

# **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**



## **ADDENDUM NO. 02**

Bid #1486 DOC Lighting Sensor Replacement  
at  
District Operations Center

Address: 2323 North Broadway, Santa Ana, CA 92706

**February 10, 2026**

**Owner:**  
**Rancho Santiago Community College District**  
**2323 North Broadway, Room 112**  
**Santa Ana, California 92706**

RECEIPT OF THIS ADDENDUM MUST BE ACKNOWLEDGED ON BID FORM WHEN  
SUBMITTED

The following changes, additions, deletions or corrections shall become a part of the Contract Documents for the project named on the previous page and all other conditions shall remain the same. The Bidders shall be responsible for transmitting this information to all affected Subcontractors and Suppliers, prior to the closing of Bids. Prospective Bidders shall acknowledge receipt of all Addenda in the space provided on the Bid Proposal Form by the number (list every addenda). Failure to do so shall deem the Bid Proposal as non-responsive and subject the Bidder to disqualification.

**Item No. AD 2-1 Clarifying construction duration**

**B. Article 9 – Schedule:** Construction Schedule for the Project is as follows:

1) It is hereby understood that the Contractor will meet the following schedule milestones (revisions marked in red)

b) The Substantial Completion Date for the Project shall be **Forty-four (44 calendar days from NTP)**.

c) The Final Completion Date (or “Completion Date”) for the Project shall be **Sixty (60) calendar days from NTP)**.

**Item no. AD 2-2 Clarifying scope of work (quantities marked in red)**

**Scope of Work:**

1. Project Overview

a. Provide all labor, materials, and equipment required to remove existing lighting occupancy sensors **and their power packs**. Install new occupancy sensors and powerpacks throughout the District Operations Center.

2. Site Conditions

- a. Building: 4-story commercial office
- b. Address: 2323 N Broadway, Santa Ana Ca, 92706
- c. Sensor Types and Counts
  - i. Ceiling Mounted Quantity: **76**
  - ii. Wall Mounted Quantity: **83**
  - iii. Total Sensors: **159\***

3. Work Tasks

- a. Pre-Installation
  - i. Conduct a site walk to verify sensor locations, counts and conditions
  - ii. Ensure proposed replacement sensors are compatible
- b. Removal of Existing Sensors
  - i. Safely remove the existing sensors **and power packs**.

- ii. Identify and report any issues found during removal
- c. Installation of New Sensors
  - i. Furnish and install new occupancy sensors **and power packs** in all existing sensor locations
  - ii. Adjust sensor placement as needed to meet recommended coverage patterns and ensure proper operation.
  - iii. Ensure all sensors are functional
- d. Configuration and Testing
  - i. Program each sensor for optimal time-delay settings, sensitivity, and operating mode
  - ii. Test all sensors to confirm proper operation and responsiveness
  - iii. Verify lighting controls function as intended in each space
- e. Cleanup
  - i. Remove all debris and packaging from work areas

Properly dispose of any packing and devices correctly

#### **Item No. AD 2-3 Standard Specifications Div 1**

The attached is the revised Div 1 document.

#### **Item No. AD 2-4 Responses to questions**

The following provides a response to the Bidder's Request for Pre-Bid Information submitted on the Pre-Bid Clarification Form. See attached for a total of (13) RFI Response(s).

#### **Item No. AD 2-5 Floorplan of all floors of District Operation Building.**

The attached provides a response to the bidders request for a floor plan of the building.

Enc: Division 1 Document, including project forms  
(13) RFI  
Floorplan of District Operations Center

**This is the end of Addendum No. 02**



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

TEL: 714-480-7510

ATTACHMENT - B  
RSCCD Standards Specifications Division 1

Bid #1486 Lighting Sensor Replacement Project

**District Operation Center**

January 30, 2026

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**SECTION 01 11 00 SUMMARY OF WORK**

PART 1 – GENERAL

1.01 SUMMARY

The Project consists of the following, 1) installation new wall lighting occupancy/vacancy sensors, 2) remove and replace existing wall occupancy/vacancy with new sensors, 2) remove and replace existing ceiling occupancy sensors with new sensors and power packs. The work requires minor electrical wiring repairs to ensure sensors are wired correctly to the lighting wiring and are functional after new device installation. The Contractor shall provide all labor, materials, equipment, services, and incidentals necessary for DOC Lighting Sensor Replacement Project at District Operation Center located at 2323 N Broadway, Santa Ana, CA. 92706.

1.02 RELATED DOCUMENTS

- A. General Conditions.
- B. Drawings
- C. Specifications

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 \$5,000 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 office work may 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.

1.04 EXISTING CONDITIONS

- A. Contractor shall document the existing site and produce still photographs or video recordings, 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 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 Application for Payment.

1.02 RELATED SECTIONS

- A. Section 01 29 76: Progress Payment Procedures.
- B. 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 and shall exclude bond markup costs.

PART 2 – PRODUCTS (Not Applicable)

PART 3 – The following format shall be used as applicable by the District and the Contractor to communicate proposed Allowance requests to the Contract. All costs submitted shall be actual costs and labor shall be burdened labor:

	<b>Descriptions</b>	<b>EXTRA</b>	<b>CREDIT</b>
(1)	Material (attach itemized quantity and unit cost plus sales tax)		
(2)	Actual Labor Cost (attach itemized hours and rate)		
(3)	Equipment (attach itemized quantity and unit cost plus sales tax)		
(4)	<b>Subtotal (1 + 2 + 3)</b>		
	(4a) Subcontractor Subtotal: Amount of Item (1 + 2 + 3) that is Subcontractor-performed work		
	(4b) Contractor Subtotal: Amount of Item (1 + 2 + 3) that is Contractor		

DESIGN STANDARD SPECIFICATIONS

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	Self-performed work.		
(5)	Subcontractor OH & Profit- For Subcontractor-performed work: (Subcontractor’s overhead and profit not to exceed 10% of Item (4a) above		
(6)	General Contractor Overhead & Profit – For General Contractor Self-performed work: (Contractor’s overhead and profit not to exceed 12 ½% of Item (4b) above		
(7)	General Contractor Overhead & Profit on Subcontractor-performed work: (Contractor’s overhead and profit not to exceed 5 % of Item (4a) above		
(8)	<b><u>Subtotal (4 + 5 + 6 +7)</u></b>		
(9)	Total Change Order Cost		

3.01 SCHEDULE OF ALLOWANCES

Include in the base bid the following allowances in the following amounts:

**Item #1 - TBD Allowance**

The Project Allowance shall be used solely by the District to address unforeseen conditions, wiring repairs or other unforeseen repairs, unaccounted locations, and District added scope of work related to this lighting occupancy sensor replacement project. The Allowance shall be used at the District’s discretion with prior written approval.

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. General Conditions
  - 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 the District Representative with sketches, pictures and a suggested solution (if applicable).
  - B. The District Representative’s 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 District Representative, allow five (5) calendar days for response time. Contractor shall verify and is responsible for verifying 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 the Project Inspector or District Representative, the Contractor shall furnish copies of the log showing all outstanding RFIs.

END OF SECTION 01 26 13

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

1.02    RELATED SECTIONS

- A.      General Conditions.
- B.      Section 01 21 00: Allowances.
- C.      Section 01 32 13: Construction Schedule.
- D.      Section 01 32 29: Project Forms.
- E.      Section 01 74 19: Construction and Demolition Waste Management.
- F.      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 Project Inspector and 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.      The Contractor shall submit a pencil draft seven (7) days prior to each month to the Architect, District Representative, and Project Inspector an itemized Application for Progress Payment for operations completed for review. On or before the fifth (5) day of each month the Contractor shall submit the final draft of Progress Payment to the Architect, District Representative and Project Inspector. Such application shall be submitted on the District’s supported form and supported as required by Division 1..
- 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.      Construction Schedule.
  - 2.      Submittal Schedule.

