



*Building the future through quality education*

2323 North Broadway • Santa Ana, CA 92706 -1640 • (714) 480-7300 • [www.rsccd.edu](http://www.rsccd.edu)

Santa Ana College • Santiago Canyon College

**REQUEST FOR QUALIFICATIONS (RFQ) / REQUEST FOR PROPOSAL (RFP) #1718-178**

**FAN COIL UNIT REPLACEMENT – BUILDING D**

**AT**

**SANTIAGO CANYON COLLEGE**

**Addendum #2**

**Issued: November 28, 2017**

The following changes, additions, deletions, or corrections shall become part of the above-mentioned RFQ/RFP:

1. Construction period is restricted to the Summer 2018 Semester from May 29, 2018 through August 10, 2018 in order to avoid the Spring Semester classroom schedule.
2. Division 01 Requirements are hereby attached as ADDENDUM #2.

*Attachments: 171128\_RSCCD\_Specifications*

*End of Addendum #2*



FACILITY PLANNING, DISTRICT  
CONSTRUCTION,  
AND SUPPORT SERVICES  
2323 NORTH BROADWAY, RM 112  
SANTA ANA, CA 92706

TEL: 714-480-7510

EXHIBIT A

RSCCD Standards Specifications Division 1

RFQ/RFP #1718-182 Fan Coil Unit Replacement –  
Building D

Santiago Canyon College  
8045 E. Chapman Avenue  
Orange, CA 92869-4512

November 28, 2017

## TABLE OF CONTENTS

SECTION 01 11 00	SUMMARY OF WORK .....	3
SECTION 01 12 16	PHASING OF THE WORK .....	5
SECTION 01 21 00	ALLOWANCES .....	7
SECTION 01 26 13	REQUEST FOR INFORMATION PROCEDURES .....	8
SECTION 01 29 73	SCHEDULE OF VALUES PROCEDURES.....	10
SECTION 01 29 76	PROGRESS PAYMENT PROCEDURES .....	11
SECTION 01 31 13	PROJECT COORDINATION .....	13
SECTION 01 31 19	PROJECT MEETINGS.....	17
SECTION 01 32 13	CONSTRUCTION SCHEDULE .....	21
SECTION 01 32 29	PROJECT FORMS .....	25
SECTION 01 33 00	SUBMITTAL PROCEDURES.....	27
SECTION 01 45 23	TESTING AND INSPECTION.....	32
SECTION 01 73 29	CUTTING AND PATCHING .....	35
SECTION 01 74 19	CONSTRUCTION AND DEMOLITION WASTE MANAGEMENT.....	39
SECTION 01 77 00	CONTRACT CLOSEOUT .....	41
SECTION 01 78 36	WARRANTY PROCEDURES .....	46
APPENDIX A-RSCCD	PROJECT FORMS .....	47

**SECTION 01 11 00 SUMMARY OF WORK**

**PART 1 – GENERAL**

**1.01 SUMMARY**

- A. The Project consists of the replacement of existing fan coils units (FCU) of various sizes and replace with new high efficiency units. The existing 4-pipe fan coil piping system for chilled and heated water operations shall be replaced. The existing Alerton field controllers shall be removed and reinstalled. The ceiling grid shall be removed and repaired at FCU locations. Air and water testing and balancing is required. The project will require third part commissioning for Rancho Santiago Community College District, in compliance with the Contract Documents and Code requirements.
- B. The furnishing of all design, labor, materials, equipment, services, and incidentals necessary for Work of Fan Coil Unit Replacement – Building D at Santiago Canyon College, 8045 East Chapman Avenue, Orange, California 92869-4512.

**1.02 RELATED DOCUMENTS**

- A. Energy Services Agreement
- B. Drawings (Reference)

**1.03 USE OF PREMISES**

- A. Contractor shall sequence, coordinate, and perform the Work to impose minimum impact on the operation and use of the facilities and/or Project site. Contractor shall install all necessary protection for existing improvements, Project site, property, and new Work against dust, dirt, weather, damage, vandalism, and maintain and relocate all protection to accommodate progression of the Work.
- B. Contractor shall confine entrance and exiting to the Project site and/or facilities to routes designated by the District Representative.
- C. Contractor to coordinate with District Representative to obtain keys. Contractor will be required to sign a release form. Key requests need to be made three (3) days in advance. If Contractor loses a key or fails to return a key to the District, Contractor shall be fined \$1,000 for each key lost.
- D. Obtain and pay for the use of field offices, storage, work areas, or parking needed for operations or Contractor’s employees. Obtain and pay for all public right of way fees associated with utility connections, street use permits and protective canopies over public right of ways.
- E. Within existing facilities, District Representative may remove portable equipment, furniture, and supplies from Work areas prior to the start of Work. Contractor shall cover and protect remaining items in areas of the Work.
- F. Provide and maintain unimpeded access for police, fire fighting, or rescue equipment.
- G. Contractor is advised school will be in session during performance of the Work. Contractor shall utilize all available means to prevent generation of unnecessary noise/vibrations and maintain noise/vibration levels to a minimum. When required by the District Representative, Contractor shall immediately discontinue noise-generating activities and/or provide alternative methods to minimize noise generation. Contractor shall install and maintain air compressors, tractors, cranes, hoists, vehicles, and other internal combustion engine equipment with mufflers, including unloading cycle of compressors. Contractor shall discontinue operation of equipment producing objectionable noise as determined by District Representative and/or District Representative. When applicable, District Representative will provide a testing schedule to indicate when work may not occur.

- H. Contractor shall furnish, install, and maintain adequate supports, shoring, and bracing to preserve structural integrity and prevent collapse of existing improvements and/or Work modified and/or altered as part of the Work.
- I. Contractor shall secure site, building entrances, exits, and Work areas with locking devices in an acceptable manner to District Representative.
- J. Contractor assumes custody and control of Owner property, both fixed and portable, remaining in existing facilities vacated during the Work.
- K. Contractor shall cover, maintain, and protect surfaces of rooms and spaces in existing facilities turned over for the Work, including Owner property remaining within as required to prevent soiling or damage from dust, dirt, water, and/or fumes. Contractor shall protect areas adjacent to the Work in a similar manner. Prior to Owner occupancy, Contractor shall clean all surfaces including Owner property.
- L. Contractor shall protect all surfaces, coverings, materials, and finished Work from damage. Mobile equipment shall be provided with pneumatic tires.
- M. The District reserves the right to place and install equipment in areas of the Project prior to Substantial Completion provided that it doesn't interfere with the completion of the Work. This partial occupancy shall not constitute acceptance of the Work by the District Representative.
- N. Contractor shall not permit the use of portable and/or fixed radio's or other types of sound producing devices including Walkman's, iPod's, and similar devices.

1.04 EXISTING CONDITIONS

- A. Contractor shall document the existing site and produce still photographs or video recording on DVD, sufficiently detailed, of existing conditions of adjoining construction, roads, and site improvements that might be misconstrued as damage caused by construction operations.
- B. Contractor shall protect items indicated to remain against damage and soiling during construction.
- C. Contractor shall sequence work in a manner that will prevent any damage upon new construction elements.
- D. Contractor shall replace any items damaged during construction.

1.05 WORK NOT IN CONTRACT (Not Used)

1.06 OWNER FURNISHED CONTRACTOR INSTALLED (OFICI) MATERIALS (Not Used)

1.07 CONTACTOR FURNISHED OWNER INSTALLED (CFOI) MATERIALS (Not Used)

PART 2 – PRODUCTS (Not applicable)

PART 3 – EXECUTION (Not applicable)

END OF SECTION 01 11 00

**SECTION 01 12 16 PHASING OF THE WORK**

**PART 1 – GENERAL**

**1.01 SECTION INCLUDES**

Requirements for phasing of the Work include logistics, phasing, and completion of designated phases prior to commencement of subsequent phases.

**1.02 RELATED SECTIONS**

- A. Section 01 11 00: Summary of Work.
- B. Section 01 31 13: Project Coordination.
- C. Section 01 32 13: Construction Schedule.
- D. Section 01 33 00: Submittal Procedures.
- E. Section 01 77 00: Closeout Procedures.

**1.03 SUBMITTALS**

Contractor shall submit a Project site logistics plan in accordance with and as required by this Section.

**PART 2 – PRODUCTS (Not applicable)**

**PART 3 – EXECUTION**

**3.01 LOGISTICS**

- A. Prior to commencement of the Work, Contractor shall prepare and submit to the District Representative, a detailed Project site logistic plan, in the same size and scale of the Drawings, setting forth Contractor plan of the Work relative to the following, but not limited to, items:
  - 1. In accordance with local ordinances a truck access route to and from the Project site.
  - 2. Project site fencing and access gate locations.
  - 3. Construction parking.
  - 4. Material staging and/or delivery areas.
  - 5. Material storage areas.
  - 6. Temporary trailer locations.
  - 7. Temporary service location and proposed routing of all temporary utilities.
  - 8. Location of temporary and/or accessible fire protection
  - 9. Trash removal and location of dumpsters.
  - 10. Location of portable sanitary facilities.
  - 11. Traffic control signage.
  - 12. Stockpile and/or lay down areas.
  - 13. Emergency Vehicle Access Routes.
- B. A revised Project site logistic plan may be required by the District Representative for separately identified

phases of the Work as set forth in this Section.

- C. Contractor is responsible for securing and obtaining all approvals and permits from authorities having jurisdiction relative to logistic plan activities.

3.03 PHASING OF THE WORK

- A. Project will be constructed in separate Milestone increments, as identified or as described in this Section and/or the Contract Documents. Phasing will also delineate Work to be completed in each designated phase. Unless otherwise approved or directed by the District Representative, each phase shall be completed according to the approved Construction Schedule prior to the commencement of the next subsequent phase. Contractor shall incorporate and coordinate the Work of Separate Work Contracts relative to this Project into the Phasing and Construction Schedule.
- B. Contractor shall install all necessary Work for phased Work before completion of the designated phase.

3.04 PHASING OF THE WORK – GENERAL

- A. Contractor shall prepare the Milestone Schedule in order to complete the Work and related activities in accordance with the phasing plan. Contractor shall include all costs to complete all Work within the Milestones and Contract Time.
- B. Owner will be seriously damaged by not having all Work completed within the Milestones and/or Contract Time. It is mandatory the Work be complete within the Milestones and Contract Time.

3.05 PHASING OF THE WORK – SPECIFIC

Contractor shall prepare Construction Schedule, and shall complete the following Milestones, but not limited to, within the designated phases in accordance with the following:

1. *Phase 1 Design/Preconstruction*
2. *Phase 2 Construction*

END OF SECTION 01 12 16

**SECTION 01 21 00 ALLOWANCES**

PART 1 – GENERAL

1.01 SECTION INCLUDES

This Section specifies administrative and procedural requirements governing Contract allowances. Allowances as set forth in the Specifications are to be used as compensation for items as set forth in this Section. The amounts listed in the schedule or Specifications are to be included in the base bid and shall be listed separately in the Schedule of Values and Application for Payment.

1.02 RELATED SECTIONS

- A. Section 01 29 73: Schedule of Values Procedures.
- B. Section 01 29 76: Progress Payment Procedures.
- C. Section 01 32 13: Construction Schedule.

1.03 ALLOWANCES

- A. Use the allowances only as authorized for Owner purposes and only by submitting a form that indicates the amounts to be charged to the respective allowance amount to the District Representative.
- B. District Representative will review Contractor’s basis for its use of any Allowance costs included in Contract Sum as required, and prior to the execution of Work described in Allowances.
- C. At Substantial Completion of the Work or at any time designated by the District Representative, credit unused amounts remaining in the allowances to the Owner via Change Order.

1.04 ALLOWANCE DISBURSEMENT

- A. Contractor shall submit a request for allowance disbursement to the District Representative. Include all substantiating and/or required data along with the request.
- B. The request shall have the requested amount listed as an allowance disbursement without Contractor overhead and markup.

PART 2 – PRODUCTS (Not Applicable)

PART 3 – EXECUTION

3.01 SCHEDULE OF ALLOWANCES

**\$50,000.00 Allowance**

Allowance expenses shall be used exclusively to correct condensate pipe deficiencies, provide temporary cooling, correct unknown electrical deficiencies, and address unforeseen and unknown problems encountered during the engineering and construction of the Fan Coil Replacement Project at Santiago Canyon College. The allowance expenditures shall be used at the District’s discretion and any monies not authorized for use by the District will be refunded to the District via a deductive change order at Project completion. The allowance expenditure requests shall be submitted with the same level of detail and supporting documentation as a normal change order request.

END OF SECTION 01 21 00



**SECTION 01 26 13 REQUEST FOR INFORMATION PROCEDURES**

PART 1 – GENERAL

1.01 SECTION INCLUDES

Procedure for requesting information of the intent of the Contract Documents.

1.02 RELATED SECTIONS

- A. Energy Services Agreement.
- B. Section 01 11 00: Summary of Work.
- C. Section 01 31 13: Project Coordination.
- D. Section 01 32 13: Construction Schedule.
- D. Section 01 77 00: Contract Closeout.

