



ADDENDUM 2

October 30, 2025

ITB AP 04-26

Restrooms Renovation VPS

Please find the attached document and information below, for the above referenced Addendum 2. This Addendum is hereby made a part of the Contract Documents and Specifications of the above referenced project. All other requirements of the original Contract Documents and Specifications shall remain effective in their respective order.

The purpose of Addendum 2 is to address vendor questions submitted to date.

The solicitation deadline has been extended to November 7th, 2025, at 3:00 p.m. (CST).

PROJECT NUMBER:
ITB AP 04-26

Addendum 2

October 29, 2025

PROJECT NAME:
VPS Restrooms Renovation
Destin-Fort Walton Beach Airport
11000 Terminal Access Rd, Fort Myers, FL 33913

Bid Questions

#	Question	Response
10	Door Type Clarification (by Dalton Stull) Door types on doors schedule show D1Q, D1AA, D1BB, D1AA, what do the letter represent? Door elevation only shows a D1. Opening 102E states in remarks "Existing door to remain", is the door & frames existing? Don't see an X-HM in the door type, just the frame.	The letters following the initial 'D1' for the door types identify different door sizes of the same door type. 'X-HM' is listed in the Legend – Door Frame as "Existing Hollow Metal to Remain". Doors shown as new, with a frame type 'X-HM' indicate an existing door & door frame where the door is to be replaced and the existing door frame is to remain.
11	Temp door clarification (by Dalton Stull) The temp doors are plywood, but the plans have a hardware set #5 that has hinges and a lockset. That lockset cannot be used on plywood slab. Please confirm what type of door/hardware that's required to be installed.	The Legend- Door Leaf on sheet A-601 is to be revised and read as follows: HM – HOLLOW METAL WDSC – WOOD FLUSH (SOLID CORE) WDHC – WOOD FLUSH (HOLLOW CORE) The following are removed from Legend – Door Leaf: Overhead Coiling Folding Plywood Temporary Construction Door All temporary construction barrier doors (219, 220, 229) are revised to be 7'-0" x 3'-0" (from 7'x 3'-4") and to be WDHC (from WDSC) in Schedule "Door- All".
12	Women's Restroom Missing Items (by Dalton Stull) On Plan A-402, Detail 1; the women's restroom stall #3 from the right is missing a toilet and door symbols. Please confirm is this is an error or correct and there isn't a door or toilet for the one stall.	The missing stall door, toilet and associated accessories are to be included for a total of 7 water closets in Concourse A, Women's restroom. See revised sheets attached.
13	DBE Statement of Good Faith Efforts (by Manuel D Gonzalez) Please confirm that DBE good faith effort documentation is not required to be submitted with the bid since the goal is 0%, and ITB states "***Note: Due to this	Yes, it is required to fill out the forms. Though there is no goal tied to this project if you are utilizing any DBE's we can utilize that for the airport's good faith effort towards DBE participation.

	project not financed in whole or in part with Federal fun, no project specific goal percentage is provided. Listing DBE subcontractors is tracked as a best practice and applied to the Airport's overall DBE Goal achievement reporting."	
14	Bathroom PA System (by <i>Mason Mallory</i>) During the pre-bid meeting, the replacement of the PA system in the restrooms was mentioned. I can't find anything about this in the plans or specs.	Speaker replacement is noted on Sheet E5.0, note # 3.3. Speaker scope of work is to be revised to all existing speakers & wiring to be salvaged & re-installed by Contractor. Contractor shall coordinate & perform testing with Airport Operations as needed for final installation.
15	Structural Steel (by <i>Matt McWhorter</i>) The size c-channel and angles shown on S-101 is different from the sizes shown in detail S1 on S-102. Please clarify what steel sizes to use.	Member sections shown on plan are to be used.
16	Graphic Murals (by <i>Matt McWhorter</i>) A-905 Mural Images is listed on the Sheet Index but was not included in the documents. Please provide A-905, details, and specs for the graphic murals.	Please see attached specifications sections: SECTION 10000 - PHOTOGRAPHIC MURALS ON GLASS SECTION 97000 - GRAPHIC MURAL WALL FINISH Any reference to sheet A-905 shall refer to sheet A-512. See also attached sheets AM-310,311,312.
17	Restroom Signage (by <i>Matt McWhorter</i>) Please provide signage schedule.	Refer to response regarding signage in Addendum 1, question 2. Signage Type 2 quantity revised from total (6) to (4). Bagclaim (0), A(2), B(2). See attached temporary signage detail sheet A-514. See revised Accessory Plan sheets A801 for permanent sign locations for sign types 1, 2 & 3.
18	Finish Flooring (by <i>Matt McWhorter</i>) The Finish Schedule on A-720 calls for CS1 - Concrete Sealer in janitor closets and plumbing chases. The Finish Legend on A-710 and A-711 says the flooring in these locations is a Water Proofing Membrane System. Please clarify which type of floor finish is required for janitor closets and plumbing chases.	Generally, CS1 is to be in janitor closets and water proofing membranes in plumbing chases. See revised finish schedule A-601 for clarifications and revised sheets A-710 & 711.
19	Bid Response (by <i>Matt McWhorter</i>) What is the minimum number of bidders needed by the Count to make it a viable bid?	Only one responsible bid is required. The County may or may not choose to award based on several factors following bid evaluation.
20	Site Security (by <i>Matt McWhorter</i>)	Badged escorts will be required when work is taking place within the secure area. This will depend on what phase of work the contractor is working on and

	Will we be required to have escorts when taking trash to dumpsters in phase-2 and phase-3?	where the dumpsters are located. The general contractor and subcontractors will likely have several personnel badged for convenience and allowing the work to progress without delays or complications due to escorting.
21	Construction Utilities (by Matt McWhorter) Please confirm that the Contractor is not responsible for paying for consumption of water and electricity related to this work.	The contractor will not need to pay for electricity and consumption of water directly related to the project scope of work on airport property.
22	SIDA Fence (by Matt McWhorter) Please confirm the SIDA fence (AS-103) is existing and it is not in the scope of work of this contract	There are no exterior work or modifications to the SIDA fence in this project. Exterior elements are noted in the plans for reference only.
23	Permitting (by Matt McWhorter) Has a building permit been requested for this project already? Is the Contractor responsible for the building permit cost?	A building permit has not been requested yet, but the plans have been through plans review. Once a contractor is selected, the permit application can be submitted. The contractor will be responsible for costs related to securing the building permit.
24	Notice to Proceed (by Matt McWhorter) Is the Notice to proceed issued at contract award?	NTP will be issued after contract award and discussed with the contractor at the pre-construction meeting to outline a date of commencement of work and subsequently contract time. The contractor should come to the pre-con meeting with all submittals and details affecting the procurement of any materials.
25	Work Hours (by Matt McWhorter) Does the Owner require that any of the work be done after regular daytime work hours?	Work phasing will be discussed in detail at the pre-construction meeting. Currently we do not see the need for any work restrictions. Contractors can work day and night (preferred), 7 days a week, to accomplish the work in each phase.
26	Unit Pricing (by Matt McWhorter) Please confirm the solicitation will be revised to lump-sum pricing. For a project like this, with fixed indirect costs, interdependent trades, and operational constraints, a unit-price format is not appropriate.	Unit pricing is not applicable to this lump sum project. Disregard all references to unit pricing. See revised Bid Schedule attached.
27	Convert Unit Price Sheet (by Dalton Stull) The Green-Simmons Company Inc. requests the PDF Bid Schedule be converted into excel. Please contact me if you have any questions.	See response to question 26.

28	Tile & mural (by <i>John Townsend</i>) Should the porcelain wall tile be installed prior to the wall mural being installed of is the mural installed straight to wall board?	There is no wall tile behind the wall mural. See mural wall section detail sheet A-512.
29	Urinal Shelf Counter (by <i>Matt McWhorter</i>) Please indicate the material to be used for the Shelf Counter shown in Detail 2/A-511 for the Urinal Shelf.	The urinal shelf counter is to be 3/4" thick, finish QZ1, engineered quartz by Wilsonart. See finish schedule A-720.
30	Communication question (by <i>Dalton Stull</i>) 1. Drawing Sheet Number E5.0, Note 3.3: Please confirm that the owner's I.T. Department will connect all new ceiling speakers to the existing system and provide testing, tuning, and paging processor programming as required. 2. Drawing Sheet Number E5.0, Note 3.3: Will the owner's I.T. Department provide and install speaker cable for the new ceiling speakers, or will this be the contractor's responsibility? 3. Drawing Sheet Number E5.0, Note 3.3: Where are the tie in points located for each Area Restroom (B,C,D) ceiling speaker zone? Please provide estimated distances to the new ceiling speaker zones from each tie in point. 4. Drawing Sheet Number E5.0, Note 3.3: What is the desired wattage tap setting for each new ceiling speaker?	Public address system speaker scope of work is to be revised to re-use existing. See response to question 14.
31	Mural Specs (by <i>Dalton Stull</i>) Will you distribute the specs for the Murals? In the meeting there very little that was passed on about i.e. dimensions and basis of design.	See attached specification sections referred to in response to question 16 and the following new sheets: AM-310, 311, 312

Revisions/ Clarifications/ Additions/ Deletions

1. Addition: See additional **General Conditions** sections:
 - 011100 Summary of Work
 - 012500 Substitution Procedures
 - 012973 Schedule of Values
 - 013113 Project Coordination
 - 013114.13 Special Procedures
 - 013119 Project Meetings
 - 013213 Scheduling of Work

- 013233 Photographic Documentation
 - 013323 Shop Drawings, Product Data, and Samples
 - 014200 References Part
 - 016000 Product Requirements
 - 017329 Cutting and Patching
 - 017423 Final Cleaning
 - 017800 Closeout Submittals
2. Deletion: The **floor accent border tile** pattern (CT2) has been removed from the project. See revised sheets A710 & A711.
 3. Revision: The **floor field tile** (CT1) has been revised to “Specialty Tile- Baron, Honed 24”x48”, **Storm Grey**, Rectified”. See revised finish schedule A-720.
 4. Revision: The **stainless steel base** below mural walls, is to be revised from 4” to 6” high. See sheet A-512.
 5. Clarification: All **tile grout** widths to be 1/8”. Note 23 added to “Notes – Interior Finish”. See revised sheets A710 & A711.
 6. Revision: All **lavatory faucets** to be revised from Stern ‘Green’ faucet and soap dispensers to Stern ‘Elite L Touchless Deck Mounted’ faucets and foaming soap dispensers.
 7. Revision: **Door Threshold** detail 4/ A601 revised from ‘Stone Threshold’ to ‘Threshold w/Tile to Conc transition. See sheet A-601.
 8. Revision: Existing **Public Address system** speakers to remain. See response to question 14.
 9. Addition: **Stainless steel table** added to Janitor Closet 307, Concourse B restrooms. See revised sheet A-802, accessories keynote A15.
 10. Addition: (2) **Full length mirrors** added to mens & womens in Concourse B. See sheet A-802.
 11. Addition: **Mural wall** added to North walls of Bagclaim mens & womens restrooms. Associated lighting cove & **lighting** above mural to be added (approx. 11’-8” long). See revised sheet AR-111.
 12. Clarification: The **multi-feed soap dispensing system** design is to be by the soap dispensing manufacturer for optimum performance. Soap reservoir size, locations and quantities shown are preliminary only and the Contractor is to include final design by the manufacturer for Architect review in the submittal review process.
 13. Clarification: Regarding type, location and quantities of **access panels**: GC is responsible for the coordination with the Architect in determining the appropriate size, quantities and location of all required access panels for all engineering systems. The need for access panels in restroom hard ceilings and highly visible wall surfaces is to be minimized. Accessible plumbing chase areas are to be used as much as possible to reduce the need for access panels to be located in public restroom area walls and ceilings. Necessary access panels are to have minimal visual impact with the ability to assume the surrounding wall or ceiling finish. Locking ability is required for any access panels in reach of the public.
Wall Access Panel basis of design: Heavy duty touch latch access panel for tile – WB DWAL 414 Series by Williams Brothers Corporation of America
Ceiling Access Panel basis of design: Concealed frame, hardware and continuous flush flashing, with max. 1/16” perimeter gap, BAUCO Plus II by BAUCO Access Panel Solutions

Attachments

1. BID SCHEDULE rev 251029.pdf
2. GENERAL CONDITIONS – Division 1 Specifications 251029.pdf
3. SECTION 10000 - PHOTOGRAPHIC MURAL IMAGES 251029.pdf
4. SECTION 97000 - GRAPHIC MURAL WALL FINISH 251029.pdf

(All following drawings are in file: 11_2025-10-29 VPS Restroom Renov - Arch Add2.pdf)

5. G-002 DRAWING INDEX
6. A-101 PROPOSED FLOOR PLAN – CONCOURSE 'A' & BAGCLAIM
 - See response to question 12 – missing toilet stall
7. AR-111 REFLECTED CEILING PLAN – 1ST FLOOR
 - Existing headers removed, Concourse A.
 - Lighting cove added to BagClaim Mens and Womens.
8. A-411 INTERIOR ELEVATIONS – BAGCLAIM WOMENS
 - Mural addition
9. A-412 INTERIOR ELEVATIONS – BAGCLAIM MENS
 - Mural addition
 - Wall tile revisions
10. A-413 INTERIOR ELEVATIONS – CONCOURSE 'A' FAMILY & ENTRANCE
 - Wall tile revisions
11. A-414 INTERIOR ELEVATIONS – CONCOURSE 'A' MENS & WOMENS
 - Wall tile revisions
12. A-415 INTERIOR ELEVATIONS – CONCOURSE 'B' FAMILY & JAN CLOSET
 - Wall tile legend revisions
13. A-416 INTERIOR ELEVATIONS – CONCOURSE 'B' MENS
 - Wall tile revisions
14. A-417 INTERIOR ELEVATIONS – CONCOURSE 'B' WOMENS
 - Wall tile legend revisions
15. A-510 DETAIL VIEW – TRANSITIONS
 - Flooring transition clarification
16. A-512 DETAIL VIEWS
 - Revision to SS base height.

- 17. A-514 TEMPORARY SIGNAGE
 - New Sheet
- 18. A-515 DETAIL VIEWS -TROUGH SINKS
 - Sheet re-numbered
- 19. A-516 DETAIL VIEWS -TROUGH SINKS
 - Sheet re-numbered
- 20. A-601 DOOR SCHEDULE & ELEVATIONS
 - Door schedule revisions, see responses 4, 5 & 11
- 21. A-710 FINISH FLOOR PLAN – BAGCLAIM & CONCOURSE ‘A’
 - Floor tile revisions
 - Concrete sealer & moisture barrier clarifications, see response 18.
- 22. A-720 FINISH SCHEDULES & NOTES
 - Floor tile revisions
 - Concrete sealer & moisture barrier clarifications, see response 18.
- 23. A-801 ACCESSORY PLAN
 - Signage location tags added
 - Keynote clarifications
- 24. A-802 ACCESSORY PLAN – CONCOURSE ‘B’
 - Signage location tags added
 - Full length mirrors added
 - Keynote clarifications
- 25. AM-310 BAGCLAIM MURALS
 - New Sheet
- 26. AM-311 CONCOURSE A MURALS
 - New Sheet
- 27. AM-312 CONCOURSE B MURALS
 - New Sheet

End of Addendum.

B.Liu 10/30/2025



BID SCHEDULE
VPS Restrooms Renovation
Destin – Fort Walton Beach Airport (VPS)



BASE BID

Item No.	Spec. No.	Item Description	Amount
1		Mobilization	
2		Phase 1	
3		Phase 2	
4		Phase 3	

Total Base Bid

ALLOWANCES

Item No.	Spec. No.	Item Description	Amount
1		Photograph Mural Image Use Rights @ \$0.16 per square inch	\$20,000.00

Total Allowances

\$20,000.00

Total Bid

ABOVE

PRICE TAX EXEMPT - The Bidder(s) will not be exempt from the Florida Sales Tax on materials and services. The Owner is exempt from all Federal excise taxes on materials, appliances, etc., which are incorporated into and become a part of the finished improvement.

AWARD OF CONTRACT- Contract award will be based on BASE ONLY or the BASE and any combination of ALTERNATES. The County will evaluate the bids and determine the lowest, responsive bidder from the total dollar amount of the base bid and/or any combination of base + alternates that are deemed in the County's best interest and in line with available funds. There will be no contract award based on individual ALTERNATES or items

SECTION 011100 - SUMMARY OF WORK

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and General Conditions/Provisions of Contract, including Contractual Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 PROJECT DESCRIPTION

- A. Project/Work Identification:

- 1. The General overall description of the Work of the Contract for the:

DESTIN-FORT WALTON BEACH AIRPORT
ITB AP 04-26 VPS RESTROOMS RENOVATION
Eglin AFB, Florida 32542-1498

can be summarized for purposes of administration and payment in the manner of project segments as follows:

- 2. The Project consists of renovations of three groups of existing restrooms in three phases. All room finishes, lighting fixtures, plumbing fixtures and restroom accessories are to be replaced. Existing plumbing chases are expanded with the relocation of urinal and family restroom plumbing wall relocations. Mural photographic work with ceiling light cove lighting is added to restroom entrances and back walls.

1.3 CONTRACTOR USE OF PREMISES

- A. Limit use of the premises to construction activities within areas indicated; allow for any Owner and tenant occupancy, and use by the public.

- 1. Minimize any disruption to all operating areas, including parking areas.
 - a. Existing public services and utility systems shall remain in operation during the construction period, excluding times required for installation of new work unless specifically allowed by the Contract.
 - b. Schedule and coordinate outages and interruptions of public service with the VPS. See the specific forms for processes and time constraints. Utilize the following forms:

OCTOBER 29, 2025

- 1) Form #XXX System Interruption/Utility Outage Notification.
 - 2) Form #XXX System Interruption/Utility Outage Notification Procedures.
 - 3) Form #XXX Security System Interruption/Outage Request
2. Provide all temporary directional signage, safety, and barricading required for passenger services.
3. Confine operations to areas within Contract limits indicated.
4. Access to site shall be shown on the plans or as directed by the VPS. Do not permit any unauthorized construction personnel or traffic on the site. Provide for traffic control to and from the various construction areas. Immediately clean-up any debris deposited along the access road as a result of construction traffic.
 - a. Keep driveways and entrances serving the premises clear and available to the Owner, Tenant, their employees at all times, and the public. Do not use these areas for parking or storage of materials. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on site.
5. All material orders for delivery to the site will use as a delivery address the access point at the Contractor's storage site.
 - a. Coordinate with the VPS and allow for the least possible disruption of the facilities normal operations for delivery of materials and removal of demolished and discarded materials.
 - b. Delivery of materials and removal of demolished and discarded materials shall be scheduled as follows:
 - 1) Schedule and coordinate all deliveries and removal of debris between the hours of 7:00 A.M. and 6:00 PM each day of the work week.

1.4 OWNER OCCUPANCY

- A. Full Owner Occupancy: The Owner, its tenants, and the public will occupy the site and adjacent facilities (outside the limits of the construction area unless specified) during the entire construction period. Cooperate with the Owner during construction operations to minimize conflicts, facilitate occupancy usage, and protect persons and property in the project area during the entire construction period. Perform the Work so as not to interfere with the Owner's operations.

1.5 LAWS, PERMITS, AND REGULATIONS

- A. Comply with all applicable laws, ordinances, regulations, codes, ADA requirements.
- B. Obtain and pay for all licenses and permits, all fees and charges for connection to outside services and parking for Contractor's vehicles.
- C. Abide by FAA, TSA and Owner's safety and security regulations and procedures relative to access to, and work in, Airport Operations Areas and secured facilities.
- D. Comply with Owner's insurance requirements.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION 011100

SECTION 012500 SUBSTITUTION PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and General Conditions/Provisions of Contract, including Contractual Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section specifies administrative and procedural requirements for handling requests for substitutions made after the Project is advertised.
- B. Procedural requirements governing the Contractor's selection of products and product options are included under Section "Materials and Equipment."

