SECTION 01002
DESCRIPTION OF PROJECT

1. **General.** The project will provide a new facility for the Orange County Health Care Agency and is located at 401 South Tustin Street in Orange. The existing buildings will be demolished and four new buildings constructed. The project also includes approximately two acres of site improvements, but excludes improvements within the boundary of Santiago Creek, except for demolition required to perform improvements within the property above the average high flood panel water line. Subsection 2 describes the major elements of the project.

2. **Project Details.**

   A. Demolition of all existing buildings and structures, except for the emergency generator, which shall be protected in place. See Alternates – Section 01030 in regards to the emergency generator.

   B. Construction of a new Crisis Residential Building.

   C. Construction of a new Wellness/Peer Support Center.

   D. Construction of a new Education and Training Center.

   E. Construction of a new Maintenance Building.

   F. Construction of site improvements to include surface parking and drives, amphitheater, trash enclosure, underground utilities, sidewalks, gardens, landscaping, landscape, irrigation, fire lanes, recreations areas, area lighting, building security, signage and perimeter fencing.

   G. Removal of any existing hazardous materials, such as asbestos or lead, discovered at the facilities to be demolished or during excavation.

   H. Restoration of any area to be protected that are disturbed by construction, such as existing landscaping, site improvements, adjacent properties, etc.

*** * * * * END OF SECTION 01002 * * * * ***

SECTION 01010
SUMMARY OF WORK

1. WORK COVERED BY CONTRACT DOCUMENTS

A. Work covers construction of a County project as precisely defined in the Contract Documents.

B. Related Requirements Specified Elsewhere:

(1) Description of Project.

(2) Project Meetings.

(3) Submittals.

(4) Shop Drawings, Product Data, and Samples.

(5) Testing and Inspection.

(6) Construction Facilities & Temporary Controls.

(7) Substitutions & Product Options.

(8) Contract Closeout.

C. Contractor's Duties:

(1) Except as specifically noted, provide and pay for:

(a) Labor, materials, and equipment.

(b) Tools, construction equipment, and machinery.

(c) Water, heat, and utilities required for construction including any metering and connection fees or charges except County will pay for water acreage assessment charges.

If any utilities are in place and in use by the County at the site, the Contractor, to the extent available, at no cost may utilize such utilities (excluding telephone). For limitations see Temporary Facilities and Controls.

(d) Other facilities and services necessary for proper execution and completion of work to provide a facility capable of operation.

(2) Pay legally required sales, consumer, and use taxes.

(3) Secure and pay for as necessary for proper execution and completion of work and as applicable at time of receipt of bids: Permits, government fees, bonds and licenses. **Note: For this project, Contractor must pay the permits fees and fulfill the conditions of the permits from the Orange County Planning & Development Services Department, the City of Orange, and any other agency with jurisdiction over applicable portions of the work.**

(4) Give required notices.

(5) Comply with latest adopted edition of California Building Code and other

codes, ordinances, rules, regulations, orders, and legal requirements of public authorities which bear on performance of work.

(6) Promptly submit written notice to the County Project Manager of observed variance of Contract Documents from legal requirements.

(a) Appropriate modifications to Contract Documents will be made as necessary.

(b) Contractor shall assume responsibility for work known to be contrary to such requirements, without notice.

(7) Enforce strict discipline and good order among employees. Do not employ on work:

(a) Unfit persons.

(b) Persons not skilled in assigned task.

2. CONTRACTS

Construct work under single lump-sum contract.

3. CONTRACTOR USE OF PREMISES

A. Limit use of premises for work and construction operations related only to this Contract.

B. Coordinate use of premises and access through the County Project Manager.

C. Confine operations at the project site to areas permitted by law, ordinances, permits, and Contract Documents.

D. Do not unreasonably encumber project site with materials or equipment.

E. Do not load any structure with weight that may endanger structure.

F. Assume full responsibility for protection and safekeeping of material and equipment stored on premises, including in-progress work, until completion and acceptance of the entire construction by the County.

G. Move stored material and equipment which interfere with operations of the facility or operations of other contractors.

H. Obtain and pay for use of additional off-site storage, parking or work areas beyond that provided by the County in the Contract.

I. Contractor shall obtain and pay for all encroachment permits for work in the public right-of-way.

4. SAFETY

A. Contractor shall submit a Site-Specific Safety Plan to the County for verification and record.

B. Contractor shall have the Project Site reviewed for safety issues on a routine basis

by either their own in-house safety professional or by a consultant.

C. Contractor shall conduct weekly tailgate safety meetings with sign-in sheets submitted to the County Project Manager for verification and records.

D. Contractor shall adhere to the requirements of County of Orange Safety and Loss Prevention Resource Manuel Number 306, Safety Responsibilities, Contractor.

*** * * * * END OF SECTION 01010 * * * * ***

SECTION 01020
ALLOWANCES

1. SUMMARY

A. Include in the Base Bid price all allowances named in the Contract Documents. The amount of each allowance includes:

1. The cost of the Product to the Contractor, less any applicable trade discounts.
2. Delivery to the site including handling, unloading, uncrating and storage.
3. Protection from the elements from damage.
4. Labor for installation and finishing.
5. Other expenses required to complete installation.
6. Applicable taxes.
7. Overhead and profit.

B. Contractor shall file a "NO COLLUSION AFFIDAVIT" with OC Public Works in regards to the actual cost of allowance items and allow any requested examination of his accounts.

2. ALLOWANCES

A. Allowances, as specified in this Section, are in addition to the scope defined in the Contract Documents. The Contractor shall add the Total amount of all allowances to complete his lump sum proposed bid.

B. Included on the Proposal Form are all allowances named in the Contract Documents. Payment for allowances shall be based on direct costs actually incurred by the Contractor for labor, materials, equipment, or other expenses required to accomplish the work specified in the allowance. All payments shall be based on the Contractor's actual expense, less any applicable trade discounts, as verified by invoice(s), delivery to the site including handling, unloading, uncrating and storage, protection from the elements of damage, labor for installation and finishing, other expenses required to complete installation, applicable taxes, and charge for overhead and profit.

C. Upon completion of the allowance item, the total allowance sum will be corrected by change order to reflect the actual sums authorized for work as allowance items.

D. A list of allowances is tabulated in the bid proposal.

3. ADJUSTMENT OF COSTS

A. The bid allowance will be adjusted upward or downward at the completion of the project to reflect the actual amount. Should the cost be more or less than the specified amount of the Allowance, the Contract Sum will be adjusted accordingly by a Change Order.

B. Submit claims for anticipated additional costs caused by the Allowance prior to execution of the work.

4. SUBMITTALS

A. Submit proposals for purchase of products or systems included in Allowances in the format specified for Change Orders.

B. Submit invoices or delivery slips to indicate actual quantities of materials delivered to the site for use in fulfillment of each Allowance.

5. DESCRIPTION OF ALLOWANCES

Allowance No. 1: Allow the sum of $100,000 for permit costs and miscellaneous fees. The sum allocated for permit fees shall be deposited with the OCPW Planning Department at the time permits are obtained.

Allowance No. 2: Allow the sum of $50,000 for removal and disposal of unknown hazardous material discovered during demolition of underground utilities/structures, excavation and grading.

Allowance No. 3: Allow the sum of $7,000 for miscellaneous County Field Construction Office materials and supplies beyond the requirements of Section 01500.

Allowance No. 4: Allow the sum of $20,000 for project plaque and building name signage beyond the requirements of Section 10400.

*******END OF SECTION 01020*******

SECTION 01025
SCHEDULE OF VALUES

1. **SECTION INCLUDES**
   A. Schedule of Values
   B. List of all Subcontractors
   C. Site work cost breakdown
2. **RELATED SECTIONS**
   A. Section 01350 - Submittals
   B. Section 01300 - Construction Schedule
3. **GENERAL**
   A. Seven (7) days following award of Contract and in conjunction with submittal of the Construction Schedule, the Contractor shall submit to OC Public Works/A&E, the following:
      (1) SCHEDULE OF VALUES: On a County Payment Request form, show a breakdown of the total contract price; show the value of each part of the work. List the work items in accordance with the approved Construction Schedule by cost loading the major work items shown in the Construction Schedule.
      (2) A COMPLETE LIST OF SUBCONTRACTORS: The list shall include names, addresses, phone numbers, contractor's license numbers, license classifications and expiration date(s).
   B. The Schedule of Values shall be used as a basis for Contractor's Progress Payment Requests and must be approved by OC Public Works before the first Progress Payment Request is submitted to OC Public Works. The Schedule of Values shall be updated to agree with the Construction Schedule as specified in Section 01300 — Construction Schedule, as approved by OC Public Works/A&E.
   C. The data from the Schedule of Values shall be transferred and correspond directly to the appropriate construction activities on the Construction Schedule required by Section 01300 - Construction Schedules, thus constituting the Cost Loaded Construction Schedule. OC Public Works will approve both the schedule of values and cost loaded construction schedule. The Cost Loaded Construction Schedule will be the basis for the Contractor's Progress Payment Request and therefore must be approved by OC Public Works before the first Progress Payment Request is submitted. An updated Cost Loaded Construction Schedule showing current progress and justification for the Request for Payment shall accompany each subsequent Progress Payment Request.
   D. The Contractor must submit a list of trade unions involved in the project. This list should be submitted seven (7) days after award of Contract.
4. **PREPARING SCHEDULE OF VALUES**
   A. To substantiate the accuracy of the Schedule of Values, Contractor shall supply to OC Public Works/A&E such supporting data as County may require including, but not limited to, subcontractor contracts, material contracts, supply and services contracts, etc.

*** * * * * END OF SECTION 01025 * * * * ***

SECTION 01030
ALTERNATES

PART 1 - GENERAL

SUMMARY

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

B. This Section summarizes procedures applicable to the Alternate Bids to be submitted to Owner. Alternate Bids shall state the net amount to be added to or deducted from the Base Bid price or the Contract Sum, as applicable.

1. Acceptance or Rejection: Acceptance or rejection of each Alternate Bid is at discretion of the County. None, any, or all Alternate Bids may be accepted or rejected in any sequence by the County.

2. Costs: Include under each Alternate Bid net amount of all changes in cost, whether additive or deductive, resulting to the work of all Sections affected by Alternate Bids.

3. Extent of Alternate Bids: Bidders shall determine the full extent of Work affected by each Alternate Bid and shall make full and proper allowance for such extent in the preparation of Bids.

C. Description of Additive Alternates No. 1:

Removal existing emergency generator and provide new emergency generator as described below:

1. Remove existing emergency generator and deliver to the OCPW Transportation Department at 1102 E. Fruit St., Santa Ana, CA.

2. Provide a new emergency generator as detailed on sheets E-0.1 and E-0.8 and in Specification Section 16620 – Standby Power.

*** * * * * END OF SECTION 01030 * * * * ***

SECTION 01045
CUTTING AND PATCHING

1. REQUIREMENTS INCLUDED

The Contractor shall be responsible for cutting, fitting and patching, including attendant excavation and backfill, required to complete work and to:

A. Make its parts fit together properly;

B. Uncover work to provide for installation of ill-timed work;

C. Remove and replace defective work;

D. Remove and replace work not conforming to the Contract;

E. Remove samples of installed work as required for testing;

F. Provide routine penetrations of non-structural surfaces for installation of piping and electrical conduit.

2. RELATED REQUIREMENTS

Section 01500: Construction Facilities and Temporary Controls

3. SUBMITTALS

A. Submit the following in accordance with Section 01350 - Submittals.

B. Submit a written request to the Architect well in advance of executing cutting or alteration which affects:

(1) Work of the County or a separate contractor;
(2) Structural value or integrity of any element of the Project;
(3) Integrity of weather-exposed or moisture-resistant elements;
(4) Efficiency, operational life, maintenance or safety of operational elements; or
(5) Visual qualities of sight-exposed elements.

C. The Request shall include:

(1) Identification of the Project and a description of affected work;
(2) Necessity for cutting, alteration or excavation;
(3) Effect on work of the County or a separate contractor, or on structural or weatherproof integrity of the Project;
(4) Alternatives to cutting and patching;

(5) Cost proposal, when applicable;
(6) Written permission of separate contractor(s) whose work will be affected; and
(7) Description of the proposed work including:
    (a) Scope of cutting, patching, alteration, or excavation;
    (b) Products proposed to be used; and
    (c) Extent of refinishing to be included.

D. Should conditions of the work or schedule indicate a change of products from the original installation, the Contractor shall submit a request for substitution as specified in Section 01640 - Substitutions and Product Options.