PART 2 – PRODUCTS (Not used)

PART 3 – EXECUTION

3.01 PROCEDURE

- A. Contractor shall prepare a Request for Information. Refer to Appendix A for a sample RFI form. Contractor shall transmit the Request for Information to CxA with sketches, pictures and a suggested solution (if applicable) with a concurrent copy to the District Representative.
- B. CxA response is a clarification of the intent of the Contract Documents and does not authorize changes in the Contract Amount, Milestones, and/or Contract Time.
- C. A Request for Information may be returned with a stamp or notation "Not Reviewed," if:
  - 1. The requested information is ambiguous or unclear.
  - 2. The requested information is equally available to the requesting party by researching and/or examining the Contract Documents.
  - 3. Contractor has not reviewed the Request for Information prior to submittal.
- D. Review Time: After receipt by CxA and District Representative, allow fourteen (14) calendar days for response time. Contractor shall verify and is responsible for verifying CxA and District Representative's receipt of a Request for Information.
- E. Subcontractor-Initiated and Supplier-Initiated RFIs: RFIs from subcontractors and material suppliers shall be submitted through, be reviewed by and be attached to an RFI prepared, Signed and submitted by Contractor. RFIs submitted directly by subcontractors or material suppliers will be returned unanswered to the Contractor.
  - 1. Contractor shall review all subcontractor and supplier initiated RFIs and take actions to resolve issues of coordination, sequencing, and layout of the Work.
  - 2. RFIs submitted to request clarification of issues related to means, methods, techniques and sequences of construction or for establishing trade jurisdictions and scopes of subcontracts will be returned without interpretation. Such issues are solely the Contractor's responsibility.
  - 3. Contractor shall be responsible for delays resulting from the necessity to resubmit an RFI due to insufficient or incorrect information presented in the RFI.

- F. RFI Log: Contractor shall prepare and maintain a log of RFIs, and at any time requested by CxA and District Representative, the Contractor shall furnish copies of the log showing all outstanding RFIs.

END OF SECTION 01 26 13

**SECTION 01 29 73 SCHEDULE OF VALUES PROCEDURES**

**PART 1 – GENERAL**

**1.01 SECTION INCLUDES**

Procedure for submission of a Schedule of Values for review and approval by the District Representative.

**1.02 RELATED SECTIONS**

- A. Energy Services Agreement
- B. Section 01 21 00: Allowances.
- C. Section 01 29 76: Progress Payment Procedures.
- D. Section 01 31 13: Project Coordination.
- E. Section 01 32 13: Construction Schedule.
- F. Section 01 32 29: Project Forms.
- G. Section 01 33 00: Submittal Procedures.

**PART 2 – PRODUCTS (Not used)**

**PART 3 – EXECUTION**

**3.01 PREPARATION**

- A. In accordance with the Energy Services Agreement, Contractor shall commence preparation of a Schedule of Values on the form included in Section 01 32 29.
- B. Contractor shall coordinate the preparation of a Schedule of Values with preparation of the Construction Schedule as set forth in Section 01 32 13.
- C. Round amounts to the nearest whole dollar; the total shall equal the Contract Amount.
- D. Provide a breakdown of the Contract Amount in enough detail acceptable to District Representative to facilitate continued evaluation of Application for Payment and progress reports. Coordinate with the Project Manual table of contents and Schedule of Values form under Section 01 32 29. Provide breakdown of all subcontract amounts.
- E. Provide separate line items for items in the Schedule of Values for total installed value of that part of the Work.
- F. Provide separate line item for labor and material when applicable.
- G. Each item in the Schedule of Values and Applications for Payment shall be complete. Include total cost and proportionate share of general overhead and profit for each item except the amounts shown as separate line items as indicated under Schedule of Values form.
- H. Temporary facilities and other cost items that are not direct cost of actual work-in-place shall be shown as separate line items as indicated under Schedule of Values form.
- I. If at any time, District Representative determines, in its reasonable discretion, that the schedule of Values does not approximate the actual cost being incurred by Contractor to perform the Work, Contractor shall prepare, for District Representative approval, a revised Schedule of Values, which then shall be used as the basis for future progress payments. Without changing the Contract Amount, District Representative reserves the right to require Contractor:
  - 1. To increase or decrease amounts within the line items in the Schedule of Values; and,
  - 2. To conform the price breakdown to Owner accounting practice.

END OF SECTION 01 29 73

**SECTION 01 29 76    PROGRESS PAYMENT PROCEDURES**

**PART 1 – GENERAL**

**1.01    SECTION INCLUDES**

This Section specifies administrative and procedural requirements relative to an Application for Payment.

Coordinate the Schedule of Values and Application for Payment with, but not limited to, the Construction Schedule, submittal log, and list of Subcontractors.

**1.02    RELATED SECTIONS**

- A.     Energy Services Agreement.
- B.     Section 01 21 00: Allowances.
- C.     Section 01 29 73: Schedule of Values Procedures.
- D.     Section 01 32 13: Construction Schedule.
- E.     Section 01 32 29: Project Forms.
- F.     Section 01 74 19: Construction and Demolition Waste Management.
- G.     Section 01 77 00: Contract Closeout.

**PART 2 – PRODUCTS (Not applicable)**

**PART 3 – EXECUTION**

**3.01    APPLICATION FOR PAYMENT**

- A.     Each Application for Payment shall be consistent with previous applications and payments as reviewed by the District Representative. The following Applications for Payment involve additional requirements:
  - 1.     The Initial Application for Payment
  - 2.     The Final Application for Payment
- B.     Payment Application Times: The period of Work covered by each Application for Payment is the payment date for each progress payment as specified in the General Conditions. The period covered by each Application for Payment is the previous month.
- C.     Contractor shall submit a draft Application for Payment seven (7) days prior to the first of each month, to be reviewed by the District Representative.
- D.     Payment Application Checklist: Use required form for the Application for Payment per Section 01 32 29.
- E.     Application Preparation: Complete every entry on the form. Include execution by a person authorized to sign legal documents on behalf of Contractor.
- F.     Transmittal: Submit a minimum of three (3) wet signature originals of each Application for Payment to the District Representative. All copies shall be complete, including releases and similar attachments.

Transmit each copy with a transmittal form listing attachments and recording appropriate information related to the application, in a manner acceptable to District Representative.
- G.     *Initial Application for Payment:* Administrative actions and submittals, that must precede or coincide with submittal for the first Application for Payment include, but are not limited to, the following:
  - 1.     Schedule of Values.
  - 2.     Construction Schedule.
  - 3.     Submittal Schedule.
  - 4.     Emergency Contact List.

5. Local Hire Policy Forms.
  6. Releases.
  7. Resume of Contractor's Project Manager and Job Site Superintendent.
- H. *Applications for Payment:* Administrative actions and submittals that must precede or coincide with submittal of Progress Applications for Payment include, but are not limited to, the following:
1. Updated and current Project Record Drawings (as-built).
  2. Monthly Construction Schedule (updated, submitted and approved).
  3. Approved Schedule of Values.
  4. List of Subcontractors (Payments Summary).
  5. Waste Management Progress Report.
  6. Waivers and Releases.
  7. Updated Submittal Schedule.
  8. Material invoices, evidence of equipment purchases, rentals, and other backup materials to support cost as requested by the District Representative.
- I. *Final Payment Application:* Administrative actions and submittals that must precede or coincide with submittal of the final Application for Payment include, but are not limited to, the following:
1. Completion of Contract Closeout requirements.
  2. Updated and Final As-Built drawings – in accordance with the Energy Services Agreement.
  3. Completion and acceptance of final punch list items.
  4. Delivery of extra materials, products, and/or stock.
  5. Identification of unsettled claims.
  6. Operating and maintenance instruction manuals.
  7. Consent of surety to final payment.
  8. Waivers and releases.
  9. Warranties, guarantees and maintenance agreements.
  10. Training.
  11. Removal of temporary facilities and services.
  12. Removal of surplus materials, rubbish, and similar elements.
  13. Completion and submission of all final change orders for the project.
  14. Local Hires and Local Businesses Contractor closeout statement
  15. Disabled Veteran Business Enterprise (DVBE) Contractor closeout statement.
- J. Any payments made to Contractor where criteria set forth above have not been met shall not constitute a waiver of said criteria by District Representative. Instead, such payment shall be construed as a good faith effort by District Representative to resolve differences so Contractor may pay its Subcontractors and suppliers and that Contractor agrees that failure to submit such items may constitute a breach of contract by Contractor and may subject Contractor to termination.

END OF SECTION 01 29 76

**SECTION 01 31 13 PROJECT COORDINATION**

**PART 1 – GENERAL**

**1.01 SECTION INCLUDES**

- A. This Section specifies administrative and procedural requirements necessary for coordinating Work operations including, but not limited to, the following:
  - 1. General coordination procedures.
  - 2. Coordination drawings.

**1.02 RELATED SECTIONS**

- A. Section 01 12 16: Phasing of the Work.
- B. Section 01 32 13: Construction Schedule.
- C. Section 01 33 00: Submittal Procedures.
- D. Section 01 45 23: Testing and Inspection.
- E. Section 01 73 29: Cutting and Patching.
- F. Section 01 31 19: Project Meetings.

**PART 2 – PRODUCTS (Not used)**

**PART 3 – EXECUTION**

**3.01 COORDINATION**

- A. It is the Contractor’s responsibility to coordinate the Work so as to minimize conflicts and optimize efficiency.
- B. School occupancy will remain in session during the school year.
- C. The placement of pipes, conduits, other materials, and the locations, size and reinforcement of holes in the building structure shall conform to the building code. When the requirements of the Mechanical, Electrical or other sections of the design are in conflict with the structural requirements, the structural requirements shall take precedence. The Contractor shall take all precautions prior to coring into a building structure. The Contractor must notify the District’s on-call structural engineer and obtain written approval prior to completing any structural penetrations if the structural integrity of an existing building structure is compromised. Please refer to section 01 07 29, Cutting and Patching.
- D. Verify that utility, and other building system requirement characteristics of operating equipment are compatible with existing utilities, and other existing building systems. Coordinate work of various Sections having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.
- E. Contractor shall coordinate operations included in various sections of Contract Documents to assure efficient and orderly installation of each part of Work. Coordinate Work operations included under related sections of Contract Documents that depend on each other for proper installation, connection, and operation of Work, including but not limited to:
  - 1. Schedule construction operations in sequence required where installation of one part of Work depends on installation of other components, before or after its own installation.
  - 2. Coordinate installation of different components to assure maximum accessibility for required maintenance, service, and repair.
  - 3. Provide provisions to accommodate items scheduled for later installation.
  - 4. Prepare and administer provisions for coordination drawings.

- F. Where necessary, prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required in notices, reports, attendance at meetings, and:
  - 1. Prepare similar memoranda for District Representative and Separate Work Contract where coordination of their Work is required.
- G. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities to avoid conflicts and assure orderly progress of Work. Such administrative activities include, but are not limited to, the following:
  - 1. Preparation of schedules.
  - 2. Installation, relocation, and removal of temporary facilities.
  - 3. Delivery and processing of submittals.
  - 4. Progress meetings.
  - 5. Project closeout activities.
- H. Conservation: Coordinate Work operations to assure operations are carried out with consideration given to conservation of energy, water, materials, and:
  - 1. Salvage materials and equipment involved in performance of, but not actually incorporated into Work.
- I. Contractor shall provide advance notice (minimum of two (2) working days) to District Representative of any required electrical or HVAC shut down activities for the District to properly prepare for these activities and the down time that will occur.
- J. Contractor shall provide advance notice (minimum of two (2) working days) to District Representative of any required testing of active cabling for the District to properly prepare for these activities and the down time that will occur.

### 3.02 SUBMITTALS

- A. Coordination and Design Drawings: Contractor shall prepare coordination and design drawings to coordinate and design the installation of products and materials fabricated, furnished and installed by separate entities, under different parts of the Contract. Coordination and design drawings shall address the following at a minimum:
  - 1. Limitations in available space for installation or service. Contractor shall overlay plans of each trade and verify space requirements and conflicts between trades. Minor changes and adjustments that do not affect design intent shall be made by Contractor and shall be highlighted for the District Representative and CxA's review.
  - 2. Incompatibility between items provided under different trades (such as difference in voltage between equipment specified under Divisions 22 and 23 and electrical power provided under Division 26.)
  - 3. Inconsistencies between drawings, specifications and codes (between trades and within each trade).
  - 4. Additional items required for existing facilities construction projects shall be designed and prepared from available as-built drawings that are verified through non-invasive and non-destructive, visual observation only. Contractor shall field verify actual existing conditions during and upon completion of demolition work and incorporate findings into preparation of coordination drawings. Minor changes and adjustments that do not affect design intent shall be made by Contractor and shall be highlighted for District Representative and CxA's review.

