

DIVISION

01

GENERAL REQUIREMENTS



## **SECTION 01010 - SUMMARY OF WORK**

### **PART 1 - GENERAL**

#### **1.1 RELATED DOCUMENTS**

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

#### **1.2 PROJECT DESCRIPTION**

- A. **The Work of this Contract consists of the construction of Banner Chevrolet Parts Storage Building, 5950 Chef Menteur Highway, New Orleans, Louisiana.**
- B. **The Work includes site work, concrete paving, site drainage, metal building systems, interior construction, gypsum board partitions, painting, acoustical ceiling grid and tile, doors and frames, electrical, mechanical, etc.**
- C. **Extra payment will not be authorized for relocation, removal, and/or temporary removal and reinstallation of any existing or newly installed construction (ducts, conduit, piping, wiring, fixtures, equipment, finishes, etc.) necessary to properly complete the Work, which could have been anticipated by careful examination of the site and the Documents. Such work shall be performed, without additional cost to the Owner.**
- D. **The Work is to be conducted **One (1) Phases.****

#### **1.3 OWNER-FURNISHED WORK AND MATERIALS**

- A. ***Separate Contract Work: The Owner will furnish and install the following under separate contracts:***  
MIS cabling, phone equipment, computer equipment., furniture, security, signage, etc.
- B. **Coordination: Separate contract work will be performed concurrently with the work of this Contract. Coordination of schedules of the contracts will be done by the Owner. Mutual responsibilities of separate contractors are specified in General Conditions Article 6.2.**

#### **1.4 USE OF THE PREMISES**

- A. **Contractor Use of the Premises:** During the construction period the Contractor shall have full use of the premises for construction operations, including use of the site. The Contractor's use of the premises is limited by the restriction of Contractor's operations to the portions of the interior of the building included in the Contract scope and the Owner's right to employ separate contractors on other work at the building.
  - 1. Contractor shall move any stored products or construction equipment under the Contractor's control, which interfere with operations of the Owner and/or separate contractors.
  - 2. Contractor shall obtain and pay for the use of additional storage or work areas needed for construction operations.
  - 3. Contractor shall have access to premises for work during normal work hours.
- B. **Limitations:** Limit use of the premises to construction activities in areas indicated.
  - 1. Confine operations to areas within the work limits indicated. Portions of the building outside areas in which construction operations are indicated are not to be disturbed.

2. Keep driveways, parking lot and entrances serving the premises clear and available to the Owner, its customers and other contractors at all times. Keep exits, exitways, passages and fire lanes clear at all times. Do not use these areas for parking and storage of materials. Schedule deliveries to minimize space and time requirements for storage of materials and equipment outside the construction areas.
  3. Maintain the building site and building in a clean condition throughout the construction period. Remove all dirt, dust and soiling and repair all damage caused by operations under this Contract. Take all precautions to protect site improvements, the building, and the public during the construction period.
  4. Any work requiring power outages or drastic power fluctuations shall be scheduled with the Owner and approved at least one (1) week in advance.
  5. *Refer to section 01500 for additional requirements.*
- C. **Partial Owner Occupancy:** In accordance with General Conditions 9.9, the Owner has the right to occupy completed portions of the Work prior to Substantial Completion of the total Work.
- D. **Security:**
1. Owner-hired security personnel will be assigned during construction. Owner will monitor and secure work areas which are partially occupied prior to substantial completion.
  2. Construction workers shall be required to carry employer-furnished identification badges at all times they are working in the bank interior during this phase of the project.

#### **1.5 EXAMINATION OF SITE**

- A. **By executing the Contract, the Contractor represents that he has:**
1. Visited the site;
  2. Made due allowances for difficulties and contingencies to be encountered;
  3. Compared Contract Documents with work in place;
  4. Informed himself of existing conditions, and;
  5. Notified the Architect of ambiguities, inconsistencies, and errors discovered in the Contract Documents, or between the Contract Documents and existing conditions.
- B. **In accordance with General Conditions Article 5.7, each Subcontractor shall similarly represent that he has fulfilled the same responsibilities to the Contractor.**
- C. **Failure to visit the site and perform attendant responsibilities listed above shall not relieve the Contractor or any Subcontractor from their obligations, and no extra payment will be authorized for work related to conditions which can be determined by examination of the site and the Contract Documents.**