E. Submit a written notice to the Architect designating the date and time the work will be uncovered.

4. MATERIALS

A. Comply with specifications and standards for each specific product involved.

B. Where specifications and standards have not been provided, provide materials and fabrication consistent with the quality of the project.

C. Provide new materials for cutting and patching unless otherwise indicated.

5. INSPECTION

A. Inspect existing conditions of the Project, including elements subject to damage or to movement during cutting and patching.

B. After uncovering work, inspect conditions affecting installation of products, or performance of work.

C. Report unsatisfactory or questionable conditions to the Architect in writing; do not proceed with work until the Architect/County provides further instructions.

6. PREPARATION

A. Provide adequate temporary support as necessary to assure structural value or integrity of the affected portion of work.

B. Protect other portions of the Project from damage.

7. PERFORMANCE

A. Execute cutting by methods which will provide proper surfaces to receive installation of repairs.

B. Execute excavating and backfilling by methods which will prevent settlement or damage to other work.

C. Employ the same installer or fabricator to perform cutting and patching work as employed for new construction for:

(1) Weather-exposed or moisture resistant elements.
(2) Sight-exposed finished surfaces.

D. Execute fitting and adjustment of products to provide a finished installation to comply with specified products, functions, tolerances and finishes.

E. Restore work which has been cut or removed; install new products to provide completed work in accordance with requirements of the Contract Documents.

F. Fit work tight to pipes, sleeves, ducts, conduit and penetrations through surfaces.

G. Refinish entire surfaces as necessary to provide an even finish to match adjacent finishes:

(1) For continuous surfaces, refinish to nearest intersection.
(2) For an assembly, refinish entire unit.

*** * * * * END OF SECTION 01045 * * * * ***

SECTION 01050
COORDINATION

1. DIVISION OF SPECIFICATIONS AND DRAWINGS

The Contract Specifications and Drawings are divided into sections for the convenience of the Contractor. These divisions are not for the purpose of apportioning work or assigning responsibility among subcontractors, suppliers, and manufacturers, and shall not relieve the Contractor of the responsibility for fully coordinating the completion of all work as shown.

2. DESIGN CLARIFICATION, ERRORS AND OMISSIONS

Should the Contractor require clarification or interpretation of the Contract, or become aware of any error or omission, he shall immediately inform the Architect in writing. The County and the Architect shall promptly review the circumstances and determine the appropriate corrective action, if any, and so advise the Contractor.

3. MANUFACTURER'S SPECIFICATIONS

Manufacturer's specifications and recommendations for installing materials, equipment and appurtenances as a part of this Contract shall govern the installation unless in conflict with other specified requirements or local conditions, in which case the approval of the County shall be obtained before proceeding.

4. EXAMINATION OF PREPARATORY WORK

Before starting a section of work, the Contractor and each subcontractor shall carefully examine all preparatory work that has been executed to receive his work. He shall check carefully, by whatever means are required, to ensure that his work and adjacent, related work will finish to proper contours, planes, and levels. He shall promptly notify the County of any defects or imperfections in preparatory work which will in any way affect satisfactory completion of his work. Absence of such notification will be construed as an acceptance of preparatory work and later claims of defects or delays therein will not be recognized. Under no condition shall a section of work proceed prior to preparatory work having been completed, cured, dried, and otherwise made satisfactory to receive such related work. Responsibility for timely installation of all materials rests solely with the Contractor, who shall maintain coordination control at all times.

5. FIELD MEASUREMENT & DRAWING DIMENSIONS

Before ordering any material or doing any work, the Contractor shall field verify all dimensions and measurements with the Contract. Any significant differences shall be promptly reported according to Paragraph 2 above. No claims for additional Contractor costs or time will be recognized for any conditions not so reported.

Actual dimensions or drawings or notes indicating dimensions shall be used instead of measurements of the drawings by scale. No scaled measurements shall be used as working dimensions. Figures on drawings, as well as detail drawings themselves, are subject in every case to measurements of adjacent or incorporated work. All such measurements necessary shall be made before undertaking any work dependent upon such data.

6. COORDINATION AND MEETINGS

A. General

The Contractor will prepare a written memorandum on required coordination activities, with such items as required notices, reports, and attendance at meetings and will distribute this memorandum to each entity performing work at the Project site.

B. Coordination Drawings

The Contractor shall prepare coordination drawings where work by separate entities requires fabrication off-site of products and materials, which must accurately interface. Coordination drawings shall indicate how work shown by separate shop drawings will interfere and shall indicate installation sequence. Comply with all requirements of Section 01350.

C. Weekly Coordination Meetings

The Contractor shall schedule and hold weekly general project coordination meetings at regularly scheduled times that are convenient for the attendance of the Contractor and other parties involved. These meetings are in addition to specific meetings held for other purposes, such as regular project meetings and special preinstallation meetings. Required attendance includes the Contractor and every subcontractor or supplier identified by the Contractor as being currently involved in the coordination or planning for the work of the entire project. The Contractor shall conduct meetings in a manner that resolves coordination problems. The Contractor shall distribute copies of the meeting results to everyone in attendance and to others affected by the decisions and actions resulting from each meeting.

7. ADMINISTRATIVE/SUPERVISORY PERSONNEL

A. General

(1) In addition to a General Superintendent and other administrative and supervisory personnel required for performance of the work, the Contractor shall provide specific coordinating personnel as reasonably required for interfacing all of the work required for the total Project. For this project the minimum supervisory staff shall include a General Superintendent, a General Foreman, and a Project Engineer; these positions shall be full time at the site. All on-site supervisory personnel must understand and speak English.

(2) For the purpose of this provision, "interfacing" includes scheduling and sequencing of work, sharing of access to work spaces, installations, protection of each other's work, cutting and patching, tolerances, cleaning, selections for

compatibility, preparation of coordination drawings, inspections, tests, and temporary facilities and services.

B. Project Coordinator

The Contractor shall also provide a Project Manager who is experienced in administration and supervision of building construction, as reasonably required for the management of the Project.

C. Submittal of Staff Names, Duties

At the Pre-Construction Meeting, the Contractor shall submit a listing of Contractor's principal staff assignments, consultants and subcontractors' responsible parties, naming persons and listing their addresses, telephone numbers and email addresses.

8. SCHEDULING

The Contractor will be responsible for his construction schedule; refer to Section 01300.

9. LIMITATIONS ON USE OF THE SITE:

Limitations on site usage, as well as specific requirements that impact utilization, are indicated on the drawings and by other Contract Documents. In addition to these limitations and requirements, the County shall administer allocation of available space to the Contractor and other entities needing access and space, so as to produce the best overall efficiency in performance of the work on the Project. The Contractor shall schedule deliveries so as to minimize space and time requirements for storage of materials and equipment on site.

10. INSTALLER'S INSPECTION OF CONDITIONS

The Contractor shall require the installer of each major unit of work to inspect the substrate to receive the work and the conditions under which the work is to be performed. The installer shall report all unsatisfactory conditions in writing to the Contractor. Do not proceed with the work until unsatisfactory conditions have been corrected in a manner acceptable to the installer.

11. MANUFACTURER'S INSTRUCTIONS

Where installations include manufactured products, the Contractor shall comply with the manufacturer's applicable instructions and recommendations for installation, to the extent that these instructions and recommendations are more explicit or more stringent than requirements indicated in the Contract Documents.

12. INSPECTION PRIOR TO INSTALLATION

The Contractor shall, as applicable to his work, inspect each item of materials or equipment immediately prior to installation and reject damaged and defective items.

The Contractor shall provide attachment and connection devices and methods for securing work properly. Secure work throughout to line and level, and within recognized tolerances. Allow expansion and building movement. Provide uniform joint width in exposed work. Arrange joints in exposed work to obtain the best visual effect. Refer questionable visual-effect choices to the Architect for a final decision.

Recheck measurements and dimensions of the work, as an integral step of starting each installation.

13. ENCLOSURE OF THE WORK

The Contractor shall coordinate the closing-in of the work with required inspections and tests, so as to minimize the necessity of uncovering work for that purpose.

14. MOUNTING HEIGHTS

Where mounting heights are not indicated, the mounting height choices shall be referred to the Architect for final decision.

15. CLEANING AND PROTECTION

The Contractor shall clean and protect work in progress and adjoining work on a continual basis and shall apply protective covering on installed work where it is required to ensure freedom from damage or deterioration.

The Contractor shall clean and perform maintenance on installed work as frequently as necessary through the remainder of the construction period, and adjust and lubricate operable components to ensure operability without damage.

The Contractor shall remove rubbish and waste material resulting from his work on a daily basis.

16. LIMITING EXPOSURE OF WORK

To the extent possible through reasonable control and protection methods, the Contractor shall supervise performance of the work in such a manner and by such means which will ensure that none of the work, whether completed or in progress, will be subjected to harmful, dangerous or damaging exposure during the construction period. Such exposure includes, where applicable, but not by way of limitation, the following:

- Excessive static or dynamic loading
- Excessive internal or external pressures
- Excessively high or low temperatures
- Thermal shock
- Excessively high or low humidity
- Air contamination or pollution
- Water or ice
- Solvents
- Chemicals
- Light

- Radiation
- Puncture
- Abrasion
- Heavy traffic
- Soiling
- Bacteria
- Insect infestation
- Combustion
- Electrical current
- High speed operation, improper lubrication, unusual wear or other misuse
- Incompatible interface
- Destructive testing
- Misalignment
- Excessive weathering
- Unprotected storage
- Improper shipping or handling
- Theft
- Vandalism

17. CONSERVATION AND SALVAGE

It is a requirement for the Contractor's supervision and administration of the work that construction operations be carried out with the maximum possible consideration given to conservation of energy, water and materials. In addition, maximum consideration shall be given to salvaging materials and equipment involved in performance of the work, but not incorporated therein.

18. DUST CONTROL

The Contractor is responsible to control dust resulting from his and/or his subcontractor's/supplier's operations at the job site. The Contractor's responsibility includes, but is not limited to, preventing the emissions of fugitive dust from any transport, handling, construction, or storage activity so that the presence of such dust does not remain visible in the atmosphere beyond the property line of the Project site. Refer to Section 01575 – Environmental Mitigation and Monitoring During Construction, for Additional Requirements.

*** * * * * END OF SECTION 01050 * * * * ***

SECTION 01090
REFERENCE STANDARDS

1. DEFINITIONS AND STANDARDS

Certain terms used in the Contract are defined in this article. Definitions and explanations contained in this section are not necessarily either complete or exclusive, but are general for the work to the extent that they are not stated more explicitly in another element of the Contract.

See also the Definitions clause of the General Conditions.

General Requirements: The provisions or requirements of Division 1 sections apply to the entire work of the Contract.

Abbreviations: The language of specifications and other Contract Documents is of the abbreviated type in certain instances, and implies words and meanings appropriately interpreted. Singular words will be interpreted as plural and plural words will be interpreted as singular where applicable and where full context of the Contract so indicates.

Approve: Where used in conjunction with the Architect's response to submittals, requests, applications, inquiries, reports and claims by the Contractor, the meaning of the term "approved" will be held to limitations of the Architect's responsibilities and duties as specified in General Conditions. In no case, will "approved" by the Architect be interpreted as a release of the Contractor from responsibilities to fulfill requirements of the Contract, nor as any modification to those requirements.

Approval: The words "approved," "approval," "acceptable," "acceptance," and words of similar import shall mean that acceptance by the Architect, or similar import, is intended unless stated otherwise.

As Shown, As Indicated, As Detailed: These words, and words of like implication, refer to information contained by drawings describing the work, unless explicitly stated otherwise in other Contract documents.

Bidder: Any individual, company, corporation, partnership, or joint venture who submits a bid for work required as distinct from a sub-bidder who submits a bid to a prime bidder.

Bid Documents: The Notice Inviting Bids, Instruction to Bidders, Form of Proposal, Specifications, Drawings and Addenda issued prior to receipt of proposals.

Contractor's Options: Except for overlapping or conflicting requirements, where more than one set of requirements are specified for a particular unit of work, the option is intended to be the Contractor's regardless of whether or not it is specifically indicated as such.

Directed, Required, Accepted: When these words refer to work or its performance, "directed," "required," "permitted," "ordered," "designated," "prescribed," and words of like implication, mean "by direction of," "requirements of," "permission of," "order of," "designation of," or prescription of" the Architect. Likewise, "acceptable," "satisfactory," "in the judgment of," and words of like import, mean "recommended by," "acceptable to," "satisfactory to," or "in the judgment of" the Architect.

Directed. Requested, etc: Where not otherwise explained, terms such as "directed," "requested," "authorized," "selected," "approved," "required," "accepted," and "permitted" mean "directed by Architect," "requested by Architect," "requested by Architect," and similar phrases. However, no such implied meaning will be interpreted to extend Architect's responsibility into the Contractor's area of construction supervision.

