

SUMMARY OF WORK**SECTION 01010****1.01 RELATED DOCUMENTS**

- A. The general provisions of the Contract, including General and Supplementary Conditions, and other Division 1 - General Requirements apply to the work specified in this Section.
- B. Division 1 Sections describe the administrative and procedural requirements and are as follows:
1. 01010 - Summary of Work
 2. 01040 - Cutting and Patching
 3. 01120 - Alteration Procedures
 4. 01200 - Project Meetings
 5. 01290 - Payment Procedures
 6. 01300 - Submittals
 7. 01500 - Construction Facilities And Temporary Controls
 8. 01562 - Temporary Dust Partitions
 9. 01600 - Materials and Equipment
 10. 01700 - Project Closeout

1.02 PROJECT IDENTIFICATION

- A. The work contemplated and covered in these Specifications and the accompanying Drawings consist of the Contractor furnishing all labor, materials, equipment, supervision, and all other services required including all work reasonably intended in the Contract Documents for:

**Renovations To
Edwards Warehouse
Cox Communications, Inc.
342 Edwards Avenue
Harahan , Louisiana 70123
Project No. 9514**

- B. The drawings which accompany and compliment the Specifications are identified on drawing title sheet.

1.03 GENERAL WORK DESCRIPTION

- A. Scope of Services: The work of this Contract, except as otherwise specified shall include all labor, materials, equipment and facilities necessary to produce the required result, all transportation and services, and all materials and equipment incorporated and intended to be incorporated in such results. The Work includes all fees, taxes, permit costs, insurance premiums, and costs for overhead, superintendence, temporary facilities, and other direct and indirect costs and expenses incidental to the performance of the Work.

1.04 EXISTING CONDITIONS

- A. The Contractor shall accept the area of the work in it's present condition and carefully examine the area of the work and determine for himself all existing conditions visually discernable and/or reasonably expected from his understanding of the Construction Documents and/or reasonably inferrible from the Contract Documents or his particular knowledge of this particular type of project, and shall be responsible for same. No activity by the Contractor shall jeopardize the usefulness of the existing building to the Owner at any time during the construction period.

1.05 CONTRACTOR'S USE OF PREMISES

- A. Confine operations at site to areas within the limits of the work of this Contract.
- B. Do not unreasonably encumber site with materials or equipment.
- C. Do not load structure with weight that will endanger structure.
- D. Assume full responsibility for protection and safekeeping of products stored on premises.
- E. Move any stored products which interfere with operations of the Owner.
- F. Obtain and pay for use of additional storage or work areas needed for operation.

1.06 INTERPRETATION OF DOCUMENTS

- A. The Contractor shall notify the Architect of any ambiguity, inconsistency or error which he may discover upon examination of the Construction Documents or of the site and local conditions. If the Contractor performs any work knowing it to be contrary to applicable laws, ordinances rules and regulations, and without such notice to the Architect, he shall assume full responsibility therefore and shall bear all costs attributable thereto.
- B. During construction the "Request For Information" form, a copy following this section, shall be completed and submitted to the Architect to obtain a response to any needed information and/or clarifications.

1.7 CONTRACTORS REPRESENTATIONS

- A. The Contractor represents that he has visited the site and determined for himself all existing conditions, laws and regulations that will affect the construction of the work and be responsible for same.
- B. The contractor must be fully qualified under any "Licensing Law for Contractors" in effect at the time and place of the work before submitting his proposal. In the State of Louisiana, only the bids of Contractors and Subcontractors duly licensed under Chapter 24 of the Louisiana State Legislature, La. R.S. 37:2151, et seq., will be considered if licensing is required. The law requires the Contractor to ascertain that his Subcontractors are fully licensed in accordance with the law.

