Hazardous Environmental Condition is set forth in Paragraph 4.06.

8.11 *Evidence of Financial Arrangements*

- A. Upon request of Contractor, Owner shall furnish Contractor reasonable evidence that financial arrangements have been made to satisfy Owner's obligations under the Contract Documents.

8.12 *Compliance with Safety Program*

- A. While at the Site, Owner's employees and representatives shall comply with the specific applicable requirements of Contractor's safety programs of which Owner has been informed pursuant to Paragraph 6.13.D.

ARTICLE 9 – ENGINEER'S STATUS DURING CONSTRUCTION

9.01 *Owner's Representative*

- A. Engineer will be Owner's representative during the construction period. The duties and responsibilities and the limitations of authority of Engineer as Owner's representative during construction are set forth in the Contract Documents.

9.02 *Visits to Site*

- A. Engineer will make visits to the Site at intervals appropriate to the various stages of construction as Engineer deems necessary in order to observe as an experienced and qualified design professional the progress that has been made and the quality of the various aspects of Contractor's executed Work. Based on information obtained during such visits and observations, Engineer, for the benefit of Owner, will determine, in general, if the Work is proceeding in accordance with the Contract Documents. Engineer will not be required to make exhaustive or continuous inspections on the Site to check the quality or quantity of the Work. Engineer's efforts will be directed toward providing for Owner a greater degree of confidence that the completed Work will conform generally to the Contract Documents. On the basis of such visits

and observations, Engineer will keep Owner informed of the progress of the Work and will endeavor to guard Owner against defective Work.

- B. Engineer's visits and observations are subject to all the limitations on Engineer's authority and responsibility set forth in Paragraph 9.09. Particularly, but without limitation, during or as a result of Engineer's visits or observations of Contractor's Work, Engineer will not supervise, direct, control, or have authority over or be responsible for Contractor's means, methods, techniques, sequences, or procedures of construction, or the safety precautions and programs incident thereto, or for any failure of Contractor to comply with Laws and Regulations applicable to the performance of the Work.

9.03 *Project Representative*

- A. If Owner and Engineer agree, Engineer will furnish a Resident Project Representative to assist Engineer in providing more extensive observation of the Work. The authority and responsibilities of any such Resident Project Representative and assistants will be as provided in the Supplementary Conditions, and limitations on the responsibilities thereof will be as provided in Paragraph 9.09. If Owner designates another representative or agent to represent Owner at the Site who is not Engineer's consultant, agent or employee, the responsibilities and authority and limitations thereon of such other individual or entity will be as provided in the Supplementary Conditions.

9.04 *Authorized Variations in Work*

- A. Engineer may authorize minor variations in the Work from the requirements of the Contract Documents which do not involve an adjustment in the Contract Price or the Contract Times and are compatible with the design concept of the completed Project as a functioning whole as indicated by the Contract Documents. These may be accomplished by a Field Order and will be binding on Owner and also on Contractor, who shall perform the Work involved promptly. If Owner or Contractor believes that a Field Order justifies an adjustment in the Contract Price or Contract Times, or both, and the parties are unable to agree on entitlement to or on the amount or extent, if any, of any such adjustment, a Claim may be made therefor as provided in Paragraph 10.05.

9.05 *Rejecting Defective Work*

- A. Engineer will have authority to reject Work which Engineer believes to be defective, or that Engineer believes will not produce a completed Project that conforms to the Contract Documents or that will prejudice the integrity of the design concept of the completed Project as a functioning whole as indicated by the Contract Documents. Engineer will also have authority to require special inspection or testing of the Work as provided in Paragraph 13.04, whether or not the Work is fabricated, installed, or completed.

9.06 *Shop Drawings, Change Orders and Payments*

- A. In connection with Engineer's authority, and limitations thereof, as to Shop Drawings and Samples, see Paragraph 6.17.

- B. In connection with Engineer's authority, and limitations thereof, as to design calculations and design drawings submitted in response to a delegation of professional design services, if any, see Paragraph 6.21.
- C. In connection with Engineer's authority as to Change Orders, see Articles 10, 11, and 12.
- D. In connection with Engineer's authority as to Applications for Payment, see Article 14.

9.07 *Determinations for Unit Price Work*

- A. Engineer will determine the actual quantities and classifications of Unit Price Work performed by Contractor. Engineer will review with Contractor the Engineer's preliminary determinations on such matters before rendering a written decision thereon (by recommendation of an Application for Payment or otherwise). Engineer's written decision thereon will be final and binding (except as modified by Engineer to reflect changed factual conditions or more accurate data) upon Owner and Contractor, subject to the provisions of Paragraph 10.05.

9.08 *Decisions on Requirements of Contract Documents and Acceptability of Work*

- A. Engineer will be the initial interpreter of the requirements of the Contract Documents and judge of the acceptability of the Work thereunder. All matters in question and other matters between Owner and Contractor arising prior to the date final payment is due relating to the acceptability of the Work, and the interpretation of the requirements of the Contract Documents pertaining to the performance of the Work, will be referred initially to Engineer in writing within 30 days of the event giving rise to the question.
- B. Engineer will, with reasonable promptness, render a written decision on the issue referred. If Owner or Contractor believes that any such decision entitles them to an adjustment in the Contract Price or Contract Times or both, a Claim may be made under Paragraph 10.05. The date of Engineer's decision shall be the date of the event giving rise to the issues referenced for the purposes of Paragraph 10.05.B.
- C. Engineer's written decision on the issue referred will be final and binding on Owner and Contractor, subject to the provisions of Paragraph 10.05.
- D. When functioning as interpreter and judge under this Paragraph 9.08, Engineer will not show partiality to Owner or Contractor and will not be liable in connection with any interpretation or decision rendered in good faith in such capacity.

9.09 *Limitations on Engineer's Authority and Responsibilities*

- A. Neither Engineer's authority or responsibility under this Article 9 or under any other provision of the Contract Documents nor any decision made by Engineer in good faith either to exercise or not exercise such authority or responsibility or the undertaking, exercise, or performance of any authority or responsibility by Engineer shall create, impose, or give rise to any duty in contract, tort, or otherwise owed by Engineer to Contractor, any Subcontractor, any Supplier, any other individual or entity, or to any surety for or employee or agent of any of them.

- B. Engineer will not supervise, direct, control, or have authority over or be responsible for Contractor's means, methods, techniques, sequences, or procedures of construction, or the safety precautions and programs incident thereto, or for any failure of Contractor to comply with Laws and Regulations applicable to the performance of the Work. Engineer will not be responsible for Contractor's failure to perform the Work in accordance with the Contract Documents.
- C. Engineer will not be responsible for the acts or omissions of Contractor or of any Subcontractor, any Supplier, or of any other individual or entity performing any of the Work.
- D. Engineer's review of the final Application for Payment and accompanying documentation and all maintenance and operating instructions, schedules, guarantees, bonds, certificates of inspection, tests and approvals, and other documentation required to be delivered by Paragraph 14.07.A will only be to determine generally that their content complies with the requirements of, and in the case of certificates of inspections, tests, and approvals that the results certified indicate compliance with, the Contract Documents.
- E. The limitations upon authority and responsibility set forth in this Paragraph 9.09 shall also apply to the Resident Project Representative, if any, and assistants, if any.

9.10 *Compliance with Safety Program*

- A. While at the Site, Engineer's employees and representatives shall comply with the specific applicable requirements of Contractor's safety programs of which Engineer has been informed pursuant to Paragraph 6.13.D.

ARTICLE 10 – CHANGES IN THE WORK; CLAIMS

10.01 *Authorized Changes in the Work*

- A. Without invalidating the Contract and without notice to any surety, Owner may, at any time or from time to time, order additions, deletions, or revisions in the Work by a Change Order, or a Work Change Directive. Upon receipt of any such document, Contractor shall promptly proceed with the Work involved which will be performed under the applicable conditions of the Contract Documents (except as otherwise specifically provided).
- B. If Owner and Contractor are unable to agree on entitlement to, or on the amount or extent, if any, of an adjustment in the Contract Price or Contract Times, or both, that should be allowed as a result of a Work Change Directive, a Claim may be made therefor as provided in Paragraph 10.05.

10.02 *Unauthorized Changes in the Work*

- A. Contractor shall not be entitled to an increase in the Contract Price or an extension of the Contract Times with respect to any work performed that is not required by the Contract Documents as amended, modified, or supplemented as provided in Paragraph 3.04, except in the case of an emergency as provided in Paragraph 6.16 or in the case of uncovering Work as provided in Paragraph 13.04.D.

10.03 *Execution of Change Orders*

- A. Owner and Contractor shall execute appropriate Change Orders recommended by Engineer covering:
1. changes in the Work which are: (i) ordered by Owner pursuant to Paragraph 10.01.A, (ii) required because of acceptance of defective Work under Paragraph 13.08.A or Owner's correction of defective Work under Paragraph 13.09, or (iii) agreed to by the parties;
 2. changes in the Contract Price or Contract Times which are agreed to by the parties, including any undisputed sum or amount of time for Work actually performed in accordance with a Work Change Directive; and
 3. changes in the Contract Price or Contract Times which embody the substance of any written decision rendered by Engineer pursuant to Paragraph 10.05; provided that, in lieu of executing any such Change Order, an appeal may be taken from any such decision in accordance with the provisions of the Contract Documents and applicable Laws and Regulations, but during any such appeal, Contractor shall carry on the Work and adhere to the Progress Schedule as provided in Paragraph 6.18.A.

10.04 *Notification to Surety*

- A. If the provisions of any bond require notice to be given to a surety of any change affecting the general scope of the Work or the provisions of the Contract Documents (including, but not limited to, Contract Price or Contract Times), the giving of any such notice will be Contractor's responsibility. The amount of each applicable bond will be adjusted to reflect the effect of any such change.

10.05 *Claims*

- A. *Engineer's Decision Required:* All Claims, except those waived pursuant to Paragraph 14.09, shall be referred to the Engineer for decision. A decision by Engineer shall be required as a condition precedent to any exercise by Owner or Contractor of any rights or remedies either may otherwise have under the Contract Documents or by Laws and Regulations in respect of such Claims.
- B. *Notice:* Written notice stating the general nature of each Claim shall be delivered by the claimant to Engineer and the other party to the Contract promptly (but in no event later than 30 days) after the start of the event giving rise thereto. The responsibility to substantiate a Claim shall rest with the party making the Claim. Notice of the amount or extent of the Claim, with supporting data shall be delivered to the Engineer and the other party to the Contract within 60 days after the start of such event (unless Engineer allows additional time for claimant to submit additional or more accurate data in support of such Claim). A Claim for an adjustment in Contract Price shall be prepared in accordance with the provisions of Paragraph 12.01.B. A Claim for an adjustment in Contract Times shall be prepared in accordance with the provisions of Paragraph 12.02.B. Each Claim shall be accompanied by claimant's written statement that the adjustment claimed is the entire adjustment to which the claimant believes it is entitled as a result of said event. The

opposing party shall submit any response to Engineer and the claimant within 30 days after receipt of the claimant's last submittal (unless Engineer allows additional time).

- C. *Engineer's Action:* Engineer will review each Claim and, within 30 days after receipt of the last submittal of the claimant or the last submittal of the opposing party, if any, take one of the following actions in writing:
1. deny the Claim in whole or in part;
 2. approve the Claim; or
 3. notify the parties that the Engineer is unable to resolve the Claim if, in the Engineer's sole discretion, it would be inappropriate for the Engineer to do so. For purposes of further resolution of the Claim, such notice shall be deemed a denial.
- D. In the event that Engineer does not take action on a Claim within said 30 days, the Claim shall be deemed denied.
- E. Engineer's written action under Paragraph 10.05.C or denial pursuant to Paragraphs 10.05.C.3 or 10.05.D will be final and binding upon Owner and Contractor, unless Owner or Contractor invoke the dispute resolution procedure set forth in Article 16 within 30 days of such action or denial.
- F. No Claim for an adjustment in Contract Price or Contract Times will be valid if not submitted in accordance with this Paragraph 10.05.

ARTICLE 11 – COST OF THE WORK; ALLOWANCES; UNIT PRICE WORK

11.01 *Cost of the Work*

- A. *Costs Included:* The term Cost of the Work means the sum of all costs, except those excluded in Paragraph 11.01.B, necessarily incurred and paid by Contractor in the proper performance of the Work. When the value of any Work covered by a Change Order or when a Claim for an adjustment in Contract Price is determined on the basis of Cost of the Work, the costs to be reimbursed to Contractor will be only those additional or incremental costs required because of the change in the Work or because of the event giving rise to the Claim. Except as otherwise may be agreed to in writing by Owner, such costs shall be in amounts no higher than those prevailing in the locality of the Project, shall not include any of the costs itemized in Paragraph 11.01.B, and shall include only the following items:
1. Payroll costs for employees in the direct employ of Contractor in the performance of the Work under schedules of job classifications agreed upon by Owner and Contractor. Such employees shall include, without limitation, superintendents, foremen, and other personnel employed full time on the Work. Payroll costs for employees not employed full time on the Work shall be apportioned on the basis of their time spent on the Work. Payroll costs shall include, but not be limited to, salaries and wages plus the cost of fringe benefits, which shall include social security contributions, unemployment, excise, and payroll taxes, workers' compensation, health and retirement benefits, bonuses, sick leave, vacation and holiday pay applicable thereto. The expenses of performing Work outside of regular working hours, on

Saturday, Sunday, or legal holidays, shall be included in the above to the extent authorized by Owner.

2. Cost of all materials and equipment furnished and incorporated in the Work, including costs of transportation and storage thereof, and Suppliers' field services required in connection therewith. All cash discounts shall accrue to Contractor unless Owner deposits funds with Contractor with which to make payments, in which case the cash discounts shall accrue to Owner. All trade discounts, rebates and refunds and returns from sale of surplus materials and equipment shall accrue to Owner, and Contractor shall make provisions so that they may be obtained.
3. Payments made by Contractor to Subcontractors for Work performed by Subcontractors. If required by Owner, Contractor shall obtain competitive bids from subcontractors acceptable to Owner and Contractor and shall deliver such bids to Owner, who will then determine, with the advice of Engineer, which bids, if any, will be acceptable. If any subcontract provides that the Subcontractor is to be paid on the basis of Cost of the Work plus a fee, the Subcontractor's Cost of the Work and fee shall be determined in the same manner as Contractor's Cost of the Work and fee as provided in this Paragraph 11.01.
4. Costs of special consultants (including but not limited to engineers, architects, testing laboratories, surveyors, attorneys, and accountants) employed for services specifically related to the Work.
5. Supplemental costs including the following:
 - a. The proportion of necessary transportation, travel, and subsistence expenses of Contractor's employees incurred in discharge of duties connected with the Work.
 - b. Cost, including transportation and maintenance, of all materials, supplies, equipment, machinery, appliances, office, and temporary facilities at the Site, and hand tools not owned by the workers, which are consumed in the performance of the Work, and cost, less market value, of such items used but not consumed which remain the property of Contractor.
 - c. Rentals of all construction equipment and machinery, and the parts thereof whether rented from Contractor or others in accordance with rental agreements approved by Owner with the advice of Engineer, and the costs of transportation, loading, unloading, assembly, dismantling, and removal thereof. All such costs shall be in accordance with the terms of said rental agreements. The rental of any such equipment, machinery, or parts shall cease when the use thereof is no longer necessary for the Work.
 - d. Sales, consumer, use, and other similar taxes related to the Work, and for which Contractor is liable, as imposed by Laws and Regulations.
 - e. Deposits lost for causes other than negligence of Contractor, any Subcontractor, or anyone directly or indirectly employed by any of them or for whose acts any of them may be liable, and royalty payments and fees for permits and licenses.

- f. Losses and damages (and related expenses) caused by damage to the Work, not compensated by insurance or otherwise, sustained by Contractor in connection with the performance of the Work (except losses and damages within the deductible amounts of property insurance established in accordance with Paragraph 5.06.D), provided such losses and damages have resulted from causes other than the negligence of Contractor, any Subcontractor, or anyone directly or indirectly employed by any of them or for whose acts any of them may be liable. Such losses shall include settlements made with the written consent and approval of Owner. No such losses, damages, and expenses shall be included in the Cost of the Work for the purpose of determining Contractor's fee.
- g. The cost of utilities, fuel, and sanitary facilities at the Site.
- h. Minor expenses such as telegrams, long distance telephone calls, telephone service at the Site, express and courier services, and similar petty cash items in connection with the Work.
- i. The costs of premiums for all bonds and insurance Contractor is required by the Contract Documents to purchase and maintain.

B. *Costs Excluded:* The term Cost of the Work shall not include any of the following items:

- 1. Payroll costs and other compensation of Contractor's officers, executives, principals (of partnerships and sole proprietorships), general managers, safety managers, engineers, architects, estimators, attorneys, auditors, accountants, purchasing and contracting agents, expeditors, timekeepers, clerks, and other personnel employed by Contractor, whether at the Site or in Contractor's principal or branch office for general administration of the Work and not specifically included in the agreed upon schedule of job classifications referred to in Paragraph 11.01.A.1 or specifically covered by Paragraph 11.01.A.4, all of which are to be considered administrative costs covered by the Contractor's fee.
- 2. Expenses of Contractor's principal and branch offices other than Contractor's office at the Site.
- 3. Any part of Contractor's capital expenses, including interest on Contractor's capital employed for the Work and charges against Contractor for delinquent payments.
- 4. Costs due to the negligence of Contractor, any Subcontractor, or anyone directly or indirectly employed by any of them or for whose acts any of them may be liable, including but not limited to, the correction of defective Work, disposal of materials or equipment wrongly supplied, and making good any damage to property.
- 5. Other overhead or general expense costs of any kind and the costs of any item not specifically and expressly included in Paragraphs 11.01.A.

C. *Contractor's Fee:* When all the Work is performed on the basis of cost-plus, Contractor's fee shall be determined as set forth in the Agreement. When the value of any Work covered by a Change Order or when a Claim for an adjustment in Contract Price is determined on the basis of Cost of the Work, Contractor's fee shall be determined as set forth in Paragraph 12.01.C.

- D. *Documentation:* Whenever the Cost of the Work for any purpose is to be determined pursuant to Paragraphs 11.01.A and 11.01.B, Contractor will establish and maintain records thereof in accordance with generally accepted accounting practices and submit in a form acceptable to Engineer an itemized cost breakdown together with supporting data.

11.02 Allowances

- A. It is understood that Contractor has included in the Contract Price all allowances so named in the Contract Documents and shall cause the Work so covered to be performed for such sums and by such persons or entities as may be acceptable to Owner and Engineer.

B. *Cash Allowances:*

1. Contractor agrees that:

- a. the cash allowances include the cost to Contractor (less any applicable trade discounts) of materials and equipment required by the allowances to be delivered at the Site, and all applicable taxes; and
- b. Contractor's costs for unloading and handling on the Site, labor, installation, overhead, profit, and other expenses contemplated for the cash allowances have been included in the Contract Price and not in the allowances, and no demand for additional payment on account of any of the foregoing will be valid.

C. *Contingency Allowance:*

1. Contractor agrees that a contingency allowance, if any, is for the sole use of Owner to cover unanticipated costs.

- D. Prior to final payment, an appropriate Change Order will be issued as recommended by Engineer to reflect actual amounts due Contractor on account of Work covered by allowances, and the Contract Price shall be correspondingly adjusted.

11.03 Unit Price Work

- A. Where the Contract Documents provide that all or part of the Work is to be Unit Price Work, initially the Contract Price will be deemed to include for all Unit Price Work an amount equal to the sum of the unit price for each separately identified item of Unit Price Work times the estimated quantity of each item as indicated in the Agreement.
- B. The estimated quantities of items of Unit Price Work are not guaranteed and are solely for the purpose of comparison of Bids and determining an initial Contract Price. Determinations of the actual quantities and classifications of Unit Price Work performed by Contractor will be made by Engineer subject to the provisions of Paragraph 9.07.
- C. Each unit price will be deemed to include an amount considered by Contractor to be adequate to cover Contractor's overhead and profit for each separately identified item.

- D. Owner or Contractor may make a Claim for an adjustment in the Contract Price in accordance with Paragraph 10.05 if:
1. the quantity of any item of Unit Price Work performed by Contractor differs materially and significantly from the estimated quantity of such item indicated in the Agreement; and
 2. there is no corresponding adjustment with respect to any other item of Work; and
 3. Contractor believes that Contractor is entitled to an increase in Contract Price as a result of having incurred additional expense or Owner believes that Owner is entitled to a decrease in Contract Price and the parties are unable to agree as to the amount of any such increase or decrease.

ARTICLE 12 – CHANGE OF CONTRACT PRICE; CHANGE OF CONTRACT TIMES

12.01 *Change of Contract Price*

- A. The Contract Price may only be changed by a Change Order. Any Claim for an adjustment in the Contract Price shall be based on written notice submitted by the party making the Claim to the Engineer and the other party to the Contract in accordance with the provisions of Paragraph 10.05.
- B. The value of any Work covered by a Change Order or of any Claim for an adjustment in the Contract Price will be determined as follows:
1. where the Work involved is covered by unit prices contained in the Contract Documents, by application of such unit prices to the quantities of the items involved (subject to the provisions of Paragraph 11.03); or
 2. where the Work involved is not covered by unit prices contained in the Contract Documents, by a mutually agreed lump sum (which may include an allowance for overhead and profit not necessarily in accordance with Paragraph 12.01.C.2); or
 3. where the Work involved is not covered by unit prices contained in the Contract Documents and agreement to a lump sum is not reached under Paragraph 12.01.B.2, on the basis of the Cost of the Work (determined as provided in Paragraph 11.01) plus a Contractor's fee for overhead and profit (determined as provided in Paragraph 12.01.C).
- C. *Contractor's Fee:* The Contractor's fee for overhead and profit shall be determined as follows:
1. a mutually acceptable fixed fee; or
 2. if a fixed fee is not agreed upon, then a fee based on the following percentages of the various portions of the Cost of the Work:
 - a. for costs incurred under Paragraphs 11.01.A.1 and 11.01.A.2, the Contractor's fee shall be 15 percent;
 - b. for costs incurred under Paragraph 11.01.A.3, the Contractor's fee shall be five percent;

- c. where one or more tiers of subcontracts are on the basis of Cost of the Work plus a fee and no fixed fee is agreed upon, the intent of Paragraphs 12.01.C.2.a and 12.01.C.2.b is that the Subcontractor who actually performs the Work, at whatever tier, will be paid a fee of 15 percent of the costs incurred by such Subcontractor under Paragraphs 11.01.A.1 and 11.01.A.2 and that any higher tier Subcontractor and Contractor will each be paid a fee of five percent of the amount paid to the next lower tier Subcontractor;
- d. no fee shall be payable on the basis of costs itemized under Paragraphs 11.01.A.4, 11.01.A.5, and 11.01.B;
- e. the amount of credit to be allowed by Contractor to Owner for any change which results in a net decrease in cost will be the amount of the actual net decrease in cost plus a deduction in Contractor's fee by an amount equal to five percent of such net decrease; and
- f. when both additions and credits are involved in any one change, the adjustment in Contractor's fee shall be computed on the basis of the net change in accordance with Paragraphs 12.01.C.2.a through 12.01.C.2.e, inclusive.

12.02 *Change of Contract Times*

- A. The Contract Times may only be changed by a Change Order. Any Claim for an adjustment in the Contract Times shall be based on written notice submitted by the party making the Claim to the Engineer and the other party to the Contract in accordance with the provisions of Paragraph 10.05.
- B. Any adjustment of the Contract Times covered by a Change Order or any Claim for an adjustment in the Contract Times will be determined in accordance with the provisions of this Article 12.

12.03 *Delays*

- A. Where Contractor is prevented from completing any part of the Work within the Contract Times due to delay beyond the control of Contractor, the Contract Times will be extended in an amount equal to the time lost due to such delay if a Claim is made therefor as provided in Paragraph 12.02.A. Delays beyond the control of Contractor shall include, but not be limited to, acts or neglect by Owner, acts or neglect of utility owners or other contractors performing other work as contemplated by Article 7, fires, floods, epidemics, abnormal weather conditions, or acts of God.
- B. If Owner, Engineer, or other contractors or utility owners performing other work for Owner as contemplated by Article 7, or anyone for whom Owner is responsible, delays, disrupts, or interferes with the performance or progress of the Work, then Contractor shall be entitled to an equitable adjustment in the Contract Price or the Contract Times, or both. Contractor's entitlement to an adjustment of the Contract Times is conditioned on such adjustment being essential to Contractor's ability to complete the Work within the Contract Times.
- C. If Contractor is delayed in the performance or progress of the Work by fire, flood, epidemic, abnormal weather conditions, acts of God, acts or failures to act of utility owners not under the

control of Owner, or other causes not the fault of and beyond control of Owner and Contractor, then Contractor shall be entitled to an equitable adjustment in Contract Times, if such adjustment is essential to Contractor's ability to complete the Work within the Contract Times. Such an adjustment shall be Contractor's sole and exclusive remedy for the delays described in this Paragraph 12.03.C.

- D. Owner, Engineer, and their officers, directors, members, partners, employees, agents, consultants, or subcontractors shall not be liable to Contractor for any claims, costs, losses, or damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) sustained by Contractor on or in connection with any other project or anticipated project.
- E. Contractor shall not be entitled to an adjustment in Contract Price or Contract Times for delays within the control of Contractor. Delays attributable to and within the control of a Subcontractor or Supplier shall be deemed to be delays within the control of Contractor.

ARTICLE 13 – TESTS AND INSPECTIONS; CORRECTION, REMOVAL OR ACCEPTANCE OF DEFECTIVE WORK

13.01 *Notice of Defects*

- A. Prompt notice of all defective Work of which Owner or Engineer has actual knowledge will be given to Contractor. Defective Work may be rejected, corrected, or accepted as provided in this Article 13.

13.02 *Access to Work*

- A. Owner, Engineer, their consultants and other representatives and personnel of Owner, independent testing laboratories, and governmental agencies with jurisdictional interests will have access to the Site and the Work at reasonable times for their observation, inspection, and testing. Contractor shall provide them proper and safe conditions for such access and advise them of Contractor's safety procedures and programs so that they may comply therewith as applicable.

13.03 *Tests and Inspections*

- A. Contractor shall give Engineer timely notice of readiness of the Work for all required inspections, tests, or approvals and shall cooperate with inspection and testing personnel to facilitate required inspections or tests.
- B. Owner shall employ and pay for the services of an independent testing laboratory to perform all inspections, tests, or approvals required by the Contract Documents except:
 - 1. for inspections, tests, or approvals covered by Paragraphs 13.03.C and 13.03.D below;
 - 2. that costs incurred in connection with tests or inspections conducted pursuant to Paragraph 13.04.B shall be paid as provided in Paragraph 13.04.C; and
 - 3. as otherwise specifically provided in the Contract Documents.

- C. If Laws or Regulations of any public body having jurisdiction require any Work (or part thereof) specifically to be inspected, tested, or approved by an employee or other representative of such public body, Contractor shall assume full responsibility for arranging and obtaining such inspections, tests, or approvals, pay all costs in connection therewith, and furnish Engineer the required certificates of inspection or approval.
- D. Contractor shall be responsible for arranging and obtaining and shall pay all costs in connection with any inspections, tests, or approvals required for Owner's and Engineer's acceptance of materials or equipment to be incorporated in the Work; or acceptance of materials, mix designs, or equipment submitted for approval prior to Contractor's purchase thereof for incorporation in the Work. Such inspections, tests, or approvals shall be performed by organizations acceptable to Owner and Engineer.
- E. If any Work (or the work of others) that is to be inspected, tested, or approved is covered by Contractor without written concurrence of Engineer, Contractor shall, if requested by Engineer, uncover such Work for observation.
- F. Uncovering Work as provided in Paragraph 13.03.E shall be at Contractor's expense unless Contractor has given Engineer timely notice of Contractor's intention to cover the same and Engineer has not acted with reasonable promptness in response to such notice.

13.04 *Uncovering Work*

- A. If any Work is covered contrary to the written request of Engineer, it must, if requested by Engineer, be uncovered for Engineer's observation and replaced at Contractor's expense.
- B. If Engineer considers it necessary or advisable that covered Work be observed by Engineer or inspected or tested by others, Contractor, at Engineer's request, shall uncover, expose, or otherwise make available for observation, inspection, or testing as Engineer may require, that portion of the Work in question, furnishing all necessary labor, material, and equipment.
- C. If it is found that the uncovered Work is defective, Contractor shall pay all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to such uncovering, exposure, observation, inspection, and testing, and of satisfactory replacement or reconstruction (including but not limited to all costs of repair or replacement of work of others); and Owner shall be entitled to an appropriate decrease in the Contract Price. If the parties are unable to agree as to the amount thereof, Owner may make a Claim therefor as provided in Paragraph 10.05.
- D. If the uncovered Work is not found to be defective, Contractor shall be allowed an increase in the Contract Price or an extension of the Contract Times, or both, directly attributable to such uncovering, exposure, observation, inspection, testing, replacement, and reconstruction. If the parties are unable to agree as to the amount or extent thereof, Contractor may make a Claim therefor as provided in Paragraph 10.05.

13.05 *Owner May Stop the Work*

- A. If the Work is defective, or Contractor fails to supply sufficient skilled workers or suitable materials or equipment, or fails to perform the Work in such a way that the completed Work will conform to the Contract Documents, Owner may order Contractor to stop the Work, or any portion thereof, until the cause for such order has been eliminated; however, this right of Owner to stop the Work shall not give rise to any duty on the part of Owner to exercise this right for the benefit of Contractor, any Subcontractor, any Supplier, any other individual or entity, or any surety for, or employee or agent of any of them.

13.06 *Correction or Removal of Defective Work*

- A. Promptly after receipt of written notice, Contractor shall correct all defective Work, whether or not fabricated, installed, or completed, or, if the Work has been rejected by Engineer, remove it from the Project and replace it with Work that is not defective. Contractor shall pay all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to such correction or removal (including but not limited to all costs of repair or replacement of work of others).
- B. When correcting defective Work under the terms of this Paragraph 13.06 or Paragraph 13.07, Contractor shall take no action that would void or otherwise impair Owner's special warranty and guarantee, if any, on said Work.