1.3 DEFINITIONS

- A. Definitions used in this Section are not intended to change or modify the meaning of other terms used in the Contract Documents.
- B. Substitutions: Requests for changes in products, materials, equipment, and methods of construction required by Contract Documents proposed by the Contractor after the Project is advertised are considered requests for "substitutions."

1. The following are not considered substitutions:

- a. Revisions to Contract Documents requested by the Owner or A/E.
- b. Specified options of products and construction methods included in Contract Documents.
- c. The Contractor's determination of and compliance with governing regulations and orders issued by governing authorities.

2. Substitutions requested by Bidders during the bidding period, and accepted prior to the bid date of Contract are subject to requirements specified in this Section for substitutions, and will be incorporated into the Contract Documents by addendum.

1.4 SUBMITTALS

- A. Substitution Request Submittal: Requests for substitution may be considered per the General

OCTOBER 29, 2025

Conditions of the Contract. Requests received may be rejected at the discretion of the A/E and County. The A/E will render a decision on a Request for Substitution received after award of Contract within thirty (30) days after the complete Request for

Substitution has been received by the A/E. Each Request for Substitution must be submitted as follows:

1. Submit four (4) copies of each request for substitution for consideration. Submit requests in the form and in accordance with procedures required for Change Order proposals in the General Conditions/Provisions.
2. Identify the product, or the fabrication or installation method to be replaced in each request. Include related Specification Section and Drawing numbers. Provide complete documentation showing compliance with the requirements for substitutions, and the following information, as appropriate:
 - a. Product Data, including Drawings and descriptions of products, fabrication and installation procedures.
 - b. Samples, where applicable or requested.
 - c. A detailed comparison of significant qualities of the proposed substitution with those of the Work specified. Significant qualities may include elements such as size, weight, durability, code compliance, maintenance requirements, energy usage, and environmental considerations, performance, key components and visual effect.
 - d. Coordination information, including a list of changes or modifications needed to other parts of the Work and to construction performed by the Owner and separate Contractors that will become necessary to accommodate the proposed substitution.
 - e. A statement indicating the substitution's effect on the Contractor's Construction Schedule compared to the schedule without approval of the substitution. Indicate the effect of the proposed substitution on overall Contract Time.
 - f. Cost information, including a proposal of the net change in the Contract Sum.
 - g. Certification by the Contractor that the substitution proposed is equal-to or better in every significant respect to that required by the Contract Documents, and that it will perform adequately in the application indicated. Include the Contractor's waiver of rights to additional payment or time that may subsequently become necessary because of the failure of the substitution to perform adequately.
 - h. A paragraph by paragraph comparison and analysis of the related specification section indicating compliance or variation from specification standard. If specified with a "Basis

OCTOBER 29, 2025

of Design”, provide a comparison and analysis of each component of the manufacturers’ detailed specification for the “Basis of Design”. Each variation shall be substantiated with necessary submission to validate products compliance with specifications.

- i. Failure to include the above requirements in the submittal may be cause for rejection of the submittal in its entirety.
3. State the amount of credit, for cost and time, if any, the Owner will receive as the result of the substitution, if applicable.
4. A/E’s Action: Additional information or documentation necessary for evaluation of the request may be requested. Notification of approved substitutions will be made by Addendum prior to bid and by a Change Notice after bid.

PART 2 - PRODUCTS

2.1 SUBSTITUTIONS

- A. Conditions: The substitution request will be received and considered by the A/E when one or more of the following conditions are satisfied, as determined by the A/E; otherwise requests will be returned without action except to record noncompliance with these requirements.
 1. Extensive revisions to Contract Documents are not required.
 2. Proposed changes are in keeping with the general intent of Contract Documents.
 3. The request is timely, fully documented and properly submitted.
 4. The request is directly related to an "or approved substitution" clause or similar language in the Contract Documents.
 5. The specified product or method of construction cannot be provided within the Contract Time. The request will not be considered if the product or method cannot be provided as a result of failure to pursue the Work promptly or coordinate activities properly.
 6. The specified product or method of construction cannot receive necessary approval by a governing authority, and the requested substitution can be approved.
 7. A substantial advantage is offered the County, in terms of cost, time, energy conservation or other considerations of merit, after deducting offsetting responsibilities the County may be required to bear. Additional responsibilities for the County shall include additional compensation to the A/E for redesign and evaluation services, increased cost of other construction by the Contractor or separate Contractors, and similar considerations.

8. The specified product or method of construction cannot be provided in a manner that is compatible with other materials, and where certification is provided that the substitution will overcome the incompatibility.
 9. The specified product or method of construction cannot be coordinated with other materials, and where certification is provided that the proposed substitution can be coordinated.
 10. The specified product or method of construction cannot provide a warranty required by the Contract Documents and where certification is provided that the proposed substitution provides the required warranty.
 11. Where a proposed substitution involves more than the Contractor, each subcontractor shall cooperate with the Contractor to coordinate the Work, provide uniformity and consistency, and to assure compatibility of products.
- B. The submittal and the A/E's acceptance of Shop Drawings, Product Data or Samples that relate to construction activities not complying with the Contract Documents does not constitute an acceptable or valid request for substitution, nor does it constitute approval.
- C. If the use of a substitute product requires additional work or modifications to new or existing facilities, all such additional work, including utility modifications shall be borne by the Contractor.

2.2 PROCEDURES

- A. Selection Procedures: Options in product selection is governed by the Contract Documents and governing regulations, not by previous industry tradition or project experience. Procedures governing product selection include, but are not limited to the following:
1. Proprietary Specification Requirements: Where a single product or manufacturer is named, provide the product indicated. Other products will not be considered by the A/E.
 - a. Advise the A/E before proceeding when it is discovered that the named product is not a feasible solution.
 2. Semi-proprietary Specification Requirements: Where two or more products and manufacturers are named, provide one of the products indicated. No substitutions will be permitted unless the specification indicates consideration of other products.
 - a. When products are specified by one manufacturer's model numbers or performance criteria with reference to other acceptable manufacturers, products manufactured by the acceptable manufacturers listed must meet minimum performance criteria specified or meet quality of models specified.

- b. Advise the A/E before proceeding when it is discovered that the named product is not a feasible solution.
- 3. Performance Specification Requirements: Where Specifications require compliance with performance requirements, provide products that comply with the requirements and are recommended by the manufacturer for the application indicated. General overall performance of a product is implied where the product is specified for a specific application.
- 4. Compliance with Standards, Codes, and Regulations: Where the Specifications only require compliance with an imposed code, standard, or regulation, select a product that complies with the standards, codes or regulations specified.

PART 3 - EXECUTION (Not Applicable)

END OF SECTION 012500

OCTOBER 29, 2025

SUBSTITUTION REQUEST FORM

TO:	PROJECT:
Infrastructure Consulting & Engineering 5550 W. Idlewild Avenue, Suite 115 Tampa, FL 33634	Package Name: _____

A/E Project No.:	Date: _____
Submitted for consideration is the following product instead of the specified item for the above- noted Project.	
Specification Section and Paragraph: _____	
Drawings and Details affected:	_____
Specified Item/Mfr/Model No.:	_____
Proposed Substitution Description:	

EFFECTS OF PROPOSED SUBSTITUTION

(Attach complete explanations and technical data, including laboratory test, If applicable)

Include complete information changes to Drawings and/or Specification that proposed substitution would require for its proper Installation. Fill in blanks below:

A.		
B.		
C.	Does the substitution affect dimensions, locations, or configurations shown on Drawings? If “Yes”, Explain:	No Yes
D.	Will changes be required to the building/project or other construction in order to properly install or accommodate the requested substitution? If “Yes”, Explain:	No Yes
E.	What affect does substitution have on other trades? Explain:	
F.	Will the General Contractor pay for any changes to the building design, including re-design, engineering and detailing cost caused by acceptance of the substitution request? If “No”, explain:	No Yes
G.	Does the requested substitution meet all applicable Codes, Ordinances and applicable standards? If “No”, explain:	No Yes

H.	Will the requested substitution affect the construction progress schedule and affect the “Contract Time”? If “Yes”, explain:	No	☐	Yes
I.	Has the requested substitution been used in similar applications? Identify:	☐	No	☐ Yes
J.	Does the manufacturer’s warranty on the requested substitution differ from the specified item? If “Yes”, explain:	☐	No	☐ Yes
K.	State monetary credit (itemized breakdown including overhead and profit) and reduction of Contract Time Owner will realize if this Substitution Request is accepted			

OCTOBER 29, 2025

The Architect and Owner will not be required to prove any product is not equal or suitable for the Project.

GENERAL CONTRACTOR'S CERTIFICATION OF EQUAL PERFORMANCE AND
ASSUMPTION OF LIABILITY FOR EQUAL PERFORMANCE

The undersigned General Contractor states that the performance, function, quality and durability are equivalent or superior to the specified item. If General Contractor is a corporation, legal name of corporation shall be indicated below, along with signature(s) of the officer or officer's authorized to sign contracts on behalf of the corporation and corporate seal; if General Contractor is a partnership, the true name of the firm and the name(s) of the general partner(s) shall be indicated below with signature(s) of the partner or partners authorized to sign contracts on behalf of the partnership; and if the CM@R/General Contractor is an individual, his/her signature shall be placed below. Failure to provide legally binding signature(s) will result in non- consideration of Substitution Request.

Submitted By:

Signature/Date:

(Corporate Seal)

Name (Print)

Title

General Contractor Name

Street Address

City, State, Zip

Witnesses

Attachments to this form: List all

OCTOBER 29, 2025

ARCHITECT'S ACTION:

☐ Accepted	By: _____	Date: _____
☐ as Noted	Signature – A/E	
	Firm Name (Print) _____	
☐ Not Accepted	By: _____	Date: _____
☐ Received Too Late	Signature – A/E	
	Firm Name (Print) _____	
Comments:		

VPS ACTION:

☐ Accepted	By: _____	Date: _____
	Signature – VPS	
☐ Not Accepted	By: _____	Date: _____
	Signature – VPS	

SECTION 012973 - SCHEDULE OF VALUES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and General Conditions/Provisions of Contract, including Contractual Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes: Schedule of Values.
 - 1. Per General Conditions.
 - 2. When requested by the A/E and or County, support values given with substantiating data.
 - 3. Use Schedule of Values without limitation as a basis for the Applications for Payment.
- B. Time Coordination: In coordination of initial submittals and other administrative start-up activities, submit Schedule of Values to the A/E at the earliest feasible date, but in no case later than ten (10) days after NTP for review by A/E and County. Submit Schedule of Values per General Conditions of Contract. The Contractor's Application for Payment cannot be processed for payment until the Contractor has submitted a Schedule of Values acceptable to the A/E and County.

1.3 FORM OF SUBMITTAL

- A. Use AIA Document G-703 Continuation Sheet for the submittal format and or provide to the OAR in a MS Excel electronic file.
- B. Use Table of Contents of the Project Manual as a basis for format or if a unit price contract use unit price schedule.
- C. Identify each line with number and title as listed in Table of Contents of the Project Manual.

1.4 PREPARING AND SUBMITTING SCHEDULE OF VALUES

- A. The Schedule of Values shall be used as a basis for determining progress payments on a contract. The Schedule of Values shall be a schedule of cost loaded construction activities equal, in total, to the awarded bid price and shall be in a form and sufficient detail to correctly represent a reasonable apportionment of the Contract price. Prepare Schedule of Values, in coordination with Progress Schedule. Correlate line items with other administrative schedules and forms required for the Work, including progress schedule, payment request form, listing of subcontractors, schedule of alternates, schedule of allowances, listing of products and principal suppliers and fabricators, and schedule of submittals.

OCTOBER 29, 2025

- B. Provide breakdown of Contract Sum in sufficient detail to facilitate continued evaluation of payment requests and progress reports. Breakdown amounts of major cost items into several line items. Round off to nearest whole dollar, but with total equal to Contract Sum.
- C. Submit one (1) copy of the Schedule of Values to the A/E and County.
- D. Arrange schedule with columns to indicate generic name of item, related Specification Sections; subcontractor, supplier, manufacturer, or fabricator; change orders which have affected value; dollar value of item, and percentage of Contract Sum to nearest one-hundredth percent and adjusted to total 100 percent.
- E. Margins of Cost:
 - 1. Show line items of indirect costs, and margins on actual costs, only to extent such items will be individually listed in payment requests.
 - 2. Establish each item in Schedule of Values and in payment requests to be complete with total expenses and proportionate share of general overhead and profit margin.
 - 3. Major cost items, which are not directly cost of actual work-in-place, such as distinct temporary facilities, may be either shown as line items in Schedule of Values or distributed as general overhead expense.
- F. Break down installed cost into:
 - 1. Cost of product, delivered and unloaded at Job Site with taxes paid. (List under Column F, G-703)
 - 2. Total installed cost, with overhead and profit. (List under Column C, G-703).

1.5 SUBSCHEDULE OF UNIT MATERIAL VALUE

- A. Submit a sub-schedule of unit costs and quantities for products that progress payments will be requested for stored materials.
- B. The form of submittal shall parallel that of the Schedule of Values, with each item identified the same as the line item in the Schedule of Values.
- C. The unit quantity for bulk materials shall include an allowance for normal waste.
- D. The unit values for the materials: the cost of the material including taxes, delivered and unloaded at the Site.
- E. The installed unit value multiplied by the quantity listed shall equal the cost of that item in the Schedule of Values.

OCTOBER 29, 2025

1.6 REVIEW AND RESUBMITTAL

- A. After review by the A/E and County, revise and re-submit Schedule (and Schedule of Material Value) as required.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION 012973

SECTION 013113 - PROJECT COORDINATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and General Conditions/Provisions of the Contract, including Contractual Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes administrative and supervisory requirements necessary for coordinating construction operations including, but not necessarily limited to, the following:
 - 1. General project coordination procedures.
 - 2. Conservation.
 - 3. Coordination Drawings.
 - 4. Administrative and supervisory personnel.
 - 5. Cleaning and protection.

1.3 COORDINATION

- A. Coordinate construction operations included in various Sections of these Specifications to assure efficient and orderly installation of each part of the Work. Coordinate construction operations included under different Sections that depend on each other for proper installation, connection, and operation.
 - 1. Schedule construction operations in the sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
 - 2. Coordinate installation of different components to assure maximum accessibility for required maintenance, service, and repair.
 - 3. Make provisions to accommodate items scheduled for later installation.
- B. Where necessary, prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and attendance at meetings.
 - 1. Prepare similar memoranda for the A/E and separate contractors where coordination of their work is required.

OCTOBER 29, 2025

- C. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities to avoid conflicts and assure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
 - 1. Preparation of schedules.
 - 2. Installation and removal of temporary facilities.
 - 3. Delivery and processing of submittals.
 - 4. Progress meetings.
 - 5. Project closeout activities.
- D. Conservation: Coordinate construction operations to assure that operations are carried out with consideration given to conservation of energy, water, and materials.
 - 1. Salvage materials and equipment involved in performance of, but not actually incorporated in, the Work.

1.4 SUBMITTALS

- A. Coordination Drawings: Prepare coordination drawings where careful coordination is needed for installation of products and materials fabricated by separate entities. Prepare coordination drawings where limited space availability necessitates maximum utilization of space for efficient installation of different components.
 - 1. Show the relationship of components shown on separate Shop Drawings.
 - 2. Indicate required installation sequences.
 - 3. Comply with the Article “Submittals” contained in each section.
- B. Staff Names: At the Pre-Construction meeting, submit a list of the Contractor's principal staff assignments, including the superintendent and other personnel in attendance at the Project Site. Identify individuals and their duties and responsibilities. List their addresses and telephone numbers.

PART 2 - PART 2 - PRODUCTS (Not Applicable) PART 3

- PART 3 - EXECUTION

3.1 GENERAL COORDINATION PROVISIONS

- A. Inspection of Conditions: Require the Installer of each major component to inspect both the substrate and conditions under which Work is to be performed. Do not proceed until unsatisfactory conditions have been corrected in an acceptable manner.

- B. Coordinate temporary enclosures with required inspections and tests to minimize the necessity of uncovering completed construction for that purpose.

3.2 CLEANING AND PROTECTION

- A. General: Refer to the General Conditions of the Contract for Construction.
- B. Cleaning: Cleaning shall be performed by the Contractor on a daily basis. The entire Work area shall be left in a broom clean, or equivalent condition.
 - 1. Clean and protect construction in progress and adjoining materials in place, during handling and installation. Apply protective covering where required to assure protection from damage or deterioration until Substantial Completion is accepted.
 - 2. Clean and provide maintenance on completed construction necessary through the remainder of the construction period. Adjust and lubricate operable components to assure operability without damaging effects.
- C. Protection - Limiting Exposures: Supervise construction operations to assure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period.

END OF SECTION 013113

SECTION 013114.13 – SPECIAL PROCEDURES

PART 1 - GENERAL

1.1. RELATED DOCUMENTS

The Contractor and their subcontractors shall comply with all system interruptions and utility outage notification requirements, procedures and/or forms specified herein.

A. Documents

1. Use the latest version of the UON Procedures for Contractors

1.2. DEFINITIONS

<u>Acronym</u>	<u>Refers to:</u>
UON	Utility Outage Notification
VPN	Destin-Fort Walton Beach Airport
RPR	Resident Project Representative
MSDS	Material Safety Data Sheet
PPE	Personal Protection Equipment
LOTO	Lock-Out Tag-Out (electrical safety procedures)
IT	Information Technology
SAM	Security Area Monitor
AOC	Airport Operations Center
AOA	Airport Operations Area
AHJ	Authority Having Jurisdiction

1.3. GENERAL INSTRUCTIONS

- A. System interruptions and utility outage notifications (UONs) are required during maintenance tasks, renovation work, tenant moves, and new construction work(the Work) in any and all instances where existing systems, utilities, services or operations are understood to be impacted by the Work.
- B. The Contractor is required to plan, research, communicate, conduct and close out all utility outage notifications issued as required for the Contractor to effectively and expeditiously conduct the Work.
- C. The Contractor is required to ensure that all execution steps, those outlined herein and those implied, and those required to plan, research, communicate, conduct and close out all utility outage notifications, have been followed to minimize interruptions to existing operations while completing the Work.
- D. The Contractor is required to submit the completed UONs at least 120 hours (144hours

OCTOBER 29, 2025

for a Security UON) in advance of execution of the Work.

- E. UONs shall be sent to the Clearinghouse by the RPR for Action; the Clearinghouse has a 48 hour clock to Accept, Reject, or Accept the UON with Modifications. The Owner (Airport Department Sponsor or RPR) will authorize the UON.
- F. UONs associated with Security systems require 96-hour advance notification, whereas all other UONs require 72-hour advance notification. Note that advance notification time starts after Owner Authorization of the UON.
- G. In cases where there is both a Security UON and another type of UON (2nd UON) needed for the work, the Security UON shall be approved prior to sending the 2nd UON; Both UONs shall be sent together for Clearinghouse Action; the Clearinghouse has a 48 hour clock to Accept, Reject or Accept the UON with Modifications; after the Owner Authorization of the UON, the 72 hour notification clock begins. Holidays and weekends count as 12-hour days.
- H. The Contractor is required to follow/make use of the latest revision of the *UON Construction Forms* and associated *UON Procedures for Contractors* and the *UON Checklist*.

PART 2 - PRODUCTS (not applicable)

PART 3 - EXECUTION

3.1. UON PLANNING

A. Research

- 1. The Contractor is required to research all available information, including review of conformed documents, as-built drawings, previous and associated UONs, and, as required, field installations and conditions, for preparation of a complete UON.
- 2. The Contractor is required to provide all required permits prior to execution of the Work.