- C. The Contractor represents that the contract will include the full cost of the building permit, and all other permits and licenses, required as a result of the work of this Contract such as State Fire Marshal Plan Review Fee, as well as fees for inspection and testing as required by the City, Parish, or State authority having jurisdiction over this project. The Contractor acknowledges that if the Owner has prepaid any portion of the building permit or other permit fees, the Owner will deduct from the bid an amount equal to that prepaid by the Owner for the permits in arriving at the Contract Sum to be used on the Contract to be entered into by the Owner and Contractor, or the permit fee shall be deducted by Change Order.
 - 1. Contractor is responsible for submitting, paying for and securing the permit (projects in the City of New Orleans) for the installation, alteration or addition to fire protective signaling, detection or suppression systems. The permit shall be submitted to the Department of Fire, City of New Orleans, Fire Prevention Division, 317 Decatur Street, New Orleans, LA 70130 in a timely manner since the Use and Occupancy permit is contingent on this permit.
- D. The Contractor represents that the Contract will include all applicable taxes; local, state, and federal.
- E. The Contractor represents that he has ascertained prior to submission of his bid that he has received all addenda issued., and that his contract will contain the costs associated with these addenda.

1.8 SUPERINTENDENT

- A. Contractor shall, prior to the commencement of construction operations, submit to the Architect for approval the name of the Superintendent and assistants he proposes to assign to the job and shall further submit a resume of the experience of the Superintendent and assistants and such other data as will attest to their competence and qualifications. This information shall be submitted in duplicate for the guidance of the Architect and Owner, and assignment of a Superintendent to the job shall not be made until the Owner and the Architect have approved this selection.
- B. The Superintendent shall be full time and be in attendance at the site whenever Work is being performed.

1.9 MATERIALS AND EQUIPMENT DELIVERY DATES

- A. The Contractor shall submit a statement giving a firm shipping and delivery date on all major items of building material and equipment. The statement shall be submitted not later than six weeks from the date the contract is returned to the Contractor.
- B. In addition, submit the names of the manufacturers of any long lead items that would potentially impact the progress of the Work and is the Contractor's responsibility to identify these manufacturers. Unless the aforementioned information is submitted, no extensions of time will be considered if extenuating circumstances exist affecting timely product delivery. Furthermore, no payments will be made to the Contractor until all information is furnished.

1.10 SELECTIVE DEMOLITION

- A. Conduct demolition, removal of debris and all work to ensure a minimum of interference with building occupants, building corridors and service areas. Ensure safe passage of persons around the areas of demolition. Promptly repair damages caused to adjacent construction by operations at no cost to the Owner. Do not interrupt existing utilities serving occupied facilities except when authorized in writing by the Owner. Use methods to keep the dust and dirt scattering in the air to the lowest practical level. Remove all debris and dispose of off the Owner's property. Any damage to existing facilities and site caused by the work of this contract shall be repaired and returned to original condition by the Contractor. See Section 02070-Selective Demolition.

1.11 PATCHING

- A. The Contractor shall be responsible for the repair of adjacent surfaces damaged as a result of the work of this project. Repair shall return the surface to a condition at least as good as existing prior to the alteration and shall include all finishing and painting to match existing surfaces. Contractor shall be responsible for determining the need for alterations prior to bidding, and shall bear all costs associated with alterations and repairs.

1.12 WORKING CONDITIONS AND SCHEDULING

- A. In general, the work may be performed during **normal business working hours, 7:00 a.m. to 3:30 p.m. Monday through Friday**, provided it is performed in a manner which does not interfere with the normal use and functions of the adjacent areas and buildings by the Owner and does not create noise which is objectionable to other tenants, and is of a duration authorized in advance by the Owner.
 - 1. **Note:** Any required utility shut downs and specific items identified in the documents that require work to be performed after normal business working hours. Additionally, all drilling and other objectionable noise must be performed at other than normal business hours.
- B. The Contractor shall furnish sufficient forces, construction plant and equipment, and shall work such hours of overtime or perform a continuous operation if necessary to insure the prosecution of the work in accordance with the approved progress schedule. It is imperative that the Work be completed on or before the date scheduled, and necessary allowances shall be made in estimating the project to allow for the construction schedule. The Contractor shall "accelerate" his subcontractors to the fullest extent and he shall impress upon his subcontractors the expedience required to overcome delays on their part or in the delivery of materials. He shall be alert to any and all happenings that affect the progress of the project. If the Contractor should fall behind in the progress schedule, it is mandatory that he take immediate steps, whatever required, to put the project back on schedule. Neither the Contractor nor any of his subcontractors nor anyone working on the Project shall be entitled to any compensation whatsoever for acceleration of the work for any reason for which the Contractor or any of his subcontractors or anyone else working on the Project is responsible, even if that responsibility is only a partial cause of the need to accelerate.