13.07 *Correction Period*

- A. If within one year after the date of Substantial Completion (or such longer period of time as may be prescribed by the terms of any applicable special guarantee required by the Contract Documents) or by any specific provision of the Contract Documents, any Work is found to be defective, or if the repair of any damages to the land or areas made available for Contractor's use by Owner or permitted by Laws and Regulations as contemplated in Paragraph 6.11.A is found to be defective, Contractor shall promptly, without cost to Owner and in accordance with Owner's written instructions:
 - 1. repair such defective land or areas; or
 - 2. correct such defective Work; or
 - 3. if the defective Work has been rejected by Owner, remove it from the Project and replace it with Work that is not defective, and
 - 4. satisfactorily correct or repair or remove and replace any damage to other Work, to the work of others or other land or areas resulting therefrom.
- B. If Contractor does not promptly comply with the terms of Owner's written instructions, or in an emergency where delay would cause serious risk of loss or damage, Owner may have the defective Work corrected or repaired or may have the rejected Work removed and replaced. All claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute

resolution costs) arising out of or relating to such correction or repair or such removal and replacement (including but not limited to all costs of repair or replacement of work of others) will be paid by Contractor.

- C. In special circumstances where a particular item of equipment is placed in continuous service before Substantial Completion of all the Work, the correction period for that item may start to run from an earlier date if so provided in the Specifications.
- D. Where defective Work (and damage to other Work resulting therefrom) has been corrected or removed and replaced under this Paragraph 13.07, the correction period hereunder with respect to such Work will be extended for an additional period of one year after such correction or removal and replacement has been satisfactorily completed.
- E. Contractor's obligations under this Paragraph 13.07 are in addition to any other obligation or warranty. The provisions of this Paragraph 13.07 shall not be construed as a substitute for, or a waiver of, the provisions of any applicable statute of limitation or repose.

13.08 *Acceptance of Defective Work*

- A. If, instead of requiring correction or removal and replacement of defective Work, Owner (and, prior to Engineer's recommendation of final payment, Engineer) prefers to accept it, Owner may do so. Contractor shall pay all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) attributable to Owner's evaluation of and determination to accept such defective Work (such costs to be approved by Engineer as to reasonableness) and for the diminished value of the Work to the extent not otherwise paid by Contractor pursuant to this sentence. If any such acceptance occurs prior to Engineer's recommendation of final payment, a Change Order will be issued incorporating the necessary revisions in the Contract Documents with respect to the Work, and Owner shall be entitled to an appropriate decrease in the Contract Price, reflecting the diminished value of Work so accepted. If the parties are unable to agree as to the amount thereof, Owner may make a Claim therefor as provided in Paragraph 10.05. If the acceptance occurs after such recommendation, an appropriate amount will be paid by Contractor to Owner.

13.09 *Owner May Correct Defective Work*

- A. If Contractor fails within a reasonable time after written notice from Engineer to correct defective Work, or to remove and replace rejected Work as required by Engineer in accordance with Paragraph 13.06.A, or if Contractor fails to perform the Work in accordance with the Contract Documents, or if Contractor fails to comply with any other provision of the Contract Documents, Owner may, after seven days written notice to Contractor, correct, or remedy any such deficiency.
- B. In exercising the rights and remedies under this Paragraph 13.09, Owner shall proceed expeditiously. In connection with such corrective or remedial action, Owner may exclude Contractor from all or part of the Site, take possession of all or part of the Work and suspend Contractor's services related thereto, take possession of Contractor's tools, appliances, construction equipment and machinery at the Site, and incorporate in the Work all materials and

equipment stored at the Site or for which Owner has paid Contractor but which are stored elsewhere. Contractor shall allow Owner, Owner's representatives, agents and employees, Owner's other contractors, and Engineer and Engineer's consultants access to the Site to enable Owner to exercise the rights and remedies under this Paragraph.

- C. All claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) incurred or sustained by Owner in exercising the rights and remedies under this Paragraph 13.09 will be charged against Contractor, and a Change Order will be issued incorporating the necessary revisions in the Contract Documents with respect to the Work; and Owner shall be entitled to an appropriate decrease in the Contract Price. If the parties are unable to agree as to the amount of the adjustment, Owner may make a Claim therefor as provided in Paragraph 10.05. Such claims, costs, losses and damages will include but not be limited to all costs of repair, or replacement of work of others destroyed or damaged by correction, removal, or replacement of Contractor's defective Work.
- D. Contractor shall not be allowed an extension of the Contract Times because of any delay in the performance of the Work attributable to the exercise by Owner of Owner's rights and remedies under this Paragraph 13.09.

ARTICLE 14 – PAYMENTS TO CONTRACTOR AND COMPLETION

14.01 *Schedule of Values*

- A. The Schedule of Values established as provided in Paragraph 2.07.A will serve as the basis for progress payments and will be incorporated into a form of Application for Payment acceptable to Engineer. Progress payments on account of Unit Price Work will be based on the number of units completed.

14.02 *Progress Payments*

A. *Applications for Payments:*

1. At least 20 days before the date established in the Agreement for each progress payment (but not more often than once a month), Contractor shall submit to Engineer for review an Application for Payment filled out and signed by Contractor covering the Work completed as of the date of the Application and accompanied by such supporting documentation as is required by the Contract Documents. If payment is requested on the basis of materials and equipment not incorporated in the Work but delivered and suitably stored at the Site or at another location agreed to in writing, the Application for Payment shall also be accompanied by a bill of sale, invoice, or other documentation warranting that Owner has received the materials and equipment free and clear of all Liens and evidence that the materials and equipment are covered by appropriate property insurance or other arrangements to protect Owner's interest therein, all of which must be satisfactory to Owner.
2. Beginning with the second Application for Payment, each Application shall include an affidavit of Contractor stating that all previous progress payments received on account of the

Work have been applied on account to discharge Contractor's legitimate obligations associated with prior Applications for Payment.

3. The amount of retainage with respect to progress payments will be as stipulated in the Agreement.

B. Review of Applications:

1. Engineer will, within 10 days after receipt of each Application for Payment, either indicate in writing a recommendation of payment and present the Application to Owner or return the Application to Contractor indicating in writing Engineer's reasons for refusing to recommend payment. In the latter case, Contractor may make the necessary corrections and resubmit the Application.
2. Engineer's recommendation of any payment requested in an Application for Payment will constitute a representation by Engineer to Owner, based on Engineer's observations of the executed Work as an experienced and qualified design professional, and on Engineer's review of the Application for Payment and the accompanying data and schedules, that to the best of Engineer's knowledge, information and belief:
 - a. the Work has progressed to the point indicated;
 - b. the quality of the Work is generally in accordance with the Contract Documents (subject to an evaluation of the Work as a functioning whole prior to or upon Substantial Completion, the results of any subsequent tests called for in the Contract Documents, a final determination of quantities and classifications for Unit Price Work under Paragraph 9.07, and any other qualifications stated in the recommendation); and
 - c. the conditions precedent to Contractor's being entitled to such payment appear to have been fulfilled in so far as it is Engineer's responsibility to observe the Work.
3. By recommending any such payment Engineer will not thereby be deemed to have represented that:
 - a. inspections made to check the quality or the quantity of the Work as it has been performed have been exhaustive, extended to every aspect of the Work in progress, or involved detailed inspections of the Work beyond the responsibilities specifically assigned to Engineer in the Contract Documents; or
 - b. there may not be other matters or issues between the parties that might entitle Contractor to be paid additionally by Owner or entitle Owner to withhold payment to Contractor.
4. Neither Engineer's review of Contractor's Work for the purposes of recommending payments nor Engineer's recommendation of any payment, including final payment, will impose responsibility on Engineer:
 - a. to supervise, direct, or control the Work, or

- b. for the means, methods, techniques, sequences, or procedures of construction, or the safety precautions and programs incident thereto, or
 - c. for Contractor's failure to comply with Laws and Regulations applicable to Contractor's performance of the Work, or
 - d. to make any examination to ascertain how or for what purposes Contractor has used the moneys paid on account of the Contract Price, or
 - e. to determine that title to any of the Work, materials, or equipment has passed to Owner free and clear of any Liens.
5. Engineer may refuse to recommend the whole or any part of any payment if, in Engineer's opinion, it would be incorrect to make the representations to Owner stated in Paragraph 14.02.B.2. Engineer may also refuse to recommend any such payment or, because of subsequently discovered evidence or the results of subsequent inspections or tests, revise or revoke any such payment recommendation previously made, to such extent as may be necessary in Engineer's opinion to protect Owner from loss because:
- a. the Work is defective, or completed Work has been damaged, requiring correction or replacement;
 - b. the Contract Price has been reduced by Change Orders;
 - c. Owner has been required to correct defective Work or complete Work in accordance with Paragraph 13.09; or
 - d. Engineer has actual knowledge of the occurrence of any of the events enumerated in Paragraph 15.02.A.

C. Payment Becomes Due:

- 1. Ten days after presentation of the Application for Payment to Owner with Engineer's recommendation, the amount recommended will (subject to the provisions of Paragraph 14.02.D) become due, and when due will be paid by Owner to Contractor.

D. Reduction in Payment:

- 1. Owner may refuse to make payment of the full amount recommended by Engineer because:
 - a. claims have been made against Owner on account of Contractor's performance or furnishing of the Work;
 - b. Liens have been filed in connection with the Work, except where Contractor has delivered a specific bond satisfactory to Owner to secure the satisfaction and discharge of such Liens;
 - c. there are other items entitling Owner to a set-off against the amount recommended; or

- d. Owner has actual knowledge of the occurrence of any of the events enumerated in Paragraphs 14.02.B.5.a through 14.02.B.5.c or Paragraph 15.02.A.
2. If Owner refuses to make payment of the full amount recommended by Engineer, Owner will give Contractor immediate written notice (with a copy to Engineer) stating the reasons for such action and promptly pay Contractor any amount remaining after deduction of the amount so withheld. Owner shall promptly pay Contractor the amount so withheld, or any adjustment thereto agreed to by Owner and Contractor, when Contractor remedies the reasons for such action.
3. Upon a subsequent determination that Owner's refusal of payment was not justified, the amount wrongfully withheld shall be treated as an amount due as determined by Paragraph 14.02.C.1 and subject to interest as provided in the Agreement.

14.03 *Contractor's Warranty of Title*

- A. Contractor warrants and guarantees that title to all Work, materials, and equipment covered by any Application for Payment, whether incorporated in the Project or not, will pass to Owner no later than the time of payment free and clear of all Liens.

14.04 *Substantial Completion*

- A. When Contractor considers the entire Work ready for its intended use Contractor shall notify Owner and Engineer in writing that the entire Work is substantially complete (except for items specifically listed by Contractor as incomplete) and request that Engineer issue a certificate of Substantial Completion.
- B. Promptly after Contractor's notification, Owner, Contractor, and Engineer shall make an inspection of the Work to determine the status of completion. If Engineer does not consider the Work substantially complete, Engineer will notify Contractor in writing giving the reasons therefor.
- C. If Engineer considers the Work substantially complete, Engineer will deliver to Owner a tentative certificate of Substantial Completion which shall fix the date of Substantial Completion. There shall be attached to the certificate a tentative list of items to be completed or corrected before final payment. Owner shall have seven days after receipt of the tentative certificate during which to make written objection to Engineer as to any provisions of the certificate or attached list. If, after considering such objections, Engineer concludes that the Work is not substantially complete, Engineer will, within 14 days after submission of the tentative certificate to Owner, notify Contractor in writing, stating the reasons therefor. If, after consideration of Owner's objections, Engineer considers the Work substantially complete, Engineer will, within said 14 days, execute and deliver to Owner and Contractor a definitive certificate of Substantial Completion (with a revised tentative list of items to be completed or corrected) reflecting such changes from the tentative certificate as Engineer believes justified after consideration of any objections from Owner.
- D. At the time of delivery of the tentative certificate of Substantial Completion, Engineer will deliver to Owner and Contractor a written recommendation as to division of responsibilities

pending final payment between Owner and Contractor with respect to security, operation, safety, and protection of the Work, maintenance, heat, utilities, insurance, and warranties and guarantees. Unless Owner and Contractor agree otherwise in writing and so inform Engineer in writing prior to Engineer's issuing the definitive certificate of Substantial Completion, Engineer's aforesaid recommendation will be binding on Owner and Contractor until final payment.

- E. Owner shall have the right to exclude Contractor from the Site after the date of Substantial Completion subject to allowing Contractor reasonable access to remove its property and complete or correct items on the tentative list.

14.05 *Partial Utilization*

- A. Prior to Substantial Completion of all the Work, Owner may use or occupy any substantially completed part of the Work which has specifically been identified in the Contract Documents, or which Owner, Engineer, and Contractor agree constitutes a separately functioning and usable part of the Work that can be used by Owner for its intended purpose without significant interference with Contractor's performance of the remainder of the Work, subject to the following conditions:
 - 1. Owner at any time may request Contractor in writing to permit Owner to use or occupy any such part of the Work which Owner believes to be ready for its intended use and substantially complete. If and when Contractor agrees that such part of the Work is substantially complete, Contractor, Owner, and Engineer will follow the procedures of Paragraph 14.04.A through D for that part of the Work.
 - 2. Contractor at any time may notify Owner and Engineer in writing that Contractor considers any such part of the Work ready for its intended use and substantially complete and request Engineer to issue a certificate of Substantial Completion for that part of the Work.
 - 3. Within a reasonable time after either such request, Owner, Contractor, and Engineer shall make an inspection of that part of the Work to determine its status of completion. If Engineer does not consider that part of the Work to be substantially complete, Engineer will notify Owner and Contractor in writing giving the reasons therefor. If Engineer considers that part of the Work to be substantially complete, the provisions of Paragraph 14.04 will apply with respect to certification of Substantial Completion of that part of the Work and the division of responsibility in respect thereof and access thereto.
 - 4. No use or occupancy or separate operation of part of the Work may occur prior to compliance with the requirements of Paragraph 5.10 regarding property insurance.

14.06 *Final Inspection*

- A. Upon written notice from Contractor that the entire Work or an agreed portion thereof is complete, Engineer will promptly make a final inspection with Owner and Contractor and will notify Contractor in writing of all particulars in which this inspection reveals that the Work is incomplete or defective. Contractor shall immediately take such measures as are necessary to complete such Work or remedy such deficiencies.

14.07 *Final Payment*

A. Application for Payment:

1. After Contractor has, in the opinion of Engineer, satisfactorily completed all corrections identified during the final inspection and has delivered, in accordance with the Contract Documents, all maintenance and operating instructions, schedules, guarantees, bonds, certificates or other evidence of insurance, certificates of inspection, marked-up record documents (as provided in Paragraph 6.12), and other documents, Contractor may make application for final payment following the procedure for progress payments.
2. The final Application for Payment shall be accompanied (except as previously delivered) by:
 - a. all documentation called for in the Contract Documents, including but not limited to the evidence of insurance required by Paragraph 5.04.B.6;
 - b. consent of the surety, if any, to final payment;
 - c. a list of all Claims against Owner that Contractor believes are unsettled; and
 - d. complete and legally effective releases or waivers (satisfactory to Owner) of all Lien rights arising out of or Liens filed in connection with the Work.
3. In lieu of the releases or waivers of Liens specified in Paragraph 14.07.A.2 and as approved by Owner, Contractor may furnish receipts or releases in full and an affidavit of Contractor that: (i) the releases and receipts include all labor, services, material, and equipment for which a Lien could be filed; and (ii) all payrolls, material and equipment bills, and other indebtedness connected with the Work for which Owner might in any way be responsible, or which might in any way result in liens or other burdens on Owner's property, have been paid or otherwise satisfied. If any Subcontractor or Supplier fails to furnish such a release or receipt in full, Contractor may furnish a bond or other collateral satisfactory to Owner to indemnify Owner against any Lien.

B. Engineer's Review of Application and Acceptance:

1. If, on the basis of Engineer's observation of the Work during construction and final inspection, and Engineer's review of the final Application for Payment and accompanying documentation as required by the Contract Documents, Engineer is satisfied that the Work has been completed and Contractor's other obligations under the Contract Documents have been fulfilled, Engineer will, within ten days after receipt of the final Application for Payment, indicate in writing Engineer's recommendation of payment and present the Application for Payment to Owner for payment. At the same time Engineer will also give written notice to Owner and Contractor that the Work is acceptable subject to the provisions of Paragraph 14.09. Otherwise, Engineer will return the Application for Payment to Contractor, indicating in writing the reasons for refusing to recommend final payment, in which case Contractor shall make the necessary corrections and resubmit the Application for Payment.

C. Payment Becomes Due:

1. Thirty days after the presentation to Owner of the Application for Payment and accompanying documentation, the amount recommended by Engineer, less any sum Owner is entitled to set off against Engineer's recommendation, including but not limited to liquidated damages, will become due and will be paid by Owner to Contractor.

14.08 *Final Completion Delayed*

- A. If, through no fault of Contractor, final completion of the Work is significantly delayed, and if Engineer so confirms, Owner shall, upon receipt of Contractor's final Application for Payment (for Work fully completed and accepted) and recommendation of Engineer, and without terminating the Contract, make payment of the balance due for that portion of the Work fully completed and accepted. If the remaining balance to be held by Owner for Work not fully completed or corrected is less than the retainage stipulated in the Agreement, and if bonds have been furnished as required in Paragraph 5.01, the written consent of the surety to the payment of the balance due for that portion of the Work fully completed and accepted shall be submitted by Contractor to Engineer with the Application for such payment. Such payment shall be made under the terms and conditions governing final payment, except that it shall not constitute a waiver of Claims.

14.09 *Waiver of Claims*

- A. The making and acceptance of final payment will constitute:
 1. a waiver of all Claims by Owner against Contractor, except Claims arising from unsettled Liens, from defective Work appearing after final inspection pursuant to Paragraph 14.06, from failure to comply with the Contract Documents or the terms of any special guarantees specified therein, or from Contractor's continuing obligations under the Contract Documents; and
 2. a waiver of all Claims by Contractor against Owner other than those previously made in accordance with the requirements herein and expressly acknowledged by Owner in writing as still unsettled.

ARTICLE 15 – SUSPENSION OF WORK AND TERMINATION

15.01 *Owner May Suspend Work*

- A. At any time and without cause, Owner may suspend the Work or any portion thereof for a period of not more than 90 consecutive days by notice in writing to Contractor and Engineer which will fix the date on which Work will be resumed. Contractor shall resume the Work on the date so fixed. Contractor shall be granted an adjustment in the Contract Price or an extension of the Contract Times, or both, directly attributable to any such suspension if Contractor makes a Claim therefor as provided in Paragraph 10.05.

15.02 *Owner May Terminate for Cause*

- A. The occurrence of any one or more of the following events will justify termination for cause:

1. Contractor's persistent failure to perform the Work in accordance with the Contract Documents (including, but not limited to, failure to supply sufficient skilled workers or suitable materials or equipment or failure to adhere to the Progress Schedule established under Paragraph 2.07 as adjusted from time to time pursuant to Paragraph 6.04);
 2. Contractor's disregard of Laws or Regulations of any public body having jurisdiction;
 3. Contractor's repeated disregard of the authority of Engineer; or
 4. Contractor's violation in any substantial way of any provisions of the Contract Documents.
- B. If one or more of the events identified in Paragraph 15.02.A occur, Owner may, after giving Contractor (and surety) seven days written notice of its intent to terminate the services of Contractor:
1. exclude Contractor from the Site, and take possession of the Work and of all Contractor's tools, appliances, construction equipment, and machinery at the Site, and use the same to the full extent they could be used by Contractor (without liability to Contractor for trespass or conversion);
 2. incorporate in the Work all materials and equipment stored at the Site or for which Owner has paid Contractor but which are stored elsewhere; and
 3. complete the Work as Owner may deem expedient.
- C. If Owner proceeds as provided in Paragraph 15.02.B, Contractor shall not be entitled to receive any further payment until the Work is completed. If the unpaid balance of the Contract Price exceeds all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) sustained by Owner arising out of or relating to completing the Work, such excess will be paid to Contractor. If such claims, costs, losses, and damages exceed such unpaid balance, Contractor shall pay the difference to Owner. Such claims, costs, losses, and damages incurred by Owner will be reviewed by Engineer as to their reasonableness and, when so approved by Engineer, incorporated in a Change Order. When exercising any rights or remedies under this Paragraph, Owner shall not be required to obtain the lowest price for the Work performed.
- D. Notwithstanding Paragraphs 15.02.B and 15.02.C, Contractor's services will not be terminated if Contractor begins within seven days of receipt of notice of intent to terminate to correct its failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt of said notice.
- E. Where Contractor's services have been so terminated by Owner, the termination will not affect any rights or remedies of Owner against Contractor then existing or which may thereafter accrue. Any retention or payment of moneys due Contractor by Owner will not release Contractor from liability.

- F. If and to the extent that Contractor has provided a performance bond under the provisions of Paragraph 5.01.A, the termination procedures of that bond shall supersede the provisions of Paragraphs 15.02.B and 15.02.C.

15.03 *Owner May Terminate For Convenience*

- A. Upon seven days written notice to Contractor and Engineer, Owner may, without cause and without prejudice to any other right or remedy of Owner, terminate the Contract. In such case, Contractor shall be paid for (without duplication of any items):
1. completed and acceptable Work executed in accordance with the Contract Documents prior to the effective date of termination, including fair and reasonable sums for overhead and profit on such Work;
 2. expenses sustained prior to the effective date of termination in performing services and furnishing labor, materials, or equipment as required by the Contract Documents in connection with uncompleted Work, plus fair and reasonable sums for overhead and profit on such expenses;
 3. all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) incurred in settlement of terminated contracts with Subcontractors, Suppliers, and others; and
 4. reasonable expenses directly attributable to termination.
- B. Contractor shall not be paid on account of loss of anticipated profits or revenue or other economic loss arising out of or resulting from such termination.

15.04 *Contractor May Stop Work or Terminate*

- A. If, through no act or fault of Contractor, (i) the Work is suspended for more than 90 consecutive days by Owner or under an order of court or other public authority, or (ii) Engineer fails to act on any Application for Payment within 30 days after it is submitted, or (iii) Owner fails for 30 days to pay Contractor any sum finally determined to be due, then Contractor may, upon seven days written notice to Owner and Engineer, and provided Owner or Engineer do not remedy such suspension or failure within that time, terminate the Contract and recover from Owner payment on the same terms as provided in Paragraph 15.03.
- B. In lieu of terminating the Contract and without prejudice to any other right or remedy, if Engineer has failed to act on an Application for Payment within 30 days after it is submitted, or Owner has failed for 30 days to pay Contractor any sum finally determined to be due, Contractor may, seven days after written notice to Owner and Engineer, stop the Work until payment is made of all such amounts due Contractor, including interest thereon. The provisions of this Paragraph 15.04 are not intended to preclude Contractor from making a Claim under Paragraph 10.05 for an adjustment in Contract Price or Contract Times or otherwise for expenses or damage directly attributable to Contractor's stopping the Work as permitted by this Paragraph.

ARTICLE 16 – DISPUTE RESOLUTION

16.01 *Methods and Procedures*

- A. Either Owner or Contractor may request mediation of any Claim submitted to Engineer for a decision under Paragraph 10.05 before such decision becomes final and binding. The mediation will be governed by the Construction Industry Mediation Rules of the American Arbitration Association in effect as of the Effective Date of the Agreement. The request for mediation shall be submitted in writing to the American Arbitration Association and the other party to the Contract. Timely submission of the request shall stay the effect of Paragraph 10.05.E.
- B. Owner and Contractor shall participate in the mediation process in good faith. The process shall be concluded within 60 days of filing of the request. The date of termination of the mediation shall be determined by application of the mediation rules referenced above.
- C. If the Claim is not resolved by mediation, Engineer's action under Paragraph 10.05.C or a denial pursuant to Paragraphs 10.05.C.3 or 10.05.D shall become final and binding 30 days after termination of the mediation unless, within that time period, Owner or Contractor:
 - 1. elects in writing to invoke any dispute resolution process provided for in the Supplementary Conditions; or
 - 2. agrees with the other party to submit the Claim to another dispute resolution process; or
 - 3. gives written notice to the other party of the intent to submit the Claim to a court of competent jurisdiction.

ARTICLE 17 – MISCELLANEOUS

17.01 *Giving Notice*

- A. Whenever any provision of the Contract Documents requires the giving of written notice, it will be deemed to have been validly given if:
 - 1. delivered in person to the individual or to a member of the firm or to an officer of the corporation for whom it is intended; or
 - 2. delivered at or sent by registered or certified mail, postage prepaid, to the last business address known to the giver of the notice.

17.02 *Computation of Times*

- A. When any period of time is referred to in the Contract Documents by days, it will be computed to exclude the first and include the last day of such period. If the last day of any such period falls on a Saturday or Sunday or on a day made a legal holiday by the law of the applicable jurisdiction, such day will be omitted from the computation.

17.03 *Cumulative Remedies*

- A. The duties and obligations imposed by these General Conditions and the rights and remedies available hereunder to the parties hereto are in addition to, and are not to be construed in any way as a limitation of, any rights and remedies available to any or all of them which are otherwise imposed or available by Laws or Regulations, by special warranty or guarantee, or by other provisions of the Contract Documents. The provisions of this Paragraph will be as effective as if repeated specifically in the Contract Documents in connection with each particular duty, obligation, right, and remedy to which they apply.

17.04 *Survival of Obligations*

- A. All representations, indemnifications, warranties, and guarantees made in, required by, or given in accordance with the Contract Documents, as well as all continuing obligations indicated in the Contract Documents, will survive final payment, completion, and acceptance of the Work or termination or completion of the Contract or termination of the services of Contractor.

17.05 *Controlling Law*

- A. This Contract is to be governed by the law of the state in which the Project is located.

17.06 *Headings*

- A. Article and paragraph headings are inserted for convenience only and do not constitute parts of these General Conditions.

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SUPPLEMENTARY CONDITIONS

These Supplementary Conditions amend or supplement the Standard General Conditions of the Construction Contract (EJCDC C-700, 2007 ed.) and other provisions of the Contract Documents as indicated below. All provisions which are not so amended or supplemented herein or in the Specific Project Requirements remain in full force and effect.

- SC-1.01 The terms used in these Supplementary Conditions which are defined in the General Conditions have the meaning assigned to them in the General Conditions.
- SC-2.02 Delete paragraph 2.02A in its entirety and insert the following in its place:
- Owner shall furnish one (1) printed/hard copy of the drawings and Project Manual which shall be an executed contract set and one set in electronic format (.pdf), if requested.
- SC-2.03 (A) In the last sentence of 2.03A, change "sixtieth day" to "one hundred fiftieth day."
- SC-2.03 (B) By submission of a bid, the bidder hereby grants consent that the award and execution period shall be extended from sixty days to one hundred twenty days after the date on which the bids are opened.
- SC-4.02(A) Change "Supplementary Conditions" to read "Specific Project Requirements."
- SC-5.03(A)(1) The required Certificate of Insurance shall be in a form satisfactory to the Owner (most current version of ACORD 25 or approved equal). If the Contractor fails to procure and maintain any specified and/or required insurance, the Owner shall have the right to procure and maintain the said insurance for and in the name of the Contractor and the Contractor shall pay the cost thereof and shall furnish all necessary information to make effective and maintain such insurance.
- SC-5.04(B)(1) Change "Supplementary Conditions" to read "Specific Project Requirements." It is understood and agreed that any insurance carried by the Owner is excess and in no way contributory or quota share.
- SC-5.04(B)(2) The limits of liability for the insurance required by paragraph 5.04(A) of the General Conditions shall provide coverage for not less than the following amounts or greater where required by Laws and Regulations:
- All of the limits below may be satisfied with an Umbrella/Excess Liability as needed to increase the Primary Policy to required limits.
- 5.04(A)(1) and (2) Workers' Compensation, etc., under paragraphs 5.04(A)(1) and 5.04(A)(2) of the General Conditions:

(a) State	Statutory
(b) Applicable Federal (e.g., Longshoreman's):	Statutory
(c) Employer's Liability:	\$1,000,000

5.04(A)(3), (4) and (5). Contractor's Liability Insurance under paragraphs 5.04(A)(3) through 5.04(A)(5) of the General Conditions which shall also include completed operations and product liability coverage.

- (a) Bodily Injury and Property Damage, Combined Single Limit (CSL) (Except Products and Completed Operations) Property Damage liability insurance will provide Explosion, Collapse, and Underground coverage where applicable.

Each Occurrence	\$2,000,000*
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General Aggregate	\$4,000,000*
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- (b) Products and Completed Operations Aggregate \$2,000,000

Products and Completed Operations to be maintained for two (2) years after final payment and Contractor shall continue to provide evidence of such coverage to the Owner on an annual basis during the aforementioned period.

- (c) Personal and Advertising Injury (Per Person/Organization and per occurrence) with Employment Exclusion deleted. \$1,000,000

- (d) Fire Damage \$100,000

- (e) If the General Liability Policy includes a General Aggregate, such policy shall be endorsed to have the General Aggregate have a Per Project Aggregate Limit.

5.04(A)(6) Automobile Liability - (Owned, Non-Owned, Hired)
Contractor may provide split limits or combined single limit.

- (a) Split Limits:

Bodily Injury,	Each Person:	\$2,000,000
	Each Occurrence	\$2,000,000

Property Damage,	Each Occurrence	\$1,000,000
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or

(b) Combined Single Limit

Bodily Injury and Property Damage,	
Each Occurrence	\$2,000,000

SC-5.04(B)(3) Add the following to the end of the paragraph: "to the extent available in the insurance industry with industry standard exclusions and as allowed under the laws and regulations in the State of West Virginia;"

SC-5.04(B)(4) Add the following:

Written notice of cancellation for non-payment of premium shall be at least 10 days.