#### **PART 2 - PRODUCTS (Not Applicable)**

#### **PART 3 - EXECUTION (Not Applicable)**

**END OF SECTION 01010**

## SECTION 01027 - APPLICATIONS FOR PAYMENT

### 1.1 GENERAL

- A. Coordinate the Schedule of Values and Applications for Payment with the Contractor's Construction Schedule, Submittal Schedule, and List of Subcontracts.
- B. Schedule of Values: Coordinate preparation of the Schedule of Values with preparation of the Contractor's Construction Schedule.
  - 1. Correlate line items in the Schedule of Values with other required administrative schedules and forms, including:
    - a. Contractor's Construction Schedule.
    - b. Application for Payment forms, including Continuation Sheets.
    - c. List of subcontractors.
    - d. List of products.
    - e. List of principal suppliers and fabricators.
    - f. Schedule of submittals.
  - 2. Submit the Schedule of Values at the earliest possible date but no later than 7 days before the date scheduled for submittal of the initial Applications for Payment.
- C. Format and Content: Use the Project Manual table of contents as a guide to establish the format for the Schedule of Values. Provide at least one line item for each Specification Section.
  - 1. Include the following Project identification:
    - a. Project name and location.
    - b. Name of Architect.
    - c. Project number.
    - d. Contractor's name and address.
    - e. Date of submittal.
  - 2. Arrange the Schedule of Values in tabular form with separate columns to indicate the following for each item listed:
    - a. Related Specification Section or Division.
    - b. Description of Work.
    - c. Name of subcontractor.
    - d. Name of manufacturer or fabricator.
    - e. Name of supplier.
    - f. Change Orders (numbers) that affect value.
    - g. Dollar value.
    - h. Percentage of Contract Sum to nearest one-hundredth percent, adjusted to total 100 percent.
  - 3. Provide a breakdown of the Contract Sum in sufficient detail to facilitate evaluation of Applications for Payment. Break subcontract amounts down into several line items. Round amounts to nearest whole dollar; the total shall equal the Contract Sum.
  - 4. Provide a separate line item for each part of the Work where Applications for Payment may include materials or equipment, purchased or fabricated and stored, but not yet installed.
  - 5. Provide separate line items for initial cost of the materials, for each subsequent stage of

- completion, and for total installed value.
6. Show line items for indirect costs and margins on costs only when such items are listed individually in Applications for Payment. Each item in the Schedule of Values and Applications for Payment shall be complete. Include the total cost and proportionate share of general overhead and profit margin for each item.
    - a. Temporary facilities and items that are not direct cost of work-in-place may be shown as separate line items or distributed as general overhead expense.
  7. Update and resubmit the Schedule of Values when Change Orders or Construction Change Directives change the Contract Sum.
- D. Applications for Payment shall be consistent with previous applications and payments as certified by the Architect and paid for by the Owner.
- E. Payment-Application Times: Payment dates are indicated in the Agreement. The period covered by each application is the period indicated in the Agreement.
- F. Payment-Application Forms: Use AIA Document G702 and Continuation Sheets G703 as the form for Applications for Payment.
- G. Application Preparation: Complete every entry, including notarization and execution by a person authorized to sign on behalf of the Contractor. The Architect will return incomplete applications without action.
  1. Entries shall match data on the Schedule of Values and the Contractor's Construction Schedule. Use updated schedules if revisions were made.
  2. Include amounts of Change Orders and Construction Change Directives issued prior to the last day of the construction period covered by the application.
- H. Transmittal: Submit 3 executed original copies of each Application for Payment to the Architect within 24 hours. One copy shall be complete, including waivers of lien and similar attachments.
  1. Transmit each copy with a transmittal listing attachments and recording appropriate information related to the application.
- I. Waivers of Mechanics Lien: With each Application for Payment, submit waivers of lien from every entity who may file a lien arising out of the Contract and related to the Work covered by the payment.
  1. Submit partial waivers on each item for the amount requested, prior to deduction for retainage, on each item.
  2. When an application shows completion of an item, submit final or full waivers.
  3. Submit each Application for Payment with Contractor's waiver of lien for the period of construction covered by the application.
    - a. Submit final Applications for Payment with final waivers from every entity involved with performance of the Work covered by the application who may file a lien.
  4. Waiver Forms: Submit waivers of lien on forms, and executed in a manner, acceptable to the Owner.
- J. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of the first Application for Payment include the following:
  1. List of subcontractors.