- C. The building and areas adjacent to the work areas will be in use by the public during the construction time and all protections for the public and property shall be implemented .
- D. All times during the term of the contract, the Contractor shall be responsible for the operation of all existing systems and equipment, in whatever manner may be necessary to provide service and compliment the conditions he creates by the various tie-ins, connections, and progress of the total project.
- E. All work that interfaces with the building mechanical, lightning protection systems must be coordinated directly with Building Management.
- F. The contractor and any subcontractors are required to coordinate their use of the loading dock and service elevator with Building Management so that normal building operations are not adversely affected by the construction activity. Storage of contractor's items in the dock areas is prohibited.
- G. The entrances, lobbies, passages, corridors, public elevators, stairways, and other common areas shall not be encumbered or obstructed by any of the Contractor's personnel or materials during construction.
- H. Each contractor and subcontractor will be responsible for the actions of their personnel.
- I. All trash removal from the job site will be the responsibility of the Contractor. The Building's dumpster is not to be used by the contractor. The Contractor shall make provisions for removal, transportation and legal disposal of his own trash and debris.
- J. All work that would affect the Owner's and the publics normal use and the functioning of the building and must be performed during "other-than-normal" hours at no additional cost to the Owners, and must be scheduled in advance and approved by the Owner with respect to time, date, and duration of the work.
- L. Smoking is not allowed in the Building or the roof area. Violation of this provision will cause expulsion of employee.
- P. Each contractor and subcontractor will be responsible for the actions of their personnel. There will be no alcoholic beverages, glass containers, or any "controlled substance" on the premises.
- Q. Identification badges, approved by building management, are required on all personnel at all times working on the building.
- R. Parking of contractor's vehicles and staging area will be accommodated in a portion of the parking lot.
- S. Dust and air contamination shall be controlled with temporary partitions which are sealed adequately to prevent dust from entering public areas or mechanical equipment. Floors shall be vacuumed with a dust proof vacuum cleaner. Return air systems shall be turned off or additionally filtered when operations creating dust are being performed so as not to clog the air filters. Protect smoke detector systems from dusty conditions by masking.

- U. All necessary temporary dust-proof partitions shall be erected at the work site before commencing any cutting, patching, demolition, or new installation work to contain dust and airborne contaminants to the work area. See Section 01562 - Temporary Dustproof Partitions

1.13 PROTECTION OF PROPERTY AND PUBLIC

- A. Contractor shall protect the public and the Owner's existing property that is adjacent to the Work being performed under this contract. Contractor shall also obtain approval from the Architect prior to removal of protection. Prior to commencing work, the Contractor shall provide adequate protection such as covers, dust partitions, platforms, scaffolding, etc., all as may be necessary to protect the Owner's property from dust and possible falling debris and/or materials. Removal of such protection shall likewise be performed with extreme care to prevent possible damage to the Owner's property.
- B. Furthermore, the Contractor shall repair at his own cost and make good all damage to the Owner's property and to adjacent and adjoining properties not belonging to the Owner for which he is or has been adjudged to be legally responsible. He shall further, reimburse the Owner and/or Architect in full for any damages resulting from suits that may be decided against the Owner and/or Architect rising out of claims for property damage due to the Contractor's improper performance or negligence on the part of any of the Contractor's employees, agents, or subcontractors, or due to any other acts for which the Contractor is legally responsible, together with all attorneys' fees, cost of court, and any other expense that may be entailed by the Owner and/or Architect in defending themselves against such suits and/or claims.
- C. The Contractor shall make all necessary provisions for the protection of the public. He shall provide barriers and shelters or any other safeguards as required to protect the public in accordance with the local laws. The safeguards and protections shall be fully maintained in first-class condition during the entire construction period, and at no time shall required protection be removed without the approval of the Architect. It is of utmost importance that all construction work be done without interfering with the normal operations of the adjacent areas and buildings.
- D. Restore all areas and items disturbed by the new construction to original condition.