Add the following paragraphs:

SC-5.04(C)	Unless otherwise stated in Specific Project Requirements, the Contractor shall purchase and provide an "Owner's and Contractor's Protective Policy" with the Owner listed as the insured for the following limits:	
	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000

SC-5.04(D) Unless otherwise stated in Specific Project Requirements the Contractor shall purchase and maintain during the Contract Time "All Risk Builders' Risk Insurance," and/or "Installation Floater Insurance," and/or "Boiler and Machinery Insurance," and any and all insurance requirements of section GC-5.06 of the General Conditions as applicable for the type of work to be performed upon the Project to the full insurable value thereof for the benefit of the Owner, the Contractor, Subcontractors and Suppliers as their interest may appear. This insurance shall cover the work until final acceptance and final payment by the Owner. This provision shall in no way release the Contractor or Contractor's Surety from obligations under the Contract Documents to fully complete the Project. The original policy(s) shall be filed with the Owner or his designated representative.

SC-5.05 *Owner's Liability Insurance*

See SC-5.04(C) above.

SC-5.06 *Property Insurance*

Unless otherwise stated in Specific Project Requirements the Contractor, not the Owner, shall purchase and maintain during the Contract Time all property insurance required in section GC-5.06 of the General Conditions and as outlined in SC-5.04(D) above.

SC-6.02(C) Add the following Paragraph:

The Contractor shall be responsible for the Owner and/or Engineer's additional inspection and administrative costs for work performed beyond regular working hours as defined in this Section.

SC-6.07(B) Delete paragraph 6.07(B) in its entirety.

SC-6.10(B) Add the following:

The Owner is exempt from West Virginia Sales Taxes and, by West Virginia Code §11-15-8d, can now extend this tax exemption to Contractors supplying goods on their behalf. The Contractor shall coordinate with the Owner the filing of any and all applications to the State of West Virginia, exempting the purchase of the specified Goods from West Virginia Sales Tax and hereby agrees to include the savings from such sales tax exemption in its total base bid. from State Sales and Use Taxes on materials and equipment to be incorporated in the Project.

1. Owner will furnish the required certificates of tax exemption to Contractor for use in the purchase of supplies and materials to be incorporated into the work
2. Owner's exemption to Contractor does not apply to construction tools, machinery, equipment, or other property by or leased by Contractor, or to supplies or materials not incorporated into the work.

The Contractor shall withhold and/or pay all consumer, use, property, employment, income and other taxes in accordance with the laws and regulations of the United States, State of West Virginia and Owner which are applicable during the performance of the work.

SC 6.17 *Shop Drawings and Samples*

Add the following new paragraphs immediately after paragraph 6.17(E):

- F. Contractor shall furnish required submittals with sufficient information and accuracy in order to obtain required approval of an item with no more than three (3) submittals. Engineer will record Engineer's time for reviewing subsequent materials of shop drawings, samples, or other items requiring approval and Contractor shall reimburse Owner for Engineer's charges for such time.
- G. In the event that Contractor requests a substitution for a previously approved item, Contractor shall reimburse Owner for Engineer's charges for such time unless the need for such substitution is beyond the control of the Contractor.

SC-7.02 Delete Section 7.02 of the General Conditions in its entirety and insert the following:

SC-7.02(A) The General Construction Contractor shall be referred to and defined as the Construction Coordinator.

SC-7.02(B) Duties of the Construction Coordinator include the following:

1. Scheduling and coordinating the work of the Prime Contractors including submission and periodic updating of project schedule.
2. Establishing and administering the site safety program and procedures for the project.
3. See that permits are applied for and obtained on a timely basis. Advise the Engineer of any problems related to permit approval.
4. Monitoring compliance with Laws and Regulations.
5. Maintain project site for dust, sedimentation, debris, waste, and general site cleanliness.
6. Coordinate location and use of temporary construction facilities including but not limited to sanitary, water, power, telephone, and parking.
7. Coordinate Owner interface for utility tie-ins/shut downs.
8. Monitor shop drawing submittal and coordination of submittal information between Prime Contractors.

SC-9.03 Add the following new paragraphs immediately after Paragraph 9.03.A:

SC-9.03 (B)

B. The Resident Project Representative (RPR) will be Engineer's representative at the Site, will act as directed by and under the supervision of Engineer, and will confer with Engineer regarding RPR's actions.

1. General: RPR's dealings in matters pertaining to the Work in general shall be with Engineer and Contractor. RPR's dealings with Subcontractors shall only be through or with the full knowledge and approval of Contractor. RPR shall generally communicate with Owner only with the knowledge of and under the direction of Engineer.
2. Schedules: Review the progress schedule, schedule of Shop Drawing and Sample submittals, and Schedule of Values prepared by Contractor and consult with Engineer concerning acceptability.
3. Conferences and Meetings: Attend meetings with Contractor, such as preconstruction conferences, progress meetings, job conferences, and other Project-related meetings, and prepare and circulate copies of minutes thereof.

4. Liaison:
 - a. Serve as Engineer's liaison with Contractor. Working principally through Contractor's authorized representative or designee, assist in providing information regarding the provisions and intent of the Contract Documents.
 - b. Assist Engineer in serving as Owner's liaison with Contractor when Contractor's operations affect Owner's on-Site operations.
 - c. Assist in obtaining from Owner additional details or information, when required for proper execution of the Work.
5. Interpretation of Contract Documents: Report to Engineer when clarifications and interpretations of the Contract Documents are needed and transmit to Contractor clarifications and interpretations as issued by Engineer.
6. Shop Drawings and Samples:
 - a. Record date of receipt of Samples and Contractor-approved Shop Drawings.
 - b. Receive Samples which are furnished at the Site by Contractor, and notify Engineer of availability of Samples for examination.
 - c. Advise Engineer and Contractor of the commencement of any portion of the Work requiring a Shop Drawing or Sample submittal for which RPR believes that the submittal has not been approved by Engineer.
7. Modifications: Consider and evaluate Contractor's suggestions for modifications in Drawings or Specifications and report such suggestions, together with RPR's recommendations, if any, to Engineer. Transmit to Contractor in writing decisions as issued by Engineer.
8. Review of Work and Rejection of Defective Work:
 - a. Conduct on-Site observations of Contractor's work in progress to assist Engineer in determining if the Work is in general proceeding in accordance with the Contract Documents.
 - b. Report to Engineer whenever RPR believes that any part of Contractor's work in progress is defective, will not produce a completed Project that conforms generally to the Contract Documents, or will imperil the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents, or has been damaged, or does not meet the requirements of any inspection, test or approval required to be made; and advise Engineer of that part of work in progress that RPR believes should be corrected or

rejected or should be uncovered for observation, or requires special testing, inspection or approval.

9. Inspections, Tests, and System Start-ups:

- a. Verify that tests, equipment, and systems start-ups and operating and maintenance training are conducted in the presence of appropriate Owner's personnel, and that Contractor maintains adequate records thereof.
- b. Observe, record, and report to Engineer appropriate details relative to the test procedures and systems start-ups.

10. Records:

- a. Prepare a daily report or keep a diary or log book, recording Contractor's hours on the Site, Subcontractors present at the Site, weather conditions, data relative to questions of Change Orders, Field Orders, Work Change Directives, or changed conditions, Site visitors, deliveries of equipment or materials, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Engineer.
- b. Record names, addresses, fax numbers, e-mail addresses, web site locations, and telephone numbers of all Contractors, Subcontractors, and major Suppliers of materials and equipment.
- c. Maintain records for use in preparing Project documentation.

11. Reports:

- a. Furnish to Engineer periodic reports as required of progress of the Work and of Contractor's compliance with the Progress Schedule and schedule of Shop Drawing and Sample submittals.
- b. Draft and recommend to Engineer proposed Change Orders, Work Change Directives, and Field Orders. Obtain backup material from Contractor.
- c. Immediately notify Engineer of the occurrence of any Site accidents, emergencies, acts of God endangering the Work, force majeure or delay events, damage to property by fire or other causes, or the discovery of any Constituent of Concern or Hazardous Environmental Condition.

12. Payment Requests: Review applications for payment with Contractor for compliance with the established procedure for their submission and forward with recommendations to Engineer, noting particularly the relationship of the payment requested to the Schedule of Values, Work

completed, and materials and equipment delivered at the Site but not incorporated in the Work.

13. Certificates, Operation and Maintenance Manuals: During the course of the Work, verify that materials and equipment certificates, operation and maintenance manuals and other data required by the Contract Documents to be assembled and furnished by Contractor are applicable to the items actually installed and in accordance with the Contract Documents, and have these documents delivered to Engineer for review and forwarding to Owner prior to payment for that part of the Work.

14. Completion:

- a. Participate in Engineer's visits to the Site to determine Substantial Completion, assist in the determination of Substantial Completion and the preparation of a punch list of items to be completed or corrected.
- b. Participate in Engineer's final visit to the Site to determine completion of the Work, in the company of Owner and Contractor, and prepare a final punch list of items to be completed and deficiencies to be remedied.
- c. Observe whether all items on the final list have been completed or corrected and make recommendations to Engineer concerning acceptance and issuance of the notice of acceptability of the work.

C. The RPR shall not:

1. Authorize any deviation from the Contract Documents or substitution of materials or equipment (including "or-equal" items).
2. Exceed limitations of Engineer's authority as set forth in the Contract Documents.
3. Undertake any of the responsibilities of Contractor, Subcontractors, or Suppliers.
4. Advise on, issue directions relative to, or assume control over any aspect of the means, methods, techniques, sequences or procedures of Contractor's work.
5. Advise on, issue directions regarding, or assume control over security or safety practices, precautions, and programs in connection with the activities or operations of Owner or Contractor.
6. Participate in specialized field or laboratory tests or inspections conducted off-site by others except as specifically authorized by Engineer.

7. Accept Shop Drawing or Sample submittals from anyone other than Contractor.

8. Authorize Owner to occupy the Project in whole or in part.

SC-13.07 (A) In the First sentence of Section 13.07(A) remove "Substantial Completion" and insert "Final Acceptance of the entire project and final payment by the Owner."

SC-13.07(C) Remove 13.07(C) and replace with the following:

All materials and equipment shall be warranted by the respective material supplier or equipment manufacturer until the end of the Contractor's "correction period" (or longer if specified elsewhere in the contract) regardless of date of initial installation or operation of the material or equipment. The cost of such extended warranties as needed from material suppliers or equipment manufacturers to provide warranty coverage until the end of the "correction period" or other period as specified in the contract shall be the responsibility of the prime contractor and shall be assumed to have been included in his bid.

SC-14.02 (A) (3) Delete Section 14.02(A) (3) of the General Conditions in its entirety and insert the following:

Until the job is 50% complete, the Contractor will be paid 92% of the estimated value of labor and material completed in acceptable form. After the work is 50% complete, no further funds shall be retained and the Contractor shall be paid 100% of the estimated value of the remaining labor and material completed in acceptable form, provided that the Contractor is making satisfactory progress and there is no specific cause for greater withholding. Upon the Owner's agreement that the project is substantially complete, the Retainage may be reduced to twice the value of the remaining punch list work subject to the recommendation of the Engineer and the approval by the Owner.

SC-14.02(A) (4) Add the following paragraph:

Payment for stored materials at invoice prices or at the unit price bid for materials, or the lesser value of the two, will be made for accepted nonperishable equipment and materials which are to be incorporated into the work, when accepted, delivered, properly stored, and protected upon the site and verified to the Engineer by a copy of the invoice. For materials and equipment meeting the foregoing conditions, the Owner will pay, when properly included in an approved estimate, 92% of the invoice value of the same. Subsequent to the inclusion of a payment for delivered materials in a progress payment, Contractor shall submit no later than the next payment submission, a partial waiver of lien from each and every supplier for whom delivered materials were paid. If no such waiver is submitted prior to or along with the next payment, the amount of delivered materials paid commensurate with that particular item will be deducted from future payments. No payment for delivered materials shall be made for any items that are scheduled to be

incorporated in the work within 30 days of submission of the pay estimate. Delivered materials will not be paid in any given month for a total amount less than \$5,000.00. Payment for delivered materials for such items as pipe backfill and roadway subbase will not be routinely considered.

SC-16.01 Delete Article 16 in its entirety and replace with the following:

ARTICLE 16 - DISPUTE RESOLUTION AGREEMENT - JUDICIAL SYSTEM

OWNER and CONTRACTOR hereby agree that Article 16 of the General Conditions to the Agreement between OWNER and CONTRACTOR is amended to provide for the following agreement of the parties:

16.01 All claims, disputes and other matters in question between Owner and Contractor arising out of or relating to the Contract Documents or the breach thereof (except for claims which have been waived by the making or acceptance of final payment as provided by Paragraph 14.09) will be decided through the Ohio County Court of Common Pleas. Arbitration will be entered into only if agreed upon in writing by both parties.

SECTION 5
SPECIFICATIONS

SECTION 011100 - SUMMARY OF WORK

PART 1 - GENERAL

1.1 LOCATION OF THE PROJECT

- A. The project is located at the City of Wheeling Water Pollution Control Plant 2516 Main Street Wheeling, WV, 26003.

1.2 PROJECT DESCRIPTION

A. CONTRACT A – DIGESTER CLEANING

1. The Digester Cleaning consists of the Draining, Cleaning, Dewatering, Hauling, Disposal, and all other relevant processes related to the Cleaning of digested sludge and solids from two Anaerobic Digesters with a combined volume of approximately 1.95 Million Gallons. Contractor A shall coordinate all work with Contractor B to facilitate the cleaning of the Anaerobic Digesters.
2. DEFICIENT WORK – Contractor shall achieve a 20% minimum solids concentration prior to hauling and disposal of dewatered sludge. Contractor must provide testing for each truckload demonstrating a minimum solids concentration of 20% and submit these test results to the owner. Additionally, Contractor shall submit testing once per week from a verified 3rd party testing firm. The owner reserves the right to pull a sample at any point and perform independent testing for quality assurance.

B. CONTRACT B – DIGESTER REPAIRS AND VALVE REPLACEMENT

1. The Valve Replacement project consists of the installation and replacement of 33 valves related to the Digestion and Methane processes. Contractor B shall coordinate all pertinent work with Contractor A to facilitate the installation of the proposed valves as described in the sequence of work.
2. Upon satisfactory cleaning of each Anaerobic Digester, a 3rd Party inspection will be performed with a report on the condition of each Anaerobic Digester and Methane System. A recommendation for repairs will be included. This report will be reviewed by the Engineer and Owner, upon which a Request for Quote will be issued for each item identified in the report. The Engineer and Owner reserve the right to select which items from the Quote will be selected for repair. The items chosen from the Quote shall be paid under the Digester Repair Allowance and be tracked by Change Order.
3. **Bidder may be on either or both Contracts. Bidder shall submit a separate Bid Security for Each Contract.**

C. SEQUENCE OF WORK

1. Contractor B to install 2 – 6” line stops on the 6” digester sludge feed line to facilitate 24” Isolation Knife Gate Valve installation.
2. Contractor B to install 24” Isolation Knife Gate Valve on 24” Sludge Feeder Piping.
3. When 24” Isolation Knife Gate Valve is complete, Contractor A shall begin Draining, Cleaning, and Dewatering the Primary Digester and associated feeder piping.
4. After verifying the Primary Digester and Sludge Feeder piping has been adequately drained, a 3rd party inspection of the Primary Digester will be performed. Contractor B shall commence work for any work related to the Primary Digester and associated Valves and Feeder Pipe.
5. Once all work related to the Primary Digester has been completed and the Digester is back on-line, Contractor A shall begin Draining, Cleaning, and Dewatering the Secondary Digester and associated feeder piping.
6. After verifying the Secondary Digester and Sludge Feeder piping has been adequately drained, a 3rd party inspection of the Primary Digester will be performed. Contractor B shall commence work for any work related to the Primary Digester, associated Valves and Feeder Pipe, and all other remaining work pertaining to their contract.

1.3 PRICES TO INCLUDE

A. CONTRACT A

1. Ref. No. 1 - MOBILIZATION – This item shall include performance of construction preparatory operations, including the movement of personnel and equipment to the project site, permits, bonding and insurance. Maximum payment for this item will be 25% on first pay request and remaining balance will be paid on subsequent pay requests. Item shall be paid in lump sum (LS) basis.
2. Ref. No. 2 - DOCUMENTATION OF SITE - The contractor shall video record the project site prior to start of activities in accordance with the project specifications. The contractor shall provide one copy of video to engineer and owner in electronic form on USB memory device. Item shall be paid on a lump sum (LS) basis.
3. Ref. No. 3 - CLEANING, DEWATERING, HAULING, AND DISPOSAL OF BIOSOLIDS – This item shall include all costs associated with the Cleaning, Dewater, Hauling to Landfill, and Disposal of Biosolids including but not limited to labor, equipment, and materials. Item shall be paid on a Dry Ton Basis as calculated by the formula below:

$$\text{DRY TONS} = \text{WET TONS (LANDFILL SCALE)} \times \text{PERCENT SOLIDS CONCENTRATION OF TRUCK}$$

B. CONTRACT B

1. Ref. No. 1 - MOBILIZATION – This item shall include performance of construction preparatory operations, including the movement of personnel and equipment to the project site, permits, bonding and insurance. Maximum payment for this item will be 25% on first pay request and remaining balance will be paid on subsequent pay requests. Item shall be paid in lump sum (LS) basis.
2. Ref. No. 2 - DOCUMENTATION OF SITE - The contractor shall video record the project site prior to start of activities in accordance with the project specifications. The contractor shall provide one copy of video to engineer and owner in electronic form on USB memory device. Item shall be paid on a lump sum (LS) basis.
3. Ref. No. 3 - CHECK VALVE – Item shall be paid for on an EACH (EA) Basis and is to include all equipment, material (including the valve), installation, testing and labor.
4. Ref. Nos. 4 to 11 - PLUG VALVE – Item shall be paid for on an EACH (EA) Basis and is to include all equipment, material (including the valve), installation, testing and labor.
5. Ref. No. 13 - ISOLATION KNIFE GATE VALVE – Item shall be paid for on an EACH (EA) Basis and is to include all equipment, material (including the valve), installation, testing and labor.
6. Ref. No. 14 - PIPING MODIFICATIONS – Item shall be paid for on a Lump Sum (LS) Basis and is to include all pipe modification identified on the plans and any incidental modifications related to the installation of valves. Contractor shall submit a schedule of values upon awarding of the contract.
7. Ref. No. 16 - ANAEROBIC DIGESTER REPAIR ALLOWANCE – Item is an allowance to the contract of \$400,000 for miscellaneous digester repairs as directed by owner and Engineer as described in Specification Sections 012100 and 437345.

1.4 SPECIFICATIONS

- C. In general, these Specifications describe the work to be performed by the various trades, other than work specifically excluded. It shall be the responsibility of the Contractor and Subcontractors to perform all work incidental to their trade, whether or not specific mention is made of each item, unless such incidentals are included under another Item.
- D. It is advised that the Contractor and all Subcontractors familiarize themselves with the contents of the complete Specifications, particularly for the trades preceding, following, related or adjacent to their work.

END OF SECTION 011100

SECTION 011419 – USE OF SITE

PART 1 - GENERAL

1.1 GENERAL

- A. The Contractor will be allowed the use of as much of the site designated for the improvements as is necessary for his operation.

1.2 USE OF SITE

- A. During the progress of the work, the Contractor shall make ample provisions for normal traffic through the site and shall indemnify and save harmless the Owner from any expense whatsoever due to his operations on site.
- B. In the event of the Contractor's failure to comply with these provisions, the Owner may cause the same to be done, and may deduct the cost of such work from any monies due the Contractor under this Agreement, but the performance of such work by the Owner at its instance shall serve in no way to release the Contractor from his general or particular liability for the safety of the public or the work.
- C. The Contractor shall repair at no cost to the Owner, all existing roads, parking areas, grassed areas that are damaged due to the execution of his work. The Contractor shall remove daily all mud, soil and debris that may be tracked onto existing streets, drives, or walks by his equipment or that of subcontractors or suppliers.

1.3 PROTECTING EXISTING BUILDINGS, STRUCTURES AND ROADWAYS

- A. The Contractor shall, at his own expense, shore up and protect any buildings, roadways, utilities or other public or private structures which may be encountered or endangered in the prosecution of the work, and that may not be otherwise provided for, and he shall repair and make good any damages caused to any such property by reason of his operations. All existing fences removed due to the prosecution of the work shall be replaced by the Contractor. No extra payment will be made for said work or material, but the cost of this work must be included in the price stipulated for the work to be done under this contract.

1.4 SITE FACILITIES

- A. The Contractor may utilize existing designated toilet facilities at the site and is not required to provide temporary toilet facilities for the use of Contractor, Sub-contractor, Supplier or Engineer personnel.

1.5 RESTORATION

- A. The Contractor shall restore all areas per the plans and specifications and if not specified, at least to the condition existing prior to the start of work.

- B. The value of the restoration work will be determined by the approved schedule of values submitted by the Contractor.

1.6 MAINTAINING FLOWS

- A. Federal regulations prohibit by-passing any sewage without treatment during construction operations. The Contractor shall be responsible for providing any required temporary pumping facilities, piping, etc., necessary to complete the project without bypassing treatment operations. Continuous treatment of sewage shall be provided at the same level during construction as existed prior to construction.
- B. No wastewater overflows will be permitted by the Contractor during this project. The Contractor shall be responsible for any wastewater overflow and ensuing enforcement, including fines resulting from his operations.

END OF SECTION 011419

SECTION 011423 - ADDITIONAL WORK, OVERTIME

PART 1 - GENERAL

1.1 NIGHT, SUNDAY AND HOLIDAY WORK

- A. No work will be permitted at night, Sunday or legal holidays except as noted on the plans or in the case of emergency and then only upon written authorization of the Engineer and Owner. Where no emergency exists, but the Contractor feels it advantageous to work at night, Sunday or legal holidays, the Contractor shall notify the Engineer at least two (2) days in advance, requesting written permission. Any work performed during the absence of the Engineer will be done at the Contractor's risk and responsibility and may be subject to rejection upon later inspection.

END OF SECTION 011423

SECTION 012100 - ALLOWANCES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements governing allowances.
 - 1. Selected materials and equipment are specified in the Contract Documents by allowances. In some cases, these allowances include installation. Allowances have been established in lieu of additional requirements and to defer selection of actual materials and equipment to a later date when additional information is available for evaluation. If necessary, additional requirements will be issued by Change Order.
- B. Types of allowances include the following:
 - 1. Lump-sum allowances.
 - 2. Unit-cost allowances.
 - 3. Contingency allowances.
 - 4. Inspection and testing allowances.
- C. Related Sections: The following Sections contain requirements that relate to this Section:
 - 1. Division 1 Section "Modification Procedures" specifies procedures for submitting and handling Change Orders.
 - 2. Division 1 Section "Quality Control Services" specifies procedures governing the use of allowances for inspection and testing.

1.3 SELECTION AND PURCHASE

- A. At the earliest practical date after award of the Contract, advise the Architect of the date when the final selection and purchase of each product or system described by an allowance must be completed to avoid delaying the Work.
- B. At the Architect's request, obtain proposals for each allowance for use in making final selections. Include recommendations that are relevant to performing the Work.
- C. Purchase products and systems selected by the Architect from the designated supplier.

1.4 SUBMITTALS

- A. Submit proposals for purchase of products or systems included in allowances, in the form specified for Change Orders.
- B. Submit invoices or delivery slips to show the actual quantities of materials delivered to the

site for use in fulfillment of each allowance.

1.5 CONTINGENCY ALLOWANCES

- A. Use the contingency allowance only as directed for the Owner's purposes and only by Change Orders that indicate amounts to be charged to the allowance.
- B. The Contractor's related costs for products and equipment ordered by the Owner under the contingency allowance are not part of the Contract Sum. These costs include delivery, installation, taxes, insurance, equipment rental, and similar costs.
- C. Change Orders authorizing use of funds from the contingency allowance will include Contractor's related costs and reasonable overhead and profit margins.
- D. At Project closeout, credit unused amounts remaining in the contingency allowance to the Owner by Change Order.

1.6 INSPECTION AND TESTING ALLOWANCES

- A. Inspection and testing allowances include the cost of engaging the inspection or testing agencies, the actual inspections and tests, and reporting the results.
- B. The allowance does not include incidental labor required to assist the testing agency or costs for retesting upon failure of previous tests and inspections.
- C. Costs of services not required by the Contract Documents are not included in the allowance.
- D. At Project closeout, credit unused amounts remaining in the inspection and testing allowance to Owner by Change Order.

1.7 UNUSED MATERIALS

- A. Return unused materials to the manufacturer or supplier for credit to the Owner, after installation has been completed and accepted.
 - 1. When requested by the Engineer, prepare unused material for storage by Owner where it is not economically practical to return the material for credit. When directed by the Engineer, deliver unused material to the Owner's storage space. Otherwise, disposal of unused material is the Contractor's responsibility.

PART 2 - PRODUCTS (Not Applicable)

PART 3 – EXECUTION

3.1 EXAMINATION

- A. Examine products covered by an allowance promptly upon delivery for damage or defects.

3.2 PREPARATION

- A. Coordinate materials and their installation for each allowance with related materials and installations to ensure that each allowance item is completely integrated and interfaced with related work.

3.3 SCHEDULE OF ALLOWANCES

- A. Allowance No. 1: Include a sum of \$400,000 for Anaerobic Digester Repair. A 3rd party inspection of the Anaerobic Digester and Methane System will be conducted upon the satisfactory cleaning of each Anaerobic Digester. A report with recommended repairs will be issued. This report will be reviewed by the Engineer and Owner, upon which a Request for Quote will be issued for each item identified in the report. The Engineer and Owner reserve the right to select which items from the Quote will be selected for repair. These repairs will be tracked by Change Order.

END OF SECTION 012100

SECTION 013119 - PROJECT MEETINGS

PART 1 - GENERAL

1.1 PRECONSTRUCTION MEETING

- A. Prior to the Contractor beginning any work on the project, the Owner will schedule and hold a preconstruction meeting to discuss all aspects of the contract work.
- B. The Contractor shall be present and be prepared to comment in detail on all aspects of his work.
- C. The Contractor shall bring to the preconstruction meeting a proposed construction progress schedule.
- D. Included in the construction progress schedule shall be an implementation of the proposed sequence of construction.

1.2 PROGRESS MEETINGS

- A. Monthly progress meetings will be held at a location to be determined by the Owner on a regularly scheduled day mutually convenient to the Owner, Contractor, and Engineer.
- B. As a part of the monthly progress meeting, the Contractor shall provide an updated construction progress schedule and be prepared to comment in detail on all aspects of his work.

END OF SECTION 013119

SECTION 013216 – CONSTRUCTION PROGRESS SCHEDULE

PART 1 - GENERAL

1.1 PROGRESS SCHEDULE

- A. Immediately after signing the Contract, the Contractor shall prepare a graphic progress schedule, indicating the work to be executed during each month and the rate of expected progress to secure completion on the agreed-upon completion date. The progress schedule shall be approved by the Engineer and Owner prior to starting work on the site. Copies of such graphic progress charts, upon which has been indicated the actual progress, shall be furnished to the Engineer with each requisition for payment.
- B. Should the rate of progress fall materially behind the scheduled rate of progress, and unless the delay is authorized by the Engineer/Owner, each offending Contractor shall furnish additional labor, work overtime, or take other necessary means required for completion of the work on the scheduled date. No additional compensation beyond the set Contract price shall be paid for action taken or overtime expense incurred in maintaining scheduled progress.

END OF SECTION 013216

SECTION 013233 - CONSTRUCTION PHOTOGRAPHS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and Division-01 Specification sections, apply to work of this section.

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for the following:
 - 1. Preconstruction photographs.
 - 2. Periodic construction photographs.
 - 3. Final Completion construction photographs.

1.3 SUBMITTALS FOR REVIEW

- A. Construction Photographs: Contractor shall submit electronic photographic image files within seven (7) days of taking photographs /weekly to the Engineer.
 - 1. Format: Provide photographs as cut and paste files onto Word document (maximum 4 images to a page). Save digital page files in PDF format.
 - 2. Identification: On each page of photos provide the following information:
 - a. Owner's Name
 - b. Contract Description
 - c. Contractor's Name
 - d. Description of view, indicating location, direction (by compass point) and elevation or story of construction
 - e. Date photograph was taken

1.4 COORDINATION

- A. Temporary Serviced: Contractor to cooperate with photographer and provide temporary services request, including access to Project site and use of temporary facilities including temporary lighting.

PART 2 - PRODUCTS

2.1 PHOTOGRAPHIC MEDIA

- A. Digital Images: Provide images in PDF format as noted above or as otherwise posted to the website as individual photographs, with minimum sensor size of 4 megapixels.

PART 3 - EXECUTION

3.1 GENERAL

- A. Date Stamp: Unless otherwise indicated, date and time stamp each photograph as it is being taken so stamp is integral to photograph.
- B. Field Office Prints: Retain one set of prints of progress photographs in the field office at Project site, available at all times for reference. Identify photographs the same as for those posted on the project's website.

END OF SECTION 013223

SECTION 013236 – VIDEO MONITORING AND DOCUMENTATION

PART 1 - GENERAL

1.1 SCOPE

- A. Provide all labor, materials, equipment, and services, and perform all operations necessary to furnish to the Owner a complete color audio-video DVD record of the surface features within the proposed construction zone of influence. This record shall include, but not be limited to, all audio-video DVDs, storage cases, video logs, and indexes. The purpose of this coverage shall be to accurately document the pre-construction condition of these surface features.

1.2 QUALIFICATIONS

- A. The video DVD documentation shall be done by a responsible commercial firm known to be skilled and regularly engaged in the business of pre-construction color audio-video DVD documentation. The firm shall furnish such information as the Owner deems necessary to determine the ability of that firm to perform the work in accordance with the Contract specifications.

1.3 PRODUCTS

- A. The color audio-video recording delivered to the Owner shall be on a high quality DVD format.

END OF SECTION 013236

SECTION 013319 - FIELD TEST REPORTING

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes, but is not limited to, services performed by an independent testing laboratory. Laboratory services covered under this section are for testing materials used for field constructed elements of the work. Performance testing of manufactured items and shop fabricated materials shall be covered under their respective specification section.
- B. All testing performed under this item shall be for the protection and benefit of the Owner and shall not be construed by the Contractor as a comprehensive quality control program intended to protect the Contractor, his subcontractors, or his suppliers. The testing frequency and types of testing shall be as scheduled herein at the discretion of the Owner.
- C. Inspections, tests, and related actions specified in this section and elsewhere in the contract documents are not intended to limit the Contractor's own quality control procedures and testing, which facilitate overall compliance with requirements of the contract documents. Requirements for the Contractor to provide quality control services as required by the Engineer, the Owner, governing authorities, or other authorized entities are not limited by the provisions of this Section.
- D. The Contractor is required to cooperate with the independent testing laboratories performing required inspections, test, and similar services and the Engineer or his representative.
- E. Materials and installed work may require testing or retesting at any time during progress of work. Retesting of rejected materials or installed work shall be done at Contractor's expense.