2. DRAWING SYMBOLS

General: Except as otherwise indicated on the drawings, graphic symbols used on drawings are those symbols recognized in the construction industry for purposes indicated. Where not otherwise noted, symbols are defined by "Architectural Graphic Standards", published by John Wiley & Sons, Inc., seventh edition.

Mechanical/Electrical Drawings: Graphic symbols used on mechanical/electrical drawings are generally aligned with symbols recommended by ASHRAE. Where appropriate, these symbols are supplemented by more specific symbols as recommended by other recognized technical associations including ASME, ASPE, IEEE and similar organizations. Refer instances of uncertainty to the Architect for clarification before proceeding.

Equal: Words such as "equal," "approved equal," "equivalent," and terms of similar import shall be understood to be followed by the phrase "in the opinion of the Architect" unless stated otherwise.

3. FORMAT AND SPECIFICATION CONTENT EXPLANATIONS

Format Explanation: Although some portions of these Specifications may not be in complete compliance with this format, no particular significance shall be attached to such compliance or non-compliance.

Subordination of Text: Portions of specification text are subordinated to other portions in the following manner (lowest level to highest):

Indented (from left margin): paragraphs and lines of text are subordinate to preceding text which is not indented, or which is indented by a lesser amount.

Subarticle titles: which are printed in upper/lower-case lettering.

Article titles: which are printed in upper-case lettering.

Underscoring: is used to assist the reader of specification text in scanning the text for key words.

Imperative language: is used generally in specifications. Except as otherwise indicated, requirements expressed imperatively are to be performed by the Contractor. For clarity of reading at certain locations, contrasting subjective language is used to describe responsibilities which must be fulfilled indirectly by the Contractor, or when so noted, by others.

Overlapping and Conflicting Requirements: Where compliance with two or more industry standards or sets or requirements is specified, and overlapping of those different standards or requirements establishes different or conflicting minimums or levels of quality, the most stringent requirement is intended and will be enforced, unless specifically detailed language written into the Contract clearly indicates that a less stringent requirement is to be fulfilled. Refer apparently-equal-but-different requirements, and uncertainties as to which level of quality is more stringent, to the Architect for a decision before proceeding.

Furnish: Except as otherwise defined in greater detail, the term "furnish" is used to mean supply and deliver to the Project site, ready for unloading, unpacking, assembly, installation, as applicable in each instance.

Indicated: The term "indicated" is a cross-reference to graphic representations, notes, or schedules on Drawings, to other paragraphs or schedules in the Specifications, and to similar means of recording requirements in the Contract. Where terms such as "shown," "noted," "scheduled" and "specified" are used in lieu of "indicated," it is for the purpose of helping the reader locate cross-reference and no limitation of location is intended except as specifically noted.

4. INDUSTRY STANDARDS

General Applicability of Standards: Except to the extent that more explicit or more stringent requirements are written directly into the Contract, applicable standards of the construction industry have the same force and effect (and are made a part of the Contract by reference) as if copied directly into the Contract, or as if published copies were bound herewith. Refer to individual specification sections for specialized codes and standards that the Contractor must keep on the Project site and available for reference.

Referenced Standards: Referenced directly in the Contract or by governing regulations have precedence over non-referenced standards which are recognized in industry for applicability to work.

Publication Dates: Except as otherwise indicated, where compliance with an industry standard is required, comply with the standard in effect as of the date of the Contract.

Updated Standards: At the request of the Architect, the Contractor or governing authority shall submit a Request for Change where an applicable industry code or standard has been revised and reissued after the date of the Contract and before the performance of the affected work.

Install: Except as otherwise defined in greater detail, term "install" is used to describe operations at the Project site including unloading, unpacking, assembly, erection, placing, anchoring, applying, working to dimension, finishing, curing protecting, cleaning and similar operations, as applicable in each instance.

Installer: The term "installer" is defined as the entity (person or firm) engaged by the Contractor, his subcontractor or sub-subcontractor for performance of a particular unit of work at the Project site, including installation, erection, application and similar required operations. It is a general requirement that such entities (installers) be expert in the operations they are engaged to perform.

Manufacturer: An individual, company, or corporation who manufactures, fabricates, or assembles a standard product. A standard product is one that is not made to special design, and is furnished by either direct sale or by contract to the Contractor, Subcontractor or Vendor.

Material Supplier or Vendors: A person or organization who supplies, but who is not responsible for the installation of, materials, products and equipment of a standard nature that are not specifically fabricated for this particular contract.

Minimum Quality/Quantity: In every instance, the quality level or quantity shown or specified is intended to be the minimum for the work to be performed or provided. Except as otherwise specifically indicated, the actual work may either comply exactly with that minimum (within specified tolerances), or may exceed that minimum within reasonable limits. In complying with these requirements, indicated numeric values are either minimums or maximums as noted, or as appropriate for context of the requirements. Refer instances of uncertainty to the Architect for a decision before proceeding.

Perform: The word "perform" shall mean that the Contractor, at the Contractor's expense, shall perform all the operations necessary to complete the work or the mentioned portions of the work, including furnishing and installing materials as are indicated, specified, or required to complete such performance.

Product: The term "product" includes materials, systems and equipment.

Project Site: The term "Project site" is defined as the space available to the Contractor for performance of the work, either exclusively or in conjunction with others performing other work as part of the Project. The extent of the Project site is shown on the drawings, and may or may not be identical with the description of the land upon which Project is to be built.

Provide: Except as otherwise defined in greater detail, term "provide" means furnish and install, complete and ready for intended use.

Specialists Assignments: In certain instances, specification text requires (or implies) that specific work is to be assigned to specialists or expert entities, who must be engaged for the performance of that work. Such assignments shall be recognized as special requirements over which the Contractor has no choice or option. These requirements should not be interpreted so as to conflict with the enforcement of building codes and similar regulations governing the work; they are also not intended to interfere with local union jurisdiction settlements and similar conventions. Such assignments are intended to establish which party or entity involved in a specific unit of work is recognized as an "expert" for the indicated construction processes or operations. Nevertheless, the final responsibility for fulfillment of the entire set of contract requirements remains with the Contractor.

Testing Laboratories: The term "testing laboratory" is defined as an independent entity engaged to perform specific inspections or tests of the work, either at the Project site or elsewhere; and to report, and (if required) interpret results of those inspections or tests.

Trades: Except as otherwise indicated, the use of titles such as "carpentry" in specification text, implies neither that the work must be performed by an accredited or unionized trades-person of corresponding generic name (such as "carpenter"), nor that specified requirements apply exclusively to work by trades-persons of that corresponding generic name.

5. COPIES OF STANDARDS

Abbreviations and Names: Where acronyms or abbreviations are used in the specifications or other Contract documents they are defined to mean the industry recognized name of the trade association, standards generating organization, governing authority or other entity applicable to the context of the text provision. Refer to the "Encyclopedia of Associations", published by Gale Research Co., and the following partial list:

AA	Aluminum Association
AAMA	American Architectural Manufacturer's Association
AASHTO	American Association of State Highway and Transportation Officials
A&E	A&E Project Management, OC Public Works
A-E	Architect-Engineer (hired by County to design the project)
ACI	American Concrete Institute
ACIL	American Council of Independent Laboratories
AGA	American Gas Association
AI	Asphalt Institute
AIA	American Institute of Architects
A.I.A.	American Insurance Association
AISC	American Institute of Steel Construction
AISI	American Iron and Steel Institute
AITC	American Institute of Timber Construction
ALSC	American Lumber Standards Committee
AMCA	Air Movement and Control Association
ANSI	American National Standards Institute
APA	American Plywood Association
ASHRAE	American Society of Heating, Refrigerating, Air Conditioning Engineers

ASME	American Society of Mechanical Engineers
ASPE	American Society of Plumbing Engineer
ASSE	American Society of Sanitary Engineering
ASTM	American Society for Testing and Materials
AWI	Architectural Woodwork Institute
AWPA	American Wood Preservers Association
AWPB	American Wood Preservers Bureau
AWS	American Welding Society
AWWA	American Water Works Association
BHMA	Builder's Hardware Manufacturers Association
CAL/OSHA	California Occupational Safety and Health Regulations
CFR	Code of Federal Regulations
CPSC	Consumer Product Safety Commission
CRSI	Concrete Reinforcing Steel Institute
CS	Commercial Standard of NBS (U.S. Dept. of Commerce)
CTI	Ceramic Tile Institute
DHI	Door and Hardware Institute
DOC	Department of Commerce
DOT	Department of Transportation
EPA	Environmental Protection Agency
FAA	Federal Aviation Administration (U.S. Dept of Transportation)
FCC	Federal Communications Commission
FGMA	Flat Glass Marketing Association
FM	Factory Mutual System
FS	Federal Specification (General Services Administration)
GA	Gypsum Association
ICBO	International Conference of Building Officials
IEEE	Institute of Electrical and Electronic Engineers, Inc.
IESNA	Illuminating Engineering Society of North America
IGCC	Insulating Glass Certification Council
MBMA	Metal Building Manufacturer's Association
MIL	Military Standardization Documents (U.S. Dept of Defense)
ML/SFA	Metal Lath/Steel Framing Association
NAAMM	National Association of Architectural Metal Manufacturers
NBHA	National Builders Hardware Association (Now Part of DHI)
NBS	National Bureau of Standards (U.S. Dept of Commerce)
NEC	National Electrical Code (by NFPA)
NEII	National Elevator Industry, Inc.
NEMA	National Electrical Manufacturers Association
NFPA	National Fire Protection Association
N.F.P.A.	National Forest Products Association
NRCA	National Roofing Contractors Association
NSF	National Sanitation Foundation
NWMA	National Woodwork Manufacturers Association
OCPDS	Orange County Planning and Development Services Department (now called OC Public Works/Planning)
OCPW	OC Public Works
OSHA	Occupational Safety Health Administration (U.S. Dept. of Labor)
PCI	Prestressed Concrete Institute
PS	Product Standard of NBS (U.S. Dept of Commerce)
SDI	Steel Deck Institute
S.D.I.	Steel Door Institute

SGCC	Safety Glazing Certification Council
SIGMA	Sealed Insulating Glass Manufacturers Association
SMACNA	Sheet Metal and Air Conditioning Contractors' National Association
SSPC	Steel Structures Painting Council
SSPWC	Standard Specifications for Public Works Construction
TCA	Tile Council of America
UBC	Uniform Building Code
UL	Underwriters Laboratories
UMC	Uniform Mechanical Code
UPC	Uniform Plumbing Code
USDA	United States Department of Agriculture
WCLIB	West Coast Lumber Inspection Bureau (Grading Rules)
WIC	Woodwork Institute of California
WWPA	Western Wood Products Association (Grading Rules)
W.W.P.A.	Woven Wire Products Association

6. GOVERNING REGULATIONS/AUTHORITIES

General: Contact governing authorities directly for necessary information and decisions having a bearing on the performance of work.

Copies of Regulations: Obtain copies of regulations needed for reference, and retain at the Project Site during the work of the Project.

"Regulations" is defined to include laws, statutes, ordinances, and lawful orders issued by governing authorities, as well as those rules, conventions and agreements within the construction industry which effectively control the performance of the work regardless of whether they are lawfully imposed by governing authority or not.

Trade Union Jurisdictions: The manner in which the Contract has been organized and subdivided is not intended to be an indication of jurisdictional or trade union agreements. Assign and subcontract the work, and employ trades-men and laborers, in a manner which will not unduly risk jurisdictional disputes of a kind which could result in conflicts, delays, claims and losses in the performance of the work.

Permits, Licenses, and Certificates: For the County's records, submit copies of permits, licenses, certificates, inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgments, and similar documents, correspondence and records established in conjunction with compliance with standards and regulations bearing upon performance of the work.

*** * * * * END OF SECTION 01090 * * * * ***

SECTION 01200
PROJECT MEETINGS

1. PROJECT MEETINGS:

Meeting Records: The A-E will record minutes of each meeting and furnish copies within a reasonable time thereafter to the County, Contractor, and other attendees. Unless written objection to the contents of the meeting minutes is received by the A-E within three (3) days after presentation, it shall be understood and agreed that the minutes are a true and complete record of the meeting.

Meeting Schedule: Dates, times, and locations for various meetings shall be agreed upon and recorded at Pre-construction Meeting. Thereafter, changes to the meeting schedule shall be agreed upon between the County Project Manager, the A-E and the Contractor, with appropriate written notice to all parties involved.