B. Site Installation Crew Conference

- 1. The Contractor is required to conduct and evidence a site installation UON conference with the trade crew personnel that will be executing the Work outlined in the UON, on location.

C. MOT (where required)

- 1. The Contractor is required to include MOT information should the UON or any activity to enable the Work as outlined in the UON, impact existing vehicular or pedestrian traffic flow or patterns.

D. UON Which Includes Slab Drilling

OCTOBER 29, 2025

1. The Contractor is required to include Ground Penetrating Radar or X-Ray services for all UONs that involve drilling into or through ground or elevated slabs.

E. Site Safety Plan Review and Briefing

1. The Contractor is required to review the site-specific safety plan with the trade crew personnel, and evidence that the review/briefing covered proper requirements and procedures associated with Arc Flash Studies, Personal Protection Equipment (PPE), and Lock-Out/Tag-Out, as required for the Work outlined in the UON.

F. UON Affecting BHS

1. The Contractor is required to coordinate with Airport Operations on all work anticipated to affect the Baggage Handling Systems.

G. UON Affecting IT

1. The Contractor is required to formally request access into Communications Rooms to the RPR who will then coordinate with the Owner. Access into any Communications Room is limited to experienced and certified personnel having Airport photo identification badges, performing the Work and for a limited amount of time. The Owner will most likely limit access to only the firm actually performing the work in the Communications Rooms. The Contractor shall allow sufficient time (a minimum of 72 hours) for the processing of an access request for Communications Rooms.
2. The Contractor is required to coordinate with Airport IT, through the RPR, all work anticipated to affect the infrastructure, telecommunication systems, and/or emergency telephones at the elevators.

H. UON Affecting Life Safety

1. The Contractor is required to research sprinkler valve locations and Fire Alarm Point Numbers affected; this information **MUST** be included in any UON submitted and must be coordinated with Airport Life Safety, through the PRP.
2. The Contractor **MUST** be in communication with the COMM Center at every step outlined in the *UON Checklist*
3. The Contractor **CANNOT** leave a closed valve unattended for ANY reason (or leave property) in the closed position without either restoring the valve to its normal operating condition or establishing an RPR-approved, ongoing fire watch.

I. External Resources to Support UON

1. It is not unusual for UONs to require external resources that enable and support the actual work to be performed as outlined in the UON. The Contractor is required to provide all external resources necessary to successfully execute the UON
2. The Contractor is required to identify the external resources required to complete the UON.
3. External resources may include, but are not limited to; personnel to direct the public

OCTOBER 29, 2025

around affected areas (Greeters), Security Area Monitors (SAMs), Off- Duty law enforcement officers, flagmen, certified systems technicians (Life Safety – CSG), and/or temporary signage.

3.2. PRIOR TO EXECUTION OF UON WORK

- A. Prior to the execution of the Work as outlined in the UON, the Contractor is required to;
 - 1. Ensure that all equipment, tools and materials required for the Work is on site
 - 2. Ensure adequate number of qualified personnel required for the Work is on site
 - 3. Reassess and confirm that the timeframe to conduct the Work is adequate
 - 4. Revisit the UON work plan and trade crew logic to complete the Work
 - 5. Ensure the UON has been approved, and that a signed copy is in hand and displayed at the Work areas
 - 6. When applicable, verify transfer switches go to an alternate power source before the start of the outage
- B. Should temporary electrical power be required to execute the Work as outlined in the UON, the Contractor is required to:
 - 1. Ensure the temporary electrical power source or generation unit(s) has been adequately sized to handle the load
 - 2. Ensure the temporary electrical power source or generation unit(s) is on site and ready
 - 3. Ensure its location has been approved by the RPR and Owner
 - 4. Ensure proper conductors to connect the temporary electrical power generation unit(s) and transfer switch(es) are on site
 - 5. Ensure the temporary electrical power source or generation unit(s) has been started, and voltage and rotation verified
 - 6. Ensure sufficient fuel for the temporary electrical power generation unit(s)
 - 7. Ensure a refueling source and spill kit have been set up
 - 8. Ensure a dedicated fire extinguisher is available for the temporary electrical power generation unit(s)
 - 9. Ensure a successful test run of the temporary electrical power generation unit(s) and transfer switch(es) through a complete cycle
 - 10. Ensure that emergency contact information is displayed on the temporary electrical power generation unit(s)

OCTOBER 29, 2025

11. Ensure that the temporary electrical power generation unit(s) and transfer switch(es) have been left in their proper configuration

3.3. VERBAL NOTIFICATION PRIOR TO EXECUTION OF UON WORK

- A. Prior to the execution of the Work outlined in the UON, the Contractor is required to complete all tasks associated with verbally notifying interested or affected parties. The Contractor is required to complete the *UON Checklist* with the entities listed below:
 1. Revisit recipients on Call List
 2. Briefly describe the UON work to those on the Call List
 3. Contact Maintenance Dispatch / Central Plant on ALL UONs: Phone number to be provided at NTP.
 4. Contact Airport Operations Center on ALL UONs: Phone to be provided at NTP
 - a. Including assessment of late flight departures and arrivals and/or other potential operational impacts to airlines or airlines use of BHS
 5. Contact Airport Operations BHS on ALL UONs: Phone number to be provided at NTP.
 6. Contact Airfield Operations on UONs where high-mast lighting is involved or if traffic movement on AOA will be affected: Phone number to be provided at NTP.
 7. Contact Communications Center on UONs where Fire Alarm and/or Life Safety systems (including fire doors or suppressions systems) are affected: Phone number to be provided at NTP.
 8. Coordinate with Life Safety Department to ensure that proposed UON does not interfere with other previously scheduled work

3.4. EXECUTION OF UON WORK

- A. The Contractor is required to ensure that only qualified, and where required, licensed personnel will be performing the Work as described in the UON.
- B. For Life Safety- Sprinkler Valves
 1. Once a valve is closed, verification from the COMM Center/Airport Operations MUST confirm that the management system has flagged that particular valve in a trouble state and it notes that the valve has been closed.
 2. A tag must be affixed to the valve, by the Contractor to include the following information:
 - a. Company Name
 - b. Technician Closing the Valve
 - c. Time and Date of Closure

OCTOBER 29, 2025

- d. Contact Information of person closing the valve
- e. Project number
- f. Expected duration (or attach a copy of the UON)
- g. Area affected (or attach copy of the UON)

3.5. POST EXECUTION OF UON WORK

A. After completion of the Work as outlined in the UON, the Contractor is required to have its qualified supervisor;

1. For Life Safety – Sprinkler Valves

- a. Once the valve is put back to its normal position, the COMM Center/Airport Operations must be called to reset the valve—give location
- b. Once the valve is confirmed reset and back to normal, only then can the TAG be removed by the Contractor
- c. If for some reason the Contractor finds an issue with the valve and it cannot be opened, tamper switch malfunctions, leaks, or won't reset, a work order must be submitted immediately for Airport to address.
- d. Contractor CANNOT leave the valve unattended for ANY reason (or leave property) in the closed position without either restoring the valve to its normal operating condition or establishing an RPR-approved, ongoing fire watch.
- e. The Contractor's Project Manager (PM)/Superintendent is responsible to confirm that the system is back to normal before shift's end
- f. In the event of a malfunction in the Tamper Switch which causes the valve to remain in trouble (which would "indicate" still closed) but the valve is actually open, the Contractor's PM/Superintendent MUST call the COMM Center to make sure the trouble is annotated **and** written confirmation that the valve **IS** open
- g. In **NO CASE** shall a sprinkler valve **ever** be disabled electronically on the fire alarm system.

- 2. Ensure that the Work has been in fact completed as planned
- 3. Ensure that no tools have been left inside electrical gear/equipment
- 4. Authorize removal of LOTO items, only after confirming completion of the UON Work, and as described in items 1 and 2 above
- 5. Ensure posted UON is removed as soon as the Work has been completed
- 6. Verbally notify all recipients on the Call List, as described in section 3.4, that the UON Work has been completed
- 7. Ensure that a weekly inspection/test plan is in place and communicate inspection dates

OCTOBER 29, 2025

to the RPR

8. Notify, in writing, to the RPR, of any and all Code compliant items or other anomalies encountered during the UON Work for resolution
9. Update panel schedules with any new information immediately after the completion of the UON work. The Contractor is hereby notified that a typed panel schedule update, per NEC 408.4, must be in place within seven (7) days of the UON work completio

3.6. FAILURE TO COMPLY

1. The Contractor's adherence to the UON process and procedures herein outlined is critical in ensuring minimal impacts to ongoing airport operations during and after the completion of the Work requiring UONs.
2. Adverse impacts to the Contractor's schedule caused by the Contractor's failure to comply with the process and procedures herein outlined, will require the Contractor to recover the time and any and all associated costs will be borne by the Contractor.
3. Should the Contractor's noncompliance turn symptomatic, the Owner will contract the required resources to complete the UON process and procedures, but the associated costs, if any, will be borne by the Contractor.

END OF SECTION 013114.13

SECTION 013119 - PROJECT MEETINGS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and General Conditions/Provisions of the Contract, including Supplemental Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section specifies administrative and procedural requirements for project meetings, including, but not limited to, the following:
 - 1. Job coordination meetings (JCM's).
 - 2. Pre construction/preinstallation conferences.

1.3 PROGRESS MEETINGS

- A. General: Conduct Job Coordination Meetings (JCM's) at the Project Site, or at an alternate location designated by the A/E, Owner or RPR on a bi-weekly basis.
 - 1. The Owner may request additional Job Coordination Meetings or may require the Contractor to increase the frequency of JCM's, to once-a-week, depending upon project progress. Additional meetings or changes in meeting frequency, as directed by the RPR, shall not affect the cost of the original Contract.
- B. Attendees: In addition to the Contractor, A/E and RPR (Resident Project Representative), each subcontractor, supplier, or other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented. All participants at the conference shall be familiar with the Project and authorized to conclude matters relating to the Work.
- C. Agenda: The RPR will record meeting minutes and update the agenda.
 - 1. Contractor's Construction Schedule: Review progress since the last meeting. Determine where each activity is in relation to the Contractor's Construction Schedule, whether on time or ahead or behind schedule. Discuss whether schedule revisions are required to insure that current and subsequent activities will be completed within the Contract Time.
 - 2. Contractors Look Ahead: Contractor shall present and distribute a fourteen (14) day look ahead schedule during the "Schedule" portion of the meeting.
 - 3. Review the present and future needs of each entity present, including such items as:

- a. Interface requirements.
- b. Status of permits
- c. Time/schedule status/look ahead schedule.
- d. Sequences.
- e. Deliveries.
- f. Off-site fabrication issue.
- g. Access.
- h. Site utilization.
- i. Submittals.
- j. Requests for information.
- k. Non-compliance notices.
- l. Temporary facilities and services.
- m. Hours of work.
- n. Resource allocation.
- o. Hazards and risks.
- p. Housekeeping.
- q. Quality and work standards.
- r. Safety issues.
- s. Change orders, Field orders
- t. Documentation of information for payment requests.
- u. Other pertinent Construction matter.

D. Reporting: Transcript copies of each meeting will be distributed to each attendee and to those parties who were scheduled but unable to attend.

E. Schedule Updating: Refer to Section 01 32 13, Scheduling of Work.

F. As-Built Documents: Review progress of as-built documents for all disciplines of work. The Contractor and RPR shall coordinate a time to review the as-built documents the same day as the JCM.

1.3 PRECONSTRUCTION/ PREINSTALLATION CONFERENCES

A. General: Where required by the RPR, A/E or by individual specification sections, conduct preconstruction conferences at the Project Site before each construction activity that requires coordination with other construction. Preconstruction or preinstallation conferences will be held after review of shop drawings is completed and returned to the G.C. by the A/E.

B. Attendees: The Installer and representatives of manufacturers and fabricators involved in or affected by the installation, and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise the RPR and A/E of scheduled meeting dates.

1. Review the progress of other construction activities and preparations for the particular activity under consideration at each preconstruction conference, including, but not limited to, the following:

- a. Contract Documents.
 - b. Options.
 - c. Shop Drawings, Product Data, and quality-control samples.
 - d. Coordination requirements.
 - e. Time schedules.
 - f. Weather limitations.
 - g. Manufacturer's recommendations.
 - h. Warranty requirements.
 - i. Governing regulations.
 - j. Inspecting and testing requirements.
 - k. Recording requirements.
 - l. Protection.
 - m. Related change notices.
 - n. Purchases.
 - o. Deliveries.
 - p. Possible conflicts.
 - q. Compatibility problems.
 - r. Acceptability of substrates.
 - s. Temporary facilities.
 - t. Space and access limitations.
 - u. Safety.
 - v. Required performance results.
2. Record significant discussions of each conference, and the approved schedule. Promptly distribute a typewritten copy of the record of the meeting to all attendees.

PART 2 – PRODUCTS (Not Applicable)

PART 3 – EXECUTION (Not Applicable)

END OF SECTION 013119

SECTION 013213 – SCHEDULING OF WORK

PART 1 – GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and General Conditions/Provisions of Contract, including Contractual Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section provides for the comprehensive depiction, measurement, assessment and reporting of project progress and status pursuant to the sub-articles entitled "Contractor's Construction Schedules" of the General Conditions/Provisions. The Contractor's responsibility shall include scheduling of all work within its contractual scope of work, creation of a Preliminary Schedule, a Baseline Schedule, production of reports, narratives, execution of the plan described by the current accepted schedule, participation in meetings with the RPR, and submission of Progress Schedules and revision data, as set forth herein. Conventional Critical Path Method (CPM) techniques must be utilized to satisfy the requirements of this section.

1.3 DEFINITIONS

- A. Activity: A discrete entity of a project schedule that when combined relationally with others develop a network that can be used for planning, scheduling and monitoring of a construction project. Activities contain duration derived from applied resources such as cost, manpower, equipment and material.
 - 1. Critical Activity: An activity that must start and finish as planned.
 - 2. Predecessor Activity: An activity preceding another activity in a network.
 - 3. Successor Activity: An activity succeeding another activity in a network.
- B. Critical Path Method (CPM): An analytical process of scheduling activities using formalized procedures such as “forward pass” and “backward pass” establishing the optimum sequence and duration of operation inclusive of the interrelation of the effort required for the timely completion of the project. Forward pass calculations provide the earliest time in which a project can complete providing “early” dates. Backward pass calculations provide the latest time in which a project can complete providing “late” dates.
- C. Total Float: The difference between the early and late dates and is the amount of time an activity

can be delayed without delaying the overall project completion.

1. Float is not intended for the exclusive use or benefit of either the Owner or Contractor. It is considered jointly owned by both parties and is a resource available as needed to meet the Contract Times.
 2. Float suppression techniques such as use of discretionary logic, inflated activity duration and/or lag/lead is prohibited.
- D. Critical Path: The longest continuous path of interrelated activities with the least amount of total float establishing the minimum overall duration of the project from the data date to completion.
- E. Data Date: The date (and time) by which all progress is captured for a given time period.
- F. Work Breakdown Structure (WBS): A hierarchical arrangement that defines the project by phases, deliverables and work packages.
1. WBS shall be the Contractor's primary means to organize the schedule. The RPR may need to dictate the Contractor's WBS levels to adhere to the overall program organization.
 2. Activity Coding at the PROJECT LEVEL can be used by the Contractor as a secondary means of organizing the schedule but GLOBAL Activity Coding is prohibited.
- G. Cost Loading: The allocation of the schedule of values necessary for the completion of an activity as planned. The sum of the costs for all activities must equal the total Contract Price unless otherwise approved by the RPR.
1. Cost Loading, at a minimum, must inherently depict the monthly cash flow derived from the CPM Schedule.
- H. Resource Loading: The allocation of manpower, material and equipment necessary for the completion of an activity as planned.
1. Manpower loading must be defined utilizing manhours per activity.
- I. Relationship Types: Activity dependency or CPM Schedule logic
1. Finish-to-Start (FS) - A relationship between activities in which the start of a successor activity depends on the finish of its predecessor activity.
 2. Start-to-start (SS) - A relationship between activities in which the start of a successor activity depends on the start of its predecessor activity.
 3. Finish-to-Finish (FF) - A relationship between activities in which the finish of a successor activity depends on the finish of its predecessor activity.
 4. Start-to-Finish (SF) - A relationship between activities in which the finish of a successor activity depends on the start of its predecessor activity. (Rarely used)

- J. Open-Ends: Activities without predecessor or successor activities.
- K. Dangling Activities: Activities with FF or SF predecessor relationship types (open start) or SS or SF successor relationship types (open finish).

1.4 QUALITY ASSURANCE

- A. Scheduling Qualifications: The Contractor must employ a designated Project Scheduler or Scheduling Consultant. This specialist must be experienced in CPM Schedule development, management and reporting and have a minimum of 5 years' experience with Primavera Scheduling Software, preferably P6, on Projects of similar size and complexity.
 - 1. At any time the OAR may order the Contractor to replace the designated scheduler with another if the current scheduler is deemed unacceptable based on qualifications or performance.
- B. Required Computerized CPM Scheduling System: For Projects exceeding \$2 million in Contract Price, Oracle Primavera P6 Professional Project Management (P6 PPM) or Oracle Primavera P6 Enterprise Project Portfolio Management (P6 EPPM) must be the computer scheduling software system utilized. For Projects less than \$2 million, any other planning software may be employed (e.g. Primavera Contractor, Microsoft Project, etc.) providing the Critical Path can be derived.
- C. Schedule Alignment Meeting: Conduct a Prescheduling conference at Project Site to ensure compliance with all requirements within this Section as well as related documents as it relates to CPM Schedule development, management and reporting including but not limited to:
 - 1. Review Planning Software.
 - 2. Verify Scheduling Qualifications.
 - 3. CPM Schedule Organization (WBS) and Detail.
 - 4. Owner / Interface Milestones between concurrent or other Projects.
 - 5. Review time required for Owner / OAR activity such as submittal review, testing and inspecting, commissioning, training and closeout.
 - 6. Updating Procedures.
 - 7. Activity ID Coding and File Nomenclature and submission.
 - 8. Coordination and time commitments for subcontractors and all other entities involved.

1.5 SUBMITTALS

- A. Format: Submit required submittals via email unless directed otherwise by the RPR in the following format:

1. Working P6 electronic (XER) file with the following File Naming Structure indicative of Bid Package Number, Data Date and file extension:
 - a. BP-###_DD=dd-mmm-yy.xer(mpp)
2. PDF files for Detailed (All Activities) CPM Schedule and Longest Path with the following Title Block information (use Header and/or Footer):
 - a. Contractor's Name
 - b. Owner's Bid Package Number & Project Name
 - c. Schedule Type (e.g. "Detailed Schedule", "Longest Path", etc.)
 - d. Data Date
 - e. Run Date
 - f. File Name
 - g. Symbol Legend
 - h. P6 Project ID
 - i. Layout & Filter Name

PART 2 - PRODUCTS

2.1 CONTRACTOR'S PROJECT SCHEDULES

A. Produce the following Construction Schedules.

1. Preliminary Schedule
2. Baseline Schedule
3. Progress Schedules

B. Produce the following Schedules as required as applicable.

1. Recovery Schedules
 - a. If at any time the Contractor's Progress Schedule indicates the project is two or more weeks (14 calendar days) behind any current contractual completion date(s), the Contractor must first submit both a graphic (Longest Path) and written (narrative) report measuring the extent of the delay regardless of assumed causation and then a separate Recovery Schedule indicating means by which the Contractor intends to regain schedule compliance.
2. Job Coordination Meeting (JCM) Look-Ahead Schedules
 - a. With each monthly Progress Schedule, the Contractor must develop a Four Week Look-Ahead Schedule derived from the update indicating one week of As-Built

OCTOBER 29, 2025

progress prior to the Data Date and four weeks of As-Planned progress beyond the Data Date. It is intended that this document shall serve as the working schedule document at the JCM to ascertain incremental weekly progress until the following monthly Progress Schedule is updated. If at the discretion of the RPR this document becomes unusable due to out of sequence progress or for other reasons such that the incremental weekly progress cannot be ascertained, the Contractor must implement weekly updates until the RPR is satisfied that the progress is being accurately depicted.