1.2 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General Supplementary Conditions and Division 1 Specifications sections, apply to work of this section.
- B. The Contract Documents may include testing requirements furnished under other Sections. Work elements which may include other testing requirements are:
 - 1. Water distribution systems.
 - 2. Sanitary sewer systems.
 - 3. Concrete
 - 4. Electrical systems tested and certified by the Electrical Contractor.

1.3 SELECTION AND PAYMENT

- A. The Contractor shall be responsible for the quality of all materials incorporated into the project work and shall be responsible for all costs of testing and certification of same. The Contractor shall provide the City Engineer a list of three (3) local qualified firms for the City to select from to be the Contractor's testing firm.
- B. Employment of testing laboratory in no way relieves the Contractor of the obligation to perform work in accordance with requirements of the contract documents.
- C. The testing laboratory and their personnel shall be under the direction of the Engineer's on-site representative, regardless of who employs their services.

1.4 REFERENCES

- A. AASHTO T-19, Standard Method of Test for Unit Weight and Voids in Aggregate.
- B. AASHTO T-37, Standard Method of Test for Sieve Analysis of mineral Filler for Road and Paving Materials.
- C. AASHTO T-230, Standard Method of Test for Determining Degree of Pavement Compaction of Bituminous Aggregate Mixtures.
- D. ASTM C-29, Standard Method of Test for Unit Weight and Voids in Aggregate.
- E. ASTM C-31, Standard Practice for Making and Curing Concrete Test Specimens in the Field.
- F. ASTM C-33, Standard Specification for Concrete Aggregates.
- G. ASTM C-39, Standard Test Method for Compressive Strength of Cylindrical Concrete Specimens.
- H. ASTM C-40, Test Method for Organic Impurities in Fine Aggregates for Concrete.
- I. ASTM C-42, Standard Test Methods for Obtaining and Testing Drilled Cored and Sawed Beams of Concrete.
- J. ASTM C-88, Standard Test Method for Soundness of Aggregate by use of Sodium Sulfate or Magnesium Sulfate.
- K. ASTM C-94, Standard Specification for Ready-Mixed Concrete.

- L. ASTM C-117, Standard Test Method for Materials Finer than 75-um (No. 200) Sieve in Mineral Aggregates by Washing.
- M. ASTM C-136, Standard Method for Sieve Analysis of Fine and Course Aggregate.
- N. ASTM C-142, Test Method for Clay Lumps and Friable Particles in Aggregate.
- O. ASTM C-143, Standard Test Method for Slump of Hydraulic Cement Concrete.
- P. ASTM C-172, Standard Practice for Sampling Freshly Mixed Concrete.
- Q. ASTM C-173, Standard Test Method for Air Content of Freshly Mixed Concrete by the Volumetric Method.
- R. ASTM C-231, Standard Test Method for Air Content of Freshly Mixed Concrete by the Pressure Method.
- S. ASTM C-535, Standard Test Method for Resistance to Degradation of Large-Size Course Aggregate by Abrasion and Impact in the Los Angeles Machine.
- T. ASTM C-1064, Standard Test Method for Temperature of Freshly Mixed Portland Cement Concrete.
- U. ASTM D-698, Standard Test Methods for Moisture-Density Relations of Soils and Soil-Aggregate Mixtures Using 5.5-lb. (2.49-kg) Rammer and 12-inc. (305-mm) Drop.
- V. ASTM D-2487, Standard Test Method for Classification of Soils for engineer purposes.
- W. ASTM D-2940, Standard Specification for Graded Aggregate Material for Bases or Subbases for Highways or Airports.
- X. ASTM D-4253, Standard Test Method for Maximum Index Density and Unit Weight of Soils Using a Vibratory Table.
- Y. ASTM D-4254, Standard Test Method for Minimum Index Density and Unit Weight of Soils and Calculation of Relative Density.
- Z. ASTM D-4832, Standard Test Method for Preparation and Testing of Controlled Low Strength Material (CLSM) Test Cylinders.
- AA. AF. ASTM – C969 – Standard practice for infiltration and exfiltration acceptance of installed concrete sewer pipe.

1.5 SUBMITTALS

- A. Prior to the start of work, submit testing laboratory name, address, and telephone number, and names of full-time (registered Engineer) (specialist) and responsible officer.
- B. Submit copy of the testing laboratory's evaluation report issued by one of the evaluation authorities identified in Article 1.6 of this Section with memorandum of remedies of any deficiencies reported by the inspection.
- C. Submit the chain of custody and other QA/QC procedures for each test to be utilized by the laboratory.
- D. Submit a sample test report for review by the Engineer to demonstrate conformance with Article 3.2 herein.

1.6 QUALITY ASSURANCE

- A. Except as otherwise indicated, the testing laboratory engaged shall be prequalified by the West Virginia Department of Transportation for the types of services specified herein.
- B. The field personnel utilized to perform all field-testing and preparation shall be certified for those tests being performed.

1.7 RESPONSIBILITIES

- A. Testing Laboratory Responsibilities:
 - 1. Provide qualified personnel at the site. Cooperate with the Engineer and Contractor in performance of services.
 - 2. Perform specified sampling and testing of products in accordance with the specified standards.
 - 3. Ascertain compliance of materials and mixes with requirements of the contract documents.
 - 4. Immediately notify the Engineer and Contractor of observed irregularities or nonconformance of work or products.
 - 5. Perform additional tests required by the Engineer.
 - 6. Testing personnel are to report to the Engineer or his representative upon arrival on site for instructions and requirements. Prior to leaving the site, furnish the Engineer or his representative all test results whether in a formal or informal format.
 - 7. Attend preconstruction meetings and progress meetings.

B. Contractor Responsibilities:

1. Provide access to materials proposed to be used which require testing.
2. Cooperate with laboratory personnel and provide access to the work area.
3. Provide incidental labor and facilities:
 - a. To provide access to work to be tested.
 - b. To obtain and handle samples at the site or at the source of products to be tested.
 - c. To facilitate tests.
 - d. To provide storage and curing of test samples as required by the testing laboratory.
4. Notify the Engineer and laboratory 24 hours prior to expected time for operations requiring testing services for scheduling purposes. Materials will not be permitted to be placed without the proper testing being performed in conformance with this Section.

1.8 LIMITS OF LABORATORY AUTHORITY

- A. The laboratory may not release, revoke, alter, or enlarge the requirements of the contract documents.
- B. The laboratory may not approve or accept any portion of the work.
- C. The laboratory may not assume any duties of the Contractor.
- D. The laboratory has no authority to stop the work.

1.9 SCHEDULE OF TESTS

- A. Testing anticipated on this project shall include, but is not limited to the following:
- B. Concrete
 1. Concrete aggregate deleterious substances per ASTM C-40, ASTM C-117, and ASTM C-142, one test per source.
 2. Concrete aggregate abrasion per ASTM C-535, one test per source.
 3. Sodium sulfate soundness of coarse aggregate per ASTM C-88, one test per source.
 4. Sampling Fresh Concrete: ASTM C-172, except modified for slump to comply with ASTM C 94.

- a. When cylinders and/or beam samples are made, the slumps and air test shall be made using concrete from the same batch.
 - b. Slump: ASTM C-143; one test at point of discharge for each day's pour of each type of concrete; additional tests when concrete consistency seems to have changed.
 - c. Air Content: ASTM C-173, volumetric method of lightweight concrete; ASTM C-231 pressure method for normal weight concrete; at least one for each pour of each type of air-entrained concrete, and each time a set of compression test specimens is made.
 - d. Concrete Temperature: ASTM C-1064, test hourly when air temperature is 40° F. (4° C.) and below, and when 80° F. (27° C.) and above; and each time a set of compression test specimens is made.
 - e. Compression Test Specimen: ASTM C-31; one set of 4 standard cylinders for each compressive strength test, unless otherwise directed. Mold and store cylinders for laboratory cured test specimens except when field-cure test specimens are required.
 - f. Compressive Strength Tests: ASTM C-39; one set for each day's pour exceeding 5 cubic yards plus additional sets for each 50 cubic yards over and above the first 25 cubic yards of each concrete class placed in any one day; one specimen tested at 7 days, two specimens tested at 28 days, and one specimen retained in reserve for later testing if required. A strength test shall be the average of the strengths of two cylinders made from the same sample of concrete and tested at 28 days.
 - 1) When frequency of testing will provide less than 5 strength tests for a given class of concrete, conduct testing from at least 5 randomly selected batches or from each batch if fewer than 5 are used.
 - 2) Strength level of concrete will be considered satisfactory if averages of sets of three consecutive strength test results equal or exceed specified compressive strength, and no individual strength test result falls below specified compressive strength by more than 500 psi.
 - g. Two (2) tests beams shall be made for each 250 square yards of concrete pavement and/or slabs on grade placed.
 - 1) For traffic to be allowed on pavement or slab, the modulus of rupture shall be in accordance with the requirements established by WVDOT.
 - h. When cylinders and/or beam samples are made, the slumps and air test shall be made using concrete from the same batch.
5. Nondestructive Testing: Penetration resistance, sonoscope, or other nondestructive devices may be permitted but shall not be used as the sole basis for acceptance or rejection.

6. Additional Tests: The testing service will make additional tests of in-place concrete when test results indicate specified concrete strengths and other characteristics have not been attained in the structure, as directed by Engineer. Testing service may conduct tests to determine adequacy of concrete by cored cylinders complying with ASTM C 42, or by other methods as directed.
 - a. Contractor shall pay for such tests conducted, and any other additional testing as may be required, when unacceptable concrete is verified.

B. Leakage Testing

- a. Drawings and general provisions of Contract, including General and Supplementary Conditions and Division-1 Specification sections, apply to work of this section.
- b. The Contractor shall perform sufficient tests to determine that the installation of all pipe materials have been as specified and that test results are in accordance with those required for approval of the installation.
- c. The Contractor shall furnish all pressure gauges, suitable pump or pumps, pipes, test heads, and any other apparatus and materials used for these tests. These tests are to be considered as part of the work, and no additional compensation shall be made.
- d. The tests shall be conducted under the direction of the Engineer or an appointed agent. Any testing done without direction and supervision as specified shall not be considered as a proper means of approval.
- e. The Contractor may obtain water for testing as may be required by observing the rules and regulations enforced in the municipality in which the work is being done.
- f. In addition to requirements of these specifications, comply with manufacturer's instructions and recommendations for work.

C. Hydrostatic Testing – Pressure Pipe

- a. The pipe to be tested must be sufficiently backfilled to prevent movement while under test pressure.
- b. Joint restraint at fittings should be permanent and constructed to withstand test pressure. If concrete thrust blocks are used, sufficient time must be allowed before testing to permit the concrete to cure. A cure time of seven (7) days is recommended when Type I Portland Cement is used; three (3) days is recommended when Type III high-early Portland Cement is used.
- c. Test ends should be restrained to withstand the appreciable thrusts that are developed under test pressure.
- d. Air pressure testing of installed pressure pipe is expressly prohibited.

- e. Any testing performed without the knowledge of the Engineer shall not be considered a test for the purpose of this specification.
- f. The hydrostatic testing sheet marked "Exhibit D" following this section shall be filled out for each section of piping tested in this manner.
- g. After the pipe has been installed and partially backfilled (if applicable) subject all newly installed pipe, or any valved sections of it in such lengths of the force main as determined by the responsible agency, unless otherwise specified, to a hydrostatic pressure test equal to 1-1/2 times the line working pressure (50% over the working pressure) but not less than 1.25 times the working pressure at the highest point along the test section; but, in no case, shall such force mains be tested at less than 150 pounds per square inch.. The duration of each test shall be at least 2 hours.
- h. Each section of pipeline shall be slowly filled with water and the specified test pressure, measured at the point of lowest elevation, shall be applied by means of a booster pump connected to the pipe in a manner satisfactory to the Engineer. The duration of the test shall be for a minimum of sixty (60) minutes.
- i. No pipe installation will be accepted unless the leakage rate for the section of pipe being tested does not exceed a rate as shown on hydrostatic test chart, during a 24-hour test duration.
- j. The Contractor shall furnish suitable means for determining the quantity of water lost by leakage during the test.

PART 2 - PRODUCTS

(NOT USED)

PART 3 - EXECUTION

3.1 SEQUENCING AND SCHEDULING

- A. The Contractor shall coordinate the sequence of work activities so as to accommodate required testing and shall allow sufficient time for testing of materials by the laboratory so as to cause no delay in the work or the work of any other Contractor. In addition, the Contractor shall coordinate his work so as to avoid the necessity of removing and replacing work to accommodate inspections and tests.

3.2 LABORATORY TEST RESULTS

- A. The testing laboratory shall submit a certified written report of each inspection, test, or similar service concurrently to the Owner, Engineer, and Contractor.

B. Written reports of each inspection, test, or similar service shall include, but not be limited to, the following:

1. Name of testing laboratory.
2. Project name and construction contract reference number.
3. Dates and locations of samples and tests or inspections.
4. Date of report.
5. Names of individuals making the inspection or test.
6. Designation of the work and test method.
7. Test results.
8. Notation of significant ambient conditions at the time of sample taking and testing.

END OF SECTION 013319

SECTION 013323 - SUBMITTALS

PART 1 - GENERAL

1.1 SUMMARY

A. Work Included:

1. Whenever possible throughout the Contract Documents, the minimum acceptable quality of workmanship and materials has been defined either by manufacturer's name and catalog number or by reference to recognized industry standards.
2. To facilitate Contractor's understanding of the design intent, procedures have been established for advanced submittal of design data and for its review or rejection by the Engineer.
3. The type of submittal requirements specified in this section include shop drawings, product data, samples and other miscellaneous work related submittals.

B. Related work described elsewhere:

1. Additional requirements for submittals are described in other sections of these specifications. Submittals shall conform to Article 6 of the General Conditions.
2. Section 013216 – Construction Progress Schedules
3. Section 017823 – Operation and Maintenance Manuals

1.2 IDENTIFICATION OF SUBMITTALS

A. Contractor shall completely identify each submittal and re-submittal by showing at least the following information:

1. Name and address of submitter, plus name and telephone number of the individual who may be contacted for further information.
2. Name and location of project and identification number.
3. Drawing number and specification section number to which the submittal applies.
4. Include the date of each submittal or re-submittal.

B. Contractor shall sequentially number submittals and shall provide a transmittal form. Include the project name, project number along with the sequential number. Re-submittals to have original submittal number with an alphabetic suffix.

C. Provide within the transmittal or via supplemental sheets a space for Contractor and Engineer review stamps. Engineer stamp requires a minimum 2-inch by 3-inch space.

1.3 GROUPING OF SUBMITTALS

A. Unless otherwise specifically permitted by the Engineer, the Contractor shall make all submittals in groups containing all associated items so that information is available for checking each when it is received.

- B. Partial submittals may be rejected as not complying with the provisions of the Contract Documents.
- C. Review will be performed on a complete submittal as received. The Engineer will not divide a submittal and take separate action on each portion.

1.4 TIMING OF SUBMITTALS

- A. Contractor shall make all submittals far enough in advance of scheduled dates of installation to provide required time for reviews, for securing necessary approval, for possible revision and re-submittal and for placing orders and securing delivery.
- B. Review of submittals by Engineer will be made and responded to within 14 calendar days after receipt of same unless additional information is required. In lieu of returning a document when supplemental information is required, a written hold notice may be issued which will suspend the review period until a response is received.
- C. If review of a submittal is dependent upon information to be provided via another submittal which has not been received, the first submittal will be held until the second submittal is received. Written notice will be provided to the Contractor regarding the hold status of the first submittal.

1.5 SHOP DRAWINGS

- A. Shop drawings include specially-prepared technical data for this project including drawings, diagrams, performance curves, data sheets, schedules, templates, patterns, reports, calculations, instructions, measurements and similar information not in standard printed form for general application to a range of similar projects. Shop drawings submitted for all manufactured or fabricated items. See individual technical sections for specialized requirements.
- B. All documents shall be clear and readable.
- C. Contractor shall make all shop drawings accurately to scale and sufficiently large to show all pertinent aspects of the item and its method of connection to the work.
- D. Shop drawings shall be checked, approved, and stamped by Contractor in accordance with the General Conditions before transmittal to Engineer for review and approval.
- E. Complete shop drawings and descriptive data shall be submitted on all manufactured or fabricated items prior to 25% completion of the work. Except as noted, six hard copies of shop drawings and descriptive data shall be submitted to Engineer for approval. Electronic submissions are not acceptable. Three copies of these will be returned to the Contractor if approved. If the shop drawings are not approved two corrected copies will be returned to the Contractor for use in resubmittal. If Contractor desires more than three approved copies, submitted quantity shall be increased accordingly.
- F. It is the Contractor's responsibility to provide other affected contractors and/or sub-contractors with copies of approved shop drawings.

- G. Shop drawings shall be submitted to the Engineer will be reviewed and stamped “Approved,” “Approved as Noted,” “Revise and Resubmit,” or “Rejected.” Contractor shall resubmit the above number of corrected shop drawings for all shop drawings stamped “Revise and Resubmit” and “Rejected” and will continue this process until shop drawings are stamped “Approved,” or “Approved as Noted.” Installation shall not proceed until shop drawings have been resubmitted and stamped “Approved,” or “Approved as Noted.”
- H. If shop drawings are stamped “Approved as Noted” or “Revise and Resubmit” and Contractor does not agree with revisions or cannot conform with revisions, fabrication shall not proceed and shop drawings shall be resubmitted with explanation of Contractor’s position.
- I. All shop drawings used for construction site activities shall bear “Approved” or “Approved as Noted” stamp of the Engineer.
- J. Arrangements may be made between the Contractor and the Engineer to provide additional copies of “Approved” shop drawings for field activity purposes.

1.6 COLORS AND PATTERNS

- A. Unless the precise color and pattern is specifically described in the Contract Documents, whenever a choice of color or pattern is available in a specified product Contractor shall submit accurate color charts and pattern charts to Engineer for Owner’s review and selection.
- B. Unless all available colors and patterns have identical wearing capabilities and are identically suited for the installation, Contractor shall completely describe the relative capabilities of each.

1.7 SAMPLES AND FIELD MOCK-UPS

- A. Contractor shall provide samples and field mock-ups where noted or specified.
- B. Samples are physical examples which illustrate materials, equipment, or workmanship and establish standards by which the work will be judged.
- C. Samples shall be of sufficient size and quantity to clearly illustrate the functional characteristics of the product and full range of color, texture and pattern.
- D. Samples shall have labels firmly attached, bearing the following information:
 - 1. Name of project.
 - 2. Description of product and finish.
 - 3. Name of Contractor.
 - 4. Trade name and number of product.
 - 5. Standards met by the product.
- E. Approval of samples must be obtained prior to proceeding with any work affected by material requiring sample approval.

- F. Samples, unless otherwise noted, become the property of the Owner.
- G. In situations specifically approved by the Engineer, the retained sample may be used in the construction as one of the installed items.
- H. Field mock-ups:
 - 1. Contractor shall erect field mock-ups at the project site in a location acceptable to the Owner and the Engineer.
 - 2. When accepted by the Engineer, the mock-up will become the basis for comparison of the actual work.
 - 3. Remove mock-up at conclusion of the work if it was not incorporated into the work.

1.8 PRODUCT DATA

- A. Contractor shall provide product data as required to supplement shop drawings.
- B. Product data are illustrations, standard schedules, performance charts, instructions, brochures, diagrams and other information furnished by Contractor to illustrate a material, product or system for some portion of the work.
- C. Contractor shall collect required product data into one submittal for each unit of work or system.
- D. Contractor shall include manufacturer's standard printed recommendations for application and use, compliance with standards, performance characteristics, wiring and piping diagrams and controls, component parts, finishes, dimensions, required clearances, and other coordination requirements.
- E. Contractor shall mark each copy of standard printed data to identify pertinent products, models, options, and other data.
- F. Contractor shall supplement manufacturer's standard data to provide information unique to the work.
- G. Contractor shall identify within the data variations from Contract Documents and product or system limitations which may be detrimental to successful performance of the completed Work.

1.9 RESUBMITTAL REQUIREMENTS

- A. Contractor shall revise and resubmit submittals as required.
- B. Shop Drawings and Product Data:
 - 1. Revise initial drawings or data and resubmit as specified for initial submittal.
 - 2. Itemize in a cover letter any changes which have been made other than those requested by the Engineer.

- C. It is considered reasonable that the Contractor shall make a complete and acceptable submittal to the Engineer by the second submission of a submittal item. The Owner reserves the right to withhold monies due the Contractor to cover additional costs of the Engineer's review beyond the second submittal.

1.10 MANUFACTURER'S INSTRUCTIONS

- A. Manufactured articles, materials and equipment shall be stored, commissioned, operated, applied, installed, connected, erected, used, cleaned and conditioned as directed by the manufacturer, unless specified to the contrary.
- B. Whenever specifications call for work to be performed, or materials to be installed in accordance with the manufacturer's printed instructions or directions, Contractor shall furnish copies as required for shop drawings of those instructions or directions to Engineer before installing the material or performing the work.
- C. Contractor shall identify with the submittal any conflicts between manufacturers' instructions and Contract Documents.

1.11 MANUFACTURER'S CERTIFICATES

- A. When specified in individual specification Sections, submit manufacturers' certificate to Engineer for review.
- B. Contractor shall furnish copies as required for shop drawings of those certificates to Engineer before installing the material or performing the work.
- C. Certificates shall indicate material or product conforms to or exceeds specified requirements. Submit supporting reference data, affidavits, and certifications as appropriate.
- D. Certificates may be recent or previous test results on material or Product, but must be acceptable to Engineer.

PART 2 - PRODUCTS

Not Applicable.

PART 3 - EXECUTION

Not Applicable.

END OF SECTION

SECTION 014223 - INDUSTRY STANDARDS

PART 1 - GENERAL

1.1 ABBREVIATIONS

- A. Abbreviations, as used, designate the following:

AASHTO	-	American Association of State Highway and Transportation Officials
ACI	-	American Concrete Institute
AIEE	-	American Institute of Electrical Engineers
AISC	-	American Institute of Steel Construction
ANSI	-	American National Standards Institute
ASTM	-	American Society of Testing and Materials
AWWA	-	American Water Works Association
CMS	-	Construction and Material Specifications
NEMA	-	National Electrical Manufacturers Association
ORC	-	Ohio Revised Code
UL	-	Underwriters Laboratories, Inc.
WVDOT	-	West Virginia Department of Transportation

1.2 REFERENCE TO OTHER SPECIFICATIONS

- A. Where reference is made to specifications such as ASTM, AWWA or AASHTO, the latest edition shall be used, unless otherwise noted on the plans or in the specifications.

1.3 CODES AND STANDARDS

- A. All work provided for by these specifications must be installed according to the provisions of the State and local building codes, subject to inspection and acceptance by the State and local inspectors.

END OF SECTION 014223

SECTION 014323 – QUALIFICATIONS OF TRADESMEN

PART 1 - GENERAL

1.1 CHARACTER OF WORKMEN AND EQUIPMENT

- A. The Contractor shall employ competent and efficient workmen for every kind of work. Any person employed on the work who shall refuse or neglect to obey site requirements established by the Owner, or who shall be deemed incompetent or disorderly, or who shall commit trespass upon public or private property in the vicinity of the work, shall be dismissed, and shall not be re-employed unless express permission be given by the Owner. The methods, equipment and appliances used on the work and the labor employed shall be such as will produce a satisfactory quality of work, and shall be adequate to complete the contract within the specified time limit.
- B. In hiring of employees for the performance of work under this Contract, or any Subcontract hereunder, no Contractor or Subcontractor, nor any person acting on behalf of such Contractor or Subcontractor, shall, by reason of race, sex, creed or color, discriminate against any citizen of the State of West Virginia in the work to which the employment relates. No Contractor, Subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, creed, sex or color.

END OF SECTION 014323

SECTION 014523 – TESTING, ADJUSTING AND BALANCING

PART 1 - GENERAL

1.1 GENERAL DESCRIPTION

- A. This Section includes general requirements for the conduct of testing, adjusting and balancing.

1.2 SUMMARY

- B. Testing, adjusting and balancing shall be performed in accordance with recognized industry standards and as specified in the Contract Documents.

1.3 RELATED DOCUMENTS

- A. Section 013323 – Shop Drawings, Product Data and Submittals
- B. Section 017516 – Starting of Systems / Commissioning

1.4 DEFINITIONS

- A. Dry Testing:
 - 1. Dry Testing is performed by the Contractor without introducing either process material or other test material into the component, system, or unit process.
- B. Wet Testing:
 - 1. Wet Testing is performed by the contractor utilizing test material in the component, system, or unit process. Process Tankage shall be filled with test material to operating level.
- C. Performance Testing:
 - 1. Performance Testing is performed by the Contractor to demonstrate system performance in accordance with Contract Document requirements.
- D. Factory Testing:
 - 1. Factory Testing is performance testing, operation testing, or documentation verification conducted in the production facilities, or specialized test facilities, of the equipment supplier. Such testing shall conform to the requirements of individual sections of the Contract Documents.

E. Field Testing:

1. Field testing is performance testing, operation testing, or documentation verification conducted in the field after installation, to provide comparison with the results obtained in the factory testing. All field testing shall be witnessed by the Contractor.

1.5 SUBMITTALS

A. Quality Control Submittals:

1. Test Reports shall be submitted to the Contractor within 48 hours of the completion, suspension, or termination of the test unless otherwise approved by the Contractor. Submit Test Reports per Section 013323 – Shop Drawings, Product Data and Submittals

B. Project Record Documents:

1. Test, adjustment and balancing data shall be recorded by the Contractor per the Specifications.

1.6 REGULATORY REQUIREMENTS

- A. The requirements of this Section are in addition to those specifications by Regulatory Agencies. Except as specification prohibited or modified by the Specifications, comply fully with all requirements of this Section.

PART 2 - PRODUCTS

2.1 MATERIALS AND EQUIPMENT

- A. The Contractor shall supply all materials and equipment used in testing, adjusting and balancing.
- B. Materials and equipment used shall be of good quality and suitable for the intended service. The use of miscellaneous items found at the job site is not acceptable.
- C. Select capacity or range of test equipment to provide meaningful test results. Select pressure or differential pressure gauges so that test pressure is 50% to 75% of the gauge capacity.

2.2 FABRICATION

- A. The Contractor shall fabricate temporary equipment used in testing.

2.3 SOURCE QUALITY CONTROL

- A. All test instruments shall be calibrated to recognized standards, traceable to NBS standards, by the instrument manufacturer or a qualified independent calibration laboratory. Submit instrument calibration data for the Contractor's review prior to the test.

PART 3 - EXECUTION

3.1 EXAMINATION AND VERIFICATION OF CONDITION

- A. Verify the equipment, component, or system is completely and correctly installed before beginning tests.
- B. Review the design and installation of the system or equipment to ensure that the proposed test will not result in a hazard to personnel or equipment.

3.2 PREPARATION

- A. Design, fabricate, and install test equipment before commencing the test.
- B. Where required by the Contract Documents, or when required by the Contractor, an approved representative of the manufacturer shall be on site to provide technical direction.
- C. Notify and obtain approval of the Contractor not less than 72 hours prior to each test. See Section 017516, Starting of Systems/Commissioning.

3.3 TESTING, ADJUSTING, AND BALANCING

- A. Dry Testing:
 - 1. All equipment and systems shall be tested, adjusted, aligned, lubricate, and balanced in accordance with the manufacturer's instructions prior to witnesses testing.
 - 2. Test individual components prior to testing the system of which they are a part.
- B. Wet Testing:
 - 1. Test all equipment and systems with a test material, such as potable water or plant treated effluent water. All costs, including materials and equipment, for delivery of the test material shall be at the Contractor's expense. Any cost to the Owner for test material shall be back charged to the Contractor. Test materials obtained from

the Owner are not guaranteed as to their pressure, quality or quantity available. Test each component or item of equipment to demonstrate compliance with the design criteria or range of criteria.

2. After testing, adjusting, and balancing, test all equipment and systems for a minimum of 72 hours under the design operating conditions utilizing test material.
3. Suspend or secure all tests in the event of test failures, or if hazardous conditions occur. Make repairs, replacements, or adjustments and re-start test in its entirety.
4. The Contractor will dispose of the test material to the approval of the Owner at no additional expense to the Owner.
5. The Contractor shall clean all equipment systems and structures upon conclusion of testing, unless otherwise directed by the Owner, at no additional expense to the Owner.

C. Factory Testing

1. Conform to the specific test requirements, as given in individual sections of the Project Manual.
2. If equipment or materials fail or if testing must be extended beyond the original approved duration due to additional testing required as a result of the appearance of defect in the work or if testing could not be completed or conducted as outlined in the approved schedule, the cost of such re-testing, including additional or extended conveyance and maintenance of the Owner shall be borne by the Contractor.
3. Delays to the Contractor's Detailed Construction Network as specified in the Contractor's Progress Schedule due to failed, delayed or extended testing and the need for subsequent re-testing shall not entitle the Contractor to an extension of the contract time or additional cost. If the scheduling of the re-testing causes any activities shown on the Contractor's Detailed construction network to fall behind schedule to the extent that specific milestones or completion dates are in jeopardy, the Contractor shall prepare a recovery schedule and submit such to the Owner prior to the re-testing of the equipment.

D. Field Testing

1. Conform to the specific test requirements as given in individual sections of the Project Manual. Provide all necessary assistance to Owner personnel, at no additional cost to the Owner. All field testing shall be witnessed by the Owner.

3.4 FIELD QUALITY CONTROL

- A. Submit Test Reports for all tests, successful or unsuccessful in accordance with Section 013323 – Shop Drawings, Product Data and Submittals.
- B. Test shall be repeated per the General Conditions if results of testing fail to meet test criteria, whether the failure is identified in the field at the time of testing or through Test Report review.