2. List of principal suppliers and fabricators.
  3. Schedule of Values.
  4. Contractor's Construction Schedule (preliminary if not final).
  5. Submittal Schedule (preliminary if not final).
  6. List of Contractor's staff assignments.
  7. Copies of building permits.
  8. Copies of licenses from governing authorities.
  9. Certificates of insurance and insurance policies.
  10. Performance and payment bonds.
- K. Application for Payment at Substantial Completion: Following issuance of the Certificate of Substantial Completion, submit an Application for Payment. This application shall reflect Certificates of Partial Substantial Completion issued previously for Owner occupancy of designated portions of the Work.
1. Administrative actions and submittals that shall precede or coincide with this application include the following:
    - a. Occupancy permits.
    - b. Warranties and maintenance agreements.
    - c. Test/adjust/balance records.
    - d. Maintenance instructions.
    - e. Meter readings.
    - f. Changeover information related to Owner's occupancy.
    - g. Final cleaning.
    - h. Application for reduction of retainage and consent of surety.
- L. Final Payment Application: Administrative actions and submittals that must precede or coincide with submittal of the final Application for Payment include the following:
1. Completion of Project closeout requirements.
  2. Completion of items specified for completion after Substantial Completion.
  3. Transmittal of Project construction records to the Owner.
  4. Certified property survey.
  5. Proof that taxes, fees, and similar obligations were paid.
  6. Removal of temporary facilities and services.
  7. Change of door locks to Owner's access.

## 1.2 PRODUCTS (Not Applicable)

## 1.3 EXECUTION (Not Applicable)

END OF SECTION 01027



## SECTION 01030 - ALTERNATES

### 1.1 GENERAL

- A. An alternate is an amount proposed by bidders and stated on the Bid Form for certain work that may be added to or deducted from the Base Bid amount if the Owner decides to accept a corresponding change in either the amount of construction to be completed or in the products, materials, equipment, systems, or installation methods described in the Contract Documents.
  - 1. The cost or credit for each alternate is the net addition to or deduction from the Contract Sum to incorporate the Alternate into the Work. No other adjustments are made to the Contract Sum.
- B. Coordination: Modify or adjust affected adjacent Work as necessary to completely and fully integrate that Work into the Project.
- C. Notification: Immediately following award of the Contract, notify each party involved, in writing, of the status of each alternate. Indicate whether alternates have been accepted, rejected, or deferred for later consideration. Include a complete description of negotiated modifications to alternates.

### 1.2 PRODUCTS (Not Applicable)

### 1.3 EXECUTION



## SECTION 01040 - PROJECT COORDINATION

### 1.1 GENERAL

- A. This Section specifies requirements for project coordination including:
1. Coordination.
  2. Administrative and supervisory personnel.
  3. General installation provisions.
  4. Cleaning and protection.
- B. Coordination: Coordinate activities included in various Sections to assure efficient and orderly installation of each component. Coordinate operations included under different Sections that are dependent on each other for proper installation and operation.
1. Where installation of one component depends on installation of other components before or after its own installation, schedule activities in the sequence required to obtain the best results.
  2. Where space is limited, coordinate installation of different components to assure maximum accessibility for maintenance, service and repair.
  3. Make provisions to accommodate items scheduled for later installation.
- C. Prepare memoranda for distribution to each party involved outlining required coordination procedures. Include required notices, reports, and attendance at meetings.
1. Prepare similar memoranda for the Owner and separate Contractors where coordination of their Work is required.
- D. Administrative Procedures: Coordinate scheduling and timing of administrative procedures with other activities to avoid conflicts and ensure orderly progress. Such activities include:
1. Preparation of schedules.
  2. Installation and removal of temporary facilities.
  3. Delivery and processing of submittals.
  4. Progress meetings.
  5. Project closeout activities.
- E. Coordination Drawings: Prepare Coordination Drawings where close coordination is required for installation of products and materials fabricated off-site by separate entities, and where limited space necessitates maximum utilization of space for efficient installation of different components.
1. Show relationship of components shown on separate Shop Drawings.
  2. Indicate required installation sequences.
  3. Refer to Division-15 Section "Basic Mechanical Requirements," and Division-16 Section "Basic Electrical Requirements" for requirements for mechanical and electrical installations.
- F. Staff Names: Within 15 days of Notice to Proceed, submit a list of Contractor's staff assignments, including Superintendent and personnel at the site; identify individuals, their duties and responsibilities, addresses and telephone numbers.
1. Post copies in the Project meeting room, the field office, and at each temporary telephone.