2. PRE-CONSTRUCTION MEETING:

General: Subsequent to Contract Award, a Pre-construction Meeting shall be held at the location, date and time designated by OC Public Works/A&E. In addition to attendees named herein, this meeting shall be attended by representatives of the regulatory agencies having jurisdiction, as required, and such other persons, the County, the A-E, and the Contractor may designate.

Agenda: The matters to be discussed or resolved and the instructions and information to be furnished to or given by the Contractor at the Pre-construction Meeting include:

A. Contract time and time extensions.

B. Liquidated Damages.

C. Drawings and Specifications. Monthly-as-built review.

D. Bonds/Insurance.

E. Contractor to present proposed Preliminary Progress Schedule and Schedule of Values.

F. Communication procedures between the parties.

G. Names and titles of all persons authorized by the Contractor to represent and execute documents for the Contractor, with samples of all authorized signatures.

H. The names, addresses, and telephone numbers of all those authorized to act for the Contractor in emergencies.

I. The names, addresses, and telephone numbers and contact person for all Subcontractors to be utilized on this Project.

J. Construction permit requirements, procedures, and posting.

K. Facility work hours.

L. Forms and procedures for the Contractor's submittals. Substitutions.

M. Change Order forms and procedures.

N. Shop drawing and samples.

O. Housekeeping.

P. Payment Request forms and procedures and revised progress schedule reports to accompany the requests.

Q. The Contractor's designation of his organization's accident prevention person and his qualifications, if other than the Superintendent.

R. The Contractor's provisions for job office, barricades, traffic control, utilities, sanitary facilities, project sign, and other temporary facilities and controls.

S. The Consultants and professionals employed by the County and their duties.

T. Contractor's surveyor and an initiation of surveying services. Building lines and levels by Contractor.

U. Procedures for payroll and labor cost reporting by the Contractor.

V. Procedures to ensure nondiscrimination in employment.

W. Operation and Maintenance Manuals, warranties and guarantees, and County Personnel Training.

X. General Conditions.

Y. Testing and Inspections.

3. CONSTRUCTION PROGRESS MEETINGS:

Progress meetings shall be held according to the agreed schedule, and/or as determined by the OC Public Works Project Manager. Unless noted or agreed otherwise, progress meetings are typically held weekly. All matters bearing on progress and performance of the work since preceding progress meeting shall be discussed and resolved including, without limitation, any previously unresolved matters, deficiencies in the work or methods being employed for the work, and problems, difficulties, or delays which may be encountered.

4. PRE-GRADING MEETING:

The Contractor shall conduct a pre-grading meeting as required by conditions of the grading permit prior to start of grading activities.

5. OTHER PRE-INSTALLATION AND PRE-CONSTRUCTION MEETING

The Contractor shall conduct pre-installation and pre-construction meetings as required by the various Technical Specification sections.

6. POST-CONSTRUCTION MEETING

This meeting shall be held prior to the final inspection of the work to discuss and resolve all unsettled matters. Bonds and insurance to remain in force, and the other documents required to be submitted by the Contractor will be reviewed and any deficiencies determined. Schedule and procedures for the final inspection and for final correction of defects and deficiencies shall be agreed.

*** * * * * END OF SECTION 01200 * * * * ***

SECTION 01300
CONSTRUCTION SCHEDULES

1. SECTION INCLUDES

Construction Progress Schedules

2. RELATED SECTIONS

A. General Conditions

B. Supplementary General Conditions

C. Section 01025 - Schedule of Values

D. Section 01350 - Submittals

3. SUBMITTALS

Submit number of copies as specified in this Section.

4. PROGRESS SCHEDULE

A. It is expressly understood and agreed that the time of beginning work, the rate of progress and the time of completion of the work are of the essence of this Contract.

B. Unless notified otherwise, within seven (7) days after award of the Contract, the County (OC Public Works/A&E) Project Manager will conduct a Preconstruction Meeting. Depending on the complexity of the project, a separate Scheduling Meeting may be required. The Contractor shall present the proposed schedule methodology and sequence of operations, plus the cost loading methodology. The Contractor's person in charge of scheduling, Construction Scheduler, is required to attend all meetings pertaining to scheduling and progress of the work.

(1) The Contractor shall submit to the County Project Manager the Construction Schedule (the schedule) within seven (7) calendar days after approval of the schedule methodology by OC Public Works. The schedule shall be either a CPM Network or a detailed Bar Chart. The schedule shall show the date each activity is expected to start and complete, and shall show all submittals, allowing fourteen (14) calendar days for review by the A-E and OC Public Works. Scheduling activities shall be of sufficient detail to assure adequate planning for proper execution of the work and such that, in the sole judgment of the OC Public Works, it provides an appropriate basis for monitoring of progress of the work. The schedule shall show the sequence, duration and interdependence of activities required for the complete performance of all work.

The schedule shall begin with the date of award of the Contract by the Board of Supervisors and conclude with the date of Final Completion as shown in the Contract. Exclusive of submittal review and material fabrication and delivery, any activity(ies) duration shall not exceed thirty (30) calendar days. All onsite construction activities shall be cost loaded. The cost value of all onsite construction activities will equal the Contract value. Submission and approval of the schedule in accordance with the requirements of this Section is a condition precedent to the issuance of any progress payments under this Contract.

(2) Float, slack time, or contingency within the schedule (i.e., the difference in time between the project's early completion date and the required Contract completion date), and total float within the schedule, is not for the exclusive use of either the County or the Contractor, but is a jointly owned expiring resource available to, and shared, by both parties. Pursuant to this float sharing requirement, use of float suppression techniques shall be cause for rejection of the schedule and any revisions or updates.

(3) Time extensions shall not be granted nor delay damages paid until a delay occurs which is beyond the control and without the fault or negligence of the Contractor and his subcontractors or suppliers, at any tier, and which extends actual work performance beyond the approved Contract completion date. Time extensions shall be granted only if documented by the Contractor's submittal of a Time Impact Analysis which demonstrates impact on the end date of the work based upon an approved schedule update current as of the month the delay occurred, demonstrating that the delay cannot be mitigated or offset through such actions as resequencing work. If a delay occurs to an activity which the current approved schedule update projects late completion, the time extension allowed shall be only for the additional delay demonstrated by an approved Time Impact Analysis. Since float time is jointly owned, it is acknowledged that County caused delays may be offset by County caused time savings (e.g. critical path submittals returned in less than the time allowed by the Contract, approval of substitution requests which result in a savings of time to the Contractor). In such events, the Contractor shall not be entitled to a time extension or delay damages until all County caused time savings are exceeded and the Contract completion date is also exceeded.

C. If the original schedule submitted shows completion of the work more than thirty (30) calendar days in advance of the Contract completion date, the OC Public Works may, at no additional cost to the County, decrease the Contract duration by issuance of a Change Order which changes appropriate milestones date(s) and the Contract completion date to the completion date reflected on the schedule. Any approved schedule revision or update having an early completion date shall show the time between the early completion date and the current Contract completion date as "project float."

D. The County Project Manager may request that the Contractor and all major subcontractors (defined herein as being any subcontractor, sub-subcontractor, or supplier with five (5) percent or more of the value of the Contract) participate in

review of any schedule submission. All revisions shall be submitted within fifteen (15) calendar days after the County Project Manager's review and approval.

E. An updated schedule shall be submitted to the Project Manager with the submission of the Contractor's monthly Progress Payment Request. For those activities started, but not yet completed at the time of submission, the updated schedule shall reflect the percentage completed, as agreed upon between the Contractor and the County Project Manager, and an estimate of the remaining duration. The monthly update of the schedule shall include a diagram showing target versus actual dates for each activity and an updated bar chart or network diagram or the data necessary to produce such diagram, in hard copy and on computer diskette (CD), as agreed upon with the County Project Manager.

F. The submission of an updated schedule which meets the requirements of this Section, accurately reflects the status of the work, and incorporates all changes into the schedule, shall be a condition precedent to the processing of the monthly Progress Payment Request. Upon approval of a Change Order, the approved change shall be reflected in the next schedule update.

G. If completion of any part of the work, delivery of equipment or materials, or submission of Contractor submittals is behind schedule and will impact the completion date of the work, the Contractor shall submit a written recovery plan, acceptable to OC Public Works, for completing the work by the current Contract completion date.

*** * * * * END OF SECTION 01300 * * * * ***

SECTION 01350
SUBMITTALS

1. SECTION INCLUDES

A. Shop drawings.
B. Product data.
C. Material list.
D. Samples.

2. RELATED SECTIONS

A. Section 01025 - Schedule of Values
B. Section 01300 - Construction Schedule
C. Section 01010 - Summary of Work
D. Section 01700 - Contract Closeout
E. Section 01640 - Substitutions and Product Options

3. DEFINITIONS

Where the words "construction data" are used, it is intended to include product data shop drawings, samples, brochures, calculations, test reports, catalogs, equipment lists and all other similar required items.

4. CONTRACTORS RESPONSIBILITIES

A. Prepare a schedule for submittals ("submittal schedule") in accordance with Article 5, Submittal Schedule.

B. Obtain and review all construction data and such other data as required for the coordination of the work of the Contractor and each of his subcontractors, whether or not such submittals are requested.

C. Submit all construction data called for in the various Specification Sections.

(1) Provide a minimum of six (6) copies of each submittal.

(2) Furnish all submittals required by governing agencies, whether such submittals are requested in the Contract Documents or not.

(3) Provide copies of approved submittals to each sub-contractor concerned with that portion of the work, including subcontractors interfacing with such work.

D. Be responsible for proper coordination of all parts of the Project under the Contract to the extent shown or indicated in the Specifications and on the Drawings.

(1) Check and coordinate all submittals, verify all field measurements, stamp and sign each submittal as Contractor approved.

(2) Failure to comply with this requirement will result in immediate return of the submittal with no action taken by OC Public Works or the A-E.

(3) Contractor shall be fully responsible for errors in submitted data.

(4) Contractor shall be held responsible for any delay in progress of the work due to his failure to observe requirements of this Section. Time for completion of his Contract will not be extended on account of his failure to submit construction data properly.

(5) Make such corrections as required by the A-E and/or OC Public Works, and re-submit the required number of corrected copies of product data, shop drawings or new samples until accepted by OC Public Works. The Contractor shall direct specific attention in product data or on re-submitted shop drawings to revisions other than the corrections requested by OC Public Works or the A-E on previous submissions.

E. All costs for the preparation, correction, delivery, and return of submittals shall be borne by the Contractor. The Contractor shall obtain all rejected submittals at the Architect's office, unless otherwise directed.

5. **SUBMITTAL SCHEDULE**

A. The Contractor shall prepare and submit a progress schedule for himself, each sub-contractor and supplier, showing anticipated dates for submittals of construction data.

B. Schedule shall allow for lead time required for subcontractors, material and equipment manufacturers, fabricators and suppliers, delivery of materials and equipment, in sufficient time for installation without delaying any portion of the work.

C. Time for submittals: Each submittal must be received by the A-E in time to permit (14) calendar days for their review. If a submittal is not received in time to allow sufficient time, (fourteen calendar days) for the A-E's review without delaying construction, the Contractor shall reimburse County for the A-E's costs incurred by checking on an accelerated basis.

(1) The A-E's or OC Public Works responsibility for time consumed in review of construction data and any claim made by the Contractor (including subcontractors and suppliers) that such time is excessive and has caused or will cause delay in completion of the work, will only be considered as starting from the time drawings, samples and other construction data are complete and correct in all respects and so submitted and signed as approved by Contractor.

(2) Preliminary and incomplete or incorrect submittals of said drawings and samples shall not be considered as the beginning of the official approval time.

"Sufficient time" as used herein, shall mean a maximum of fourteen (14) calendar days, unless approved otherwise by OC Public Works.

6. **TRANSMITTAL**

A. Form of Transmittal: Submit construction data accompanied by Contractors and subcontractor's letter of transmittal, addressed to the office of the A-E. In addition to all information necessary for identification, include:

(1) A listing of construction data included.

(2) Project name, County's project number, and project location as it appears on the drawings.

(3) Contractors, subcontractors and manufacturers or fabricators' name.

(4) A-E's name and submittal number.

(5) Applicable Contract Drawing number, Specification Section, and paragraph.

(6) ASTM, Federal Specifications, and other "standard" type specifications.

(7) Name and address of submitter, including the name and telephone of the individual to contact for further information.

(8) Clearly identify whether it is an original submittal or a re-submittal.

(9) Date original submittal is made, and date of re-submittal when made.

(10) Any such additional information as required to identify the submittal.

B. Contractor's review: All construction data shall be stamped and signed approved by the Contractor, certifying that he has reviewed the submittal as to compliance with the Contract Documents, and for verification of field measurements, when applicable.