END OF SECTION 014523

SECTION 015213 - FIELD OFFICES AND FIRST AID

PART 1 - GENERAL

1.1 CONTRACTOR'S OFFICE

- A. Each Contractor shall provide and maintain an office on the site of the work during the construction period of the contract. The office shall be equipped with air conditioning, heating, electric, and lighting.
- B. Location of Contractor's Office shall be coordinated with the Owner. The office facilities, access and Contractor's vehicles shall in no way restrict access to existing plant facilities or impact plant operations.
- C. Contractor shall limit the number of project vehicles, including worker vehicles, that are in active use or that are stationary, to the areas designated by the Owner.

1.2 AID TO THE INJURED

- A. The Contractor shall keep in his office and on the work site, all articles necessary for giving "First Aid to the Injured." He shall also have standing arrangements for the immediate removal and hospital treatment of any employee or other person who may be injured on the work site.

END OF SECTION 015213

SECTION 016600 - PRODUCT HANDLING AND PROTECTION

PART 1 - GENERAL

1.1 DELIVERY AND STORAGE OF MATERIALS

- A. The Contractor shall be responsible for delivery and storage of all materials.
- B. The Contractor shall coordinate with the Engineer on the arrangement for storing construction materials and equipment. Deliveries of all construction materials and equipment should be made at suitable times.
- C. The Contractor shall store all materials required for the performance of this contract at sites designated by the Engineer.
- D. All stockpiles shall be neat, compact, completely safe, and barricaded with warning lights if necessary.
- E. Precautions shall be taken so that no shade trees, shrubs, flowers, sidewalks, driveways or other facilities will be damaged by the storage of materials. Materials, tools and machinery shall not be piled or placed against shade trees, unless the trees are protected against injury therefrom.
- F. The Contractor shall be responsible for the restoration of all stockpile sites to their original condition.
- G. All materials, tools, machinery, etc. stored upon public thoroughfares must be provided with red lights at nighttime to warn the traffic of such obstruction.
- H. Materials shall be so stored as to assure the preservation of their quality and fitness for the work. Stored materials, even though approved before storage, shall again be inspected prior to their use in the work. Stored materials shall be located to facilitate their prompt inspection. Approved portions of the construction site may be used for storage purposes and for the placing of the Contractor's plant and equipment, but any additional space required therefore must be provided by the Contractor at his expense. Private property shall not be used for storage purposes without written permission of the property owner or lessee, and copies of such written permission shall be furnished the Engineer. All storage sites shall be restored to their original condition by the Contractor at his expense.

END OF SECTION 016600

SECTION 016617- MAINTENANCE

PART 1 - GENERAL

1.1 DESCRIPTION

- A. This Section provides general requirements for the maintenance of equipment in the field. Storage maintenance requirements are provided by Section 016600, Product Handling and Protection. Specific maintenance requirements are provided by manufacturers per individual Sections in the Project Manual.
- B. Maintenance is performed to ensure delivery to the Owner of equipment in an undeteriorated and fully serviceable condition.
- C. This Section also includes requirements for preventive and corrective maintenance during operation of the equipment prior to the commencement of the Warranty period.

1.2 RELATED SECTIONS

- A. Section 016600, Product Handling and Protection.

1.3 DEFINITIONS

- A. Storage maintenance consists of establishing and maintaining the environment required by the stored materials and performing periodic servicing.
- B. Preventive maintenance consists of activities performed on a periodic basis to maintain operating or operational items or equipment.
- C. Corrective maintenance consists of correcting faults or failures in an item or equipment. This may include adjustments or replacement of defective parts.

1.4 SUBMITTALS

- A. The Maintenance Log shall be submitted to the Owner upon completion of the Operational Demonstration and before the start of the Warranty period.
- B. No submittals are required by this Section, except as noted above. Maintenance schedules and practices shall conform to approved submittals required by individual Sections in the Project Manual.

PART 2 - PRODUCTS

2.1 COMPONENTS, ACCESSORIES AND REPAIR PARTS

- A. All components, accessories and repair parts used in maintenance shall be supplied by or approved by the equipment manufacturer for use on the equipment.

2.2 SOURCE QUALITY CONTROL

- A. All parts and materials used in maintenance shall meet the quality control requirements provided for the item or equipment. These are specified in individual Sections of the Project Manual.

PART 3 - EXECUTION

3.1 EXAMINATION AND VERIFICATION OF CONDITION

- A. The Contractor shall prepare a Maintenance Log for all equipment.
 - 1. This log shall include a list of required maintenance services and inspections, as provided by the manufacturer and submitted under individual Sections of the Project Manual.
 - 2. The Maintenance Log shall include checklists for the periodic services and inspections required.
 - 3. The Contractor shall initial and date the requisite log entries upon completion of the individual servicing or inspection.
 - 4. The Maintenance Log shall be located in the Contractor's Field Office and shall be available for review by the Owner until it is submitted for record purposes upon completion of the Operational Demonstration and the start of the Warranty period.

3.2 PREPARATION

- A. Before removing an item from storage per Section 016600, the Contractor shall review the installed location. Protection and services at the installed location must meet the equipment storage requirements.
- B. Before moving equipment to the installed location, the Contractor shall have available materials for temporary shelter or services required to establish the proper storage environment after the equipment is installed until it is placed in service in its final operating environment.

3.3 PERFORMANCE OF MAINTENANCE

- A. The Contractor shall perform all storage and preventive maintenance and inspections required by the manufacturer at the specified intervals.
- B. When notified by the Owner, the Contractor will perform corrective maintenance. This will be performed at no cost to the Owner. Corrective maintenance will be performed per manufacturer's written instructions or by direction of the approved representative of the manufacturer.
- C. The Contractor shall restore equipment to its operating condition before start-up.
- D. The Contractor shall re-establish storage maintenance in the event an item or equipment is removed from service.
- E. When the equipment warranty becomes effective, the Owner will assume responsibility for its maintenance.

END OF SECTION 016617

SECTION 017719 - CONTRACT CLOSEOUT

PART 1 - GENERAL

1.1 SECTION INCLUDES

- A. Closeout procedures.
- B. Final cleaning.
- C. Adjusting.
- D. Project record documents.
- E. Operation and maintenance data.
- F. Spare parts and maintenance Products.
- G. Warranties and bonds.
- H. Maintenance service.

1.2 RELATED SECTIONS

- A. Section 017517 – Starting of Systems
- B. Section 017821 – Cleaning and Protection
- C. Section 017823 – Maintenance Manuals

1.3 CLOSEOUT PROCEDURES

- A. Submit written certification that Contract Documents have been reviewed, Work has been inspected, and that Work is complete in accordance with Contract Documents and ready for Engineer's review.
- B. Submit final Application for Payment identifying total adjusted Contract Sum, previous payments, and sum remaining due.

1.4 FINAL CLEANING

- A. It is the Contractor's responsibility to completely clean up the construction site at the completion of the Work.
- B. Tear down and remove all temporary structures; remove all construction equipment, excavated materials, and surplus materials; repair and replace all parts of existing embankments, fences or other structures which were removed or damaged during construction; restore and clean all channels, drains, manholes, and miscellaneous appurtenant

structures; remove all rubbish; and put the site generally in a neat and orderly condition.

- C. Remove waste materials and broom clean buildings, wash windows and glazed doors and remove all dirt, excess paint and putty. Clean, wax and polish tile floors.
- D. Clean debris from roofs, gutters, downspouts, and drainage systems.
- E. Clean site; sweep paved areas, rake clean landscaped surfaces.
- F. Remove waste and surplus materials, rubbish, and construction facilities from the site.

1.5 ADJUSTING

- A. Contractor shall adjust operating products and equipment to ensure smooth and unhindered operation.

1.6 OPERATION AND MAINTENANCE DATA

- A. Submit data bound in 8-1/2 x 11 inch text pages, three D side ring binders with durable plastic covers.
- B. Prepare binder cover with printed title "OPERATION AND MAINTENANCE INSTRUCTIONS, CITY OF WHEELING WATER POLLUTION CONTROL DIVISION, WASTEWATER TREATMENT PLANT [MONTH, YEAR]".
- C. Internally subdivide the binder contents with permanent page dividers, logically organized as described below; with tab titling clearly printed under reinforced laminated plastic tabs.
- D. Contents: Prepare a Table of Contents for each volume, with each Product or system description identified, typed on white paper, in three parts as follows:
 - 1. Part 1: Directory, listing names, addresses, and telephone numbers of Engineer, Contractor, Subcontractors, major equipment suppliers and nearest component service organization who can supply parts and service.
 - 2. Part 2: Operation and maintenance instructions, arranged by system and subdivided by specification section. For each category, identify names, addresses, and telephone numbers of Subcontractors and suppliers. Identify the following:
 - a. Significant design criteria.
 - b. Complete descriptive literature and drawings of all material furnished. This to include "record" wiring diagrams of all electrical equipment, "record" erection drawings providing up-to-date information on the actual construction of the equipment furnished and documentation of any field modifications made during installation, start-up and testing.
 - c. List of equipment.
 - d. Parts list for each component.
 - e. Operating instructions.
 - f. Maintenance instructions for equipment and systems including manufacturer's instructions for lubrication.
 - g. Maintenance instructions for finishes, including recommended cleaning

- methods and materials, and special precautions identifying detrimental agents.
 - h. Installation, operation and maintenance brochures from the original manufacturers of all mechanical components such as valves, pipe couplings, instruments, etc., incorporated into the completed installation.
 - i. All required assembly, installation, alignment, leveling, adjustment and check-out instructions.
- 3. Part 3: Project documents and certificates, including the following:
 - a. Shop drawings and product data.
 - b. Equipment and system test reports including pump performance curves, blower performance curves, air and water balance reports.
 - c. Manufacturer's certificate that equipment is properly installed and ready for operation.
 - d. Photocopies of warranties.
- E. Submit 1 draft copy of completed volumes 15 days prior to final inspection. This copy will be reviewed and returned after final inspection, with Engineer comments. Revise content of all document sets as required prior to final submission.
- F. Submit three sets of revised final volumes to the Owner and one set to the Engineer, within 15 days after final inspection.

1.7 PROJECT RECORD DOCUMENTS

- A. Maintain on site one set of the following record documents; record actual revisions to the Work:
 - 4. Drawings
 - 5. Specifications
 - 6. Addenda
 - 7. Change Orders and other modifications to the Contract.
 - 8. Reviewed Shop Drawings, Product Data, and Samples.
 - 9. Manufacturer's instruction for assembly, installation, and adjusting.
- B. Ensure entries are complete and accurate, enabling future reference by Owner.
- C. Store record documents separate from documents used for construction.
- D. Record information concurrent with construction progress. Meet weekly with Resident Representative or Owner to record information.
- E. Specifications: Legibly mark and record at each Product section description of actual Products installed, including the following:
 - 1. Manufacturer's name and product model and number.
 - 2. Product substitutions or alternates utilized.
 - 3. Changes made by Addenda and modifications.

- F. Record Drawings: Legibly mark each item to record actual construction including:
 - 1. Measured depths of foundations in relation to finish first floor datum.
 - 2. Measured horizontal and vertical locations of underground utilities, piping, valves, and appurtenances, referenced to permanent surface improvements.
 - 3. Measured locations of internal utilities, piping, valves, and appurtenances concealed in construction, referenced to visible and accessible features of the Work.
 - 4. Field changes of dimension and detail.
 - 5. Details not on original Contract drawings.
- G. Submit documents to Engineer.

1.8 SPARE PARTS AND MAINTENANCE PRODUCTS

- A. Contractor shall provide spare parts, maintenance, and extra products in quantities specified in individual specification sections.
- B. Include in the Operation and Maintenance Manual
- C. Submit prior to final Application Payment.

1.9 WARRANTIES

- A. Provide duplicate notarized copies of equipment warranty.
- B. Execute and assemble transferable warranty documents from Subcontractors, suppliers, and manufacturers.
- C. Include in the Operation and Maintenance Manual.
- D. Submit prior to request for Substantial Completion.
- E. For items of Work delayed beyond date of Substantial Completion, provide updated submittal within ten (10) days after acceptance, listing date of acceptance as start of warranty period.

1.10 MAINTENANCE SERVICE

- A. Furnish service and maintenance of components indicated in specification sections for one year from date of Substantial Completion.
- B. Examine system components at a frequency consistent with reliable operation. Clean, adjust, and lubricate as required.
- C. Include systematic examination, adjustment, and lubrication of components. Repair or replace parts whenever required. Use parts produced by the manufacturer of the original component.
- D. Maintenance service shall not be assigned or transferred to any agent or Subcontractor without

prior written consent of the Owner.

PART 2 – PRODUCTS

(NOT USED)

PART 3 – EXECUTION

(NOT USED)

END OF SECTION 017719

SECTION 017800 - FINAL COMPLIANCE AND SUBMITTALS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. The following forms and related sign-offs shall be documented in accordance with provisions of the contract. These forms shall be completed by the Contractor and approved by the Owner before final retainer is approved for release. Forms for Items A to E will be attached to the Contractor's executed copy of the contract.
 - 1. Certificate of Substantial Completion (To be submitted at time of Substantial Completion).
 - 2. Contractor's Certification of Completion.
 - 3. Contractor's Affidavit of Prevailing Wage.
 - 4. Consent of Surety Company for Final Payment.
 - 5. Affidavit of Final Acceptance Date and Correction Period.
- B. Before the OWNER will approve and accept the work and release the retainer, the CONTRACTOR will furnish the OWNER a written report indicating the resolution of any and all property damage claims filed with the CONTRACTOR by any party during the construction period. The information to be supplied shall include, but not be limited to, name of claimant, date filed with CONTRATOR, name of insurance company and/or adjuster handling claim, how claim was resolved and if claim was not resolved for the full amount, a statement indicating the reason for such action.

END OF SECTION 017800

SECTION 017821 - CLEANING AND PROTECTION

PART 1 - GENERAL

1.1 GENERAL

- A. On or before the completion date for the work, the Contractor shall tear down and remove all temporary structures built by him, all construction plant used by him, and shall repair and replace all parts of existing embankments, fences or other structures which were removed or injured by his operations or by the employees of the Contractor. The Contractor shall thoroughly clean out all buildings, sewers, drains, pipes, manholes, inlets and miscellaneous and appurtenant structures, and shall remove all rubbish leaving the grounds in a neat and satisfactory condition.
- B. As circumstances require and when ordered by the Engineer, the Contractor shall broom sweep and/or hose-wash the hard surface of the road or any driveway or sidewalk surface on which construction activity under this contract has resulted in dirt or any other foreign material being deposited.
- C. Failure to comply with this requirement when ordered by the Engineer or his representative, may serve as cause for the Engineer to stop the work and to withhold any monies due the Contractor until such order has been complied with to the satisfaction of the Engineer.
- D. As the work progresses, and as may be directed, the Contractor shall remove from the site and dispose of debris and waste material resulting from his work. Particular attention shall be given to minimizing any fire and safety hazard from form materials or from other combustibles as may be used in connection with the work, which should be removed daily.
- E. The Contractor shall wash all windows and other glass surfaces affected by construction, leaving all areas free from putty marks, paint, etc.
- F. During and after installation, the Contractor shall furnish and maintain satisfactory protection to all equipment against injury by weather, flooding or breakage thereby permitting all work to be left in a new condition at the completion of the contract.

END OF SECTION 017821

SECTION 017823 – MAINTENANCE MANUALS

PART 1 - GENERAL

1.1 OPERATION AND MAINTENANCE MANUALS

- A. Operation and maintenance information shall be submitted for all manufactured items, i.e. equipment, hardware, pumps, valves, motors, etc.
- B. This manual will either contain or make reference to all information that has been issued during the construction and start-up periods, as well as information necessary for the proper operation and maintenance of equipment.
- C. It shall be the responsibility of the Contractor who supplies such equipment to obtain from his vendors the required information and submit to the Engineer. This information will be accepted only if properly identified and only after it has been revised, where necessary, to conform to previous transmittals of the same material that have been "approved as noted" by the Engineer. All submittals shall be on 8-1/2" X 11" size paper or folded to that size.
- D. In general, and where applicable, the information shall consist of, but not be limited to, three (3) hard copy sets and one (1) electronic on USB flash drive of the following:
 - 1. Descriptive literature, bulletins or other data covering equipment or system.
 - 2. Complete list of equipment and appurtenances included with system, complete with manufacturer and model number.
 - 3. Utility requirements.
 - 4. General arrangement drawing.
 - 5. Sectional assembly.
 - 6. Dimension print.
 - 7. Materials of construction.
 - 8. Certified performance curve.
 - 9. Performance guarantee.
 - 10. Parts list.
 - 11. Recommended spare parts list with part and catalog number.
 - 12. Lubrication recommendations and instructions.

13. Schematic wiring diagrams.
 14. Schematic piping diagrams.
 15. Instrumentation data.
 16. Drive dimensions and data.
 17. Control data.
 18. Operating instructions.
 19. Maintenance instructions including troubleshooting guidelines and preventative maintenance instructions with task schedule.
 20. Required tools and equipment for operation and maintenance.
 21. Safety considerations for O & M procedures.
- E. Digital submittals in portable document format (PDF) may be accepted in lieu of paper sets upon approval of the Engineer.

END OF SECTION 017823

SECTION 017839 - PROJECT RECORDS, DRAWINGS

PART 1 - GENERAL

1.1 RECORD DRAWINGS

- A. The Contractor shall furnish an authentic set of marked-up drawings showing the installation insofar as the installation shall have differed from the Engineer's drawings. The drawings shall be delivered to the Engineer for making revisions to the original drawings immediately after final acceptance by the Owner.
- B. The Contractor shall furnish dimensioned drawings indicating locations of all underground mechanical and electrical facilities.

END OF SECTION 017839

SECTION 017901 – OPERATIONAL DEMONSTRATION

PART 1 - GENERAL

1.1 GENERAL DESCRIPTION

A. Work Included:

1. A demonstration of the operation of all systems is required. This Operational Demonstration shall be conducted, coordinated and recorded by the Contractor in accordance with the requirements specified herein.

1.2 SUMMARY

A. Section Includes:

1. Requirements for the conduct and reporting of the Operational Demonstration. This work is additional to any other installation, shop and factory testing, field testing, dry testing, wet testing, performance testing, balancing, or adjustments required elsewhere in the Contract Documents.

1.3 RELATED SECTIONS

- A. Section 014523 – Testing, Adjusting and Balancing
- B. Section 017517 - Starting of Systems/Commissioning

1.4 DEFINITIONS

- A. Operational Demonstration is defined in Section 017517, Starting of Systems/Commissioning.
- B. Operational Demonstration Log: A chronological record of the status of the system and equipment during the Operational Demonstration. All changes in status or system parameters, adjustments, and results of tests shall be included. Entries shall be made, noting the date and time, at the occurrence of each event. Operational Demonstration Logs shall be on a form acceptable to the Owner.

1.5 SUBMITTALS

A. Quality Control Submittals:

1. Test Reports:

- a. Operational Demonstration log per subparagraph 3.4.A of this Section.
- b. Report of Operational Demonstration per subparagraph 3.4.B.2 of this Section.

PART 2 - PRODUCTS – NOT USED

PART 3 - EXECUTION

3.1 EXAMINATION AND VERIFICATION OF CONDITION

A. Before beginning the Operational Demonstration, the Contractor shall verify that:

- 1. All required construction activities are completed, including any activities by any entity that would interrupt the normal operations of the system. Coordinate with the Owner to resolve such conflicts.
- 2. All required testing, adjusting, and balancing is completed in accordance with Section 014523, Testing, Adjusting and Balancing.
- 3. Adequate parts and supplies for routine maintenance and replacement are on hand to support system operation through the demonstration period.
- 4. Start-up of equipment and systems per Section 017517, Starting of Systems/Commissioning has been completed.
- 5. All Repair Parts and Maintenance Materials have been delivered to the Owner.
- 6. Certain Instruction of Operating Personnel (training) has been scheduled to take place during the Operational Demonstration where specified. All other training will occur within 45 days prior to initiation of Operational Demonstration. The training of Operations Personnel shall be scheduled to take place during the first half of the demonstration period, and the remaining training of Electrical, Instrumentation and Maintenance Personnel shall be scheduled to be complete before the end of the Operational Demonstration.
- 7. The field verification of the Initial Maintenance and Operating Inspections has been completed in accordance with the Specifications.

3.2 PREPARATION

A. The Contractor shall provide two (2) representatives, a prime and an alternate, who will be responsible for the Operational Demonstration. These representatives will:

1. Demonstrate the operation of systems and equipment to the Owner's operating personnel.
 2. Direct maintenance and repair work, by either the Contractor or the approved representative of the manufacturer of the system components and equipment.
 3. Maintain a log of the Operational Demonstration, as described herein.
 4. Be available at all times during the Operational Demonstration to perform these duties.
- B. Submit start-up notification to the Owner per Section 017517, Starting of Systems/Commissioning.

3.3 OPERATIONAL DEMONSTRATION

- A. The Contractor shall perform an Operational Demonstration of the work. Unless otherwise specified, the Operational Demonstration shall be a continuous 30-day, (720 hours) period during which the work is operated and maintained in a continuously on-line, fully functional process status.
- B. The Operational Demonstration shall encompass the entire work, or the portion thereof designated for Substantial Completion.
- C. Filling, draining, heating or cooling to temperature, stabilizing, adjusting, or other start-up activity time shall not be counted as Operational Demonstration time.
- D. During the Operational Demonstration period, the Owner shall remain in control of the plant processes and the Contractor shall provide 24/7 technical direction and troubleshooting assistance with required operation of the equipment and systems.
- E. When systems are on-line, conform to the requirements of Section 017517, Starting of Systems/Commissioning, Paragraph 3.3(G) for alterations in the Wastewater Treatment Plant processes.
- F. During the first half of the Operational Demonstration of the system and equipment, Owner personnel will observe the Contractor's personnel operating systems and equipment. The Contractor shall cooperate with this familiarization process.
- G. After the first 15 days of Operational Demonstration of system and equipment, operation of equipment will be assumed by the Owner personnel, under the direction of the Contractor, as described in Section 017517, Starting of Systems/Commissioning.

The Owner remains in control of the plant processes, Starting of Systems/Commissioning. The Contractor shall provide technical direction in the operation of equipment and systems.

- H. Start-up and operation of the system and all associated equipment shall be in accordance with the Initial Maintenance and Operating Instructions which have received an acceptable disposition from the Owner. If deviations from these instructions are necessary, these shall be noted in the Operational Demonstration Log, and subsequently submitted as revisions to the Maintenance and Operating Instructions. During the period of time between the completion of the Operational Demonstration and the Date of substantial Completion, the system and equipment will be operated and maintained under the requirements of the second half of the Operational Demonstration. The Owner will not assume full responsibility for maintenance of the system and equipment until all conditions for Substantial Completion have been satisfied and both the Contractor and Owner have accepted the Certificate of Substantial Completion.
- I. All required maintenance and servicing prior to the Date of Substantial Completion shall be performed by the Contractor at the specified interval and as necessary. All maintenance and servicing shall be noted in the Operational Demonstration Log.
- J. All outages of equipment, system(s), or the plant should be noted in the Operational Demonstration Log. Plant outages are considered a part of normal plant operation and will not invalidate the Operational Demonstration. The Contractor is responsible for the safe and orderly shutdown and restart of equipment as necessary in the event of an outage. Outage time is not to be included in the Operational Demonstration period.
- K. The Contractor shall attend operational coordination meetings as called by the Owner to review operating conditions of equipment and systems.
- L. If, during the Operational Demonstration, any part of the work fails to fully conform to the requirements of the Contract Documents, the Operational Demonstration shall be considered to have failed, and the work shall not be considered to be Substantially Complete as defined in the General Conditions and the Owner shall so notify the Contractor in writing. If, during the Operational Demonstration, the provisions of the General Conditions are evoked to stop the work, the Operational Demonstration will also be considered to have failed.
- M. Upon failure of the Operational Demonstration, the Contractor shall promptly remedy any defects in the work and shall promptly reschedule and re-start the complete 30 day, (720 hours) Operational Demonstration time period. No Operational Demonstration time will be considered to have accrued to any part of the work by reason of a failed Operational Demonstration.

- N. During the Operational Demonstration, the Owner may require or permit the Operational Demonstration to be suspended:
1. As provided in the General Conditions.
 2. Upon the written request of the Contractor to correct or adjust the work when in the judgment of the Owner such required correction or adjustment is insufficient to deem the Operational Demonstration to have failed.
 3. If the Operational Demonstration is suspended for any reason except failure, Operational Demonstration time shall accrue to the work from the time of the beginning of the Operational Demonstration to the time of the suspension.

3.4 REPORTING

- A. Daily: Copy of the Operational Demonstration Logs shall be submitted to the Owner by 9:00 a.m. the following day.
- B. Within two (2) weeks of the termination or completion of the Operational Demonstration, the Contractor shall submit for approval:
1. Any changes to the Maintenance and Operating Instructions.
 2. A report of the Operational Demonstration, describing the equipment utilized and any repairs, modifications, adjustments, or other work performed during the demonstration period.
- C. In the event the conduct of the Operational Demonstration or the submittals are unacceptable to the Owner, the Contractor shall perform the additional work or demonstrations required per the General Conditions.

END OF SECTION 017901

SECTION 017902 – INSTRUCTION OF OWNER'S PERSONNEL

PART 1 - GENERAL

1.1 DESCRIPTION

- A. General requirements for the conduct of training of permanent plant operating personnel on the care, maintenance and proper operation of the equipment. Specific requirements for training materials and for training are included in the individual Sections of the Contract Documents.

1.2 SUMMARY

- A. Work Included: Except as otherwise specifically provided in individual Sections of the Project Manual, work under this Section includes the preparation of the detailed lesson plans and the conduct of detailed training for permanent plant operating personnel. Training shall be conducted on all components of equipment, as specified in individual Sections of the Project Manual.
- B. Training sessions and hours for all equipment specified as requiring training shall be per the manufacturer's recommendations. However, in no case shall the number of sessions be less than two (2) to accommodate multiple shifts. Sessions shall cover maintenance, operations and electrical.

1.3 RELATED SECTIONS

- A. Section 013323 – Shop Drawings, Product Data and Submittals
- B. Section 017901 – Operational Demonstration

1.4 DEFINITIONS

- A. Lesson Plan: A Lesson Plan is a submittal containing a statement of the instructional objectives of the training, a training outline, credentials of the instructor, audio/visual requirements, a listing of training materials to be used, and the desired schedule times and dates.
- B. Training Aid: A mock-up, model, sample, or other device used during a training class to help demonstrate the maintenance, operation, or control of equipment.

1.5 SUBMITTALS

- A. Submittal of Instructor's credentials, Lesson Plans, instructional materials, training aids, and other training information shall be coordinated with the Training Schedule.
- B. Enough copies of instructional materials used for training for everyone present shall be provided at the time of the first training session.

- C. Provide two copies of all audio/visual aids utilized during training including films, slides, mock-ups, videotapes, DVDs or other training aids. All multimedia video shall be submitted in either Audio Video Interleave (AVI) format or Moving Pictures Expert Group (MPEG) format.
- D. Submit the following:
1. Proposed training Schedule for the entire Contract showing tentative dates for each training session: include number, type and duration of each session. This schedule shall be submitted 120 days prior to the commencement of any individual training being performed.
 2. The detailed credentials of the representative of the equipment manufacturer who is to be the course Instructor for each category and type of training. Include Instructor's name, education, knowledge of equipment, experience as a trainer and employment history with the manufacturer. Include specific details of Instructor's experience pertaining to the operation and maintenance of, the training for, the equipment or system specified. These credentials shall be submitted 60 days prior to the commencement of any training.
 3. The Lesson Plan shall be submitted sixty (60) days prior to the commencement of any training and shall cover all components of equipment, regardless of source of supply or manufacturer, and shall include:
 - a. A title page containing: Title of the Lesson Plan, product name and model of equipment; name of manufacturer, manufacturer address and phone number; name and phone number of manufacturer's contact; job location (Name of Facility); contract no.; specification number; Contractor name, address and phone number; subcontractor name, address, phone (if applicable); submittal number assigned by Contractor; and submittal date.
 - b. A table of contents listing the headings: instructional objectives; training outline; credentials of Instructor(s); audio/visual requirements; training materials to be used.
 - c. A detailed instructional objective statement on the goal(s) intended to have been achieved by the end of the training session.
 - d. The credentials of Instructors are to include name; education; knowledge of equipment; experience of trainer; and employment history with manufacturer.
 - e. The audio/visual requirements listing specific equipment that is to be provided by the Contractor for training purposes.
 - f. A list of all training materials to be used. An initial Operations and Maintenance (O&M) Instruction Manual, which has received an acceptable disposition, for the equipment shall be required to be utilized by the Instructor in the training and therefore shall be included on this list.
 - g. A request of schedule dates and times for each training session.
 - h. A training outline indicating the category of training (maintenance and operation, electrical and instrumentation or system); description of the session; length, and type (classroom or field). The training shall include as a minimum:
 - 1) Electrical and Instrumentation Training: System Equipment) Overview:
 - a) Describe system (equipment) fundamental operating principals and dynamics.
 - b) Identify system's (equipment's) mechanical, electrical and electronic components and features. Review system (equipment) wiring diagrams and process and instrumentation diagrams.