- B. Contractor and each Subcontractor shall provide and forward reproducible copies and PDF drawing files in the order described here:
1. Structural shop drawings shall indicate location and sizes of columns, beams and other structural members, as well as wall, roof and slab penetrations, and will be provided to mechanical, electrical, low voltage and plumbing Sub-Contractors for coordination. Structural items shall be indicated using black lines.
  2. HVAC Subcontractor will indicate all ductwork, piping and equipment complete with installation and dimensioned service clearances, duct and pipe sizes, fitting types and sizes, top or bottom of duct and pipe elevations, distances of ducts, pipes and equipment from building reference points and hanger and support locations. Minor changes and adjustments that do not affect design intent shall be made by Subcontractor and shall be highlighted for District Representative and CxA's reviews. Forward drawings to plumbing Subcontractor for further coordination. HVAC items shall be indicated using orange lines.
  3. Plumbing Subcontractor will indicate all plumbing lines, and equipment complete with installation and dimensioned service clearances, pipe sizes, fitting types and sizes, top or bottom of pipe elevations, distances of pipes and equipment from building reference points and hanger/support locations Coordinate with HVAC Subcontractor. Minor changes and adjustments that do not affect design intent shall be made by Subcontractor and shall be highlighted for District Representative and CxA's reviews. Upon completion, drawings shall be forwarded to Fire Sprinkler Subcontractor for further coordination. All Plumbing items shall be indicated using blue lines.
  4. Fire sprinkler Subcontractor will indicate fire sprinkler piping and equipment complete with installation and dimensioned service clearances, pipe sizes, fitting types and sizes, top or bottom of pipe elevations, distances of pipes and equipment from building reference points and hanger or support locations. Coordinate with Plumbing and HVAC Subcontractors. Minor changes and adjustments that do not affect design intent shall be made by sub-Contractors and shall be highlighted for District Representative and CxA's reviews. Upon completion drawings shall be forwarded to Electrical Contractor for further coordination. Fire sprinkler equipment shall be indicated using red lines.
  5. Electrical and Low Voltage Subcontractors will indicate service and feeder conduit runs and other electrical equipment complete, including low voltage with installation and dimensioned service clearances, sizes, top or bottom of conduit and rack elevations, distances of conduits and equipment from building reference points and hanger and support locations. Coordinate with Fire Sprinkler, Plumbing and HVAC Subcontractors. Minor changes and adjustments that do not affect design intent shall be made by sub-Contractors and shall be highlighted for District Representative and CxA's reviews. Upon completion drawings shall be forwarded to Contractor for further coordination. Electrical work shall be indicated in dark green lines. Low voltage work shall be indicated in light green lines.
  6. Contractor will be responsible for the overall coordination review. As each coordination drawing is completed, Contractor will meet with CxA and/or District Representative to review and resolve conflicts on coordination drawings.
  7. Coordination meetings will be held in Project field office of Contractor. Contractor is required to distribute Shop Drawings, cut sheets and submittals to Subcontractors where appropriate. Reviewed coordination drawings will be maintained in Project field office of Contractor. Meeting minutes shall be developed by Contractor and submitted to District Representative within five (5) days.



8. All Contractors shall review and sign the final coordinated set of drawing(s) prior to construction of system(s) depicted in the drawing(s).

END OF SECTION 01 31 13

**SECTION 01 31 19 PROJECT MEETINGS**

**PART 1 – GENERAL**

**1.01 SECTION INCLUDES**

This Section specifies administrative and procedural requirements for Project meetings, including but not limited to, the following:

1. Preconstruction meeting.
2. Pre-installation conferences.
3. Progress meetings.
4. Meetings as required by District Representative.

**1.02 RELATED SECTIONS**

- A. Section 01 12 16: Phasing of the Work.
- B. Section 01 31 13: Project Coordination.
- C. Section 01 32 13: Construction Schedule.
- D. Section 01 33 00: Submittal Procedures.

**PART 2 – PRODUCTS (Not used)**

**PART 3 – EXECUTION**

**3.01 PRECONSTRUCTION MEETING**

- A. District Representative will schedule a preconstruction meeting before starting the Work, at a time and date determined by District Representative. Meeting shall be held at the Project site or another location as determined by District Representative. Meeting will be held in order to review responsibilities, procedures, and other administrative requirements contained within the Contract Documents. Major trades may attend.
- B. Authorized representatives of District, Project Inspector, CxA, Contractor and other parties shall attend the meeting. All participants at the meeting shall be familiar with the Project and authorized to conclude matters relating to the Work.
- C. Agenda items shall include significant items which could affect progress of the Work, including, but not limited to the following:
  1. Identification of District Representative, key team members, and roles/responsibilities
  2. Preliminary Construction Schedule.
  3. Critical work sequencing and coordination of other work on campus.
  4. Designation of responsible personnel and emergency contacts.
  5. Procedures for processing field decisions.
  6. Request for Proposal.
  7. Request for Information.
  8. Construction Change Directive, Immediate Change Directive, and Change Order.

9. Procedures for processing Applications for Payment.
  10. Labor Compliance and Wage Determinations.
  11. Submittal and review of Shop Drawings, Product Data, material lists, and Samples.
  12. Preparation of project record documents.
  13. Use of the Project site and/or premises, staging plan, trucking routes, haul routes, etc.
  14. Parking availability.
  15. Office, work, and storage areas.
  16. Equipment deliveries and priorities.
  17. Safety procedures.
  18. Emergency response.
  19. First Aid.
  20. Security.
  21. Housekeeping.
  22. Working hours.
  23. Local Hire.
  24. CxA
- D. District Representative shall prepare and issue meeting minutes to attendees and interested parties no later than three (3) calendar days after the meeting date.

3.02 PRE-INSTALLATION CONFERENCES

- A. Contractor shall coordinate and conduct pre-installation conferences at the Project site as required by related Sections of the Contract Documents.
- B. Contractor, manufacturers, and fabricators involved in or affected by the installation and its coordination or integration with other preceding and/or subsequent installations of Work shall attend the meeting. Contractor shall advise District Representative, Project Inspector, and CxA of scheduled meeting dates and provide an agenda 48 hours prior to meeting.
  1. Contractor shall review the progress of construction activities and preparations for the particular activity under consideration at each pre-installation conference, including requirements for the following:
    - a. Contract Documents.
    - b. Options.
    - c. Related Construction Change Directives and Change Orders.
    - d. Purchases.
    - e. Deliveries.
    - f. Shop Drawings, Product Data, and quality-control samples.
    - g. Possible conflicts.
    - h. Compatibility problems.
    - i. Time schedules and work sequence.

- j. Manufacturer's recommendations.
  - k. Warranty requirements.
  - l. Compatibility of materials.
  - m. Acceptability of substrates.
  - n. Space and access limitations.
  - o. Safety.
  - p. Inspecting and testing requirements.
  - q. Required performance results.
  - r. Protection.
2. Contractor shall record significant discussions and directives received from each conference. Contractor shall, within three (3) calendar days after the meeting date, distribute the minutes of the meeting to all concerned parties, including but not limited to, District Representative, Project Inspector, and CxA.

3.03 PROGRESS MEETINGS

- A. Progress meetings will be held at the Project site at regular intervals, typically weekly, as determined by the District Representative.
- B. In addition to representatives of Contractor, District Representative, and CxA, each Subcontractor, supplier, or other entity concerned with current progress or involved in planning, coordination, or performance of the Work shall, if requested by District Representative, be represented at these meetings. All participants at the meeting shall be familiar with the Project and authorized to conclude all matters relating to the Work.
- C. Failure of Contractor to be so represented at any progress meeting which is held at a mutually agreed time or for which a written notice is given, shall not relieve Contractor from abiding by any and all District Representative determinations or directives issued at such meeting.
- D. District Representative will review and correct or approve minutes of the previous progress meeting and will review other significant items affecting progress. Topics for discussion as appropriate to the status of the Project include but are not limited to:
  - 1. Safety (OCIP).
  - 2. Interface requirements.
  - 3. Construction Schedule.
  - 4. Sequence and coordination.
  - 5. Status of submittals / RFIs.
  - 6. Design of System
  - 7. Deliveries.
  - 8. Off-site fabrication.
  - 9. Access.
  - 10. Temporary Construction Facilities and Controls.
  - 11. Hours of work.
  - 12. Hazards and risks.
  - 13. Housekeeping.

14. Quality of materials, fabrication, and execution.
15. Unforeseen conditions.
16. Testing and Inspection.
17. Defective Work.
18. Request for Proposal.
19. Change Order Proposals and Change Orders.
20. Documentation of information for payment requests.
21. Application for Payment.
22. Other items as required or as brought forth.

No later than three (3) calendar days after each progress meeting, District Representative will prepare and distribute minutes of the meeting to each present and absent party. Include a brief summary, in narrative form, of progress, decisions, directives, actions taken, and all other issues since the previous meeting and report.

Schedule Updating: Contractor shall revise the Construction Schedule after each progress meeting where revisions to the schedule have been made or recognized, and issue the revised schedule at the next scheduled progress meeting.

#### 3.04 ADDITIONAL MEETINGS

District Representative, upon giving notice to the intended parties and without further obligation, may require additional meetings to discuss Work and/or Project related activities.

END OF SECTION 01 31 19

## SECTION 01 32 13 CONSTRUCTION SCHEDULE

### PART 1 – GENERAL

#### 1.01 SECTION INCLUDES

Construction Schedule procedures, preparation, submittal, updates, and revisions.

#### 1.02 RELATED REQUIREMENTS

- A. Energy Services Agreement.
- B. Section 01 11 00: Summary of Work.
- C. Section 01 12 16: Phasing of the Work.
- D. Section 01 29 73: Schedule of Values Procedures.
- E. Section 01 29 76: Progress Payment Procedures.
- F. Section 01 31 13: Project Coordination.
- G. Section 01 33 00: Submittal Procedures.
- H. Section 01 45 23: Testing and Inspection.
- I. Section 01 78 36: Warranty Procedures.

#### 1.03 PROCEDURES

- A. Within ten (10) calendar days after date of Notice to Proceed, Contractor shall submit to District Representative for review, a detailed Construction Schedule (“Preliminary Baseline Schedule”) setting forth all requirements for complete execution of the Work.
- B. Within seven (7) calendar days after receipt of the District Representative’s review comments, submit a final Construction Schedule acceptable to District Representative (“Approved Baseline Schedule”).
- C. Include a written summary narrative sufficiently comprehensive to explain basis of Contractor’s approach to work.
- D. If a Construction Schedule is considered by District Representative to not be in compliance with any requirement of the Contract, Contractor will be notified to review and revise the Construction Schedule and bring it into compliance. Failure of Contractor to submit a Construction Schedule in full compliance with the Contract Documents will result in withholding of progress payment in accordance with the General Conditions or Energy Services Agreement. The Construction Schedule is to be used in evaluating progress for payment approval.
- E. Subsequently with each Progress Payment Request, Contractor shall deliver to District Representative an updated Construction Schedule reflecting Work progress to the end of the Progress Payment Request period. Each such Construction Schedule shall indicate actual progress to date in execution of the Work, together with a projected schedule for completion of all the Work.

#### 1.04 SCHEDULE SUBMITTAL PREPARATION GUIDELINES

- A. The Contract Work shall be scheduled and progress monitored using a Critical Path Method (CPM) network type scheduling system. Schedule shall be broken into sub-activities which shall, as a minimum, include major suppliers, all submittal approvals, all major trades, plumbing, mechanical, electrical, security, fire, and elevators and commissioning activities. Scheduling system shall indicate all inter-relationships between trades and suppliers.
- B. Contractor shall utilize the Critical Path Method (CPM) in the development and maintenance of the construction schedule network.

- C. Duration and events indicated on schedule shall conform to phasing set forth in Section 01 12 16: Phasing of the Work and shall show any area or building within a particular phase. Schedule shall indicate any and all Contract "milestone events" and other milestones agreed to by District Representative, but no other manually-imposed dates will be accepted unless approved by District Representative.
- D. Construction Schedule shall represent a practical plan to complete the Work within the Contract time requirement.
  - 1. A schedule extending beyond Contract time or less than Contract time will not be acceptable.
  - 2. A schedule found unacceptable by District Representative shall be revised by Contractor and resubmitted.
- E. Construction schedule shall clearly indicate sequence of construction activities, grouped by applicable phase and sorted by areas, buildings, or facilities within phase, and shall specifically indicate:
  - 1. Start and completion of all Work items, their major components, and interim milestone completion dates, as determined by Contractor and District Representative.
  - 2. Activities for procurement, delivery, installation of equipment, materials, and other supplies, including:
    - a. Time for submittals, resubmittals, and reviews. Include decision dates for selection of finishes.
    - b. Time for manufactured products for the Work fabrication and delivery.
    - c. Interdependence of procurement and construction activities.
    - d. As applicable, dates for testing, balancing equipment, and final inspection.
- F. Schedule shall be in sufficient detail to assure adequate planning and execution of the Work.
  - 1. Each task activity shall range in duration from a 1 workday minimum to a fifteen (15) workday maximum and shall be total of actual days required for completion. The activity duration shall include consideration of weather impact on completion of that activity.
  - 2. Schedule shall be suitable, in judgment of District Representative, to allow monitoring and evaluation of progress in performance of the Work; it shall be calendar time-scaled.
  - 3. Activities shall include:
    - a. Description; what is to be accomplished and where.
    - b. Workday duration.
    - c. Scheduled activities shall indicate continuous flow, from left to right.
  - 4. Contractor shall setup up the schedule calendar to identify workdays per week and shifts per day worked, non-work days, weekends and holidays.
- G. Failure to include any element of Work required for performance of this Contract shall not excuse Contractor from completing Work required to comply with the Contract Documents, notwithstanding acceptance of Construction Schedule.
- H. Submittal of Construction Schedule shall be understood to be Contractor's confirmation that the schedule meets requirements of the Contract Documents, and that the Work will be executed in sequence indicated in schedule.
- I. All Construction Schedule submittals shall be transmitted with a Letter of Transmittal and shall include six (6) copies and one reproducible copy of a sufficient agreed upon size and the electronic file of the schedule in the format as required by District Representative.