- G. Inspection of Conditions: The Installer of each component shall inspect the substrate and conditions under which Work is performed. Do not proceed until unsatisfactory conditions have been corrected.
- H. Manufacturer's Instructions: Comply with manufacturer's installation instructions and recommendations, to the extent that they are more stringent than requirements in Contract Documents.
- I. Inspect material immediately upon delivery and again prior to installation. Reject damaged and defective items.
- J. Provide attachment and connection devices and methods necessary for securing each construction element. Secure each construction element true to line and level. Allow for expansion and building movement.
- K. Visual Effects: Provide uniform joint widths in exposed Work. Arrange joints to obtain the best effect. Refer questionable choices to the Architect for decision.
- L. Recheck measurements and dimensions, before starting installation.
- M. Install each component during weather conditions and project status that will ensure the best results. Isolate each part from incompatible material as necessary to prevent deterioration.
- N. Coordinate temporary enclosures with inspections and tests, to minimize uncovering completed construction for that purpose.
- O. Mounting Heights: Where mounting heights are not indicated, install components at standard heights for the application indicated. Refer questionable decisions to the Architect.
- P. Cleaning and Protection: During handling and installation, clean and protect construction in progress and adjoining materials in place. Apply protective covering where required to ensure protection from damage or deterioration at Substantial Completion.
  - 1. Clean and maintain completed construction as often as necessary through the construction period. Adjust and lubricate operable components to ensure operability without damaging effects.
  - 2. Limiting Exposures: Supervise operations to ensure that no part of construction, completed or in progress, is subject to harmful or deleterious exposure. Such exposures include:
    - a. Excessively high or low temperatures or humidity.
    - b. Water or ice.
    - c. Chemicals or solvents.
    - d. Heavy traffic, soiling, staining and corrosion.
    - e. Rodent and insect infestation.
    - f. Unusual wear or other misuse.
    - g. Contact between incompatible materials.
    - h. Theft or vandalism.

END OF SECTION 01040

## SECTION 01095 - REFERENCE STANDARDS AND DEFINITIONS

### 1.1 GENERAL

- A. Definitions: Basic Contract definitions are included in the Conditions of the Contract.
- B. Indicated refers to graphic representations, notes, or schedules on the Drawings, paragraphs or Schedules in the Specifications, and similar requirements in the Contract Documents. Terms such as shown, noted, scheduled, and specified are used to help the reader locate the reference. Location is not limited.
- C. Directed, requested, authorized, selected, approved, required, and permitted mean directed by the Architect, requested by the Architect, and similar phrases.
- D. Approved, when used in conjunction with the Architect's action on submittals, applications, and requests, is limited to the Architect's duties and responsibilities as stated in the Conditions of the Contract.
- E. Regulations include laws, ordinances, statutes, and lawful orders issued by authorities having jurisdiction, as well as rules, conventions, and agreements within the construction industry that control performance of the Work.
- F. Furnish means supply and deliver to the Project Site, ready for unloading, unpacking, assembly, installation, and similar operations.
- G. Install describes operations at the Project Site including unloading, unpacking, assembly, erecting, placing, anchoring, applying, working to dimension, finishing, curing, protecting, cleaning, and similar operations.
- H. Provide means to furnish and install, complete and ready for the intended use.
- I. Installer is the Contractor or another entity engaged by the Contractor, either as an employee, subcontractor, or contractor of lower tier, to perform a particular construction activity, including installation, erection, application, and similar operations. Installers are required to be experienced in the operations they are engaged to perform.
  - 1. The term experienced, when used with the term Installer, means having a minimum of 5 previous projects similar in size and scope to this Project, being familiar with the special requirements indicated, and having complied with requirements of the authorities having jurisdiction.
- J. Project Site is the space available for performing construction activities, either exclusively or in conjunction, with others performing work as part of the Project. The extent of the Project Site is shown on the Drawings and may or may not be identical with the description of the land on which the Project is to be built.
- K. Testing Agency is an independent entity engaged to perform specific inspections or tests, either at the Project Site or elsewhere, and to report on and, if required, to interpret results of those inspections or tests.
- L. Specifications are organized into Divisions and Sections based on the Construction Specifications Institute's 16-Division format and MASTERFORMAT numbering system.
  - 1. Abbreviated Language: Language used in Specifications is abbreviated. Implied words and meanings shall be interpreted as appropriate. Singular words shall be interpreted as plural and plural words interpreted as singular where applicable as the context of the

- Contract Documents indicates.
2. Imperative and streamlined language is used. Requirements expressed in the imperative mood are to be performed by the Contractor. At certain locations in the Text, subjective language is used for clarity to describe responsibilities that must be fulfilled indirectly by the Contractor, or by others when so noted.
    - a. The words "shall be" are implied where a colon (:) is used within a sentence or phrase.
  - M. Abbreviations and Names: Where acronyms or abbreviations are used in the Specifications or other Contract Documents, they mean the recognized name of the trade association, standards-generating organization, authorities having jurisdiction, or other entity applicable to the context of the text provision. Refer to the "Encyclopedia of Associations," published by Gale Research Co., available in most libraries.
  - N. Permits, Licenses, and Certificates: For the Owner's records, submit copies of permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgments, correspondence, records, and similar documents, established in conjunction with compliance with standards and regulations bearing upon performance of the Work.

## 1.2 PRODUCTS (Not Applicable)

## 1.3 EXECUTION (Not Applicable)

END OF SECTION 01095