Failure to comply with this requirement will result in immediate return of the submittal with no action taken by the A-E or OC Public Works.

C. Method of delivery: Send submittals by first class mail, Second Day Air, hand carry to the A-E's office, or as directed by the OCPW Project Manager.

7. **SUBMITTAL IDENTIFICATION**

A. Shop drawings shall be dated and shall clearly delineate the following:

(1) A-E's name and submittal number.

(2) Project name, County's project number, and address.

(3) Drawing title, number, date and scale (number drawings consecutively).

(4) Names of Contractor, subcontractor and fabricator.

(5) Working and erection dimensions.

(6) Reference to applicable plan, elevation, section, or detail on Contract Drawing to which shop drawing, or portion thereof applies.

(7) Arrangement and sectional view.

(8) Necessary details, including complete information for making connections with work of other trades; list name(s) of all subcontractors involved.

(9) Kind of materials and finishes.

(10) Show descriptive names of materials and equipment, and locations of which materials or equipment are to be installed in the work. Use same reference identification as shown

on Contract Documents.

B. Shop Drawing Variations:

(1) If shop drawings show variations from Contract Documents because of standard shop practice, questions, or any other reason, make specific mention of variations in transmittal letter to the A-E as well as encircle variations or questions on shop drawings to identify and call them to the A-E's attention.

(2) If the Contractor has not notified the A-E in writing of variations, deviations or omissions, the Contractor will be required, at its sole expense, to repair, replace, furnish whatever materials are required, perform the work, including adjacent work of other trades affected thereby, necessary to rectify such deviations and variations, all as directed by OC Public Works. Replacement and repair shall be mandatory in such instances, even though this occurs after shop drawings have been stamped "Review Completed" and the work in question has been completed. All work pertaining to this condition or situation shall be performed at no additional cost to the County.

8. SUBMITTAL COORDINATION

A. Prior to submittal for the A-E's review, the Contractor shall fully coordinate each submittal, including the following:

(1) Coordinate as required with all trades, utility companies and public agencies involved.

(2) Secure all necessary approvals from public agencies and others that may be concerned, and signify by their stamp, or other means, that approvals have been secured.

(3) Clearly mark or indicate each deviation made from the Contract Documents.

B. Interrelated Groups:

(1) Where samples, shop drawings and other construction data are interrelated, submit all such data in one package.

(2) Where manufacturer's product data (catalog cuts, etc.) is submitted, make submission in original forms. Faded or illegible reproductions will not be accepted.

9. ARCHITECT'S (A-E) REVIEW

A. Review of submittals is only to check for general conformance with the project design concept and general compliance with the Contract Documents. Responsibility will not be assumed by County or the A-E for any of the following:

(1) Correctness of dimensions, details, quantities, or procedures indicated on the submittals.

(2) Any violation indicated on shop drawings, or other construction data, of local, county, state or federal laws, rules, ordinances, or rules and regulations of commissions, boards or other authorities or public utilities having jurisdiction.

(3) Any deviation made from Contract Documents requirements, even with approval from the A-E and OC Public Works, will not relieve the Contractor from any responsibility for errors or omissions in the construction data.

B. Review of construction data submittals will only be performed as specifically required in the various Specification Sections.

C. Review of a separate item shall not indicate approval of an assembly in which the item functions.

D. Review of shop drawings will be general for design, arrangement and appearance only, and shall not relieve Contractor of responsibility for accuracy of such shop drawings, dimensions, proper fitting, construction of work, or providing materials required by the Contract Documents, even though such materials and their installation are not indicated on shop drawings. Review of shop drawings shall not be construed as approving departure from Contract requirements or as acceptance of any responsibility by County or the A-E for any errors, omissions, or discrepancies shown thereon.

E. No portion of the work requiring a submission shall begin until the submission has been reviewed and returned to the Contractor with the A-E's stamp of approval. All such portions of the work shall be in accordance with approved construction data.

10. **SHOP DRAWINGS**

A. Submit six (6) prints with a transmittal to the A-E. The prints shall be retained by the A-E for reference during the review period. The reviewed original will be returned to the Contractor, who shall then reproduce prints from the accepted original for his use and distribution.

B. Before submitting shop drawings, check said drawings and subcontractor's work for accuracy. See that work contiguous with and having bearing upon work indicated on shop drawings, is accurately and distinctly illustrated, and that indicated work complies with Contract requirements. Shop drawings must bear the Contractor's stamp and signature of approval.

C. Shop drawings shall be dated and shall clearly show the following information:

(1) Architect's name and submital number.

(2) Project name, County project number, and address.

(3) Drawing title, number, date and scale (number drawings consecutively).

(4) Names of Contractor, subcontractor and fabricator.

(5) Working and erection dimensions.

(6) Reference to applicable plan, elevation, section, or detail on Contract Drawing to which shop drawing, or portion thereof, applies.

(7) Arrangements and sectional views.

(8) Necessary details, including complete information for making connections with work of other trades; list name(s) of all subcontractors involved.

(9) Kind of materials and finishes.

(10) Show descriptive names of materials and equipment, and locations of which materials or equipment are to be installed in the work. Use same reference identification as shown

on Contract Documents.

11. **SAMPLES**

A. Samples shall be the precise item proposed to be furnished.

Submit one (1) sample to be retained by the A-E, one (1) to be retained by OC Public Works, plus the number required by the Contractor for his and his subcontractor's use, four (4) samples minimum.

B. Identify each sample with the manufacturer's name, model number or type, and its intended location in the work.

C. Samples of value will be returned to the Contractor for use in the work after review by the A-E and OC Public Works.

D. Failure of samples to conform with specific requirements may, at OC Public Works option, constitute a ban against submission of other samples by the same manufacturer, vendor or supplier.

E. Acceptance of samples will not preclude rejection, prior to final acceptance of completed work, of any material upon discovery of defects in material which said sample failed to represent, even though such material or equipment has been installed or erected in place.

F. After samples have been reviewed, no change in brand or make will be permitted unless satisfactory written evidence is presented to the A-E and OC Public Works that the manufacturer cannot make scheduled delivery of approved material, or that material delivered has been rejected and substitution of an alternate material is an urgent necessity, or that other conditions are apparent which indicate acceptance of such substitute materials to be in the best interest of the County.

G. All samples of materials requiring laboratory tests shall be tested sufficiently in advance of the time they are required to be delivered to the Project Site for: (1) A-E's review of test results, (2) re-testing and re-submittal as necessary to obtain A-E's acceptance, (3) manufacture or fabrication, and (4) delivery to Project Site without delaying the scheduled progress of the work.

H. Each sample shall have physically attached to it, in a manner not easy removable, a label bearing the following information:

(1) Project name, submittal number and County Project Number.

(2) Contractor's and subcontractor's identification.

(3) Sample identification including full information as to manufacturer, model, catalog number, finish number, and other required information.

(4) Space for A-E's review stamp.

I. When samples are rejected by the A-E, submit new samples immediately after notification of rejection, and mark them "Resubmitted Samples," in addition to other information required on label.

J. The right to require additional submission of samples of any materials or material lists is reserved, whether or not specifically mentioned in Specifications.

12. **FIELD SAMPLES** (When required by these specifications)

A. Field samples (mock-ups), when required, shall be prepared at the site, at location designated by County's Project Manager.

B. Approved mock-ups will be used as the standard for all other similar work on the Project. Protect such approved mock-up sample areas at all times, until directed by County Project Manager to remove.

13. **PRODUCT DATA**

A. Submit manufacturer's literature, specifications, installation or application recommendations, brochures, diagrams, schedules, charts, illustrations or other data as may be required to describe the product and its performance characteristics.

B. Assemble submittal using manufacturer's original printed catalog data, or a permanent (non-fading) reproduction. Illegible submittals will be rejected. Block-out or otherwise identify portions of product sheet which does not pertain to the work.

C. Show all critical dimensions, clearances required, wiring diagrams, and controls.

D. Submit in same quantity as specified for shop drawings.

14. **MATERIAL LISTS**

A. Submit as specified in the various Sections of the Specifications. Submit a list of proprietary products proposed for use in the work within thirty (30) days after award of the Contract.

B. Identify each product by manufacturer's name, products' complete identification, Specification Section, and use.

C. Quantity Required: As specified for shop drawings.

*** * * * * END OF SECTION 01350 * * * * ***

SECTION 01410
TESTING AND INSPECTION

1. TESTING LABORATORY SERVICES

All inspection and testing required to establish compliance with the Contract Document requirements, except as may be otherwise specified, shall be made by an independent, professional testing agency or firm selected by the Architect and approved by the County.

Testing and inspections will be arranged for by the Contractor and paid for by the County. Any testing and inspection firm used on this project shall have been deputized by the County of Orange/Planning and Development Services/Building Inspection within the last five years.

2. WORK INCLUDED

A. This Section covers general requirements for tests and inspections, except for removal of asbestos containing materials, which should comply with Sections 02080 and 02085 of this Specification.

B. Testing firm inspection, sampling and testing including, but not limited to, work provided under the following Specification Sections:

(1) Field welding and high strength bolting.

(2) Earthwork, excavation and backfill.

(3) Cast-in placed Concrete for strength greater than 2,500 psi.

(4) Certified mill tests.

(5) Certified shop welding.

(6) Masonry units and mixes.

(7) As required by plans and specifications.

3. CONTRACTOR RESPONSIBILITY

A. Coordination: The Contractor shall initiate and coordinate testing and inspections required by the Contract Documents and governing authorities having inspection jurisdiction over the work.

B. Access: Furnish free and safe access to the various parts of the work and assist testing and inspection personnel in the performance of their duties, at no additional cost to the County.

C. Data: Furnish records, drawings, certificates, and similar data as may be required by the testing and inspection personnel to assure compliance with the Contract Documents.

D. Defective Work: Remove and replace any work found defective or not complying with Contract Document requirements, at no additional cost to the County.

E. Concrete: If test cylinders for concrete fail to meet design strengths, perform core and load tests as may be directed by the A-E; core tests shall be in accordance with ASTM C42 and load tests shall be in accordance with ACI 318. Correct all deficiencies found in forms, reinforcing steel and embedded items.

F. Structural Steel: Should any weld or structural connection fail to meet design requirements, provide ultrasonic or x-ray examination of all structural connections as directed by the A-E. Contractor shall replace or repair all defective connections to meet the requirements of the Contract Documents.

G. Quality Control, General:

(1) Maintain quality control over suppliers, manufacturers, products, services, site conditions, and workmanship to produce work of specified quality.

(2) Failure of, or damage to, materials or equipment previously tested or inspected:

(a) Previous acceptance may be withdrawn and material or equipment may be subject to removal and replacement with material or equipment meeting specification requirements, at no cost to the County.

(b) The County may refuse consideration of further samples of same failed item for testing.

4. TESTING FIRM RESPONSIBILITY

A. Taking Specimens: Specimens and samples for testing, unless otherwise provided in the Contract Documents, will be taken by the testing personnel. Sampling equipment and personnel will be provided by the testing laboratory. Deliveries of specimens and samples of the testing firm will be performed by the testing firm.

When the testing firm is ready to test, but is prevented from testing or taking specimens due to incompleteness of the work or extended construction durations caused by the Contractor, all extra charges for testing attributable to the delay may be back-charged to the Contractor and shall not be borne by the County.

B. Test Reports: Reports shall include all tests made, regardless of whether such tests indicate that material is satisfactory or unsatisfactory. Samples taken but not tested shall also be reported. Reports shall state with which requirements the material or materials were sampled and tested. Test reports shall show the indicated or specified design strength(s) and state definitely whether or not the materials tested comply with the specifications requirements.

Report distribution will be as follows:

County (Inspection Services)	2 copies
Architect	2 copies
Engineer (if applicable)	2 copies
Contractor	2 copies
OC Public Works (Project Manager)	2 copies

C. Professional liability insurance of One Million Dollars ($1,000,000) shall be held by inspection and testing firm separate from the Contractor's insurance requirements.

The testing and inspection firm shall meet all of the General Condition - 17 Insurance. B(1) – (11) Requirements.

5. TESTING FIRM DUTIES

A. Cooperate with the County, Architect, and Contractor in notifications, information, scheduling, storage, and access as necessary to meet requirements for service without causing delays on Project.

B. Perform specified inspections, testing, and sampling of materials to comply with specified standards.

C. Ascertain compliance of materials with requirements of the Contract Documents.

D. Notify the County, Architect, and the Contractor immediately verbally and subsequently by a written report stating pertinent data, when tests or inspections reveal undesirable conditions, nonconformance, or failure to meet requirements.

