



ANGELO STATE UNIVERSITY

MEMBER, TEXAS TECH UNIVERSITY SYSTEM

## Facilities Planning and Construction

### **REQUEST FOR COMPETITIVE SEALED PROPOSALS**

#### **CONSTRUCTION SERVICES FOR**

Academic 004 Lecture Hall Renovation  
FP&C Project Number: 25-022  
San Angelo, Texas

**DEADLINE FOR SUBMISSION OF PROPOSALS**  
**2:00 PM, Monday, December 1, 2025**

Facilities Planning and Construction  
ASU Station 10924  
San Angelo, Texas 76909-10924  
(325) 942-2380

The Texas Tech University System is an Equal Opportunity Employer and encourages all Historically Underutilized Businesses to participate.

Academic 004 Lecture Hall Renovation

**FP&C #: 25-022**

**Angelo State University**

**Member, Texas Tech University System**

**Facilities Planning & Construction**

**Design Professional:**

Andrea Gamez

PBK Architects, Inc.

601 Northwest Loop 410, #400

San Antonio, TX, 78216

**Project Manager**

Samuel Guevara

Project Manager: Facilities Planning and Construction

Facilities Services

Angelo State University

Member, Texas Tech University System

ASU Station 10924

San Angelo, Texas 76909-10924

Phone: (325) 942-2355

Email: Samuel.Guevara@angelo.edu

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## DIVISION 00

## PROPOSAL AND CONTRACT REQUIREMENTS

**00010 Notice to Proposers**

(3 pages total)

**I. REQUEST FOR PROPOSALS FOR COMPETITIVE SEALED PROPOSALS**

Angelo State University, Member, Texas Tech University System (Owner or ASU) seeks proposals for Construction Services to manage the construction of the project described below. The successful firm will contract directly with ASU and will work cooperatively with ASU, its Owners' Representative, and the Design Professionals to successfully complete the full scope of the Project within the project budget and on schedule.

This Request for Competitive Sealed Proposals (RFCSP) provides information on the Project, the Minimum Scope of Construction Services required, and information to aid in preparing proposals in response to this RFCSP.

ASU will evaluate all Pre-response inquiries, determine whether an Addendum is required, and issue an appropriate response. All questions and responses, and additional information will be included in an Addendum which will be provided to all firms that have received this RFCSP.

Facilities Planning and Construction is not responsible for the accuracy or comprehensiveness of information provided by other ASU officials or other agencies. Firms should not rely on information obtained from sources other than the Project Manager listed below.

**ASU also reserves the right to waive any or all formalities and to reject any or all responses if it determines it is in its best interests to do so.**

**The construction project is funded and ASU is committed to completing it in a timely manner.**

**II. PROJECT INFORMATION:**

Owner: Angelo State University

Project Name: **Academic 004 Lecture Hall Renovation**

Construction Budget: \$500,000

Project Scope: Renovation of an existing lecture hall (1,500 sf) to modernize its appearance and to ensure ADA-compliant access. This renovation will include but is not limited to, new ceilings, new lighting, new wall and floor finishes, and new seating and furniture. There will also be an update on the HVAC ductwork along with the installation of geo foam to raise the finish elevation of the speaker floor level.

Project Manager: **Samuel Guevara**

**III. RFCSP RESPONSE SUMMARY:**

Proposals are due: 2:00 PM, Monday, December 1, 2025 . Any proposals received after the closing time will be returned unopened. Any proposal without a signed Attachment A, will be disqualified as non-responsive.

Proposal Submittal: Submit Proposals, one (1) Bound Original Copy, one (1) Electronic Copy on USB drive, to:

Cody Guins  
Executive Director of Facilities Services  
Angelo State University  
Member, Texas Tech University System

Overnight Mail: Facilities Planning & Construction  
1635 Vanderventer  
San Angelo, TX 76903

United States Postal Service: Facilities Planning & Construction  
ASU Station #10924  
San Angelo, TX 76909

#### **IV. TENTATIVE SCHEDULE:**

RFCSP Solicitation	November 5, 2025
Written Inquiries must be received by	5:00 PM CST, Friday, November 14, 2025
Pre-Response Meeting	2:00 PM CST, Thursday, November 13, 2025
Proposals Due	2:00 PM, Monday, December 1, 2025
HSP Due	5:00 PM CST, Tuesday, December 2, 2025
Project Award	December 3, 2025
Project Start	December 15, 2025
Project Completion	March 30, 2026

#### **V. REQUIRED PROPOSAL SUBMITTAL CONTENTS:**

1. Signed Attachment A – PROPOSAL FORM AND EXECUTION OF OFFER (4 Pgs.)
2. Completed Proposal Questionnaire identified in SECTION 00101 – PROPOSAL QUESTIONNAIRE
3. Provide a notarized letter of commitment from a certified Bonding Agent in accordance with the contract amounts identified in SECTION 00050, ARTICLE 8, PART F., SECURITY FOR FAITHFUL PAYMENT.
4. Proposals exceeding \$25,000.00, a five percent (5%) Proposal / Bid Bond, Certified Check or Cashier's Check payable to ASU
5. HUB SUBCONTRACTING PLAN (submitted at prescribed time mentioned above)

**END OF SECTION**

**00050 Information to Proposers**

(13 pages total)

**I. SUMMARY INFORMATION:**

Proposers shall submit their Proposals and all documentation required by this Competitive Sealed Proposals in one complete package, unless otherwise noted. Failure to include any part of the requested information or documentation may result in the disqualification of the Proposal.

One bound copy of the proposal shall be submitted prior to the date and time that the

One electronic copy of the proposal, on properly formatted USB Drive, shall be submitted prior to the date and time that the Proposals are due.

One bound copy of the HUB Subcontracting Plan, shall be submitted prior to the date and time that the HUB Subcontracting Plan is due.

After receiving and qualifying submitted Proposals, ASU will evaluate and rank each qualified Proposal in relation to the published selection criteria. ASU will select the Proposal that offers the best value for ASU based upon the published selection criteria and ranking evaluation.

Following successful negotiations with ASU, the Proposer will be expected to sign a Construction Services Agreement with the contract value being the final amount agreed upon in the negotiations with ASU.

A five percent (5%) Proposal / Bid Bond, Certified Check or Cashier's Check must accompany each Proposal that exceeds \$25,000. A Proposal/Bid Bond and Power of Attorney or a Certified Check or a Cashiers' Check payable to ASU in the amount of not less than five percent (5%) of the maximum possible sum of the Base Proposal and the Alternates (Proposer-furnished form).

Contracts over \$25,000 require Payment Bonds. The Proposer shall provide for a Payment Bond and the associated cost of the bond shall be identified in the Proposal document.

Contracts over \$100,000 require Performance Bonds. The Proposer shall provide for a Performance Bond and the associated cost of the bond shall be identified in the Proposal document.

Proposals received after the closing time for whatever reason, will be returned unopened.

Proposals will be publicly opened and the Proposer names and monetary amounts will be read aloud.

No Proposer may withdraw its Proposal within sixty (60) calendar days after the actual date of opening.

State law requires ASU to make a good faith effort to assist Historically Underutilized Businesses. All Proposals require the submission of a HUB SUBCONTRACTING PLAN at the prescribed time. Any Proposal received without a properly prepared and submitted HUB SUBCONTRACTING PLAN, at the prescribed time, will be rejected as a material failure to comply with the requirements of the RFCSP.

ASU reserves the right to accept or reject any or all Proposals, and to waive any and all formalities.

ASU is an Equal Opportunity Employer.

All inquiries regarding this Request for Competitive Sealed Proposals must be in writing and directed to the Project Manager below. Questions directed to other agencies or ASU Officials will not receive consideration or a response.

**Samuel Guevara**

Facilities Planning and Construction

Angelo State University

Member, Texas Tech University System

ASU Station #10924

San Angelo, TX 76909

Phone: 325.942.2380

Email: Samuel.Guevara@angelo.edu



**II. PRE-RESPONSE MEETING INFORMATION:**

A pre-proposal meeting will be conducted 2:00 PM CST, Thursday, November 13, , Facilities Planning and Construction Conference Room 120A, 1635 Vanderventer, San Angelo, TX 76909.

The Pre-Response Meeting will recapture the RFCSP requirements and information, outline project requirements. Following the meeting FPC will briefly conduct a site visit if necessary.

**III. COMPETITIVE SEALED PROPOSALS PREPARATION:**

The Proposal shall be based on conditions at the project site, the project Drawings and Specifications and any addenda issued.

The Proposal shall be authoritatively executed in permanent ink on the Proposal form furnished in the Proposal request documents, or an exact duplication thereof, on white 8 ½" x 11" paper.

If the Proposal Form does not provide sufficient space to adequately respond to a question, the Proposer should attach additional 8 ½" X 11" white paper sheets as required, referencing the page and question numbers to which the response pertains.

A Proposal showing omissions, alterations, conditions, or carrying riders or other qualifiers, which modify the Proposal form, may be disqualified at ASU's discretion.

Each printed copy of the Proposal must be bound separately. Tabbed dividers should separate the various sections of the Proposal data. The tabs must identify the sections by name rather than simply a number or letter of the alphabet.

**IV. SUBMISSION OF PROPOSAL:**

Each Proposal must be submitted on the prescribed form. All blank spaces for Proposal prices must be completed, in ink or typewritten, in words and figures and all EXHIBITS,

ATTACHMENTS, or APPENDICIES must be completed and attached. In cases of conflicts between the amount in words and figures, the amount in words takes precedence.

Each Proposal must be submitted in a sealed envelope bearing on the outside the name of the Proposer, the Proposer's address and the name of the project for which the Proposal is submitted.

Each Proposal form must be signed by the person authorized to sign and submit a Proposal. FAILURE TO DO SO WILL RESULT IN THE DISQUALIFICATION OF THE PROPOSAL.

Each Proposal that exceeds \$25,000 shall be accompanied by a five percent (5%) Proposal Security; a Certified Check, a Cashier's Check, or a Proposal / Bid Bond and a Power of Attorney with a notarized letter of acceptance from a Certified Bonding Agent for Payment and Performance Bonds. FAILURE TO DO SO WILL RESULT IN THE DISQUALIFICATION OF THE PROPOSAL.

If the Proposer chooses to answer "No Response" (N/R) to a question on the Proposal, an explanation of this action is required. Failure to do so may be viewed by ASU as non-responsive and may subject the entire Proposal to disqualification.

Each Proposer may submit only one Proposal. If two or more Proposals are submitted, either in one envelope or in separate envelopes, such multiple Proposals may be subject to disqualification.

The Proposer may modify a Proposal by means of e-mail communication using company letterhead and executed by a company officer provided such communication is received by the presiding official at the location of the Proposal opening prior to the advertised time set for the receipt of Proposals in the published Proposal request documents. The communication must not reveal the Proposal price but should identify the addition or subtraction or other modification(s) so that the final prices will not be known until the sealed Proposal is opened. If original written confirmation is not received within two (2) working days after the date of the Proposal opening, the Proposal modification will be ignored and the total Proposal may be disqualified.

Proposers submitting a modification to their proposal shall call the FPC Director to provide notification of an incoming modification.

ASU is not responsible for delays in transmission or delivery, fax machine overload or any machine malfunctions that may cause the modification to be received after advertised time for receipt of Proposals.

A Proposer will not receive compensation for or reimbursement of expenses incurred due to preparations of a Competitive Sealed Proposal submission.

## **V. RECEIPT AND OPENING OF PROPOSALS:**

Proposals will be publicly opened. All Proposer's will be revealed and their monetary Proposals will be read aloud. Any Proposals received after the closing time will be rejected and returned unopened.

ASU may consider informal any Proposal not prepared and submitted in accordance with the provisions herein. ASU may waive any or all formalities and accept or reject any or all Proposals.

Any Proposal may be withdrawn prior to the above scheduled time for the opening of Proposal or authorized postponement thereof. No Proposer may withdraw a Proposal within 60 calendar days after the actual date of the opening thereof.

Mailed Proposals may be sent to:

Cody Guins  
Facilities Planning and Construction  
Angelo State University  
Member, Texas Tech University System

Overnight Mail:                      Facilities Planning & Construction  
   1635 Vanderventer  
   San Angelo, TX 76903

United States Postal Service:      Facilities Planning & Construction

ASU Station #10924

San Angelo, TX 76909

**PLEASE MARK THE OUTSIDE OF PROPOSAL BOX WITH PROJECT NUMBER AND NAME OF PROJECT.**

ASU will evaluate and rank each Proposal in relation to the published selection criteria within 30 days after the opening of the Proposals.

**VI. OWNERSHIP OF PROPOSALS AND PUBLIC INFORMATION:**

Submitted Proposals, documentation and supporting materials shall become the property of ASU.

ASU considers all Proposal information, documentation and supporting materials submitted in response to this Proposal request to be non-confidential and/or non-proprietary in nature, and therefore, shall be subject to the public disclosure under the Texas Public Information Act (Texas Government Code, Sec. 552.001, et seq.) after the award of the contract.

The Proposer must identify and designate those portions of their technical Proposal that contain trade secrets or other proprietary data. If the Proposal includes such data, the Proposer shall:

Include the following phrase on the cover sheet of the Technical Proposal:

*"This Proposal includes data that shall not be disclosed outside The Texas Tech University System and the Design Professional's design team and shall not be duplicated, used or disclosed in whole or in part for any purpose other than to evaluate this Proposal."*

Include the following phrase on the specific data sheet that the Proposer wishes to restrict with the following phrase:

*"Use or disclosure of this specifically marked data is subject to the restrictions regarding confidentiality cited on the cover sheet of this Proposal."*

**VII. MINIMUM REQUIRED CONSTRUCTION SERVICES:**

The Construction Firm will be responsible for all Construction Services including, but not limited to, the following:

**A. Project Leadership**

1. Utilize expertise to anticipate possible risks that may impact the project's time, quality, and budget.
2. Project coordination with all consultants involved in the project.
3. Coordination between Owner, Design Professionals, subcontractors, and construction management team.
4. Third Party Coordination to Utility companies, Physical Plant Services, Governmental groups, etc.

**B. Construction Services**

1. If required, provide full-time, on-site staff to plan, manage, and coordinate on-site construction activities (this includes the management of all self-performed and subcontractor work, and inspection of all work for compliance with the Construction Documents).
2. Provide support for ASU's on-site Project Manager and/or inspector, including separate office space, phone, access to a copier, internet access, and other support as may be required by ASU.
3. If required, prepare written progress reports indicating items such as issues identified, actions taken, and deadlines established.
4. Prepare a detailed CPM construction schedule; prepare a short-term activities plan, and a completion/occupancy schedule.
5. Coordinate construction access to the project and site.
6. Maintain and enforce jobsite security.
7. Coordinate material testing requirements.
8. Implement the Project quality assurance and maintain good quality control.
9. If required, prepare and maintain submittal logs, CM contingency logs, Owner contingency logs, buyout logs and allowance logs.
10. Review testing, inspection and commissioning reports. Resolve deficient work with subcontractor or self-performed work.

11. Monitor, evaluate and administer Change Requests and coordinate ASU and Design Professional approvals.
12. Institute and administer procedures for shop drawings, mockups, and sample submittals for processing. Review all shop drawings and submittals and take appropriate action prior to forwarding to the Design Professional.
13. Implement procedures to pay subcontractors and suppliers, including preparing a Schedule of Values and submission of Subcontractor's Sworn Statements and Waiver's of Lien, and submission of HUB Subcontracting Reports.
14. Assist in the procurement and installation of ASU-purchased equipment and furniture and facilitate ASU in moving in building occupants.

### **C. Post Construction Services**

1. Prepare punch lists, conduct final inspections, and facilitate ASU acceptance and move-in.
2. Provide final cleaning as required for each individual job order request.
3. Provide information to the Owner and the Design Professional for the development of Record Drawings.
4. Provide Post Construction follow-up for the duration of the longest warranty period by a contractor on the project. Review and submit warranty claims of all new systems and equipment.
5. Prepare Operation & Maintenance, Warranty manuals, and other required close-out documents, and deliver one (1) hardcopy and one (1) electronic copy to ODR at Substantial Completion.
6. Coordinate equipment start-up and training of ASU personnel on new systems and equipment. Ensure Design Professional and Owner's presence during equipment start-up.
7. Review and assist in analysis of all claims.
8. If required, provide one (1) electronic set of Contractor As-Built Drawings, completed Request for Information forms and one (1) electronic set of Submittals and Shop Drawings.
9. Work with any auditor that may be assigned to the project and provide all requested information in a timely manner.

10. Provide revised HSP based on final pricing.

## **VIII. OTHER RFCSP INFORMATION, TERMS AND CONDITIONS:**

### **A. SITE INVESTIGATION:**

It is the responsibility of each Proposer to examine the project site, existing improvements and adjacent property and be familiar with existing conditions before submission of a Proposal.

After investigating the project site and comparing the Contract Documents with the existing conditions, the Proposer should immediately notify ASU of any conditions for which requirements are not clear or about which there is any question regarding the extent of the work involved.

Should the successful Proposer fail to make the required investigations and should a question arise after award of the contract as to the extent of the work involved in any particular case, ASU will make the interpretation of the Contract Documents.

### **B. METHOD OF PROPOSAL:**

All work called for in the Proposal Documents shall be proposed under a fixed sum contract. The successful Proposer shall contract directly with ASU.

### **C. SEPARATION OF CHARGES FOR MATERIALS AND LABOR:**

With regard to the status of the Proposer under the Texas Tax Code as a reseller to ASU of materials to be incorporated into the Work, the contract price shall include the allocation for materials and labor.

### **D. QUALIFICATIONS OF PROPOSERS:**

ASU may make such investigations, as it deems necessary to determine the ability of the Proposers to perform all the work. The Proposers shall furnish to ASU all such information and data for this purpose as ASU may request. ASU reserves the right to reject any Proposal if the evidence submitted by, or the investigation of, the Proposer fails to satisfy ASU that the Proposer is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

E. PROPOSAL SECURITY (Proposal exceeding \$25,000):

Each Proposal must be accompanied by certified check of the Proposer, or a Proposal / Bid Bond in the amount of 5% of the Proposal. Bonds must be duly executed by the Proposer as principal and having as surety thereon a corporate surety or corporate sureties which are on the approved list of the United States Department of Treasury (*Federal Register Circular 570 - "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and Acceptable Reinsuring Companies", Sections 9304 through 9308 of Title 31 of the United States Code, Surety Companies Acceptable on Federal Bonds*). The Surety must also be duly authorized to do business in the State of Texas, acceptable to ASU, and submitted on forms approved by the Attorney General of Texas. Certified Check, Cashier's Check or Proposal Bond shall be made payable, without condition, to ASU.

F. SECURITY FOR FAITHFUL PAYMENT (Proposals exceeding \$25,000):

Payment or Performance Bonds are not required on contracts of \$25,000.00 or less unless otherwise stipulated in the Special Conditions.