3. Emergency Contact List.
  4. Local Hire Policy Forms.
  5. Releases.
  6. Resume of Contractor's Project Manager.
- 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. Monthly Construction Schedule (updated, submitted and approved).
  2. List of Subcontractors (Payments Summary).
  3. Waste Management Progress Report.
  4. Waivers and Releases.
  5. Updated Submittal Schedule.
  6. 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. Completion and acceptance of final punch list items.
  3. Delivery of extra materials, products, and/or stock.
  4. Identification of unsettled claims.
  5. Consent of surety to final payment.
  6. Waivers and releases.
  7. Warranties, guarantees and maintenance agreements.
  8. Removal of surplus materials, rubbish, and similar elements.
  9. Completion and submission of all final change orders for the project.
  10. Local Hires and Local Businesses Contractor closeout statement
  11. 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**

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 32 13: Construction Schedule.
- B. Section 01 33 00: Submittal Procedures.
- C. Section 01 45 23: Testing and Inspection.
- D. Section 01 73 29: Cutting and Patching.
- E. 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. Office occupancy will remain in session.
- C. 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.
- D. 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.
- E. 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:  
  
Prepare similar memoranda for District Representative and Separate Work Contract where coordination of their Work is required.
- F. 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.

- G. Conservation: Coordinate Work operations to assure operations are carried out with consideration given to conservation of energy, water, materials, and:  
Salvage materials and equipment involved in performance of, but not actually incorporated into Work.
- H. Contractor shall provide advance notice (minimum of two (2) working days) to District Representative of any required electrical shut down activities for the District to properly prepare for these activities and the down time that will occur.
- I. Contractor shall provide advance notice (minimum of two (2) working days) to District Representative of any required testing of fixture performance for the District to properly prepare for these activities and the down time that will occur.

3.02 SUBMITTALS (Not Used)

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. Meetings as required by District Representative.

**1.02 RELATED SECTIONS**

- A. Section 01 31 13: Project Coordination.
- B. Section 01 32 13: Construction Schedule.
- C. 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 as determined by District Representative. Meeting will be held in order to review responsibilities, procedures, and other administrative requirements contained within the Contract Documents.
- B. Authorized representatives of District, Project Inspector, 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. Designation of responsible personnel and emergency contacts.
  4. Procedures for processing field decisions.
  5. Request for Information.
  6. Change Order.
  7. Submittals.
  8. Office, work, and storage areas.
  9. Equipment deliveries and priorities.
  10. Safety procedures.
  11. Emergency response.
  12. First Aid.
  13. Security.
  14. Housekeeping.
  15. Working hours.
  16. Local Hire.
- 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 (Not Used)**

**3.03 PROGRESS MEETINGS (Not Used)**

**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.

3.05 WEEKLY CONTRUCTION UPDATES (Not Used)

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. General Conditions
- B. Section 01 11 00: Summary of Work.
- C. Section 01 29 76: Progress Payment Procedures.
- D. Section 01 31 13: Project Coordination.
- E. Section 01 33 00: Submittal Procedures.
- F. Section 01 45 23: Testing and Inspection.
- G. Section 01 74 19: Construction and Demolition Waste Management
- H. Section 01 78 36: Warranty Procedures.

**1.03 PROCEDURES**

- A. Within five (5) 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 three (3) 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. The Construction Schedule is to be used in evaluating progress for payment approval.

**1.04 SCHEDULE SUBMITTAL PREPARATION GUIDELINES**

- A. 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.
- B. 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.
- C. 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.
- D. 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.
- E. 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.
- F. All Construction Schedule submittals shall be transmitted with a Letter of Transmittal to the 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 three (3) 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. 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.
- E. 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.
- F. 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.
- G. 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 ensure 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.

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. General Conditions
- 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
- C. Allowance Disbursement Form
- D. Change Order
- E. Conditional Waiver and Release – Final Payment
- F. Conditional Waiver and Release – Progress Payment
- 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
- K. Substantial Completion Form
- L. Warranty Form
- M. Local Hires Close-out Forms
- N. DVBE Close-out Statement Form

3.02 PROCEDURES

- A. Request for Information (RFI): This form is used in requesting information or clarification while providing a suggested course of action.
- B. Application for Payment: 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. 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.

- F. 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.
- G. Construction Waste Management Progress Report: This form is used to provide a Waste Management Report, summarizing waste generated by the Project and submitted at project completion for Payment.
- H. Substantial Completion Form: This form is issued by the District to the Contractor when the project is near substantial completion.
- I. Warranty Form: This form is issued by the District to the Contractor when the project is completed.
- J. Local Hires Close-out Forms: This form is issued by the District to the contractor and its subcontractor to complete to collect number of workers and businesses who participated on the project.
- K. DVBE Close-out Form: This form is issued by the District to the Contractor and its Subcontractor complete to provide information on DVBE participation on the project.

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; 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, and/or others.

1.02 RELATED SECTIONS

- A. General Conditions.
- B. Section 01 29 76: Progress Payment Procedures.
- C. Section 01 31 13: Project Coordination.
- D. Section 01 45 23: Testing and Inspection.
- E. Section 01 73 29: Cutting and Patching
- F. Section 01 74 19: Construction and Demolition Waste Management

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 District Representative submittal for review per the Project plans and specifications. Submittals will not be accepted from sources other than from Contractor.
- 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 review, the District Representative shall transmit submittals to Contractor and Project Inspector. Contractor shall further distribute to Subcontractors and others as required. Work shall not commence, unless otherwise approved by District Representative and 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 engineers 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 General Conditions.

2. In accordance with General Conditions, 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. The Contractor shall submit the final submittals within seven (7) calendars of the Notice to Proceed.
  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 the District Representative.
  6. Contractor shall allow in the Construction Schedule, at least five (5) calendar days for the District Representative's review following receipt of submittal. Submittals will be reviewed with reasonable promptness, but the District Representative reserves the right of additional time where required based on but limited to submittal size, complexity, etc.
  7. No adjustments to the Contract Time and/or Milestones will be authorized because of a failure to transmit submittals to the District Representative sufficiently in advance of the Work to permit review and processing.
  8. In case of product substitution, Shop Drawing preparation shall not commence until such time the 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.
- H. Authorized agent, will stamp each submittal with a uniform, action stamp. Authorized agent, will mark the stamp appropriately to indicate the action taken, as follows:
1. Final Unrestricted Release: When District Representative, or authorized agent, marks a submittal "No Exception Taken" 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, or authorized agent, marks a submittal "Make Corrections 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, or authorized agent, 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, the District Representative, or authorized agent, will return the submittal marked "Not Reviewed".

- 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 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 Contractor.
  - 5. Name and address of Subcontractor.
  - 6. Name and address of supplier.
  - 7. Name and address of manufacturer.
  - 8. Name and title of appropriate Specification section.
  - 9. Drawing number and detail references, as appropriate.
- E. Submit a sufficient number to allow for adequate Contractor, Subcontractor, supplier, manufacturer and fabricators distribution plus two (2) sets to be retained by District Representative and one (1) set to Project Inspector.

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 to District Representative for review and 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.

3.06 CERTIFICATES

Submit all certificates in triplicate to Project Inspector, in accordance with requirements of each Specification Section.

END OF SECTION 01 33 00

**SECTION 01 45 23 TESTING AND INSPECTION**

PART 1 - GENERAL

1.01 SECTION INCLUDES

Testing and inspection services to meet requirements of California Building Standards Code, Title 24, California Code of Regulations.

1.02 RELATED SECTIONS

- A. Section 01 31 13: Project Coordination.
- B. Section 01 32 13: Construction Schedule.
- C. Section 01 33 00: Submittal Procedures.
- D. Section 01 73 29: Cutting and Patching.
- E. 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 for additional requirements.

1.04 TESTING COSTS

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 (Not Used)

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.

3.03 TESTS (Not Used)

3.04 TEST REPORTS (Not Used)

3.05 VERIFICATION OF TEST REPORTS (Not Used)

3.06 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 Articles of the Contract Documents.
- C. Contractor is responsible for compliance to all applicable local, state, and federal regulations regarding codes, regulations, ordinances, restrictions, and requirements.

3.07 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, and similar activities of the Work.

3.08 TESTS AND INSPECTIONS (Not Used)

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. General Conditions.
- B. Section 01 31 13: Project Coordination.
- C. Section 01 31 19: Project Meetings.
- D. Section 01 32 13: Construction Schedule.
- E. Section 01 33 00: Submittal Procedures.
- F. 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 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 of the cutting and patching work plan before cutting and patching the following structural elements:
    - a. Foundation construction.
    - b. Bearing and retaining walls.
    - c. Structural concrete.
    - d. Structural steel.
    - e. Lintels.