- b. Look-Ahead Schedules must be submitted in colored .pdf format via email to the OAR at least 48 hours prior to the JCM.

3. Delay Claim Entitlement Schedules

- a. If at the Contractor's discretion a delay beyond the Contractors control is encountered and after the Contractor has made every effort and reasonable attempt to mitigate the impacts of the delay without additional costs to the Owner or disruption to the project, a request for additional time may be requested. All requests for extensions of time must be submitted within the confines of the Contract and accompanied by a reputable delay analysis technique and narrative. Time extensions shall only be granted if the delay is excusable and impacts the critical path of the project at the time of the delay.

4. As-Built Schedules

- a. After all Contract work items are complete, and prior to final payment, the Contractor shall submit the final Progress Schedule that will be called the "As-Built" Schedule, showing actual start and actual finish dates for all schedule activities and milestones.

5. Early Completion Schedules

- a. The contract completion date shall not be changed by submission of a schedule that shows an early completion unless specifically authorized by RPR Change Order.

2.2 CONTRACTOR'S SCHEDULE NARRATIVES

- A. Any and all Project Schedules (e.g. Preliminary, Baseline, Progress, Recovery and/or Request for Time Extension) shall be submitted with an accompanying narrative explaining the schedule consistent with its purpose.

2.3 MONTHLY REPORTS

- A. Summary Level Schedules, Cash Flow Curves and physical percent complete based on manpower analysis derived from the monthly Progress Schedule must accompany the Contractor's Monthly Reports.

PART 3 - EXECUTION

3.1 SCHEDULE REQUIREMENTS

- A. Activity Types: In addition to construction activities, the CPM Schedules shall include other individual activities and milestones as applicable:
1. Contractual milestones, such as Notice to Proceed, Substantial Completion, Certificate of Occupancy, Final Completion or any other Contract milestones.
 2. Design deliverables and milestones as applicable.
 3. Permitting Activities as applicable.
 4. Procurement Activities such as: subcontractor scope review and buyout, submittal and shop drawing preparation, submittal approval, release and order of material and equipment, material and equipment fabrication and delivery.
 5. Interim Contractor's milestones as applicable.
 6. All Utility Outage Notifications (UON's) as required.
 7. Owner Activities such as Owner Furnished Contractor Installed (OFCI), Owner Furnished and Owner installed (OFOI), Tenant move-out and occupancy, swing space and Owner required utility payments or any other Owner activity that may affect schedule.
 8. Completion Activities such as Commissioning, testing, turnover, training, Contractor and RPR punch and final inspections by system.
- B. The RPR may identify additional interfaces during the course of the Work and the Contractor will incorporate these in the Progress Schedule as required. No composite activities allowed. The CPM Schedules must break out all activities into their respective trades. At a minimum, at least one construction activity and one procurement string must be identified in the CPM Schedules for each subcontractor on the project as applicable.
- C. Activity ID's: The Contractor's CPM Schedule shall contain an intelligent activity identification coding system that must include the Project Number (C19-2811) as a prefix to all Activity ID's in the schedule. If activities are deleted from the schedule after the Baseline has been accepted, the Contractor must log these occurrences and submit this information to the RPR consistent with the schedule submission inclusive of the activity deletions. It is recommended that the Contractor include this information with the accompanying schedule narrative. Duplication of Activity ID's with differing activity descriptions is prohibited.
- D. Activity Duration: With exception to the Preliminary Schedule, the duration for each activity shall be based on manpower assignment and production rates estimated in work days and may not exceed 20 days except for:

OCTOBER 29, 2025

1. Procurement Activities such as fabrication or lead time. Procurement activity strings must include separate activities for submittal preparation, approval, release and order, fabricate and delivery. Any procurement activity requiring duration greater than 60 days must be explained by the Contractor before accepted into the CPM Schedules by the RPR relationship types shall be utilized to show activity dependence. At a minimum, each activity shall have one FS or SS predecessor and one FS or FF successor with the exception of the first and last activities in the network such that no other activities shall be open- ended or dangling.
- E. Lags and Leads: The use of lags or leads between activities is not encouraged. Instead, it is preferable to use an activity to represent the time lapse between two activities. The use of negative lags is prohibited.
- F. Date Constraints: The use of constraints is not encouraged but at times necessary especially considering internal Owner operation and external Owner projects that may be occurring simultaneously with inter-project dependency. Any use of constraints must be explained by the Contractor consistent with the schedule submission inclusive of the constraint(s). Depending on the type of constraint(s) used and where the constraint(s) are applied may lead to suspect schedule calculations specifically related to total float. It is the responsibility of the Contractor to verify the accuracy of the schedule calculations derived from the use of constraints.
- G. Calendars: With the sole exception of the required Global Resource Calendar, all calendars must be represented on the Project Level and shall not inherit holidays or exceptions derived from their originating Global Calendar. Any other use of Global Calendars is prohibited. Any schedule submitted with Global Calendars will be rejected and not accepted until remedied. It is recommended that the Contractor develop the following Project Calendars with the following labels:
 1. CXX-XXXX: 5 Day-8hrs/day (with 7 standard holidays) depicting the standard work week (M-F) with Saturday, Sundays and the Standard Holidays represented as non-work days. Standard holidays include: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Friday after and Christmas Day.
 - a. Assign this calendar to all Contractors' general work activities.
 - b. Assign this calendar to all Owner activity.
 - CXX-XXXX: 7 Day-8hrs/day (All Days) depicting all days containing no holidays or non- work days.
 - a. Assign this calendar to all Summary or Level of Effort Activities.
 - b. Assign this calendar to Contractual Milestones.
- H. Other Project Calendars may be used as needed by the Contractor on a case by case basis but in each case, supporting documentation explaining its use must be submitted to the OAR for acceptance. All Project Calendars detailed work hours by work day must be set to 8:00am- 12:00pm

OCTOBER 29, 2025

and from 1:00pm-5pm with 12:00pm-1:00pm represented as a non-work hour such that each work day is representative of 8 hours unless approved otherwise by the RPR.

- I. Activity Coding: The Contractor must utilize WBS to organize the CPM Schedules. Prior to and part of the RPR's Baseline Schedule acceptance, the Contractor must provide the RPR their proposed WBS for OAR approval.
- J. Data Dates: The Data Date shall be controlled by the RPR so that all Contractors are using the exact same dates each month consistent with the Owner's overall program. The Owner shall provide the Contractor reporting calendar information where monthly update Data Dates will be specified.

3.2 CONTRACT MODIFICATIONS

- A. For each proposed contract modification and concurrent with its submission, the Contractor shall prepare a delay analysis demonstrating the impact of the proposed change on the overall project schedule or interim contract milestone(s) if applicable. If said change is approved by the RPR, the Contractor shall incorporate the contract modification into the Progress Schedules for the period in which the change was issued.

3.3 SCHEDULE CALCULATIONS AND DIAGNOSTICS

- A. Multiple Project Schedules will be maintained within the RPR's scheduling system. As such, all schedule data submitted by the Contractor must be submitted on the Project Level. No Global data shall be accepted unless specified otherwise herein.
- B. Schedule Calculations and Settings:
 - 1. Maintain open-ended activities as non-critical.
 - 2. All project schedule files shall be updated with actual progress using retained logic prior to submission. Progress override is prohibited.
 - 3. Start-to-Start lag shall be calculated from Early Start.
 - 4. Define critical activities as Longest Path providing it is a continuous path emanating from the Data Date to project completion. Otherwise, use total float less than or equal to zero days.
 - 5. Compute total float as finish float.
 - 6. Relationship Lag shall be calculated based on the Predecessor Activity Calendar.
 - 7. Use Remaining Duration to ascertain activity progress and not percent complete.
- C. Schedule Diagnostics: All Project Schedules shall be calculated and analyzed then corrected for all open ended and dangling activities, out of sequence progress and associated schedule corrections as applicable. No activities shall be progressed beyond the Data Date.

SECTION 013233 - PHOTOGRAPHIC DOCUMENTATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and General Conditions/Provisions of Contract, including Contractual Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes: construction video

1.3 SUBMITTALS

- A. Submit two digital data storage devices of the construction areas prior to the commencement of any work. Video format shall be compatible with the latest release of Windows Media Player. The data shall be reviewed and approved by the RPR prior to the commencement of construction activity.

PART 2 - PRODUCTS (NOT APPLICABLE)

PART 3 - EXECUTION

3.1 PRE-CONSTRUCTION RECORDABLE DISCS

- A. Before starting construction, record video of the construction areas. Record pre-existing conditions of the restrooms.
 - 1. Take videos in sufficient number to show existing conditions adjacent to the restrooms before starting work.

END OF SECTION 013233

SECTION 013323 – SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS:

- A. Drawings and General Conditions/Provisions of Contract, including Contractual Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY:

- A. Section includes administrative and procedural requirements for submittal of Shop Drawings, Product Data and Samples to verify that products, materials and systems proposed for use comply with provisions of the Contract Documents.
- B. Shop Drawings include, but are not limited to, the following:
 - 1. Fabrication Drawings.
 - 2. Installation Drawings.
 - 3. Setting diagrams.
 - 4. Shop-work manufacturing instructions.
 - 5. Templates and patterns.
 - 6. Schedules.
 - 7. Coordination Drawings.
- C. Product Data include, but are not limited to, the following:
 - 1. Manufacturer's product Specifications.
 - 2. Manufacturer's installation instructions.
 - 3. Standard color charts.
 - 4. Physical finish material & color samples.
 - 5. Catalog cuts.
 - 6. Roughing-in diagrams and templates.
 - 7. Standard wiring diagrams.
 - 8. Printed performance curves.
 - 9. Operational range diagrams.
 - 10. Mill reports.
 - 11. Standard product operating and maintenance manuals.
 - 12. Safety Data Sheets (SDS) Previously MSDS.
- D. Samples include, but are not limited to, the following:
 - 1. Partial Sections of manufactured or fabricated components.
 - 2. Small cuts or containers of materials.
 - 3. Complete units of repetitively-used materials.

OCTOBER 29, 2025

4. Swatches showing color, texture and pattern.
 5. Color range sets.
 6. Components used for independent inspection and testing.
- E. Administrative Submittals: Refer to other Division 1 Sections and other Contract Documents for requirements for administrative submittals. Such submittals include, but are not limited to:
1. Schedule of Submittals
 2. Permits.
 3. Applications for payment.
 4. Performance and payment bonds.
 5. Insurance certificates.
 6. Listing of subcontractors.
 7. Contractor's construction schedule.
 8. Progress Schedules
 9. Progress reports.

1.3 SUBMITTAL PROCEDURES:

- A. Coordination: Coordinate preparation and processing of submittals with performance of the Work.
1. Contractor shall submit Schedule of Submittal to the RPR, ten days after NTP.
 2. Contractor shall review submittals before submitting to the RPR (Resident Project Representative). Transmit each submittal to the RPR sufficiently in advance of scheduled performance of related construction activities to avoid delay, but in no case later than thirty (30) days after the Notice to Proceed. If any submittals will be delayed, inform the RPR in writing giving reasons for the delay and a revised submittal schedule. Delays will be subject to RPR's approval. No extension of time will be authorized because of a Contractor's failure to transmit submittals to the RPR sufficiently in advance of the Work to permit processing.
 3. The RPR and A/E will review all Administrative Submittals. The RPR will review all other submittals for conformance with the Contract Documents prior forwarding the submittals to the A/E.
 4. Request for payment of stored materials will not be considered until submittals have been received and approved by the RPR.
 5. Transmit submittals to the RPR to prevent delays. The Contractor is responsible for delays accruing directly or indirectly from submission or resubmission of submittal date.
 6. Coordinate each submittal with other submittals and related activities that require sequential activity including:
 - a. Testing.
 - b. Purchasing.
 - c. Fabrication.
 - d. Delivery.
 7. Coordinate transmittal of different types of submittals for the same element of the Work and different elements of related parts of the Work so that processing will not

OCTOBER 29, 2025

- be delayed by the RPR's and A/E's need to review submittals concurrently for coordination.
- a. The RPR and A/E reserve the right to withhold action on a submittal requiring coordination with other submittals until related submittals are delivered to the RPR and A/E.
8. Processing: Allow sufficient review time so that installation will not be delayed as a result of the time required to process submittals, including time for re-submittals.
 - a. Allow Fourteen (14) days for the RPR and A/E's initial review of each submittal. Where processing must be delayed to permit coordination with subsequent submittals, allow additional time. The RPR will advise the Contractor promptly when a submittal being processed must be delayed for coordination.
 - b. Where necessary to provide an intermediate submittal between the initial and final submittals, process the intermediate submittal in the same manner as the initial submittal. Allow fourteen (14) days for reprocessing each submittal.
 - c. No extension of time will be authorized because of a Contractor's failure to transmit submittals to the RPR sufficiently in advance of the Work to permit processing.
- B. Submittal Preparation - Division 2 through 49: Place a permanent label or title block on each submittal for identification, and submit the information in Submittal Binders. The Contractor has the option to provide Submittals in electronic (PDF) format for the Contractor's own uses, but if hard copies are submitted the specified number of hard copy submittals shall be met. PDF files will be required for all O&M and Close-out documents. The PDF file shall be enabled for Adobe Reader's Comment and Markup functionality. All stamps and markings described herein shall be electronically duplicated or added before scanning. The PDF files shall be transmitted / uploaded to an agreed to Cloud Share file service to the RPR.
1. Binders shall be identified using CSI Divisions and Classification of work, as follows:
 - a. Architectural- (Divisions 02-15) White
 - b. Mechanical- (Divisions 21-23) Green or Red
 - c. Electrical – Power (Divisions 25-26) Black
 - d. Electrical – Systems (Divisions 27-28) Blue
 2. Place a permanent label or title block on each submittal for information.
 3. Indicate the name of the firm or entity that prepared each submittal on the label or title block.
 4. Provide a space approximately 4 inches by 5 inches on the label or adjacent to the title block to record the Contractor's review and approval markings and the action taken by the RPR and Designer.
 5. Include the following information on the label for processing and recording action taken.

- a. Project name.
 - b. Date.
 - c. Name and address of RPR.
 - d. Name and address of A/E.
 - e. Name and address of Contractor.
 - f. Name and address of subcontractor.
 - g. Name and address of supplier.
 - h. Name of manufacturer.
 - i. Number and title of appropriate Specification Section.
 - j. Drawing number and detail references, as appropriate.
 - k. Similar definitive information as necessary.
 6. Stamp each page (sheet) of the submittal with the Contractor's certification statement, or other approval statement, as follows:

“I hereby certify that the (equipment) (material) (article) shown and marked in this submittal is that proposed to be incorporated in the work, is in compliance with the Contract Documents, can be installed in the allocated spaces, and is submitted for review by the RPR and A/E.

Certified by Submittal Reviewer_____. Date:_____”

 - a. Sign the certifying statement or approval statement. The signatures shall be in original ink. Stamped or photocopied signatures are not acceptable.
 7. Provide additional tabs (blank sections) in each manual for future submittals.
- C. Submittal Transmittal: Package each submittal appropriately for transmittal and handling. Transmit each submittal from Contractor to RPR, as indicated, by use of a transmittal form. Submittals received from sources other than the Contractor will be returned to the sender without action. Electronic transmittals must have descriptive subject lines for ease of retrieval. The transmittal form should be the first page in the attached PDF.
1. Record relevant information and requests for data on the transmittal form. On the form, or an attached separate sheet, call attention to deviations from requirements of the Contract Documents, including minor variations and limitations.
 2. Include the Contractor's signed certification stating that information submitted complies with requirements of the Contract Documents.
 3. Prepare a draft of a transmittal form and submit it to the OAR review and acceptance. Provide places on the form for the following information:
 - a. Project name.
 - b. Date.
 - c. Destination (To:).
 - d. Source (From:).

OCTOBER 29, 2025

- e. Names of subcontractor, manufacturer and supplier.
- f. Category and type of submittal.
- g. Submittal purpose and description.
- h. Submittal and transmittal distribution record.
- i. Remarks.
- j. Signature of transmitter.

1.4 COST OF HARD COPY SUBMITTALS: IF REQUIRED BY OWNER:

- 1. The contractor shall pay delivery and return, postage, expedited service delivery FEDX, UPS and or Courier services if Hard copy submittals is the selected method of review of submittals.

1.5 SPECIFIC SUBMITTAL REQUIREMENTS:

- A. Shop Drawings: Submit newly prepared information, drawn to accurate scale. **DO NOT REPRODUCE CONTRACT DOCUMENTS OR COPY STANDARD PRINTED INFORMATION AS THE BASIS OF SHOP DRAWINGS. USE OF DRAWINGS WITH THE ARCHITECTS NAME AND OR A/E BORDER SHEET IS PROHIBITED.**

1. Include the following information on Shop Drawings:

- a. Dimensions.
 - b. Identification of products and materials included.
 - c. Compliance with specified standards.
 - d. Notation of coordination requirements.
 - e. Notation of dimensions established by field measurement.
- 2. Submit Coordination Drawings where required for integration of different construction elements. Show construction sequences and relationships of separate components where necessary to avoid conflicts in utilization of the space available.
 - 3. The Contractor shall prepare drawings to LOD 400 or greater Per AIA G202-2013.
 - 4. Encircle, identify with arrow, or otherwise indicate deviations from the Contract Documents on the Shop Drawings.

- a. DO NOT USE COLORED HIGHLIGHTERS TO INDICATE SELECTIONS.

- 5. Do not allow Shop Drawing copies which do not have an appropriate final stamp or other marking indicating action taken by the General Contractor, RPR and A/E to be used for construction.
- 6. Except for templates, patterns and similar full-size Drawings, submit Shop Drawings on sheets at least 8-1/2" x 11" but no larger than 30" x 42". Shop drawings submitted as PDF files shall be *generated full size of the original and not scale to fit*.
- 7. Submittals may be in electronic format or if submitting in paper format, submit a sufficient number of copies to enable the County, A/E and the RPR to retain 4 copies of each required Product Data submittal; submit two (2) additional copies where copies are required for operating and maintenance manuals. The RPR will return the other marked copies with the action taken and corrections or

- modifications required. One (1) print of each drawing larger than 11" x 17" for review will be returned to the Contractor.
8. Leave a blank area, approximately 4 inches by 2.5 inches, near the title block for the RPR's and A/E's review stamp in print.
- B. Product Data: Collect Product Data into a single submittal for each element of construction or system.
1. Encircle, identify with arrow, each copy to show which choices and options are applicable to the Project.
 - a. Do not use colored highlights to indicate selection.
 2. 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 copies to clearly indicate which information is applicable.
 3. Where Product Data must be specially prepared for required products, materials or systems, because standard printed data are not suitable for use, submit as "Shop Drawings" not "Product Data."
 4. Include the following information in Product Data:
 - a. Manufacturer's printed recommendations.
 - b. Compliance with recognized trade association standards.
 - c. Compliance with recognized testing agency standards.
 - d. Application of testing agency labels and seals.
 - e. Notation of dimensions verified by field measurement.
 - f. Notation of coordination requirements.
 5. Do not submit Product Data until compliance with requirements of the Contract Documents has been confirmed.
 6. Submittals may be in electronic format or if submitting in paper format, submit a sufficient number of copies to enable the County and the RPR to retain 4 copies of each required Product Data submittal; submit two (2) additional copies where copies are required for operating and maintenance manuals. The RPR will return the other marked copies with the action taken and corrections or modifications required.
 - a. Unless the RPR and or A/E observes noncompliance with provisions of the Contract Documents or requires re-submittal for other reasons, the initial submittal may serve as the final submittal.