- c) Identify support systems (equipment) associated with the operation (e.g., air intake filters, valve actuators, motors).
 - d) Identify and describe safety precautions and potential hazards related to maintenance.
 - e) Identify and describe in detail safety and control interlocks.
 - f) Identify and describe alarm conditions and response to alarms.
 - g) Cover the supply of power to process equipment and related appurtenances, lighting, etc.
 - h) Cover low voltage controls, monitoring devices, etc.
- 2) Electrical and Instrumentation Training Equipment Preventive Maintenance (PM):
- a) Describe PM inspection procedures required to perform an inspection of the equipment in operation, spot potential trouble symptoms and anticipate breakdowns and forecast maintenance requirements (predictive maintenance).
 - b) Define the recommended PM intervals for each component.
 - c) Provide lubricant and replacement part recommendations and limitations.
 - d) Describe appropriate cleaning practices and recommend intervals.
 - e) Identify and describe the use of special tools required for maintenance of the equipment.
 - f) Describe component removal and installation, and disassembly and assembly procedures.
 - g) Perform at least 2 "field" demonstrations of preventive maintenance procedures.
 - h) Describe recommended measuring instruments and procedures, and provide instruction on interpreting alignment measurements, as appropriate.
 - i) Define recommended torque settings, mounting, calibration and alignment procedures and settings, as appropriate.
 - j) Describe recommended procedures to check or test equipment following a corrective repair.
- 3) Electrical and Instrumentation Training Equipment Troubleshooting:
- a) Define recommended systematic troubleshooting procedures.
 - b) Provide component specific troubleshooting checklists.
 - c) Describe applicable equipment testing and diagnostic procedures to facilitate troubleshooting.
- 4) Maintenance and Operation Training: System (Equipment) Overview:
- a) Describe system (equipment) operating (process) function and performance objectives.
 - b) Describe system (equipment) fundamental operating principals and dynamics.
 - c) Identify system's (equipment's) mechanical, electrical and electronic components and features.
 - d) Identify support systems (equipment) associated with the operation (e.g., air intake filters, valve actuators, motors).
 - e) Identify and describe safety precautions and potential hazards related to operation.
 - f) For systems (equipment) comprised of several components: Identify

- and describe in detail each component's function. Where applicable, group related components into subsystems. Describe subsystem functions and their interaction with other subsystems.
- g) Identify and describe in detail safety and control interlocks.
- 5) Operation and Maintenance Training, Operation of Equipment:
 - a) Describe operating principles and practices.
 - b) Describe routine operating, start-up and shutdown procedures.
 - c) Describe abnormal or emergency start- up, operating, and shutdown procedures that may apply.
 - d) Describe alarm conditions and responses to alarms.
 - e) Describe routine monitoring and record keeping procedures.
 - f) Describe recommended housekeeping procedures.
 - 6) Operation and Maintenance Training, Troubleshooting:
 - a) Describe how to determine if either corrective maintenance or an operating parameter adjustment is required.
- 4. Once the Lesson Plan submittal has received an acceptable disposition but at least 3 weeks prior to the actual commencement of the training, Contractor shall submit the detailed training material as a Power Point presentation in an electronic format (either DVD, CDR, or flash drive/micro storage) with appropriate labeling. In addition to the electronic format the Power Point material shall be provided in hardcopy for Owner review and approval. The number of copies shall be as defined in Section 01061, Shop Drawings and Submittals. The text and lettering on the presentation slides shall not be smaller than 12 font size and shall be black in color. Slides shall have an appropriate light colored background, resulting in a high contrast between the text and background.
 - 5. Sample Evaluation Form: Submit with Lesson Plan a sample Evaluation Form. Form shall include area for comments and evaluation of Instructor, classroom training and field instruction. Form shall identify Contract name and number, Specification Section, Job location, date and time of training, title of training session, name of manufacturer, model number of equipment, Instructor name, and Contractor and Subcontractor's name.

PART 2 – PRODUCTS

2.1 QUALIFICATIONS OF INSTRUCTOR

- A. The course Instructor shall be knowledgeable and experienced in the details of operation and maintenance of the equipment.
- B. The Instructor must be knowledgeable of the equipment's application specific to this work.
- C. The Owner will reject Instructors who are deemed not in compliance with the above stated minimum qualifications. The Contractor will submit for approval alternate Instructors for consideration. No additional cost will be allowed for replacement of Instructors who are unacceptable to the Owner.

PART 3 – EXECUTION

3.1 EXAMINATION AND VERIFICATION OF CONDITION

- A. The training site for the classroom instruction will be provided by the Owner. The Owner will provide this location.
- B. The Contractor shall coordinate and verify to ensure that, prior to the scheduled training time(s):
 - 1. The equipment is ready for Operational Demonstration in accordance with Section 017901, Operational Demonstration.
 - 2. That all associated construction required to operate the equipment in all normal and anticipated operating modes is complete.
 - 3. That the equipment area is well lit and unobstructed, so that all training class attendees may access, hear, and view the training.
 - 4. That the equipment area is free of construction activities that could present a hazard to training class participants.
 - 5. That adequate training materials, as required by paragraph 1.5 of this Section, are on hand for use during the training session.
 - 6. Any representatives of interfacing Contractors or equipment suppliers needed to perform supporting operations allowing demonstration of equipment operation have been notified and will be available.

3.2 PREPARATION

- A. Training classes shall be approved by the state-regulating agency for continuing education. This is in the event of the facility choosing to apply for CH/CEU credits for their training program.
- B. Videotaping of all training will be conducted by the Contractor. Before the start of training the Contractor, and the Contractor will review the training site(s) to establish acceptable sight lines, lighting and locations for the participants.
- C. Training classes shall be scheduled through the Owner. Training shall begin within 45 days to the beginning of the Operational Demonstration period. Certain training sessions will occur only during the Operational Demonstration period as specifically noted in the Contract Documents.
- D. Training classes shall be conducted and separated for the following personnel:
 - 1. Maintenance and Operation
 - 2. Electrical and Instrumentation
 - 3. Systems Training
- E. Audio-visual equipment available at the Owner's training sites include:
 - 1. Blackboards and/ or Whiteboards
- F. Verify training materials are compatible with all equipment. The Contractor is responsible for providing other audio/visual equipment and training aids as needed.

- G. Classroom and field instruction where specified shall be provided for each group. Field instruction will include attention to applied familiarization with the actual equipment. Training hours as required in the Contract Documents do not include travel, set-up or cleanup time by the Instructor.
- H. Training may be either "field" or "classroom" as specified. If not specifically noted, provide field training. For field training, the Instructor will demonstrate all operations of the equipment and may be expected to show assembly and disassembly procedures, maintenance procedures, replacement procedures, and the like. Field training will generally occur at the installed location of the equipment or material unless mock-ups are approved in the Lesson Plan and provided by the Contractor. Such mock-ups will become property of the Owner after the training sessions unless previously requested in the Lesson Plan.
- I. Systems Training: The Lesson will provide a detailed description of the system design, intended operation, and interactions of systems components. The Contractor's portion of Systems Training will provide additional detail descriptions of system's components and their interface with each other and other systems. Contractor's personnel for system training will be the same personnel who provided Operation and Maintenance training and Electrical and Instrumentation training.
- J. Training shall be conducted to accommodate the Owner's shift schedules. Contractor shall coordinate with Owner prior to scheduling the training sessions. Contractor shall anticipate multiple shifts.

3.3 CONDUCT OF TRAINING

- A. All topics of the approved Lesson Plan shall be discussed, in the classroom or the field, in complete and sufficient detail to allow plant operating personnel to knowledgeably operate and maintain the equipment in accordance with manufacturer's recommended procedures and safety considerations during all anticipated operational and maintenance situations.
- B. Safety concerns and features intended to enhance safety should be specifically addressed.
- C. Tasks required to maintain the warranty should be specifically addressed.
- D. Frequent reference shall be made to the Operation and Maintenance instructions.
- E. Address all questions and comments proposed by the training session participants as they are raised to the maximum extent practicable. If questions or comments cannot be addressed during the training session, additional materials and/or training may be required as determined by the Contractor.
- F. If any training session exceeds three (3) hours in duration, provide a 1/2- hour break.
- G. Ensure that all parts of the training session are legible or audible on the final tape. The Instructor must repeat all questions to insure that they are audible. Final acceptance of the training is contingent on the acceptability of the videotape.

- H. The Contractor will be back charged for cancelled training classes if the Owner is not notified at least 72 hours prior to scheduled training.
- I. Training Sessions shall be attended not only by the Owner's Operating Personnel but also by members of the Contractor or any other entities designated by the Owner.

3.4 EVALUATION

- A. Immediately following training, the Instructor shall pass out an evaluation form to the Owner's personnel. This form shall provide a means for the Owner's personnel to comment on the Instructor and the quality, completeness, and value of the session.
- B. Evaluation Forms shall be collected, along with the Attendance Sheet at the end of each training session and the original documents shall be submitted to the Owner for use in determining if additional training is required by the Contractor. If additional training is required due to the material as outlined in the Lesson Plan not being covered correctly or in its entirety or the inability of the Instructor to answer questions pertaining to the operation and maintenance of the equipment, or if the training aids or equipment fail to operate as intended, the Contractor shall provide such additional training at no additional cost to the Owner.

END OF SECTION 017902

SECTION 099100 - PAINTING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes surface preparation and field painting of exposed exterior and interior items and surfaces.
 - 1. Surface preparation, priming, and finish coats specified in this Section are in addition to shop priming and surface treatment specified in other Sections.
- B. Do not paint prefinished items, concealed surfaces, finished metal surfaces, operating parts, and labels.
 - 1. Prefinished items include the following factory-finished components:
 - a. Acoustical wall panels.
 - b. Metal toilet enclosures.
 - c. Metal lockers.
 - d. Finished mechanical and electrical equipment.
 - e. Factory-finished valves and fittings.

1.3 DEFINITIONS

- A. General: Standard coating terms defined in ASTM D 16 apply to this Section.
 - 1. Flat refers to a lusterless or matte finish with a gloss range below 15 when measured at an 85-degree meter.
 - 2. Low Luster (Eggshell) refers to low-sheen finish with a gloss range between 20 and 35 when measured at a 60-degree meter.
 - 3. Semigloss refers to medium-sheen finish with a gloss range between 35 and 70 when measured at a 60-degree meter.
 - 4. Full gloss refers to high-sheen finish with a gloss range more than 70 when measured at a 60-degree meter.

1.4 SUBMITTALS

- A. Product Data: For each paint system indicated. Include block fillers and primers.
 - 1. Material List: An inclusive list of required coating materials. Indicate each material and cross-reference specific coating, finish system, and application.

Identify each material by manufacturer's catalog number and general classification.

2. Manufacturer's Information: Manufacturer's technical information, including label analysis and instructions for handling, storing, and applying each coating material.

1.5 QUALITY ASSURANCE

- A. Applicator Qualifications: A firm or individual experienced in applying paints and coatings similar in material, design, and extent to those indicated for this Project, whose work has resulted in applications with a record of successful in-service performance.
- B. Source Limitations: Obtain block fillers and primers for each coating system from the same manufacturer as the finish coats.

1.6 DELIVERY, STORAGE, AND HANDLING

- A. Deliver materials to Project site in manufacturer's original, unopened packages and containers bearing manufacturer's name and label and the following information:
 1. Product name or title of material.
 2. Product description (generic classification or binder type).
 3. Manufacturer's stock number and date of manufacture.
 4. Contents by volume, for pigment and vehicle constituents.
 5. Thinning instructions.
 6. Application instructions.
 7. Color name and number.
- B. Store materials not in use in tightly covered containers in a well-ventilated area at a minimum ambient temperature of 45 deg F. Maintain storage containers in a clean condition, free of foreign materials and residue.
 1. Protect from freezing. Keep storage area neat and orderly. Remove oily rags and waste daily.

1.7 PROJECT CONDITIONS

- A. Apply waterborne paints only when temperatures of surfaces to be painted and surrounding air are between 50 and 90 deg F.
- B. Do not apply paint in snow, rain, fog, or mist; or when relative humidity exceeds 85 percent; or at temperatures less than 5 deg F above the dew point; or to damp or wet surfaces.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Products: Subject to compliance with requirements, provide one of the products listed.
- B. Manufacturers' Names: Shortened versions (shown in parentheses) of the following manufacturers' names are used in other Part 2 articles:
 - 1. Benjamin Moore & Co. (Benjamin Moore).
 - 2. PPG Industries, Inc. (Pittsburgh Paints).
 - 3. Sherwin-Williams Co. (Sherwin-Williams).
 - 4. Tnemec.

2.2 PAINT MATERIALS, GENERAL

- A. Material Compatibility: Provide block fillers, primers, and finish-coat materials that are compatible with one another and with the substrates indicated under conditions of service and application, as demonstrated by manufacturer based on testing and field experience.
- B. Material Quality: Provide manufacturer's best-quality paint material of the various coating types specified that are factory formulated and recommended by manufacturer for application indicated. Paint-material containers not displaying manufacturer's product identification will not be acceptable.
 - 1. Proprietary Names: Use of manufacturer's proprietary product names to designate colors or materials is not intended to imply that products named are required to be used to the exclusion of equivalent products of other manufacturers. Furnish manufacturer's material data and certificates of performance for proposed substitutions.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates, areas, and conditions, with Applicator present, for compliance with requirements for paint application. Comply with procedures specified in PDCA P4.
 - 1. Proceed with paint application only after unsatisfactory conditions have been corrected and surfaces receiving paint are thoroughly dry.
 - 2. Start of painting will be construed as Applicator's acceptance of surfaces and conditions within a particular area.
- B. Coordination of Work: Review other Sections in which primers are provided to ensure compatibility of the total system for various substrates. On request, furnish information on characteristics of finish materials to ensure use of compatible primers.
 - 1. Notify Architect about anticipated problems when using the materials specified over substrates primed by others.

3.2 PREPARATION

- A. General: Remove hardware and hardware accessories, plates, machined surfaces, lighting fixtures, and similar items already installed that are not to be painted. If removal is impractical or impossible because of size or weight of the item, provide surface-applied protection before surface preparation and painting.
 - 1. After completing painting operations in each space or area, reinstall items removed using workers skilled in the trades involved.
- B. Cleaning: Before applying paint or other surface treatments, clean substrates of substances that could impair bond of the various coatings. Remove oil and grease before cleaning.
 - 1. Schedule cleaning and painting so dust and other contaminants from the cleaning process will not fall on wet, newly painted surfaces.
- C. Surface Preparation: Clean and prepare surfaces to be painted according to manufacturer's written instructions for each particular substrate condition and as specified.
 - 1. Provide barrier coats over incompatible primers or remove and reprime.
 - 2. Ferrous Metals: Clean ungalvanized ferrous-metal surfaces that have not been shop coated; remove oil, grease, dirt, loose mill scale, and other foreign substances. Use solvent or mechanical cleaning methods that comply with SSPC's recommendations.
 - a. Blast steel surfaces clean as recommended by paint system manufacturer and according to SSPC-SP 6/NACE No. 3.
 - b. Treat bare and sandblasted or pickled clean metal with a metal treatment wash coat before priming.
 - c. Touch up bare areas and shop-applied prime coats that have been damaged. Wire-brush, clean with solvents recommended by paint manufacturer, and touch up with same primer as the shop coat.
 - 3. Galvanized Surfaces: Clean galvanized surfaces with nonpetroleum-based solvents so surface is free of oil and surface contaminants. Remove pretreatment from galvanized sheet metal fabricated from coil stock by mechanical methods.
- D. Material Preparation: Mix and prepare paint materials according to manufacturer's written instructions.
 - 1. Maintain containers used in mixing and applying paint in a clean condition, free of foreign materials and residue.
 - 2. Stir material before application to produce a mixture of uniform density. Stir as required during application. Do not stir surface film into material. If necessary, remove surface film and strain material before using.
 - 3. Use only thinners approved by paint manufacturer and only within recommended limits.
- E. Tinting: Tint each undercoat a lighter shade to simplify identification of each coat when multiple coats of same material are applied. Tint undercoats to match the color of

the finish coat, but provide sufficient differences in shade of undercoats to distinguish each separate coat.

3.3 APPLICATION

- A. General: Apply paint according to manufacturer's written instructions. Use applicators and techniques best suited for substrate and type of material being applied.
 - 1. Paint colors, surface treatments, and finishes are indicated in the paint schedules.
 - 2. Do not paint over dirt, rust, scale, grease, moisture, scuffed surfaces, or conditions detrimental to formation of a durable paint film.
 - 3. Provide finish coats that are compatible with primers used.
 - 4. The term "exposed surfaces" includes areas visible when permanent or built-in fixtures, grilles, convector covers, covers for finned-tube radiation, and similar components are in place. Extend coatings in these areas, as required, to maintain system integrity and provide desired protection.
 - 5. Paint surfaces behind movable equipment and furniture the same as similar exposed surfaces. Before final installation of equipment, paint surfaces behind permanently fixed equipment or furniture with prime coat only.
 - 6. Paint interior surfaces of ducts with a flat, nonspecular black paint where visible through registers or grilles.
 - 7. Paint back sides of access panels and removable or hinged covers to match exposed surfaces.
 - 8. Finish exterior doors on tops, bottoms, and side edges the same as exterior faces.
 - 9. Finish interior of wall and base cabinets and similar field-finished casework to match exterior.
 - 10. Sand lightly between each succeeding enamel or varnish coat.
- B. Scheduling Painting: Apply first coat to surfaces that have been cleaned, pretreated, or otherwise prepared for painting as soon as practicable after preparation and before subsequent surface deterioration.
 - 1. The number of coats and film thickness required are the same regardless of application method. Do not apply succeeding coats until previous coat has cured as recommended by manufacturer. If sanding is required to produce a smooth, even surface according to manufacturer's written instructions, sand between applications.
 - 2. Omit primer over metal surfaces that have been shop primed and touchup painted.
 - 3. If undercoats, stains, or other conditions show through final coat of paint, apply additional coats until paint film is of uniform finish, color, and appearance. Give special attention to ensure that edges, corners, crevices, welds, and exposed fasteners receive a dry film thickness equivalent to that of flat surfaces.
 - 4. Allow sufficient time between successive coats to permit proper drying. Do not recoat surfaces until paint has dried to where it feels firm, and does not deform or feel sticky under moderate thumb pressure, and until application of another coat of paint does not cause undercoat to lift or lose adhesion.
- C. Application Procedures: Apply paints and coatings by brush, roller, spray, or other applicators according to manufacturer's written instructions.

1. Brushes: Use brushes best suited for type of material applied. Use brush of appropriate size for surface or item being painted.
 2. Rollers: Use rollers of carpet, velvet-back, or high-pile sheep's wool as recommended by manufacturer for material and texture required.
 3. Spray Equipment: Use airless spray equipment with orifice size as recommended by manufacturer for material and texture required.
- D. Minimum Coating Thickness: Apply paint materials no thinner than manufacturer's recommended spreading rate to achieve dry film thickness indicated. Provide total dry film thickness of the entire system as recommended by manufacturer.
- E. Mechanical and Electrical Work: Painting of mechanical and electrical work is limited to items exposed in equipment rooms and occupied spaces.
- F. Block Fillers: Apply block fillers to concrete masonry block at a rate to ensure complete coverage with pores filled.
- G. Prime Coats: Before applying finish coats, apply a prime coat, as recommended by manufacturer, to material that is required to be painted or finished and that has not been prime coated by others. Recoat primed and sealed surfaces where evidence of suction spots or unsealed areas in first coat appears, to ensure a finish coat with no burn-through or other defects due to insufficient sealing.
- H. Pigmented (Opaque) Finishes: Completely cover surfaces as necessary to provide a smooth, opaque surface of uniform finish, color, appearance, and coverage. Cloudiness, spotting, holidays, laps, brush marks, runs, sags, ropiness, or other surface imperfections will not be acceptable.
- I. Transparent (Clear) Finishes: Use multiple coats to produce a glass-smooth surface film of even luster. Provide a finish free of laps, runs, cloudiness, color irregularity, brush marks, orange peel, nail holes, or other surface imperfections.
1. Provide satin finish for final coats.
- J. Stipple Enamel Finish: Roll and redistribute paint to an even and fine texture. Leave no evidence of rolling, such as laps, irregularity in texture, skid marks, or other surface imperfections.
- K. Completed Work: Match approved samples for color, texture, and coverage. Remove, refinish, or repaint work not complying with requirements.

3.4 CLEANING

- A. Cleanup: At the end of each workday, remove empty cans, rags, rubbish, and other discarded paint materials from Project site.
1. After completing painting, clean glass and paint-spattered surfaces. Remove spattered paint by washing and scraping without scratching or damaging adjacent finished surfaces.

3.5 PROTECTION

- A. Protect work of other trades, whether being painted or not, against damage from painting. Correct damage by cleaning, repairing or replacing, and repainting, as approved by Architect.
- B. Provide "Wet Paint" signs to protect newly painted finishes. After completing painting operations, remove temporary protective wrappings provided by others to protect their work.
 - 1. After work of other trades is complete, touch up and restore damaged or defaced painted surfaces. Comply with procedures specified in PDCA P1.

3.6 INTERIOR AND EXTERIOR PAINT SCHEDULE

- A. Ferrous Metal: Provide the following finish systems over exterior ferrous metal. Primer is not required on shop-primed items.
 - 1. Full-Gloss Alkyd-Enamel Finish: Two finish coats over a rust-inhibitive primer.
 - a. Primer: Exterior ferrous-metal primer.
 - b. Finish Coats: Exterior full-gloss alkyd enamel.

END OF SECTION 099100

SECTION 331216.02 - PLUG VALVES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and Division-1 Specifications, apply to work of this section.

1.2 SUMMARY

- A. This section includes the furnishing and installation of an eccentric plug valve and all pertinent accessories, complete and in place, ready for service as shown in the Drawings and described in this section.
- B. Each valve unit shall be furnished complete with valve gears, handwheel actuator, supports, brackets, gaskets, bolts, nuts, and any other appurtenances necessary for the completion of this work.
- C. All work performed under this section shall be in accordance with all approved trade practices and manufacturer's recommendations.

1.3 GENERAL

- A. All valves and appurtenances shall be of standard make approved by the Engineer and shall have the name, monogram, or initials of the manufacturer cast thereon. They shall be built and equipped for the type of operation shown on the Drawings, specified herein, or as directed by the Engineer.
- B. Unless otherwise specified, valves with screw stems shall open by turning counter-clockwise, the direction being indicated by an arrow cast where easily visible to the operator.
- C. The valve shall be provided with flanges compatible with pipe in which they are installed.
- D. Unless otherwise specified, a stuffing box packed with O-ring seals shall be used to seal the stem of the valve. The seal system used shall be replaceable without removing bonnet or rotating element. Gaskets shall be of rubber composition.
- E. Bolts and nuts shall be ~~bronze, cadmium plated, or~~ stainless steel, unless otherwise shown or specified.

1.4 QUALITY ASSURANCE

- A. In addition to requirements of these specifications, comply with manufacturer's instructions and recommendations for work.

1.5 JOB CONDITIONS

- A. All valves shall be protected at all times from rust or damage, both before and after erection, until the completion of the Contract.

1.6 SUBMITTALS

- A. Shop drawings showing the principal dimensions, general construction of, and materials used in, all parts of the valves and operating mechanism.
- B. Manufacturer's illustrated catalog data and parts schedule in sufficient detail to serve as a guide in assembly and disassembly of the valve and in ordering repair parts.
- C. Manufacturer's certification of compliance with all applicable provisions of AWWA Standards and with the supplementary specifications included herein.
- D. A certified report of shop operation and leakage tests.

PART 2 - PRODUCTS

2.1 PLUG VALVES

- A. Plugs shall be solid one piece, Cast Iron ASTM A126 Class B or Ductile Iron ASTM 536 Grade 6545-12. The plug shall have a cylindrical seating surface eccentrically offset from the center of the shaft. Plug shall not contact the seat until at least 90% closed. Resilient plug facing shall be Chloroprene (CR). Spherical shaped plugs are not acceptable.
- B. Bodies and covers shall be Cast Iron ASTM A126 Class B. Ports shall be rectangular. Round ports are not acceptable. Bearings shall be sleeve type and made of sintered, oil impregnated permanently lubricated type 316 stainless steel for sizes 4-18" (100-450mm) and ASTM A743 Grade CF8M for sizes 20-36" (500-800mm). In valves larger than 36" (900mm), the upper and lower plug journals shall be fitted with ASTM A240 type 316 stainless sleeves with body bearings of ASTM B30, Alloy C95400 aluminum bronze.
- C. Seats on shall be 1/8" thick welded overlay of not less than 95% pure nickel. Seat shall be at least 1/2" wide, 1/8" thick through entire width and raised. The raised surface shall be completely covered with nickel to ensure that the resilient plug face contacts only the nickel seat.
- D. Adjustable packing shall be Acrylonitrile-Butadiene (NBR) multiple V-ring type, with a packing gland follower. Packing gland shall permit inspection, adjustment or complete replacement of packing without disturbing any part of the valve or actuator assembly,

except the gland follower. Nonadjustable packing or packing requiring actuator removal to replace the packing, is not acceptable.

- E. Pressure ratings shall be 175 psi (1210 kPa) on valve sizes through 12" (300mm) and 150 psi (1035 kPa) for 14" (350mm) and larger. Every valve shall be given a certified hydrostatic shell test and seat test, with test reports being available upon request.
- F. All valves larger than 6" shall be installed with worm gear actuators. All gearing shall be enclosed in a cast iron housing, with outboard seals to protect the bearings and other internal components. The actuator shaft and gear quadrant shall be supported on permanently lubricated bronze bearings.
- G. Buried actuators shall be 90% grease filled. Input shaft and fasteners shall be stainless steel. Actuator mounting brackets shall be totally enclosed. Other actuators to be installed according to drawings or customer specifications.
- H. End connections shall meet or exceed the latest revisions of AWWA C517 and other applicable standards. End Connections shall be Flanged drilled per ASME B16.1 and/or Mechanical Joint per AWWA C111.
- I. Manufactures
 - 1. Dezurik
 - 2. Val-Matic
 - 3. Approved Equal

2.2 OPERATORS

A. Manual Operation

- 1. The valve shall be equipped with a handwheel and other appurtenances as required for manual operation.
- 2. Operation shall be designed so that the effort required to operate the handwheel shall not exceed 25 lbs. applied at the extremity of the wheel or lever. The handwheel on the valve shall not be less than 6 inches in diameter.

- B. Gears for valve operation shall be sized for the working pressure and installed in such a manner that the stuffing box will be accessible for packing.

2.3 SHOP PAINTING

A. The plug valve shall be cleaned and painted as follows:

- 1. 1st coat - 66 - 1211 Epoxoline Primer
(4.0 - 6.0 dry film - mils.)
- 2. 2nd coat - 66 - Color Hi-Build Epoxoline
(4.0 - 6.0 dry film - mils.)

3. Finished coat to match color of existing piping and valves.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. The valve shall be carefully installed in its respective position free from distortion and stress. Connecting joints shall conform to applicable requirements of the specifications.

3.2 TESTING

- A. All valves shall be tested in place by the Contractor as far as practicable under conditions for the pipelines in which they are placed, and defects revealed in valves or connections under test shall be corrected at the expense of the Contractor to the satisfaction of the Engineer.

3.3 OPERATION AND MAINTENANCE MANUALS

- A. Prior to or with the delivery of equipment, the manufacturer shall provide copies of an operation and maintenance manual including storage, installation, start-up, operating and maintaining instructions, and a complete parts and recommended spare parts list. The O & M Manuals shall be in compliance with the General Requirements of these specifications.

END OF SECTION 331216.02

SECTION 331216.11 – INSERTION VALVES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and Divisions 1 & 3 of the Specification sections, apply to work of this section.

1.2 DESCRIPTION OF WORK

- A. The Contractor shall be responsible for all aspects of insertion valves associated with this project including but not limited to the following:
 - 2. Field verify existing pipe dimension measurements in advance of mobilization to install the valves.
 - 3. Installation of insertion valves as shown on the contract drawings.
 - 4. Furnishing and installation and removal of all piping saddles, valves, couplings, bolts, gaskets, supports, thrust blocks, concrete encasement, and required to complete the line insertion valve installation associated with this project.
 - 5. Hydrostatic pressure testing and disinfection of all lines and fittings.
 - 6. Maintaining service.
- B. Extent of work for insertion valves required by this section is indicated on drawings and/or specified in other sections.

1.3 QUALITY ASSURANCE

- A. The General Contractor shall propose a schedule of planned work activities that limits the potential interruption of service.
- B. Following completion of the work, hydrostatic pressure testing, and acceptance by the Owner all insertion valves shall be opened fully.

1.4 SUBMITTALS

- A. Product Data: Submit manufacturer's technical data and application instructions.
 - 1. Product Data: Submit manufacturer's technical product data, installation instructions, and dimensioned drawings for each proposed valve. For all proposed insertion valves, submit valve schedule showing field-verified pipe location, depth, material, size, exact outside diameter, condition, and all other information pertinent to mobilizing for using insertion valves.

2. Operation and Maintenance Manuals: Operation and Maintenance (O&M) Manuals shall be submitted when requested to the Owner's Representative prior to delivery of the equipment.
3. Warranty: The Equipment Manufacturer shall warrant that all equipment furnished by him shall be free of defects in the material and workmanship for a period of one (1) year from the date of acceptance.

PART 2 - PRODUCTS

2.1 GENERAL

- A. The equipment shall be capable of installation, without shutdown, at one location, of pipe sizes in the range of 24" diameter.

2.2 INSERTION VALVES

- A. The Insertion Valve shall be constructed of three pieces (one top and two bottoms) of Ductile Iron castings. These pieces are to be bolted together using Ductile Iron bolts with zinc alloy anodes for corrosion protection. All Ductile Iron is to be manufactured to the Ductile Iron specification of ASTM 536 65-45-12.
- B. The EZ Valve shall meet or exceed AWWA Specification C509-09 for resilient seal valves suitable for potable water service
- C. Each insert valve shall have a ductile iron body, bonnet, and wedge which provide strength and a pressure rating that meets or exceeds the requirements of AWWA C515. Valve shall be ductile iron construction meeting ASTM A536 Grade 65-45-12.
- D. The Insertion Valve assembly shall be designed as to be easily rotated 120 degrees, perpendicular across the top of the pipe, while riding on three (3) separate rubber gaskets constructed of (EPDM or SBR), by using a perpendicular rotary feed mechanism driven by a chain.
- E. Valves shall be capable of 250-psig maximum working pressure. The pressure rating markings must be cast into the body of the valve.
- F. The Ductile Iron Gate shall have a resilient rubber seal 360 degrees around the gate that is expandable to the ID (inside diameter) of the pipe.
- G. The valve stem shall be made of Stainless Steel 1 CR 12, with a tensile strength of 60,000psi.
- H. The valve body shall have an E coating. A process which allows the corrosion inhibitor to penetrate the host metal (ductile iron) NSF 61 as well as seal the ductile

iron. Internal and external threads are completely penetrated and covered, unlike fusion bonded epoxy which can chip.