E. Promptly submit written reports of each test and inspection to the County, architect, Engineer, and Contractor.

Each report is to include:

(1) Date issued.

(2) Project title and number.

(3) Testing laboratory name, address, and telephone number.

(4) Name and signature of testing laboratory inspector.

(5) Date and item of sampling inspection.

(6) Record of temperature and weather conditions.

(7) Date of test.

(8) Identifications of product and Specification Section.

(9) Location of sample or test in Project.

(10) Type of inspection or test.

(11) Results of tests and compliance with the Contract Documents (e.g. "minimum is ___, test sample does not comply with UBC Section ___ or Project Specification Section ___").

(12) Interpretation of test results, when requested by the County or the A-E.

(13) Certification of each test report by a State of California Registered Professional Engineer, unless specifically approved otherwise by the County.

F. Perform additional tests as required by the County.

G. Limitations of Authority of Testing Firm

Testing Firm is not authorized to:

(1) Release, revoke, or modify requirements of the Contract Documents.

(2) Approve or accept any portion of the work that does not meet the requirements of the Contract Documents.

(3) Perform any duties of the Contractor.

6. CONTRACTOR DUTIES

A. Cooperate with Testing Firm personnel and provide access to the work of suppliers' or installers' operations.

B. Secure and deliver to the Testing Firm adequate quantities of representative samples of materials proposed to be used and which require testing. Provide vendor certification that samples originate from, and are representative of, each lot proposed for use.

C. Provide the Testing Firm with preliminary design mixes proposed to be used for concrete and other material mixes that require control by the Testing Firm.Submit the ticket for each batch and type of concrete delivered to the job site. Ticket shall bear the following information:

(1) Design-mix number of the Contractor's concrete supplier.

(2) Signature or initials of ready-mix technical representative.

(3) Time of batching.

(4) Weight of cement, aggregates, water, and admixtures in each batch with maximum aggregate size.

(5) Total volume of concrete in each batch.

(6) Indications that ingredients are as previously certified or approved for use in concrete.

(7) Notation to indicate equipment was checked for contaminants prior to batching.

D. Furnish copies of product testing reports, as required. Provide certification that materials meet the requirements as specified.

E. Furnish incidental labor and facilities:

(1) To provide access to work to be tested.

(2) To obtain and handle samples, at the Project site or at the source, on product to be tested.

(3) To facilitate inspections and tests.

(4) For storage and curing of test samples.

F. Completed work: Should the County require tests and inspections for work completed before final acceptance of the entire work, furnish the necessary facilities, labor, and

materials to uncover or remove work in question to the extent necessary.

(1) If work is found to be defective, the Contractor shall pay for removal, tests, inspections, and satisfactory reconstruction. Time extensions shall not be granted.

(2) If work is found to conform with the Contract Documents, reasonable time extension shall be granted. If inspection and testing was not required as part of the Contract Documents, the County will reimburse Contractor costs for facilities, labor, and materials for removal and reconstruction.

(3) All reimbursements to the County will be handled in the form of a credit Change Order to the Contract.

*** * * * * END OF SECTION 01410 * * * * ***

SECTION 01500
CONSTRUCTION FACILITIES & TEMPORARY CONTROLS

1. SECTION INCLUDES

A. Provide all construction facilities and temporary controls required for the execution of the work and fulfillment of the Contract. Install and maintain said facilities and controls in accordance with applicable codes and regulations.

B. Temporary Utilities and Services Include:

(1) Electric lighting and power.
(2) Water.
(3) Heat and ventilation.
(4) Telephone service.
(5) Sanitation facilities.
(6) First aid, fire protection and other temporary facilities required by and in accordance with applicable legal requirements.

C. Temporary Controls Include:

(1) Construction aids.
(2) Barriers and enclosures.
(3) Security.
(4) Access roads and parking areas.
(5) Traffic regulations.
(6) Temporary project identification and signs. An official project identification sign is required for this project. Sign shall be as described in Appendix D.
(7) Field offices and storage sheds.
(8) Fire protection.

2. PAYMENT

A. All costs, fees, permits, etc. for installation, operation, removal and restoration of work covered by this Section shall be borne by the Contractor.

B. If any utilities are in place and in use by the County at the Project site, such utilities, excluding telephone, may be utilized by the Contractor at no cost. See "Public Utilities" below for limitations.

3. WEATHER PROTECTION

A. Provide weather-tight enclosures (or similar, as required) during construction to protect the work from damage, and as necessary to ensure suitable working conditions for the construction operation of all trades.

B. Provide sandbags and/or other temporary drainage controls and improvements necessary to protect the work and the balance of the site from damage due to erosion or concentrated flows, which result from, or are related to, the in-progress construction. All such controls shall be as approved by governing authorities, as applicable. Refer to Section 01575 – Environmental Mitigation and Monitoring During Construction.

4. TELEPHONE AND DATA SERVICES

Provide temporary telephone services for construction needs throughout the construction period. The cost of temporary telephone and data services, including installation and removal, shall be paid by the Contractor. A minimum of four (4) telephone and three (3) data lines shall be made available for the sole use of the County Project Manager.

5. TOILETS

A. Provide and maintain temporary portable toilet and other sanitary facilities for all work-persons on the Project.

B. The toilet facility shall be a weather-tight, elevated and floored structure with suitable light and ventilation. Toilets shall be kept in a clean and sanitary condition at all times.

C. Toilet facilities in existing or newly-constructed County buildings shall not be used by the Contractor, sub-contractors, suppliers, workers, and/or inspectors without prior approval of the County Project Manager.

6. FIRST AID AND RELATED TEMPORARY FACILITIES

Provide as required by and in accordance with applicable legal requirements.

7. FIRE PROTECTION

A. The Contractor shall take all necessary measures to protect the buildings and all areas of the project site against fire. Provide approved fire extinguishers, with special attention in areas of welding operations; maintain all areas in a safe condition, especially in storage areas.

B. Observe all requirements specified in the various other Sections of the Specifications related to fire safety.

8. PERMANENT SYSTEMS USED AS TEMPORARY FACILITIES

A. When any portion of the permanent systems are in operating condition, that part of the system may be used as a temporary facility, provided that the Contractor:

(1) Obtains County Project Manager's approval in writing.

(2) Assumes full responsibility for the system used.

(3) Pays all costs for operation, maintenance, cleaning and restoration of the system.

(4) Operates the system with the consent and supervision of the subcontractor responsible for the system's installation and ultimate performance.

9. MISCELLANEOUS TEMPORARY CONSTRUCTION AIDS

A. Provide and maintain all miscellaneous temporary construction aids required for the proper execution of the work, including the following:

(1) Ladders, ramps and railings.

(2) Scaffolding, hoists and bunkers.

(3) Chutes, barricades and enclosures.

(4) Platforms, swing staging, walks, etc.

B. Locate such aids in and about the Project as is practicable, and where they will not interfere with the progress of the work. Remove promptly when no longer required for convenience or safety.

10. FENCES AND BARRICADES

A. Furnish, erect and maintain all fences and barricades required by local ordinances, public safety, or necessity until completion of the project.

(1) Fences shall be chain link acceptable to OC Public Works.

(2) Barricades to protect pedestrians from building construction shall be constructed of ½" plywood and shall be free from projecting nails, boards or other hazards. The Contractor shall maintain barricades free from graffiti.

B. No signs, other than those specified, shall be erected with out the written approval of the County Project Manager.

C. Remove construction fences, barricades, and other related temporary construction upon completion of work, or sooner if authorized or required to maintain project progress.

D. A temporary chain link perimeter fence shall be erected as noted on Sheet A-1.1, including full-height green vision screen material.

11. SAFETY PROVISIONS

A. Precaution shall be exercised at all times for the protection of all persons and property.

B. The safety provisions of applicable laws and building and construction codes shall be observed. Work, materials, and equipment used shall comply with the Occupational Safety & Health Act (OSHA) requirements, Federal and State Safety Orders.

C. Install and maintain from the beginning to completion of the work all construction canopies, guardrails, lights and warning signs necessary and required by law or regulations.

12. POLLUTION AND ENVIRONMENTAL CONTROL

A. Comply with all pollution control regulations in effect at the site for all materials, equipment and work procedures used on the project.

B. Refer to Section 01575 – Environmental Mitigation and Monitoring During Construction, for detailed pollution and environmental control requirements.

13. SITE SECURITY

A. Security of the Contractor's material, equipment, work product and work site is the

Contractor's responsibility.

B. Employment of a security guard for any time period (working hours or non-working hours), shall be at the discretion of the Contractor. The Contractor shall be fully responsible for any theft or damage to any material, equipment or to any portion of the building, work, or site.

14. FIELD OFFICE, STORAGE SHEDS, EQUIPMENT STORAGE, STAGING AREAS

A. Contractor Field Office and County Project Manager Field Office:

Contractor shall provide a field office (minimum size 10' x 30' with separate interior offices) for the County Project Manager and a field office for the Contractor's own convenience. Contractor's field office shall be large enough to conduct the required project meetings. Both field offices shall be separate and provided at the expense of the Contractor. Field office location, layout and furnishings shall be subject to approval of the County Project Manager. Contractor shall obtain and pay for all necessary permits for temporary facilities. Contractor shall provide any labor necessary to assist the County Project Manager in setting up and taking down the County's Field Construction Office.

(1) Contractor shall provide the following new items for the County Project Manager Office:

(a) Two (2) – 36" x 60" desks (lockable) with swivel office chairs
(b) Four (4) – Standard Office chairs
(c) Two (2) – Telephones (with caller ID and Speakerphone capability)
(d) Mini-blinds for all windows.

(2) Contractor shall provide bottled water service and weekly professional janitorial and cleaning services for the County Project Manager office through project completion.

(3) Field offices shall include:
a. Carpet for County Project Manager's office
b. Locking exterior doors
c. Fluorescent lighting
d. Utility services (power, telephone, data, etc.)
e. Stair landing(s) with handrails/guardrails
f. Heating and air conditioning
g. Blocking and leveling
h. Seismic tie-down

(4) Contractor shall be responsible for the following items as necessary: permits, insurance, taxes, security deposit, monthly rental fee, delivery fee, set-up fee, utility hook-up, takedown fee, pick-up fee, and cleaning fee.

(5) Approved suppliers: Williams Scotsman, GE Capital, Mobile Modular, or approved equal.

B. Location and Removal of Field Offices, Sheds, Equipment Storage, Staging

Areas.

(1) Contractor and subcontractor field offices, on-site storage sheds, equipment storage, and staging areas shall be located within the project site limits and/or as approved by the County Project Manager.

(2) Contractor shall submit, at the Preconstruction Meeting, a location plan showing the arrangement of field offices, storage sheds, equipment storage, and staging areas for OC Public Works and A-E review/approval.

(3) Upon completion of the project, the Contractor shall promptly remove field offices, storage sheds, equipment storage, and staging areas, and restore areas used for such purpose as specified by the Construction Documents or, if not specified, to the condition prior to the inception of the project.

15. FIELD ENGINEERING

A. The Contractor has full responsibility for layout and establishment of lines and grades necessary for execution of the work. All temporary monuments shall be substantially established and shall be protected and maintained in place by the Contractor for the duration of the work.

B. If any discrepancy exists between the actual lines and grade at the site and the existing lines and grades depicted on the drawings, the Contractor shall notify the County Project Manager at once, and before commencing work.

C. The engineering survey work need not be performed by a State licensed surveyor or civil engineer, however, it shall be performed in a professional manner in accordance with the requirements, standards, and practices exercised by licensed individuals.

D. The surveyor shall check line, level, and plumb of every major element of the construction, and shall keep a log book recording all relevant data. The log book shall be available for review by County Representatives or the A-E at any time during construction. All deviations from line/grade requirements of the Contract Documents which are accepted (not corrected) by the Contractor shall be recorded in the log book and also shall be noted on the "as-built" drawings.

16. PUBLIC UTILITIES

A. Protect all existing service utilities, lampposts, fire hydrants, irrigation systems, etc., private or public.

B. Send proper notices, make all necessary arrangements, and perform all other services required in the provision, care, and maintenance of all public utilities necessary during construction and, if applicable, for permanent service upon completion.

C. Enclosing or boxing-in of any public utility equipment for protection is the responsibility of the Contractor. Upon completion of the work, remove all such enclosures, patch/repair/fill-in all openings, reconvert to permanent service, and leave the work in a finished and safe condition.

D. Provide and pay for natural gas, light and power, telephone and water used in

performance of any work or any requirements of the Contract. Upon completion of the Project, remove all temporary pipe, backfill and compact trenches to 90% relative compaction (unless otherwise directed), and finish and/or restore the site.