#### 1.05 REVIEWS, UPDATES, AND REVISIONS

- A. District Representative will review and return the initial submittal of Contractor's Construction Schedule, with summary comments. If revisions are required, Contractor shall resubmit Schedule within seven (7) calendar days following receipt of District Representative's comments.
- B. After Contractor and District Representative agree to a base line schedule, it will become the Project Construction Schedule. No changes to the Baseline Schedule will be allowed unless accepted by District Representative.
- C. Contractor shall analyze and update the Project Construction Schedule:
  - 1. As part of monthly payment application, Contractor shall submit to and participate with District Representative in a schedule review to include:
    - a. Actual start dates for Work items started during report period.
    - b. The percent complete on activities that have actual start dates.
    - c. Actual completion dates for Work items completed during report period.
    - d. Estimated remaining duration for Work items in progress, which will not exceed original duration for activity.
    - e. Estimated start dates for Work items scheduled to start during month following report period, if applicable.
    - f. Changes in duration of Work items.
  - 2. In case of a change to Contractor's planned sequence of Work, Contractor shall include a narrative report with updated progress schedule which shall include, but not be limited to, a description of problem areas, current and anticipated delaying factors, and any proposed revisions for a recovery plan.
  - 3. Change Orders affecting the scheduled completion date shall be clearly identified as separate and new activities integrated into the schedule at the appropriate time and in the appropriate sequence as reviewed and approved by District Representative.
  - 4. The Project Construction Schedule Review will not relieve Contractor of responsibility for accomplishing all Work in accordance with the Contract Documents.
- D. Updates: Contractor shall submit to District Representative, with each payment application, an up-to-date Project Construction Schedule. Contractor submission of the Monthly Updated Project Construction Schedule is a condition precedent to District Representative's approval of Progress Payments. The Update Project Construction Schedule shall include the following:
  - 1. Work Item Report: Detailing Work items and dependencies as indicated on the Schedule.
  - 2. Actual Start and End Dates of Activities under construction
  - 3. Separate listing of activities completed during reporting period.
  - 4. Separate listing of activities which are currently in progress, indicating their remaining duration and percentages completed.
  - 5. Separate listing of activities which are causing delay in Work progress.
  - 6. Narrative report to define problem areas, anticipated delays, and impact on the Project Construction Schedule. Contractor shall report corrective action taken, or proposed, and its effect, including effect of changes on schedules of separate contractors.
  - 7. Resolution of conflict between actual Work progress and schedule logic: when out-of-sequence activities develop in the Schedule because of actual construction progress, Contractor shall submit a revised schedule to conform to current job sequence and direction.



- E. If, according to current updated Project Construction Schedule, District Representative determines Contractor is behind schedule or any interim milestone completion dates will not be met, considering all time extensions to which Contractor is entitled, Contractor shall submit a revised recovery schedule, showing a workable plan and a narrative description to complete the project on time. Refer to General Conditions.
- F. Scheduling of change or extra Work orders is responsibility of Contractor.  
Contractor shall revise the Project Construction Schedule to incorporate all activities involved in completing change orders or extra Work orders and submit it to District Representative for review.
- G. If District Representative finds Contractor is entitled to extension of any completion date, under provisions of the Contract, District Representative's determination of total number of days of extension will be based upon an analysis of the current Project Construction Schedule, and upon data relevant to the extension.
- H. Contractor acknowledges and agrees that delays to non-critical activities will not be considered a basis for a time extension unless activities become critical. Non-critical activities are those activities which, when delayed, do not affect an interim or Substantial Completion date.

1.06 CONTRACTOR'S RESPONSIBILITY

- A. Nothing in these requirements shall be deemed to be an usurpation of Contractor's authority and responsibility to plan and schedule Work as Contractor sees fit, subject to all other requirements of Contract Documents.
- B. Contractor shall provide at all times sufficient competent labor, materials, and equipment to properly carry on Work and to insure completion of each part in accordance with Construction Schedule and within time allowed in the Contract.
- C. Contractor shall be responsible for ensuring that all submittals to the District Representative are accurate and consistent. Damage, including extra time and cost, caused by inaccuracies from Contractor will be compensated by Contractor.

1.07 SUSPENSION OF PAYMENTS

- A. Initial Submittal: If Contractor fails to comply with the specified requirements, District Representative reserves the right to engage an independent scheduling consultant to fulfill these requirements. Upon additional notice to Contractor, District Representative shall retain against Contractor all incurred costs for additional services.
- B. Update Submittals: District Representative has the right to withhold progress payments if Contractor fails to update and submit the Project Construction Schedule and reports as required by District Representative.

1.08 RECORD COPY

Prior to the Contract Completion, Contractor shall submit the Project Construction Schedule showing the as-built sequence. The as-built schedule shall have all activities with actual start and end dates.

PART 2 – PRODUCTS (Not Used)

PART 3 – EXECUTION (Not Used)

END OF SECTION 01 32 13

**SECTION 01 32 29 PROJECT FORMS**

PART 1 – GENERAL

1.01 SECTION INCLUDES

- A. The following District administrative forms and documents listed in this Section, but not limited to, shall be utilized in the administration of the Work.
- B. Electronic versions of these forms are available from the District Representative, if requested by Contractor.
- C. From time to time, Owner may release new revisions and new Project Forms. At any time during the Project, if requested by District Representative, Contractor shall use the newly released Project Forms.

1.02 RELATED DOCUMENTS

- A. Energy Services Agreement.
- B. Division 01.

PART 2 – PRODUCTS (Not applicable)

PART 3 – EXECUTION

3.01 FORMS

Contractor to utilize the following District standard forms:

- A. Request for Information (RFI)
- B. Application for Payment / Schedule of Values
- C. Change Order
- D. Conditional Waiver and Release – Final Payment
- E. Conditional Waiver and Release – Progress Payment
- F. Immediate Change Directive
- G. Unconditional Waiver and Release – Final Payment
- H. Unconditional Waiver and Release – Progress Payment
- I. Construction Waste Management Plan
- J. Construction Waste Management Progress Report

3.02 PROCEDURES

- A. Request for Information (RFI): This form is used in requesting information from the District Representative or CxA.
- B. Application for Payment/Schedule of Values: This form is used in requesting a progress payment and to establish the basis of the certified application for payment.
- C. Change Order: This form is used to adjust the Contract Amount, Milestones and/or the Contract Time.
- D. Conditional Waiver and Release: Use this form when the claimant is required to execute a waiver and release in exchange for or in order to induce the payment of a progress payment and the claimant has not been paid.
- E. Immediate Change Directive: This form is used to issue an Immediate Change Directive.

- F. Unconditional Waiver and Release: Use this form when the claimant is required to execute a waiver and release in exchange for or in order to induce payment of a progress payment and the claimant asserts in the waiver that he or she has in fact been paid the progress payment.
- G. Construction Waste Management Plan: This form is used to provide a Waste Management Plan, submitted in accordance with Specification Section 01 74 19 and prior to any waste removal.
- H. Construction Waste Management Progress Report: This form is used to provide a Waste Management Monthly Progress Report, summarizing waste generated by Project and submitted monthly with Application for Payment.

END OF SECTION 01 32 29

**SECTION 01 33 00 SUBMITTAL PROCEDURES**

**PART 1 – GENERAL**

**1.01 SECTION INCLUDES**

- A. Administrative and procedural requirements for submittals required for the Work, including but not limited to; Shop Drawings, Product Data, Samples, material lists, and quality control items as required by the Contract Documents.
- B. Wherever possible, throughout the Contract Documents, the minimum acceptable quality of workmanship and products has been defined by the name and catalog number of a manufacturer and by reference of recognized industry standards.
- C. To ensure that specified products are furnished and installed in accordance with the design intent, Facility Design Standards and procedures have been established for submittal of design data and for its review by District Representative, CxA, and/or others.

**1.02 RELATED SECTIONS**

- A. Energy Services Agreement.
- B. Section 01 12 16: Phasing of the Work.
- C. Section 01 29 73: Schedule of Values Procedures.
- D. Section 01 29 76: Progress Payment Procedures.
- E. Section 01 31 13: Project Coordination.
- F. Section 01 32 13: Construction Schedule.
- G. Section 01 45 23: Testing and Inspection.

**PART 2 – PRODUCTS (Not applicable)**

**PART 3 – EXECUTION**

**3.01 GENERAL REQUIREMENTS AND PROCEDURES**

- A. Contractor shall package each submittal appropriately for transmittal and handling and will then send CxA, and District Representative submittal for review per the Project plans and specifications. Submittals will not be accepted from sources other than from Contractor.
  - 1. All data active infrastructure and structured cabling submittals must also be provided to RSCCD ITS Department for electronic review in PDF format.
- B. Contractor shall clearly identify any deviations from the Contract Documents on each submittal. Any deviation not so noted, even if stamped reviewed, is not acceptable.
- C. After CxA review, District Representative shall transmit submittal response to Contractor. Contractor shall further distribute to Subcontractors and others as required. Work shall not commence, unless otherwise approved by District Representative, and/or CxA until approved submittals are transmitted to Contractor.
- D. Contractor’s Review and Approval: Every submittal upon which proper execution of the Work is dependent shall bear the Contractor’s review and approval stamp, dated and signed by Contractor. Certifying that Contractor (a) has reviewed, checked, and approved the submittal and has coordinated the submittal contents with requirements of Work and Contract Documents including related Work, (b) Contractor coordinated with all other shop drawings received to date and this duty of coordination has not been delegated to subcontractors, material suppliers, or the CxA on this project, (c) determined and verified quantities, field measurements, construction criteria, materials, equipment, catalog numbers and identifications, and similar

- data, or will do so, and (d) states the Work illustrated or described in the submittal is recommended by Contractor and the Contractor's warranty will fully apply thereto.
- E. Contractor shall coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities requiring sequential activity.
- F. Timing of Submittals:
1. Submittals shall not delay the construction schedule and shall be submitted in timely manner in accordance with the Energy Services Agreement.
  2. In accordance with the Energy Services Agreement, Contractor shall submit to the District Representative, those Shop Drawings, Product Data, diagrams, materials lists, Samples and other submittals required by the Contract Documents.
  3. The Contractor shall submit within five (5) calendar days of the Notice to Proceed, an itemized listing of required submittals with a scheduled date for each submittal. The schedule of submittals shall provide adequate time between submittals in order to allow for proper review without negative impact to the Construction Schedule.
  4. Schedule of submittals shall be related to Work progress, and shall be so organized as to allow sufficient time for transmitting, reviewing, corrections, resubmission, and re-reviewing.
  5. Contractor shall coordinate submittal of related items and District Representative reserves the right to withhold action on a submittal requiring coordination with other submittals until all related submittals are received by CxA.
  6. Contractor shall revise, update and submit submittal schedule to District Representative and CxA on the first of each month, or as required by the District Representative.
  7. Contractor shall allow in the Construction Schedule, at least fourteen (14) calendar days for review following receipt of submittal. For mechanical, plumbing, electrical, structural, and other submittals requiring joint review, Contractor shall allow a minimum of eighteen (18) calendar days following receipt of submittal. Submittals will be reviewed with reasonable promptness, but District Representative and CxA reserve the right of additional time where required based on but limited to submittal size, complexity, etc.
  8. No adjustments to the Contract Time and/or Milestones will be authorized because of a failure to transmit submittals to CxA sufficiently in advance of the Work to permit review and processing.
  9. In case of product substitution, Shop Drawing preparation shall not commence until such time CxA and District Representative reviews said submittal relative to the General Conditions.
- G. If required, resubmit submittals in a timely manner. Resubmit as specified for initial submittal but identify as such. Review times for re-submitted items shall be as per the time frames for initial submittal review. Resubmittals are required within 5 days of District and CxA review.
- H. District Representative will stamp each submittal with a uniform, action stamp. District Representative will mark the stamp appropriately to indicate the action taken, as follows:
1. Final Unrestricted Release: When District Representative marks a submittal "Reviewed" the Work covered by the submittal may proceed provided it complies with requirements of the Contract Documents. Final payment depends on that compliance.
  2. Final-But-Restricted Release: When District Representative marks a submittal "Reviewed as Noted" the Work covered by the submittal may proceed provided it complies with notations or corrections on

the submittal and requirements of the Contract Documents. Final payment depends on that compliance.

3. Returned for Re-submittal: When District Representative marks a submittal “Rejected, Revise and Resubmit” do not proceed with Work covered by the submittal, including purchasing, fabrication, delivery, or other activity. Revise or prepare a new submittal according to the notations; resubmit without delay. Repeat as necessary to obtain different action mark. In case of multiple submittals covering same items of Work, Contractor is responsible for any time delays, schedule disruptions, out of sequence Work, or additional costs due to multiple submissions of the same submittal item. Do not use, or allow others to use, submittals marked “Rejected, Revise and Resubmit” at the Project site or elsewhere where Work is in progress.
  4. Other Action: Where a submittal is for information or record purposes or special processing or other activity, District Representative will return the submittal marked “Action Not Required”.
- I. Review of Submittals by the District Representative: Submittals will be reviewed but only for conformance with the design concept of the Project and with the information indicated on the Drawings and stated in the Specifications. Review of a separate item as such will not indicate approval of the assembly in which the item functions. Review of submittals shall not relieve the Contractor of responsibility for any deviations from requirements of the Contract Documents or any revisions in resubmittals unless Contractor has given written notice of such deviation or revision at the time of submission or resubmission and written approval has been given to the specific deviation or revision, nor shall approval relieve the Contractor of responsibility for error or omissions in the submittals or for the accuracy of dimensions and quantities, the adequacy of connections, and the proper and acceptable fitting, execution, functioning, and completion to the Work.
- J. All costs for the preparation, correction, delivery, and return of the submittals shall be borne by the Contractor.