Simultaneously with the delivery of the executed contract, the Proposer shall furnish surety bonds as security for faithful performance of this contract and for the payment of all persons performing labor on the project under this contract and furnishing materials in connection with this contract, as specified in the General Conditions included herein. Each bond shall be executed by a corporate surety or corporate sureties which are on the approved list of the United States Department of Treasury (*Federal Register Circular 570 - "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and Acceptable Reinsuring Companies", sections 9304 through 9308 of Title 31 of the United States Code, Surety Companies Acceptable on Federal Bonds*) and duly authorized to do business in the State of Texas, and those acceptable to ASU, and submitted on forms approved by the Attorney General of Texas.

The Proposer shall execute the following bonds to ASU: (1) Contracts over \$25,000 shall require Payment Bonds in the amount of the total Contract Price, (2) Contracts



over \$100,000 shall require Performance Bond in the amount of the total Contract Price.

**G. LIQUIDATED DAMAGES FOR FAILURE TO ENTER INTO CONTRACT:**

The successful Proposer, upon the Proposer's failure or refusal to execute and deliver the contract and bonds required within ten (10) days after the Proposer has received notice of acceptance of this Proposal shall forfeit to ASU, as liquidated damages for such failure or refusal, the Proposal Security, as described in this section, deposited with the Proposal.

**H. INSURANCE REQUIREMENTS:**

The Proposer shall provide for the insurance coverage as required in Article 5 of the Uniform General Conditions and Supplementary General Conditions.

The Successful Proposer shall not commence work under the Contract until it has obtained all the insurance required hereunder, with Angelo State University and The Texas Tech University System as a named insured and certificates of such insurance have been filed with and approved by ASU. Approval of the insurance by ASU shall not relieve or decrease the liability of the Proposer.

The Proposer shall be responsible for the deductible associated with all Builder's Risk claims.

**I. TIME OF COMPLETION AND LIQUIDATED DAMAGES:**

The time in The Agreement for the completion of the work is an essential element of The Agreement. It is mutually agreed that ASU will suffer financial damages in an amount not now possible to ascertain if this work is not completed on schedule, and in view of these facts, it is agreed that ASU will withhold from the successful Proposer, as liquidated damages and not as a penalty, the sum as designated in the Proposal for each calendar day that the work remains incomplete beyond the date specified for the completion of the work.

**J. HISTORICALLY UNDERUTILIZED BUSINESS (HUB):**

The State Purchasing and General Services Act requires state agencies to make a good faith effort to assist Historically Underutilized Businesses. All Proposers shall meet the requirements of The Texas Tech HUB SUBCONTRACTING PROGRAM in HUB Program of these documents.

All Proposers, including HUB Firms must submit a HUB SUBCONTRACTING PLAN as shown in HUB Program with their Proposal. Any Proposal received without a properly prepared HUB SUBCONTRACTING PLAN will be rejected as a material failure to comply with the requirements of the CSP.

**K. ADDENDA AND INTERPRETATIONS:**

No oral interpretations of the meaning of the contract documents will be made to any proposer.

Every request for such interpretation should be in writing addressed to the Project Manager as identified in the RFCSP and, to be given consideration, must be received by the prescribed due date as identified in the RFCSP. Any and all such interpretations and any supplemental instructions, which if issued, will be in the form of written Addenda.

All addenda so issued shall become part of the contract documents.

Each Proposer shall ascertain prior to submitting a Proposal that the Proposer has received all Addenda issued, and the Proposer shall acknowledge their receipt in the Proposal. Failure to acknowledge receipt of any or all addenda may result in the disqualification of the Proposal.

**L. ACCEPTANCE OF ALTERNATES:**

ASU has the right to accept Alternates in any order and/or combination, unless otherwise specifically provided in the Proposal Documents, and to determine the Proposal amount on the basis of the sum of the Base Proposal and Alternates accepted.

**M. OBLIGATION OF PROPOSERS:**

At the time of the opening of Proposals, each Proposer shall be presumed to have inspected the site and to have read and to be thoroughly familiar with the contract documents related to this portion of the work. The failure or omission of any Proposer to examine the site, any form, instrument or document shall in no way relieve the Proposer from any obligation in respect to its Proposal.

**N. ELIGIBILITY OF PROPOSERS:**

Under Section 231.006 Family Code, Vernon's Texas Civil Statutes, relating to child support, the Proposer certifies that the individual or business entity named in this Proposal is not ineligible to receive the specified payment and acknowledges that this contract may be terminated and payment may be withheld if this affirmation is inaccurate. Any Proposer submitting a Proposal must include in the Proposal the name and Social Security Number of each person with at least 25% of the business entity.

Governmental entities and any corporation, including a nonprofit corporation, that do not have a majority shareholder who is a natural person capable of being a child support obligor, are not subject to the Texas Family Code.

**O. PROPOSERS AFFIRMATION:**

NOTICE: Signing the Proposal with a false statement shall constitute a material breach of contract and shall void the submitted Proposal or any resulting contracts, and the Proposer shall be removed from all Proposal lists.

**P. NOTICE OF SPECIAL CONDITIONS:**

Attention is particularly called to those parts of the contract documents and specifications that deal with General Requirements, Special Conditions, Historically Underutilized Business (HUB) Participation, Insurance Requirements, and Conditions of Employment to be observed and minimum wage rates to be paid under the Contract.

**END OF SECTION**

**00065 Proposal Evaluations and Selection Criteria**

(3 pages total)

**I. EVALUATION AND CONTRACT AWARD PROCESS:**

Angelo State University will use the following procedures as authorized in Section 51.783 of the Texas Education Code to evaluate Competitive Sealed Proposals.

Proposals will be opened publicly to identify the names of the Proposers and their respective proposed contract amounts. Other contents of the Proposals will be afforded security sufficient to preclude disclosure of the contents prior to award or rejection action.

The Director of Facilities Planning and Construction (FP&C) will convene a Proposal Evaluation Committee (the Committee) for each construction project utilizing the Competitive Sealed Proposal method of procurement. The Committee will evaluate all submitted Proposals and rank order the Proposals in priority for negotiations.

As soon as possible following the public opening of Proposals, the Committee will meet to conduct a preliminary examination of each Proposal for compliance with the published requirements.

The Committee will conduct thorough discussions and evaluations of all Proposals and may select Proposers for formal interviews by the Committee. Proposers will be notified of the date, time and location of any interviews.

Within forty-five (45) days after publicly opening the Proposals, the Committee will produce a ranking of Proposers in the order of the best value to ASU.

ASU may make an award on the basis of the initially submitted Proposal, without discussion, clarification or modification. At its sole option, ASU may interview any or all Proposers and discuss cost, schedule, and/or all other elements of the Proposal. Other than the data read at the Proposal opening, ASU shall endeavor not to disclose any information derived from the Proposals submitted by competing firms in conducting such discussions.

If ASU determines that it is unable to reach a satisfactory agreement with the first ranked Proposer, ASU will terminate negotiations with that Proposer. ASU will then proceed with negotiations with each successive Proposer as they appear in the order of ranking until an agreement is reached, or until ASU has rejected all Proposals. After termination of discussions with any Proposer, ASU will not resume discussions with that Proposer.

Immediately following ASU 's award of a contract or rejection of all Proposals, the Proposers will be notified via U.S. mail and/or email message.

ASU reserves the right to accept or reject any or all alternates or to accept any combination of alternates considered advantageous to ASU.

The award or rejection action regarding this Proposal is at the sole discretion of ASU and ASU makes no warranty regarding this Proposal that a contract will be awarded to any Proposer.

ASU agrees that if the Contract is awarded, it will be awarded to the Proposer offering the best value to ASU, based upon the published selection criteria and upon its ranking evaluation. ASU is not bound to accept the lowest priced Proposal if that Proposal is judged not to be the best value for ASU, as determined by ASU.

With few exceptions, an individual is entitled on request to be informed about the information that a state governmental body collects about the individual. The individual is entitled to receive and review the information; the individual is entitled to have a state governmental body correct information about the individual that is incorrect.

#### PROCUREMENT PROCESS

This CSP complies with all state rules and Angelo State University Policies. Address any questions and/or concerns about the process or awards made from it to:

Cody Guins  
Executive Director of Facilities Services  
Angelo State University  
Member, Texas Tech University System  
Phone: 325.942.2380

## II. RFCSP EVALUATION CRITERIA

Under section 51.9335 of the Texas Education Code in determining what is the best value to an institution of higher education, ASU shall consider the purchase price, the reputation of the proposer and of the proposer's goods or services, the quality of the proposer's goods or services, the extent to which the goods or services meet ASU's needs, the proposer's past relationship with ASU, the impact on the ability of ASU to comply with laws and rules relating the procurement of goods and services, the total long-term cost to ASU of acquiring the proposer's goods or services, and any other relevant factor that a ASU would consider in selecting a vendor.

ASU will select the Proposer that offers the best value based on the published selection criteria, and best meets the needs for constructing high quality facilities, meeting or exceeding program requirements, on time and within budget.

The selection will be based on the information contained in response to the RFP, any reference checks conducted, personal knowledge of past performance and the information presented during any interviews conducted as part of the selection process.

Specifically, the Selection Committee will review and consider the following:

	Points Available
Proposed Cost	45
Firm and Project Team Qualifications	25
Commitment to Meet the Project Schedule	20
RFCSP Compliance and Quality	10
<b>TOTAL</b>	<b>100</b>

**END OF SECTION**

**00100 Form of Proposal**

(3 pages total)

Refer to Section – 00050, Information to Proposer, for instruction on preparing and submitting Competitive Sealed Proposals.

See Attachment A –Proposal Form

**BY SUBMITTING A PROPOSAL AND SIGNING THE PROPOSAL FORM THE SIGNING PARTY AGREES:**

- A. To enter into a contract with ASU utilizing the Construction Services Agreement (Attachment B–Sample Construction Service Agreement) within ten (10) days of notification of award.
- B. To make a good faith effort to assist Historically Underutilized Businesses to participate in this construction contract as subcontractors or suppliers as outlined in HUB Program – HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PARTICIPATION.
- C. And understands that the time in the Agreement between ASU and the Proposer for the completion of the work is an essential element of the Agreement. It is mutually agreed that ASU will suffer financial damages in an amount not now possible to ascertain if the work is not completed on schedule, and in view of these facts, it is agreed that ASU will withhold from the successful Proposer, as liquidated damages and not as a penalty the sum of money indicated in this Section per day for each calendar day that the work remains incomplete beyond the date specified as the completion date of the work.
- D. That for Proposals exceeding \$25,000.00, a five percent (5%) Proposal / Bid Bond, Certified Check or Cashier's Check payable to ASU, accompanying this Proposal is left in escrow with the Facilities Planning & Construction, ASU, and that its amount is the measure of liquidated damages which ASU will sustain by the failure of the undersigned to execute and deliver the above named Agreement and Bonds, and that if the undersigned defaults in executing the Agreement and/or in furnishing the Performance and Payment Bonds within ten (10) days of written notification of award

of the contract, then the check shall become the property of ASU, or the Proposal Bond shall become subject to forfeiture to ASU.

- E. That ASU shall have the right to accept or reject any or all Proposals, to reject a Proposal not accompanied by a required Proposal security or by other data required by the Proposal Documents, reject a Proposal that is in any way incomplete or irregular, and to waive any or all formalities.
- F. That this Proposal shall be valid and not withdrawn for a period of sixty (60) days from the opening date.
- G. That amounts shall be shown in both writing and figures. In case of discrepancy between the written amount and the figure, the written amount shall govern.
- H. And certifies that, under Section 231.006 Family Code, Vernon's Texas Civil Statutes, relating to child support, the individual or business entity named in this Proposal is not ineligible to receive the specified payment and acknowledges that the proposed contract may be terminated and payment may be withheld if this affirmation is inaccurate.
- I. Certifies the affirmations per Attachment A.
- J. That signing this Proposal with a false statement shall constitute a material breach of contract and shall void the submitted Proposal or any resulting contracts, and the Proposer shall be removed from all Proposal lists.
- K. That the Proposer has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted Proposal.
- L. That the Proposer has not received compensation for participation in the preparation of the specifications for this invitation for Proposal.
- M. That the Proposer is not currently delinquent in the payment of any franchise tax owed the State of Texas under Chapter 171 Tax Code.
- N. That neither the Proposer nor the firm, corporation, partnership, or institution represented by the Proposer, or anyone acting for such firm, corporation or institution has violated the antitrust laws of this state, codified in Section 15.01, et seq., Texas Business and Commerce Code, or the Federal Antitrust Laws, nor



communicated directly or indirectly the Proposal made to any competitor or any other person engaged in such line of business.

- O. That the Proposer has not received compensation for participation in the preparation of the specifications for this invitation for Proposal.
- P. That the Proposer, or sole proprietor, partner, majority shareholder, or substantial owner in the business entity, if a child support obligor, is not more than thirty (30) days behind in paying child support and therefore ineligible to submit a Proposal or enter into a contract with the State of Texas.

**END OF SECTION**

**00101 Proposal Questionnaire**

(1 pages total)

**I. FIRM EXPERIENCE:**

Provide a listing of similar projects, particularly projects at colleges and universities. Provide information on the scope of work, type of contract (hard bid, Competitive, Sealed Proposals, construction management, design/build, etc.) original contract amount, current/final contract amount, original contract completion date, and current/final completion date. Provide a client reference for each project with a current phone number and/or e-mail address.

**II. KEY PERSONNEL:**

Provide the names, qualifications, and relevant experience of key project personnel, including the project executive, project manager, project superintendent(s), and other on-site personnel. Identify their role in any on-going projects. Provide client references for each individual, including a current phone number and/or e-mail address.

**III. CURRENT WORKLOAD:**

Provide a complete listing of the firm's current construction projects, indicating project scope, cost, duration and the participation, if any, of the key personnel proposed for this project. Provide a current client reference for each project.

**IV. FINANCIAL SUFFICIENCY:**

Provide the firm's current bonding limit and amount of that limit currently encumbered. Provide other evidence of financial sufficiency as appropriate.

**V. CLAIMS AND LITIGATION:**

Provide the firm's record of claims and litigation over the past five years. Provide the firms' EMR for the past three years

**END OF SECTION**

**00900 RFCSP Attachments**

(1 pages total)

Attachment A –	Proposal Form .....	4 pages
Attachment B –	Sample Construction Service Agreement.....	5 pages
Attachment C –	2010 Uniform General Conditions and Supplementary General Conditions dated (TTUS edited 11/30/2022) .....	110 Pages
Attachment D –	HSP (Historically Underutilized Businesses (HUB) Subcontracting Plan) documents .....	9 Pages
Attachment E –	Tax Exemption Certificate .....	1 Page
Attachment F –	Regional Wage Rate documents.....	1 Page
Attachment P.1:	Project Drawings .....	37 pages
Attachment P.2:	Project Specifications .....	105 pages (105 are included in RFCSP)

**END OF SECTION**

## DIVISION 01

## GENERAL REQUIREMENTS

**01001 Summary of Work**

(2 pages total)

**I. DESCRIPTION OF WORK SITE AND LOCATION**

- II. Located on the western portion of the ASU campus, Academic Building is at 2502 Dena Dr., San Angelo, Texas.

**III. DESCRIPTION OF THE WORK**

- IV. Renovation of an existing lecture hall (1,500 sf) to modernize its appearance and to ensure ADA-compliant access. This renovation will include but is not limited to, new ceilings, new lighting, new wall and floor finishes, and new seating and furniture. There will also be an update on the HVAC ductwork along with the installation of geo foam to raise the finish elevation of the speaker floor level.

**V. COORDINATION WITH OTHER CONSTRUCTION CONTRACTS**

- VI. Currently there are no other construction contracts for this area in place.

**VII. CONTRACTOR ACCESS AND USE OF THE SITE**

- A. Before start of work, Contractor shall conduct a Construction Kick-off meeting to summarize work sequence, contact information, safety and emergency requirements and logistics plans. Meeting shall be attended by ASU FPC, appropriate staff and design professional

- B. The Contractor's use of the premises is restricted to the designated work area and approved staging areas. A work limit line is shown on the construction drawings for each phase of the project. All work shall be performed inside the work limit line for each phase of construction or as directed by ASU. A staging area may be designated by ASU. Equipment and/or materials must be stored inside the work area or a designated staging area with lockable gates.
- C. Contractor shall maintain site security during the period of construction by installation and maintenance of construction barricades, perimeter fencing, gates and other means.
- D. Work Hours, Normal working hours, 8:00 am – 5:00 pm; Monday – Friday
- E. Contractor and subcontractor worker vehicles shall be parked in designated paved areas within the project site or as permitted by ASU. Utility vehicles may be parked near ongoing operations provided pedestrian pathways and vehicle travel-ways are not obstructed.
- F. A Hot Work Permit is required for any cutting, welding or heat gun work. No open flame torch work will be allowed. The permit will be issued by the FPC Project Manager to the Contractor and will be good through completion of work. The Contractor will be responsible for ensuring that all workers and subcontractors follow permit conditions.
- G. Temporary facilities include fencing and sanitary facilities. Portable toilets rented by the Contractor and cleaned on a weekly or as-needed basis by the Contractor and situated within the approved, fenced staging area. Fencing of the site and tree protection shall conform to the Contract Documents.

### END OF SECTION

**01002 Scope of Work**

(1 pages total)

**I. General Scope of Work:**

- A. Install construction protection measures to protect the following:
  - 1. Existing parking areas not under construction
  - 2. General contractor to provide building access at all times during the construction process and will not block, prevent access to or from any entrances during the construction process prior to providing written approval 72 hours prior to closing any entrance or exit.
- B. Provide dust control measures during demolition and sanding operations under your scope of work
- C. Make safe Electrical fixtures and power distribution prior to any demolition
- D. Protect and/or remove and re-install all life safety and fire protection fixtures and electronics (Fire alarm devices, smoke detectors, sprinkler heads, etc.)
- E. Touch-up any damaged surfaces
- F. Final clean of project space

**II. Scope of Work by Angelo State:**

- A. Coordinate logistics for General Contractor and the University Personnel

**III. General Provisions:**

- A. ASU will conditionally allow the use of facility power, water and restrooms during the construction project, if is determined by ASU these are misused, their use will be prohibited and those facilities will be the responsibility of the Contractor.

**END OF SECTION**

**01100 Special Conditions**

(5 pages total)

**I. EXAMINATION OF FIELD CONDITIONS**

The Contractor shall take field measurements and verify field conditions and shall carefully compare these field measurements and conditions and other information known to the Contractor with the Contract Documents before commencing work. Errors, inconsistencies, or omissions discovered shall be reported to the Owner and the Design Professional before proceeding with the work.

**II. ADDENDA**

Any addenda issued in writing by the Design Professional prior to the proposal closing time shall be covered by the proposal. In closing the Contract such addenda will become a part thereof and modify these Specifications and/or the Drawings accordingly. Verbal changes in the work as shown or described, will not be binding.

**III. START OF WORK**

The contractor will commence work on or after a date to be specified in a written "Notice to Proceed" by the Institution.

**IV. COORDINATION**

All contractors and subcontractors on the project shall coordinate their work with each other, advising on work schedules, equipment locations, etc.

**V. DRAWINGS AND SPECIFICATIONS**

The drawings and specifications are intended to describe and provide for a finished and complete piece of work, and all work must meet the requirements of all the applicable and governing laws, ordinances, rules and regulations of the locality.