- f. Timber and primary wood framing.
  - g. Structural decking.
  - h. Stair systems.
  - i. Miscellaneous structural metals.
  - j. Exterior curtain-wall construction.
  - k. Equipment supports.
  - l. Piping, ductwork, vessels, and equipment.
  - m. 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 (As Required)

- 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.
- 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 2,500 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

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. General Conditions.
- 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 five (5) 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 by type of material.
  - 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.
- 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. Owner orientation and instruction.
4. 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. Properly mount all operation instructions for equipment and post as specified in their respective Sections.
- E. Job Record specifications and prints “as built” shall be completed, signed, and submitted to the District Representative as specified in respective Specification Sections.
- F. Submit to the District Representative, the material and equipment maintenance instructions, as specified in the body of the Specification Sections.
- G. Submit to the District Representative, all warranties, guarantees, and bonds, as specified in the body of the Specification Sections.
- H. When requested, submit certificates indicating payment of all debts and Claims arising from the Work.
- I. Deliver all tools which are a permanent part of equipment installed in the Work to the District Representative.
- J. Deliver all keys, construction and permanent, properly identified, to the District Representative.
- K. Deliver all extra stock items, as directed by the District Representative, to a location within the District.
- L. Contractor determined the Work has been completed. All life safety items are completed and in working order.
- M. Electrical circuits scheduled in panels and disconnect switches labeled.
- N. Grounds cleared of Contractor’s equipment, raked clean of debris, and trash removed from Site.
- O. Work cleaned, free of stains, scratches, marks, dirt, superfluous labels, and other foreign matter, replacement of damaged and broken material.
- P. Finished and decorative work shall have marks, dirt and superfluous labels removed.
- Q. 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 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; District Representative shall prepare a Punch List of items to be corrected.
- B. Re-inspection Procedures: Project Inspector, District Representative, and Contractor 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 District Representative and Project Inspector 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 District Representative; 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 to District Representative 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 to District Representative for Owner records.
- E. Record Samples: Immediately prior to Substantial Completion, Contractor shall meet with 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 to District Representative 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 to District Representative 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. Fixture lamping schedule.
- 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. 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. General Conditions.
- B. Section 01 73 29: Cutting and Patching.

1.03 SUBMITTALS

- A. Form of Submittal: In accordance with the General Conditions, 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) Substitution Form
- 2) Request for Information (RFI)
- 3) Application for Payment
- 4) Allowance Disbursement Form
- 5) Change Order
- 6) Conditional Waiver and Release – Final Payment
- 7) Conditional Waiver and Release – Progress Payment
- 8) Unconditional Waiver and Release – Final Payment
- 9) Unconditional Waiver and Release – Progress Payment
- 10) Construction Waste Management Plan
- 11) Construction Waste Management Progress Report
- 12) Substantial Completion Form
- 13) Warranty Form
- 14) Local Hires Close-out Form
- 15) DVBE Close-out Form





**Rancho Santiago Community College District**

**CONTRACTOR ALLOWANCE  
DISBURSEMENT AUTHORIZATION**

College Name: \_\_\_\_\_  
Project Name: \_\_\_\_\_  
To: (District) \_\_\_\_\_  
From: (Contractor) \_\_\_\_\_

Initiation Date: \_\_\_\_\_  
Allowance Disbursement No.: \_\_\_\_\_  
Project Bid No: \_\_\_\_\_  
Contract / PO Number: \_\_\_\_\_

**Description of Item to be charged to District Allowance:**

**Amount**


**Contractor Allowance Request Total: \$0.00**

A. Original Contractor Allowance Amount:	_____	\$0.00
B. Net Allowance Disbursements previously authorized:	_____	
C. Charges to Contractor Allowance as a result of this authorization:	_____	\$0.00
D. Current Contractor Allowance Balance including this authorization:	_____	\$0.00

Acknowledgment:

\_\_\_\_\_  
Project Manager Signature

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Representative Signature

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Date

cc: Project File



# REQUEST FOR INFORMATION (RFI)

School Name: \_\_\_\_\_

RFI Number: \_\_\_\_\_

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

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

Contractor: \_\_\_\_\_

Project No.: \_\_\_\_\_

Date Issued To: \_\_\_\_\_  
(Architect)

DSA No.: \_\_\_\_\_

\_\_\_\_\_  
Drawing Number Detail

\_\_\_\_\_  
Drawing Page

\_\_\_\_\_  
Specification

### Information Requested:

### Suggested Course of Action:

Schedule Impact:  Yes  No

Cost Impact:  Yes  No

Request Issued by:

\_\_\_\_\_  
*Contractor's Signature*

\_\_\_\_\_  
*Name (Printed)*

\_\_\_\_\_  
*Date*

### Response:

Response Issued by:

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Name (Printed)*

\_\_\_\_\_  
*Date*

Response Reviewed by:

\_\_\_\_\_  
*Architect's Signature*

\_\_\_\_\_  
*Name (Printed)*

\_\_\_\_\_  
*Date*

*Proceeding with the Work in accordance with the above information indicates the Contractor's acknowledgement that there will be no change in the Contract Sum or Contract Time. If the Contractor considers that a change in Contract Sum or Contract Time is required, before proceeding with the work obtain authorization from the Owner by notifying the Owner and the Architect*





**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
-----------	-------	------



**Rancho Santiago Community College District**

2323 North Broadway  
Santa Ana, CA 92706

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

For the period: \_\_\_\_\_ to \_\_\_\_\_  
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		\$	-
3. Adjusted contract amount to date	(B.1 + B.2 + B.3)	\$	-

**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	(B.1 + B.2)	\$	-
4. Less: 5% retained	(B.3 x 5%)	\$	-
5. Net amount earned to date	(B.3 - B.4)	\$	-
6. Amount to be withheld because of: _____		\$	-
7. Balance	(B.5 - B.6)	\$	-
8. Less: Amount of previous payments	(B.9 from previous application)		
9. Amount due this payment	(B.7 - B.8)	\$	-
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 Signature Date  
Print Name: \_\_\_\_\_

\_\_\_\_\_  
RSCCD Project Manager Signature Date  
Print Name: \_\_\_\_\_

\_\_\_\_\_  
Project Inspector Signature Date  
Print Name: \_\_\_\_\_

\_\_\_\_\_  
RSCCD Director Facilities Planning Signature Date  
Print Name: Joe Melendez

\_\_\_\_\_  
Architect Signature Date  
Print Name: \_\_\_\_\_

\_\_\_\_\_  
RSCCD Asst. Vice Chancellor Signature Date  
Print Name: Carri M. Matsumoto

\_\_\_\_\_  
Construction Mngr Signature Date  
Print Name: \_\_\_\_\_

\_\_\_\_\_  
RSCCD Vice Chancellor Signature Date  
Print Name: Iris I. Ingram

**D. CERTIFICATE OF PAYMENT**

This is to certify that \_\_\_\_\_ 0  
is entitled to a payment of \$0.00  
For the work performed at the \_\_\_\_\_ 0 in accordance with terms of the contract.

**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: 1/0/1900  
 Period To: 1/0/1900

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





**Rancho Santiago Community College District**

2323 North Broadway  
Santa Ana, CA 92706

**Change Order Tracker**

PAYMENT NO. 0

For the period 1/0/1900 to 1/0/1900  
 Contractor 0  
 Address 0  
 Phone 0

DSA # 0  
 Project Name 0  
 P.O. No. 0

CHANGE ORDER				ADDITIONS		
NO. (1)	DATE (2)	DESCRIPTION (3)	Percentage Complete (4)	CO AMOUNT (\$) (5)	COMPLETED TO DATE (\$) (6)	
					Previous Period	This Period
1		Change order #1	#DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0!	\$ -	\$ -	\$ -
				COMPLETED TO DATE (\$) \$ -		
2		0	#DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0!	\$ -	\$ -	\$ -
				COMPLETED TO DATE (\$) \$ -		
3		0	#DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0!	\$ -	\$ -	\$ -
				COMPLETED TO DATE (\$) \$ -		

4		0	#DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0!	\$ -	\$ -	\$ -
COMPLETED TO DATE (\$)						\$ -
5		0	#DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0!	\$ -	\$ -	\$ -
COMPLETED TO DATE (\$)						\$ -
6		0	#DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0!	\$ -	\$ - \$ -	\$ -
COMPLETED TO DATE (\$)						\$ -
7		0	#DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0!	\$ -	\$ -	\$ -
COMPLETED TO DATE (\$)						\$ -