- I. The Insertion Valve shall use Stainless Steel fasteners joining the Valve Bonnet to the Valve top casting, unless otherwise noted in assembly drawings.
- J. The final Restraint Fasteners (360 Degree) around the Valve Casting shall be constructed of Stainless Steel 304.
- K. Design of valve shall be such that the valve shall have a satisfactory seal against the pipe exterior by using multiple gaskets if necessary.
- L. Manufacturers:
Advanced Valve Technologies – EZ Valve ® 16” to 24”
Approved Equal

2.3 RESTRAINT DEVICES

- A. Split restraint devices shall be by EBBA Iron, Inc, PH 800.433.1716, or approved equal.
- B. Shall consist of multiple gripping wedges incorporated into a follower gland meeting the applicable requirements of ANSI/AWWA C151 and C150, and ASTM A536.
- C. The devices shall have a working pressure rating of 350 psi for 4-12 inch. Ratings are for water pressure and must include a minimum safety factor of 2 to 1 in all sizes.

2.4 SHOP PAINTING/FINISHES

- A. Each valve shall fully epoxy coated on the interior and the exterior. The fusion-bonded coating is applied prior to assembly so that even the bolt holes and body-to-bonnet flange surfaces are fully epoxy coated.
- B. Each valve shall be coated with a minimum of 10-mils epoxy in compliance with AWWA C550 and certified to ANSI/NSF-61.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. The insertion valve bodies must be installed without taking the existing sludge line out of service.
- B. The Contractor shall field-verified pipe location, depth, material, size, exact outside diameter, condition, and all other information pertinent to installing the insertion valves prior to ordering them. This information shall be supplied to the Engineer as described in 1.4 SUBMITTALS, above.

- C. Contractor must be aware that the interior of the existing pipes may have a significant build-up. The Contractor shall perform all necessary investigation prior to initiating the valve insertion, such as performing smaller exploratory taps, necessary to achieve the best possible installation.
- D. Before assembly sleeve, pipe barrel shall be cleaned thoroughly to provide a smooth, hard surface for the insertion valve.
- E. Installed insertion valve bodies shall be leak tested before any pipe cutting is initiated. The leak test pressure shall be a minimum of 1.5 times the operational pressure of the pipe or 150 psi, whichever is greater. Any leaks shall be repaired before tapping the pressurized pipe.
- F. The line which had been stopped using an insertion valve shall be pressure tested. After successful completion of the pressure test and disinfection, the pressure in both sides of the insertion valve shall be equalized.

END OF SECTION 331216.11

SECTION 400565.23 - SWING CHECK VALVES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes: Swing check valves with mechanical indicator.
- B. Related Requirements:
 - 1. Section 099100 Painting for coating and touchup of shop-primed surfaces with primer.

1.2 COORDINATION

- A. Coordinate Work of this Section with piping and equipment connections as specified in other Sections.

1.3 SUBMITTALS

- A. Product Data: Swing check valves.
- B. Source Quality-Control Reports: For swing check valves.
- C. Field Quality-Control Reports: For swing check valves.
- D. Qualifications Statement: For manufacturer.

1.4 QUALITY ASSURANCE

- A. The valves shall be designed, manufactured, tested and certified to American Water Works Association Standard ANSI/AWWA C508.
- B. Manufacturers shall have a quality management system that is certified to ISO 9001 by an accredited, certifying body.

1.5 DELIVERY, STORAGE, AND HANDLING

- A. Inspection: Accept materials on Site in manufacturer's original packaging and inspect for damage.
- B. Store materials according to manufacturer instructions.
- C. Protection:

1. Protect materials from moisture and dust by storing in clean, dry location remote from construction operations areas.
2. Protect valves and appurtenances by storing off ground.
3. Provide additional protection according to manufacturer instructions.

1.6 WARRANTY

- A. Furnish five-year manufacturer's warranty for swing check valves.

PART 2 - PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

- A. Swing check valves shall be suitable for cold working pressures up to 250 psig in water, wastewater, abrasive and slurry services.
- B. Check valve shall be of the full flow body type with a domed access cover.

2.2 SWING CHECK VALVES

- A. Manufacturers.
 1. Val-Matic; Surgebuster Swing Check Valve
 2. Or approved equal.
- B. Description:
 1. Valve body shall be full flow equal to nominal pipe diameter at all points through the valve.
 2. Valve shall be capable of passing a 3-inch solid.
 3. Seating surface shall be on a 45-degree angle to minimize disc travel.
 4. Threaded port with pipe flug shall be provided on the bottom of the valve to allow for field installation of a backflow actuator or oil cushion device without special tools.
 5. Top access port shall be full size, allowing removal of the disc without removing the valve from the line. The access cover shall be domed in shape to provide flushing action over the disc for operating in lines containing high solids content. A threaded port with pipe plug shall be provided in the access cover t all for field installation of a mechanical, disc position indicator.
 6. Disc shall be of one-piece construction, precision molded with a integral O-ring type sealing surface and reinforced with alloy steel.
 7. Non-slam closing characteristics.
 8. Mounting: Horizontal or vertical.
 9. End Connections: Flanged, ASME B16.1, Class
- C. Materials:
 1. Body and Cover: Ductile iron, ASTM A536.
 2. Disc: Precision molded Buna-N (NBR), ASTM D2000-BG.

- D. Mechanical indicator shall be provided to provide disc position indication on valves. The indicator shall have continuous contact with the disc under all operating conditions to assure accurate disc position indication.

2.3 SOURCE QUALITY CONTROL

- A. Testing:
 - 1. Hydrostatically test check valves at twice rated pressure according to AWWA C508.
 - 2. Permitted Leakage at Indicated Working Pressure: None.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Verify that field dimensions are as indicated on Shop Drawings.
- B. Inspect existing flanges for nonstandard bolt-hole configurations or design, and verify that new valve and flange mate properly.
- C. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Thoroughly clean valves before installation.
- B. Surface Preparation:
 - 1. Touch up shop-primed surfaces with primer as specified in Section 099100 Painting.
 - 2. Solvent-clean surfaces that are not shop primed.
 - 3. Clean surfaces to remove loose rust, mill scale, and other foreign substances by power wire brushing.
 - 4. Prime surfaces as specified in Section 099100 Painting.

3.3 INSTALLATION

- A. According to AWWA C508 and manufacturer instructions.
- B. Dielectric Fittings: Provide between dissimilar metals.

3.4 FIELD QUALITY CONTROL

- A. Inspection:
 - 1. Inspect for damage to valve lining or coating and for other defects that may be detrimental as determined by Engineer or Owner.

2. Repair damaged valve or provide new, undamaged valve.
 3. After installation, inspect for proper supports and interferences.
- B. Pressure test valves with piping.
- C. Prepare test and inspection reports.

3.5 CLEANING

- A. Keep valve interior clean as installation progresses.
- B. After installation, clean valve interior of soil, grit, loose mortar, and other debris.

END OF SECTION 400565.23

SECTION 402336 - PIPES AND PIPE FITTINGS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS:

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and Division-1 Specification sections, apply to work of this section.
- B. This section is Division-15 Basic Materials and Methods section, and is part of each Division-15 section making reference to pipes and pipe fittings specified herein.

1.2 DESCRIPTION OF WORK:

- A. Extent of pipe, tube, and fittings required by this section is indicated on drawings and/or specified in other Division-15 sections.
- B. Types of pipe, tube, and fittings specified in this section include the following:
 - 1. Steel Pipes.
 - 2. Ductile-Iron Pressure Pipes.
 - 3. Cast-Iron Soil Pipes.
 - 4. Miscellaneous Piping Materials/Products.
- C. Pipes and pipe fittings furnished as part of factory- fabricated equipment, are specified as part of equipment assembly in other Division-15 sections.

1.3 QUALITY ASSURANCE:

- A. Manufacturer's Qualifications: Firms regularly engaged in manufacturer of pipes and pipe fittings of types and sizes required, whose products have been in satisfactory use in similar service for not less than 5 years. Codes and Standards:
 - 1. Welding: Quality welding procedures, welders and operators in accordance with ASME B31.1, or ASME B31.9, as applicable, for shop and project site welding of piping work.
 - a. Certify welding of piping work using Standard Procedure Specifications by, and welders tested under supervision of, the National Certified Pipe Welding Bureau (NCPWB).
 - 2. Brazing: Certify brazing procedures, brazers, and operators in accordance with ASME Boiler and Pressure Vessel Code, Section IX, for shop and job-site brazing of piping work.
 - 3. NSF Labels: Where plastic piping is indicated to transport potable water, provide pipe and fittings bearing approval label by National Sanitation Foundation (NSF).

1.4 SUBMITTALS:

- A. Product Data: Submit manufacturer's technical product data, installation instructions, and dimensioned drawings for each type of pipe and pipe fitting. Submit piping schedule showing Manufacturer, pipe or tube weight, fitting type, and joint type for each piping system.
- B. Welding Certifications: Submit reports as required for piping work.
- C. Brazing Certifications: Submit reports as required for piping work.
- D. Maintenance Data: Submit maintenance data and parts lists for each type of mechanical fitting. Include this data, product data, and certifications in maintenance manual; in accordance with requirements of Division 1.
- E. Schedule of values of all proposed pipe modifications.

1.5 DELIVERY, STORAGE, AND HANDLING:

- A. Except for concrete, corrugated metal, hub-and-spigot, clay, and similar units of pipe, provide factory-applied plastic end-caps on each length of pipe and tube. Maintain end-caps through shipping, storage and handling as required to prevent pipe-end damage and eliminate dirt and moisture from inside of pipe and tube.
- B. Where possible, store pipe and tube inside and protected from weather. Where necessary to store outside, elevate above grade and enclose with durable, waterproof wrapping.
- C. Protect flanges and fittings from moisture and dirt by inside storage and enclosure, or by packing with durable, waterproof wrapping.

PART 2 - PRODUCTS

2.1 GENERAL

- A. Piping Materials: Provide pipe and tube of type, joint type, grade, size and weight (wall thickness or Class) indicated for each service. Where type, grade or class is not indicated, provide proper selection as determined by Installer for installation requirements, and comply with governing regulations and industry standards.
- B. Pipe/Tube Fittings: Provide factory-fabricated fittings of type, materials, grade, class and pressure rating indicated for each service and pipe size. Provide sizes and types matching pipe, tube, valve or equipment connection in each case. Where not otherwise indicated, comply with governing regulations and industry standards for selections, and with pipe manufacturer's recommendations where applicable.

2.2 STEEL PIPES AND PIPE FITTINGS

- A. Black Steel Pipe: ASTM A 53, A 106 or A 120; except comply with ASTM A 53 or A 106 where close coiling or bending is required.
- B. Galvanized Steel Pipe: ASTM A 53 or A 120; except comply with ASTM A 53 where close coiling or bending is required.
- C. Seamless Steel Pipe: ASTM A 53, A 106, or A 120; except comply with ASTM A 53 or A 106 where close coiling or bending is required.
- D. Galvanized Seamless Steel Pipe: ASTM A 53 or A 120; except comply with ASTM A 53 where close coiling or bending is required.
- E. Electric-Resistance-Welded Steel Pipe: ASTM A 135.
- F. Electric-Fusion-Welded Steel Pipe: ASTM A 671, A 672, or A 691.
- G. Stainless Steel Pipe: ASTM A 312; Grade TP 304.
- H. Stainless Steel Sanitary Tubing: ASTM A 270; Finish No. 80.
- I. Yaloy Steel Pipe: ASTM A 714; Class 4; Grade IV.
- J. Steel Water Pipe: AWWA C200 for pipe 6" and larger.
- K. Coal Tar Protective Coatings and Linings for Steel Water Pipe: AWWA C203 for enamel and tape, hot applied.
- L. Chlorinated Rubber-Alkyd Paint System for Steel Water Pipe: AWWA C204.
- M. Cement-Mortar Protective Lining and Coating for Steel Pipe: AWWA C205.
- N. Cast-Iron Flanged Fittings: ANSI B16.1, including bolting.
- O. Cast-Iron Threaded Fittings: ANSI B16.4.

- P. Malleable-Iron Threaded Fittings: ANSI B16.3; plain or galvanized as indicated.
- Q. Malleable-Iron Threaded Unions: ANSI B16.39; selected by Installer for proper piping fabrication and service requirements, including style, end connections, and metal-to-metal seats (iron, bronze or brass); plain or galvanized as indicated.
- R. Threaded Pipe Plugs: ANSI B16.14.
- S. Steel Flanges/Fittings: ANSI B16.5, including bolting and gasketing of the following material group, end connection and facing, except as otherwise indicated.
 - 1. Material Group: Group 1.1.
 - 2. End Connections: Buttwelding.
 - 3. Facings: Raised-face.
- T. Steel Pipe Flanges for Waterworks Service: AWWA C207.
- U. Corrosion-Resistant Cast Flanges/Fittings: MSS SP-51, including bolting and gasketing.
- V. Forged-Steel Socket-Welding and Threaded Fittings: ANSI B16.11, except MSS SP-79 for threaded reducer inserts; rated to match schedule of connected pipe.
- W. Wrought-Steel Buttwelding Fittings: ANSI B16.9, except ANSI B16.28 for short-radius elbows and returns; rated to match connected pipe.
- X. Yelow-Steel Buttwelding Fittings: ASTM A 714.
- Y. Stainless-Steel Buttwelding Fittings: MSS SP-43.
- Z. Cast-Iron Threaded Drainage Fittings: ANSI B16.12.
- AA. Forged Branch-Connection Fittings: Except as otherwise indicated, provided type as determined by Installer to comply with installation requirements.
- BB. Pipe Nipples: Fabricated from same pipe as used for connected pipe; except do not use less than Schedule 80 pipe where length remaining unthreaded is less than 1-1/2", and where pipe size is less than 1-1/2", and do not thread nipples full length (no close-nipples).

2.3 DUCTILE IRON PRESSURE PIPES AND PIPE FITTINGS

- A. Ductile-Iron Pipe: ANSI A21.51; AWWA C151.
- B. Cement-Mortar Lining for Ductile-Iron and Gray-Iron Pipe and Fittings for Water: ANSI A21.4; AWWA C104.
- C. Polyethylene Encasement for Gray and Ductile Cast-Iron Piping: ANSI A21.5; AWWA C105.
- D. Ductile-Iron Fittings: AWWA C110.
- E. Rubber-Gasket Joints: AWWA C111.

2.4 CAST-IRON SOIL PIPES AND PIPE FITTINGS

- A. Hubless Cast-Iron Soil Pipe: FS WW-P-401.
- B. Cast-Iron Hub-and-Spigot Soil Pipe: ASTM A 74.
- C. Hubless Cast-Iron Soil Pipe Fittings: Neoprene gasket complying with ASTM C 564 and stainless steel clamp holding band.
- D. Cast-Iron Hub-and-Spigot Soil Pipe Fittings: Match soil pipe units; complying with same standards (ASTM A 74).
- E. Compression Gaskets: ASTM C 564.
- F. Lead/Oakum Joint Materials: Provide products complying with governing regulations for use in service indicated.

2.5 MISCELLANEOUS PIPING MATERIALS/PRODUCTS:

- A. Welding Materials: Except as otherwise indicated, provide welding materials as determined by Installer to comply with installation requirements.
 - 1. Comply with Section II, Part C, ASME Boiler and Pressure Vessel Code for welding materials.
- B. Soldering Materials: Except as otherwise indicated, provide soldering materials as determined by Installer to comply with installation requirements.
 - 1. Tin-Lead Solder: ASTM B 32, Grade 50A.
 - 2. Tin-Antimony Solder: ASTM B 32, Grade 95TA.
 - 3. Silver-Lead Solder: ASTM B 32, Grade 96TS.
- C. Brazing Materials: Except as otherwise indicated, provide brazing materials as determined by Installer to comply with installation requirements.
 - 1. Comply with SFA-5.8, Section II, ASME Boiler and Pressure Vessel Code for brazing filler metal materials.
- D. Gaskets for Flanged Joints: ANSI B16.21; full-faced for cast- iron flanges; raised-face for steel flanges, unless otherwise indicated.
- E. Piping Connectors for Dissimilar Non-Pressure Pipe: Elastomeric annular ring insert, or elastomeric flexible coupling secured at each end with stainless steel clamps, sized for exact fit to pipe ends and subject to approval by plumbing code.
 - 1. Manufacturer: Subject to compliance with requirements, provide piping connectors of the following:
 - a. Fernco, Inc.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. General: Install pipes and pipe fittings in accordance with recognized industry practices which will achieve permanently- leakproof piping systems, capable of performing each indicated service without piping failure. Install each run with minimum joints and couplings, but with adequate and accessible unions for disassembly and maintenance/replacement of valves and equipment. Reduce sizes (where indicated) by use of reducing fittings. Align piping accurately at connections, within 1/16" misalignment tolerance.
 - 1. Comply with ANSI B31 Code for Pressure Piping.
- B. Locate piping runs, except as otherwise indicated, vertically and horizontally (pitched to drain) and avoid diagonal runs wherever possible. Orient horizontal runs parallel with walls and column lines. Locate runs as shown or described by diagrams, details and notations or, if not otherwise indicated, run piping in shortest route which does not obstruct usable space or block access for servicing building and its equipment. Hold piping close to walls, overhead construction, columns and other structural and permanent-enclosure elements of building; limit clearance to 1/2" where furring is shown for enclosure or concealment of piping, but allow for insulation thickness, if any. Where possible, locate insulated piping for 1" clearance outside insulation. Wherever possible in finished and occupied spaces, conceal piping from view, by locating in column enclosures, in hollow wall construction or above suspended ceilings; do not encase horizontal runs in solid partitions, except as indicated.
- C. Electrical Equipment Spaces: Do not run piping through transformer vaults and other electrical or electronic equipment spaces and enclosures unless unavoidable. Install drip pan under piping that must be run through electrical spaces.

3.2 PIPING SYSTEM JOINTS

- A. General: Provide joints of type indicated in each piping system.
- B. Thread pipe in accordance with ANSI B2.1; cut threads full and clean using sharp dies. Ream threaded ends to remove burrs and restore full inside diameter. Apply pipe joint compound, or pipe joint tape (Teflon) where recommended by pipe/fitting manufacturer, on male threads at each joint and tighten joint to leave not more than 3 threads exposed.
- C. Weld pipe joints in accordance with ASME Code for Pressure Piping, B31.
- D. Weld pipe joints in accordance with recognized industry practice and as follows:
 - 1. Weld pipe joints only when ambient temperature is above 0 deg F (-18 deg C) where possible.
 - 2. Bevel pipe ends at a 37.5 deg angle where possible, smooth rough cuts, and clean to remove slag, metal particles and dirt.

3. Use pipe clamps or tack-weld joints with 1" long welds; 4 welds for pipe sizes to 10", 8 welds for pipe sizes 12" to 20".
 4. Build up welds with stringer-bead pass, followed by hot pass, followed by cover or filler pass. Eliminate valleys at center and edges of each weld. Weld by procedures which will ensure elimination of unsound or unfused metal, cracks, oxidation, blow-holes and non-metallic inclusions.
 5. Do not weld-out piping system imperfections by tack- welding procedures; refabricate to comply with requirements.
 6. At Installer's option, install forged branch-connection fittings wherever branch pipe is indicated; or install regular "T" fitting.
 7. At Installer's option, install forged branch-connection fittings wherever branch pipe of size smaller than main pipe is indicated; or install regular "T" fitting.
- E. Weld pipe joints of steel water pipe in accordance with AWWA C206.
- F. Flanged Joints: Match flanges within piping system, and at connections with valves and equipment. Clean flange faces and install gaskets. Tighten bolts to provide uniform compression of gaskets.
- G. Hubless Cast-Iron Joints: Comply with coupling manufacturer's installation instructions.

3.3 PIPING INSTALLATION

- A. Install drainage piping (perforated, porous or tile) from lowest end of slope to highest, solidly bedded in filtering or drainage fill. Shape bed for bells of piping (if any). Place bells/hubbs and grooved ends of units up-stream. Lay perforated pipe with perforations down.
- B. Install gray and ductile cast-iron water mains and appurtenances in accordance with AWWA C600.
- C. Install asbestos-cement pressure pipe in accordance with AWWA C603.

3.4 CLEANING, FLUSHING, INSPECTING

- A. General: Clean exterior surfaces of installed piping systems of superfluous materials, and prepare for application of specified coatings (if any). Flush out piping systems with clean water before proceeding with required tests. Inspect each run of each system for completion of joints, supports and accessory items.
 1. Inspect pressure piping in accordance with procedures of ASME B31.
- B. Disinfect water mains and water service piping in accordance with AWWA C601.

3.5 PIPING TESTS

- A. Test pressure piping in accordance with ASME B31 where practical.

- B. General: Provide temporary equipment for testing, including pump and gages. Test piping system before insulation is installed wherever feasible, and remove control devices before testing. Test each natural section of each piping system independently but do not use piping system valves to isolate sections where test pressure exceeds valve pressure rating. Fill each section with water and pressurize for indicated pressure and time.
1. Required test periods is 2 hours.
 2. Test long runs of Schedule 40 pipe at 150 psi, except where fittings are a lower Class or pressure rating.
 3. Test each piping system at 150% of operating pressure indicated, but not less than 25 psi test pressure.
 4. Observe each test section for leakage at end of test period. Test fails if leakage is observed or if pressure drop exceeds 5% of test pressure.
- C. Repair piping systems sections which fail required piping test, by disassembly and re-installation, using new materials to extent required to overcome leakage. Do not use chemicals, stop-leak compounds, mastics, or other temporary repair methods.
- D. Drain test water from piping systems after testing and repair work has been completed.

END OF SECTION 402336

SECTION 432313.31 – PUMP REPLACEMENT

PART 1 - GENERAL

1.1 SUMMARY

- A. Complete replacement of the Sludge Heat Pumps with equipment designations of P-13 and P-14.

1.2 REFERENCE STANDARDS

- A. American Bearing Manufacturers Association:
 - 1. ABMA 9 - Load Ratings and Fatigue Life for Ball Bearings.
 - 2. ABMA 11 - Load Ratings and Fatigue Life for Roller Bearings.
- B. American Iron and Steel Institute:
 - 1. AISI 1045 - Medium Carbon Steel.
- C. ASME International:
 - 1. ASME B16.1 - Gray Iron Pipe Flanges and Flanged Fittings: Classes 25, 125, and 250.
- D. ASTM International:
 - 1. ASTM A27/A27M - Standard Specification for Steel Castings, Carbon, for General Application.
 - 2. ASTM A29/A29M - Standard Specification for General Requirements for Steel Bars, Carbon and Alloy, Hot-Wrought.
 - 3. ASTM A48/A48M - Standard Specification for Gray Iron Castings.
 - 4. ASTM A276/A276M - Standard Specification for Stainless Steel Bars and Shapes.
 - 5. ASTM A536 - Standard Specification for Ductile Iron Castings.
 - 6. ASTM B91 - Standard Specification for Magnesium-Alloy Forgings.
 - 7. ASTM B505/B505M - Standard Specification for Copper Alloy Continuous Castings.

1.3 SUBMITTALS

- A. Section 013323 - Submittal Procedures: Requirements for submittals.
- B. Product Data: Submit manufacturer information, including installation instructions, accessories, performance curves with specified operating point plotted, capacities and pressure differentials, power, rpm, sound power levels for both inlet and outlet at rated capacity, electrical characteristics, and connection requirements.
- C. Shop Drawings:

1. Furnish diagrams showing complete layout of system, including equipment, piping, valves, wiring and ladder diagrams, controls, and control sequences.
2. Indicate size and configuration of assembly, mountings, weights, and accessory connections.

D. Manufacturer's Certificate: Certify that products meet or exceed specified requirements.

E. Manufacturer Instructions: Submit detailed instructions on installation requirements, including storage and handling procedures, anchoring, and layout.

F. Manufacturer Reports: Certify that equipment has been installed according to manufacturer instructions.

1.4 QUALIFICATIONS

A. Manufacturer: Company specializing in manufacturing products specified in this Section with a minimum of three years' documented experience.

1.5 DELIVERY, STORAGE, AND HANDLING

A. Section 016600 - Product Requirements: Requirements for transporting, handling, storing, and protecting products.

B. Inspection: Accept materials on Site in manufacturer's original packaging and inspect for damage.

C. Store materials according to manufacturer instructions.

D. Protection:

1. Protect materials from moisture and dust by storing in clean, dry location remote from construction operations areas.
2. Provide additional protection according to manufacturer instructions.

1.6 WARRANTY

A. Section 017719 - Execution and Closeout Requirements: Requirements for warranties.

PART 2 - PRODUCTS

2.1 PUMPS

A. Manufacturers:

1. ABBA; Model ACN0423/NSR F7M.

- B. Casing, Suction Cover, Vortex Impeller in standard cast iron construction with CD4MCU wear plate.
- C. Stuffing box machined to accept Owner supplied 1-7/8" AES CII Seal.
- D. Complete bearing frame and all required parts for a complete bare pump assembly.
- E. All parts and components are in standard cast iron material construction.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. According to manufacturer instructions.
- B. Provide and connect piping, power and control conduit, and wiring to make system operational and ready for startup.
- C. Bare pump assembly will bolt up directly to existing mounting feet and piping, no modifications required.

3.2 FIELD QUALITY CONTROL

- A. Inspection:
 - 1. Ensure that pumps have been installed correctly and that there is no objectionable heat or vibration.
 - 2. Check pump and motor alignment, proper motor rotation, and pump and drive units for proper lubrication.
- B. Testing:
 - 1. Operate pump at design point for continuous period of two hours, under supervision of manufacturer's representative and in presence of Owner/Engineer.
- C. Equipment Acceptance:
 - 1. Adjust, repair, modify, or replace components failing to perform as specified and rerun tests.
 - 2. Make final adjustments to equipment under direction of manufacturer's representative.

3.3 DEMONSTRATION

- A. Demonstrate equipment startup, shutdown, routine maintenance, alarm condition responses, and emergency repair procedures to Owner's personnel.

END OF SECTION 432313.27

SECTION 467345 - ANAEROBIC SLUDGE DIGESTERS: CLEANING, INSPECTION AND REPAIR

PART 1 - GENERAL

1.01 SCOPE

- A. The Contractor shall furnish all labor, materials, equipment, transportation and incidentals as may be required to pump out, dewater and dispose of approximately 1.95 million gallons of a wet sludge that is contained in two anaerobic sludge digesters such as would typically be found in any municipal wastewater treatment plant.
- B. The interior surfaces (floors, walls, roofs, and all appurtenances located within the digesters) shall be cleaned to the Owner's (Wheeling Water Pollution Control Division) satisfaction utilizing a high-pressure water blast cleaning system.
- C. Only one (1) digester shall be taken out-of-service at one time. Once the scope of work is completed for the first digester, as well as, any associated work related to Contract A, it will be placed back into service with successful operation for five (5) consecutive days prior to the second digester being taken out of service.
- D. A summary description of the two anaerobic sludge digesters located at the Wheeling Water Pollution Control Division's wastewater treatment plant follows:

Designation:	Primary	Secondary
Diameter:	80' – 0"	80' – 0"
Side Wall Height:	26' – 0"	26' – 0"
Side Water Depth:	25' – 0"	23' – 6"
Nominal Capacity:	940,400 gallons	1,009,000 gallons
Matl's of Const.:	Concrete	Concrete
Floor Slope:	¼" : 12"	3" : 12"
Cover Type:	Fixed	Floating

The mixing system consists of two (2) screw centrifugal recirculation pumps with mixing and scum breaking nozzles. The location and quantity of nozzles differ between the digesters. The heating system consists of a concentric water-to-sludge heat exchanger. It is the responsibility of the Contractor to be familiar with these respective systems and coordinate work and outages accordingly with Wheeling's WPCD staff.

- E. This work requires the expertise of a Contractor with extensive experience in both the cleaning and repair of municipal wastewater treatment plant digesters and floating digester covers. The Contractor shall submit as a part of his/her proposal a Work Plan describing all of the required services based on the specifications contained herein. The Contractor's proposal shall also include both service pricing and a description of all pertinent digester cleaning and repair experience.

- F. The Contractor is hereby advised that Confined Space Entry rules and regulations will apply to this Project. The Contractor shall bear full and complete responsibility for adherence to the regulations governing confined space entry and for implementing said safety procedures for this Project. The Contractor shall be required to provide proof of certification of confined space entry training (and required annual updates) for all employees intended for use on this project, prior to commencing the work. Failure to produce said certifications shall render the Contract invalid and shall be construed as cause for action under the Performance and Maintenance Bond.

1.02 WORK INCLUDED

- A. The digesters shall be turned over to the Contractor “AS IS”. The contractor shall be completely responsible for maintaining the integrity of the digesters as well as for conducting all work activities required to complete the Contract in a safe and responsible manner throughout the duration of the Contract.
- B. The work associated with the Primary Digester will be scheduled to occur first.
- C. The work to be completed by the Contractor as covered under this Contract shall include, but may not necessarily be limited to, the following activities:
1. Removal, processing (dewatering), and disposal (of the dewatered solids) of approximately 1.95 million gallons (total) equivalent to an estimated 335 dry tons of sludge contained within the primary and secondary anaerobic digesters and including the sludge feeder piping.
 2. After emptying the digesters of their contents, the Contractor shall clean the walls, floors, roofs and all interior appurtenances using a water blast technique to the satisfaction of the Owner. The requirements of the water blast cleaning operation are presented in Section 4.05.
 3. At the completion of each respective digester cleaning, the Contract B Contractor shall replace valve(s) in the sludge process. It is anticipated that the valves will be replaced within 60 days of the Contract A Contractor’s completion of cleaning.
 4. Upon the completion of the repairs and valve replacements, the Contractor B shall conduct a hydrostatic pressure test on the sludge digestion system, including but not limited to: sludge process; digester gas and utilities piping; the digesters; vacuum and pressure relief valves.
 5. The Contractor shall then restore the site to its original condition to the Owner’s satisfaction.
 6. After the pressure testing is completed, the Contractor shall provide a representative who can respond appropriately and in a timely manner to any circumstance that may arise while the WPCD staff brings the two digesters back on line.