No extra compensation will be allowed for oversight of any such requirements, except by written order issued by ASU.

Should any doubt arise regarding Drawings or Specifications, clarification shall be requested of ASU's Representative or the Design Professional. Failure to do so will not relieve the Contractor from the responsibility to complete the work to ASU's satisfaction.

## **VI. MEASUREMENTS**

Before ordering any material or doing any work, the Contractor shall verify all measurements of the work and shall be responsible for the correctness of same; any difference which may be found shall be submitted to the Owner and the Design Professional for consideration before proceeding with the work.

## **VII. PROTECTION OF EXISTING FACILITIES**

The Contractor shall take precautions to protect existing facilities and features within the designated construction limits and along the access to the construction site.

After materials, equipment and machinery are installed, properly protect all work until the several portions thereof are accepted.

Any damage from whatever cause shall be made good by the Contractor without cost to the Institution, whether the repair is made with his own materials and labor or by others under his directions.

## **VIII. REFERENCE STANDARDS**

For products specified by association or trade standards, comply with requirements of the standard, except when more rigid requirements are specified or are required by applicable codes.

The date of the standard is that in effect as of the proposal closing date, except when a specific date is specified.

Obtain copies of standards when required by Contract Documents. Maintain a copy at job site during progress of the specific work.

## **IX. MANUFACTURER'S DIRECTIONS**

All manufacturer's articles, materials and equipment shall be applied, installed, connected, erected, secured, used, cleaned, and put in operation as recommended, directed or specified by the manufacturer, for the type of installation called for.



**X. ITEMS SPECIFIED BY TRADE NAME**

Reference to items by specific trade name is made as a basis of quality and function. Equivalent items may be used instead; however, the right of determining such quality shall remain with the Institution's representative. The terms "similar to", "or equal" or similar phrases shall be interpreted similarly.

**XI. SUBSTITUTIONS**

Substitutions of any materials other than those specifically called for shall be submitted to the Design Professional and ASU for approval.

**XII. SAFETY REQUIREMENT**

Refer to Article 7 of the Uniform General Conditions and the Supplementary General Conditions.

**XIII. REPAIR OF DAMAGE**

The Contractor shall be responsible for any loss or damage caused contractor's workmen or subcontractors to the work or materials, to tools and the equipment of one another, to adjacent property and persons, and shall make good any loss, damage or injury without cost to ASU.

**XIV. CLEANING**

The Contractor shall promptly remove from the building, lot, sidewalks, and streets all rubbish and dirt due to the work done under this contract. At the completion of work, completely clean the areas in which work has been done, including glass and leave the building thoroughly cleaned and ready for occupancy. All construction debris shall be removed.

**XV. REMOVAL OF DEBRIS**

The Contractor shall remove from the Campus and dispose of all unused materials and debris created by this construction. The Contractor is to keep the streets and construction area free of rubbish and debris. Grass and weeds within the construction fence are to be kept mowed. The site shall comply with the Local Code and

Environmental Safety regulations. The Contractor shall broom the streets during the excavation and filling process so that all spillage is removed as the work progresses.

#### **XVI. WRITTEN GUARANTEE**

In addition to the requirements of the Uniform General Conditions and Supplementary General Conditions, the Contractor shall submit to ASU a Written Guarantee, prior to release of final payment, on a form approved by the Design Professional and ASU for the work, materials and equipment for a one year period.

#### **XVII. DELAYS AND EXTENSION OF TIME**

In addition to the provisions of Article 9 of the Uniform General Conditions and Supplementary General Conditions, the following provisions shall apply:

In reference to Article 9, the number of days of measurable precipitation for the following months shall be considered normal weather days for **San Angelo, Texas**. No time extension for weather delays will be given unless the number indicated is exceeded.

##### **San Angelo, TX**

January	2 days	July	2 days
February	3 days	August	3 days
March	3 days	September	3 days
April	2 days	October	4 days
May	5 days	November	2 days
June	4 days	December	2 days

#### **XVIII. SITE OBSERVATION, MATERIALS TESTING AND SPECIAL INSPECTIONS**

Site observation during excavation and/or compaction of subgrades and engineered fills will be performed by ASU's Consultant. Material testing and special inspections required to determine compliance with the Technical Specifications of the project will be performed by an independent certified testing laboratory retained and paid for by ASU.

**XIX. STORM WATER POLLUTION PREVENTION PLAN**

Contractor shall arrange for preparation of a Storm Water Pollution Plan (SWPPP) by a qualified preparatory entity and submit the SWPPP to ASU for review. The SWPPP shall comply with the most recent rules for complying with requirements of state and federal laws. The Contractor shall maintain a copy of the SWPPP on site throughout the course of construction.

The Contractor shall implement all requirements of the SWPPP. During the course of construction the Contractor's designated, qualified employee shall make regular inspections of BMP's and record observations as per the SWPPP.

**XX. EQUIPMENT CLEANUP**

Prior to entering the Worksite, the Contractor shall thoroughly clean all tools and equipment

**XXI. HAZARDOUS MATERIALS**

No hazardous materials are known to exist on the site.

**END OF SECTION**

**01200 Payment Procedures**

(5 pages total)

Section includes administrative and procedural requirements necessary to prepare and process Applications for Payment

The Contractor's attention is specifically directed, but not limited, to the following documents for additional requirements:

- Uniform General Conditions and Supplementary General Conditions
- Sample Construction Service Agreement
- Section 01300 – Submittals
- Section 01700 – Contract Close-out Requirements

**I. SCHEDULE OF VALUES**

Coordinate preparation of the schedule of values with preparation of Contractor's construction schedule, submittal schedules.

Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Coordinate with Project Manual table of contents. Provide multiple line items for principal subcontract amounts in excess of five percent of the Contract Sum. Use Project Manual table of contents as a guide to establish line items for the schedule of values. Provide at least one line item for each Specification Section.

Submit the schedule of values to ASU and the Design Professional at earliest possible date, but no later than 14 days before the date scheduled for submittal of initial Application for Payment.

Where the Work is separated into phases requiring separately phased payments, provide sub-schedules showing values coordinated with each phase of payment.

Where the Contractor's construction schedule defines separate elements of the Work, provide sub-schedules showing values coordinated with each element.

Provide a separate line item in the schedule of values for each part of the Work where Applications for Payment may include materials or equipment purchased or fabricated

and stored, but not yet installed. Differentiate between items stored on-site and items stored off-site. If required include evidence of insurance.

Provide a separate line item in the schedule of values for each allowance, contingency and change order. Provide general overhead and profit costs as a separate line item. Provide project supervision as a separate line item.

Arrange schedule of values consistent with format of AIA Document G703

## **II. APPLICATION FOR PAYMENT**

Each Application for Payment following the initial Application for Payment shall be consistent with previous applications and payments.

The date for each progress payment is indicated in the Agreement between ASU and the Contractor. The period of construction work covered by each Application for Payment is the period indicated in the Agreement. ASU may require a draft copy of Application for Payment prior to due date for review by the Design Professional and ASU.

Notarize and execute by a person authorized to sign legal documents on behalf of Contractor.

Entries shall match data on the schedule of values and Contractor's construction schedule. Use updated schedules if revisions were made.

Include amounts for work completed following previous Application for Payment, whether or not payment has been received. Include only amounts for work completed at time of Application for Payment.

General overhead and profit costs shall be applied for payment equitably as compared to the cost of work applied for payment.

Project supervision costs shall be applied for payment equitably to the progressive completion of the project schedule.

With each Application for Payment, submit the following documents:

## **II. State of Texas Construction Payment Voucher**

- III. An application and certificate of payment consistent with format of AIA Document G702, including applicable retainage withholding calculations.
- IV. Updated continuation sheet (schedule of values) consistent with format of AIA Document G703
- V. State of Texas Construction Payment Affidavit
- VI. Updated Project Schedule and Logs as outlined in Section 01300 – Submittals
- VII. HUB [Historically Underutilized Business] Subcontracting Plan (HSP) – Progress Assessment Report (PAR)

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

Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:

- VIII. List of Contractor's staff assignments and contact information.
- IX. List of Contractor's subcontractors and principal consultants.
- X. Submittal schedule (preliminary if not final).
- XI. Products list (preliminary if not final).
- XII. Schedule of unit prices.
- XIII. Copies of authorizations and licenses from authorities having jurisdiction for performance of the Work.
- XIV. Report, Agenda and Minutes of preconstruction conference.

After Architect issues the Certificate of Substantial Completion, submit an “Application for Payment” showing 100 percent completion for portion of the Work claimed as substantially complete, less withheld retainage. Include documentation supporting claim that the Work is substantially complete and a statement showing an accounting of changes to the Contract Sum:

- XV. Signed Contract Amendments to date
- XVI. Approved Contractor Change Requests with associated logs
- XVII. Updated and reconciled allowance and contingency logs
- XVIII. All Change Letters, back-up material, and authorizations
- XIX. Certificate of Substantial Completion (AIA Form G704)

- XX. Copy of punch list attached on Design Professional's or ASU's letterhead
- XXI. Completed "project-purchases" tool log and certificate of transfer of ownership to ASU.
- XXII. Final meter readings for utilities, a measured record of stored fuel, and similar data as of date of Substantial Completion or when Owner took possession of and assumed responsibility for corresponding elements of the Work.

After completing Project closeout requirements as outlined in Section 01700 – Contract Close-out Requirements, submit final Application for Payment with releases and supporting documentation not previously submitted and accepted, including, but not limited, to the following:

- XXIII. All Signed Contract Amendments
- XXIV. Evidence of completion of Project closeout requirements.
- XXV. Certificate of Punch List Completion on Design Professional's or ASU's letterhead
- XXVI. Consent of Surety Company for Final Payment, consistent with format of AIA Document G707
- XXVII. Evidence that claims have been settled.
- XXVIII. Final liquidated damages settlement statement.

### **III. STORED MATERIALS AND EQUIPMENT**

Include in Application for Payment amounts applied for materials or equipment purchased or fabricated and stored, but not yet installed. Differentiate between items stored on-site and items stored off-site. Provide certificate of insurance, evidence of transfer of title to Owner, and consent of surety to payment, for stored materials.

Provide supporting documentation that verifies amount requested, such as paid invoices. Match amount requested with amounts indicated on documentation; do not include overhead and profit on stored materials.

Provide summary documentation for stored materials indicating the following:

- IV. Value of materials previously stored and remaining stored as of date of previous Applications for Payment.
- V. Value of previously stored materials put in place after date of previous Application for Payment and on or before date of current Application for Payment.

- VI. Value of materials stored since date of previous Application for Payment and remaining stored as of date of current Application for Payment.

**END OF SECTION**



**01220 Schedule of Alternates**

(1 pages total)

**IV. DESCRIPTION OF REQUIREMENTS**

Coordinate related work and modify or adjust adjacent work as required to ensure that work affected by each accepted alternate is complete and fully integrated into the project.

A "Schedule of Alternates" is included at the end of this section. Specification sections referenced in the Schedule contain requirements for materials and methods necessary to achieve the work described under each alternate.

Include as part of each alternate, miscellaneous devices, appurtenances and similar items incidental to or required for a complete installation whether or not mentioned as part of the alternate.

**V. SCHEDULE OF ALTERNATES**

Specification sections referenced in the Schedule contain requirements for materials and methods necessary to achieve the work described under each alternate. It is the responsibility of the Contractor, working with the Design Professional to verify and ensure that, as part of each alternate, miscellaneous devices, appurtenances and similar items incidental to or required for a complete installation, whether or not mentioned on the construction documents, are included in the delivery of each awarded alternate(s).

**Schedule of Alternates:**

ALTERNATE NO. 1: N/A

ALTERNATE NO. 2: N/A

ALTERNATE NO. 3: N/A

**END OF SECTION**

**01230 Schedule of Allowances**

(2 pages total)

**VI. ALLOWANCES**

Allowances shall be used only as directed by ASU, and only by prior written approval may any amount to be charged to an allowance.

At time of project close-out, unused amounts remaining in the contingency allowance shall be credited to Owner by change order.

At the earliest practical date after award of the Contract, advise ASU of the date when final selection and purchase of each product or system described by an allowance must be completed to avoid delaying the Work.

**VII. CASH ALLOWANCES**

A cash allowance shall be for materials or work that is known to definitely be required, but which cannot be specified with adequate detail to permit accurate pricing by the Contractor at the time of the bid call. Such materials or work are describable in general terms and their cost can be estimated. This estimated cost is the specified amount of the cash allowance. When more information subsequently becomes available to permit the materials or work to be more accurately priced, the Owner approves expenditure of the cash allowance amount. A cash allowance excludes any amounts for the Contractor's overhead and profit on the cash allowance item, which the Contractor is required to carry separately in the Contract Price.

At ASU's request, obtain proposals for each allowance for use in making final selections. Include recommendations that are relevant to performing the Work. Purchase products and systems selected by the design professional and/or ASU from the designated supplier.

**VIII. CONTINGENCY ALLOWANCES**

A contingency allowance shall be for additional unforeseen work or costs that may, or may not, ultimately be required. Expenditures from a contingency allowance are administered the same as extra cost change orders under the contract, except that the Contract Price is not increased as long as unexpended monies remain in the

contingency allowance. A contingency allowance includes the Contractor's overhead and profit on expenditures from the contingency allowance.

**IX. SCHEDULE OF ALLOWANCES**

**Contract Allowance Number One (1):** Include a contingency allowance of **\$25,000.00 Twenty-Five Thousand Dollars** for Unforeseen conditions. This allowance shall not be spent without ASU's prior written approval.

**END OF SECTION**

**01300 Submittals**

(14 pages total)

This section includes procedural requirements for non-administrative submittals including Shop Drawing, Product Data, Samples and other miscellaneous work-related submittals.

Work-related submittals are required to be submitted by the Contractor to amplify, expand and coordinate the information contained in the Contract Documents. These include, but are not limited to:

- A. Condition of Site Report.
- B. Contractor's Construction Schedule.
- C. Contractor's Submittal Schedule.
- D. Product Data.
- E. Shop Drawings.
- F. Samples and Option Selections.
- G. Integrated Drawings.
- H. Field Reports.
- I. Certificates of Compliance.
- J. Project Photographs.
- K. "As Built" drawings.
- L. Request For Information (RFI).
- M. Change Order Request.

**I. SUBMITTALS PROCEDURES**

Except as otherwise specifically directed by the Design Professional through the ASU Project Manager, the basic procedures for submittal handling are as specified herein.

Coordinate preparation and processing of submittals with performance of construction activities.

Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals and related activities that require sequential activity.

Coordinate transmittal of different units of submittals for related elements of the Work so processing will not be delayed by the need to review a related submittal.

The Design Professional and/or ASU reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.

The Contractor is responsible for the completeness of all submittals and for coordination between all submittals.

Allow sufficient review time so that installation will not be delayed as a result of the time required to properly process submittals; including sufficient time(s) for re-submittal(s) if necessary. Allow additional time if processing must be delayed to permit coordination with subsequent submittals.

Allow 21 Calendar days for review. Time computed from receipt by the Design Professional to receipt by the Contractor. Critical submittals, identified by the Contractor at least four weeks prior to submission, will be reviewed in 14 calendar days.

If intermediate submittals are necessary, process the same as the initial submittal.

Contractor shall advise the Design Professional and/or ASU at least four weeks prior to submission, when processing time is critical to the progress of the work.

The Design Professional will attempt to process submittals as expeditiously as is practicable. Considering that processing time, at any point, is directly dependent on the quality, quantity, and coordination of the contractor's submission, it will be the responsibility of the Contractor to transmit submittals sufficiently in advance of the Work to permit adequate processing.

No extension of Contract time will be authorized because of the failure to transmit submittals to the Design Professional sufficiently in advance of the Work to permit adequate processing.

Except for submittals for the record, information and similar purposes, where action and return on submittals is required or requested, the Design Professional will review each submittal; mark with a uniform, self-explanatory action stamp appropriately executed.

Place a permanent label or title block on each submittal for identification. Include the following spaces and information on the label for processing and recording action taken.

- A. Name of the Entity that prepared submittal.
- B. Project name.
- C. Date.
- D. Name and address of Design Professional.
- E. Name and address of Contractor.
- F. Name and address of Subcontractor.
- G. Name and address of Supplier.
- H. Name of Manufacturer.
- I. Number of the applicable Specification Section.
- J. Numbers of the applicable Drawings and Details.
- K. Contractor's review and approval markings.
- L. A 4" x 5" clear space, abutting the top of the title block, for the Design Professional's stamp.

The Submittal number should be noted or attached to all individual submittals and on the accompanying transmittal. In addition, the transmittal should also include the following information for each submittal number: drawing originator (sub-contractor, fabricator or manufacturer), name or brief description of each submittal, and the originator's drawing number.

Package each submittal appropriately for transmittal and handling. Transmit each submittal from Contractor to Design Professional and ASU Project Manager using a transmittal form. Submittals received from sources other than the Contractor will not be recorded or processed.

On the transmittal form, record relevant information and requests for data. On the form, or separate sheet attached to the form, record deviations from Contract Document requirements, including minor variations and limitations.

Provide on the transmittal form places for the following information:

- A. Project name

- B. Date
- C. To
- D. From
- E. Names of Subcontractor, manufacturer and supplier
- F. References
- G. Category and type of submittal
- H. Submittal purpose and description
- I. Submittal and transmittal distribution record
- J. Signature of transmitter
- K. Contractor's certification stating that the information submitted complies with the requirements of the contract Documents, with a place for the Contractor's signature.

Transmittals for submittals should be numbered numerically beginning with No. 001.

Each transmittal should be limited to one Specification Section only; however, multiple submittals within one Specification Section are acceptable on a single transmittal.

Transmittals should describe each submittal by its unique submittal number and a brief description including name of the drawing originator (sub-contractor), name of drawing and originator's drawing number.

## **II. CONTRACTOR'S CONSTRUCTION SCHEDULE**

Prepare a fully developed Contractor's Critical Path Construction Schedule and submit to the Design Professional and the Owner within 30 calendar days of Notice to Proceed.

The schedule shall be coordinated with commitments of suppliers, material, labor and sub-contractors and assist the Contractor in coordinating construction activities; including minor elements involved in the sequence of the Work.

The schedule will not be an enforcement tool and the Contractor shall have no claim upon ASU or the Design Professional if time of Construction exceeds that shown on the schedule.

Revise and update the schedule after each meeting or activity, where revisions have been recognized or made. Issue the updated schedule concurrently with report of each weekly progress meeting.

When revision and updates are made, distribute to the same parties and post in the same locations. The Contractor may delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in construction activities.

### III. CONTRACTOR'S SUBMITTAL SCHEDULE

Concurrently with the Contractor's Construction Schedule, submit a complete Schedule of Submittals. Coordinate Submittal Schedule with the list of subcontracts, as well as the Contractor's Construction Schedule.