8		0	#DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0!	\$ -	\$ -	\$ -
COMPLETED TO DATE (\$) \$ -						
9		0	#DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0!	\$ -	\$ -	\$ -
COMPLETED TO DATE (\$) \$ -						
10		0	#DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0!	\$ -	\$ -	\$ -
COMPLETED TO DATE (\$) \$ -						

Change Orders Total	\$ -	Matches SOV
Previous Period Total	\$ -	Matches SOV
This Period Total	\$ -	Matches SOV
Completed to Date Total	\$ -	Matches SOV



Facility Planning, Construction & District Support Services  
 2323 North Broadway, Rm 112  
 Santa Ana, CA 92706

Board Date: January 0, 1900

Project Name: 0  
 Contractor: 0  
 Contract No.: 0

Project/Bid No. 0  
 Site: 0  
 Change Order (CO) No. : 0

Contract Schedule Summary					
Notice to Proceed Date	Original Contract Duration (Days)	Original Contract Completion Date	Previous Extension Days Approved	Proposed CO Days Requested	New Revised Completion Date
01/00/00	0	01/00/00	0	0	1/0/1900

Change Order Summary			
Description	Number	Amount	% of Contract
Original Contract Amount		\$0.00	
Previous Change Orders	0	\$0.00	#DIV/0!
<b>This Change Order</b>	<b>0</b>	<b>\$0.00</b>	<b>#DIV/0!</b>
<b>Total Change Order (s)</b>		<b>\$0.00</b>	<b>#DIV/0!</b>
Revised Contract Amount		\$0.00	

Items in Change Order						
Item No.	Description	Reason	Ext. Day	Credit	Add	Net
1	0	0	0	\$0.00	\$0.00	\$0.00
Subtotal				\$0.00	\$0.00	\$0.00
<b>Grand Total</b>						<b>\$0.00</b>

- 1 - CODE REQUIREMENT
- 2 - FIELD CONDITION
- 3 - INSPECTION REQUIREMENT
- 4 - DESIGN REQUIREMENT
- 5 - OWNER REQUIREMENT



Facility Planning, Construction & District Support Services  
 2323 North Broadway, Rm 112  
 Santa Ana, CA 92706

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

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

Project/Bid No. \_\_\_\_\_

Contractor: \_\_\_\_\_

Site: \_\_\_\_\_

Contract No.: \_\_\_\_\_

Change Order (CO) No. : \_\_\_\_\_

Contract Schedule Summary					
Notice to Proceed Date	Original Contract Duration (Days)	Original Contract Completion Date	Previous Extension Days Approved	Proposed CO Days Requested	New Revised Completion Date

Change Order Summary			
Description	Number	Amount	% of Contract
Original Contract Amount		\$0.00	
Previous Change Orders		\$0.00	#DIV/0!
<b>This Change Order</b>		\$0.00	#DIV/0!
<b>Total Change Order (s)</b>		\$0.00	#DIV/0!
<b>Revised Contract Amount</b>		\$0.00	

Items in Change Order						
Item No.	Description	Reason	Ext. Day	Credit	Add	Net
				\$ -	\$ -	\$ -
Subtotal				\$ -	\$ -	\$ -
Grand Total				\$ -	\$ -	\$ -

- 1 - CODE REQUIREMENT
- 2 - FIELD CONDITION
- 3 - INSPECTION REQUIREMENT
- 4 - DESIGN REQUIREMENT
- 5 - OWNER REQUIREMENT

The Contractor is to provide a complete description and specification of work involved and reason. The documents supporting this Change Order, including any drawings and estimates of that cost are attached hereto and made a part thereof.

Contractor agrees to furnish all labor and materials and perform all of the above described work in accordance with the above terms in compliance with applicable sections of the Contract Documents. The amount of the charges under this Change Order is limited to the charges allowed under the General Conditions. The adjustment in the contract sum, if any, and the adjustment in the contract time, if any, set out in this Change Order shall constitute the entire compensation and/or adjustment in the contract time and contract sum due to the Contractor arising out of the change in the work covered by this Change Order, unless otherwise provided in this Change Order. It is understood that this Change Order shall be effective upon approval of the Board of Trustees.

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

RSCCD Project Manager \_\_\_\_\_ Date \_\_\_\_\_

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

*Joe Melendez*  
 RSCCD Director \_\_\_\_\_ Date \_\_\_\_\_

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

*Carri M. Matsumoto*  
 RSCCD Assistant Vice Chancellor \_\_\_\_\_ Date \_\_\_\_\_

Construction Manager \_\_\_\_\_ Date \_\_\_\_\_

*Iris I. Ingram*  
 RSCCD Vice Chancellor \_\_\_\_\_ 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 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
-----------	-------	------



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)



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. \_\_\_\_\_

## 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)



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)

**PRE-BID CLARIFICATION FORM***(Email this completed form to FacilitiesBid@rsccd.edu. See Instructions to Bidders.)*

PROJECT NAME:	Lighting Sensor Replacement Project at District Operations Center		
PROJECT NUMBER:		BID NUMBER:	1486
<b>EMAIL TO: facilitiesbid@rsccd.edu</b>			
DATE:	1/28/26		
FROM:	LTS Property Services Thomas Wray	EMAIL:	tway@ltspropertyservices.net
SPEC SECTION:		DRAWING NUMBER:	
<b>REQUESTED CLARIFICATION:</b>			
<p>1) We were told on the job walk that the wiring works, does that include both the line voltage wiring to the fixtures and controls and the low voltage wiring between the ceiling-mounted occupancy sensors and switchpacks?</p>			
<b>RESPONSE TO CLARIFICATION:</b>			
<p><b>It is assumed that all current wiring, both line voltage and low voltage, are operating correctly.</b></p> <p><b>RSCCD 02-06-2026</b></p>			

Attach additional numbered sheets as necessary; however, only one (1) request shall be contained on each submitted form.

END OF DOCUMENT

Rancho Santiago Community College District  
 BID #1486 Lighting Sensor Replacement Project at District Operations Center

**PRE-BID CLARIFICATION FORM***(Email this completed form to FacilitiesBid@rsccd.edu. See Instructions to Bidders.)*

PROJECT NAME:	Lighting Sensor Replacement Project at District Operations Center		
PROJECT NUMBER:		BID NUMBER:	1486
<b>EMAIL TO: facilitiesbid@rsccd.edu</b>			
DATE:	1/28/26		
FROM:	LTS Property Services Thomas Wray	EMAIL:	tway@ltspropertieservices.net
SPEC SECTION:		DRAWING NUMBER:	
<b>REQUESTED CLARIFICATION:</b>			
<p>1) We were told on the job walk that the wiring works, does that include both the line voltage wiring to the fixtures and controls and the low voltage wiring between the ceiling-mounted occupancy sensors and switchpacks?</p>			
<b>RESPONSE TO CLARIFICATION:</b>			
<p style="text-align: center;">It is assumed that all current wiring, both line voltage and low voltage, are operating correctly.</p> <p style="text-align: center;">RSCCD 02-06-2026</p>			

Attach additional numbered sheets as necessary; however, only one (1) request shall be contained on each submitted form.

END OF DOCUMENT

Rancho Santiago Community College District  
 BID #1486 Lighting Sensor Replacement Project at District Operations Center

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PROJECT NAME:	Lighting Sensor Replacement Project at District Operations Center		
PROJECT NUMBER:		BID NUMBER:	1486
<b>EMAIL TO: facilitiesbid@rsccd.edu</b>			
DATE:	1/28/26		
FROM:	LTS Property Services Thomas Wray	EMAIL:	twray@ltspropertieservices.net
SPEC SECTION:		DRAWING NUMBER:	
<b>REQUESTED CLARIFICATION:</b>			
1) When we install new wired sensors and switchpacks, do we need to replace the low voltage wiring?			
<b>RESPONSE TO CLARIFICATION:</b>			
<p style="text-align: center;"><b>No. The wiring does not need to be replaced.</b></p> <p style="text-align: center;"><b>RSCCD 02-06-2026</b></p>			

Attach additional numbered sheets as necessary; however, only one (1) request shall be contained on each submitted form.