OCTOBER 29, 2025

7. Furnish copies of final Product Data submittal to manufacturers, subcontractors, suppliers, fabricators, installers, governing authorities and others as required for performance of the construction activities. Show distribution on transmittal forms.
 - a. Do not proceed with installation of materials, products and systems until a copy of Product Data applicable to the installation is in the installer's possession.
 - b. Do not permit use of unmarked copies of Product Data in connection with construction.
- C. Samples: Submit Samples physically identical with the material or product proposed for use; submit full-size, fully fabricated Samples, cured and finished in the manner specified.
 1. Mount, display, or package Samples in the manner specified to facilitate review of qualities indicated. Prepare Samples to match Designers' Sample where so indicated. Include the following information:
 - a. Generic description of the Sample.
 - b. Size limitations.
 - c. Sample source.
 - d. Product name or name of manufacturer.
 - e. Compliance with recognized standards.
 - f. Compliance with governing regulations.
 - g. Availability.
 - h. Delivery time.
 2. Submit three samples (sets); one set will be returned marked with the action taken. The RPR and A/E will each retain copies.
- D. Operating and Maintenance Manuals: Operating and maintenance manuals shall be initially submitted for review at the appropriate 30 percent completion stage of Work under these Sections. The manuals will be reviewed and returned to the Contractor. Corrections shall be made before submittal of the manuals at Project Close-out.
- E. In order to facilitate review of product data and shop drawings, they shall be noted, indicating by cross reference the contract drawing sheet number, note, and specification paragraph numbers, where and what item(s) are used for and where item(s) occur in the contract documents.

1.6 RPR AND OR A/E(S) ACTION:

- A. Except for submittals for the record, for information and similar purposes, where action and return on submittals is required or requested, the RPR and A/E will review each submittal, mark with appropriate "action," and where possible return within fourteen (14) days of receipt. Where the submittal must be held for coordination the RPR will so advise the Contractor without delay.
 1. Compliance with specified characteristics is the Contractor's responsibility, and not considered part of the RPR or A/E review and indication of action taken.

OCTOBER 29, 2025

- B. The RPR and or A/E will stamp each submittal sheet or page to be returned with a uniform, self explanatory action stamp appropriately marked and executed to indicate whether the submittal returned is for unrestricted use (no exceptions taken), final-but- restricted use (as marked), must be revised and resubmitted (use not permitted), or without action (as explained on the transmittal form), or other similar type wording.
- C. The RPR's and or A/E's review of submittals is for design conformity and general conformance of the contract documents only and does not relieve the Contractor from responsibility for any deviations from the requirements of the Contract Documents. The RPR and or A/E's review shall not be construed as a complete check nor shall it relieve the Contractor from responsibility for errors of any sort in shop drawings or schedules, of from the necessity of furnishing any work required by the Contract Documents which may have been omitted on the shop drawings. The RPR and or A/Es' review of a separate item shall not indicate review of the complete assembly in which it functions.

1.7 SUBMITTAL BROCHURE BINDERS: Applicable only to hard copy submittals.

- A. Brochure Binders: 3-ring, vinyl covered, with clear view insert type cover and spine.
 - 1. Binder Size: 8.5 x 11.0 inches x size (spine) adequate to easily contain the required submittals. Minimum spine size shall be 1-inch, maximum shall be 3-inches. Provide additional binders if the 3-inch size is not sufficient to properly contain submittals.
 - 2. Binder Cover: Binders shall have a clear view, vinyl pocket on the front cover, adequate to hold an 8.5 inch by 11 inch description sheet. The binder shall have a clear view, vinyl spine pocket adequate to hold an 11 inch long description sheet.
- B. Binder Contents: Include the following.
 - 1. Cover sheet; cover sheet shall be white with black letters, minimum 11-inches high and full width of spine pocket. See "EXAMPLES" included at end of this Section.
 - 2. First page shall be a copy of the Specification table of contents.
 - 3. Second page shall be a list of project addresses (see "EXAMPLE").
 - 4. Third page shall be Project information (see "EXAMPLE").
 - 5. Provide reinforced separation sheets tabbed with appropriate specification reference number.
 - 6. Product data sheets.
 - 7. Shop drawings.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.1 SCHEDULE OF SUBMITTALS DESCRIPTION (SD) AND SUBMITTAL REGISTER

OCTOBER 29, 2025

- A. General: The following is a description of each submittal type, specified in other Sections, required for the Project. Include each submittal description (SD) in the Submittal Register included as part of this Section.
1. SD-01: Product Data; submittals that provide calculations, descriptions or other documentation regarding the work.
 2. SD-02: Manufacturer's Catalog Data (Product Data); data composed of information sheets, brochures, circulars, specifications and product data, and printed information in sufficient detail and scope to verify compliance with requirements of the Contract Documents.
 3. SD-03: Manufacturer's Standard Color Charts (Product Data); preprinted illustrations displaying choices of color and finish for a material or product.
 4. SD-04: Shop Drawings; graphic representations which illustrate relationship of various components of the work, schematic diagrams of systems, details of fabrications, layout of particular elements, connections, and other relational aspects of the work.
 5. SD-05: Design Data (Shop Drawings); design calculations, mix designs, analyses, or other data written and pertaining to a part of the work.
 6. SD-06: Instructions (Product Data); preprinted material describing installation of a product, system, or material, including special notices and Material Safety Data Sheets, if any, concerning impedance, hazards, and safety precautions.
 7. SD-07: Schedules (Shop Drawings); a tabular list of data or a tabular listing of locations, features, or other pertinent information regarding products, materials, equipment, or components to be used in the work.
 8. SD-08: Statements (Shop Drawings); a document, required of the Contractor, or through the Contractor by way of a supplier, installer, manufacturer, or other lower tier contractor, the purpose of which is to further the quality or orderly progression of a portion of the work by documenting procedures, acceptability of methods or personnel, qualifications, or other verification of quality.
 9. SD-11: Factory Test Reports (Shop Drawings); a written report which includes the findings of a test required to be performed by the Contractor or an actual portion of the work or prototype prepared for this project before it is shipped to the job site. The report must be signed by an authorized official of a testing laboratory and must state the test was performed in accordance with the test requirements; state the test results; and indicate whether the material, product, or system has passed or failed the test.

10. SD-13: Certificates (Shop Drawings); statements signed by responsible officials of a manufacturer of a product, system, or material attesting that the product, system, or material meet specified requirements. The statements must be dated after the award of this contract, name the project, and list the specific requirements which it is intended to address.
11. SD-14: Warranties (Product Data); statements signed by responsible officials of a manufacturer of a product, system, or material attesting that the product, system, or material will perform its specific function over a specified duration of time. The statement must be dated, and include the name of the project, the Owner's name, and other pertinent data relating to the warranty.
12. SD-15: Samples; samples, including both fabricated and non-fabricated physical examples of materials, products, and units of work as complete units or as portions of units of work.
13. SD-16: Color Selection Samples (Samples); samples of the available choice of colors, textures, and finishes of a product or material, presented over substrates identical in texture to that proposed for the work.
14. SD-17: Sample Panels (Samples); an assembly constructed at the project site in a location acceptable to the RPR and using materials and methods to be employed in the work; completely finished; maintained during construction; and removed at the conclusion of the work or when authorized by the RPR. A type of sample.
15. SD-18: Sample Installations (Samples); a portion of an assembly or material constructed where directed and, if approved, retained as a part of the work.
16. SD-19: Records; documentation to ensure compliance with an administrative requirement or to establish an administrative mechanism.
17. SD-20: Operating and Maintenance Manuals (Records); data intended to be incorporated in an Operating and Maintenance Manual
18. SD-21: Test Reports of Existing Conditions; a document describing existing conditions and operations of systems and components prior to the start of any work. Testing shall be held in the presence of the RPR and A/E. Provide copies of the test reports to the RPR and A/E.
19. SD-22: Demonstrations; physical operation of equipment and systems by factory authorized representatives to demonstrate to the Owner's facility personnel proper operation of systems. Provide all required documentation that certified completed demonstration.
20. SD-23: As-Built Drawings; delineated documentation accurately depicting final installation location of components and systems of the building.
21. SD-24: Shop Drawings in Electronic format; when drawings are required all materials shall be provided in AUTOCAD latest release and PDF on a CD/DVD.

22. SD-25: Coordination Drawings; special type of Shop Drawing that show the relationship and integration of different construction elements that require close and careful coordination during fabrication or during installation to fit in the restricted space provided or to function as intended.
 23. SD-26: Certification of Approved Disposal of Hazardous Materials; certification signed by the Contractor indicating legal disposal of hazardous materials.
 24. SD-27: Video recorded training instructions to be used by the Owner's personnel.
 25. SD-28: Spare Parts Memo; a listing of spare parts required; refer to Section 01 70 00 Execution and Closeout Requirements.
 26. SD-29: UL Letter of Finding; a document from Underwriters Laboratories Inc., attesting compliance with UL's standard for connection to an existing lightning protection system; a document from Underwriters Laboratories Inc., attesting compliance with UL's standard for UL Master Label.
 27. SD-30: Equipment Check-Out Memos; document signed by the manufacturer's authorized representative stating that equipment has been installed and is operating in accordance with the manufacturer's specifications; refer to Section 01 70 00 Execution and Closeout Requirements.
- B. Submittal Register: The Contractor is to maintain an accurate updated submittal register and will bring this register to each scheduled JCM with the RPR and the A/E. This register should include the following items:
1. Submittal-Description and Number assigned.
 2. Date to RPR
 3. Date to A/E.
 4. Date returned to RPR from A/E.
 5. Date returned to Contractor from A/E.
 6. Submittal Status.
 7. Date of Re-submittal and Return (as applicable).
 8. Date material released (for fabrication).
 9. Projected date of fabrication.
 10. Projected date of delivery to site.
 11. Status of submittal.

END OF SECTION 013323

SECTION 014200 - REFERENCES PART

1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and General Conditions/Provisions of the Contract, including Contractual Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 DEFINITIONS

- A. General: Basic contract definitions are included in the Conditions of the Contract.
- B. "Approved": The term "approved," when used in conjunction with the RPR's or A/E(s) action on the Contractor's submittals, applications, and requests, is limited to the RPR's or Designer duties and responsibilities as stated in the Conditions of the Contract.
- C. "Directed": Terms such as "directed," "requested," "authorized," "selected," "approved," "required," and "permitted" mean directed by the RPR, requested by the RPR, and similar phrases.
- D. "Furnish": The term "furnish" means to supply and deliver to the Project site, ready for unloading, unpacking, assembly, installation, and similar operations.
- E. "Indicated": The term "indicated" refers to graphic representations, notes, or schedules on the Drawings; or to other paragraphs or schedules in the Specifications and similar requirements in the Contract Documents. Terms such as "shown," "noted," "scheduled," and "specified" are used to help the user locate the reference. Location is not limited.
- F. "Install": The term "install" describes operations at the Project site including the actual unloading, unpacking, assembling, erecting, placing, anchoring, applying, working to dimension, finishing, curing, protecting, cleaning, and similar operations.
- G. "Installer": An installer is the Contractor or another entity engaged by the Contractor, either as an employee, subcontractor, or contractor of lower tier, who performs a particular activity including installation, erection, application, or similar operations. Installers are required to be experienced in the operations they are engaged to perform.
- H. "Manufacturer": The manufacturer is the individual entity with responsibility for and control of the assembly of the major components.
- I. "Project site" is the space available to the Contractor for performing installation activities, either exclusively or in conjunction with others performing work as part of the Project. The extent of the Project site is shown on the Drawings.
- J. "Provide": The term "provide" means to furnish and install, complete and ready for the intended use.

OCTOBER 29, 2025

- K. "Regulations": The term "regulations" includes laws, ordinances, statutes, and lawful orders issued by authorities having jurisdiction, as well as rules, conventions, and agreements within the industry that control performance of the Work.
 - 1. The term "experienced," when used with the term "installer," means having successfully completed a minimum of 5 previous projects similar in size and scope to this Project; being familiar with the special requirements indicated; and having complied with requirements of authorities having jurisdiction.
- L. "Testing Agencies": A testing agency is an independent entity engaged by the Owner, to perform specific inspections or tests, either at the Project site or elsewhere, and to report on and, if required, to interpret results of those inspections or tests.

1.3 SPECIFICATION FORMAT AND CONTENT EXPLANATION

- A. Specification Format: These Specifications are organized into Divisions and Sections based on the Construction Specifications Institute's 48-division "MasterFormat" system.
- B. Specification Content: These Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:
 - 1. Abbreviated Language: Language used in the Specifications and other Contract Documents is abbreviated. Words and meanings shall be interpreted as appropriate. Words implied, but not stated, shall be interpolated as the sense requires. Singular words will be interpreted as plural and plural words interpreted as singular where applicable as the context of the Contract Documents indicates.
 - 2. Imperative mood and streamlined language are generally used in the Specifications. Requirements expressed in the imperative mood are to be performed by the Contractor. At certain locations in the Text, subjective language is used for clarity to describe responsibilities that must be fulfilled indirectly by the Contractor or by others when so noted.
 - a. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.

1.4 INDUSTRY STANDARDS

- A. Applicability of Standards: Unless the Contract Documents include more stringent requirements, applicable industry standards have the same force and effect as if bound or copied directly into the Contract Documents to the extent referenced. Such standards are made a part of the Contract Documents by reference.
- B. Publication Dates: Comply with the standards in effect as of the date of the Contract Documents, unless otherwise indicated.

OCTOBER 29, 2025

- C. Conflicting Requirements: Where compliance with 2 or more standards is specified and the standards establish different or conflicting requirements for minimum quantities or quality levels, comply with the most stringent requirement. Refer uncertainties and requirements that are different but apparently equal to the OAR for a decision before proceeding.
 - 1. Minimum Quantity or Quality Levels: The quantity or quality level shown or specified shall be the minimum provided or performed. The actual installation may comply exactly with the minimum quantity or quality specified, or it may exceed the minimum within reasonable limits. To comply with these requirements, indicated numeric values are minimum or maximum, as appropriate, for the context of the requirements. Refer uncertainties to the RPR for a decision before proceeding.
- D. Copies of Standards: Each entity engaged in installation on the Project must be familiar with industry standards applicable to its installation activity. Copies of applicable standards are not bound with the Contract Documents.
 - 1. Where copies of standards are needed to perform a required installation activity, the Contractor shall obtain copies directly from the publication source and make them available on request.
- E. Abbreviations and Names: Trade association names and titles of general standards are frequently abbreviated. Where abbreviations and acronyms are used in the Specifications or other Contract Documents, they mean the recognized name of the trade association, standards-generating organization, authorities having jurisdiction, or other entity applicable to the context of the text provision. Refer to Gale Research Inc.'s "Encyclopedia of Associations," which is available in most libraries.

1.5 GOVERNING REGULATIONS AND AUTHORITIES

- A. Copies of Regulations: Obtain copies of the current codes and regulations being utilized by the Authority Having Jurisdiction and retain at the Project site to be available for reference by parties who have a reasonable need.

1.6 SUBMITTALS

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

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION 014200

SECTION 01 60 00 - PRODUCT REQUIREMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and General Conditions/Provisions of the Contract, including Contractual Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements governing the Contractor's selection of products for use in the Project.

1.3 DEFINITIONS

- A. Definitions used in this Article are not intended to change the meaning of other terms used in the Contract Documents, such as "specialties," "systems," "structure," "finishes," "accessories," and similar terms. Such terms are self-explanatory and have well- recognized meanings in the construction industry.
 - 1. "Products" are items purchased for incorporation in the Work, whether purchased for the Project or taken from previously purchased stock. The term "product" includes the terms "material," "equipment," "system," and terms of similar intent.
 - a. "Named Products" are items identified by the manufacturer's product name, including make or model number or other designation, shown or listed in the manufacturer's published product literature, that is current as of the date of the Contract Documents.
 - b. "Foreign Products," as distinguished from "domestic products," are items substantially manufactured (50 percent or more of value) outside the United States and its possessions. Products produced or supplied by entities substantially owned (more than 50 percent) by persons who are not citizens of, nor living within, the United States and its possessions are also considered to be foreign products.
 - 2. "Materials" are products substantially shaped, cut, worked, mixed, finished, refined or otherwise fabricated, processed, or installed to form a part of the Work.
 - 3. "Equipment" is a product with operational parts, whether motorized or manually operated, that requires service connections, such as wiring or piping.

1.4 SUBMITTALS

OCTOBER 29, 2025

- A. Product List: Prepare a list of specified products. Include the manufacturer's name and proprietary product names for each item listed.
 - 1. Coordinate product list with the Contractor's Construction Schedule and the Schedule of Submittals.
 - 2. Form: Prepare product list with information on each item tabulated under the following column headings:
 - a. Related Specification Section number.
 - b. Generic name used in Contract Documents.
 - c. Proprietary name, model number, and similar designations.
 - d. Manufacturer's name and address.
 - e. Supplier's name and address.
 - f. Installer's name and address.
 - g. Projected delivery date or time span of delivery period.
 - 3. Submit list following procedures and requirements as outlined in Division 1 Specifications Section Shop Drawings, Product Data, and Samples.

1.5 QUALITY ASSURANCE

- A. Source Limitations: To the fullest extent possible, provide products of the same kind from a single source.
 - 1. When specified products are available only from sources that do not, or cannot, produce a quantity adequate to complete project requirements in a timely manner, consult with the OAR to determine the most important product qualities before proceeding. Qualities may include attributes, such as visual appearance, strength, durability, or compatibility. When a determination has been made, select products from sources producing products that possess these qualities, to the fullest extent possible.
- B. Compatibility of Options: When the Contractor is given the option of selecting between 2 or more products for use on the Project, the product selected shall be compatible with products previously selected, even if previously selected products were also options.
 - 1. The Contractor is responsible for providing products and construction methods that are compatible with products and construction methods of the subcontractors.
 - 2. If a dispute arises over concurrently selectable, but incompatible products, the OAR will determine which products shall be retained and which are incompatible and must be replaced.

- C. Nameplates: Except for required labels and operating data, do not attach or imprint manufacturer's or producer's nameplates or trademarks on exposed surfaces of products that will be exposed to view in occupied spaces or on the exterior.
 - 1. Labels: Locate required product labels and stamps on concealed surfaces or, where required for observation after installation, on accessible surfaces that are not conspicuous.
 - 2. Equipment Nameplates: Provide a permanent nameplate on each item of service- connected or power-operated equipment. Locate on an easily accessible surface that is inconspicuous in occupied spaces. The nameplate shall contain the following information and other essential operating data:
 - a. Name of product and manufacturer.
 - b. Model and serial number.
 - c. Capacity.
 - d. Speed.
 - e. Ratings.
 - f. UL Listing or other Owner approved listing agency.

1.6 PRODUCT DELIVERY, STORAGE, AND HANDLING

- A. Deliver, store, and handle products according to the manufacturer's recommendations, using means and methods that will prevent damage, deterioration, and loss, including theft.
 - 1. Schedule delivery to minimize long-term storage at the site and to prevent overcrowding of construction spaces.
 - 2. Coordinate delivery with installation time to assure minimum holding time for items that are flammable, hazardous, easily damaged, or sensitive to deterioration, theft, and other losses.
 - 3. Deliver products to the site in an undamaged condition in the manufacturer's original sealed container or other packaging system, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.
 - 4. Inspect products upon delivery to ensure compliance with the Contract Documents and to ensure that products are undamaged and properly protected.
 - 5. Store products at the site in a manner that will facilitate inspection and measurement of quantity or counting of units.
 - 6. Store heavy materials away from the Project structure in a manner that will not endanger the supporting construction.