A. Prepare the schedule in chronological order. Provide the following information:

B. Related Specification Section number

C. Related Drawings and Detail number

D. Name of Subcontractor, Manufacturer, or Supplier

E. Number of drawings or items in the submittal

F. Submittal category

G. Name/description of item

H. Requested turnaround time for critical items

I. Scheduled dates for first and subsequent submittals

J. Target date for release or approval of final submission

K. Manufacturing lead time

Following response to initial submittal, correct, print and distribute copies to the Design Professional, ASU, Subcontractors, and other parties required to comply with submittal dates indicated. Post copies in the temporary field office.

Revise and update the schedule when required; where revisions have been recognized or made. Distribute the updated schedule.

When revision and updates are made, distribute to the same parties and post in the same locations. The Contractor may delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in construction activities.



#### **IV. PRODUCT DATA**

Information required specifically as Product Data includes manufacturer's standard printed recommendations for application and use, compliance with recognized trade association and testing agency standards, application of testing agency labels and seals, special notation of dimensions verified by field measurement, notation of coordination requirements for interfacing the material, product or system with other work; where applicable, input and performance data.

Submittal of Product Data is primarily to confirm the product purchased and related general information.

Review is only for conformance with the design concept and information given in the Contract Documents; it is not intended to imply that Product Data submittals have been reviewed for technical details.

Refer to Civil, Mechanical and Electrical Specifications Sections for additional general requirements applicable to Product Data for Civil, Mechanical and Electrical work respectively.

Collect required Product Data into a single submittal for each unit of work or system.

Mark each copy to show which choices and options are applicable to the project.

Where Product Data has been printed to include information on several similar products, some of which are not required for use on the project or are not included in this submittal, mark the copies to show clearly that such information is not applicable.

Where Product Data must be specially prepared for required products, materials, equipment or systems, because standard printed data is not suitable for use, submit data as "Shop Drawings" and not as "Product Data".

#### **V. SUBMITTALS**

Do not submit Product Data until compliance with the requirements of the Contract Documents have been confirmed by the Contractor.

Submit electronic copies for the Design Professional's Consultants, Maintenance Manuals and those required for the Contractor's distribution. The Design Professional will retain one (1) copy for himself, and a copy for each of his Consultants.

When finalized, furnish copies of Product Data to Subcontractors, Suppliers, Fabricators, Manufacturers, Installers, Governing Authorities and others as required for proper performance of the work.

Do not proceed with installation of materials, products, equipment and systems until a finalized copy of product data applicable to the installation is in the possession of the Installer. Do not permit the use of unmarked copies of Product Data in connection with the performance of the work.

## **VI. SHOP DRAWINGS**

Information required specifically as Shop Drawings includes newly prepared information, drawn to accurate scale with dimensions verified by field measurement, identification of products and materials included, compliance with specific standards, coordination requirements; including fabrication and installation, setting diagrams, schedules, patterns, templates, and similar drawings.

Highlight, encircle or otherwise indicate deviations from the Contract Documents on the Shop Drawings to bring them to the Design Professional's attention.

Include detailed indication of adjacent materials and interfaces, and provide notation of coordination requirements for interfacing the materials, products, or systems with other Work.

Review is only for conformance with the design concept and information given in the Contract Documents; it is not intended to imply that Shop Drawing submittals have been reviewed for technical details.

The Design Professional reserves the right to reject, without action, any submissions that appear to be sub-standard, incomplete, uncoordinated, or unchecked by the Contractor. The Contractor shall have no claims upon the Design Professional or ASU for any costs or delays resulting from such rejection.

Refer to Civil, Mechanical and Electrical Specifications Sections for additional general requirements applicable to shop drawings for Mechanical and Electrical work respectively.

Shop Drawings shall be drawn to accurate scale; sufficiently large to show all pertinent aspects of the item and its method of connection to the Work.

Indicate the name of the entity that prepared each Shop Drawing and provide appropriate project identification in the title block. Provide a space not less than 3" by 4" beside the title block for marking the record of the review process and the Design Professional's stamp and ASU's approval. Indicate applicable Specifications Section and numbers of applicable Drawings and Details.

Do not reproduce Contract Documents or reproduce standard printed information as the basis of shop drawings.

Prior to submittals the Contractor shall review Shop Drawings for completeness, accuracy, confirmation of field dimensions, and where applicable coordination of trades. Incomplete submissions and resubmissions resulting in numerous reviews (more than three) shall become the Contractor's responsibility. The Contractor will bear the cost of review by the Design Professional and the Design Professional's consultants.

Do not submit Shop Drawings until compliance with the requirements of the Contract Documents are confirmed by the Contractor.

Unless otherwise instructed, submit one electronic copy for the Design Professional and each of his consultants. The Design Professional will return one reproducible print.

Provide electronically to ASU simultaneously with the submission to the Design Professional.

Provide as many additional sets of re-submittals as may be required.

When finalized, furnish prints of the reproducible Shop Drawing to Subcontractors, Suppliers, Fabricators, Manufacturers, Installers, governing Authorities and others as required for proper performance of the Work.

Do not proceed with Work unless a finalized copy of Shop Drawings applicable to the Work is in possession of Fabricators and Installers when they are working. Do not use Shop Drawings without an appropriate stamp indicating final action taken in connection with construction.

## **VII. SAMPLES AND OPTION SELECTION SUBMITTALS**

Samples and Option Selection Materials are submitted for the Design Professional's visual review of general generic kind, color, pattern, and texture, and for a final check of the coordination of these characteristics with other related elements of the Work. Refer to individual Sections of these Specifications for additional Sample requirements, which may be intended for examination or testing of additional characteristics.

Documentation required for Samples include a generic description of the Sample, the Sample source or the product name or Manufacturer; compliance with governing regulations and recognized standards.

Samples for materials which are to be installed in Mock-ups shall be submitted for processing sufficiently in advance of construction of Mock-ups to allow review and approval of Sample prior to construction of Mock-ups.

Indicate limitations in terms of availability, sizes, delivery time, and similar limiting characteristics, if any.

Refer to Civil, Mechanical and Electrical Specification sections for additional general requirements applicable to Samples for Mechanical and Electrical Work, respectively.

Prepare and submit full-scale, fully-fabricated, units which have been cured and finished in the manner specified. Samples shall be physically identical with the proposed material or product to be incorporated in the work.

Where variations in color, pattern, or texture are inherent in the material or product represented by the Sample, submit not less than 2 units, which show the approximate limits of potential extremities of variations.

Where Samples are for the Design Professional's selection of color, texture or pattern, submit a full set of available choices for the material or product.

Mount, display, or package Samples in the manner specified to facilitate the review of indicated qualities.

Where Samples are for selection of color, pattern, texture or similar characteristics from a range of standard choices, submit 3 full sets of choices for the material or product. Submittals will be reviewed and one set returned with the Design Professional's stamp indicating selection or other action.

Except for Samples illustrating assembly details, workmanship, fabrication techniques, connections, operation and similar characteristics, submit 3 sets; one will be returned marked with the action taken.

Unless otherwise specified in other Sections, the Project Manager's and Design Professional's retained samples will not be available for use in the construction as one of the installed items. Where re-use is allowed by Specification, the retained Samples will only be available for use in construction when it is, in the opinion of the Design Professional, undamaged.

## **VIII. MISCELLANEOUS SUBMITTALS**

Daily Construction Reports: Prepare a Daily Construction Report, recording the following information concerning events at the site; and submit electronically to the Owner:

- A. List of Subcontractors at the site.
- B. Approximate count of personnel at the site.
- C. High and low temperatures; general weather conditions.
- D. Summary of Work done.
- E. Statement as to whether the work is progressing as scheduled and if not, the reasons why.
- F. Progress of the quality control program.
- G. Meetings and significant decisions.
- H. Stoppages, delays, shortages, losses.
- I. Meter readings and similar recordings.
- J. Emergency procedures.

- K. Orders and requests of governing authorities.
- L. Change Orders received; implemented.
- M. Services connected; disconnected.
- N. Equipment or system tests and start-ups.
- O. Partial completions authorized.
- P. List of accidents and unusual events.
- Q. Substantial completions authorized.

Certify that all materials used in the Work comply with all specified provisions thereof. Certification shall not be construed as relieving the Contractor from furnishing satisfactory materials if the material is later found to not meet specified requirements.

Show on each certification the name and location of the Work, name and address of Contractor, quantity and date or dates of shipment or delivery to which the certificate applies, and name of the manufacturing or fabricating company. The certification shall be in letter-form or company-standard letterhead containing all required data.

Certificates are required to be signed by a duly authorized officer of the manufacturing or fabricating company.

In addition to the above information, all laboratory test reports submitted with Certificates of Compliance shall show the date or dates of testing, the specified requirements for which testing was performed, and results of the test or tests.

Furnish 2 executed copies of such certificates, with back-up data. Provide 2 additional copies where required for maintenance manuals.

Each Contractor shall immediately advise ASU in the Event of an accident; then prepare and submit reports of significant accidents, at site and anywhere else work is in progress. The Contractor is required to record and document pertinent data and actions. For this purpose, a significant accident is defined to include events where personal injury is sustained, or property loss of substance is sustained, or where the event posed a significant threat of loss or personal injury.

**IX. CONSTRUCTION PHOTOGRAPHS**

During the progress of the work, have color photographs taken bi-weekly, consisting of views taken where directed by the ASU Design Team.

One electronic copy of each photograph shall be sent to ASU and one sent to the Design Professional. The photographs shall be neatly labeled, dated, and identified showing the date of exposure, project name, and location and direction of view.

**X. PROJECT RECORD DOCUMENTS**

As the work progresses, keep a complete and accurate record of changes or deviations from the Contract Documents and the shop drawings, indicating the work as actually installed.

Changes shall be neatly and correctly shown on the respective portions of the affected document, or the specifications, with appropriate supplementary notes.

The records above shall be arranged in order, in accordance with the various sections of the specifications, and properly indexed.

This record set of drawings, shop drawings, and specifications shall be kept at the job site for inspection by the Project Manager and the Design Professional.

At the completion of the work, certify by endorsement thereof that each of the revised drawings and specifications are complete and accurate.

Prior to application for final payment, and as a condition to its approval by the Design Professional and ASU, deliver the record drawings and specifications, arranged in proper order, indexed, and endorsed as herein before specified. Provide suitable transfer cases and deliver the records therein, indexed and marked for each division of the Work.

No review or receipt of such records by the Design Professional or ASU shall be a waiver of any deviation from the Contract Documents or the shop drawings, or in any way relieve the Contractor from his responsibility to perform the work in accordance with the Contract Documents and the shop drawings to the extent that they are in accordance with the Contract Documents.

**XI. REQUESTS FOR INFORMATION (RFI)**

All questions shall be forwarded to the Design Professional and the Owner via a Request for Information (RFI) form acceptable to the Design Professional and the Owner.

The Contractor shall reference the specific drawing and/or specification section that is impacted by the RFI.

Upon receipt, the Design Professional shall provide a response within ten (10) business days. The Contractor shall coordinate the submission of RFI's with construction schedule as he sees fit.

The Contractor shall prepare and maintain a RFI log for the project.

**XII. CHANGE ORDER SUBMITTAL PROCESS**

All Change order requests should be submitted as follows:

- A. Description of change
- B. Reason for change
- C. Contractual basis for change
- D. ASU's representative authorizing change
- E. Cost of change if any broken down as (1) above
- F. Schedule impact of change if any including specific activities on CPM schedule affected

Failure to comply with the process will be grounds for rejection or delay in processing of change order requests.

Change order requests shall include the following breakdown:

- A. Quantity of each work item deleted multiplied by unit price.
- B. Quantity of each work item added multiplied by unit price.

Deletions and additions shall be compared to the Contract Documents. Unit prices shall be as contained in the unit price listing. Where no price is contained in the unit price listing, price levels shall reflect customary price levels for the work under consideration



based on normal productivity levels. Additional cost issues if any, shall be identified separately and work items shall be broken down into components wherever possible. ASU may require additional breakdown of work items or lump sum items.

The Contractor shall plan his work ahead in order to give adequate notice of all change orders to avoid delay to the project schedule. In the event of unforeseen circumstances, acts of God, etc. this condition shall be waived.

The Contractor shall prepare and maintain a Change Order log for the project.

### **END OF SECTION**

**01310 Project Meetings**

(4 pages total)

**I. PRE-CONSTRUCTION CONFERENCE**

A preconstruction Conference will be arranged immediately after signing the Owner-Contractor Agreement and prior to start of any work. The Conference will be attended by the Contractor, the Design Professional, and the Owner. The purpose shall be to review procedures related to smooth progress of the work and to review other items that require clarification. Processing and distribution of all documents and correspondence related to the Contract will be established.

Prior to commencing construction, the Project Manager shall schedule a meeting to review all aspects of the Construction Project. The time of the Pre-Construction Conference and the attendees shall be determined by the Project Manager.

The following is a tentative agenda for the Pre-Construction Conference:

- A. Critical Work sequencing
- B. Designation of responsible personnel
- C. Procedures for processing submittals, substitutions, applications for payment, proposal requests, change letters and Contract Close-out procedures
- D. Parking and access to the site
- E. Office, storage areas and temporary facilities
- F. Utility information and coordination
- G. Testing procedures
- H. Procedures for maintaining record documents
- I. Safety and Health Program
- J. Site security

Minutes of the Pre-Construction Conference will be kept and distributed to all attendees and to all Construction Coordinating Team members and User's representatives not present at the meeting.

## **II. PRE-INSTALLATION CONFERENCES**

The Contractor will conduct and document pre-installation meetings for all specification divisions. ASU FP&C will participate in the pre-installation meetings and shall be given (1) week advance notice of intent to start installation of any building component. ASU representatives must be permitted to perform a pre-installation inspection of materials and equipment, to be present throughout the installation process, observe installation techniques for compliance with plans and specifications, and to participate in the final inspection. The Contractor shall provide the Project team documentation from the pre-installation meeting, including but not limited to: thorough understanding of Project plans and specifications, review of addendums and RFI's, submittal approvals, mock –up requirements, testing requirements, owner training requirements, safety concerns and precautions, warranty requirements, ASU OPP's, and SWPPP requirements

## **III. PROGRESS MEETINGS**

The Project Manager shall schedule, at regular intervals, progress meetings to discuss and monitor the construction project. The Project Manager shall determine the meeting times and required attendees.

Reporting: Minutes of the Progress Meeting shall be kept and distributed to all attendees and to the Construction Coordinating Team members and User's representatives not present at the meeting.

## **IV. CLOSE-OUT MEETING**

When the FP&C Project Manager and Design Professional determines that a project, including all punch list items, has been substantially completed and an acceptance date established, a formal project close-out meeting will be scheduled and attended by the following:

- A. FP&C Project manager
- B. Design Professional representatives
- C. Contractor's Project Manager and Superintendent at a minimum
- D. ASU Construction Coordinating Team representatives
- E. User representatives

F. Major subcontractors

At the close-out meeting, upon documentation of exceptions and assignment of completion responsibilities, at a minimum, the following material/data will be released by the Project Manager to the User and/or Physical Plant personnel:

- A. Certification of Punch List completion
- B. Certification of TAB and Commissioning completion
- C. Complete marked-up construction drawings for A/E and established distribution date for as-built drawings
- D. Three copies of complete operation and maintenance manuals (as specified) for but not limited to the following; mechanical, electrical, plumbing, elevator, IT, roofing systems, access control, including approved submittals of all items
- E. Keys assigned to the Contractor and checked out from the Lock Shop
- F. All warranty documents for all items and work associated with the project, including any extended warranties for roofing and other items as may have been specified for the project. A tabular list shall accompany the warrantee documents showing the date the warrantee started and the date the warrantee expires. If an extended warrantee is provided for the project and the terms include proration, the list shall indicate the dates of the prorations.
- G. Roofing system warranties or bonds.
- H. Other items, as defined by the contract documents, necessary for the User to operate and maintain the completed project
- I. Signed receipts showing previous delivery to the responsible ASU department of spare parts, extra stock and/or test equipment required by the contract documents
- J. Complete record of project changes to establish as-built conditions of the project as represented in the as-built documents
- K. Itemized list of all warranty items and a letter defining any exceptions to warranty procedures
- L. Names and 24-hour telephone numbers of contractor representatives for warranty work
- M. Product information/technical data and manufacturer's maintenance recommendations for carpets, trash receptacles, floor seals and finishes

Reporting: Minutes of the Project Close-out meeting will be kept by the Contractor and any exceptions to the above will be recorded. Suspense dates for completion of exceptions will also be established to ensure expeditious completion. Copies of the minutes will be forwarded to all attendees.

**END OF SECTION**

**01425 Reference Standards**

(14 pages total)

**STANDARDS**

- A. Reference to standards, codes, Specifications, recommendations and regulations refer to the latest edition or printing prior to date of issue of the Contract Documents.
- B. Applicable portions of standards listed that are not in conflict with Contract Documents are hereby made a part of the Specifications.
- C. Modifications or exceptions to Standards shall be considered as amendments and unmodified portions shall remain in full effect. In cases of discrepancies between standards, the more stringent requirements shall govern.
- D. Copies of Standards: Each entity engaged in construction on the Project is required to be familiar with industry standards applicable to its construction activity. Copies of applicable standards are not bound with the Contract Documents.
  - a. Where copies of standards are needed to perform a required construction activity, the Contractor shall obtain copies directly from the publication source.