END OF DOCUMENT

Rancho Santiago Community College District  
 BID #1486 Lighting Sensor Replacement Project at District Operations Center

**PRE-BID CLARIFICATION FORM***(Email this completed form to FacilitiesBid@rsccd.edu. See Instructions to Bidders.)*

PROJECT NAME:	Lighting Sensor Replacement Project at District Operations Center		
PROJECT NUMBER:		BID NUMBER:	1486
<b>EMAIL TO: facilitiesbid@rsccd.edu</b>			
DATE:	1/28/26		
FROM:	LTS Property Services Thomas Wray	EMAIL:	twray@ltspropertyservices.net
SPEC SECTION:		DRAWING NUMBER:	
<b>REQUESTED CLARIFICATION:</b>			
1) Can we use battery-operated wireless control devices (10-year battery life sensors, etc.).			
<b>RESPONSE TO CLARIFICATION:</b>			
<p style="text-align: center;"><b>No. Please refer to the specifications provided in the posted documents.</b></p> <p style="text-align: center;"><b>RSCCD 02-06-2026</b></p>			

Attach additional numbered sheets as necessary; however, only one (1) request shall be contained on each submitted form.

END OF DOCUMENT

Rancho Santiago Community College District  
 BID #1486 Lighting Sensor Replacement Project at District Operations Center

**PRE-BID CLARIFICATION FORM***(Email this completed form to FacilitiesBid@rsccd.edu. See Instructions to Bidders.)*

PROJECT NAME:	Lighting Sensor Replacement Project at District Operations Center		
PROJECT NUMBER:		BID NUMBER:	1486
<b>EMAIL TO: facilitiesbid@rsccd.edu</b>			
DATE:	1/28/26		
FROM:	LTS Property Services Thomas Wray	EMAIL:	tway@ltspropertyservices.net
SPEC SECTION:		DRAWING NUMBER:	
<b>REQUESTED CLARIFICATION:</b>			
<p>1) Please confirm that single technology standard infra red sensors are adequate for wall box sensors - we're not responsible for possible sensor coverage issues in larger rooms such as conference rooms.</p>			
<b>RESPONSE TO CLARIFICATION:</b>			
<p>Please see in specifications part 2.PRODUCTS 2.03. All sensor replacements are on a one-for-one basis. Any anomalies will be addressed during construction.</p> <p><b>RSCCFD 02-06-2026</b></p>			

Attach additional numbered sheets as necessary; however, only one (1) request shall be contained on each submitted form.

END OF DOCUMENT

Rancho Santiago Community College District  
 BID #1486 Lighting Sensor Replacement Project at District Operations Center

**PRE-BID CLARIFICATION FORM***(Email this completed form to FacilitiesBid@rsccd.edu. See Instructions to Bidders.)*

PROJECT NAME:	Lighting Sensor Replacement Project at District Operations Center		
PROJECT NUMBER:		BID NUMBER:	1486
<b>EMAIL TO: facilitiesbid@rsccd.edu</b>			
DATE:	1/28/26		
FROM:	LTS Property Services Thomas Wray	EMAIL:	twray@ltspropertieservices.net
SPEC SECTION:		DRAWING NUMBER:	
<b>REQUESTED CLARIFICATION:</b>			
<p>1) There a multiple types of ceiling sensors in use, and they appear to have different coverage types (hallway, open office small square footage, open office large square footage, etc.). Can you provide a detailed count of the different types of ceiling sensors and a picture of both sides of each sensor type so we can determine the approximate sf coverage area of the sensor type by examining the sensor's form factor.</p>			
<b>RESPONSE TO CLARIFICATION:</b>			
<p>Please refer to Attachment A section 3.a. Work Tasks Pre-installation</p> <p>a.i Conduct a site walk to verify sensor locations, counts and conditions.</p> <p>c.ii. Adjust sensor placement as needed to meet recommended patterns and ensure proper operation.</p> <p><b>RSCCD 02-06-2026</b></p>			

Attach additional numbered sheets as necessary; however, only one (1) request shall be contained on each submitted form.

END OF DOCUMENT

Rancho Santiago Community College District  
 BID #1486 Lighting Sensor Replacement Project at District Operations Center

**PRE-BID CLARIFICATION FORM**

*(Email this completed form to FacilitiesBid@rsccd.edu. See Instructions to Bidders.)*

PROJECT NAME:	Lighting Sensor Replacement Project at District Operations Center		
PROJECT NUMBER:		BID NUMBER:	1486
<b>EMAIL TO: facilitiesbid@rsccd.edu</b>			
DATE:	1/28/26		
FROM:	Polar Electrical Company	EMAIL:	polarelectricusa@gmail.com
SPEC SECTION:		DRAWING NUMBER:	
<b>REQUESTED CLARIFICATION:</b>			
<p>What would be the working hours?</p>			
<b>RESPONSE TO CLARIFICATION:</b>			
<p>26.2 Generally, construction work on the Project shall be accomplished on a regularly scheduled eight (8) hour per day work shift basis, Monday through Friday, between the hours of 7:00 a.m. and 5:00 p.m. (“Regular Working Hours”), however nothing herein shall prevent Contractor from working weekends and after class hours in order to reach the Substantial Completion Date or the Final Completion Date.</p> <p><b>RSCCD 02-06-2026</b></p>			

Attach additional numbered sheets as necessary; however, only one (1) request shall be contained on each submitted form.

END OF DOCUMENT

**PRE-BID CLARIFICATION FORM**

*(Email this completed form to FacilitiesBid@rsccd.edu. See Instructions to Bidders.)*

PROJECT NAME:	Lighting Sensor Replacement Project at District Operations Center		
PROJECT NUMBER:		BID NUMBER:	1486
<b>EMAIL TO: facilitiesbid@rsccd.edu</b>			
DATE:	1/28/26		
FROM:	Polar Electrical Company	EMAIL:	polarelectricusa@gmail.com
SPEC SECTION:		DRAWING NUMBER:	
<b>REQUESTED CLARIFICATION:</b>			
<p>If the sensors are replaced and the lights aren't functional due to faulty power packs are we to replace the power packs as well?</p>			
<b>RESPONSE TO CLARIFICATION:</b>			
<p style="text-align: center;"><b>As outlined in Addendum 2.1, All powerpacks must be replaced.</b></p> <p style="text-align: center;"><b>RSCCD 02-06-2026</b></p>			

Attach additional numbered sheets as necessary; however, only one (1) request shall be contained on each submitted form.

END OF DOCUMENT

**PRE-BID CLARIFICATION FORM**

*(Email this completed form to FacilitiesBid@rsccd.edu. See Instructions to Bidders.)*

PROJECT NAME:	Lighting Sensor Replacement Project at District Operations Center		
PROJECT NUMBER:		BID NUMBER:	1486
<b>EMAIL TO: facilitiesbid@rsccd.edu</b>			
DATE:	1/28/26		
FROM:	Polar Electrical Company	EMAIL:	polarelectricusa@gmail.com
SPEC SECTION:		DRAWING NUMBER:	
<b>REQUESTED CLARIFICATION:</b>			
Will the job sign in sheet be posted on the website?			
<b>RESPONSE TO CLARIFICATION:</b>			
<p>Yes, the job walk sign-in sheet is currently posted on the website.</p> <p>RSCCD 02-06-2026</p>			

Attach additional numbered sheets as necessary; however, only one (1) request shall be contained on each submitted form.

END OF DOCUMENT

**PRE-BID CLARIFICATION FORM***(Email this completed form to FacilitiesBid@rsccd.edu. See Instructions to Bidders.)*

PROJECT NAME:	Lighting Sensor Replacement Project at District Operations Center		
PROJECT NUMBER:		BID NUMBER:	1486
EMAIL TO: facilitiesbid@rsccd.edu			
DATE:	1-29-26		
FROM:	Robert Kaiser Somerset Electrical	EMAIL:	somersetelectric@msn.com
SPEC SECTION:	26 09 23 lighting control devices	DRAWING NUMBER:	1
REQUESTED CLARIFICATION:			
<p>1.02 RELATED REQUIREMENTS</p> <ol style="list-style-type: none"> <li>1. Includes finish requirements for wall controls specified in this section.</li> <li>2. Includes accessory receptacles, switches, dimmers and wall plates, to match lighting controls specified in this section.</li> <li>3. Includes companion switches/dimmers for providing multi-location capability to wall controls specified in this section.</li> </ol> <p>#3 please provide a device count for existing companion switches and model #s if present.</p> <p>Please provide a set of plans for this project</p>			
RESPONSE TO CLARIFICATION:			
<p>Please see in Scope of Work 3.a.i Conduct a site walk to verify sensor locations, counts and conditions. Complete floor plans of District Operations Center are available in AD2.5.</p> <p><b>RSCCD 02-06-2026</b></p>			

Attach additional numbered sheets as necessary; however, only one (1) request shall be contained on each submitted form.