OCTOBER 29, 2025

7. Store products subject to damage by the elements above ground, under cover in a weathertight enclosure, with ventilation adequate to prevent condensation. Maintain temperature and humidity within range required by manufacturer's instructions.

PART 2 - PRODUCTS

2.1 PRODUCT SELECTION

- A. General Product Requirements: Provide products that comply with the Contract Documents, that are undamaged and, unless otherwise indicated, new at the time of installation.
 1. Provide products complete with accessories, trim, finish, safety guards, and other devices and details needed for a complete installation and the intended use and effect.
 2. Standard Products: Where available, provide standard products of types that have been produced and used successfully in similar situations on other projects.
- B. Product Selection Procedures: The Contract Documents and governing regulations govern product selection. Refer to Section 01 60 00 Product Requirements.
 1. Visual Matching: Where Specifications require matching an established Sample, the Designer(s) decision will be final on whether a proposed product matches satisfactorily.
 - a. Where no product available within the specified category matches satisfactorily and complies with other specified requirements, comply with provisions of the Contract Documents concerning "substitutions" for selection of a matching product in another product category.
 2. Visual Selection: Where specified product requirements include the phrase "...as selected from manufacturer's standard colors, patterns, textures..." or a similar phrase, select a product and manufacturer that complies with other specified requirements. The Designer will select the color, pattern, and texture from the product line selected.

PART 3 - EXECUTION

3.1 INSTALLATION OF PRODUCTS

- A. Comply with manufacturer's instructions and recommendations for installation of products in the applications indicated. Anchor each product securely in place, accurately located and aligned with other Work.
 1. Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration.

END OF SECTION 016000

SECTION 017329 - CUTTING AND PATCHING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and General Conditions/Provisions of Contract, including Contractual Conditions and other Division 1 Specification Sections, apply to this Section. Refer to other Specification Sections for specific requirements and limitations applicable to cutting and patching individual parts of the work.

1.2 SUMMARY

- A. This Section includes cutting into existing construction to provide for installation or performance of the Work, subsequent fitting, and patching required to restore surfaces to original condition.
 - 1. Execute cutting, fitting, and patching, including excavation and backfill, required to perform Work and to:
 - a. Make parts fit together properly.
 - b. Remove and replace defective work.
 - c. Remove and replace Work not conforming to requirements of Contract Documents.
 - d. Uncover Work to allow for the RPR's and A/E's observation of covered Work which has been covered prior to required observation of the RPR and A/E.
 - 2. Drilling of holes for the installation of fasteners and similar operations is not considered to be cutting and patching.

1.3 BUILDING MODIFICATIONS

- A. General: Modifications to existing facilities and structures shall be provided as indicated and as necessary to accomplish the Work of these Contract Documents.
 - 1. Modifications shall include the removal of existing structure, relocation of materials indicated, termination and relocation of utilities, cutting, patching, cleaning, adjusting, and refinishing, and all incidental work related and required for the installation of new Work.
 - 2. It is intended to maintain daily occupancy functions during the progress of this Work. The Contractor shall closely coordinate his Work to minimize any inconvenience to the Owner or Owner's operations.

OCTOBER 29, 2025

3. No Public Services or utility systems shall be interrupted without first notifying the RPR and obtaining concurrence for the interruption as instructed in the Summary of Work.

1.4 SUBMITTALS

- A. Cutting and Patching Proposal: Submit a proposal describing procedures well in advance of the time cutting and patching will be performed and request approval to proceed. Include the following information, as applicable:
 1. Describe the extent of cutting and patching required and how it is to be performed.
 2. Describe anticipated results in terms of changes to existing construction; include changes to structural elements and operating components as well as changes in the building's appearance and other significant visual elements.
 3. List products to be used and firms that will perform Work.
 4. Indicate dates when cutting and patching is to be performed.
 5. List utilities that will be disturbed or affected, including those that will be relocated and those that will be temporarily out-of-service. Indicate how long service will be disrupted.
 6. Where cutting and patching involves addition of reinforcement to structural elements, submit details and engineering calculations to show how reinforcement is integrated with the original structure.
 7. Approval by the RPR to proceed with cutting and patching does not waive the Owner's right to later require complete removal and replacement of Work found to be cut and patched in an unsatisfactory manner.
- B. Hot Work and Dust Hazard - Notify the RPR 48 hours (excluding weekends and holidays) in advance of any welding, cutting, burning, soldering, dust activities or any hot work. Utilize the Owners Hot Work/Dust Hazard Permit Forms.

1.5 QUALITY ASSURANCE

- A. 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.
- B. 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.

OCTOBER 29, 2025

1. Obtain approval of the cutting and patching proposal before cutting and patching the following operating elements or safety related systems:
 - a. Water, moisture, or vapor barriers.
 - b. Membranes and flashings.
 - c. Electrical wiring systems.
 - d. Control systems.
 - e. Communications systems.
 - f. Conveying systems.
 - g. Shoring, bracing, and sheeting.
 - h. Primary operational systems.
 - i. Air or smoke barriers.
 - j. Fire protection systems.
 - k. Noise and vibration control elements and systems.
 - l. Water lines.
 - m. Sewer lines.
 - n. Other special construction.
- C. Visual Requirements: Do not cut and patch construction in a manner that would degrade the building's aesthetics, or result in visual evidence of cutting and patching. Remove and replace Work cut and patched unsatisfactorily.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Use materials that are identical to existing materials. If identical materials are not available or cannot be used where exposed surfaces are involved, obtain the OAR's approval to use substitute 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.
- B. Verify that new materials are compatible with existing materials in all respects where cutting and patching occurs.

PART 3 - EXECUTION

3.1 INSPECTION

- A. 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.
 1. Before proceeding, meet at the site with all parties involved in cutting and patching. Review areas of potential interference and conflict. Coordinate procedures and resolve potential conflicts with RPR before proceeding.

3.2 PREPARATION

- A. Temporary Support: Provide temporary support of Work to be cut.
- B. 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.
 - 1. Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas.
- C. Cutting: Take all precautions necessary to avoid cutting existing pipe or conduit serving the building, but scheduled to be removed or relocated until provisions have been made to bypass them.

3.3 PERFORMANCE

- A. General: Employ skilled workmen to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time and complete without delay.
 - 1. 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.
- B. 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.
 - 1. 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.
 - 2. To avoid marring existing finished surfaces, cut or drill from the exposed or finished side into concealed surfaces.
 - 3. Cut through concrete and masonry using a cutting machine such as a carborundum saw or diamond core drill.
 - 4. Comply with requirements of applicable sections of Division 2 specifications where cutting and patching requires excavating and backfill.
 - 5. 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.

- C. Patching: Patch with durable seams that are as invisible as possible. Comply with specified tolerances.
 - 1. Where feasible, inspect and test patched areas to demonstrate integrity of the installation.
 - 2. 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.
 - 3. Where removal of walls or partitions extends one finished area into another, patch and repair floor and wall surfaces to provide an even surface of uniform color and appearance. Remove existing floor and wall coverings and replace with new materials, if necessary to achieve uniform color and appearance.
 - a. Where patching occurs in a smooth painted surface, extend final paint coat over entire unbroken surface containing the patch, after the patched area has received primer and second coat.
 - 4. Patch, repair, or rehang existing ceilings as necessary to provide an even plane surface of uniform appearance.

3.4 CLEANING

- A. Thoroughly clean areas where cutting and patching is performed or used as access. Remove completely any 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 017329

SECTION 017423 - FINAL CLEANING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and General Conditions/Provisions of the Contract, including Contractual Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes: final cleaning at Substantial Completion.
- B. Environmental Requirements: Conduct cleaning and waste-disposal operations in compliance with local laws and ordinances. Comply fully with federal and local environmental and antipollution regulations.
 - 1. Do not dispose of volatile wastes, such as mineral spirits, oil, or paint thinner, in storm or sanitary drains.
 - 2. Burning or burying of debris, rubbish, or other waste material on the premises is not permitted.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Cleaning Agents: Use cleaning materials and agents recommended by the manufacturer or fabricator of the material to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.

PART 3 - EXECUTION

3.1 FINAL CLEANING

- A. General: Provide final-cleaning operations. Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit of Work to the condition expected from a commercial building cleaning and maintenance program. Comply with manufacturer's instructions.
- B. Cleaning Operations: Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for the entire Project or a portion of the Project.

1. Clean the Project areas disturbed by construction activities, of rubbish, waste material, litter, and foreign substances.
2. Broom clean concrete floors in unoccupied spaces.
3. Remove petrochemical spills, stains, and other foreign deposits.
4. Remove tools, construction equipment, machinery, and surplus material from the site.
5. Vacuum clean carpet and similar soft surfaces, removing debris and excess nap. Shampoo, if required.
6. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
7. Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, and similar spaces.
8. Remove marks, stains, fingerprints, and other soils or other dirt from painted, decorated, and natural finished woodwork and other Work.
9. Remove spots, plaster, soil and paint from ceramic tile, marble, and other finished materials, and wash or wipe clean.
10. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other substances that are noticeable vision-obscuring materials. Replace chipped or broken glass and other damaged transparent materials. Polish mirrors and glass, taking care not to scratch surfaces.
11. Clean flooring materials thoroughly, comply with materials manufacturer's instructions and recommendations.
12. Remove labels that are not permanent labels.
13. Touch up and otherwise repair and restore marred, exposed finishes and surfaces. Replace finishes and surfaces that cannot be satisfactorily repaired or restored or that already show evidence of repair or restoration.

- a. Do not paint over "UL" and similar labels, including mechanical and electrical nameplates.
- 14. Wipe surfaces of mechanical and electrical equipment, elevator equipment, and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
- 15. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
- 16. Clean light fixtures, lamps, globes, and reflectors to function with full efficiency. Replace burned-out bulbs and defective and noisy starters in fluorescent and mercury vapor fixtures.
- 17. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.
- 18. Clean ductwork, blowers, and coils of units that were operated during construction.
- 19. Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.
- 20. Leave the Project clean and ready for occupancy.
- C. Pest Control: Engage an experienced, licensed exterminator to make a final inspection and rid the Project of rodents, insects, and other pests. Comply with regulations of local authorities.
- D. Removal of Protection: Remove temporary protection and facilities installed during construction to protect previously completed installations during the remainder of the construction period.
- E. Compliances: Comply with governing regulations and safety standards for cleaning operations. Remove waste materials from the site and dispose of lawfully.
 - 1. Where extra materials of value remain after completion of associated Work, they become the Owner's property. Dispose of these materials as directed by the OAR.
 - 2. The Contractor shall not dispose of debris or waste materials on the Owner's property without the prior approval of the Owner.

- F. Maintenance: Provide maintenance on completed construction as frequently as necessary through the remainder of the construction period. Adjust and lubricate operable components to assure operability without damaging effects.

3.2 PROTECTIONS

- A. General: Supervise construction operations to assure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period. Where applicable, such exposures include, but are not limited to, the following:

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

END OF SECTION 01 74 23

SECTION 017800 - CLOSEOUT SUBMITTALS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and General Conditions/Provisions of Contract, including Contractual Conditions and other Division 1 Specification Sections, apply to this Section. Refer to other specification sections for requirements and limitations applicable to Project Closeout.

1.2 SUMMARY

- A. Closeout is defined to include general requirements near end of Contract Time, in preparation for Substantial Completion, Final Completion and Acceptance, Final Payment, normal termination of Contract, occupancy by Owner and similar actions evidencing completion of the Work. Specific requirements for individual units of Work are specified in other sections.

1.3 SUBSTANTIAL COMPLETION

- A. General: Refer to the General Conditions/Provisions of the Contract for Construction.
- B. Procedures to achieving Substantial Completion:
 - 1. The Contractor shall, five (5) business days prior to requesting inspection for certification of Substantial Completion, prepare and submit to the OAR the following:
 - a. The Contractor's prepared comprehensive punch list of items to be completed or corrected. The punch list shall include all incomplete Work items and the schedule to complete each item.
 - b. Draft Operation and Maintenance (O&M) Manuals for review by the RPR for conformance with the Contract documents. These will be returned to the Contractor.
 - c. As-Built Documents (from Contractor) for review by the RPR for conformance with the Contract Documents. These will be returned to the Contractor.
 - 2. The Contractor will request a preliminary inspection from the RPR for the determination that the Project is ready for the Substantial Completion Inspection. The Contractor will prior to the request:
 - a. Complete its punch list and provide a copy to the RPR.

OCTOBER 29, 2025

- b. Schedule inspections from the Authorities Having Jurisdiction and provide the time and date to the RPR.

If the RPR's preliminary inspection discloses any item that is not in accordance with the requirements of the Contract Documents, whether or not included on the Contractor's punch list, the RPR shall so notify the Contractor and the Contractor shall add the items to its punch list. The Contractor shall proceed to complete or correct every item on the revised punch list and request re-inspection from the RPR.

3. If the RPR determines that the Work is ready, the Substantial Completion Inspection will be scheduled at a minimum of three (3) business days after the RPR's preliminary inspection.
4. Form #008 Substantial Completion Acceptance (SCA) will be used to: document the time and place of the project closeout inspections, establish the participants to be involved in the inspections, establish the date of Substantial Completion, document the acceptance of the Substantial Completion punch list, document the date all Substantial Completion punch list items were completed and document the date of Final Completion.
5. The following parties will attend the Substantial Completion inspection: the RPR, the Contractor, and the A/E. The following Owner representatives may attend: VPS ARFF, VPS Engineering, VPS Environmental, VPS IT, VPS Maintenance, VPS Operations, VPS Properties, VPS Risk Management, and any involved tenant(s).
6. Following the inspection, the RPR and A/E will determine if the Work is substantially complete. If it is determined to be Substantially Complete, the RPR will use this date in the preparation of Form #007 Certificate of Substantial Completion (CoSC) and the Contractor in the preparation of the written warranties. The following will be used in the determination of the Substantial Completion date:
 - a. Certificate of Occupancy/Certificate of Completion (CofO) or Agency Sign Off (as required). The date of the CofO does not establish the date for Substantial Completion.
 - b. Recommendation from the RPR and A/E that determine the Project is Substantially Complete.
 - c. Acceptance from the Contractor and RPR that the preliminary Substantial Completion punch lists represent most of the items required for completion of the Work. The RPR shall distribute the preliminary Substantial Completion punch lists to the Contractor within a maximum of three (3) business days after the date of Substantial Completion.
 - d. Acceptance by the RPR of the draft warranties.

OCTOBER 29, 2025

- e. Acceptance by the RPR of the draft Operation & Maintenance Manuals.
 - f. Agreement from the Contractor and RPR that the Owner will have complete use or occupancy and may use, operate, and maintain the Project in all respects, for its intended purpose and without undue interference by the Contractor's Final Completion efforts.
 - g. If any of the above items are not accepted or incomplete the Contractor shall correct any items found not to be in accordance with the requirements of the Contract Documents and once the items have been corrected, the Contractor shall provide a written request for re-review and or re-inspection.
7. When the Project is determined to be Substantially Complete the RPR will prepare a typed Substantial Completion punch list which includes any items from the preliminary Substantial Completion punch list that have not yet been completed plus all punch list items from the A/E, RPR, Owner and others, and Form #007 Certificate of Substantial Completion (CoSC) within a maximum of fifteen (15) business days from the date of Substantial Completion and will schedule a meeting with the Contractor, A/E, and any Owner's representatives to:
- a. Review Form #007 CoSC, all of its requirements and submit to the Contractor for appropriate acceptance and signature.
 - b. Review the attachments: Form #008 SCA, Substantial Completion punch list and the CofO.
 - c. Establish the date for the completion of the Substantial Completion punch list items.
 - d. Establish the responsibilities of the Owner and Contractor for security, maintenance, operations, cleaning and housekeeping, heating and cooling, utilities, damage to the Work and insurance.
 - e. Review and accept the Contractor's written warranties and guarantees from its Subcontractors and Suppliers bearing the date of Substantial Completion stating the period of warranty as required by the Contract Documents, the Final Operation & Maintenance Manuals, and As-built Documents.

1.4 PARTIAL OCCUPANCY OR USE

- A. General: Refer to the General Conditions/Provisions of the Contract for Construction.
- B. The Owner may occupy or use any completed or partially completed portion of the Work at any stage and, if the Owner chooses such partial occupancy, the Contractor and

OCTOBER 29, 2025

Owner shall designate by an agreement the conditions of such partial occupancy, provided such occupancy or use is consented to by the Owner's insurer and authorized by public authorities having jurisdiction over the Work.

1. Such partial occupancy or use may commence whether or not the portion is Substantially Complete.
- C. Procedures to achieving partial occupancy or use:
1. The Owner will request the RPR to coordinate with the Contractor for a partial occupancy or use of a portion of the Work.
 2. If the RPR determines that the Work is ready, a partial occupancy or use inspection will be scheduled at a minimum of three (3) business days after the RPR's preliminary inspection.
 3. Immediately prior to such partial occupancy or use inspection, the Owner, RPR, Contractor and A/E shall jointly inspect the area to be occupied or portion of the Work to be used in order to determine and record the condition of the Work.
 - a. The following parties will attend the partial occupancy or use inspection: the RPR the Contractor, and the A/E. The following Owner representatives may attend: VPS Engineering, VPS Environmental, VPS Maintenance, VPS Operations, VPS Properties, VPS Risk Management, VPS ARFF, and any involved tenant(s).
 4. Following the inspection, the RPR and A/E will determine if the Work is ready for partial occupancy or use. If it is determined to be ready, the RPR will use this date in the preparation of Form #009 Partial Occupancy/Use (POUA) and the Contractor in preparation of any agreed upon written warranties. The following will be used in the determination of the POUA date:
 - a. Certificate(s) of Occupancy (CofO) / Agency Sign Off (as required) for the area being occupied.
 - b. Recommendation from the RPR and A/E that determine the Project is ready for partial occupancy or use.
 - c. Acceptance from the Contractor and RPR that the preliminary punch lists represent most of the items required for completion of the Work. The RPR shall distribute the preliminary punch lists to the Contractor within a maximum of three (3) business days after the date of the POUA.
 - d. Acceptance by the RPR of the draft warranties if requested.

OCTOBER 29, 2025

- e. Acceptance by the RPR of the draft Operation & Maintenance Manuals if requested.
 - f. Agreement from the Contractor and RPR that the Owner will have complete occupancy or use and may use, operate, and maintain the Project in all respects, for its intended purpose and without undue interference by the Contractor's Final Completion efforts.
 - g. Agree that partial occupancy or use of a portion or portions of the Work shall not constitute acceptance of Work which is not in conformance with the requirements of the Contract Documents.
5. When the Project is determined to be ready for partial occupancy or use the RPR will prepare a typed punch list which includes any items from the preliminary Substantial Completion punch list that have not yet been completed plus all punch list items from the Designer, RPR, Owner and others, and Form #009 Partial Occupancy/Use (POUA) within a maximum of fifteen (15) business days of the date of POUA and will schedule a meeting with the Contractor, Designer, and any Owner's representatives to:
- a. Review Form #009 POUA, all of its requirements and submit to the Contractor for appropriate acceptance and signature.
 - b. Review the attachments: punch list and the Cofo.
 - c. Establish the date for the completion of the punch list items.
 - d. Establish the responsibilities of the Owner and Contractor for security, maintenance, operations, cleaning and housekeeping, heating and cooling, utilities, damage to the Work and insurance.
 - e. Review and accept the requested Contractor's written warranties and guarantees from its Subcontractors and Suppliers bearing the date of the POUA stating the period of warranty as required by the Contract Documents.