**SCHEDULE OF STANDARDS**

- AA Aluminum Association  
1525. Wilson Boulevard, Suite 600,  
Arlington, VA 22209  
703-3582960  
fax 703-358-2961  
<http://www.aluminum.org/>
- AABC Associated Air Balance Council  
1518 K St., NW  
Washington, DC 20005 (202) 737-0202  
<http://www.aabchg.com/>
- AAMA American Architectural Manufacturers Assoc.  
1827 Walden Office Square, Suite 550  
Schaumburg, IL 60173-4268  
Phone: (847) 303-5664  
Fax: (847) 303-5774  
<http://www.aamanet.org/>
- AAN American Association of Nurserymen  
1250 I St., NW, Suite 500  
Washington, DC 20005 (202) 789-2900
- ANLA American Nursery and Landscape Association  
1000 Vermont Avenue, NW, Suite 300  
Washington D.C. 20005 – 4914  
202-789-2900  
<http://www.anla.org/index.htm>

- AASHTO American Association of State Highway and Transportation Officials  
444 North Capitol St., Suite 225  
Washington, DC 20001 (202) 624-5800  
<http://www.transportation.org/>
- ACI American Concrete Institute  
38800 Country Club Dr. Farmington Hills, MI 48331 USA  
Phone: 248-848-3700  
Fax: 248-848-3701  
<http://www.aci-int.org/general/home.asp>
- ACIL American Council of Independent Laboratories  
1629 K St., NW  
Washington, DC 20006  
(202) 887-5872  
<http://www.acil.org/>
- ACPA American Concrete Pipe Assoc.  
1303 West Walnut Hill Lane, Suite 305  
Irving, Texas 75038-3008  
Phone (972) 506-7216  
Fax (972) 506-7682  
<http://www.concrete-pipe.org>
- ADC Air Diffusion Council  
1901 N. Roselle Road, Suite 800  
Schaumburg, Illinois 60195  
Tel: (847) 706-6750  
Fax: (847) 706-6751  
<http://www.flexibleduct.org/>
- AI Asphalt Institute  
2696 Research Park Drive  
Lexington, KY 40512-4052 (606) 288-4960  
[http://www.asphaltinstitute.org/ai\\_pages/Seminars/index.asp](http://www.asphaltinstitute.org/ai_pages/Seminars/index.asp)
- AIA American Institute of Architects  
1735 New York Ave., NW  
Washington, DC 20006 (202) 626-7300  
<http://www.aia.org/>
- AIHA American Industrial Hygiene Assoc.  
P 2700 Prosperity Ave., Suite 250  
Fairfax, VA 22031  
(703) 849-8888  
<http://www.aiha.org/Content>
- AISC American Institute of Steel Construction  
One East Wacker Drive, Suite 3100  
Chicago, IL 60601-2001 (312) 670-2400  
<http://www.aisc.org/>

- AISI American Iron and Steel Institute  
1140 Connecticut Ave., NW  
Suite 705  
Washington, D.C. 20036  
202.452.7100  
<http://www.steel.org//AM/Template.cfm?Section=Home>
- AITC American Institute of Timber Construction  
7012 S. Revere Parkway Suite 140  
Centennial, CO 80112  
Phone: (303) 792-9559  
FAX: (303) 792-0669  
<http://www.aitc-glulam.org/>
- ALI Associated Laboratories, Inc.  
500 S. Vermont St.  
Palatine, IL 60067  
(800) 685-0026  
<http://www.associatedlabs.org/>
- ALSC American Lumber Standards Committee  
P.O. Box 210  
Germantown, MD 20875 (301) 972-1700  
<http://www.alsc.org/>
- AMCA Air Movement and Control Assoc.  
30 W. University Drive  
Arlington Heights, IL 60004-1893 (847) 394-0150  
<http://www.amca.org/>
- ANSI American National Standards Institute  
1819 L Street, NW, 6th Fl.  
Washington, DC, 20036  
Tel: 202.293.8020  
Fax: 202.293.9287  
<http://www.ansi.org/>
- APA American Plywood Assoc.  
7011 So. 19th,  
Tacoma, WA 98466  
Tel: (253) 565-6600  
Fax: (253) 565-7265  
<http://www.apawood.org/>
- ARI Air Conditioning and Refrigeration Institute  
4100 North Fairfax Drive, Suite 200  
Arlington, Virginia 22203  
(703) 524-8800  
(703) 528-3816 FAX  
<http://www.ari.org/>



- ARMA      Asphalt Roofing Manufacturers Assoc.  
Public Information Department  
1156 - 15th Street, NW., Suite 900  
Washington, DC 20005  
Tel: 202 / 207-0917 / Fax: 202 / 223-9741  
<http://www.asphaltroofing.org/>
- ASA        Acoustical Society of America  
2 Huntington Quadrangle, Suite 1NO1  
Melville, NY 11747-4502  
Phone: (516) 576-2360  
Fax: (516) 576-2377  
<http://asa.aip.org/>
- ASC        Adhesive and Sealant Council  
7979 Old Georgetown Road, Suite 500 |  
Bethesda, Maryland 20814  
Phone: (301) 986-9700 | Fax: (301) 986-9795  
<http://www.ascouncil.org/>
- ASHRAE    American Society of Heating, Refrigerating  
and Air-Conditioning Engineers  
1791 Tullie Circle, NE  
Atlanta, GA 30329  
Phone: (404) 636-8400  
Fax: (404) 321-5478  
<http://www.ashrae.org/>
- ASME      American Society of Mechanical Engineers  
Three Park Avenue  
New York, NY 10016-5990  
800-843-2763 (U.S/Canada)  
<http://www.asme.org/>
- ASPE      American Society of Plumbing Engineers  
8614 Catalpa Avenue, Suite 1007  
Chicago, IL 60656-1116  
Phone: (773) 693-ASPE (2773)  
Fax: (773) 695-9007  
<http://www.aspe.org/>
- ASSE      American Society of Sanitary Engineering  
901 Canterbury, Suite A  
Westlake, OH 44145  
Phone - 440.835.3040 / FAX - 440.835.3488  
<http://www.asse-plumbing.org/>
- ASTM      American Society for Testing and Materials  
100 Barr Harbor Drive, West Conshohocken,  
Pennsylvania, 19428-2959 USA  
Phone: (610) 832-9500 Fax: (610) 832-9555  
<http://www.astm.org>

- AWCMA American Window Covering Manufacturers Assoc.  
355 Lexington Ave, 17th Floor  
New York, NY 10017  
**Phone:** (212) 297-2122 / **Fax:** (212) 370-9047  
<http://www.wcmanet.org>
- AWI Architectural Woodwork Institute  
46179 Westlake Drive, Suite 120  
Potomac Falls, VA 20165  
phone 571-323-3636 / fax 571-323-3630  
<http://www.awinet.org/>
- AWPA American Wood-Preservers' Assoc.  
P.O. Box 361784  
Birmingham, AL 35236-1784  
Telephone: 205-733-4077  
<http://www.awpa.com/>
- AWPB American Wood Preservers Bureau  
4 E. Washington St.  
Newnan, GA 30263 (404) 254-9877
- AWS American Welding Society  
50 N.W. LeJeune Road,  
Miami, Florida 33126  
Phone: 800-443-9353 or 305-443-9353  
<http://www.aws.org/w/a/>
- BHMA Builders' Hardware Manufacturers Assoc.  
355 Lexington Ave., 15th Floor  
New York, NY 10017  
Tel: (212) 297-2122 / Fax: (212) 370-9047  
<http://www.buildershardware.com/>
- BIA The Brick Industry Association  
1850 Centennial Park Drive, Suite 301,  
Reston, VA 20191  
Phone: 703.620.0010 Fax: 703.620.3928.  
<http://www.bia.org/>
- BIFMA Business and Institutional Furniture Manufacturers Assoc.  
2680 Horizon Drive, SE / Suite A-1  
Grand Rapids, MI 49546-7500  
Phone: 616-285-3963 / Fax: 285-3765  
<http://www.bifma.org/>
- CFFA Chemical Fabrics & Film Association, Inc.  
c/o Thomas Associates, Inc.  
1300 Sumner Ave.  
Cleveland, OH 44115-2851 (216) 241-7333  
<http://www.chemicalfabricsandfilm.com/index.html>
- CISCA Ceiling and Interior Systems Construction Assoc.  
5700 Old Orchard Road, 1st Floor  
Skokie, IL 60077 (708) 965-2776  
<http://www.cisca.org/>

- CISPI Cast Iron Soil Pipe Institute  
5959 Shallowford Road, Suite 419  
Chattanooga, TN 37421  
Phone: (615) 892-0137 / Fax: 423-892-0817  
<http://www.cispi.org/>
- CRI Carpet and Rug Institute  
P.O. Box 2048  
Dalton, GA 30722 (404) 278-3176  
Phone: 706-278-3176 Fax: 706-278-8835  
<http://www.carpet-rug.org/>
- CRSI Concrete Reinforcing Steel Institute  
933 North Plum Grove Road  
Schaumburg, IL 60173-4758  
Phone: 847.517.1200 / Fax: 847.517.1206  
<http://www.crsi.org/>
- CTIOA Ceramic Tile Institute of America  
12061 Jefferson Blvd  
Culver City, CA 90230-6219  
Phone: (310) 574-7800 / Fax: (310) 821-4655  
<http://www.ctioa.org/>
- DHI Door and Hardware Institute  
14150 Newbrook Dr., Suite 200  
Chantilly, VA 20151  
Telephone: 703.222.2010 / Fax: 703.222.2410  
<http://www.dhi.org/>
- ETL ETL Testing Laboratories, Inc.  
P.O. Box 2040  
Route 11, Industrial Park  
Cortland, NY 13045 (607) 753-6711  
<http://www.etl.com/>
- ECDS Energy Conservation Design Standards for New State Buildings  
State Energy Conservation Office  
Texas Facilities Committion  
P.O. Box 13047  
Austin, TX 78711-3047
- FGMA Flat Glass Marketing Assoc.  
The Flat Glass Marketing Association, Glass Tempering Association, and members of the Laminators Safety Glass Association consolidated to form the Glass Association of North America.  
2495 SW Wanamaker Drive, Suite A  
Topeka, KS 66614  
Phone: (785) 271-0208 / Fax: (785) 271-0166  
<http://www.glasswebsite.com/publications/default.asp>
- FM Factory Mutual Global  
1151 Boston-Providence Turnpike  
P.O. Box 9102  
Norwood, MA 02062 (617) 762-4300

GA	Gypsum Association 810 First St., NE, #510, Washington DC, 20002 Phone: 202-289-5440; Fax: 202-289-3707 <a href="http://www.gypsum.org/">http://www.gypsum.org/</a>
HMA	Hardwood Manufacturers Assoc. 400 Penn Center Blvd., Suite 530 Pittsburgh, PA 15235 Phone - (412) 829-0770 Fax - (412) 829-0844 <a href="http://www.hmamembers.org/">http://www.hmamembers.org/</a>
HPMA	Hardwood Plywood Manufacturers Assoc. (Formerly HPMA) 1825 Michael Farraday Drive Reston, VA 20190 Phone: (703) 435-2900 / Fax: (703) 435-2537 <a href="http://www.hpva.org/">http://www.hpva.org/</a>
IBC	International Building Code International Code Council 500 New Jersey Ave., NW, 6 <sup>th</sup> Floor Washington, DC 20001-2070
IBD	Institute of Business Designers 341 Merchandise Mart Chicago, IL 60654 (312) 647-1950
ICC	International Code Council 500 New Jersey Avenue, NW, 6th Floor, Washington, DC 20001 [P] 1-888-ICC-SAFE (422-7233); [F] (202) 783-2348; <a href="http://www.iccsafe.org/">http://www.iccsafe.org/</a>
IECC	International Energy Conservation Code <a href="http://www.iccsafe.org/">http://www.iccsafe.org/</a>
IEEE	Institute of Electrical and Electronic Engineers 3 Park Avenue, 17th Floor New York, N.Y., 10016-5997 USA Phone: 212 419 7900 / Fax: 212 752 4929 <a href="http://www.ieee.org/portal/site">http://www.ieee.org/portal/site</a>
IESNA	Illuminating Engineering Society of North America 120 Wall Street, Floor 17 New York, NY 10005 tel: 212-248-5000 / fax: 212-248-5017/18 <a href="http://www.iesna.org/">http://www.iesna.org/</a>
IFC	International Fire Code <a href="http://www.iccsafe.org/">http://www.iccsafe.org/</a>

IGCC	Insulating Glass Certification Council c/o ETL Testing Laboratories, Inc. PO Box 9 Henderson Harbor, NY 13651 Phone: (315) 646-2234 / Fax: (315) 646-2297 <a href="http://www.igcc.org/">http://www.igcc.org/</a>
ILI	Indiana Limestone Institute of America 400 Stone City Bank Bldg. Bedford, Indiana 47421 Phone: 812-275-4426 FAX: 812-279-8682 <a href="http://www.iliai.com/">http://www.iliai.com/</a>
IPC	International Plumbing Code <a href="http://www.iccsafe.org/">http://www.iccsafe.org/</a>
ISA	Instrument Society of America 67 Alexander Drive, Research Triangle Park, NC 27709 USA Phone (919) 549-8411   FAX (919) 549-8288 <a href="http://www.isa.org/">http://www.isa.org/</a>
LIA	Lead Industries Association, Inc. Sparta, New Jersey <a href="http://leadinfo.com">http://leadinfo.com</a>
LPI	Lightning Protection Institute 25475 Magnolia Drive P.O. Box 99 Maryville, MO 64468 (800) 488-6864 <a href="http://www.lightning.org/">http://www.lightning.org/</a>
MBMA	Metal Building Manufacturer's Assoc. 1300 Sumner Ave Cleveland, OH 44115-2851 Phone: (216) 241-7333 / Fax: (216) 241-0105 <a href="http://www.mbma.com/">http://www.mbma.com/</a>
MCAA	Mechanical Contractors Association of America 1385 Piccard Drive Rockville, MD 20850 Phone: 301-869-5800 / Fax: 301-990-9690 <a href="http://www.mcaa.org/">http://www.mcaa.org/</a>
MFMA	Maple Flooring Manufacturers' Assoc. 60 Revere Drive, Suite 500 Northbrook, IL 60062 Phone: 888 480-9138 / Fax: 847 480-9282 <a href="http://www.maplefloor.org/">http://www.maplefloor.org/</a>

MIA	Marble Institute of America 28901 Clemens Rd, Ste 100, Cleveland, OH 44145 T: 440-250-9222 · F: 440-250-9223 <a href="http://www.marble-institute.com/">http://www.marble-institute.com/</a>
ML/SFA	Metal Lath/Steel Framing Assoc. (A Division of the National Association of Architectural Metal Manufacturers) 800 Roosevelt Rd.. Bldg. C, Suite 312 Glen Ellyn, IL 60137 Telephone: (630) 942-6591 / Fax: (630) 790-3095 <a href="http://www.naamm.org/index.html">http://www.naamm.org/index.html</a>
NAAMM	National Association of Architectural Metal Manufacturers 800 Roosevelt Rd.. Bldg. C, Suite 312 Glen Ellyn, IL 60137 Telephone: (630) 942-6591 / Fax: (630) 790-3095 <a href="http://www.naamm.org/index.html">http://www.naamm.org/index.html</a>
NAIMA	North American Insulation Manufacturers Assoc. 44 Canal Center Plaza, Suite 310 Alexandria, VA 22314 Phone: (703) 684-0084 / Fax: (703) 684-0427 <a href="http://www.naima.org/">http://www.naima.org/</a>
NAPA	National Asphalt Pavement Assoc. NAPA Building 5100 Forbes Blvd. Lanham, MD 20706 888-HOT-MIXX (468-6499) <a href="http://www.hotmix.org/">http://www.hotmix.org/</a>
NCMA	National Concrete Masonry Assoc. 13750 Sunrise Valley Drive Herndon, VA 20171-4662 Phone: 703.713.1900 / Fax: 703.713.1910 <a href="http://www.ncma.org/">http://www.ncma.org/</a>
NEC	National Electrical Code (from NFPA)
NECA	National Electrical Contractors Assoc. 3 Bethesda Metro Center, Suite 1100 Bethesda, MD 20814 Phone: (301) 657-3110   Fax: (301) 215-4500 <a href="http://www.necanet.org/">http://www.necanet.org/</a>
NEII	National Elevator Industry, Inc. 1677 County Route 64 P.O. Box 838 Salem, New York 12865-0838 Tel. 518-854-3100 / Fax. 518-854-3257 <a href="http://www.neii.org/">http://www.neii.org/</a>

- NEMA National Electrical Manufacturers Assoc.  
1300 North 17th Street, Suite 1752  
Rosslyn, Virginia 22209  
Phone: (703) 841-3200 / Fax: (703) 841-5900  
<http://www.nema.org/>
- NFPA National Fire Protection Assoc.  
1 Batterymarch Park  
Quincy, Massachusetts USA 02169-7471  
Tel: (617) 770-3000 / Fax: +1 617 770-0700  
<http://www.nfpa.org/>
- AF&PA American Forest & Paper Association  
(Formerly National Forest Products Association NFPA).  
1111 Nineteenth Street, NW, Suite 800,  
Washington, DC 20036  
Phone: 1-800-878-8878, 1-202-463-2700  
<http://www.afandpa.org/>
- NHLA National Hardwood Lumber Assoc.  
6830 Raleigh-LaGrange Road  
Memphis, TN 38184-0518 (901) 377-1818  
<http://www.natlhardwood.org/>
- NLGA National Lumber Grades Authority  
#302 – 960 Quayside Drive,  
New Westminster, BC V3M 6G2 CANADA  
Tel: (604) 524-2393 / Fax: (604) 524-2893  
<http://www.nlga.org/>
- NPA National Particleboard Assoc.  
18928 Premiere Court  
Gaithersburg, MD 20879-1569  
301/670-0604 FAX 301/840-1252  
<http://www.pbmdf.com/>
- NPCA National Paint and Coatings Assoc.  
1500 Rhode Island Ave., NW  
Washington, DC 20005  
Phone: (202) 462-6272 / Fax: (202) 462-8549  
<http://www.paint.org/index.htm>
- NRCA National Roofing Contractors Assoc.  
10255 W. Higgins Rd., Suite 600  
Rosemont, IL 60018-5607  
Phone (708) 299-9070 / Fax: (847) 299-1183  
<http://www.nrca.net/>
- NTMA National Terrazzo and Mosaic Assoc.  
201 North Maple, Suite 208  
Purcellville, VA 20132  
Phone: 540-751-0930 / 800-323-9736 Fax: 540-751-0935  
<http://www.ntma.com/>

- NWWDA National Wood Window and Door Assoc.  
1400 E. Touhy Ave.,  
Des Plaines, IL 60018  
Tel. (800) 223-2301/ Fax: (708) 299-1286
- PCA Portland Cement Assoc.  
5420 Old Orchard Road  
Skokie, IL 60077  
Phone: (847) 966-6200 / Fax: (847) 966-8389  
<http://www.cement.org/>
- PCI Precast/Prestressed Concrete Institute  
209 W. Jackson Blvd. #500  
Chicago, IL 60606  
Tel. (312) 786-0300 / Fax: 312-786-0353  
<http://www.pci.org/intro.cfm>
- RFCI Resilient Floor Covering Institute  
401 East Jefferson Street, Suite 102  
Rockville, Maryland 20850  
Telephone: 301-340-8580 / Fax: 301-340-7283  
<http://www.rfci.com/index.htm#>
- RMA Rubber Manufacturers Assoc.  
1400 K St., NW, Suite 900  
Washington DC 20005 (202) 682-4800  
<http://www.rma.org/>
- SDI Steel Deck Institute  
P.O. Box 25  
Fox River Grove, IL 60021  
phone: 847-458-4647 / fax: 847-458-4648  
<http://www.sdi.org/>
- S.D.I. Steel Door Institute  
The Steel Door Institute is managed by:  
Wherry Associates  
30200 Detroit Road  
Cleveland, OH 44145-1967  
phone: 440.899.0010 / fax: 440.892.1404  
<http://www.steeldoor.org/>
- SECO State Energy Conservation Office  
LBJ State Office Building  
111 E. 17<sup>th</sup> Street, Room 1114  
Austin, TX 78701  
Phone: (512) 463-1931 / FAX: (512) 475-2569  
<http://www.seco.cpa.state.tx.us/>
- SGCC Safety Glazing Certification Council  
PO Box 730  
Sackets Harbor, NY 13685  
Phone: (315) 646-2234 / (315) 646-2297  
<http://www.sgcc.org/>