END OF DOCUMENT

Rancho Santiago Community College District  
 BID #1486 Lighting Sensor Replacement Project at District Operations Center

**PRE-BID CLARIFICATION FORM***(Email this completed form to FacilitiesBid@rsccd.edu. See Instructions to Bidders.)*

PROJECT NAME:	Lighting Sensor Replacement Project at District Operations Center		
PROJECT NUMBER:		BID NUMBER:	1486
<b>EMAIL TO: facilitiesbid@rsccd.edu</b>			
DATE:	1-29-26		
FROM:	Robert Kaiser Somerset Electrical	EMAIL:	somersetelectric@msn.com
SPEC SECTION:	2.04 wired occupancy sensors	DRAWING NUMBER:	26 09 23 4
REQUESTED CLARIFICATION:			
<p>A.</p> <p>#7. quantity of wall mounted devices requiring swivel- mount base</p>			
RESPONSE TO CLARIFICATION:			
<p style="text-align: center;"><b>There are currently no wall mounted devices that require a swivel-mount base.</b></p> <p style="text-align: center;"><b>RSCCD 02-06-2026</b></p>			

Attach additional numbered sheets as necessary; however, only one (1) request shall be contained on each submitted form.

END OF DOCUMENT

Rancho Santiago Community College District  
 BID #1486 Lighting Sensor Replacement Project at District Operations Center

**PRE-BID CLARIFICATION FORM**

*(Email this completed form to FacilitiesBid@rscsd.edu. See Instructions to Bidders.)*

PROJECT NAME:	Lighting Sensor Replacement Project at District Operations Center		
PROJECT NUMBER:		BID NUMBER:	1486
EMAIL TO: facilitiesbid@rscsd.edu			
DATE:	1-29-26		
FROM:	Robert Kaiser Somerset Electrical	EMAIL:	somersetelectric@msn.com
SPEC SECTION:	2.04 B wired occupancy sensors	DRAWING NUMBER:	26 09 23 3 and 4
REQUESTED CLARIFICATION:			
<p><b>4. a. and b.</b></p> <p>B. Wired Dual Technology Sensors:  1. Passive Infrared Sensing: Utilize multiple segmented lens, with internal grooves to eliminate dust and residue build-up.  2. Ultrasonic Sensing: Utilize an operating frequency of 40 kHz, crystal-controlled to operate within plus/minus 0.005 percent tolerance.  3. Ceiling-Mounted Sensors: Provide customizable mask to block off unwanted viewing areas.  4. Product(s). (CONTRACTOR TO REVIEW COUNT/LIST TO ORDER THE CORRECT SENSOR TYPE)  a. Type B-1 - Ceiling-Mounted Dual Technology Sensor, 1000 square feet (93 sq m); &lt;&lt; Watt Stopper Model DT-305: Coverage of 1000 square feet (93 sq m) with ceiling height of 8 to 12 feet (2.4 to 3.7 m); 180 degree field of view. Order appropriate number of power packs.  26 0923 – LIGHTING CONTROL DEVICES  260923-4  b. Type B-2 - Corner-Mounted Dual Technology Sensor, 2000 square feet (185 sq m); &lt;&lt; Watt Stopper Model DT-200: Coverage of 1000 square feet (93 sq m) with mounting height of 10 feet (3 m); 90 degree field of view. Order appropriate number of power packs.</p> <p>Does the scope of work include replacing power packs?</p>			
RESPONSE TO CLARIFICATION:			
<p><b>Yes. Please see the division 1's and Addendum #2.</b></p> <p><b>RSCCD 02-06-2026</b></p>			

Attach additional numbered sheets as necessary; however, only one (1) request shall be contained on each submitted form.

END OF DOCUMENT

Rancho Santiago Community College District  
BID #1486 Lighting Sensor Replacement Project at District Operations Center

**PRE-BID CLARIFICATION FORM***(Email this completed form to FacilitiesBid@rsccd.edu. See Instructions to Bidders.)*

PROJECT NAME:	Lighting Sensor Replacement Project at District Operations Center		
PROJECT NUMBER:		BID NUMBER:	1486
EMAIL TO: facilitiesbid@rsccd.edu			
DATE:	1-29-26		
FROM:	Robert Kaiser Somerset Electrical	EMAIL:	somersetelectric@msn.com
SPEC SECTION:	All Specifications General	DRAWING NUMBER:	26 023 Specifications
REQUESTED CLARIFICATION:			
<p>Do any of the existing ceiling boxes have j-boxes or ceiling back boxes?</p> <p>Please provide exact quantities of Type A-1, B-1 and B-2 devises</p> <p>Please provide plan sheets of the existing lighting if possible</p>			
RESPONSE TO CLARIFICATION:			
<p>Please see attachment A on SCRRD website.</p> <p>3. Work Tasks</p> <p>a. Pre-Installation</p> <p>i. Conduct a site walk to verify sensor locations, counts and conditions</p> <p>Plan sheets for existing lighting are not available.</p> <p>RSCCD 02-06-2026</p>			

Attach additional numbered sheets as necessary; however, only one (1) request shall be contained on each submitted form.

END OF DOCUMENT

Rancho Santiago Community College District  
 BID #1486 Lighting Sensor Replacement Project at District Operations Center