(1) Water and Gas. Contractor shall, at his own expense, provide any and all temporary pipe for gas, water supply, and all valves and fittings as needed.

(2) Light and Power.

a. Maintain in a safe manner and utilize so as not to constitute a hazard to persons or property. Comply with all applicable legal requirements.

b. Provide temporary electrical power, as required throughout the construction period, so that power can be secured at any desired work location with not more than a 100 foot extension cable. The existing emergency generator shall not be used for temporary power.

c. The following electrical work shall be provided as necessary to complete the work of the project:

1. Power centers for miscellaneous tools and equipment used in the work.

2. Lighting for safe and adequate working conditions throughout; 25 foot-candles minimum.

3. Power for construction site offices and other temporary storage and construction buildings.

4. Power for testing and checking equipment, and for welding equipment.

E. **If any utilities are in place and in use by the County at the Project site, such utilities -- excluding telephone -- may be utilized by the Contractor at no cost,** to the extent the utilities are available without impact to the County's operations. If County supplied utilities are utilized by the Contractor, the Contractor shall exercise conservation of energy and utility resources to the satisfaction of the County, or such provision of utilities by the County will be terminated at County's discretion.

* * * * * **END OF SECTION 01500** * * * * *

SECTION 01575
ENVIRONMENTAL MITIGATION AND MONITORING DURING CONSTRUCTION

1. GENERAL

Consistent with State, County and local requirements, this Mitigation and Monitoring Program (MMP) is required for use in mitigating and monitoring environmental impacts during construction. The Contractor will comply with all requirements of the Contract Documents, including the requirements of Grading Permit and the Storm Water Pollution Prevention Plan (SWPPP, Appendix C) prepared for this Project.

2. CONTRACTOR RESPONSIBILITIES

The Contractor shall adhere to all requirements of the MMP throughout all phases of construction, as detailed in Subsection 4, Mitigation Measures.

3. COUNTY RESPONSIBILITIES

In accordance with Orange County Board of Supervisor's policies regarding the implementation of the California Environment Quality Act, the County of Orange conducted an Initial Study to determine whether the project would have a significant adverse effect on the environment. On the basis of that study, the County of Orange found that the project will not create a significant adverse effect because of the Mitigation Measures developed in Mitigated Negative Declaration No. IP 08-588 and described in Subsection 4, Mitigation Measures.

4. MITIGATION MEASURES

A. In conjunction with the requirements of the Construction Documents, Grading Permit and SWPPP, the Contractor shall implement the following Mitigation Measures as applicable.

No.	Mitigation Measure	Method of Verification	Timing of Implementation
	Hydrology/Water Quality		
MM-1	The requirements of an Erosion and Sediment Control Plan (ESCP) shall be implemented by the Contractor. A copy of the ESCP shall be kept at the project site and be available for review on request.	Field Monitoring	During Grading, Demolition and Construction
MM-2	Contractor shall implement the requirements of the Stormwater Pollution Prevention Plan (SWPPP). A copy of the current SWPPP shall be kept at the project site and be available for review on request.	Field Monitoring	During Grading, Demolition and Construction
	Solid Waste		
MM-3	Reuse and recycle construction and demolition waste (including, but not limited to, soil, vegetation, concrete, lumber, metal, and cardboard).	Field Monitoring	During Demolition and Construction
	Hazardous Materials		
MM-4	Prior to the issuance of demolition permits, all asbestos-containing materials (ACMs), polychlorinated biphenyls (PCBs), and lead-based paints (LBP) present on site shall be removed by a licensed contractor and disposed of in accordance with State and County requirements to a regulated disposal facility.	Proof of Removal from Licensed Contractor	Prior to Issuance of Demolition Permit

No.	Mitigation Measure	Method of Verification	Timing of Implementation
	Noise		
MM-5	The Contractor shall limit all construction-related activities to between the hours of 7:00 a.m. to 8:00 p.m., Monday through Saturday, in accordance with County of Orange's Codified Ordinances. No construction activities are permitted outside of these hours or on Sundays and federal holidays. The Contractor shall equip all construction equipment, fixed or mobile, with properly operating and maintained mufflers, consistent with manufacturers' standards, during all project site demolition and grading on site. The Contractor shall place all stationary construction equipment so that emitted noise is directed away from sensitive receptors nearest the project site Contractor shall locate equipment staging in areas that will create the greatest distance between construction-related noise sources and noise-sensitive receptors nearest the project site during all project construction.	Field Monitoring	During Grading, Demolition and Construction
	Biological Resources		
MM-6	Within 15 days prior to the onset of demolition activities (if occurring between February 1 and July 31), a qualified biologist shall survey the construction limits for the presence of occupied bird nests. Any occupied bird nests found during survey efforts shall be mapped on the construction plans. To ensure compliance with Sections 3503 and 3503.5 of the California Fish and Game Code and the federal Migratory Bird Treaty Act (MBTA), if bird nesting activity is detected at any nest site, then the active site shall be protected until nesting activity has ended. Nesting activity for birds in the region of the project site normally occurs between February 1 and July 31. Between February 1 and July 31 (unless nests are no longer active, as determined by a qualified biologist), the following restrictions on construction are required to protect nest sites: (1) clearing limits shall be established at a minimum of 150 ft in any direction from any occupied nest; and (2) access and construction surveying shall not be allowed within 50 ft of any occupied nest. Construction during the nesting season may occur at the nest sites if a qualified biologist has determined that the nest is no longer active.	Field Monitoring/Survey	Prior to Tree Removal and Demolition
	Cultural Resources		
MM-7	Prior to the start of any construction activity, the Contractor shall retain a qualified archaeologist to monitor earthmoving activities when those activities are in soil that is below the current modern development. The archaeologist should be present at his or her discretion until it can be determined that no cultural resources are located in the project area. The archaeologist shall establish procedures (monitoring plan) for archaeological resource surveillance and procedures for temporarily halting or redirecting work to permit the sampling, identification, and evaluation of cultural resources, should they be discovered. The archaeologist shall also be present at the pre-construction conference to explain the established procedures based on a pre-approved monitoring plan. If unexpected cultural resources are discovered, the qualified archaeologist shall determine appropriate actions, in cooperation with the Orange County Parks Department, Cultural Resources Department, for testing and/or data recovery. The archaeologist shall submit a follow-up report that shall include the period of inspection, an analysis of any artifacts found, the results of any testing or data recovery, and the present repository of the artifacts, as appropriate.	Field Monitoring	Prior to Grading and Construction

	Air Quality		
MM-8	The Contractor shall select the construction equipment used on site based on low emission factors and high energy efficiency. The Contractor shall ensure that all construction equipment will be tuned and maintained in accordance with the manufacturer's specifications. The Contractor shall ensure that work crews shut off equipment when not in use. The Contractor shall time the construction activities so as not to interfere with peak-hour traffic, and to minimize obstruction of through traffic lanes adjacent to the site; if necessary, a flagperson shall be retained to maintain safety adjacent to existing roadways. The Contractor shall support and encourage ridesharing and transit incentives for the construction crew. Portions of the construction site to remain inactive longer than a period of 3 months shall be seeded and watered until grass cover is grown. All active portions of the construction site shall be watered a minimum of twice daily (more when needed due to dry or windy conditions) to prevent excessive amounts of dust. On-site vehicle speed shall be limited to 15 mph. All on-site roads shall be paved as soon as feasible, watered periodically, or chemically stabilized. All material excavated or graded shall be sufficiently watered to prevent excessive amounts of dust. Watering, with complete coverage, shall occur at least twice daily, preferably in the late morning and after work is done for the day. All clearing, grading, earthmoving, or excavating activities shall cease during periods of high winds (i.e. greater than 25 mph averaged over 1 hour). All material transported off site shall be either sufficiently watered or securely covered to prevent excessive amounts of dust. The are disturbed by clearing, grading, earthmoving, or excavating operations shall be minimized at all times.	Field Monitoring	During Grading, Demolition and Construction

As required by MM-6 and MM-7, the Contractor may be required to provide (obtain and pay for) the services of a County-certified biologist and/or archaeologist.

B. The Contractor shall provide initial stenciling or labeling of all storm drain inlets and catch basins constructed or modified within the project area with prohibitive language (such as: "NO DUMPING DRAINS TO OCEAN") and/or graphical icons to discourage illegal dumping. The stencils and signage shall be placed in clear sight facing toward anyone approaching the inlet from either side.

*** * * * * END OF SECTION 01575 * * * * ***

SECTION 01640
SUBSTITUTIONS AND PRODUCT OPTIONS

1. PRODUCTS LIST

A. Within thirty-five (35) days after award of the Contract, submit to the Architect a complete list of major products which are proposed for substitution, with the name of manufacturer, trade name, and model. All substitution requests must meet the requirements of Section 01350 – Submittals.

B. List products by specification number and title.

(1) For products specified, only be reference standards, select any product meeting standards, by any manufacturer.

(2) For products specified by naming several products or manufacturers, select any product and manufacturer named.

2. SUBSTITUTIONS

Procedures are described for requesting substitution of unlisted material, product, thing, or service, in lieu of material, product, thing, or service named in specifications.

A. In accordance with Public Contract Code Section 3400, reference to any equipment, material, article or patented process, by trade name, make, or catalog number, shall not be construed as limiting competition.

B. In cases where the Contract calls for a designated material, product, thing or service by specific brand or trade name or there is only one brand or trade name listed, the item involves a unique or novel product application required to be used in the public interest or is the only brand or trade name known to the County and Architect.

In connection with the use of any substitute item approved by the County, it shall be the Contractor's responsibility to see that such items meet all space requirements, and that any alterations to connecting items necessitated by use of the alternate items are properly made, at no additional cost to the County

C. In making a request for substitution, Contractor represents that:

(1) He has investigated the proposed substitute product or method and determined that it is equal or better in all respects to that specified and that it fully complies with all requirements of the Contract.

(2) He will meet all Contract obligations with regard to this substitution.

(3) He will coordinate installation of accepted substitutions into the work, making all such changes and any required schedule adjustments, at no additional cost to the County, as may be required for the work to be completed in all respects.

(4) He waives all claims for additional costs and additional time related to substitutions which consequently become apparent. He also agrees to hold the County harmless from claims for extra costs and time incurred by other Subcontractors and suppliers.

(5) He will provide the same warranty and guarantee, and perform any work required in accordance therewith, for the substitution that is applicable to the specified item for which the substitution is requested.

(6) Material will be installed, handled, stored, adjusted, tested, and operated in accordance with the manufacturer's recommendation and as specified in the Contract.

(7) In all cases, new materials shall be used unless this provision is waived by notice from the County or the Architect, or unless otherwise specified in the Contract.

(8) All material and workmanship shall, in every respect, be in accordance with that which, in the opinion of the County or the Architect, is in conformity with approved modern practice.

D. The County will be the sole judge of acceptability of any proposed substitution, and only approved substitutions may be used on Contract work.

(1) Each request for substitution approval shall include:

(a) Identity of the product for which substitution is requested; include specification section page, and paragraph number;

(b) Identity of substitution; include complete product description, drawings, photographs, performance and test data, and any other information necessary for evaluation;

(c) Quality comparison of the proposed substitution with specified product;

(d) Changes required in other work because of the substitution;

(e) Effect on the Contract schedule;

(f) Cost comparison of the proposed substitution with specified product;

(g) Any required license fees or royalties;

(h) Availability of products, parts, and local maintenance service;

(i) Source of replacement materials, if necessary.

(2) Approval will be granted only when:

(a) Specified product cannot be delivered without project delay, or;

(b) Specified product has been discontinued, or;

(c) Specified product has been replaced by superior product, or;

(d) Specified product cannot be guaranteed as specified, or;

(e) Specified product will not fit within designated space, or;

(f) Substitution is otherwise determined by the County to be in its best interest.

(3) The A-E will review all substitution requests and will require fifteen (15) calendar days to process such review. The A-E will recommend in writing to the County if a substitution is recommended for approval at no cost or a deductive change order to the Contract. The County shall have fifteen (15) calendar days to approve any A-E recommended substitution. Total review time shall be thirty (30) calendar days.

*** * * * * END OF SECTION 01640 * * * * ***

SECTION 01700
CONTRACT CLOSEOUT

1. CLEANING

A. Contractor shall remove, as fast as it accumulates, all dirt, debris, waste, rubbish, unused construction materials and implements of service from the buildings, the work area, and the entire site. Such materials shall not be used in backfilling nor buried anywhere on the site.

B. At the completion of the work, thoroughly clean the interior and exterior of the buildings, including fixtures, equipment, floors and hardware, removing all misplaced plaster, paint and other finishes, and removing stains, dust, and dirt. Thoroughly clean all roofs, decks, sills, ledges, horizontal projections, steps, rails or other surfaces where dust and debris have accumulated. All glass and metal shall be cleaned and polished; ceramic tile surfaces and plumbing fixtures shall be cleaned properly.