### 3.02 SHOP DRAWINGS

- A. Shop Drawings are original drawings prepared by Contractor, Subcontractor, supplier, or distributor illustrating some portion of Work by showing fabrication, layout, setting, or erection details. Do not reproduce Contract Documents or copy standard information as the basis of Shop Drawings. Copies of the Contract Drawing marked to show Shop Drawing information are not acceptable and will be not be reviewed and will be promptly returned to the Contractor.
- B. Produce Shop Drawings to an accurate scale that is large enough to indicate all pertinent features and methods. Submit Shop Drawings on sheets at least 8-1/2 x 11 inches but no larger than 30 x 42 inches.
- C. Shop Drawings shall include, at a minimum, fabrication and installation drawings, setting diagrams, schedules, patterns, templates, and similar drawings. Include the following information:
1. Dimensions
  2. Identification of products and materials included by sheet and detail number.
  3. Compliance with specified standards.
  4. Notation of coordination requirements.
  5. Notation of dimensions established by field measurement.
- C. Provide two (2) spaces, approximately 4 by 5 inches, on the label or beside the title block on Shop Drawings to record Contractor and District Representative’s review, and the action taken. Include the following information on the label for processing and recording action taken:
1. Project name.
  2. Project number.
  3. Date.
  4. Name and address of District Representative.

5. Name and address of Contractor.
  6. Name and address of Subcontractor.
  7. Name and address of supplier.
  8. Name and address of manufacturer.
  9. Name and title of appropriate Specification section.
  10. Drawing number and detail references, as appropriate.
- E. Submit a sufficient number to allow for adequate Contractor, Subcontractor, supplier, manufacturer and fabricators distribution plus one (1) set to Project Inspector, one (1) set for CxA, and one (1) set for the District Representative.

### 3.03 PRODUCT DATA

- A. Collect Product Data into a single submittal for each element of Work or system. Product Data includes printed information, such as manufacturer's installation instructions, catalog cuts, standard color charts, roughing-in diagrams and templates, wiring diagrams, schedules, illustrations, or performance curves.
1. Mark each copy to show or delineate pertinent materials, products, models, applicable choices, or options. Where Product Data includes information on several products that are not required, clearly mark copies to indicate the applicable information. Include the following information:
    - a. Manufacturer's printed recommendations.
    - b. Compliance with trade association standards.
    - c. Compliance with recognized testing agency standards.
    - d. Application of testing agency labels and seals.
    - e. Notation of dimensions verified by field measurement.
    - f. Notation of coordination requirements.
    - g. Notation of dimensions and required clearances.
    - h. Indicate performance characteristics and capacities.
    - i. Indicate wiring diagrams and controls.
  2. Do not submit Product Data until compliance with requirements of the Contract Documents has been confirmed.
- B. Required Copies and Distribution: Same as denoted in Section 3.02, E.

### 3.04 SAMPLES

- A. Submit Samples of sufficient size, quantity (minimum of three), cured and finished and physically identical to the proposed product or material. Samples include partial or full sections or range of manufactured or fabricated components, cuts or containers of materials, color range sets, and swatches denoting color, texture, and/or pattern.
1. Mount or display Samples in the manner to facilitate review of qualities indicated. Include the following:
    - a. Specification section number and reference.
    - b. Generic description of the Sample.
    - c. Sampling source.
    - d. Product name or name of manufacturer.

- e. Compliance with recognized standards.
  - f. Availability and delivery time.
2. Submit Samples for review of size, kind, color, pattern, and texture. Submit Samples for a final check of these characteristics with other elements and a comparison of these characteristics between the final submittal and the actual component as delivered and installed.
- a. Where variations in color, pattern, texture, or other characteristic is inherent in the material or product represented, submit at least three (3) multiple units that show the approximate limits of the variations.
  - b. Refer to other Specification sections for requirements for Samples that illustrate workmanship, fabrication techniques, assembly details, connections, operation, and similar construction characteristics.
  - c. Refer to other sections for Samples to be returned to Contractor for incorporation into the Work. Such Samples must be undamaged at time of installation. On the transmittal indicate special requests regarding disposition of Sample submittals.
  - d. Samples not incorporated into the Work, or otherwise not designated as Owner property, remain the property of Contractor and shall be removed from the Project site prior to Substantial Completion.
3. Color and Pattern: Whenever a choice of color or pattern is available in a specified product, submit accurate color chips and pattern charts for selection by District Representative.
4. Required Copies and Distribution: Same as denoted in Section 3.02, E.
- B. When specified, erect field Samples and mock-ups at the Project site to illustrate products, materials, or workmanship and to establish standards by which completed Work shall be judged.
- C. Maintain sets of Samples, as returned, at the Project site, for quality comparisons throughout the course of the Work. Sample sets may be used to obtain final acceptance of the Work associated with each set.

### 3.05 QUALITY CONTROL SUBMITTALS

- A. Submit quality control submittals, including design data, certifications, manufacturer's field reports, and other quality control submittals as required under other sections of the Contract Documents.
- B. When other sections of the Contract Documents require manufacturer's certification of a product, material, and/or installation complies with specified requirements, submit a notarized certification from the manufacturer certifying compliance with specified requirements.
- C. Certification shall be signed by an officer of the manufacturer or other individual authorized to sign documents on behalf of the represented company.
- D. Requirements for submittal of inspection and test reports are specified in other sections of the Contract Documents.

END OF SECTION 01 33 00



**SECTION 01 45 23 TESTING AND INSPECTION**

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. Testing and inspection services to meet requirements of California Building Standards Code, Title 24, California Code of Regulations.
- B. Tests of materials are required by an independent Testing Agency as set forth in Section 4-335 of the California Building Standards Commission's California Administrative Code.
- C. Structural Testing & Inspections

1.02 RELATED SECTIONS

- A. Energy Services Agreement.
- B. Section 01 31 13: Project Coordination.
- C. Section 01 32 13: Construction Schedule.
- D. Section 01 33 00: Submittal Procedures.
- E. Section 01 73 29: Cutting and Patching.
- F. Section 01 78 36: Warranty Procedures.

1.03 COORDINATION OF TESTS AND INSPECTIONS

Contractor shall establish a protocol for requesting inspections and special inspections so as to not delay the progress of the work. Contractor shall review General Conditions or Energy Services Agreement for additional requirements.

1.04 TESTING COSTS

District Representative will pay special inspections and testing identified in the Statement of Structural Tests and Special Inspections except Contractor shall reimburse the District Representative for retesting costs caused by failure of materials to pass initial tests. Contractor shall arrange and pay for all other testing that are specified in other specification sections.

Reimbursement of Inspection Costs: The Contractor shall reimburse to the District Representative all or any part, as the District Representative may deem just and proper, of the actual excessive inspection costs incurred by the District Representative due to any or all of the following:

- A. Contractor's failure to complete the Work within the Contract Time stated in the Agreement, and any previously authorized extensions thereof.
- B. Claims between separate contractors
- C. Covering of any of the Work before the required inspections of tests are performed.
- D. Extra inspections required for Contractor's correction of defective Work.
- E. Overtime costs for acceleration of Work done for Contractor's convenience.

1.07 CONTRACTOR-FURNISHED ASSISTANCE

When requested, Contractor shall furnish access, facilities, and labor assistance as necessary for duties to be performed at the site by Test Laboratory, and Inspector, including ladders, hoisting, temporary lighting, water, and like services.

PART 2 – PRODUCTS (Not used)

PART 3 – EXECUTION

3.01 SCHEDULES FOR TESTING

- A. Establishing Schedule:
  - 1. By advance discussion with the testing laboratory selected by the District Representative, determine the time required for the laboratory to perform its tests and to issue each of its findings.
  - 2. Provide required time within the construction schedule.
- B. Revising Schedule: When changes of construction schedule are necessary during construction, coordinate such changes of schedule with the testing laboratory as required.
- C. Adherence to Schedule: When the testing laboratory is ready to test according to the determined schedules, but is prevented from testing or taking specimens due to incompleteness of the work, extra charges for testing attributable to the delay may be back-charged to the Contractor and may be deducted by the District Representative from the contract sum.

3.02 REQUESTING TESTING

Contractor shall request testing and inspection through the Project Inspector. Contractor shall provide Project Inspector a minimum of twenty-four (24) hour notice prior to Project Inspector inspections being required and a minimum of forty-eight (48) hour notice prior to special testing and inspections being required.

3.03 TESTS

- A. District Representative will select and provide an independent certified testing agency (Testing Agency) to conduct tests, sampling, and testing of materials. Selection of material to be tested shall be by the Testing Agency and not by Contractor.
- B. The Contractor shall not incorporate into the work any material shipped from the source of supply prior to having satisfactorily passed the required testing and inspection, or prior to the receipt of notice from Project Inspector that the testing and inspection is not required.
- C. District Representative will select, and directly reimburse, the Testing Agency for costs of all required tests and inspections; however, the District Representative may be reimbursed by Contractor for such costs as specified or noted in related sections of the Contract Documents.
- D. The independent Testing Agency is not authorized to release, revoke, alter, or enlarge requirements of the Contract Documents or approve or accept any portion of the Work.
- E. The Testing Agency shall not perform any duties of Contractor.

3.04 TEST REPORTS

Test reports shall include all tests performed, regardless of whether such tests indicate the material is satisfactory or unsatisfactory. Samples taken but not tested shall also be reported. Records of special sampling operations, when and as required, shall also be reported. Reports shall indicate the material (or materials) was sampled and tested in accordance with requirements of CBC, Title 24, Parts 1 and 2, as indicated on the Drawings. Test reports shall indicate specified design strength and specifically state whether or not the material (or materials) tested comply with the specified requirements.

3.05 INSPECTION BY DISTRICT REPRESENTATIVE

- A. District Representative, and its representatives, shall have access, for purposes of inspection, at all times to all parts of the Work and to all shops wherein the Work is in preparation. Contractor shall, at all times, maintain proper facilities and provide safe access for such inspection.
- B. District Representative shall have the right to reject materials and/or workmanship deemed defective Work and to require correction. Defective workmanship shall be corrected in a satisfactory manner and defective materials shall be removed from the premises and legally disposed of without charge to District Representative. If Contractor does not correct such defective Work within a reasonable time, fixed by written notice and in accordance with the terms and conditions of the Contract Documents, District Representative may correct such defective Work and proceed in accordance with related Contract Documents.
- C. Contractor is responsible for compliance to all applicable local, state, and federal regulations regarding codes, regulations, ordinances, restrictions, and requirements.

3.06 PROJECT INSPECTOR

- A. A Project Inspector shall be employed by District Representative in accordance with requirements of Title 24 of the California Code of Regulations with their duties specifically defined therein.
- B. Inspection of Work shall not relieve Contractor from any obligation to fulfill all terms and conditions of the Contract Documents.
- C. Contractor shall be responsible for scheduling times of inspection, tests, sample taking, and similar activities of the Work.

3.07 TESTS AND INSPECTIONS

- A. The tests and inspections shall be determined after the completion of design. A special meeting shall be held to review the special testing requirements.

END OF SECTION 01 45 23

## SECTION 01 73 29 CUTTING AND PATCHING

### PART 1 – GENERAL

#### 1.01 SECTION INCLUDES

This Section specifies procedural requirements for cutting and patching.

#### 1.02 RELATED SECTIONS

- A. Energy Services Agreement.
- B. Section 01 29 73: Schedule of Values Procedures.
- C. Section 01 31 13: Project Coordination.
- D. Section 01 31 19: Project Meetings.
- E. Section 01 32 13: Construction Schedule.
- F. Section 01 33 00: Submittal Procedures.
- G. Section 01 78 36: Warranty Procedures.

#### 1.03 SUBMITTALS

- A. The word “cutting” as used in the Contract Documents includes, but is not limited to, cutting, drilling, chopping, and other similar operations and the word “patching” includes, but is not limited to, patching, rebuilding, reinforcing, repairing, refurbishing, restoring, replacing, or other similar operations.
- B. Cutting and Patching Proposal: Contractor shall submit a work plan describing procedures well in advance of the time cutting and patching will be performed if the Contract Documents requires approval of these procedures before proceeding. Include the following information, as applicable, in the work plan:
  - 1. Describe the extent of cutting and patching required. Denote how it will be performed and indicate why it cannot be avoided.
  - 2. Describe anticipated results in terms of changes to existing construction. Include changes to structural elements and operating components as well as changes in the building’s appearance or other significant visual elements.
  - 3. List products to be used and firms or entities that will perform this Work.
  - 4. Indicate dates when cutting and patching will be performed.
  - 5. Utilities: List utilities that cutting and patching operations will disturb or affect. List utilities to be relocated and those that will be temporarily out-of-service. Indicate how long service will be disrupted.
  - 6. Where cutting and patching involves adding reinforcement to structural elements, submit details and engineering calculations showing integration of reinforcement with the original structure.
  - 7. Review by District Representative/Project Inspector prior to proceeding with cutting and patching does not waive District Representative’s right to later require complete removal and replacement of defective Work.