1.03 TRANSPORTATION AND DISPOSAL PERMITS

- A. The WPCD shall pay the tip fee, any required testing, and guarantee disposal at the Short Creek Landfill. The Contractor shall be responsible for obtaining all necessary permits that are required for transportation to an approved landfill; with the following provisions:
1. After reviewing the Contractor's proposal and breakout pricing for transporting the dewatered sludge to an approved landfill, the Owner reserves the right, and may elect to bear the cost of, and transport the dewatered sludge to the disposal site using its own fleet of vehicles. If the Owner elects to haul the sludge, a contract modification shall be written to delete or reduce the contract value at the proposed per ton bid price.
 2. The Contractor may dispose of the dewatered sludge under the Owner's existing contract with American Disposal Services (ADS) at the Short Creek Landfill:

Short Creek Landfill
P.O. Box 4094
Wheeling, WV 26003
Phone: 304-336-7800
Fax: 304-336-7815

- B. The Contractor shall submit certified copies of all permits obtained for the transportation to, and disposal of, the dewatered sludge at the landfill prior to initiating the work. The Contractor shall submit the name and main office address of the transporter, including the name of an individual in a responsible position within that company, prior to initiating the work.

1.04 UTILITIES

- A. The Contractor shall be permitted to use plant utilities available within the plant at the nearest possible locations, without charge, except as noted below:
1. The Contractor shall pump liquid from one of the process tanks within the plant to the digesters should it be necessary to liquify thickened sludge/grit, accumulated on the floor of the digesters, in order to facilitate its ability to be pumped to the dewatering unit. If the Contractor chooses to use potable water supplied by the Owner for this purpose, the Contractor will be required to meter and bear all costs associated with the usage.
 2. The Contractor shall make his own arrangements and bear the costs for making any temporary extensions of the needed utilities to the required locations. The Contractor shall review any such proposed extensions of the existing plant utilities with the Engineer prior to commencing work.

3. The Contractor shall install a temporary lighting system as may be required to fully illuminate the entire work area, including any temporary containers and equipment staging areas.
4. The Contractor shall be responsible for providing temporary toilet, wash-up, and other facilities as required to provide for his workers as well as maintaining a regular servicing of said facilities.
5. The Contractor shall be responsible for providing compressed air and on-site power generation for his equipment use.

1.05 ENVIRONMENTAL AND ODOR CONTROLS

- A. The Contractor shall be completely responsible for preventing, minimizing, treating and/or capturing the release of any unreasonable odor and other emissions into the surrounding environment during the emptying, sludge dewatering and disposal and cleaning operations.
- B. Removal of sludge, scum, and grit from the digester and subsequent processing shall be performed in a manner to prevent interference with adjacent structures, existing plant operations and other contractors.
- C. The Contractor shall provide a temporary leak-proof berm around the dewatering equipment to capture any runoff and spills that may originate from the dewatering operations, preventing said runoff or spills from escaping into the surrounding area. Spills and runoff occurring within the curbed area shall be directed towards a collection sump where the spillage can either be removed with a vacuum truck or pumped back to the influent of the dewatering unit.

1.06 HEALTH AND SAFETY PLAN

- A. The Contractor is advised that he will be working in and around hazardous areas.
 1. The digester tank interiors are extremely hazardous because of their contents, which include combustible gases, such as methane.
 2. The gas handling areas and sludge handling areas are classified under electrical codes as Class 1, Group D. Division 1.
- B. The Contractor shall develop and implement a Health and Safety (H&S) Plan, to be included within his Work Plan, for personnel entering the digester tanks. The H&S Plan shall include, but shall not be limited to: an evacuation plan; training in the use of safety equipment; and instructions in any special work methods to be used.
- C. The Contractor shall comply with NIOSH Standards, Publication No. 80-160, and all other applicable provisions of local, state, and federal codes. The digester atmospheres shall be analyzed continuously for toxicity and, if required, remedial measures shall be

taken by the Contractor to eliminate any hazardous conditions prior to granting any personnel entry in the digesters. The Contractor shall at a minimum:

1. Provide and maintain in all work areas, gas detection devices equipped with audible and visual (meter and light) alarms, suitable for the detection of hazardous and combustible gases.
 2. The atmospheres within the digester tanks shall be monitored continuously using combustible gas-oxygen detectors. Monitoring shall be conducted at all levels within the tanks. Detectors shall measure upper/lower explosive limits (UEls and LELs) and oxygen levels and provide both audible and visual (meter and light) alarms.
 3. The Contractor shall continuously maintain in all work areas a sufficient number of hydrogen sulfide (H₂S) gas detection device(s) to sample all working levels in the tank.
 4. Each worker within the digester tank shall be equipped with a belt mounted hydrogen sulfide monitor provided with integral audible alarm. Monitor shall be Personal Hydrogen Sulfide Monitor as manufactured by MSA Instruments or equal.
 5. Immediately prior to any entry into the tank, combustible gas detectors and the hydrogen sulfide detector shall indicate a non-hazardous atmosphere inside the tank.
 6. The Contractor shall provide adequate explosion proof ventilation continuously during the cleaning operation of the digesters. The ventilation shall be suction type and shall be of sufficient capacity to maintain a clear atmosphere well below explosion and toxic limits throughout the working area. The ventilation system, including fans and temporary ductwork, shall be arranged so that fresh air is drawn into the working area and exhausted with an air movement pattern that permits no still air spaces to exist.
 7. Only non-sparking tools and equipment shall be used.
- D. Safety equipment and materials shall be provided by Contractor to ensure the safety of workers and City of Wheeling WPCD inspectors. The Contractor shall instruct and monitor the performance of workers to maintain safe conditions.
- E. Adequate lighting shall be provided to illuminate clearly the Work areas without shadows. All lighting used within the digester during the course of the Work shall be explosion proof.
- F. Temporary guard rails shall be provided by Contractor around all major openings on the digester roof
- G. Precautions shall be taken to prevent injury from poor footing on the tank floors during interior cleaning operations.

- H. Barrels and barricades shall be used at all work locations and shall be removed immediately upon completion of the Work.

1.07 LOCKOUT PROCEDURES REQUIREMENTS

- A. The Contractor shall be responsible for instituting, observing, and maintaining lockout procedures for all machinery, equipment, utilities, and other energized equipment that may present a hazardous condition to personnel working around the digesters and ancillary equipment. At a minimum, the Contractor's lockout shall meet the Occupational Safety and Health Administration (OSHA) guidelines that may be applicable to safeguarding workers involved in operating and/or maintaining process equipment.
- B. Prior to commencing work on the Project, the Contractor shall meet with the Owner to discuss and agree upon methods for communicating to the Owner the Contractor's intent to lock out a particular item of machinery and to establish procedures for locking out the Owner's equipment such that the Contractor does not interfere with normal plant operations.
- C. At a minimum, the Contractor's Safe Lockout Procedures shall include the following rules:
1. All maintenance employees who are authorized to service machinery/equipment must be issued a suitable lock(s). The lock must include his/her name and other pertinent identification. Each employee has the only key to fit that lock.
 2. Every employee who is authorized to service machinery/equipment should put a lock on the lockout device(s) which prevents the machinery/equipment from becoming energized. Each lock must remain on the machinery/equipment until the work is completed and only the employee who placed the lock may remove it.
 3. The employee who turns off the power must check to ensure that no one is operating the machinery/equipment BEFORE he/she turns off the power. Each machinery/equipment operator must be informed before the power is turned off. Sudden loss of power can cause an accident.
 4. Steam, air, and hydraulic lines must be bled, drained, and cleaned out. There should be no pressure in these lines or in reservoir tanks.
 5. Any mechanism under load or pressure, such as springs, should be released and blocked.
 6. All energy sources that can activate the machinery or equipment must be locked out.
 7. The main valve or main electrical disconnect must be tested to be sure that the power to the machinery/equipment is off.

8. Electrical circuits must be checked by qualified persons with proper and calibrated electrical testing equipment. Although a switch is in the off position, an electrical failure could energize the machinery/equipment. Stored energy in the electrical capacitors should be safely discharged.
9. Always return disconnects and operating controls to the off position after each test.
10. Attach a lockout tag that states the reason for the tag, the name of the person placing the tag, his/her contact information, and the date and time the tag was placed.
11. Only the person who installed the lock may remove it.

1.08 SAFETY REQUIREMENTS FOR WORK AT HEIGHTS

A. General:

1. All work at heights shall be in conformance with the requirements of OSHA Regulations, Part 1926, particularly Subparts L - Scaffolds, M- Fall Protection, and X - Stairways and Ladders; City of Wheeling Building Code; and any other applicable codes, regulations, ordinances and laws.
 2. Overhead protection shall be provided in all places where work is to be performed above areas where WPCD employees must work or pass through. Protection shall consist of tightly laid sound planks at least two inches thick or tightly laid 3/4 exterior plywood. Such overhead protection shall be provided with a supporting structure capable of supporting a loading of 100 pounds per square foot.
 3. The entry to all such hazard areas shall be clearly posted with signs, barricades and/or temporary fencing indicating that an overhead hazard exists and that hard hats are required to pass through the hazardous areas.
- B. Before proceeding with any work at elevated locations, the Contractor shall submit a Safety Plan describing, at a minimum, the structure and type of scaffolding; guard rails; fall protection for workers; protective procedures and protocols for preventing injury from overhead hazards; warning signs and posting of overhead hazard areas; and all safety equipment to be furnished to and used by employees.
- C. The Contractor shall be responsible for all defense and settlement costs of any potential claims against the City of Wheeling arising from work performed under this Contract and for any damages or injury that occur as a result of the Contractor's failure, or that of his employees, agents and representatives to follow the provisions of the Safety Plan and all other applicable codes and regulations
- D. Immediate notice shall be made to the Operations or Maintenance Supervisor of any injury resulting from a fall or resulting from falling objects and a complete written report made on the accident to the WPCD Safety Supervisor within 48 hours and copies to the Contractor's General Liability and Workman's Compensation insurer. The scaffold or

device involved in the fall and the scene of the accident may not be altered or moved until the Contractor has provided clear photographs of all pertinent parts of the structures relating to the accident and until the scene of the accident has been inspected by the Contractor's Engineer

1.09 CONFINED SPACE ENTRY

- A. The Contractor is hereby advised the Confined Space Entry rules and regulations will apply to this project. The Contractor shall be responsible for adherence to the regulations and implementing of the safety procedures for the referenced project.
- B. The Contractor shall be required to provide proof of certification of confined space entry training (and required annual updates) for all employees intended for use on this project, prior to commencing the work. Failure to produce said certifications shall invalidate the Contract, and shall be construed as cause for action under the Performance and Maintenance Bond.

1.10 SUBSTANTIAL COMPLETION

- A. Cleaning and inspection of the digesters shall be substantially complete within 180 days of the notice to proceed order from the WPCD. The hydrostatic pressure testing shall commence after the WPCD replaces the valves connected to the digesters. That is expected to complete 60 days after the digester cleaning.

1.11 WARRANTY

- A. Contractor B shall warrant that all materials and equipment installed in conjunction with his work to be free from defects and operate correctly for a minimum period of one (1) year from the date of final payment.

PART 2 – EXECUTION

2.01 GENERAL REQUIREMENTS

- A. The Wheeling WPCD will turn over to the Contractor the two (2) anaerobic digesters “AS IS” to the Contractor who shall be responsible for successfully completing all tasks required under this Contract.
- B. The Contractor shall repair, at his own cost, any damages caused to the plant equipment, structures, pavement, and landscaping as a result of his cleaning operations.
- C. The Contractor shall notify the WPCD at least 48 hours in advance of his intention to start work. Should the work be halted for any reason, the Contractor is also required to notify the WPCD at least 48 hours before his intention to resume work.
- D. The Contractor shall provide a list of all personnel scheduled to work on site during the project. Individual employees will be required to sign into the plant daily.

- E. In performing work, under this contract, the Contractor shall be responsible for compliance with all applicable federal, state and local regulatory agencies.
- F. Upon completion of the work, the Contractor shall restore the site to the satisfaction of the WPCD. The area shall be restored to the same condition found prior to the start of work. Removed and/or damaged trees, shrubs, grass, etc. shall be replaced. Stains on buildings, walkways and other areas resulting from the operations shall be removed. Any broken manhole cover, nuts, bolts, latches, etc. shall be replaced with identical equipment. All removed manholes shall be provided with new gaskets of same type as existing.

2.02 SLUDGE DEWATERING

- A. The Contractor shall install, maintain and operate a temporary sludge dewatering facility consisting of trailer-mounted belt filter press(es) or centrifuge(s) for dewatering the sludge removed from the digester. Batch-type operations are not acceptable. The trailer(s) shall be outfitted with all necessary equipment to make it a complete dewatering facility. Ancillary equipment shall include, but not necessarily limited to:
 - 1. Variable speed sludge feed pump(s) such as progressive cavity (Moyno, Netzsch or equal), reciprocating piston (Dorr-Oliver or equal), or disc (Penn Valley or equal).
 - 2. A polymer mix and feed system for sludge conditioning if required.
 - 3. Filter belt wash booster-pump.
 - 4. Enclosed motor control center and electrical control cabinet(s) as required.
- B. The location of the trailer will be determined in the field and shall be acceptable to the Owner.
- C. The filtrate shall be pumped to the existing treatment facilities at the location directed by the WPCD.
- D. The Contractor shall meet all requirements of the West Virginia Department of Environmental Protection (DEP) during the sludge removal and disposal operations including, but not limited to, implementing containment and cleanup measures in and around the work area.
- E. The WPCD shall, at its discretion, conduct analyses of samples including: sludge dewatering feed sludge concentrations; final sludge cake concentrations; liquid flows from the dewatering unit solids concentrations, and other parameters as deemed necessary by the City of Wheeling WPCD. The WPCD will have the final discretion as to the acceptability of any supernatant or sludge to be disposed of at the WWTP.
- F. The Contractor shall operate the equipment in such a manner that the treatment plant operations are not hampered. The Contractor shall be responsible for all work and cost

associated with the pumping, piping and/or whatever other means the contractor may utilize to convey the supernatant to the head of the plant. All other volumes must be removed, processed and the sludge disposed of offsite.

- A. The sludge shall be dewatered to a minimum of 20% cake solids and with a minimum solids capture of 95%. Contractor must provide testing for each truckload demonstrating the minimum solids concentration of 20%. The owner reserves the right to pull a sample at any point and perform independent testing for quality assurance.
- G. The WPCD has the authority to suspend all cleaning and dewatering operations by Contractor should Contractor fail to meet the minimum concentrations.
- H. Contractor shall supply to the WPCD at the end of each working day:
 - 1. Total liquid flows to the dewatering unit.
 - 2. Total liquid flows (filtrate) from the dewatering unit returned to the treatment plant.
 - 3. Testing of dewatered sludge solids concentration for each truckload.
 - 4. Landfill Ticket (Tons) of each truckload delivered.

2.03 SLUDGE PROCESS PIPING

- A. The Contractor shall drain and flush clean all connected sludge process piping, processing the draining and flush water through the Contractor's dewatering equipment.

2.04 DISPOSAL OF SLUDGE AND DEBRIS

- B. The Contractor shall remove from the digester tanks and dispose of all sludge, scum, grit and other contents generated during cleaning in accordance with all federal, state, and local laws.
- C. All waste materials, parts, equipment, etc. resulting from the work under this Contract shall become the property of the Contractor and shall be suitably disposed of off-site in accordance with all applicable laws ordinances, rules and regulations. Such disposal shall be performed as promptly as possible after completion of the work.
- D. The Contractor shall safely transport and dispose of all materials removed from the digesters to the Short Creek Landfill.
- E. The transport vehicles shall use an approved route from the plant to the landfill and shall not stop on the way except at the traffic lights and in the event of an emergency.

- F. The transport vehicles shall have waterproofing and completely covered dump bodies. Trucks shall be equipped with a 3 MIL Black Roll Off Liner System; GLOBAL-PAK inc. Product Number RL-3MILGP or approved equal.
- G. The Short Creek Landfill will accept loads 7:00 a.m. through 2:00 p.m. Monday through Saturday (excluding major holidays). Dewatered solids may not sit in a truck for greater than 24 hours after processing. It is the contractor's responsibility to verify operational hours of the landfill.

2.05 HIGH-PRESSURE WATER WASH

- A. The walls, floors, and all interior piping, piping support towers and appurtenances, shall be cleaned using a "water blast" technique upon the complete removal of the digester contents. "Water blast" cleaning shall incorporate booster pumps to provide high nozzle pressures sufficient to completely remove all organic matter from the existing surfaces. A test shall be performed on one small area (no larger than 4'-0" x 4'-0") to determine the discharge pressure required to penetrate and clean the interior surfaces of the digesters without damaging said surfaces (spalling or eroding concrete surfaces, blasting off sealants, paint or coatings, etc.). The Contractor shall provide all equipment, materials and supplies as shall be required to complete this work. High-pressure blast system shall be of such capacity to clean the interior surfaces to the satisfaction of the WPCD. The resulting washwater shall be pumped out from the tanks by the Contractor, and disposed of in a manner identical to the method utilized for processing the digester sludge.

2.06 POST CLEANING TESTING

- A. After completing any repair work undertaken by Contractor B, Contractor B shall undertake whatever activities are required to return the sludge digestion system to a condition such that the Contractor can then proceed with a pressure test of the sludge digestion system, including but not limited to the primary and secondary digesters, vacuum and pressure relief valves. These activities shall include but are not limited to: replacing hatch covers (including the replacement of existing gaskets with new ones), installing fresh gaskets at all flanged connections; tightening all bolted connections.
- B. Prior to initiating the hydrostatic pressure testing, the Contractor shall meet with WPCD staff to review the Contractor's methodology and to set goals for the pressure testing. The Contractor shall then proceed with the pressure testing.
- C. Primary Digester (Fixed) Cover Pressure Test Procedure:
 - 1. All pipelines from the digester must be closed, plugged or blinded as required. Gaskets should be in place at the manhole cover, the gas dome cover plate, and the top and bottom of the gas pipe housing. Sampling wells, gas dome and gas pipe housing should be closed.
 - 2. **To prevent structural damage to the cover it is essential that the gas dome be vented any time the liquid level is lowered in the digester.**

3. The top of the roof plate and particularly all gas-tight field welding should be cleaned of all scale, dirt, water and debris.
4. The Contractor, working in conjunction with the Owner, shall fill the digester to the minimum operating liquid level. Using a compressor, the Contractor shall then add air beneath the roof plate, pressurizing the trapped gas space to the value specified by the Engineer. The Contractor shall monitor the pressure of the gas space by using a pressure gauge or a manometer attached to a suitable connection on the cover.
5. The Contractor shall then use a 3-gallon sprayer, sweep broom, or paint brush to apply a heavy soap solution to all cover plate seams and pipe connections. All leaks found in welded plate shall be rewelded. Unless the leak is particularly large it may be rewelded under air pressure without interrupting the pressure test.

D. Secondary Digester (Floating) Cover Pressure Test Procedure:

1. All pipelines from the digester must be closed, plugged or blinded as required. Gaskets should be in place at the manhole cover, the gas dome cover plate, and the top and bottom of the gas pipe housing. Sampling wells, gas dome and gas pipe housing should be closed. Any pipe protruding through the ceiling plate and terminating at the bottom of the rim plate (i.e. gas discharge wells, condensate drain pipe, etc.) does not need to be sealed during the air or water pressure test.
2. The Contractor shall mark the digester wall even with the top of the rim plate at four or more locations. Then the Contractor, working in conjunction with the Owner, shall begin filling the digester being tested until the pressure within the gas space trapped above the liquid just begins to raise the cover, at which point filling shall be stopped.
3. **The cover will be unstable under this condition and may tip to one side. For stability, it is most desirable to let the cover rest just slightly on the landing brackets during the pressure test procedure.**
4. The gas pressure created by this trapping procedure should be monitored and maintained throughout the testing procedure by using a pressure gauge or a manometer attached to a suitable connection on the cover. Should the pressure drop due to leakage through yet-to-be-sealed leak points the pressure can be re-established by one of the following procedures:
 - Vent the gas dome. Lower the liquid level to a point below the bottom of the skirt. Reseal the gas dome. Repeat the previously described gas trapping procedure.
 - Connect an air compressor line to a suitable coupling on the gas dome. Pump compressed air into the gas dome.
5. The Contractor shall use a 3-gallon sprayer, sweep broom, or paint brush to apply a heavy soap solution to all cover plate seams and pipe connections. All leaks found in welded plate shall be rewelded. Unless the leak is particularly large it may be rewelded under air pressure without interrupting the pressure test.

6. After the cover plate is completely tested on air, any water in the space on top of the ceiling plates shall be removed. The air should be released from under the cover by opening the gas dome.
 7. Water shall be added to the digester until the cover is floating off of the landing brackets. The cover should be allowed to float in this position for several hours. All leaks found during the water test must be repaired. All of the major leaks should be found during the air test. Seepage through minor porosity faults can generally be satisfactorily repaired under water pressure.
- E. At the conclusion of the test, the Contractor shall restore all digester connections altered for purpose of conducting the pressure test to their original condition.
 - F. After completing the pressure testing, the Contractor shall issue a summary statement reporting on the results of the testing.
 - G. The Contractor shall then complete all activities associated with restoring the site to a condition satisfactory to the Owner.
 - H. The Contractor shall provide a representative who can respond appropriately and in a timely manner to any circumstance that may arise while the WPCD staff brings the two digesters back on line. The Contractor's representative shall be the Owner's first contact should any questions or situations arise during this operation that demands the Contractor's immediate attention. Contractor's representative shall have the authority to respond immediately and appropriately to whatever circumstance that may arise.

END OF SECTION 467345

SECTION 6
STANDARD SPECIFICATIONS

STANDARD SPECIFICATIONS

The 2017 Edition of the West Virginia Department of Transportation, Division of Highways (WV DOH) standard specifications shall govern this improvement, except where noted.

SECTION 7
SPECIFIC PROJECT REQUIREMENTS

SPECIFIC PROJECT REQUIREMENTS

1 - CONTACT DURING BIDDING

- 1.1 All questions during bidding should be addressed to Lucas Skelly, at Verdantas, LLC, 2001 Main Street, Suite 202, Wheeling, WV, 26003, by email at V210395@verdantas.com.

2 - INSURANCE

- 2.1 Section SC-5.04(D) of the Supplementary Conditions shall be deleted and no "all risk builders risk" or "installation floater" insurance need be purchased by the Contractor.
- 2.2 See the following Bid Set Sections for Insurance Requirements:
- A. Section 1, Instructions to Bidders, Part 10 Insurance
 - B. Section 3, General Conditions, Article 5 Bonds and Insurance (EJCDC) or Article 11 Insurance and Bonds (AIA), whichever is used in the Bid Set
 - C. Section 4, Supplemental Conditions

3 - WORKING HOURS

- 3.1 No work shall be performed between the hours of 7:30 p.m. and 7:30 a.m. nor on Saturday, Sunday, or legal Holidays, without written permission of the Owner.

4 - PROJECT COMPLETION

- 4.1 All work including restoration and clean-up shall be completed no later than the contract completion date. Failure to complete all work within the allotted time will result in assessment of liquidated damages. Upon completion of all work and written notification of same by the Contractor, the Engineer and Owner will compile a punch list. The punch list will be sent to the Contractor. All punch list work shall be completed to the satisfaction of the Engineer and the Owner within 14 days after receipt of the punch list. Failure to complete the punch list work within the allotted time will result in assessment of liquidated damages.

5 - TAXES

- 5.1 This project is sales-tax exempt, but there is a 2% B&O tax.
- 5.2 This project shall be Class Code 6611-6630. Refer to Business & Occupation Tax Return Form.
- 5.3 The Contractor shall pay the City Service Fee. Refer to City Service Fee Overview sheet.
- 5.4 Tax releases from both City and State must be received before the release of the final payment will be made.

END OF SECTION

CITY OF WHEELING

- THE TAXPAYER LISTED BELOW IS REQUIRED TO FILE (even if no income is received during this tax period) AND TO PAY BUSINESS & OCCUPATION (B&O) TAXES DUE. TAXES ARE DUE WITHIN (30) DAYS AFTER TAX PERIOD ENDS.
- BUSINESS CLASSIFICATIONS AND TAX RATES ARE LISTED ON THE BACK SIDE OF THIS FORM FOR YOUR INFORMATION.
- PENALTY: TO BE CALCULATED AT 5% FOR THE 1ST MONTH PAST DUE OR FRACTION THEREOF, AND AN ADDITIONAL 1% FOR EACH SUCCEEDING MONTH OR FRACTION THEREOF.
- COMPLETE (PART 1) OF THE B&O TAX RETURN FORM FOR YOUR RECORDS.
- COMPLETE (PART 2) OF THE B&O TAX RETURN FORM, SIGN AND RETURN WITH YOUR PAYMENT.
- IF REPORTING UNDER "CONTRACTOR" and/or "RENTAL" - COMPLETE FORM ON REVERSE SIDE OF (PART 2).
- IF REPORTING TAX CREDIT - COMPLETE FORM ON REVERSE SIDE

MESSAGE:

CITY OF WHEELING BUSINESS & OCCUPATION TAX RETURN

1500 Chapline St Room 115, Wheeling WV 26003-3553 / Phone (304) 234-3653

(QTR YEAR)

DATE BUSINESS BEGAN IN CITY: _____
DATE BUSINESS QUIT IN CITY: _____
IF BUSINESS SOLD, DATE OF SALE: _____
FURNISH NAME & ADDRESS OF NEW OWNER: _____

CLASS CODE	BUSINESS CLASSIFICATION	TAXABLE AMOUNT	RATE PER \$100	TAX DUE
NET TAX DUE				
TAX CREDITS (LIST ON BACK)				-
PENALTY ADD PENALTY OF 5% FOR FIRST MONTH OR FRACTION THEREOF AND 1% FOR EACH SUCCEEDING MONTH OR FRACTION THEREOF.				+
PAST DUE BALANCE				+
TOTAL AMOUNT DUE				
TOTAL AMOUNT ENCLOSED				

(PART 1)  COMPLETE AND RETAIN UPPER PORTION FOR YOUR RECORDS.

(PART 2) **1** COMPLETE LOWER PORTION, SIGN AND RETURN WITH PAYMENT MADE PAYABLE TO "CITY OF WHEELING"

CITY OF WHEELING BUSINESS & OCCUPATION TAX RETURN

1500 Chapline St Room 115, Wheeling WV 26003-3553
Phone (304) 234-3653

(QTR YEAR)

DATE BUSINESS BEGAN IN CITY: _____
DATE BUSINESS QUIT IN CITY: _____
IF BUSINESS SOLD, DATE OF SALE: _____
FURNISH NAME & ADDRESS OF NEW OWNER: _____

[illegible]

AUTHORIZED SIGNATURE

DATE _____



CITY SERVICE FEE OVERVIEW

The City of Wheeling imposes a two dollar (\$2.00) per week City Service Fee ("CSF") upon all full-time employees, part-time employees, and self-employed individuals who regularly report to work at a physical location or work from home within the City of Wheeling. Employers are required to withhold \$2.00 per week from each employee's pay. Withheld fees are remitted quarterly to the City Finance Department. Self-employed individuals are responsible for remitting their own fees. CSF payments not received within one month following the end of the calendar quarter will be subject to penalties.

If you work multiple jobs in Wheeling, and the fee is being deducted by more than one employer, complete a *Prior Payment Form* (CSF-1). Fill out areas one (1) and two (2) and sign area three (3). Your primary employer must sign area four (4). Once the form is completed, it should then be given to your secondary employer(s) and retained by them. ***THE PRIOR PAYMENT FORM SHOULD NOT BE SENT TO THE CITY FINANCE DEPARTMENT.***

If the fee is withheld from your pay in error, complete a *Refund Claim Form* (CSF-4), attach a copy of your pay stub or other employer-provided documentation showing the fee was deducted in error, and return the form to the City Finance Department. This form must be received within thirty (30) days following the receipt of payment from your employer.

Businesses exempt from Wheeling Business & Occupation Tax, but that maintain offices / locations in Wheeling, are required to withhold the fee from employees.

CLASS CODE	BUSINESS CLASSIFICATIONS	RATE PER \$100
1000	OTHER NATURAL RESOURCE PRODUCTS	1.00
2111-3999	MANUFACTURED PRODUCTS	.28
5212-5999	RETAILERS AND OTHERS	.365
5111-5199	WHOLESALERS	.15
*6611-6630	CONTRACTING BUSINESS * (List Specific Project/s in excess of \$5,000 Separately)	2.00
*6147-6151	RENTAL/LEASE INCOME PROPERTY FOR HIRE * (List all Rental Property Owned within City Limits)	.73
6211-6599	SERVICES AND ALL OTHER BUSINESS	.88
6111-6152	BANKING AND OTHER FINANCIAL INSTITUTIONS	.94
6600	SHARED SERVICES	.15

EXEMPTION TYPE	AMOUNT	EXEMPTION TYPE	AMOUNT

*IF REPORTING INCOME UNDER CLASS 6611-6630 (CONTRACTING BUSINESS) IT IS NECESSARY FOR YOU TO SEPARATELY LIST SPECIFIC PROJECT(S) IN EXCESS OF \$5000

PROJECT NAME (ADDRESS OR JOB SITE)

Completion date, if complete

Gross Amount

1) _____

\$ _____

2) _____

\$ _____

3) TOTAL OF ALL OTHER GROSS CONTRACTING INCOME RECEIVED (FOR JOBS LESS THAN \$5000)

\$ _____

TOTAL REVENUE THIS QUARTER FOR "CONTRACTING BUSINESS"

\$ _____

(CARRY TOTAL AMOUNT RECEIVED TO FRONT OF FORM UNDER "TAXABLE AMOUNT" COLUMN-CLASS 6611-6630)

*IF REPORTING INCOME UNDER CLASS 6151 "RENTAL BUSINESS" IT IS NECESSARY FOR YOU TO UPDATE AND LIST ALL RENTAL PROPERTY YOU OWN WITHIN THE CITY LIMITS OF WHEELING (USE SEPARATE SHEET IF NECESSARY)

PROPERTY ADDRESS

OF UNITS

(Circle One)

GROSS RENT COLLECTED

1) _____

Commercial (or) Residential

\$) _____

2) _____

Commercial (or) Residential

\$) _____

3) _____

Commercial (or) Residential

\$) _____

4) _____

Commercial (or) Residential

\$) _____