C. Prior to final inspection, the Contractor shall remove all his plant, tools, materials, sheds, temporary power poles and other articles from the property of the County. Should he fail to take prompt action, the County (at its option and without waiver of such other rights as it may have) may, on thirty (30) days notice, treat them as abandoned property.

2. PROJECT RECORD DOCUMENTS

A. The Contractor shall maintain on the job site a complete "as-built" record set of drawings. This set shall be corrected daily with red pencil to show every change from the original Contract Documents and shall be marked to show the precise horizontal and vertical location of concealed work. This requirement may be audited monthly by OCPW in connection with approval of monthly payment requests. Incomplete "as-built" drawings may be a cause for rejection of a payment request. This shall not be construed as authorization for the Contractor to make changes in the layout work without definite instructions in each case.

B. It is the responsibility of the Contractor to see that his subcontractors (especially mechanical and electrical trades) comply with these requirements.

C. The record drawings, clearly marked, shall be turned over to the County at the completion of the project.

3. OPERATIONS AND MAINTENANCE DATA

A. At ninety (90) percent of construction completion, the Contractor shall submit to County, through the A-E, complete operating instructions, wiring and control diagrams, and maintenance manuals for all mechanical, electrical, conveying and specialty equipment installed in the facility. The data shall be complete at the time

of submittal.

Partial submittals will be rejected. Initially, two (2) copies of the submittal shall be transmitted to the A-E for approval. Following approval, four (4) complete sets of printed or typewritten sheets shall be submitted in binders with suitable index tabs for each section. This submittal shall include all data deemed necessary by the County to operate and/or maintain the equipment, such as:

(1) Complete operating manuals.

(2) Maintenance manuals shall include:

(a) Maintenance instructions.

(b) Troubleshooting instructions.

(c) Wiring diagrams showing component values.

(d) Control diagrams.

(e) Parts lists, including ordering number.

(f) Component shop assembly drawings, including exploded views.

(g) Field assembly drawings.

(h) Recommended spare parts inventory for two years maintenance with itemized cost of each type of part.

(i) List of special tools, with cost of each tool, required in normal maintenance

B. Prior to acceptance of the work, mechanical equipment must be put into operation in the presence of the A-E and County maintenance personnel and maintenance personnel must be instructed in the operation and maintenance of equipment.

4. GUARANTEES AND WARRANTIES

A. Except as otherwise expressly provided in this Contract, and in addition to all other warranties expressed, implied, or customary in the trade, the Contractor warrants all work to be free from defects of design, material, and workmanship, for a period of one (1) year from date of Notice of Completion. The Contractor, promptly after receipt of notice, shall make good at its expense all defects developing during this period, including labor and material. If, in the opinion of County's Project Manager, defective materials or workmanship require immediate correction or attention to prevent loss to the County, or to prevent interruption of operations of the County, the County will attempt to give the notice required by this Article, but the County may, notwithstanding the provisions of this Article, proceed to make such correction or provide such attention and the costs of such correction or attention shall be charged

against the Contractor. Such action by the County will not relieve the Contractor of the guarantees provided in this Article or elsewhere in this Contract.

B. All subcontractors', manufacturers', or suppliers' warranties and guarantees, expressed or implied, respecting any material or equipment used in or a part of the work (whether on equipment of the nature above specified or otherwise) shall be deemed obtained by the Contractor as the agent of the County and all such warranties and guarantees shall inure to the benefit of the County without the necessity of separate transfer or assignment thereof; provided that, if directed by the County Project Manager, the Contractor shall require such subcontractors, manufacturers, or suppliers to execute such warranties and guarantees in writing to the County.

C. The remedies provided for in this Clause shall not be restrictive of, but shall be cumulative and in addition to, all other remedies of the County in respect of latent defects or fraud, and any and all warranties expressed or implied.

D. Failure by the Contractor to take corrective action on warranty performance problems and/or construction deficiencies within 24 hours after personal or telephonic notice by the County on items affecting use of facility, safety, or the preservation of property, and within ten (10) days following written notice on other deficiencies, will result in the County taking whatever corrective action it deems necessary. All costs resulting from such action by the County will be claimed against Contractor or, if necessary, the Performance Bond.

5. **COMPLETION**

In addition to those items previously mentioned in this Section, the Contractor must submit to the County Project Manager the following items before Completion of the project can be considered:

A. Revised up-to-date subcontractor list with names, addresses, and phone numbers.
B. Building permit card signed as final by all inspectors.
C. Roof bond and other certificates as specified.
D. As-built material list on form supplied by County.
E. Copies of all test and inspection reports.
F. Certificates of Use and Occupancy.

*** * * * * END OF SECTION 01700 * * * * ***

SECTION 01730
OPERATIONS AND MAINTENANCE DATA

1. MANUALS

General:

Where manuals are required to be submitted covering items included in this work, prepare all such manuals in durable plastic binders approximately 8 1/2 by 11 inches in size as approved by the County Project Manager and with at least the following:

A. Identification on, or readable through, the front cover stating general nature of the manual.

B. Neatly typewritten indexes near the front of the manual, furnishing immediate information as to the location, in the manual, of all data.

C. Copy of all guarantees and warranties issued.

D. Maintenance and operation instructions:

(1) Procure or prepare and include in manuals, operating and/or maintenance instruction for all equipment and/or materials that will require any adjustments, servicing, or attention for its proper operation or use.

(2) These instructions shall set forth all the information necessary for the County to operate, make full and efficient use of, and perform such maintenance and servicing as would ordinarily be done by County personnel.

(3) Write instructions in simple, non-technical language, when possible, with sufficient diagrams and explanation, where necessary, to be readily understandable to the average person. Possible hazards shall be particularly pointed out with instructions cautioning against mistakes that might result in damage or danger to equipment, building, or personnel.

Extraneous data:

Where contents of manuals include manufacturer's catalog pages, clearly indicate the precise items included in this installation and delete or otherwise clearly indicate all manufacturers' data with which this installation is not concerned.

2. MANUAL CONTENT

Neatly typewritten table of contents for each volume; arrange in systematic order.

List:

A. Contractor, name of responsible principal, address, e-mail addresses and telephone number.

B. Each product including name, address, e-mail addresses and telephone number of:

(1) Subcontractor or installer.

(2) Recommended maintenance contractor.

(3) Local source for replacement parts.

C. Product name and other identifying symbols as set forth in the Contract Documents.

D. Product Data:

(1) Include only those sheets which are pertinent to specific product.

(2) Annotate each sheet to:

(a) Clearly identify the specific product or part installed.

(b) Clearly identify data applicable to the installation.

(c) Delete references to inapplicable data.

E. Drawings:

(1) Supplement product data with drawings where necessary to clearly illustrate:

(a) Relations of component parts.

(b) Control and flow diagrams.

(2) Do not use "Project Record Documents" as maintenance drawings.

F. Written Test:

(1) Provide where necessary to supplement Product Data and drawings.

(2) Organize in consistent format under separate headings for different procedures.

(3) Provide a logical sequence of instructions for each procedure.

G. Warranties and Maintenance Contracts

Provide copies of each of the following:

(1) Proper procedures in the event of failure.

(2) Instances which might affect validity of warranties or contracts.

3. **MANUAL FOR ARCHITECTURAL MATERIALS AND FINISHES**

Include the following manufacturer's data:

A. Catalog number, size, composition.

B. Color and texture designations.

C. Required reordering information.

D. Recommended cleaning materials and methods.

E. Cautions against detrimental cleaning materials and methods.

F. Recommended cleaning and maintenance schedule.

Submit specified information for the following: Finish hardware; carpet; resilient flooring; doors and windows; tile; acoustical ceilings; paint and coatings; toilet compartments; lockers; fire extinguishers; toilet; bath and laundry accessories; and any other architectural material or finish not listed.

4. **MANUAL FOR MECHANICAL EQUIPMENT AND SYSTEMS**

Include the following manufacturer's data:

A. Description of unit and component parts including:

(1) Function, normal operating characteristics, and limiting conditions.

(2) Performance curves, engineering data, and tests.

(3) Complete nomenclature and commercial number of replaceable parts.

B. Operating procedures including:

(1) Start-up, break-in routine, and normal operating instructions.

(2) Regulations, control, stopping, shut-down, and emergency instructions.

(3) Summer and winter operating instructions.

(4) Special operating instructions.

C. Maintenance procedures including:

(1) Routine operations.

(2) Trouble-shooting guide.

(3) Disassembly, repair and reassembly.

(4) Alignment, adjusting, and checking.

(5) Servicing and lubricating schedule, including recommended lubrications.

D. Manufacturer's printed operating and maintenance instructions.

E. Control systems operation sequences.

F. Parts list, illustrations, assembly drawings, and diagrams necessary for maintenance, including:

(1) Life expectancy of parts subject to wear.

(2) Items recommended to be stocked as spare parts.

G. As-installed control systems diagrams.

H. Color code legend, if any.

I. Valve tag number chart, with location and function of each valve.

J. HVAC Test and balance reports.

5. **MANUAL OF UNIT AND COMPONENT PARTS INCLUDING**

A. Description of unit and component parts including:

(1) Function, normal operating characteristics and limiting conditions.

(2) Performance curve, engineering data and tests.

(3) Complete nomenclature and commercial number of replaceable parts.

B. Panelboard circuit directories indicating:

(1) Electrical service.

(2) Controls.

(3) Communications, if any.

C. As-installed wiring color-code legend, if any.

D. Operating procedure including:

(1) Routine and normal operating instructions.

(2) Sequences required.

(3) Special operating instructions.

E. Maintenance procedures, including:

(1) Routine operations.

(2) Trouble-shooting guide.

(3) Disassembly, repair, and reassembly.

(4) Adjustment and checking.

F. Manufacturer's printed operating and maintenance instructions.

G. Parts list, including current prices, and recommended spare parts to be maintained in storage.

Submit specified information for the following:
Electrical equipment as specified in Division 16 of these specifications.

6. ADDITIONAL DATA

Prepare and include the following:

A. The Water Quality Management Plan (WQMP). A copy of the WQMP shall be obtained from the County for inclusion.

B. Additional data when need becomes apparent during instruction to County personnel.

C. Additional data specified in other sections of Specifications to be included.

7. SUBMITTAL SCHEDULE

A. Preliminary Draft:

(1) Submit two (2) copies of the proposed format at approximately ninety (90) percent construction completion.

(2) The County will review and return one (1) copy with comments.

B. Final Submittal:

(1) Submit, in final form, one (1) copy of complete data fifteen (15) days prior to final inspection. Copy will be returned with comments.

(2) Submit four (4) copies, in approved final form, prior to final inspection and acceptance.

8. INSTRUCTION OF THE COUNTY'S PERSONNEL

Prior to final acceptance and payment, instruct the County's personnel in necessary operation, adjustment, and maintenance of the products, equipment, and systems.

Operating and maintenance manual shall constitute basis of instruction.

Review manual contents with the County's personnel, in detail, to explain all aspects of operations and maintenance.

A listing of all personnel receiving instructions, complete with signature verifying same, dates of instruction and other pertinent data shall be delivered to the County upon completion of instruction session(s).

*** * * * * END OF SECTION 01730 * * * * ***

SECTION 01740
WARRANTIES AND GUARANTEES

1. SUBMITTAL REQUIREMENTS

Assemble Warranties and Service and Maintenance Contracts executed by each of the respective manufacturers, suppliers and Subcontractors.

Number of original signed copies required: Four (4) each.

Table of Contents: Neatly typed in orderly sequence.

Provide complete information for each one of the following items:

A. Product or Work Item.

B. Firm, with name of principal, address, e-mail address and telephone number.

C. Beginning date of Warranty or Service and Maintenance Contract.

D. Duration of Warranty or Service and Maintenance Contract.

E. Provide the following information for the County's Personnel:

(1) Procedures in case of failure or malfunction.

(2) Instances which affect Warranty or validity.

F. Contractor, name of responsible principal, address, e-mail addressand telephone number.

2. SUBMITTAL FORM

Punch sheets for standard 3-ring binder.
Size: 8 1/2 x 11 inches.
Fold larger sheets to fit into binder.

Cover:

Identify each binder with typed or printed title "HCA-401 South Tustin Street - WARRANTIES AND GUARANTEES" on both the front cover and spine. List:

A. Title of Project.

B. Name of Contractor and all information, including name of responsible party, address, e-mail address, and telephone number.

*** * * * * END OF SECTION 01740 * * * * ***