SIGMA	Sealed Insulating Glass Manufacturers Assoc. 401 N. Michigan Chicago, IL 60611 (312) 644-6610 <a href="http://www.sigmaonline.org">http://www.sigmaonline.org</a>
SJI	Steel Joist Institute 3127 Mr. Joe White Avenue Myrtle Beach, SC 29577-6760 Phone: (843) 626-1995 / Fax: (843) 626-5565 <a href="http://www.steeljoist.org/">http://www.steeljoist.org/</a>
SMACNA	Sheet Metal and Air Conditioning Contractors National Association 4201 Lafayette Center Drive Chantilly, Virginia 20151-1209 Tel (703) 803-2980 - Fax (703) 803-3732 <a href="http://www.smacna.org/">http://www.smacna.org/</a>
SPIB	Southern Pine Inspection Bureau P.O. Box 10915 Pensacola, Fl. 32524-0915 Office: (850) 434-2611 Fax: (850) 433-5594 <a href="http://www.spib.org/">http://www.spib.org/</a>
SPRI	Single Ply Roofing Institute 77 Rumford Avenue, Suite 3B Waltham, MA 02453 Phone: 781-647-7026 • Fax: 781-647-7222 <a href="http://www.spri.org/">http://www.spri.org/</a>
TCA	Tile Council of America 100 Clemson Research Blvd. Anderson, SC 29625 Phone: 864-646-8453 / Fax: 864-646-2821 <a href="http://www.tileusa.com/profile_main.htm">http://www.tileusa.com/profile_main.htm</a>
TIMA	Thermal Insulation Manufacturers Assoc. 29 Bank Street Stamford, CT 06901 (203) 324-7533 (Standards now issued by NAIMA, <a href="http://www.naima.org/">http://www.naima.org/</a> )
UFAC	Upholstered Furniture Action Council Box 2436 High Point, NC 27261 (919) 885-5065 <a href="http://www.ufac.org/">http://www.ufac.org/</a>
UL	Underwriters Laboratories, Inc. 333 Pfingsten Road Northbrook, IL 60062-2096 USA Phone: 847-272-8800 / Fax: 847-272-8129 <a href="http://www.ul.com/">http://www.ul.com/</a>

- WSFI Wood and Synthetic Flooring Institute  
4415 W. Harrison St., Suite 242-C  
Hillside, IL 60162 (708) 449-2933
- WWPA Western Wood Products Assoc.  
522 SW Fifth Ave. Suite 500,  
Portland, Oregon 97204-2122  
Tel: 503-224-3930 | Fax: 503-224-3934  
<http://www.wwpa.org/>
- W.W.P.A. Woven Wire Products Assoc.  
2515 N. Nordica Ave.  
Chicago, IL 60635 (312) 637-1359  
<http://www.wovenwire.org/>

## GOVERNMENT AGENCIES

- CPSC Consumer Product Safety Commission  
4330 East West Highway  
Bethesda, MD 20814  
General Information: (301) 504-7923 M-F 8:00 am - 4:30 pm ET  
Fax: (301) 504-0124 and (301) 504-0025  
<http://www.cpsc.gov/>
- CS Commercial Standard  
(U.S. Department of Commerce)  
1401 Constitution Ave., NW  
Washington, DC 20230  
Phone: (202) 482-2000  
<http://www.commerce.gov/>
- DOC U.S. Department of Commerce  
1401 Constitution Ave., NW  
Washington, DC 20230  
Phone: (202) 482-2000  
<http://www.commerce.gov/>
- EPA Environmental Protection Agency  
1445 Ross Avenue ([maps](#)) Suite 1200  
Dallas, Texas 75202  
(214) 665-6444  
<http://www.epa.gov/>
- FS Federal Specification (from GSA)  
Specifications Unit (WFSIS)  
7th and D St., SW  
Washington, DC 20407 (202) 708-9205  
<http://apps.fss.gsa.gov/pub/fedspecs/search.cfm>
- GSA General Services Administration  
1800 F Street, NW  
Washington, DC 20405 (202) 708-5082  
<http://www.gsa.gov/Portal/gsa/ep/home.do?tabId=0>

- GSC Texas Building and Procurement Commission  
1711 San Jacinto  
Austin, TX 78701  
(512) 463-6363  
<http://www.tbpc.state.tx.us/>
- NIST National Institute of Standards and Technology  
100 Bureau Drive, Stop 1070,  
Gaithersburg, MD 20899-1070  
Phone: (301) 975-NIST (6478) or TTY (301) 975-8295  
<http://www.nist.gov/>
- OSHA Occupational Safety and Health Administration  
Federal Office Building  
1205 Texas Avenue, Room 806  
Lubbock, Texas 79401  
Phone: (806) 472-7681 (7685) / Fax: (806) 472-7686  
<http://www.osha.gov/>
- PS Product Standard of NBS  
(U.S. Department of Commerce)  
Washington, DC 20230 (202) 482-2000  
<http://www.thenbs.com/products/default.asp>
- USDA U.S. Department of Agriculture  
1400 Independence Ave., S.W.  
Washington, DC 20250  
(202) 447-2791  
<http://www.usda.gov/wps/portal/usdahome>

**END OF SECTION**

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01500**Construction Facilities and Temporary Controls**(8 pages total)

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Contractor shall provide measures for executing work related to this project, including, but not limited to, structural engineering, cranes, hoists, chutes, movement of personnel, materials, equipment, temporary heating, and operation and maintenance of such facilities.

**II. EXISTING UNDERGROUND UTILITIES**

Existing underground lines occur in the site where the work is to be done. The Contractor shall visit the site and determine the location of all utility lines. Existing lines shown on the drawing are not guaranteed as to size and location or for completeness. Any utility line which interferes with the new construction shall be relocated or rerouted

by the Contractor as directed by the Design Professional and ASU. Removal or

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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rerouting of any portion of an existing landscape irrigation system by the Contractor

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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shall be accomplished under the direction of a licensed landscape irrigator and ASU.

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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All salvaged landscape irrigation material shall be delivered to the Department of

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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Grounds Maintenance.

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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### **III. SCAFFOLDING, BARRICADES, ENCLOSURES**

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#### **01500 Construction Facilities and Temporary Controls**

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(8 pages total)

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The Contractor shall furnish, erect, and maintain for the duration of the work as

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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required, all scaffold, runways, guard rails, platforms and similar temporary construction

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**01500****Construction Facilities and Temporary Controls**

(8 pages total)

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as may be necessary for the performance of the Contract. Such facilities shall be of

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**01500****Construction Facilities and Temporary Controls**

(8 pages total)

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type and arrangement as required for their specific use and comply with all applicable

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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laws and regulations of the Occupational Safety and Health Act.

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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The Contractor shall provide, install and maintain for the duration of work all necessary

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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solid barricades, warning signs and signals, and shall take all other precautions to

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**01500****Construction Facilities and Temporary Controls**

(8 pages total)

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safeguard persons, adjoining property, including improvements thereon, against injuries

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**01500****Construction Facilities and Temporary Controls**

(8 pages total)

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and damages of every nature whatsoever.

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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Parts and structures and other work in place that are subject to injury because of the

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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operations being carried on adjacent thereto, shall be covered, boarded up or

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**01500****Construction Facilities and Temporary Controls**

(8 pages total)

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substantially enclosed with adequate protection. This includes but is not limited to

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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existing structures to remain, adjacent existing structures where no work is indicated,

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**01500****Construction Facilities and Temporary Controls**

(8 pages total)

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existing landscaping features scheduled to remain and existing site features scheduled

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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to remain.

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**01500****Construction Facilities and Temporary Controls**

(8 pages total)

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Temporary enclosures, both dust proof and sound treated, shall be provided whenever

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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ASU's existing operation requires such separation from construction dirt and noise.

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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#### **IV. GUARDRAILS AND BARRICADES**

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#### **01500 Construction Facilities and Temporary Controls**

(8 pages total)

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Provide guardrails, handrails, and covers for floor, roof and wall openings, and for

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**01500****Construction Facilities and Temporary Controls**

(8 pages total)

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stairways installed or construction by Contractor's forces.

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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If movement of these protective facilities is required to perform work, it will be the

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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responsibility of the Contractor to replace the said protections in a satisfactory manner.

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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Provide all barricades required to protect all natural resource and site improvements.

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**01500****Construction Facilities and Temporary Controls**

(8 pages total)

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**V. STAIRS, LADDERS, HOISTS, ETC.**

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**01500 Construction Facilities and Temporary Controls**

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(8 pages total)

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Provide temporary stairs, scaffolding and ladders as may be required for the use of all

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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workmen and inspectors.

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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Install and operate such material hoists as may be necessary to properly and

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**01500****Construction Facilities and Temporary Controls**

(8 pages total)

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expeditiously perform the work.

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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## **VI. TREE AND PLANT PROTECTION**

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### **01500 Construction Facilities and Temporary Controls**

(8 pages total)

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Provide complete protection and maintenance of existing trees and shrubs designated

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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to remain within construction limits.

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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Coordinate protection of existing trees with other trades so as to prevent damage to

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**01500****Construction Facilities and Temporary Controls**

(8 pages total)

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trees.

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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If existing trees are destroyed, killed or badly damaged as a result of construction

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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operations, Contract sum will be reduced by the amount of assessed damages.

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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Damages will be evaluated by Grounds Maintenance, using International Shade Tree

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**01500****Construction Facilities and Temporary Controls**

(8 pages total)

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Conference Standards and following formula: measurement of a cross section of tree

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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trunk will be made at a point 2 feet above existing grade level to determine cross

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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section area in square inches. Assessment for damage will be \$32.00 per square inch.

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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Tree Protection lumber dimensions shall be 4 x 4 and 2 x 4 sizes.

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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Protect existing trees and shrubs within construction limits from the following damage:

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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Compaction of root area by equipment, vehicles or material storage

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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Trunk damage by moving equipment, material storage, nailing or bolting

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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Strangling by tying ropes or guy wires to trunks or large branches

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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Poisoning by pouring solvents, gas, paint or other chemicals on or around trees and

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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roots

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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Cutting of roots by excavating or ditching

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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Damage of branches by improper pruning

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Drought from failure to water or by cutting or changing normal drainage pattern past

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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roots

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**01500****Construction Facilities and Temporary Controls**

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Changes of soil pH factor by disposal of lime base materials such as concrete or plaster

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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Do not cut roots 1-1/2" in diameter or over. Excavation and earthwork within drip line of

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**01500****Construction Facilities and Temporary Controls**

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trees shall be done by hand.

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**01500****Construction Facilities and Temporary Controls**

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Install barricade protection around trees and shrubs, constructed of 4x4 posts and 2x4

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(8 pages total)

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stringers top and bottom. Install protection prior to demolition or excavation operations.

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**01500****Construction Facilities and Temporary Controls**

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Leave protection in place until construction operations are essentially complete.

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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Water trees and shrubs within construction limits as required to maintain their health

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**01500****Construction Facilities and Temporary Controls**

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during course of construction operations

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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Pruning will be performed by the Department of Grounds Maintenance.

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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## **VII. YARD REPAIRS**

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### **01500 Construction Facilities and Temporary Controls**

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(8 pages total)

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Where compaction of the soil has occurred in turf or other plant material areas within

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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the area of construction, the areas shall be rejuvenated by deep cultivation of the

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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compacted soil. After completion of the construction, the Contractor shall scarify the

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construction site within the established construction limits. Scarifying shall be to a

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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minimum depth of eight (8) to ten (10) inches except within a thirty foot radius of trees

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**01500****Construction Facilities and Temporary Controls**

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where scarifying shall be a maximum of six (6) inches in depth. The surface shall be

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**01500****Construction Facilities and Temporary Controls**

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roto-tilled to a depth of four (4) to six (6) inches, hand raked to remove any material

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

Contractor shall furnish measures for protection of the public, workmen and property, including structural engineering, maintenance and operation of such facilities.

**I. EXECUTION OF WORK**

Contractor shall provide measures for executing work related to this project, including, but not limited to, structural engineering, cranes, hoists, chutes, movement of personnel, materials, equipment, temporary heating, and operation and maintenance of such facilities.

**II. EXISTING UNDERGROUND UTILITIES**

Existing underground lines occur in the site where the work is to be done. The Contractor shall visit the site and determine the location of all utility lines. Existing lines shown on the drawing are not guaranteed as to size and location or for completeness. Any utility line which interferes with the new construction shall be relocated or rerouted

greater than three-quarter (3/4) inch in diameter, and reshaped to prepare a suitable

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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seedbed. The Contractor shall furnish and install either Bermuda grass sod or Bermuda

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grass seed to the rejuvenated area, depending on the season. Seeding will be allowed

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only between May 1 and August 1.

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Bermuda grass sod shall be supplied by a reputable turf grower and placed the same

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**01500****Construction Facilities and Temporary Controls**

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day of cutting by the supplier. Sod shall be laid solid and thoroughly rolled with a

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smooth steel roller of sufficient weight to insure a firm, level surface. If necessary, a top

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dressings of fine, clean, brick sand shall be applied to effect a smooth even finish.

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Finished grade of grass shall be flush with existing walkways. Contractor shall

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thoroughly water grass immediately following installation and not less than twice per

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week until final acceptance.

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Bermuda grass seed shall be of 98% purity and 95% germination, applied at the rate of

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two (2) pounds per 1000 square feet. The seedbed shall be cultivated sufficiently to

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reduce the soil to a state where the soil particles on the surface are small enough and

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lie closely enough together to prevent the seed from being covered too deep for

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optimum germination. The cross-section previously established shall be maintained

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throughout the process of cultivation and any necessary reshaping shall be done prior

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to any planting of seed. The seed shall be uniformly distributed over the area. If sowing

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seed by hand, rather than by mechanical methods, the seed shall be sown in two

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directions or right angles to each other. If mechanical equipment is used, the seed shall

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be applied at the specified rate. Distributed grass seed shall be covered lightly by hand

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raking or by dragging with a brush or mat in two directions. Firm the seeded area with a

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light empty roller (30 lb.) or cultipacker. When rolling, soil should not be pushed by the

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roller or scuffed when turning. Seeded areas should be kept moist until well

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established. Once seeds have begun to germinate they must not be allowed to dry out

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**01500****Construction Facilities and Temporary Controls**

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and die. Avoid saturating the soil, light applications of water should be made several

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**01500****Construction Facilities and Temporary Controls**

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times daily, if necessary, to insure that the top one-half (1/2) inch of soil is moist at all

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**01500****Construction Facilities and Temporary Controls**

(8 pages total)

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times.

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(8 pages total)

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## **VIII. TEMPORARY FIELD OFFICES**

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The Contractor shall furnish and maintain during construction of the project, adequate

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facilities at the site for the use of the Contractor, Owner's Representative and ASU

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**01500****Construction Facilities and Temporary Controls**

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Project Manager and Inspector.

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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The Prime Contractors and the Subcontractors shall maintain office and storage

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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facilities on the site as may be necessary for the proper conduct of the work. These

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**01500****Construction Facilities and Temporary Controls**

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shall be located so as to cause no interference to any work to be performed on the site.

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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The Project Manager shall be consulted with regard to locations.

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**01500****Construction Facilities and Temporary Controls**

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Contractor shall furnish measures for protection of the public, workmen and property, including structural engineering, maintenance and operation of such facilities.

**I. EXECUTION OF WORK**

Contractor shall provide measures for executing work related to this project, including, but not limited to, structural engineering, cranes, hoists, chutes, movement of personnel, materials, equipment, temporary heating, and operation and maintenance of such facilities.

**II. EXISTING UNDERGROUND UTILITIES**

Existing underground lines occur in the site where the work is to be done. The Contractor shall visit the site and determine the location of all utility lines. Existing lines shown on the drawing are not guaranteed as to size and location or for completeness. Any utility line which interferes with the new construction shall be relocated or rerouted

Upon completion of the project, or as directed by the Project Manager, the Contractor

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**01500****Construction Facilities and Temporary Controls**

(8 pages total)

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shall remove all such temporary structure and facilities from the site and leave the

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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Contractor shall provide measures for executing work related to this project, including, but not limited to, structural engineering, cranes, hoists, chutes, movement of personnel, materials, equipment, temporary heating, and operation and maintenance of such facilities.

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premises in the condition required by the Contract Documents.

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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**IX. TELEPHONES**

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**01500 Construction Facilities and Temporary Controls**

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(8 pages total)

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**I. EXECUTION OF WORK**

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Contractor shall provide, maintain, and pay for telephone service for his own use and all

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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Subcontractors for the duration of the work. ASU telephones shall not be used.

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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Contractor shall provide measures for executing work related to this project, including, but not limited to, structural engineering, cranes, hoists, chutes, movement of personnel, materials, equipment, temporary heating, and operation and maintenance of such facilities.

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**X. SHEDS**

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**01500 Construction Facilities and Temporary Controls**

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(8 pages total)

Contractor shall furnish measures for protection of the public, workmen and property, including structural engineering, maintenance and operation of such facilities.

**I. EXECUTION OF WORK**

Contractor shall provide measures for executing work related to this project, including, but not limited to, structural engineering, cranes, hoists, chutes, movement of personnel, materials, equipment, temporary heating, and operation and maintenance of such facilities.

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Existing underground lines occur in the site where the work is to be done. The Contractor shall visit the site and determine the location of all utility lines. Existing lines shown on the drawing are not guaranteed as to size and location or for completeness. Any utility line which interferes with the new construction shall be relocated or rerouted



Provide on the premises, at locations approved by ASU, suitable substantial watertight,

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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Contractor shall provide measures for executing work related to this project, including, but not limited to, structural engineering, cranes, hoists, chutes, movement of personnel, materials, equipment, temporary heating, and operation and maintenance of such facilities.

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Existing underground lines occur in the site where the work is to be done. The Contractor shall visit the site and determine the location of all utility lines. Existing lines shown on the drawing are not guaranteed as to size and location or for completeness. Any utility line which interferes with the new construction shall be relocated or rerouted

securable storage sheds for storage of tools and all materials which might be damaged

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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if exposed to the weather. ASU will not be responsible for lost or stolen

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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Contractor shall provide measures for executing work related to this project, including, but not limited to, structural engineering, cranes, hoists, chutes, movement of personnel, materials, equipment, temporary heating, and operation and maintenance of such facilities.

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Contractor/subcontractor's tools.

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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Contractor shall provide measures for executing work related to this project, including, but not limited to, structural engineering, cranes, hoists, chutes, movement of personnel, materials, equipment, temporary heating, and operation and maintenance of such facilities.

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Existing underground lines occur in the site where the work is to be done. The Contractor shall visit the site and determine the location of all utility lines. Existing lines shown on the drawing are not guaranteed as to size and location or for completeness. Any utility line which interferes with the new construction shall be relocated or rerouted

Maintain such buildings in good condition, and remove them when directed.

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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Contractor shall provide measures for executing work related to this project, including, but not limited to, structural engineering, cranes, hoists, chutes, movement of personnel, materials, equipment, temporary heating, and operation and maintenance of such facilities.

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Raise floors at least six (6) inches above the ground, on heavy joists or sleepers.

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**01500****Construction Facilities and Temporary Controls**

(8 pages total)

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Contractor shall provide measures for executing work related to this project, including, but not limited to, structural engineering, cranes, hoists, chutes, movement of personnel, materials, equipment, temporary heating, and operation and maintenance of such facilities.