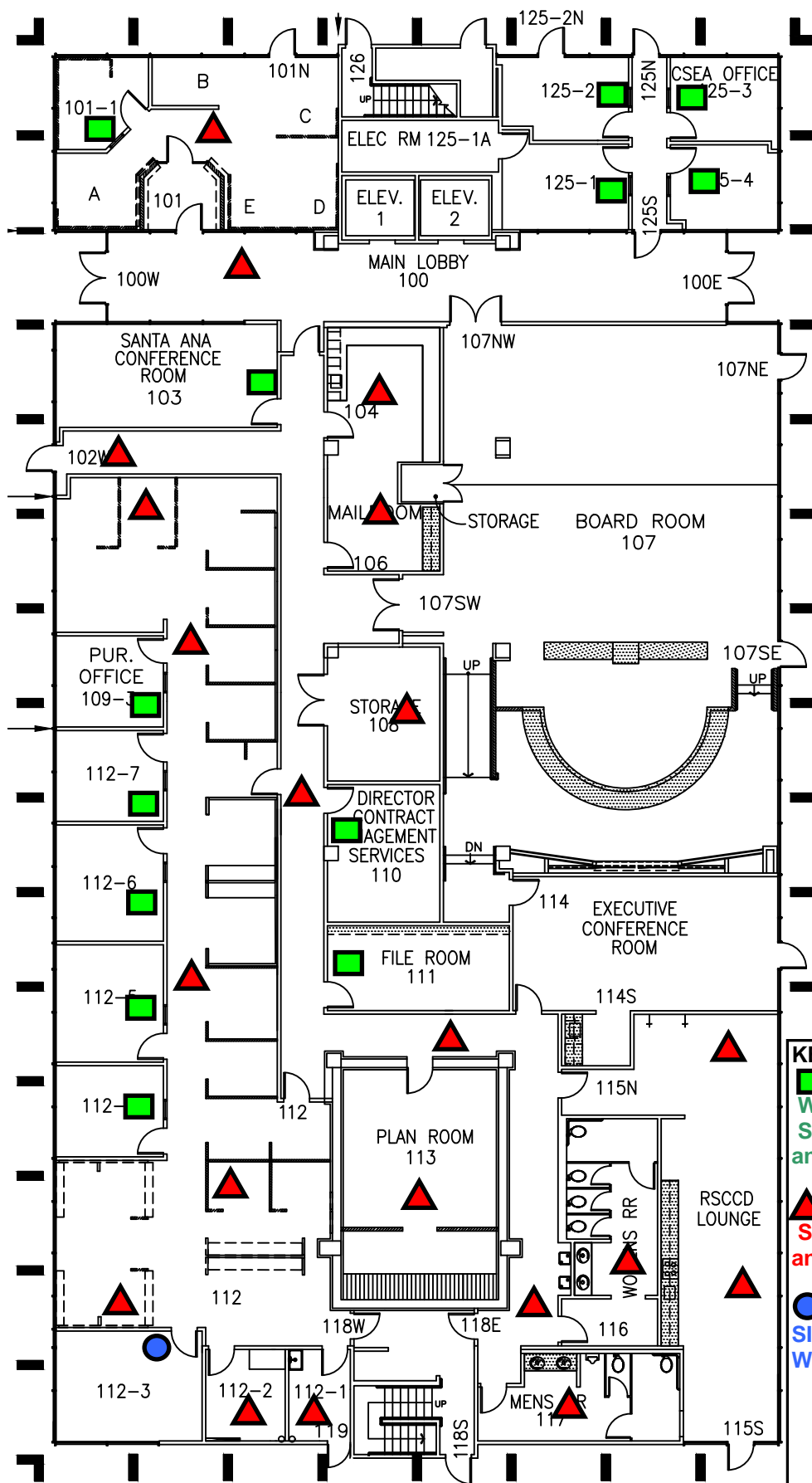
**PRE-BID CLARIFICATION FORM**

*(Email this completed form to FacilitiesBid@rsccd.edu. See Instructions to Bidders.)*

PROJECT NAME:	Lighting Sensor Replacement Project at District Operations Center		
PROJECT NUMBER:		BID NUMBER:	1486
<b>EMAIL TO: facilitiesbid@rsccd.edu</b>			
DATE:	2/2/26		
FROM:	AMTEK CONSTRUCTION	EMAIL:	Alan@amtekconstruction.com
SPEC SECTION:	Article 6	DRAWING NUMBER:	
<b>REQUESTED CLARIFICATION:</b>			
Will a Bid Bond be required?			
<b>RESPONSE TO CLARIFICATION:</b>			
<p style="text-align: center;">Yes. Bid, payment and performance bonds are required.</p> <p style="text-align: center;">RSCCD 02-06-2026</p>			

Attach additional numbered sheets as necessary; however, only one (1) request shall be contained on each submitted form.

END OF DOCUMENT



Total replacement fixtures

- 68
- ▲ 76
- 15

- 13
- ▲ 21
- 1

**KEY LEGEND**

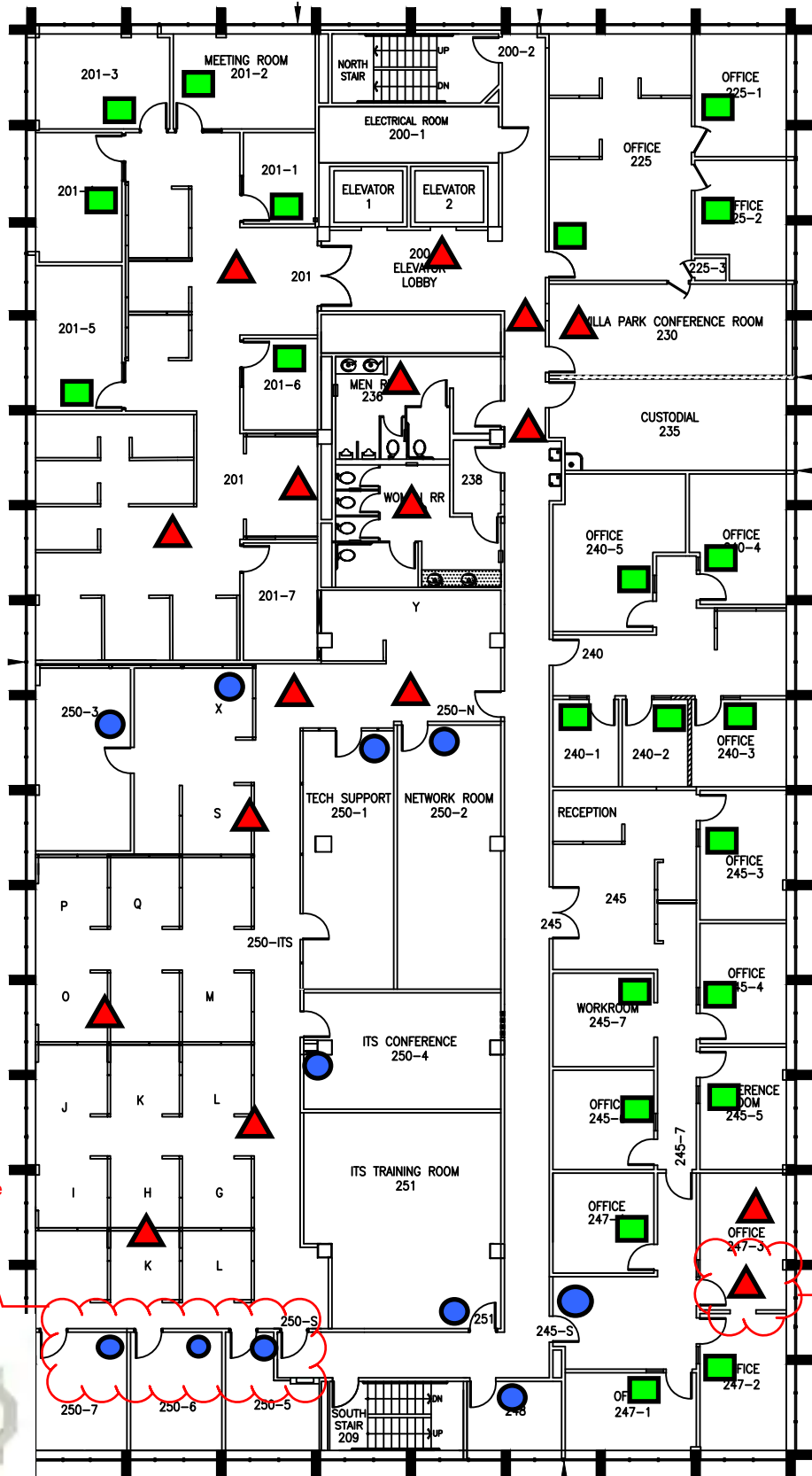
- EXISTING WALL/SWITCH SENSOR (to be removed and replaced with new)
- ▲ EXISTING CEILING SENSOR (to be removed and replaced with new)
- REPLACE EXISTING SINGLE WALL SWITCH WITH NEW WALL SENSOR.




REVISIONS

REV	DESCRIPTION	DATE	APPROVED
1	ADD ZONES 22 & 23	6/1/01	TRG
2	UPDATE FLOORS 1-4	9/30/25	

RANCHO SANTIAGO  
COMMUNITY COLLEGE DISTRICT  
DISTRICT OFFICE  
1st FLOOR PLAN

DATE 9/30/25	SCALE NONE	DWG NO. RSCCD-1	SHEET 1 of 4
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-  22
-  17-1
-  11

When 2 switches, replace with one MS and single switch cover.