1.5 FINAL COMPLETION

- A. General: Refer to the General Conditions/Provisions of the Contract for Construction.
- B. Procedures: Complete the following.
 - 1. Before requesting final inspection for certification of Final Completion and final payment, prepare and submit to the RPR the following:
 - a. Contractor's certified copy of the Substantial Completion punch list of items to be completed or corrected, stating that each item has been completed or

OCTOBER 29, 2025

otherwise resolved for acceptance, and the list has been endorsed and dated by the RPR.

- b. Final meter readings for utilities, and similar data as of the date of Substantial Completion, or when the Owner took possession of and responsibility for corresponding elements of the Work.
 - c. Closeout Documentation Manual.
2. If the RPR determines that the Work is ready, the Final Completion Inspection will be scheduled at a minimum of three (3) business days after the RPR's preliminary inspection.
 3. The following parties will attend the Final Completion inspection: the RPR, the Contractor, and the A/E. The following Owner representatives may attend: VPS ARFF, VPS Engineering, VPS Environmental, VPS IT, VPS Maintenance, VPS Operations, VPS Properties, VPS Risk Management, and any involved tenant(s).
 4. Upon acceptance of the Final Completion Inspection, the A/E, RPR and VPS Maintenance are to sign off on Part IV of Form #008 SCA and provide the final inspection date. The RPR is to provide the Contractor's completed punch list which will be field verified and each item initialed complete by the Designer and the OAR. The RPR is to provide documentation of FAA/FDOT final inspections, as required. Part IV of Form #008 SCA must be completed prior to processing the Contractor's final pay application.
- C. If necessary, re-inspection will be repeated at the Contractor's expense. Re-inspection Procedure: The RPR and A/E will re-inspect the Work upon receipt of notice that the Work, including inspection list items from earlier inspections, has been completed, except items whose completion has been delayed because of circumstances acceptable to the RPR and A/E. Repeat Final Completion Procedures above until Final Completion is accepted.

1.5 CLOSEOUT DOCUMENTATION MANUAL

- A. Description: Submit the manual in a vinyl covered, 3-ring binder; white, with hard cover, with clear vinyl pockets on front (sized to hold 8-1/2" x 11" sheets) and spine (minimum spine size 1", maximum 3"). Binder shall be "View Binder" as manufactured by Avery Consumer Products, AVE 0560 series, or approved substitution. Each section shall be divided by an 8-1/2" x 11" reinforced, clear ring binder index, 5 tabs, as manufactured by Wilson Jones, Stock No. WJ- 54125, or approved substitution.
1. Full size, machine lettered labels shall be inserted into the front, back, and spine pockets. Labels shall be on white paper with black print, and shall clearly identify the following:

OCTOBER 29, 2025

Okaloosa County
Destin-Fort Walton Beach Airport
(ITB AP 04-26 VPS Restrooms Renovation)
(Manual Title)
(Date)

2. Contents of the Manual shall include:

- a. First page shall be a Cover Page, identifying:

Okaloosa County
Destin-Fort Walton Beach Airport
(ITB AP 04-26 VPS Restrooms Renovation)
(Manual Title)
(Date)

- b. Second page shall be a Table of Contents.
- c. The next section shall list the Names, Addresses, Contacts, and Phone Numbers for the following:
- 1) RPR(s)
 - 2) A/E(s)
 - 3) Contractor
 - 4) Subcontractors (first-tier)
- d. Change Order Summary (prepared by VPS)
- e. Summary of Disbursements (prepared by VPS)
- f. Receipt/Acceptance Form for As-Built Documents
- 1) Progress and As-Built Drawing Certification(s) for each applicable Subcontractor (Exhibit D; prepared by Contractor)
 - 2) Construction Form # 011 (prepared by RPR) with Transmittal to VPS ENGINEERING (signed by VPS Engineering)
- g. Receipt Form for O&M Manuals (Construction Form # 012; prepared by RPR) with Transmittal to VPS MAINTENANCE (signed by VPS Maintenance)
- h. Parking Permit Office Release Form (Construction Form # 001; prepared by Contractor) (signed by VPS Ground Transportation)

OCTOBER 29, 2025

- i. Badge & I.D. Office Release Form (Construction Form # 002; prepared by Contractor) (signed by VPS Access Control)
- j. Key Shop Release Form (Construction Form # 003; prepared by Contractor) (signed by VPS Lockshop)
- k. Certificate(s) of Substantial Completion (Construction Form # 007; prepared by RPR)
 - 1) Substantial Completion Acceptance with Final Substantial Completion Punch list initialed and dated by Contractor (Construction Form # 008; prepared by RPR)
 - 2) Partial Occupancy / Use Agreement(s), or POUA Construction Form # 009; prepared by PR)
- l. Certificate(s) of Occupancy / Agency Sign Off (furnished by Contractor)
- m. Current Certificate of Insurance: (furnished by Contractor)
 - 1) a certificate evidencing that insurance required by the Contract Documents to remain in force after final payment is currently in effect and will not be canceled or allowed to expire until at least 30 days prior written notice has been given to the Owner: and
 - 2) a written statement that the Contractor knows no substantial reason that the insurance will not be renewable to cover the period required by the Contract Documents
- n. Consent of Surety to Final Payment with Power of Attorney (AIA Form # G707; furnished by Contractor) (original)
- o. Final Release Form from General Contractor (prepared by Contractor) (original, notarized with corporate seal)
- p. Final Release Form(s) from Subcontractors / Suppliers (prepared by Subcontractor)

OCTOBER 29, 2025

- q. Final Payment Application (2 originals, signed and notarized by Contractor and signed by RPR (DBE Disbursement Page completed with Subcontractor performance rating and total payment)
- r. Executed Originals of Warranties/Guarantees.

1.6 AS-BUILT DOCUMENTS

- A. General: Do not use as-built documents for construction purposes; protect from deterioration and loss in a secure, fire-resistive location; provide access to as-built documents for the RPR's reference during normal working hours.
 - 1. Submit all As-Built Documents to the RPR as specified in General Conditions.
 - 2. Include fire alarm and building control system(s) drawings and specifications.
- B. As-Built Documents: As-Built Documents include Drawings, Specifications, Addenda, Change Orders, and other Modifications. Maintain a clean, undamaged set of blue or black line white- prints of Contract Drawings and Shop Drawings. Mark the set to show the actual installation where the installation varies substantially from the Work as originally shown. Mark whichever drawing is most capable of showing conditions fully and accurately; where Shop Drawings are used, record a cross-reference at the corresponding location on the Contract Drawings. Give particular attention to concealed elements that would be difficult to measure and record at a later date.
 - 1. Mark As-Built sets with red erasable pencil; use other colors to distinguish between variations in separate categories of the Work.
 - 2. Mark new information that is important to the Owner, but was not shown on Contract Drawings or Shop Drawings.
 - 3. Note related Change Order numbers where applicable.
 - 4. Organize As-Built drawing sheets into manageable sets, bind with durable paper cover sheets, and print suitable titles, dates and other identification on the cover of each set.
 - 5. Mark EVERY PAGE of the Drawings with "As-Built".
- C. Accurate as-built documents are very important for the Owner and serve several important functions. The Owner utilizes the as-built documents for operation and maintenance, and future modifications, renovations, and particularly for mechanical, plumbing and electrical systems, which are mostly hidden from view.
 - 1. The working as-built shall show, but shall not be limited to, the following:

OCTOBER 29, 2025

- a. All concealed and underground utilities, equipment, foundations or other permanent conditions shall be surveyed and documented. This includes all discovered conditions. All shall be tied to permanent benchmarks showing horizontal and vertical data including but not limited to: beginning/end points, changes in direction points, inverts, grades of drainage, depths below the surface, all surface or underground components such as valves, manholes, drop inlets, clean outs, meters, corner points, etc. Each of the above shall also include a description of: actual quantity, size, and material. GPS coordinates are to be provided for all.
- b. The location and dimensions of any changes within the building structure and architectural components. The dimensions shall be actual field measurements.
- c. Correct dimensions and details transferred from shop drawings.
- d. Correct grade, elevations, cross section, or alignment of roads, earthwork, structures or utilities if any changes were made from contract plans.
- e. Actual location of anchors, construction and control joints, etc., in concrete.
- f. Changes in location of equipment and architectural features.
- g. Where contract drawings or specifications present options, only the option selected for construction shall be shown on the final as-built prints. Cross out such words and phrases as "optimal requirement," "or approved substitution," etc., and list specifically the items of material provided.
- h. Unusual or uncharted obstructions that are encountered in the contract work area during construction.
- i. Changes in details of design or additional information obtained from working drawings specified to be prepared and/or furnished by the Contractor; including but not limited to fabrication, erection, installation plans and placing details, pipe sizes, insulation material, dimensions of equipment foundations, etc.
- j. If borrow material for this project is from sources on the Owner's property, or if Owner's property is used as a spoil area, the Contractor shall furnish a contour map of the final borrow pit/spoil area elevations.
- k. Layout and schematic drawings of electrical circuits and piping. See the Electrical Specifications for the level of detail required to be accurately documented.
- l. Layout and schematic drawings of mechanical and plumbing systems and piping. All shall be tied to permanent benchmarks showing horizontal and vertical data of primary and secondary branches.

- m. Systems designed or enhanced by the Contractor, such as HVAC controls, fire alarm, fire sprinkler, and irrigation systems. All shall be tied to permanent benchmarks showing horizontal and vertical data of primary and secondary branches.
- n. Changes or modifications that result from the final inspection.

1.7 OPERATION & MAINTENANCE MANUALS

- A. General: If all specified information can be submitted in a single binder without being overfilled, submit three (3) copies in a white binder with white labels.
 - 17. If all of the information cannot be submitted in a single binder, submit three (3) per design discipline as follows:
 - a. Architectural; submit in a white binder with white labels.
 - b. Mechanical; submit in a white binder with green labels.
 - c. Fire Protection; submit in a white binder with red labels.
 - d. Electrical; submit in a black binder with white labels.
 - e. Civil; submit in a white binder with yellow labels.
 - 18. Submit O&M Manuals to OAR as specified in Paragraph 1.3.B.
- B. Description: Submit the manual in a vinyl covered, 3-ring binder; with hard cover, with clear vinyl pockets on front (sized to hold 8-1/2" x 11" sheets) and spine (minimum spine size 1", maximum 3"). Binder shall be "View Binder" as manufactured by Avery Consumer Products, AVE 0560 series, or approved substitution. Provide additional binders if a single 3-inch binder is insufficient to contain all closeout information. Each section shall be divided by an 8-1/2" x 11" reinforced, clear ring binder index, 5 tabs. as manufactured by Wilson Jones, Stock No. WJ- 54125, or approved substitution.
 - 19. Full size, machine lettered labels shall be inserted into the front, back, and spine pockets. Labels shall be on paper in color(s) specified with black print, and shall clearly identify the following:

Okaloosa County
Destin-Fort Walton Beach Airport
(ITB AP 04-26 VPS Restrooms Renovation)
(Manual Title)

(Date)

20. Contents of the Manual shall include:

- a. First page shall be a Cover Page, identifying:

Okaloosa County
Destin-Fort Walton Beach Airport
(ITB AP 04-26 VPS Restrooms Renovation)
(Manual Title)
(Date)

- b. Second page shall be a Table of Contents indicating the contents of the binder(s).

- c. The third page shall list the Names, Addresses, Contacts, and Phone Numbers for the following:

- 1) RPR
- 2) A/E(s)
- 3) General Contractor
- 4) Subcontractors
- 5) Sub-subcontractors
- 6) Suppliers

- d. The remaining portions of the manual shall be separated by each major division of work as identified by the Contract Documents.

- 1) PROJECT INFORMATION (Exhibit A).
- 2) Within each major division of work, each section shall be individually identified by a typed index/tab. For each specification requirement, submit the following information in the order outlined below:
 - a) Copies of all warranties/guarantees, as specifically required by the specification section, and Letters of Certification. Executed original warranties/guarantees shall be included in the appropriate section of the Closeout Manual(s).
 - b) Copies of the "Approved" Shop Drawing/Submittals/ Equipment Manufacturer's Schematics. Oversized drawings shall be folded and inserted in clear vinyl pockets or, for large sets of drawings, provide an insert page

stipulating that the drawings are stored at VPS

OCTOBER 29, 2025

ENGINEERING. All copies shall be stamped with the appropriate review stamp, marked, signed, and dated.

c) Operation and Maintenance Instructions, including but not limited to:

- ◆ Manufacturer's Recommended Care and Cleaning
- ◆ Installation Instructions
- ◆ Parts Lists
- ◆ Lubrication Checklists
- ◆ Equipment Supplier Lists
- ◆ Special Instructions
- ◆ Preventive Maintenance Instructions.

d) Service and Maintenance Contracts: Include Name, address, and phone number and contact of Manufacturer's authorized repair company.

e) Completed Turnover Forms:

- ◆ Performance Verification and Demonstration to Owner (Exhibit B) signed by Contractor and VPS representative
- ◆ Voltage and amperage Readings (Exhibit C) signed by Contractor, A/E and RPR
- ◆ Motor Test Information (Exhibit D) signed by Contractor and RPR.
- ◆ Check-out Memo (Exhibit E) signed by Contractor and Manufacturer's representative

f) Equipment and/or Systems Test Data and Conductor Insulation Resistance Test Data Sheets by installer and/or manufacturer where required. Form(s) to be provided by the installer and/or manufacturer performing the test [Exhibits G, H (signed by Contractor, A/E and VPS representative), I (signed by Contractor, Subcontractor and GOAA), J (signed by Contractor and RPR) and K (signed by Contractor, A/E and RPR)].

g) Copies of electrical panel schedules and directories.

- C. Submit one copy of the O&M manual in PDF format on USB Jump Drive. Create a PDF file for each section of the manual. PDF files shall be named *C19-2811 OM Sec XXXXX.pdf*

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

OCTOBER 29, 2025

3.4 CLOSEOUT PROCEDURES

- A. Operation and Maintenance Instructions: Arrange for each installer of equipment that requires regular maintenance to meet with the Owner's personnel to provide instruction in proper operation and maintenance. If installers are not experienced in procedures, provide instruction by manufacturer's representatives. Include a detailed review of the following items:
1. Operation and Maintenance manuals.
 2. As-Built Documents.
 3. Spare parts and materials.
 4. Tools.
 5. Lubricants.
 6. Fuels.
 7. Identification systems.
 8. Control sequences.
 9. Hazards.
 10. Cleaning.
 11. Warranties and bonds.
 12. Maintenance agreements and similar continuing commitments.
- B. As part of instruction for operating equipment, demonstrate the following procedures:
13. Start-up.
 14. Shutdown.
 15. Emergency operations.
 16. Noise and vibration adjustments.
 17. Safety procedures.

3.4 CLEANING

- A. General: General cleaning during construction is required.

- B. Final Cleaning: Refer to Section 01 74 23, Final Cleaning.

3.4 ATTACHMENTS

- A. The following information sheets have been included in this Section:

1. Exhibit A: Project Information
2. Exhibit B: Performance Verification and Demonstration to Owner
3. Exhibit C: Check-Out Memo
4. Exhibit D: Progress and As-Built Document Certification
5. Exhibit E: Spare Parts Certification Memo
6. Exhibit F: Existing Facilities Investigation Memo
7. Example: Description Sheet – Cover
8. Example: Description Sheet - Spine

OCTOBER 29, 2025

EXHIBIT A
PROJECT INFORMATION
Destin- Fort Walton Beach Airport

Contractor shall fill in the blanks below and insert in the Operation and Maintenance Manuals. Submit one (1) sheet for each major division of Work.

Project Name: _____

Specification Division Number & Name: _____

Subcontractor: _____

Contact: _____ Phone: _____

Date Project Bid: _____

Project Start Date: _____

Days allowed for Construction: _____

Target Completion: _____

Substantial Completion Certification Date: _____

	<u>Date Submitted</u>	<u>Date Provided</u>
Close-out Documentation Manual:	_____	_____
Operation and Maintenance Manuals:	_____	_____
Owner Performance Verification and Demonstrations:	_____	_____
Manufacturer's Performance Verification Memos:	_____	_____
Manufacturer's Test Data:	_____	_____
Record Documents:	_____	_____

OCTOBER 29, 2025

EXHIBIT B
PERFORMANCE VERIFICATION AND DEMONSTRATION TO OWNER
Destin-Fort Walton Beach Airport

This form verifies that the Owner has been given a demonstration of the proper operation on the equipment or systems noted below.

Project Name: _____

Specification Division Number & Name: _____

Equipment/Systems Demonstrated: _____

Along with a complete demonstration of the equipment/system, these items have been reviewed at this demonstration and shall be included in the Operation and Maintenance Manuals, under the appropriate specification section:

- 1) Written operating instructions.
- 2) Test data and performance verification information as required by the installer and/or manufacturer.
- 3) Maintenance information published by manufacturer's representative.
- 4) Check-out Memo signed by manufacturer's representative.
- 5) Printed warranties by manufacturer of equipment.
- 6) Explanation of the warranty/guarantee on the system.
- 7) Prints showing actual "As-Built" conditions.

(Name of General Contractor) (Signature, Title, Date)

(Name of Subcontractor) (Signature, Title, Date)

A demonstration of the system/equipment in operation and of the maintenance procedures has been successfully completed.

Destin-Fort Walton Beach Airport

(Signature, Date) (VPS Department)

OCTOBER 29, 2025

EXHIBIT C
CHECK-OUT MEMO
Destin-Fort Walton Beach Airport

This form shall be completed and a copy provided to the Owner at the Owner's Performance Verification and Demonstration meeting. A copy shall also be included in the specification section of the Operation and Maintenance Manual for the equipment checked.

Project Name: _____

Type of Equipment Checked: _____

Equipment Number: _____

Name of Equipment Manufacturer: _____

Signature below by the Manufacturer's authorized representative signifies that the equipment has been satisfactorily tested and checked out on the job by the manufacturer.

1. The attached Test Data and Performance Verification information was used to evaluate the equipment installation and operation.
2. The equipment is properly installed, has been tested by the manufacturer's authorized representative, and is operating satisfactorily in accordance with all requirements, except for items noted below. *
3. Written operating and maintenance information has been presented to the Contractor, and gone over with him in detail.
4. Sufficient copies of all applicable operating and maintenance information, part lists, lubrication checklists, and warranties have been furnished to the Contractor for insertion in the Operation and Maintenance Manuals.

Manufacturer's Representative: _____
(Print or Type Name and Title)

(Print or Type Address and Phone Number)

Signature of Manufacturer's Representative: _____

Date Checked

Witnessed By: _____
(Signature and Title of Contractor's Representative)

*Exceptions Noted at Time of Check-Out: (Use additional pages if necessary.)

EXHIBIT D
PROGRESS AND AS-BUILT DRAWING CERTIFICATION
Destin-Fort Walton Beach Airport

This form shall be completed and submitted with the As-Built Documents. Submit one form for each contractor/subcontractor providing as-built information. Include a copy of this form in the Close-out Documentation Manual.

Project Name: _____

Specification Division Number & Name: _____

The Contractor's and Subcontractor's signatures below certify that the attached drawings and specifications were marked and revised as items were installed/changed during the course of construction, and that these documents represent an accurate "As-Built" condition of the work as actually installed.

(Name of General Contractor)

(Signature, Title, Date)

(Name of Subcontractor)

(Signature, Title, Date)

OCTOBER 29, 2025

EXHIBIT E
SPARE PARTS CERTIFICATION MEMO
(Refer to Division 16 Specifications)

This form shall be completed and a copy provided to the Owner at the Owner's Performance Verification and Demonstration meeting. A copy shall also be included in the specifications section of each Operation and Maintenance Manual for the equipment checked.

Name of Project: _____

Type of Spare Parts: _____

Specification Reference: _____

Quantity of Spare Parts: _____

Signature below by the Contractor and subcontractor signifies that the spare parts required by the drawings and/or specifications have been turned over to the Owner. Signature by the Owner acknowledges receipt of the same spare parts.