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Materials: Contractor shall construct temporary facilities of rough or smooth clean

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**01500****Construction Facilities and Temporary Controls**

(8 pages total)

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lumber as usage requires. Faces exposed to public shall be smooth surfaced, neatly

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**01500****Construction Facilities and Temporary Controls**

(8 pages total)

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**I. EXECUTION OF WORK**

Contractor shall provide measures for executing work related to this project, including, but not limited to, structural engineering, cranes, hoists, chutes, movement of personnel, materials, equipment, temporary heating, and operation and maintenance of such facilities.

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Existing underground lines occur in the site where the work is to be done. The Contractor shall visit the site and determine the location of all utility lines. Existing lines shown on the drawing are not guaranteed as to size and location or for completeness. Any utility line which interferes with the new construction shall be relocated or rerouted



assembled, firmly braced, and painted a minimum of two (2) coats, colors as approved

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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by The ASU Project Manager.

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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## **XI. TOILETS**

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### **01500 Construction Facilities and Temporary Controls**

(8 pages total)

Contractor shall furnish measures for protection of the public, workmen and property, including structural engineering, maintenance and operation of such facilities.

#### **I. EXECUTION OF WORK**

Contractor shall provide measures for executing work related to this project, including, but not limited to, structural engineering, cranes, hoists, chutes, movement of personnel, materials, equipment, temporary heating, and operation and maintenance of such facilities.

#### **II. EXISTING UNDERGROUND UTILITIES**

Existing underground lines occur in the site where the work is to be done. The Contractor shall visit the site and determine the location of all utility lines. Existing lines shown on the drawing are not guaranteed as to size and location or for completeness. Any utility line which interferes with the new construction shall be relocated or rerouted

The Contractor shall provide chemical toilet facilities for all workers and shall remove

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**01500****Construction Facilities and Temporary Controls**

(8 pages total)

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Contractor shall provide measures for executing work related to this project, including, but not limited to, structural engineering, cranes, hoists, chutes, movement of personnel, materials, equipment, temporary heating, and operation and maintenance of such facilities.

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same at completion of the work. Toilets shall be completely enclosed and of neat

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**01500****Construction Facilities and Temporary Controls**

(8 pages total)

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Contractor shall provide measures for executing work related to this project, including, but not limited to, structural engineering, cranes, hoists, chutes, movement of personnel, materials, equipment, temporary heating, and operation and maintenance of such facilities.

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appearance and shall be located as directed. Toilets are required to be staked down

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**01500****Construction Facilities and Temporary Controls**

(8 pages total)

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per the Storm Water Pollution Protection Plan for the project.

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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## **XII. SECURITY**

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### **01500 Construction Facilities and Temporary Controls**

(8 pages total)

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#### **I. EXECUTION OF WORK**

Contractor shall provide measures for executing work related to this project, including, but not limited to, structural engineering, cranes, hoists, chutes, movement of personnel, materials, equipment, temporary heating, and operation and maintenance of such facilities.

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Construction security is the responsibility of the Contractor; however, ASU shall have

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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Existing underground lines occur in the site where the work is to be done. The Contractor shall visit the site and determine the location of all utility lines. Existing lines shown on the drawing are not guaranteed as to size and location or for completeness. Any utility line which interferes with the new construction shall be relocated or rerouted

the right of access to the construction site.

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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Existing underground lines occur in the site where the work is to be done. The Contractor shall visit the site and determine the location of all utility lines. Existing lines shown on the drawing are not guaranteed as to size and location or for completeness. Any utility line which interferes with the new construction shall be relocated or rerouted

**XIII. WATCHMAN**

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**01500 Construction Facilities and Temporary Controls**

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(8 pages total)

Contractor shall furnish measures for protection of the public, workmen and property, including structural engineering, maintenance and operation of such facilities.

**I. EXECUTION OF WORK**

Contractor shall provide measures for executing work related to this project, including, but not limited to, structural engineering, cranes, hoists, chutes, movement of personnel, materials, equipment, temporary heating, and operation and maintenance of such facilities.

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The Contractor may, at its option, employ watchman service when work is not being

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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Contractor shall provide measures for executing work related to this project, including, but not limited to, structural engineering, cranes, hoists, chutes, movement of personnel, materials, equipment, temporary heating, and operation and maintenance of such facilities.

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Existing underground lines occur in the site where the work is to be done. The Contractor shall visit the site and determine the location of all utility lines. Existing lines shown on the drawing are not guaranteed as to size and location or for completeness. Any utility line which interferes with the new construction shall be relocated or rerouted

carried on. However, no liability shall be attached to the General Contractor in this

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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**II. EXISTING UNDERGROUND UTILITIES**

Existing underground lines occur in the site where the work is to be done. The Contractor shall visit the site and determine the location of all utility lines. Existing lines shown on the drawing are not guaranteed as to size and location or for completeness. Any utility line which interferes with the new construction shall be relocated or rerouted

respect except in the protection of his own interest.

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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Contractor shall provide measures for executing work related to this project, including, but not limited to, structural engineering, cranes, hoists, chutes, movement of personnel, materials, equipment, temporary heating, and operation and maintenance of such facilities.

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#### **XIV. CONSTRUCTION FENCE**

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#### **01500 Construction Facilities and Temporary Controls**

(8 pages total)

Contractor shall furnish measures for protection of the public, workmen and property, including structural engineering, maintenance and operation of such facilities.

##### **I. EXECUTION OF WORK**

Contractor shall provide measures for executing work related to this project, including, but not limited to, structural engineering, cranes, hoists, chutes, movement of personnel, materials, equipment, temporary heating, and operation and maintenance of such facilities.

##### **II. EXISTING UNDERGROUND UTILITIES**

Existing underground lines occur in the site where the work is to be done. The Contractor shall visit the site and determine the location of all utility lines. Existing lines shown on the drawing are not guaranteed as to size and location or for completeness. Any utility line which interferes with the new construction shall be relocated or rerouted

Shall be a six foot (6') high chain link fence with steel posts and gates. The fence may

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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Existing underground lines occur in the site where the work is to be done. The Contractor shall visit the site and determine the location of all utility lines. Existing lines shown on the drawing are not guaranteed as to size and location or for completeness. Any utility line which interferes with the new construction shall be relocated or rerouted



be of new or of salvage materials with minimum bracing required for stability. Upon

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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completion of the project the fence and appurtenances shall be removed and shall

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**01500****Construction Facilities and Temporary Controls**

(8 pages total)

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Existing underground lines occur in the site where the work is to be done. The Contractor shall visit the site and determine the location of all utility lines. Existing lines shown on the drawing are not guaranteed as to size and location or for completeness. Any utility line which interferes with the new construction shall be relocated or rerouted

remain the property of the Contractor. The construction fence shall be kept neat and

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**01500****Construction Facilities and Temporary Controls**

(8 pages total)

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Contractor shall provide measures for executing work related to this project, including, but not limited to, structural engineering, cranes, hoists, chutes, movement of personnel, materials, equipment, temporary heating, and operation and maintenance of such facilities.

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orderly, free from accumulations of trash and weeds.

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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**XV. TEMPORARY HEAT AND HVAC CONTROLS**

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**01500 Construction Facilities and Temporary Controls**

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(8 pages total)

Contractor shall furnish measures for protection of the public, workmen and property, including structural engineering, maintenance and operation of such facilities.

**I. EXECUTION OF WORK**

Contractor shall provide measures for executing work related to this project, including, but not limited to, structural engineering, cranes, hoists, chutes, movement of personnel, materials, equipment, temporary heating, and operation and maintenance of such facilities.

**II. EXISTING UNDERGROUND UTILITIES**

Existing underground lines occur in the site where the work is to be done. The Contractor shall visit the site and determine the location of all utility lines. Existing lines shown on the drawing are not guaranteed as to size and location or for completeness. Any utility line which interferes with the new construction shall be relocated or rerouted

Provide temporary heating apparatus and operating fuel as necessary for the proper

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

Contractor shall furnish measures for protection of the public, workmen and property, including structural engineering, maintenance and operation of such facilities.

**I. EXECUTION OF WORK**

Contractor shall provide measures for executing work related to this project, including, but not limited to, structural engineering, cranes, hoists, chutes, movement of personnel, materials, equipment, temporary heating, and operation and maintenance of such facilities.

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protection of work. Do not damage work.

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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The Contractor shall furnish temporary connections to the permanent heating or

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**01500****Construction Facilities and Temporary Controls**

(8 pages total)

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ventilation system as required to maintain operations of all existing HVAC systems. The

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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Contractor shall provide measures for executing work related to this project, including, but not limited to, structural engineering, cranes, hoists, chutes, movement of personnel, materials, equipment, temporary heating, and operation and maintenance of such facilities.

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Contractor shall maintain functionality of all existing HVAC systems required for all

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**01500****Construction Facilities and Temporary Controls**

(8 pages total)

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occupied spaces of the construction site. The Contractor shall restore the system to full

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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functionality before turning over to ASU. This shall in no way affect the guarantee

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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period, which shall start at substantial completion of all work.

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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## **XVI. TEMPORARY UTILITIES**

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### **01500 Construction Facilities and Temporary Controls**

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(8 pages total)

Contractor shall furnish measures for protection of the public, workmen and property, including structural engineering, maintenance and operation of such facilities.

#### **I. EXECUTION OF WORK**

Contractor shall provide measures for executing work related to this project, including, but not limited to, structural engineering, cranes, hoists, chutes, movement of personnel, materials, equipment, temporary heating, and operation and maintenance of such facilities.

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The Contractor shall arrange for temporary utilities as may be required for the proper

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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execution of the work. The Contractor, at its option, may extend existing water, gas and

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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electrical services for construction use. The Contractor shall include in his proposal all

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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costs necessary for connecting and extending all necessary utilities. Where

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**01500****Construction Facilities and Temporary Controls**

(8 pages total)

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connections are made to existing utility services, shut-off or turn-on shall be by Building

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**01500****Construction Facilities and Temporary Controls**

(8 pages total)

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Contractor shall provide measures for executing work related to this project, including, but not limited to, structural engineering, cranes, hoists, chutes, movement of personnel, materials, equipment, temporary heating, and operation and maintenance of such facilities.

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Maintenance or the designated Physical Plant group only.

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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Electrical: Contractor shall install a temporary line from an existing power source as

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**01500****Construction Facilities and Temporary Controls**

(8 pages total)

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directed by the Project Manager. Contractor shall provide a temporary fused disconnect

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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switch at the power source and provide ground fault protection for all circuits using

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**01500****Construction Facilities and Temporary Controls**

(8 pages total)

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portable multi-outlet units designed for construction sites. Upon completion of the

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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project, the Contractor shall remove all temporary installations and restore site to

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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original condition.

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**01500****Construction Facilities and Temporary Controls**

(8 pages total)

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Water: Contractor shall install temporary piping and valves necessary to deliver water

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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to construction site. Source of water and pipe route shall be as directed by the Project

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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Manager. Provide back flow protection at source of connection satisfactory to ASU's

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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Department of Environmental Health & Safety. Contractor shall arrange with ASU for

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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details of connection to existing source. Upon completion of the project, the Contractor

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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shall remove all temporary installations and restore site to original condition.

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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Sewers: When necessary provide temporary piping with proper grade to an existing

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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sewer manhole. Connection to a sewer line must be approved by the Project Manager.

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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Upon completion of the project, the Contractor shall remove all temporary installations

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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and restore site to original condition.

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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**XVII. PARKING LOT FOR CONSTRUCTION VEHICLES****01500****Construction Facilities and Temporary Controls**

(8 pages total)

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The Contractor shall maintain parking facilities for construction personnel within the

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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area designated by the construction limits or any other area on campus designated by

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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ASU. Employees of the Contractor, its subcontractors or material suppliers shall park on

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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campus only if space is available.

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**01500****Construction Facilities and Temporary Controls**

(8 pages total)

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01500**Construction Facilities and Temporary Controls**(8 pages total)

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Contractor shall furnish measures for protection of the public, workmen and property, including structural engineering, maintenance and operation of such facilities.

**I. EXECUTION OF WORK**

Contractor shall provide measures for executing work related to this project, including, but not limited to, structural engineering, cranes, hoists, chutes, movement of personnel, materials, equipment, temporary heating, and operation and maintenance of such facilities.

**II. EXISTING UNDERGROUND UTILITIES**

Existing underground lines occur in the site where the work is to be done. The Contractor shall visit the site and determine the location of all utility lines. Existing lines shown on the drawing are not guaranteed as to size and location or for completeness. Any utility line which interferes with the new construction shall be relocated or rerouted

Requests for construction parking permits may be submitted to ASU Project Manager.

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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The Contractor/subcontractor will be required to submit vehicle information for

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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verification by ASU Project Manager. The Contractor/subcontractor will then be issued

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**01500****Construction Facilities and Temporary Controls**

(8 pages total)

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a Contractor's parking permit from Traffic and Parking.

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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The Contractor will be permitted a minimum of two (2) parking spaces, adjacent to the

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**01500****Construction Facilities and Temporary Controls**

(8 pages total)

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construction site. Nothing in this requirement is intended to abrogate the Contractor's

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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regulation of employee parking, service vehicles and construction equipment within the

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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(8 pages total)

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All individuals operating a vehicle on property owned and operated by ASU shall comply

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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with the Traffic and Parking Regulation for ASU.

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**01500****Construction Facilities and Temporary Controls**

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(8 pages total)

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01500**Construction Facilities and Temporary Controls**(8 pages total)

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**END OF SECTION****01500****Construction Facilities and Temporary Controls**

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## 01501 Exterior Construction Project Signage

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### 01501

### Exterior Construction Project Signage

(2 pages total)

The contractor shall install a Project Sign, as shown in Specification Section 01502, Exterior Construction Project Sign at two (2) locations at the site. The exact location of each sign shall be coordinated with the ASU Project Manager.

The Contractor may install one sign bearing the company name and logo indicating the point for delivery for material, supplies, and express deliveries at one gate.

Other than the signs above, interior site way finding signage and any signs required by safety and insurance requirements, no other signs will be installed at the project site.

Signs attached to storage and office trailers may be approved by the ASU Project Manager if they do not detract from the appearance of the campus.

The contractor shall submit a drawing of the proposed sign, showing its size, content, and location to the ASU Project Manager for approval prior to installation.

The contractor shall be responsible for maintaining in good condition all temporary



(2 pages total)

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exterior construction project signage installed. The Contractor shall ensure that the

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signage is protected from vandalism and the information is legible and complete at all

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update all outdated sign information.

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Exterior construction project sign shall be installed immediately after contract award.

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back from street intersections and pedestrian walkways such that it does not conflict

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The contractor shall submit a drawing of the proposed sign, showing its size, content, and location to the ASU Project Manager for approval prior to installation.

The contractor shall be responsible for maintaining in good condition all temporary

with or impede fields of view necessary for vehicular/pedestrian traffic circulation.

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**01501****Exterior Construction Project Signage**

(2 pages total)

The contractor shall install a Project Sign, as shown in Specification Section 01502, Exterior Construction Project Sign at two (2) locations at the site. The exact location of each sign shall be coordinated with the ASU Project Manager.

The Contractor may install one sign bearing the company name and logo indicating the point for delivery for material, supplies, and express deliveries at one gate.

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The Contractor shall remove exterior construction project signage prior to submission of

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Contractor's Final Application for Payment.

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Exterior construction project signage shall be constructed of exterior grade  $\frac{3}{4}$ " CDX

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plywood. The size shall be 96" in length and 48" in height. The orientation shall be

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landscape (horizontal). The signage surface will be mounted to 4"x4" posts temporarily

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set in the ground. The bottom edge of the signage shall be at a minimum 48" above

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grade and installed level. All exposed surfaces (sign faces, edges, and posts) shall be

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weather sealed with white exterior latex paint.

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All lettering will be Black and follow the Times Romans font at the character heights

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indicated in Specification Section 01502. The Texas Tech University System graphics

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shall be in red, white, and black as shown. The Angelo State University graphics will be

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in blue and gold as shown.

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**END OF SECTION****01501****Exterior Construction Project Signage**

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**01502 Exterior Construction Project Signage Sample**

(1 pages total)

 12" x 20"	<div style="border: 1px solid black; height: 150px; margin: 0 auto; width: 400px;"> <p style="text-align: center; padding: 50px 0;">Insert project picture or graphic 50" x 20"</p> </div>	 12" x 12"
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: left;"> <p>3.5" Letters</p> <p>PROJECT NAME</p> </div> <div style="text-align: center;"> <p>PROJECT BUDGET: \$XX,000,000 (or DONOR FUNDED PROJECT)</p> </div> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <div style="text-align: left;"> <p>2.25" Letters</p> <p>CONTRACTOR Company Name</p> </div> <div style="text-align: left;"> <p>2.25" Letters</p> <p>OWNER'S REP Company Name</p> </div> <div style="text-align: left;"> <p>2.25" Letters</p> <p>DESIGNER Designer Name</p> </div> </div> <div style="text-align: center; margin-top: 10px;"> <p>2" Letters — FP&amp;C PROJECT MANAGER</p> <p>2" Letters — PM's NAME</p> <p>1.5" Letters — (806) 742-2116</p> </div>		

**Sign Specifications** - 48" x 96" Exterior Grade Plywood CDX, white background, black lettering (Times Romans font), Black, Red, and White Texas Tech University System Graphics; Blue and Gold Angelo State Graphics.

**END OF SECTION**

**01550 Angelo State University Operating Policies and Procedures**  
(1 pages total)

All Operating Policies and Procedures can be found in their entirety at <http://www.angelo.edu/opmanual/>. All contractors are responsible for following these policies as they apply to their contract.

**END OF SECTION**

**01600 Materials**  
(4 pages total)**I. UNAVAILABILITY OR LATE DELIVERIES**

Contractor shall order and schedule delivery of materials in ample time to avoid delays in construction. If an item is found to be unavailable, Contractor shall notify ASU and The Design Professional immediately to permit mutual selection of suitable substitute. If Contractor fails to order materials in ample time to avoid delays in construction, an approved material shall be substituted at no extra cost to the Owner. Or, at ASU and The Design Professional's discretion, approval of a substitute will be given only upon agreement by the Contractor to remove substituted material at a later date agreeable to Owner, and replace it at Contractor's expense with material originally specified. Such approval shall be subject to the same terms as for "Substitutions".

**II. TESTING**

Laboratory tests and inspections specified or required of material and finish articles incorporated in the work shall be made by bureaus, laboratories or agencies approved by ASU and the Design Professional. Reports will be submitted to ASU and the Design Professional or distributed as established at the Pre-Construction Conference. Cost of testing and inspections will be paid for by the Owner unless otherwise specified.

Contractor shall furnish promptly, without additional charge, all reasonable facilities, labor, and materials necessary for safe and convenient inspection and tests required by ASU and the Design Professional. Inspection and tests will be performed in a manner not to delay work unnecessarily. Contractor will be charged with cost of extra inspections when material or work is not ready at time of inspection is required.

Test samples as ASU and the Design Professional may deem necessary shall be procured from material or equipment delivered for use in the work. If any test sample fails to meet specification requirements:

- A. Previous approval may be withdrawn and such material or equipment may be subject to removal and replacement by Contractor at his expense with material or equipment meeting specification requirements.