#### 1.04 QUALITY ASSURANCE

- A. Requirements for structural Work: Do not cut and patch structural elements in a manner that would change their load-carrying capacity or load-deflection ratio.
  - 1. Obtain approval from District Representative/Project Inspector of the cutting and patching work plan before cutting and patching the following structural elements:
    - a. Foundation construction.

- b. Structural steel.
  - c. Timber and primary wood framing.
  - d. Structural decking.
  - e. Miscellaneous structural metals.
  - f. Equipment supports.
  - g. Piping, ductwork, vessels, and equipment.
  - h. Any other structural systems not listed above.
- B. Operational Limitations: Do not cut and patch operating elements or related components in a manner that would result in reducing their capacity to perform as intended. Do not cut and patch operating elements or related components in a manner that would result in increased maintenance or decreased operational life or safety.
- 1. Obtain review of the cutting and patching work plan before cutting and patching the following operating elements or safety related systems:
    - a. Primary operational systems and equipment.
    - b. Air or smoke barriers.
    - c. Water, moisture, or vapor barriers.
    - d. Membranes and flashings.
    - e. Fire protection systems.
    - f. Noise and vibration control elements and systems.
    - g. Control systems.
    - h. Communication and/or data systems.
    - i. Conveying systems.
    - j. Electrical wiring systems.
    - k. Any other operating systems not listed above.
- C. Visual Requirements: Do not cut and patch construction exposed on the exterior or in occupied spaces in a manner that would, in the opinion of District Representative, reduce the building's aesthetic qualities. Do not cut and patch construction in a manner that would result in visual evidence of cutting and patching. Remove and replace Work cut and patched in a visually unsatisfactory manner.

#### 1.05 WARRANTY

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

#### PART 2 – PRODUCTS (Not applicable)

#### PART 3 – EXECUTION

#### 3.01 INSPECTION

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

Before proceeding, meet at the Project site with parties involved in cutting and patching, including mechanical and electrical trades. Review areas of potential interference and conflict. Coordinate procedures and resolve potential conflicts before proceeding.

3.02 PREPARATION

- A. Temporary support: Provide adequate temporary support of existing improvements or Work to be cut.
- B. Protection: Protect existing improvements and Work during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of existing improvements or Work that might be exposed during cutting and patching operations.
- C. Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas.
- D. Where the Work requires sandblasting of existing surfaces in order to receive new materials secured by cementitious, adhesive or chemical bond, completely remove existing finishes, stains, oil, grease, bitumen, mastic and adhesives or other substances deleterious to the new bonding or fastening of new Work. Utilize wet sand blasting for interior surfaces and for exterior surfaces where necessary to prevent objectionable production of dust.

3.03 PERFORMANCE

- A. General: Employ skilled workmen to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time and complete without delay. Carefully remove existing Work to be salvaged and/or reinstalled. Protect and store for reuse into the Work. Verify compatibility and suitability of existing substrates before starting the Work.
- B. Cutting: Cut existing construction using methods least likely to damage elements retained or adjoining Work. Where possible, review proposed procedures with the original installer; comply with the original installer's recommendations.
  - 1. In general, where cutting, use hand or small power tools designed for sawing or grinding, not hammering and chopping. Cut holes and slots as small as possible, neatly to size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.
  - 2. To avoid marring existing finished surfaces, cut or drill from the exposed or finished side into concealed surfaces.
  - 3. Cut through concrete and masonry using a cutting machine, such as a carborundum saw or a diamond-core drill. Saw cut reinforcing bars and paint ends per approved submittal except where bonded into new concrete or masonry.
  - 4. Comply with requirements of applicable Sections of Divisions 31, 32, and 33 where cutting and patching requires excavating, backfill, and recompaction.
  - 5. Woodwork: Cut and or remove to a panel or joint line.
  - 6. Sheet Metal: Remove back to joint, lap, or connection. Secure loose or unfastened ends or edges and seal watertight.
  - 7. Glass: Remove cracked, broken, or damaged glass and clean rebates and stops of setting materials.
  - 8. Plaster: Cut back to sound plaster on straight lines, and back bevel edges of remaining plaster. Trim existing lath and prepare for new lath.
  - 9. Gypsum: Cut back on straight lines to undamaged surfaces with at least two opposite cut edges centered on supports.
  - 10. Acoustical ceilings: Remove hanger wires and related appurtenances where ceilings are not scheduled to be installed.
  - 11. Tile: Cut back to sound tile and backing on joint lines.

12. Flooring: Completely remove flooring and clean backing of prior adhesive. Carefully remove wood flooring for patching and repairing of existing wood flooring scheduled to remain.

13. Curb, gutters, and flat work: Saw cut joint to nearest joint.

C. Patching: Patch with durable seams that are as invisible as possible. Comply with required tolerances.

1. Where feasible, inspect and test patched areas to demonstrate integrity of the installation. Verify conditions of existing substrates prior to executing Work.
2. Restore exposed finishes of patched areas and extend finish restoration into retaining adjoining construction in a manner that will eliminate all evidence of patching and refinishing.
3. Non-Structural Concrete Flatwork: Finish placed concrete to match existing unless noted otherwise. Concrete shall have a compressive strength of 3,000 psi where installed to repair and match existing improvements, unless noted otherwise.
4. Metal Fabrications: Items to remain exposed shall have their edges cut and ground smooth and rounded.
5. Sheet Metal: Replace removed or damaged sheet metal items for new Work.
6. Glass: Install matching glass and re-seal exterior window assemblies.
7. Lath and Plaster: Install new lath materials to match existing and fasten to supports at 6-inch centers. Provide a 6-inch lap where new lath adjoins existing lath. Fasten new lath as required for new Work. Restore paper backings as required. Apply a bonding agent on cut edges of existing plaster. Apply three coat plaster of the type, thickness, finish, texture, and color to match existing.
8. Gypsum: Fasten cut edges of wallboard. Install patches with at least two opposite edges centered on supports and secure at 6-inch centers. Tape and finish joints and fastener heads. Patching shall be non-apparent when painted or finished.
9. Acoustical Ceilings: Comply with the requirements for new Work specified in related sections of the Contract Documents.
10. Resilient Flooring: Completely remove flooring and prepare substrate for new material.
11. Painting: Prepare areas to be patched, patch and paint as specified under related sections of the Contract Documents.

### 3.04 CLEANING

- A. Clean areas and spaces where cutting and patching are performed. Completely remove paint, mortar, oils, putty, and similar items. Thoroughly clean piping, conduit, and similar features before applying paint or other finishing materials. Restore damaged coverings to their original condition.

END OF SECTION 01 73 29

**SECTION 01 74 19 CONSTRUCTION AND DEMOLITION WASTE MANAGEMENT**

PART 1 - GENERAL

1.01 SUMMARY

Section Includes: Preparation and implementation, including reporting and documentation, of a Waste Management Plan for reusing, recycling, salvage or disposal of non-hazardous waste materials generated during demolition and new construction (Construction and Demolition (C&D) Waste), to foster material recovery and re-use and to minimize disposal in landfills.

1.02 RELATED SECTIONS

- A. Energy Services Agreement.
- B. Section 01 32 29: Project Forms.
- C. Section 01 33 00: Submittal Procedures.

1.03 REFERENCES

- A. California Integrated Waste Management Act (IWMA) of 1989 (AB 939).
- B. California Code of Regulations Title 14, Section 18700 et seq.
- C. California Green Building Standards Code, Part 11 of Title 24.

1.04 SYSTEM DESCRIPTION

Collection and separation of all C&D waste materials generated on-site, reuse or recycling on-site, transportation to approved recyclers or reuse organizations, or transportation to legally designated landfills, for the purpose of recycling salvaging and reusing a minimum of 75% of the C&D waste generated.

1.05 SUBMITTALS

- A. Per Section 01 32 29, Contractor to provide a C&D Waste Management Plan within ten (10) calendar days after the Notice to Proceed and prior to any waste removal. Submit the following to the District Representative for review and approval:
  - 1. Materials to be recycled, reused, or salvaged, either onsite or offsite.
  - 2. Estimates of C&D waste quantity (in tons) by type of material. (If waste is measured by volume, give factors for conversion to weight in tons.)
  - 3. Procedures for recycling and reuse program.
  - 4. Permit or license and location of Project waste-disposal areas.
  - 5. Site plan for placement of waste containers.
- B. Per Section 01 32 29, Contractor to provide a C&D Waste Management Monthly Progress Report, summarizing waste generated by Project and submitted monthly with Application for Payment. Include:
  - 1. Firm(s) accepting the recovered or waste materials.
  - 2. Type and location of accepting facilities (landfill, recovery facility, used materials yard, etcetera). If materials are reused or recycled on the Project site, location should be designated as "on-site reuse and recycling".
  - 3. Type of materials and net weight (tons) of each.
  - 4. Value of the materials or disposal fee paid.



- 5. Attach weigh bills and other documentation confirming amount and disposal location of waste materials.
- C. C&D Waste Management Final Compliance Report: Final update of Waste Management Plan to provide summary of total waste generated by Project.

PART 2 – PRODUCTS (Not Used)

PART 3 – EXECUTION

3.01 IMPLEMENTATION

- A. Implement approved Waste Management Plan including collecting, segregating, storing, transporting and documenting each type of waste material generated, recycled or reused, or disposed in landfills.
- B. Designate an on-site person to be responsible for instructing workers and overseeing the sorting and recording of waste/recyclable materials.
- C. Include waste management and recycling in worker orientation and as an agenda item for regular Project meetings.
- D. Recyclable and waste bin areas shall be limited to areas approved on the Waste Management Plan. Keep recycling and waste bins neat and clearly marked to avoid contamination of materials.

END OF SECTION 01 74 19

**SECTION 01 77 00 CONTRACT CLOSEOUT**

**PART 1 – GENERAL**

**1.01 SECTION INCLUDES**

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

1. Inspection procedures.
2. Project record documents submittal.
3. Operation and maintenance manual submittal.
4. Owner orientation and instruction.
5. Final cleaning.

**1.02 RELATED SECTIONS**

- A. Section 01 29 76: Progress Payment Procedures.
- B. Section 01 32 13: Construction Schedule.
- C. Section 01 32 29: Project Forms.
- D. Section 01 33 00: Submittal Procedures.
- E. Section 01 74 19: Construction Demolition and Waste Management.
- F. Section 01 78 36: Warranties.

**1.03 REQUIREMENTS FOR PREPARATORY FINAL INSPECTION**

- A. All contract work completed.
- B. Remove temporary facilities from the Project site.
- C. Thoroughly clean the Buildings and Project site.
- D. All mechanical equipment shall operate quietly and free from vibrations. Properly adjust, repair, balance, or replace equipment producing objectionable noise or vibration in the occupied areas of the buildings. Provide additional brackets, bracing, or other methods to prevent objectionable noise or vibration. All systems shall operate without humming, surging, or rapid cycling.
- E. Properly mount all operation instructions for equipment and post as specified in their respective Sections.
- F. Job Record specifications and prints “as built” shall be completed, signed, and submitted to the District Representative as specified in respective Specification Sections.
- G. Submit to the District Representative, the material and equipment maintenance instructions, as specified in the body of the Specification Sections.
- H. Submit to the District Representative, all warranties, guarantees, and bonds, as specified in the body of the Specification Sections.
- I. When requested, submit certificates indicating payment of all debts and Claims arising from the Work.
- J. Deliver all tools which are a permanent part of equipment installed in the Work to the District Representative.
- K. Deliver all keys, construction and permanent, properly identified, to the District Representative.
- L. Deliver all extra stock items, as directed by the District Representative, to a location within the District.

- M. Contractor determined the Work has been completed. All life safety items are completed and in working order.
- N. Electrical circuits scheduled in panels and disconnect switches labeled.
- O. Grounds cleared of Contractor's equipment, raked clean of debris, and trash removed from Site.
- P. Work cleaned, free of stains, scratches, marks, dirt, superfluous labels, and other foreign matter, replacement of damaged and broken material.
- Q. Finished and decorative work shall have marks, dirt and superfluous labels removed.
- R. Final cleanup complete.

PART 2 – PRODUCTS (Not used)

PART 3 – EXECUTION

3.01 SUBSTANTIAL COMPLETION

- A. Inspection Procedures: After all requirements preparatory to the final inspection have been completed as herein specified in the Specification Sections; the Contractor will notify the District Representative, CxA, and Project Inspector to perform the final inspection.
  - 1. If after inspection of the Work, District Representative does not consider the Work complete, District Representative will notify Contractor.
  - 2. If after inspection, District Representative considers the Work complete; CxA shall prepare a Punch List of items to be corrected.
- B. Re-inspection Procedures: Project Inspector, District Representative, Contractor and CxA will inspect the Work upon notice the Work, including final inspection list items from earlier inspections, has been completed, except for items whose completion is delayed under circumstances acceptable to District Representative.
  - 1. Upon completion of inspection, District Representative will recommend Final Completion. If the Work is incomplete, District Representative will advise Contractor of Work that is incomplete or of obligations that have not been fulfilled but are required for Final Completion.
  - 2. If necessary, re-inspection will be repeated, but may be assessed against Contractor if Owner is subject to additional professional service and or additional costs of inspection.