Name of General Contractor: _____

Authorized Signature and Title: _____

Date: _____

Name of Subcontractor: _____

Authorized Signature and Title: _____

Date: _____

Name of Owner: _____

Authorized Signature and Title: _____

Date: _____

OCTOBER 29, 2025

EXHIBIT F
EXISTING FACILITIES INVESTIGATION MEMO
(Refer to Specification Section 16061)

Name of Project: _____

The existing systems on the above project have been investigated and checked to determine the existing condition of all existing electrical systems within the area(s) affected by the scope of work on this project. The investigation consisted of testing all electrical systems/devices as required by Section 16061 of these specifications.

All equipment was found to be operational except as noted herein:

Name of Prime Contractor: _____

Authorized Signature and Title: _____

Date

Name of Authorized Owner Representative: _____

Authorized Signature and Title: _____

Date

Note To Contractor: Upon completion of investigation and one week prior to the commencement of work, submit five copies of the completed EXISTING FACILITIES INVESTIGATION MEMO to the Owner's Authorized Representative, signed and dated by the Contractor. The Owner's Resident Professional Representative signature and date is required to verify receipt of memo. Retain copy(ies) and submit copy of MEMO in each Operation and Maintenance Manual. Contractor shall submit quantities of Memos as required to present required information.

EXAMPLE - Description Sheet - Cover

Okaloosa County

Destin-Fort Walton Beach Airport

ITB AP 04-26 VPS Restrooms Renovation

OPERATION AND MAINTENANCE MANUAL

EXAMPLE - Description Sheet - Spine

Okaloosa County
Destin-Fort Walton Beach Airport
ITB AP 04-26 VPS Restrooms Renovation
ELECTRICAL
OPERATION AND MAINTENANCE MANUAL

Okaloosa County
Destin-Fort Walton Beach Airport
ITB AP 04-26 VPS Restrooms Renovation
SYSTEMS
OPERATION AND MAINTENANCE MANUAL

END OF SECTION 017800

SECTION 017810 – WARRANTIES

PART 1 - GENERAL

1.1 SUMMARY

- A. This section includes sample warranties to be executed by the General Contractor and Subcontractors.

1.2 GENERAL REQUIREMENTS

- A. Forms:
 - 1. Subcontractor Warranty (FORM 01 78 10-1)
 - 2. General Contractor Warranty (FORM 01 78 10-2)

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION

3.1 FORM

- A. See attached forms in this section

END OF SECTION 017810

OCTOBER 29, 2025

FORM 01 78 10-1

SUBCONTRACTOR WARRANTY

PROGRAM: XXXXXXXX

PROJECTNAME: ITB AP 04-26 VPS RESTROOMS RENOVATION

PROJECTNUMBER: XXXXXXXXXXXXXXXX

OWNER: Okaloosa County Board of County Commissioners

Architect of Record: Infrastructure Consulting & Engineering

General Contractor: XXXXXXXXXXXXXXXX

SCOPE OF WORK: XXXXXXXXXXXXXXXX

LENGTH OF WARRANTY: X Year(s)

STARTING DATE: XXXXXXXX x, XXXX (Substantial Completion Date)

This document shall warrant that the materials and/or equipment furnished, or work performed by (Company Name), (hereafter called "Subcontractor") in connection with XXXXXXXXXXXXXXXXXXXX (hereafter called "Project") under the Subcontract or Purchase Agreement between _____ (hereafter called "General Contractor") and the Subcontractor fully conforms to all requirements of the Contract Documents and is free of any defect in equipment, material, design furnished, or workmanship performed by the Subcontractor. This warranty shall continue for a period of X year(s) commencing on the Substantial Completion Date for the aforementioned Project as determined by Okaloosa County Board of County Commissioners, (hereafter called "Owner"), except to the extent any longer warranty period is called for by the Contract Documents with respect to equipment, material, design furnished, or workmanship performed by the Subcontractor. Work not conforming to these requirements including substitutions not properly approved and authorized may be considered defective. The Subcontractor agrees to promptly make good, without cost to the General Contractor or the Owner, any and all defects due to faulty equipment, material, design furnished, or workmanship performed by the Subcontractor, which may appear within the established warranty period. Failure to make good such defects within X days after notification may cause the corrective work to be performed by others at the Subcontractor's expense. All expenses necessary to replace or repair work will be the Subcontractor's responsibility including that damaged or disturbed by making replacement or repairs. This warranty is in addition to and not in lieu of all other guarantees, warranties and rights contained in the Contract Documents or applicable law. In the event that an equipment, material, design furnished, or workmanship performed by the Subcontractor is repaired or replaced pursuant to these warranty provisions, the Subcontractor shall extend the warranty period with respect to the equipment, material, design furnished, or workmanship performed by the Subcontractor so

OCTOBER 29, 2025

repaired or replaced for any additional period of time after Owner approval of the repair or replacement specified in the Contract Documents.

The Subcontractor hereby acknowledges that this warranty is given for the benefit of the Owner and General Contractor and agrees to honor requests or directives issued to the Subcontractor by the Owner or General Contractor for enforcement of this warranty. The Subcontractor further hereby assigns to the Owner all warranties, express or implied, issued by the Subcontractor and by manufacturers, suppliers, or subcontractors to the Subcontractor for equipment, material, design furnished, or workmanship performed by the Subcontractor in connection with the Project.

INWITNESS WHEREOF, THE Subcontractor has caused this instrument to be signed and executed this **X** day of XXXXXXXX, 20XX.

FIRM:

BY:

TITLE

:

State of_
County of_

SS.

On (enter date) before me, (enter Notary's Name here),
Notary Public, personally appeared (here insert name and title of person signing the instrument) who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.
I certify under PENALTY OF PERJURY under the laws of the State of that the foregoing paragraph is true and correct.
WITNESS my hand and official seal.

Signature:

(Seal)

My Commission Expires:

SSSSSS CLOSEOUT SUBMITTALS

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OCTOBER 29, 2025

FORM 01 78 10-2

General Contractor WARRANTY

PROGRAM: XXXXXXXXXXXXXXXXXXXX

PROJECTNAME: ITB AP 04-26 VPS RESTROOMS RENOVATION

PROJECTNUMBER: XXXXXXXXXXXXXXXX

OWNER: Okaloosa County Board of County Commissioners

Architect of Record: Infrastructure Consulting & Engineering

General Contractor: XXXXXXXXXXXXXXXX

SCOPE OF WORK: XXXXXXXXXXXXXXXX

LENGTH OF WARRANTY: X Year(s)

STARTING DATE: XXXXXXXX x, XXXX (Substantial Completion Date)

This document shall warrant that the materials and/or equipment furnished, or work performed by , (hereafter called " General Contractor ")in connection with XXXXXXXXXX, (hereafter called "Project") under the Agreement between Okaloosa County Board of County Commissioners (hereafter called "Owner") and the General Contractor fully conforms to all requirements of the Contract Documents and is free of any defect in equipment, material, design furnished, or workmanship performed by the General Contractor. This warranty shall continue for a period of X year(s) commencing on the Substantial Completion Date for the aforementioned Project as determined by the Owner, except to the extent any longer warranty period is called for by the Contract Documents with respect to equipment, material, design furnished, or workmanship performed by the General Contractor. Work not conforming to these requirements including substitutions not properly approved and authorized may be considered defective. The General Contractor agrees to promptly make good, without cost to the Owner, any and all defects due to faulty equipment, material, design furnished, or workmanship performed by the General Contractor, which may appear within the established warranty period. Failure to make good such defects within X days after notification may cause the corrective work to be performed by others at the General Contractor expense. All expenses necessary to replace or repair work will be the General Contractor responsibility including that damaged or disturbed by making replacement or repairs. This warranty is in addition to and not in lieu of all other guarantees, warranties and rights contained in the Contract Documents or applicable law. In the event that equipment, material, design furnished, or workmanship performed by the General Contractor is repaired or replaced pursuant to these warranty provisions, the General Contractor shall extend the warranty period with respect to the equipment, material, design furnished, or workmanship performed by the General Contractor so repaired or replaced for any additional period of

OCTOBER 29, 2025

time after Owner approval of the repair or replacement specified in the Contract Documents. The General Contractor hereby acknowledges that this warranty is given for the benefit of the Owner and agrees to honor requests or directives issued to the General Contractor by the Owner for enforcement of this warranty. The General Contractor further hereby assigns to the Owner all warranties, express or implied, issued by the CM@R and by manufacturers, suppliers, or subcontractors to the General Contractor for equipment, material, design furnished, or workmanship performed by the General Contractor in connection with the Project.

IN WITNESS WHEREOF, THE General Contractor has caused this instrument to be signed and executed this **X day of XXXXXXXX, 20XX.**

FIRM:

BY:

TITLE
:

State of_
County of_

SS.

On (enter date) beforeme, (enter Notary's Name here),
Notary Public, personally appeared (here insert name and title of person signing
the instrument) who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s)
is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s),
or the entity upon behalf of which the person(s) acted, executed the instrument.
I certify under PENALTY OF PERJURY under the laws of the State of that the foregoing
paragraph is true and correct.
WITNESS my hand and official seal.

Signature:

(Seal)

My Commission Expires:

SECTION 10 82 00 – PHOTOGRAPHIC MURALS ON GLASS

PART 1 – GENERAL

1.1 SUMMARY

A. Work includes the provision of murals consisting of photographic images printed on the reverse face of glass panels, including coordination with the Photographer and Printer as described herein.

B. Related Requirements:

1. Division 09 – Graphic Mural Wall Finishes
2. Division 01 – Submittal Procedures.

1.2 PHOTOGRAPH RIGHTS AND COORDINATION

A. Photographer:

Jeff Waldorff

jeff@waldorffphotography.com

<https://www.waldorffphotography.com/>

850.803.4885

B. Image Licensing:

1. Contractor shall purchase rights for use of photographs directly from the Photographer, under terms established by the Photographer.
2. License shall cover reproduction of the photographs for this Project only, limited to the mural locations identified in this Section.
3. Proof of license purchase shall be provided prior to production.

C. Image File Handling:

4. Photographer shall transfer original image data files directly to the Printer.
5. Contractor, Architect, or Owner shall not handle, copy, or redistribute image data files.
6. No substitutions, cropping, or alterations to the image data are permitted without written consent of the Photographer.

1.3 PHOTOGRAPH IMAGE LIST

A. The following images are approved for use on this Project:

Image ID /Title	Description	Intended Location	Approximate Dimensions	Notes
1. Sea-Ya	Baby Turtle	Bagclaim Womens	39.01 sf	
2. Sea Breeze	Sea Oats	Bagclaim Womens	110 sf	
3. Summer School	School of fish	Bagclaim Mens	37.54 sf	
4. Emerald Break	Wave	Bagclaim Mens	111 sf	
5. Over Pass	Beach Aerial	‘B’ Womens	81.46 sf	
6. Waves of Rays	Sting Rays	‘B’ Mens	91.42 sf	
7. Pelican Take Off!	Pelican	‘A’ Womens	36.06 sf	
8. At The Reef	Large Turtle	‘B’ Womens	44.90 sf	
9. Beach Bum	Crab	‘A’ Mens	36.06 sf	
10. Admire from Afar	Jellyfish	‘B’ Mens	57.81 sf	

1.4 PRINTER REQUIREMENTS

A. Printer Qualifications:

1. Printing operation shall be a fully U.S.-owned and U.S.-based company.
2. Printer shall demonstrate successful experience in high-resolution photographic printing on glass substrates.
3. Printer shall execute a “Print Release Agreement” provided by the Photographer prior to receipt of image data.

B. Responsibilities:

4. Printer shall be responsible for all image scaling, upsizing, and color management to achieve mural resolution and fidelity.
5. Printer shall verify color accuracy and maintain resolution quality consistent with the Photographer’s proofs.
6. Printer shall coordinate with the glass fabricator for compatibility between printing process, substrate, and coatings.

1.5 SUBMITTALS

- A. Proof of Photographer’s License Agreement.
- B. Signed Print Release Agreement.
- C. Documentation verifying Printer’s U.S. ownership and qualifications.

- D. Color proofs and mock-ups showing representative portions of each image at full scale.
- E. Shop drawings illustrating image locations, alignment, and glass panel layout.

PART 2 – PRODUCTS

2.1 MATERIALS

- A. Glass Panels: As specified in Division 08, suitable for high-resolution reverse-face digital printing.
- B. Printing Ink/System: UV-cured or ceramic-frit process compatible with glass type and installation conditions.
- C. Protective Coating: As recommended by Printer and approved by Architect.

PART 3 – EXECUTION

3.1 COORDINATION

- A. Contractor shall coordinate directly with Photographer and Printer to ensure image integrity, color accuracy, and compliance with reproduction and licensing requirements.
- B. All coordination activities shall be documented and submitted to Architect.

3.2 INSTALLATION

- A. Install printed glass panels in accordance with manufacturer's instructions and approved shop drawings.
- B. Protect printed surfaces from damage, scratching, or contamination during handling and installation.
- C. Clean installed panels only with materials and methods approved by Printer.



www.waldorffphotography.com

(850) 803-4885 • (850) 240-4885

Copyright Release Form for Commercial Use

WaldorffPhotography (Photographer) grants a limited, non-exclusive, non-transferable license to [Printer Name] for use of the following copyrighted images in accordance with this agreement.

Image SKU	Image Title	Size (approx. SQFT)
17AY	Sea Ya!	39
21AT	Sea Breeze	110
18AW	Summer School	38
20BF	Emerald Break	111
18BR	Over Pass	81
23AZ	Waves of Rays	91
19CC	Pelican Take Off	36
15BQ	At The Reef	45
18BJ	Beach Bum	36
20AH	Admire from Afar	58

**SAMPLE PRINT RELEASE FORM
FINAL TO BE PROVIDED BY
PHOTOGRAPHER.**

What you can do:

Photographer or videographer ("Content Provider") grants you a single, non-exclusive, non-transferable license to use the accompanying image(s) or video(s) (collectively, "Media,") for permitted commercial purposes, defined as:

- Digital images are provided and allowed for a one-time printing of the above photographic art. The printed artwork can be divided into separate pieces providing the aggregate size does not exceed (+/- 5%) the sizes described above.
- [Printer Name] and their printing labs will protect the copyrighted images on a secure site. It is understood that the final printed images will be used as art décor for Destin-Fort Walton Beach Airport and for no other purposes.
- Upon final completion of the printed images all images (and copies thereof) shall be permanently deleted from all electronic media (servers, flash drives, emails, etc.) within 10 business days of completion.

What you may not do:

Buyer may not resell, relicense, redistribute Media without express written permission from Waldorff Photography. Use as a derivative work, and reselling or redistributing such derivative work is prohibited. Media may not be used in a pornographic, obscene, illegal, immoral, libelous or defamatory manner. Media may not be made available for download.

Waldorff Photography retains all rights, license, copyright, title and ownership of the digital media. There is no warranty, express or implied, with the purchase of these digital image files. Neither will Waldorff Photography be liable for any claims for incidental, consequential or other damages arising out of this license or buyer's use of the Media.

10/28/2025

[Printer's Name] Signature

Date

Waldorff Photography Signature

Date

SECTION 09 70 00 – GRAPHIC MURAL WALL FINISHES

PART 1 – GENERAL

1.1 RELATED DOCUMENTS

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

1.3 SUMMARY

- A. Section Includes: Pre--engineered graphic mural wall system including wall panels, mounting extrusions, bases and frame. Wall system comes “ready to install” with fasteners, adhesives, and other materials required for a complete assembly. Fasteners shall be concealed type.
- B. Related Sections:
 - 1. Division 10 – Photographic Mural Images

1.4 REFERENCES

- A. ASTM E84 – Surface Burning Characteristics of Building Materials.

1.5 SUBMITTALS

- A. Provide submittals in accordance with Section– Submittal Procedures.
- B. Submit manufacturer’s shop drawings, installation drawings, installation instructions and maintenance instructions, including images, sizes of panels, glass joints, and photographic proofs and image blocking.
- C. Submit samples no less than 4" x 4" for all specified material finishes.
- D. Submit panel edge extrusion samples no less than 4” of specified finish.
- E. Submit mock--up of wall system and photographic image no less than 12” x 12”.
- F. Manufacturer information:
 - 1. Provide overview literature describing manufacturers’ overall scope of products and manufacturing capabilities.
 - 2. Provide URL for manufacturer’s web site; web site must provide access to technical data, images and general product information.
 - 3. Cleaning and maintenance data.

1.6 QUALITY ASSURANCE

- A. Manufacturer Qualifications

OCTOBER 29, 2025

1. Minimum 10 years' experience in the manufacture of architectural surface materials.
2. Minimum 10 years' experience in the fabrication of wall systems.
3. Provide reference list of at least 20 public space projects currently using walls fabricated by the manufacturer.
4. Printing operation shall be a fully U.S.-owned and U.S.-based company.
5. Printer shall execute a "Print Release Agreement" provided by the Photographer prior to receipt of image data.

B. Printer Responsibilities

1. Printer shall be responsible for all image scaling, upsizing, and color management to achieve mural resolution and fidelity.
2. Printer shall verify color accuracy and maintain resolution quality consistent with the Photographer's proofs.
3. Printer shall coordinate with the glass fabricator for compatibility between printing process, substrate, and coatings.

C. Installer Qualifications

1. Minimum three years' experience in the installation of wall systems.

1.7 DELIVERY, STORAGE AND HANDLING

A. Deliver materials to installation site in manufacturer's original packaging. Handle products in accordance with manufacturer's instructions. Store in dry, secure location, protected against direct sunlight and excessive heat. Protect finished surfaces with strippable film.

1.8 WARRANTY

A. Provide manufacturer's standard warranty.

1. Warranty terms: two years against defects in materials and workmanship.

Part 2 PRODUCTS

2.1 MANUFACTURER

A. Basis of Design Custom Photographic Image-Glass Wall System manufactured by:

1. Skyline Design Architectural Glass & Products
2. Contact:
1240 N. Homan Avenue Chicago, IL 60651
Phone: 773-825-6203
Or other approved equal

2.2 WALL PANELS

A. General

OCTOBER 29, 2025

1. Provide interlocking grid panel system with inset panels mounted to extruded aluminum frames on structural backer. The recommended substrate is 3/4" fire rated plywood.
 2. Panel configuration: Wall System (standalone panel and Custom Photographic Image Glass Wall Systems) with Minimal style panel frames. Reference drawings for panel layout and reveal spacing.
 3. Provide inset panels in the finishes specified.
 4. Weight per square foot: average 2.40 lbs. to 3.04 lbs.
 5. Frames are extruded aluminum.
 6. Panels shall have an ASTM E84, class A flame spread rating.
 7. Panels shall not harbor bacteria and shall withstand use of disinfectants.
- B. Inset Materials
1. Glass Panels
 - a. Material: PPG Starfire glass comparable to UL 723, ANSI/NFPA No. 255, and UBC No. 8--1.
- C. Base
1. 1. Stainless Steel Panels
 - a. Material: Stainless Steel.
- D. Panel Frames and Outside Corner Extrusion
1. Material: Extruded, anodized aluminum
 2. Finish: Clear
- E. Reveals
1. Material: Extruded, anodized aluminum
 2. Finish: Black

Part 3 EXECUTION

3.1 PREPARATION

- A. Protect wall finishes, fixtures and equipment from damage caused by work of this Section.

3.2 INSTALLATION

- A. Install in accordance with wall system manufacturer's instructions.

3.4 CLEANING AND PROTECTION

- A. Remove strippable film. Clean exposed surfaces in accordance with manufacturer's instructions.
- B. Protect exposed surfaces from damage by subsequent construction.

END of SECTION 09 70 00