- B. Design Professional may refuse consideration of further samples of same brand or make for testing. In any case, Owner will pay cost of only one additional test of material for same usage; should second sample of same or like material also fail test, Contractor shall bear cost of all further testing until ASU and the Design Professional's approval is granted.
- C. At Owner's discretion, defective material and equipment may be permitted to remain in place subject to adjustment of contract price.

Testing and inspections shall include, but not be limited to Materials Testing, Life Safety & Code Compliance and Asbestos compliance testing. Contractor shall pay for all failed tests.

### **III. MATCHING MATERIALS**

Materials required to match existing work and not otherwise specified, shall be equal to the existing work in quality, color and finish. Workmanship and installation shall be comparable to adjacent existing work. The Owner shall be the sole authority in the determination of an acceptable match.

### **IV. SPECIFIED ITEMS - SUBSTITUTES**

In addition to the requirements of General Conditions Article 8 the following applies:

Whenever catalog numbers and specified brands or trade names, followed by the designation "or equal" are used in conjunction with a designated material, product, thing or service mentioned in these specifications, they are used to establish the standards of quality and utility required. Substitutions which are equal in quality and utility to those specified will be approved, subject to the following provisions: All substitutions must be approved by the Design Professional and Owner in writing. For this purpose the Contractor shall submit to ASU and the Design Professional within 35 calendar days after recording of the contract, a typewritten list containing a description of each proposed substitute item or material. Sufficient data, drawings, samples, literature or other detailed information as will demonstrate to ASU and the Design Professional that the proposed substitute is equal in quality and utility to the material specified shall be appended to this list. The Design Professional will approve after receiving written



concurrence from the Owner, in writing, such proposed substitutions as are, in his opinion, equal in quality and utility to the times or materials specified. Such approval shall not relieve the Contractor from complying with the requirements of the Drawings and Specifications, and the Contractor shall be responsible at his own expense for any changes resulting from his proposed substitutions which affect other parts of the work.

Failure of the Contractor to submit proposed substitutions for approval in the manner described and within the time prescribed shall be sufficient cause for disapproval by ASU and/or the Design Professional of any substitutions otherwise proposed.

Whenever catalog numbers and specific brands or trade names not followed by the designation "or equal" or used in conjunction with a designated material, product, thing or service mentioned in these specifications, no substitutions will be approved.

#### **V. SUBSTITUTIONS**

Substitutions of any materials other than those specifically called for shall be submitted to ASU and the Design Professional for approval.

#### **VI. ITEMS SPECIFIED BY TRADE NAME**

Reference to items specified by trade name are made as a basis of quality and function. Equivalent items may be used instead; however, the right of determining such quality shall remain with the Owner's Representative. The terms "similar to", "approved", "or equal" or similar phrases shall be interpreted similarly.

Items for interior finishes shall be as specified.

#### **VII. LABELS**

Manufacturer's or trade names together with model or serial designations, grade marking, fire ratings, etc., will be permitted and are required on certain components of the work. These items shall be placed in concealed, but accessible locations.

Absolutely no labels advertising any manufacturer or trade name will be permitted on exposed portions of components without written authorization from ASU and/or the Design Professional.

**VIII. MATERIALS STORAGE**

The Contractor will be allowed space on the grounds for the storage of materials, but the Contractor shall provide all necessary enclosures, doors and locks, and shall be solely responsible for the safekeeping of all materials, tools, etc., stored therein.

Such storage facilities shall be moved when so directed by the Owner at the Contractor's expense. After completion of the work, storage facilities shall be completely removed and all materials taken from the premises.

**IX. MANUFACTURER'S DIRECTIONS**

All manufactured articles, materials and equipment shall be applied, installed, connected, erected, secured, used, cleaned and put in operation as recommended, directed or specified by the manufacturer, for the type of installation called for.

Where work is specified to be in accordance with product manufacturer's directions, Contractor shall procure such information in sufficient quantities to supply interested parties.

**END OF SECTION**

**01700 Contract Close-Out Requirements**  
(9 pages total)

**I. FINAL CLEANING**

Use experienced workmen or professional cleaners for final cleaning.

At completion of construction and just prior to acceptance or occupancy, conduct final inspection of exposed interior and exterior surfaces and perform final cleaning.

Final cleaning shall include all sweeping, dusting, vacuuming, dry and wet mopping, polishing, buffing, and other operations necessary, including supplies and equipment required. Also remove temporary tape, wrappings, coatings, labels, grease, dust, dirt, stains, fingerprints, and other foreign materials from interior and exterior surfaces.

Repair, patch, and touch up marred surfaces to match adjacent finishes.

Replace air conditioning filters if units were operated during construction.

Clean ducts, blowers, and coils if air conditioning units were operated during construction.

Clean cabinets and casework.

Dust and wash plumbing and electrical fixtures.

Surfaces, recesses, enclosures, etc., shall be cleaned as necessary to leave the Work in a condition ready for immediate occupancy by the Owner.

Hose down and scrub all new and existing surfaces soiled as result of work. Rake clean other surfaces of grounds.

All debris, surplus material, and other items specified or indicated for removal shall become property of Contractor and disposed of off-campus unless otherwise specified.

The Contractor shall promptly remove from the building, job site, sidewalks and streets all rubbish and dirt resulting from the Work performed under the Contract. At completion of work, completely clean areas in which work has been done, including glass, and leave building broom-clean and ready for occupancy.

At completion of Work, the contractor shall completely clean the areas in which work has been done, including areas used for access to the construction area.

## **II. FINAL INSPECTION**

Contractor determines work shown and specified as completed:

- D. Informs Design Professional in writing that work is ready for inspection.
- E. If Design Professional concurs upon inspection, ASU Project Manager is notified in writing that work is ready for Owner's inspection.
- F. If ASU Project Manager concurs, a Final Inspection for Acceptance and Beneficial Occupancy will be scheduled.

Representatives that participate in Final Inspection:

- A. The Design Professional and their consultants and sub-consultants
- B. Contractor and Major Sub-Contractors
- C. ASU Facilities Operation and Maintenance Representative
- D. Grounds Maintenance
- E. Custodial Operations
- F. Others as required
- G. Design Professional or ASU develops master "punch list" from comments produced by Final Inspection:
  - 1. One (1) copy shall be furnished to the Project's Facilities Management Office
  - 2. Copies to Contractor as required to expedite correction of items contained in "punch list"

## **III. PERMANENT KEYS**

At the final inspection, Contractor shall place correct key in each lock, appropriately tagged for positive identification.

Permanent keys for whatever purpose (finish hardware, mechanical equipment, casework, switches, electrical panels, fire alarm system panels, fire hose cabinets, elevator, etc.) shall be released only to the Assistant Director of Building Maintenance and Utilities or a representative of the Building Maintenance Lockshop.

#### **IV. SUBMITTAL REQUIREMENTS FOR CONSTRUCTION CONTRACT FINAL PAYMENT**

Project Record Documents:

- A. Related requirements specified elsewhere:
  - 1. Uniform General Conditions and Supplementary General Conditions
  - 2. Special Conditions
  - 3. Submittals, Shop Drawings, Product Data, and Samples
- B. Project Record Documents are defined as "As-Built" Records which include but are not limited to the following: Contract Drawings, Specifications, Addenda, reviewed Shop Drawings, Change Orders, negotiated changes, other modifications to Contract, Field Test Reports, approved submittal data, equipment operation, and maintenance manuals.
- C. Submit two (2) copies each of above to Design Professional for review and approval, one (1) copy of which shall be returned to Contractor approved or with instructions for changes. After approval, submit three (3) copies to Design Professional who will forward two (2) copies to Owner for his information and use.
- D. Label each document "PROJECT RECORD" and accompany each submittal with transmittal letter containing: date, project title, ASU Facilities Management project number, Contractor's name and address, title of each record document, certification in writing that each document, as submitted, is complete and accurate, and signature of Contractor or his authorized representative.
- E. All the above shall be submitted prior to Final Payment to Contractor.
- F. Failure to supply any of the above, and if the Owner must of necessity otherwise obtain this information and data, the costs for obtaining it will be deducted from the Contractor's Final Payment.

#### **V. AS-BUILT DRAWINGS**

Upon completion of construction and prior to Final Payment, Contractor shall provide the Owner with clean, complete set of prints marked to record actual construction showing all deviations from, additions to, or changes in Contract Drawings including but not limited to:

- A. Depths of various elements of foundation and drilled piers in relation to first floor level.
- B. Horizontal and vertical location of underground utilities and appurtenances referenced to permanent surface improvements
- C. Location of internal utilities concealed in construction referenced to visible and accessible features of structure, if significantly different than that shown on Drawings.
- D. Field changes of dimension and details
- E. Changes made by Changes Letters, Change Order, or Field Order
- F. Details not on original Contract Drawings
- G. Architectural changes shall be noted as well as structural, mechanical, and electrical.

## **VI. SPECIFICATIONS AND ADDENDA**

Upon completion of construction and prior to Final Payment, Contractor shall provide the Owner with clean, complete set of Specifications, and Addenda, each Section marked to record:

- A. Manufacturer, trade name, catalog number of each product, and item of equipment actually installed
- B. Changes made by Change Order or Field Order
- C. Other matters not originally specified

## **VII. OPERATING AND MAINTENANCE MANUALS AND INDEX**

Prior to Final Payment, Contractor shall provide maintenance information and operations instructions for equipment and systems installed.

Prepare operating and maintenance instructions for equipment, particular Mechanical and Electrical items that will require adjustment, servicing, or attention for its proper operation.

Provide following data bound in a neat brochure:

- A. Approved fixture brochures, wiring diagrams, control diagrams, and directions

- B. Repair parts list of major equipment items including suppliers and companies servicing installed equipment
- C. Valve tag charts and diagrams
- D. List of products incorporated in work, referenced to Specification Section if other than product specified

Provide and Index listing equipment referenced to Specification Sections

Operating instructions for heating, cooling, and other mechanical systems necessary for Owner to make full and efficient use of equipment including recommended maintenance and seasonal change-over procedures

Submit two (2) copies of instructions to Design Professional for review and approval, one (1) copy of which shall be returned to Contractor approved or with instructions for changes. After approval, submit three (3) copies of instructions covering equipment to Design Professional who will forward two (2) copies to Owner for information and use.

#### **VIII. APPROVED MECHANICAL AND ELECTRICAL SUBMITTAL DATA**

Prior to Final Payment, Contractor shall provide three (3) copies of Mechanical and Electrical Submittal Data to Design Professional who will forward two (2) copies to Owner for information and use.

#### **IX. ADDENDA AND NEGOTIATED CHANGES**

Prior to Final Payment, Contractor shall provide three (3) copies of Addenda and Negotiated Changes to Design Professional who will forward two (2) copies to Owner for information and use.

#### **X. ELEVATOR MAINTENANCE AND OPERATING MANUAL**

Prior to Final Payment, Contractor shall provide two (2) copies of Maintenance Manual to the Owner, including operation instructions, record wiring diagrams, parts list, lubrication and maintenance requirements, and safety procedures which will be forwarded to Owner for information and use.

Provide three (3) copies of manufacturer's certification to Design Professional that elevator equipment was installed in accordance with referenced codes and standards.

Provide to Design Professional two (2) copies of one (1) year warranty for maintenance and parts from time of Owner's substantial completion or use by Owner, whichever is earlier.

## **XI. SYSTEMS DEMONSTRATIONS**

After submission of written instructions and prior to Final Payment, Contractor shall furnish competent operation engineer or engineers at such time or times to meet with Owner or his representatives, to fully explain instructions and to demonstrate and fully familiarize Owner or his representatives with equipment and phases of its operation and maintenance.

Instructions shall be adequate to extent that Owner's personnel may proceed with normal operations in a safe and efficient manner

## **XII. WARRANTIES AND GUARANTEES**

Prior to Final Payment, Contractor shall provide to the Owner two (2) copies of all warranties, guarantees, and bonds required in various sections of Specifications.

Contractor shall submit to the Owner two (2) copies of a warranty written on Contractor's letterhead and in form approved by the Owner, for work material and equipment for period of one (1) year.



Where guarantees for periods beyond one (1) year from date of final acceptance of work are required, such guarantees shall be written, and two (2) copies furnished to the Owner, on Contractor's letterhead using following format:

**"GUARANTEE FOR \_\_\_\_\_**

*We hereby guarantee that the \_\_\_\_\_ ,  
which we have installed on the campus of Angelo State University, San Angelo, Texas,  
has been done in accordance with the drawings and specifications, and that the work as  
installed will fulfill the requirements of the Guarantee included in the Specifications. We  
agree to repair or replace any or all of our work, together with any other adjacent work  
which may be displaced by so doing that may prove to be defective in its workmanship  
or materials within a period of (insert guarantee period) year(s) from date of acceptance  
of the above mentioned structure by Angelo State University, ordinary wear and tear  
and unusual abuse or neglect excepted.*

*In the event of our failure to comply with the above mentioned conditions within a  
reasonable time, which in no case shall be longer than thirty (30) days after being  
notified in writing by Angelo State University, we collectively or separately do hereby  
authorize Angelo State University to proceed to have said defects repaired and made  
good at our expense, and we will honor and pay the costs and charges therefor upon  
demand."*

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

*Subcontractor and/or Supplier*

Countersigned: \_\_\_\_\_

*Prime Contractor*

Warranty and Guarantee periods shall commence on the date of the Certificate of Substantial Completion unless otherwise specified. Bind in commercial quality 8-1/2" x 11" three-ring binders, with hardback, cleanable, plastic covers. Neatly type in sequence of the Table of Contents of the Project manual, with each item identified with the number and title of the specification section in which specified, and the name of Product or work item.

Label cover of each binder with typed or printed title "WARRANTIES, GUARANTEES AND BONDS", with title of Project; name, address and telephone number of Contractor; and name of responsible principal.

Separate each warranty or bond with index tab sheets keyed to the Table of Contents listing. Provide full information, using separate typed sheets as necessary. List subcontractor, supplier, and manufacturer, with name, address, and telephone number of responsible principal.

### **XIII. TIME OF SUBMITTALS**

For equipment and component parts of equipment put into service during progress of construction submit within ten (10) days after inspection and acceptance.

Make other submittals within ten (10) days after Date of Substantial Completion, prior to final Application of Payment.

For items of work where acceptance is delayed materially beyond the Date of Substantial

Completion, provide updated submittal within ten (10) days after acceptance listing the date of acceptance as the start of the warranty period.

### **XIV. FINAL PAYMENT**

Refer to the Uniform General Conditions and Supplementary General Conditions Article 12.

Submit three (3) of the following to The Design Professional who will forward two (2) copies to the Owner:

A. Certificate of Substantial Completion (AIA Form G704)

- B. Certificate of Punch List Completion
  - 1. On Design Professional's letterhead
  - 2. Copy of punch list attached
- C. Change Orders:
  - 1. AIA form G701
  - 2. Incorporates Change Letters and deducts remainder of the Allowance from Contract amount
  - 3. All Change Letters, back-up material, and authorizations
- D. Consent of Surety Company for Final Payment, AIA form G707

Submit request on one (1) four-part State of Texas Construction Voucher marked  
PROJECT NAME: **Academic 004 Lecture Hall Renovation** , FINAL.

**END OF SECTION**

## **01730 Cutting and Patching**

(4 pages total)

This Section specifies administrative and procedural requirements for cutting and patching.

Requirements of this Section apply to mechanical and electrical installations. Refer to MEP specification sections for other requirements and limitations applicable to cutting and patching mechanical and electrical installations.

Demolition of selected portions of the building for alterations, if applicable, is included in Section "Selective Demolition."

- **CUTTING AND PATCHING PROPOSAL**

Where approval of procedures for cutting and patching is required before proceeding, submit a proposal describing procedures well in advance of the time cutting and patching will be performed and request approval to proceed. Employ skilled workmen to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time and complete without delay.

- **REQUIREMENTS FOR STRUCTURAL WORK**

Do not cut and patch structural elements in a manner that would reduce their load-carrying capacity or load-deflection ratio. Obtain approval of the cutting and patching proposal before cutting and patching the following structural elements:

- I. Foundation construction.
- II. Bearing and retaining walls.
- III. Structural concrete.
- IV. Structural steel.
- V. Lintels.
- VI. Miscellaneous structural metals.
- VII. Equipment supports.
- VIII. Piping, ductwork, vessels and equipment.

- **OPERATIONAL AND SAFETY LIMITATIONS**

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

- **VISUAL REQUIREMENTS**

Do not cut and patch construction exposed on the exterior or in occupied spaces, in a manner that would, in the Design Professional's opinion, reduce the building's aesthetic qualities, or result in visual evidence of cutting and patching. Remove and replace Work cut and patched in a visually unsatisfactory manner. If possible retain the original installer or fabricator to cut and patch the following categories of exposed Work, or if it is not possible to engage the original installer or fabricator, engage another recognized experienced and specialized firm

- **MATERIALS**

Use materials that are identical to existing materials. If identical materials are not available or cannot be used where exposed surfaces are involved, use materials that match existing adjacent surfaces to the fullest extent possible with regard to visual effect. Use materials whose installed performance will equal or surpass that of existing materials.

- **INSPECTION**

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

- **PREPARATION**

Temporary Support: Provide temporary support of Work to be cut.

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

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

Take all precautions necessary to avoid cutting existing pipe, conduit or ductwork serving the building, but scheduled to be removed or relocated until provisions have been made to bypass them.

- **CUTTING**

Cut existing construction using methods least likely to damage elements to be retained or adjoining construction. Where possible review proposed procedures with the original installer; comply with the original installer's recommendations.

Cut existing construction to provide for installation of other components or performance of other construction activities and the subsequent fitting and patching required to restore surfaces to their original condition.

In general, where cutting is required use hand or small power tools designed for sawing or grinding, not hammering and chopping. Cut holes and slots neatly to size required with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.

To avoid marring existing finished surfaces, cut or drill from the exposed or finished side into concealed surfaces.

Cut through concrete and masonry using a cutting machine such as a carborundum saw or diamond core drill.

By-pass utility services such as pipe or conduit, before cutting, where services are shown or required to be removed, relocated or abandoned. Cut-off pipe or conduit in walls or partitions to be removed. Cap, valve or plug and seal the remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after by-passing and cutting.

- **PATCHING**

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

Where feasible, inspect and test patched areas to demonstrate integrity of the installation.

Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will eliminate evidence of patching and refinishing.

Where removal of walls or partitions extends one finished area into another, patch and repair floor and wall surfaces in the new space to provide an even surface of uniform color and appearance. Remove existing floor and wall coverings and replace with new materials, if necessary to achieve uniform color and appearance.

Where patching occurs in a smooth painted surface, extend final paint coat over entire unbroken containing the patch, after the patched area has received primer and second coat.

Patch, repair or rehang existing ceilings as necessary to provide an even plane surface of uniform appearance.

- **CLEANING**

Thoroughly clean areas and spaces where cutting and patching is performed or used as access. Remove completely paint, mortar, oils, putty and items of similar nature.

Thoroughly clean piping, conduit and similar features before painting or other finishing is applied. Restore damaged pipe covering to its original condition.

**END OF SECTION**