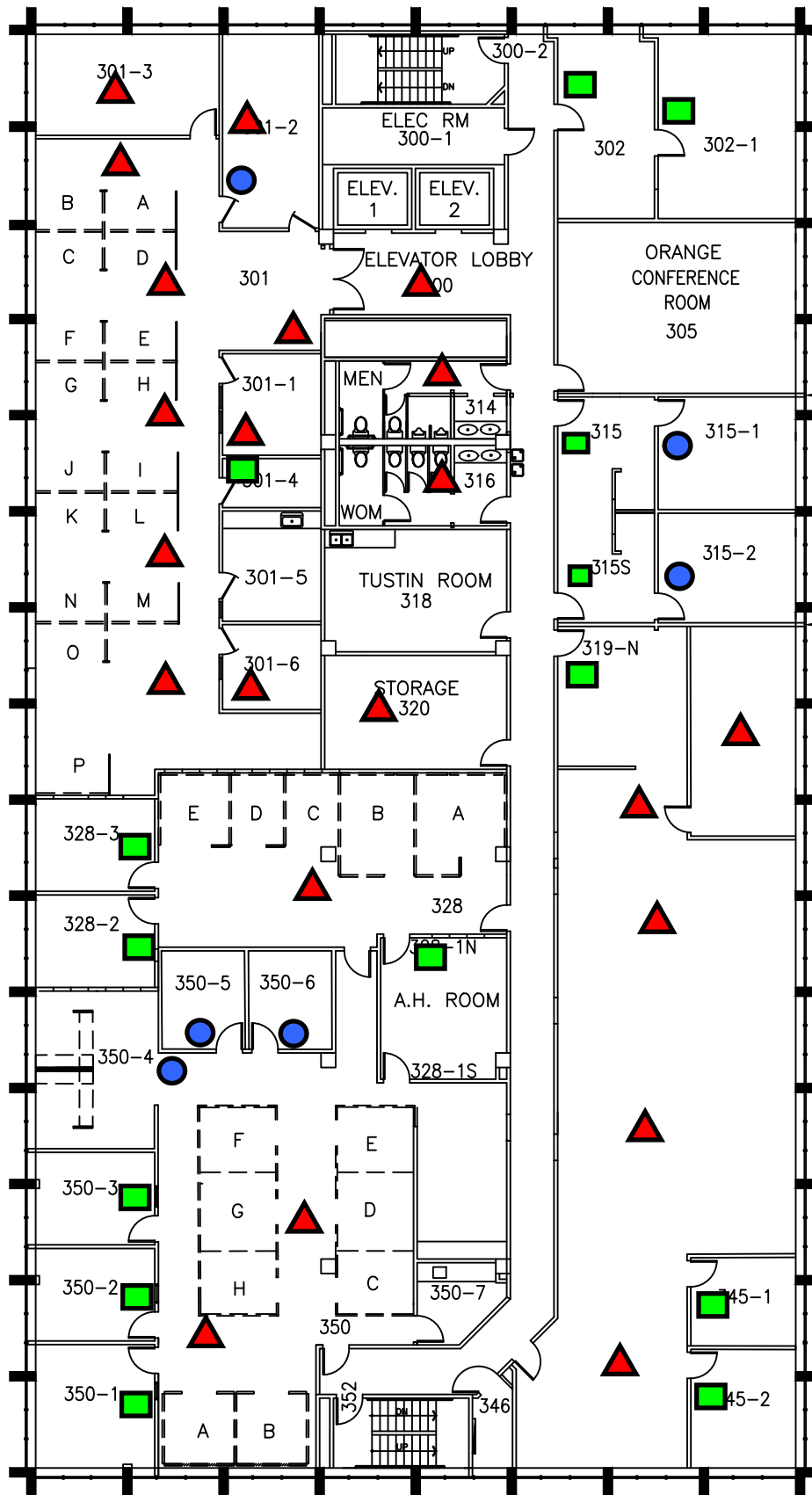
Remove 2nd ceiling mount MT.

REVISIONS

REV	DESCRIPTION	DATE	APPROVED
1	ADD NEW ZONE 24, SHOW RA SENSORS	5/29/01	
2	NEW FLOOR PLAN- ADD 201, 245, 250	2/28/05	
3	UPDATE FLOORS 1-4	9/30/25	

RANCHO SANTIAGO  
COMMUNITY COLLEGE DISTRICT  
DISTRICT OFFICE  
2nd FLOOR PLAN

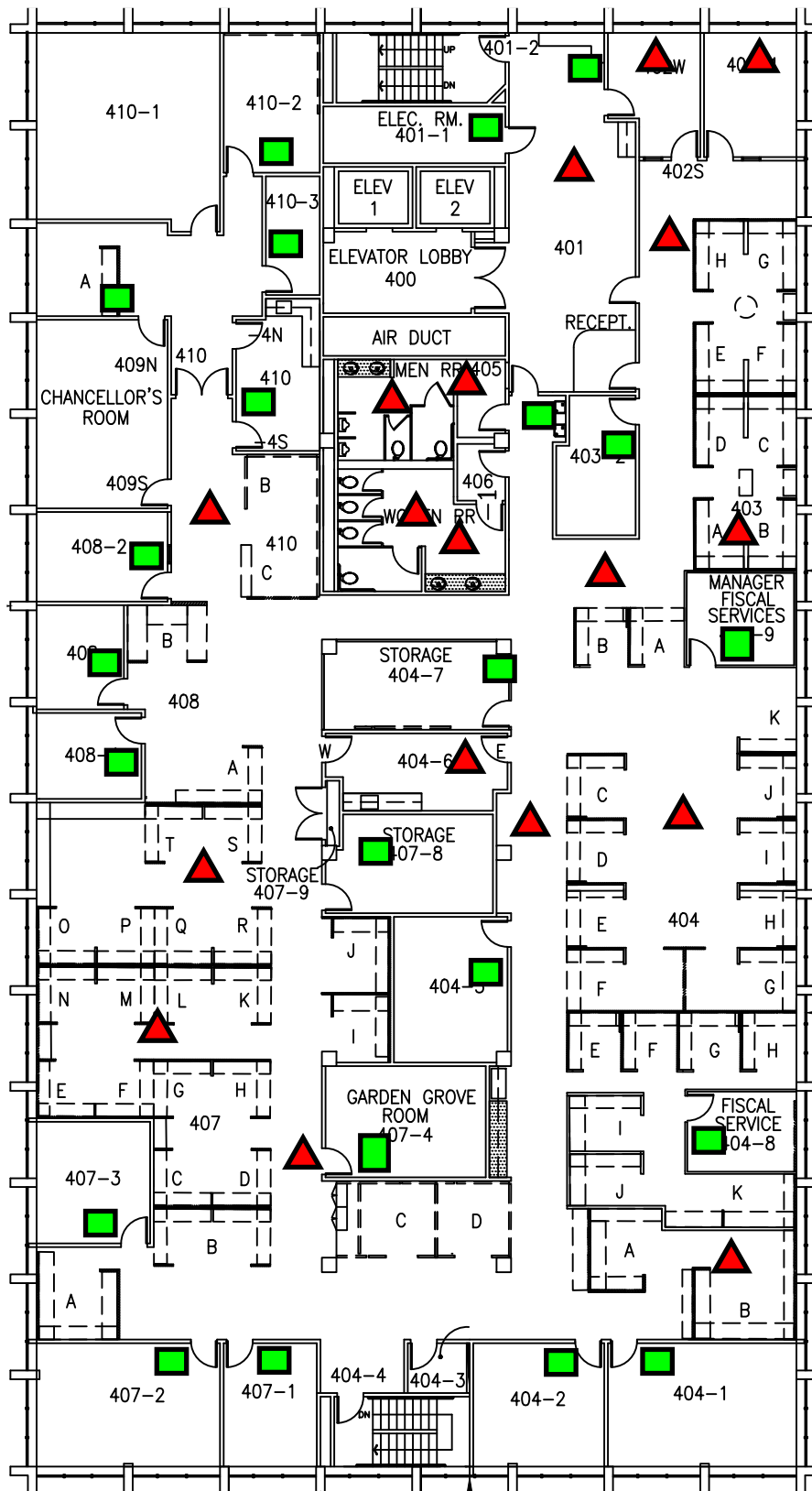
DATE 9/30/25	SCALE N.T.S.	DWG NO. RSCCD-2	SHEET 2 of 4
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- 14
- ▲ 22
- 6

REVISIONS			
REV	DESCRIPTION	DATE	APPROVED
1	RENUMBER ZONES	6/1/01	TRG
2	ADD ZONE 27	8/3/01	TRG
3	ADD ROOM 302	4/19/04	TRG
4	UPDATE FLOORS 1-4	9/30/25	

<b>RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT</b>			
<b>DISTRICT OFFICE 3rd FLOOR PLAN</b>			
DATE	SCALE	DWG NO.	SHEET
9/30/25	NONE	RSCCD-3	3 of 4



REVISIONS			
REV	DESCRIPTION	DATE	APPROVED
1	UPDATE FLOORS 1-4	9/30/25	

**RANCHO SANTIAGO  
COMMUNITY COLLEGE DISTRICT  
DISTRICT OFFICE  
4th FLOOR PLAN**

DATE 9/30/25	SCALE NONE	DWG NO. RSCCD-4	SHEET 4 of 4
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