3.02 PROJECT RECORD DOCUMENT SUBMITTAL

- A. General: Do not use project record documents for construction purposes. Protect record documents from deterioration and loss. Provide access to record documents for CxA, Project Inspector, and District Representative reference during normal working hours. Project record document shall be updated on a daily basis prior to work being concealed. Prior to submitting each application for payment, secure Project Inspector approval of project record documents.
- B. Record Drawings: Maintain a clean, undamaged set of prints of Drawings and Shop Drawings. Mark the set to show the actual installation where the installation varies from the Work as originally shown. Mark the Drawing that is most capable of showing conditions fully and accurately. Where Shop Drawings are used, record a cross-reference at the corresponding location on the Drawings. Provide detailed and accurate field dimensions for concealed elements that would be difficult to measure and record at a later date.
  - 1. Mark record sets with red erasable pencil. Use other colors to distinguish between variations in separate categories of the Work. Date and number entries in the same format as submitted. Call attention to entry by a "cloud" around the affected areas.
  - 2. Mark new information important to Owner but was not shown on Drawings or Shop Drawings.

3. Utility location and depth below finished grade and above ceilings and attic spaces shall be fully dimensioned and indicated on record drawings. Dimensions shall be measured from building lines or permanent landmarks and shall be triangulated to those features.
  4. Note related Change Order or Construction Directive numbers where applicable. RFI submissions shall be referenced on each affected sheet, Drawing and Shop Drawing.
  5. Organize record drawing sheets into manageable sets. Bind sets with durable-paper cover sheets; print suitable titles, dates, and other identification on the cover of each set.
  6. Prior to Contract Completion of the Work, review of the project record drawings by CxA; prepare a final set of project record drawings and submit to District Representative.
- C. Record Specifications: Maintain one (1) complete copy of the Specifications, including Addenda. Include with the Specifications two copies of other written Contract Documents, such as Change Orders or Construction Directives issued during construction.
1. Mark these record documents to show substantial variations in actual Work performed in comparison with the text of the Specifications and modifications.
  2. Give particular attention to substitutions and selection of options and information on concealed Work that cannot otherwise be readily discerned later by direct observation.
  3. Note related record document information with Product Data.
  4. Prior to Contract Completion of the Work, submit record Specifications for Owner records.
- D. Record Product Data: Maintain one (1) copy of each Product Data submittal. Note related Change Orders and Construction Directives and mark-up of record drawings and Specifications.
1. Mark these documents to illustrate significant variations in actual Work performed in comparison with information submitted. Include variations in products delivered to the Project site and from the manufacturer's installation instructions and recommendations.
  2. Provide detailed and accurate information regarding concealed products and portions of Work that cannot otherwise be readily discerned later by direct observation.
  3. Prior to Contract Completion, submit complete set of record Product Data for Owner records.
- E. Record Samples: Immediately prior to Substantial Completion, Contractor shall meet with CxA and District Representative at the Project site to determine which Samples are to be transmitted to Owner for record purposes. Comply with District Representative instructions regarding delivery to Owner storage area.
- F. Miscellaneous Records: Refer to other Specification sections for requirements of miscellaneous record keeping and submittals in connection with actual performance of the Work. Prior to the date of Contract Completion, complete and compile miscellaneous records and place in good order. Identify miscellaneous records properly and bind or file, ready for continued use and reference. Submit for Owner records.
- G. Maintenance Manuals: Prior to Substantial Completion, organize operation and maintenance data into suitable two (2) sets of manageable size. Bind properly, indexed data in individual, heavy-duty, three-inch 3-ring, vinyl-covered binders, with pocket folders for folded sheet information. Mark appropriate identification on front and spine of each binder. Provide a table of contents in front and all items shall be indexed with tabs. Each manual shall also contain a list of subcontractors, with their scope of work, addresses, phone numbers, email, and the names of persons to contact in cases of emergency. Identifying labels shall provide names of manufactures, their addresses, ratings, and capacities of equipment and machinery. Submit for Owner records. Include the following types of information.
1. Table of Contents (in each binder)
  2. Emergency instructions.
  3. Spare parts list.

4. Copies of warranties.
  5. Wiring diagrams.
  6. Recommended “turn-around” cycles.
  7. Inspection procedures.
  8. Shop Drawings and Product Data.
  9. Note which items also have video training.
- H. Provide one (1) electronic version of all documents listed above on one (1) flash drive to the District Representative.

3.03 OPERATION AND MAINTENANCE:

- A. Operation and Maintenance Instructions: Prior to Substantial Completion, arrange for each installer of equipment that requires regular operation and maintenance to meet with designated Owner personnel to provide instruction in proper operation and maintenance. Provide instruction by manufacturer’s representatives if installers are not experienced in operation and maintenance procedures. Include a detailed review of the following items:
1. Maintenance manuals.
  2. Spare parts and materials.
  3. Tools.
  4. Lubricants.
  5. Fuels.
  6. Identification systems.
  7. Control sequences.
  8. Hazards.
  9. Cleaning.
  10. Warranties and bonds.
  11. Maintenance agreements and similar continuing commitments.
- B. As part of instruction for operating equipment, demonstrate the following procedures:
1. Start-up.
  2. Shutdown.
  3. Emergency operations.
  4. Noise and vibration adjustments.
  5. Safety procedures.
  6. Economy and efficiency adjustments.
  7. Effective energy utilization.

3.04 FINAL CLEANING

- A. General: The Contractor shall be solely responsible for all cleaning operations during the Project.

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

Complete the following cleaning operations before requesting inspection for a certificate of Substantial Completion.

- a. Remove labels that are not permanent labels.
- b. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other substances that are noticeable vision-obscuring materials. Replace chipped or broken glass and other damaged transparent materials.
- c. Clean exposed exterior and interior hard-surfaced finished to a dust-free condition, free of stains, films, and similar foreign substances. Restore reflective surfaces to their original condition. Leave concrete floors broom clean. Vacuum carpeted surfaces.
- d. Wipe surfaces of mechanical and electrical equipment. Remove excess lubrication and other substances. Clean plumbing fixtures to a sanitary condition. Clean light fixtures and lamps.
- e. Clean the Project site, including landscape development areas, of rubbish, litter, and other foreign substances. Sweep paved areas broom clean; remove stains, spills, and other foreign deposits. Rake grounds that are neither paved nor planted to a smooth, even-textured surface.
- f. Complete the final filter change replacing all HVAC filters.

END OF SECTION 01 77 00

**SECTION 01 78 36 WARRANTY PROCEDURES**

**PART 1 – GENERAL**

**1.01 SECTION INCLUDES**

This Section includes procedural requirements for warranties, including manufacturers and installer’s standard warranties on products and special product warranties.

**1.02 RELATED SECTIONS**

- A. Energy Services Agreement.
- B. Section 01 73 29: Cutting and Patching.

**1.03 SUBMITTALS**

- A. Form of Submittal: In accordance with the Energy Services Agreement, compile two (2) copies of each required final warranty properly executed by Contractor, or by Contractor and Subcontractor, installer, supplier, or manufacturer. Organize the warranty documents into an orderly sequence based on the Specifications and provide a table of contents.
- B. Bind warranties and bonds in heavy-duty, commercial-quality, durable three ring, vinyl-covered loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8½ by 11 paper.
  - 1. Provide heavy paper dividers with celluloid covered tabs for each separate warranty. Mark the tab to identify the item or installation. Provide a typed description of the product or installation, including the name of the product, and the name, address, and telephone number of the installer.
  - 2. Identify each binder on the front and spine with the typed or printed title “WARRANTIES,” Project title and/or name, and name of Contractor.
  - 3. When warranted Work requires operation and maintenance manuals, provide additional copies of each required warranty, as necessary, for inclusion in each required manual.
- C. Provide one (1) electronic version of all documents listed above on one (1) flash drive to the District Representative.

**PART 2 – PRODUCTS (Not applicable)**

**PART 3 – EXECUTION (Not applicable)**

END OF SECTION 01 78 36

**APPENDIX A-RSCCD PROJECT FORMS**

- 1) Application for Payment / Schedule of Values
- 2) Request for Information (RFI)
- 3) Conditional Waiver and Release – Final Payment
- 4) Conditional Waiver and Release – Progress Payment
- 5) Immediate Change Directive
- 6) Unconditional Waiver and Release – Final Payment
- 7) Unconditional Waiver and Release – Progress Payment
- 8) Construction Waste Management Plan
- 9) Construction Waste Management Progress Report





**Rancho Santiago Community College District**

2323 North Broadway  
 Santa Ana, CA 92706

PAYMENT NO. \_\_\_\_\_

For the period:        date        to        date         
 Contractor: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_

DSA # \_\_\_\_\_  
 Project Name \_\_\_\_\_  
 P.O. No. \_\_\_\_\_

**A. ANALYSIS OF ADJUSTED CONTRACT AMOUNT TO DATE**

1. Original contract amount		_____
2. Change made from Approved Change Orders		\$ -
4-B. Adjusted contract amount to date	<i>(sum: line 1 + line 2 + line 3)</i>	\$ -

**B. COMPUTATION OF PAYMENT DUE**

1. Work completed to date on original contract		\$ -
2. Change Order work performed to date		\$ -
3. Total work performed to date	<i>(line 1 + line 2)</i>	\$ -
4. Less: 5% retained	<i>(line 3 x 5%)</i>	\$ -
5-C. Net amount earned to date	<i>(line 3 - line 4)</i>	\$ -
6. Amount to be withheld because of: _____		\$ -
7. Balance	<i>(line 5 - line 6)</i>	\$ -
8. Less: Amount of previous payments	<i>(line 7 from previous application)</i>	\$ -
9. Amount due this payment	<i>(line 7 - line 8)</i>	\$ -
10. Unpaid balance on RSCCD amount of contract	\$ -	\$ -

**C. CERTIFICATION OF CONTRACTOR OR HIS DULY AUTHORIZED REPRESENTATIVE**

To the best of my knowledge and belief, I certify that all items and prices of work and material shown on this periodical estimate are correct; that all work has been performed and materials supplied in full accordance with the terms and conditions of the construction contract documents covering the work of the indicated contract, and all change orders approved by the **Board of Trustees**; that this is a true and correct statement of the contract account up to and including the last day of the period covered by this estimate and that no part of the amount "Amount Due This Payment" has been received.

I further certify that this payment will be used to pay all just and lawful bills against the undersigned for labor, materials and expendable equipment employed in the performance of the indicated contract.

\_\_\_\_\_  
 Contractor Date

\_\_\_\_\_  
 Director Date

\_\_\_\_\_  
 Architect Date

\_\_\_\_\_  
 Asst. Vice Chancellor Date

\_\_\_\_\_  
 Inspector Date

\_\_\_\_\_  
 Vice Chancellor Date

\_\_\_\_\_  
 Construction Sprvsr/Mngr Date

**E. CERTIFICATE OF PAYMENT**

This is to certify that \_\_\_\_\_  
 Contractor is entitled to a payment of \_\_\_\_\_ Dollars \$ \_\_\_\_\_

For the work performed at the \_\_\_\_\_  
 in accordance with terms of contract dated \_\_\_\_\_

Completion Accepted
---------------------

\_\_\_\_\_  
 RSCCD

\_\_\_\_\_  
 Date

# CONTINUATION SHEET

APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signing Certification, is attached. In tabulation below, amounts are stated to the nearest dollar. Use Column 1 and Contract where variable retainage for line items may apply

Application No.: 0  
 Application Date: date  
 Period To: date

A ITEM NO.	B DESCRIPTION OF WORK	C			D	E	F	G		H	I
		ORIGINAL CONTRACT AMOUNT	CHANGE ORDER AMOUNT	CURRENT CONTRACT AMOUNT	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C-G)	RETAINAGE (IF VARIABLE RATE)
					FROM PREVIOUS APPLICATIONS (D + E)	THIS PERIOD					
	<b>GENERAL CONDITIONS</b>			\$ -				\$ -	#DIV/0!	\$ -	\$ -
				\$ -				\$ -	#DIV/0!	\$ -	\$ -
				\$ -		\$ -		\$ -	#DIV/0!	\$ -	\$ -
				\$ -		\$ -		\$ -	#DIV/0!	\$ -	\$ -
				\$ -		\$ -		\$ -	#DIV/0!	\$ -	\$ -
	<b>SUBTOTAL GENERAL CONDITIONS</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -
	<b>SUBCONTRACTORS</b>										
1				\$ -		\$ -		\$ -	#DIV/0!	\$ -	\$ -
2				\$ -		\$ -		\$ -	#DIV/0!	\$ -	\$ -
3				\$ -		\$ -		\$ -	#DIV/0!	\$ -	\$ -
4				\$ -		\$ -		\$ -	#DIV/0!	\$ -	\$ -
5				\$ -		\$ -		\$ -	#DIV/0!	\$ -	\$ -
6				\$ -		\$ -		\$ -	#DIV/0!	\$ -	\$ -
7				\$ -		\$ -		\$ -	#DIV/0!	\$ -	\$ -
8				\$ -		\$ -		\$ -	#DIV/0!	\$ -	\$ -
9				\$ -		\$ -		\$ -	#DIV/0!	\$ -	\$ -
10				\$ -		\$ -		\$ -	#DIV/0!	\$ -	\$ -
11				\$ -		\$ -		\$ -	#DIV/0!	\$ -	\$ -
12				\$ -		\$ -		\$ -	#DIV/0!	\$ -	\$ -
13				\$ -		\$ -		\$ -	#DIV/0!	\$ -	\$ -
14				\$ -		\$ -		\$ -	#DIV/0!	\$ -	\$ -
	<b>SUBTOTAL SUBCONTRACTORS</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -
	<b>SUBTOTAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -

<b>CHANGE ORDERS</b> Change order #1				\$	-			\$	-	\$	-	#DIV/0!	\$	-	\$	-	
				\$	-			\$	-	\$	-	#DIV/0!	\$	-	\$	-	
				\$	-			\$	-	\$	-	#DIV/0!	\$	-	\$	-	
				\$	-			\$	-	\$	-	#DIV/0!	\$	-	\$	-	
				\$	-			\$	-	\$	-	#DIV/0!	\$	-	\$	-	
				\$	-			\$	-	\$	-	#DIV/0!	\$	-	\$	-	
				\$	-			\$	-	\$	-	#DIV/0!	\$	-	\$	-	
				\$	-			\$	-	\$	-	#DIV/0!	\$	-	\$	-	
				\$	-			\$	-	\$	-	#DIV/0!	\$	-	\$	-	
				\$	-			\$	-	\$	-	#DIV/0!	\$	-	\$	-	
				\$	-			\$	-	\$	-	#DIV/0!	\$	-	\$	-	
				\$	-			\$	-	\$	-	#DIV/0!	\$	-	\$	-	
	<b>Current Billing Totals</b>	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	#DIV/0!	\$	-	\$





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

Project No.: \_\_\_\_\_ DSA Application No. \_\_\_\_\_

## Conditional Waiver and Release Upon Final Payment

### CALIFORNIA CIVIL CODE SECTION 8136

NOTICE: THIS DOCUMENT WAIVES THE CLAIMANT'S LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS EFFECTIVE ON RECEIPT OF PAYMENT. A PERSON SHOULD NOT RELY ON THIS DOCUMENT UNLESS SATISFIED THAT THE CLAIMANT HAS RECEIVED PAYMENT.

#### Identifying Information

Name of Claimant: \_\_\_\_\_

Name of Customer: \_\_\_\_\_

Job Location: \_\_\_\_\_

Owner: RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. This document is effective only on the claimant's receipt of payment from the financial institution on which the following check is drawn:

Maker of Check: \_\_\_\_\_

Amount of Check: \_\_\_\_\_

Check Payable To: \_\_\_\_\_

#### Exceptions

This document does not affect any of the following: Disputed claims for extras in the amount of \$\_\_\_\_\_.

Date: \_\_\_\_\_  
\_\_\_\_\_  
(Company Name)

BY: \_\_\_\_\_  
\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)



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

Project No.: \_\_\_\_\_ DSA Application No. \_\_\_\_\_

## Conditional Waiver and Release Upon Progress Payment

### CALIFORNIA CIVIL CODE SECTION 8132

NOTICE: THIS DOCUMENT WAIVES THE CLAIMANT'S LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS EFFECTIVE ON RECEIPT OF PAYMENT. A PERSON SHOULD NOT RELY ON THIS DOCUMENT UNLESS SATISFIED THAT THE CLAIMANT HAS RECEIVED PAYMENT.

#### Identifying Information

Name of Claimant: \_\_\_\_\_

Name of Customer: \_\_\_\_\_

Job Location: \_\_\_\_\_

Owner: RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

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

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job through the Through Date of this document. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. This document is effective only on the claimant's receipt of payment from the financial institution on which the following check is drawn:

Maker of Check: \_\_\_\_\_

Amount of Check: \_\_\_\_\_

Check Payable To: \_\_\_\_\_

#### Exceptions

This document does not affect any of the following: (1) Retentions; (2) Extras for which claimant has not received payment; (3) The following progress payments for which the claimant has previously provided a conditional waiver and release but has not received payment: Date(s) of waiver and release: \_\_\_\_\_, Amount(s) of unpaid progress payment(s): \$\_\_\_\_\_; (4) Contract rights including: (A) a right based on rescission, abandonment, or breach of contract, and (B) the right to recover compensation for work not compensated by the payment.

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

(Company Name)

BY: \_\_\_\_\_

(Signature)

\_\_\_\_\_

(Title)



**Facility Planning, District Construction & Support Services**  
 2323 North Broadway, Suite 112  
 Santa Ana, CA 92706-1640

**Immediate Change Directive**

Date: \_\_\_\_\_  
 Project Name: \_\_\_\_\_  
 Project No.: \_\_\_\_\_  
 DSA No.: \_\_\_\_\_  
 Architect: \_\_\_\_\_  
 Contractor: \_\_\_\_\_

Change Directive No.: \_\_\_\_\_  
 Reference RFI No.: \_\_\_\_\_  
 Reference COR No.: \_\_\_\_\_

**Initiated by:**  
 District  
 Architect  
 Contractor  
 Other: \_\_\_\_\_

WORK REQUIRED:

REASON FOR CHANGE DIRECTIVE:

STATUS OF WORK/CONSTRUCTION ACTIVITES AFFECTED:

**CONTRACTOR IS AUTHORIZED TO PROCEED WITH THE WORK PURSUANT TO THE GENERAL CONDITIONS:**

- Not to Exceed, Time & Materials (T&M)* \_\_\_\_\_ Additional Days Required: \_\_\_\_\_  
 Complete work within dollar limited stated, submit daily time tickets Days beyond Approved Contract Completion Date
- Lump Sum, Not to Exceed:* \_\_\_\_\_ Schedule Activity Nos. Affected: \_\_\_\_\_

Pursuant to Article 7.3.1.2 An Immediate Change Directive is a written order to the Contractor prepared by the Architect and signed by the District (and CM if there is a CM on the Project) and the Architect, directing a change in the Work and stating a proposed basis for adjustment, if any, in the Contract Sum or Contract Time, or both. The District may by ICD, without invalidating the Contract, direct immediate changes in the Work within the general scope of the Contract consisting of additions, deletions, or other revisions within. If applicable, the Contract Sum and Contract Time will be adjusted accordingly. CONTRACTOR SHALL PROCEED WITH WORK SET FORTH IN THIS ICD IMMEDIATELY UPON RECEIPT OR THE DISTRICT MAY EITHER HOLD THE CONTRACTOR IN EITHER PARTIAL DEFAULT PURSUANT TO ARTICLE 2.2 OR TOTAL DEFAULT PURSUANT TO ARTICLE 14.

CONTRACTOR: _____	DISTRICT: _____	Rancho Santiago Community College
Approved By: _____	Approved By: _____	District
Date: _____	Date: _____	
CM: _____	ARCHITECT: _____	
Approved By: _____	Approved By: _____	
Date: _____	Date: _____	



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

Project No.: \_\_\_\_\_ DSA Application No. \_\_\_\_\_

## Unconditional Waiver and Release Upon Final Payment

### CALIFORNIA CIVIL CODE SECTION 8138

NOTICE TO CLAIMANT: THIS DOCUMENT WAIVES AND RELEASES LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS UNCONDITIONALLY AND STATES THAT YOU HAVE BEEN PAID FOR GIVING UP THOSE RIGHTS. THIS DOCUMENT IS ENFORCEABLE AGAINST YOU IF YOU SIGN IT, EVEN IF YOU HAVE NOT BEEN PAID. IF YOU HAVE NOT BEEN PAID, USE A CONDITIONAL WAIVER AND RELEASE FORM.

#### **Identifying Information**

Name of Claimant: \_\_\_\_\_

Name of Customer: \_\_\_\_\_

Job Location: \_\_\_\_\_

Owner: RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for all labor and service provided, and equipment and material delivered, to the customer on this job. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. The claimant has been paid in full.

#### **Exceptions**

This document does not affect any of the following: Disputed claims for extras in the amount of \$ \_\_\_\_\_.

Date: \_\_\_\_\_  
\_\_\_\_\_ (Company Name)

BY: \_\_\_\_\_  
\_\_\_\_\_ (Signature)

\_\_\_\_\_  
(Title)





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

Project No.: \_\_\_\_\_ DSA Application No. \_\_\_\_\_

**Unconditional Waiver and Release  
Upon Progress Payment  
CALIFORNIA CIVIL CODE SECTION 8134**

NOTICE TO CLAIMANT: THIS DOCUMENT WAIVES AND RELEASES LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS UNCONDITIONALLY AND STATES THAT YOU HAVE BEEN PAID FOR GIVING UP THOSE RIGHTS. THIS DOCUMENT IS ENFORCEABLE AGAINST YOU IF YOU SIGN IT, EVEN IF YOU HAVE NOT BEEN PAID. IF YOU HAVE NOT BEEN PAID, USE A CONDITIONAL WAIVER AND RELEASE FORM.

**Identifying Information**

Name of Claimant: \_\_\_\_\_

Name of Customer: \_\_\_\_\_

Job Location: \_\_\_\_\_

Owner: RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

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

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job through the Through Date of this document. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. The claimant has received the following progress payment: \$\_\_\_\_\_.

**Exceptions**

This document does not affect any of the following: (1) Retentions; (2) Extras for which claimant has not received payment; (3) Contract rights including: (A) a right based on rescission, abandonment, or breach of contract, and (B) the right to recover compensation for work not compensated by the payment.

Date: \_\_\_\_\_  
\_\_\_\_\_  
(Company Name)

BY: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)



**Instructions regarding Form:**

1. General:
  - a. Attach proposed Recycling and Waste Bin Location Plan.
  - b. Attach name and contact data for each recycling or disposal destination to be used.
2. Column 1: "Material Types" – Enter types of materials targeted for recycling, reuse, and/or salvage, either on or off-site, and include a category for waste materials requiring disposal.
3. Columns 2 – 4: "Estimated Generation" – Enter estimated quantities (tons) of recyclable, reusable, or salvageable waste materials anticipated to be generated and state number of salvageable items.
4. Column 5: "Estimated Landfill" – Enter quantities (tons) of materials to be disposed in landfill.
5. Column 6: "Disposal Location" – Enter end-destination of recycled, salvaged, and disposed materials.

**(DELETE TEXT BOX BEFORE PROVIDING TO DISTRICT REPRESENTATIVE)**

**CONSTRUCTION WASTE MANAGEMENT PLAN**

PROJECT NAME: \_\_\_\_\_

PROJECT SITE ADDRESS: \_\_\_\_\_

PROJECT NO: \_\_\_\_\_

NAME OF COMPANY: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

PROJECT TYPE:  NEW CONSTRUCTION  DEMOLITION  
 RENOVATION / ALTERATION PROJECTS

PROJECT SIZE (SQ. FT.): \_\_\_\_\_

DATE & ESTIMATED PERIOD: \_\_\_\_\_

(1) Material Type	(2) Tons Estimated Recycle	(3) Tons Estimated Reuse	(4) Tons Estimated Salvage	(5) Tons Estimated Landfill	(6) Proposed Disposal or Recycling Facility (e.g., Onsite, Name of Facility)
<b>Total</b>					
<b>Diversion Rate: Columns [(2)+(3)+(4)] / [(2)+(3)+(4)+(5)]</b>					=

Signature	Title	Date
-----------	-------	------



**Instructions regarding Form:**

1. General:
  - a. Attach proposed Recycling and Waste Bin Location Plan.
  - b. Attach name and contact data for each recycling or disposal destination to be used.
2. Column 1: "Material Types" – Enter types of materials targeted for recycling, reuse, and/or salvage, either on or off-site, and include a category for waste materials requiring disposal.
3. Columns 2 – 4: "Estimated Generation" – Enter estimated quantities (tons) of recyclable, reusable, or salvageable waste materials anticipated to be generated and state number of salvageable items.
4. Column 5: "Estimated Landfill" – Enter quantities (tons) of materials to be disposed in landfill.
5. Column 6: "Disposal Location" – Enter end-destination of recycled, salvaged, and disposed materials.

**(DELETE TEXT BOX BEFORE PROVIDING TO DISTRICT REPRESENTATIVE)**

**CONSTRUCTION WASTE MANAGEMENT PROGRESS REPORT**

PROJECT NAME: \_\_\_\_\_

PROJECT SITE ADDRESS: \_\_\_\_\_

PROJECT NO: \_\_\_\_\_

NAME OF COMPANY: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

PROJECT TYPE:  NEW CONSTRUCTION     DEMOLITION  
 RENOVATION / ALTERATION PROJECTS

PROJECT SIZE (SQ. FT.): \_\_\_\_\_

PERIOD: \_\_\_\_\_

(1) Material Type	(2) Tons Actual Recycle	(3) Tons Actual Reuse	(4) Tons Actual Salvage	(5) Tons Actual Landfill	(6) Disposal or Recycling Facility (e.g., Onsite, Name of Facility)
<b>Total</b>					
<b>Diversion Rate: Columns [(2)+(3)+(4)] / [(2)+(3)+(4)+(5)]</b>					=

Signature	Title	Date
-----------	-------	------