1.14 CLEANLINESS AND CLEANUP

- A. All existing areas adjacent to the area of work must be kept clean from Contractor's debris. Any area not adequately cleaned by the Contractor shall be cleaned by the Owner (to his satisfaction) and the cost of such cleaning operations shall be deducted from any monies still due the Contractor.

1.15 ASBESTOS FREE CERTIFICATION

- A. All new building components shall be totally free of asbestos. The contractor is responsible to verify that the aforementioned condition exist during and at the completion of the project.

END OF SECTION

Request For Information

Project: Renovations to Edwards Warehouse
Cox Communications, Inc.
Metairie, Louisiana

Project No. 9514

RFI No. _____

Date: _____

Contractor:

Brief Description:

Drawing No. _____

Spec. Section _____

Detailed Description:

TMG Response:

Note: Some of the items in this response may result in credits or additions which may become part of a future Request for Change Order.

____ This document is not a RFI and therefore is being returned to you without a response. This document has not been entered into the project's RFI Log.

Initialed: _____

Date: _____



CUTTING AND PATCHING**SECTION 01040****PART 1 - GENERAL**

1.01 SUMMARY OF WORK

- A. Furnish all labor materials, tools, and equipment, and perform all operations necessary for cutting and patching work indicated or specified. The work involved in this section includes the following:

1. Cutting and patching of existing construction to accommodate the new Work.

1.02 DEFINITION

- A. "Cutting-and-Patching" is hereby defined to include but is not necessarily limited to the cutting and patching of nominally completed and previously existing work, in order to accommodate the coordination of the work, or to uncover other work for access or inspection, or to obtain samples for testing, or for similar purposes.

1.03 QUALITY ASSURANCE

- A. Requirements for Structural Work: Do not cut-and-patch structural work in a manner resulting in a reduction of load-carrying capacity or load/deflection ratio.
- B. Visual Requirements: Cut-and-patch work in a manner which will not result in a reduction of visual qualities or in substantial evidence of the cut-and-patch work, both as judged solely by the Architect. Remove and replace work judged by the Architect to be cut-and-patched in a visually unsatisfactory manner.

PART 2 - PRODUCTS

2.01 MATERIALS

- A. General: Except as otherwise indicated or approved by the Architect provide materials for cutting-and-patching which will result in equal-or-better work than the work being cut-and-patched, in terms of performance characteristics and including visual effect where applicable. Comply with the original materials where feasible and where recognized that satisfactory results can be produced thereby.

PART 3 - EXECUTION

3.01 PREPARATION

- A. The Contractor shall protect all property and the interest of all parties concerned in this general contract and its subsidiaries.

3.02 CUTTING AND PATCHING

- A. General: Employ skilled tradesmen to perform cutting-and-patching. Except as otherwise indicated or approved by the Architect, proceed with cutting-and-patching at the earliest feasible time, in each instance, and perform the work promptly.
- B. Cut work by methods least likely to damage work to be retained and work adjoining.
- C. Restore exposed finished of patched areas; and, where necessary extend finish restoration onto retained work adjoining, in a manner which will eliminate evidence of patching.
- D. Repaint surfaces from "break point to break point".

END OF SECTION

ALTERATION PROJECT PROCEDURES**SECTION 01120****PART 1 - GENERAL****1.01 SECTION INCLUDES**

- A. Selective demolition and protection of existing items.
- B. Products and installation for patching and extending Work.
- C. Transition and adjustments.
- D. Repair of damaged surfaces, finishes, and cleaning.

1.02 RELATED SECTIONS

- A. Section 01040 - Cutting and Patching: Cutting and patching.
- B. Section 01030 - Special Project Procedures and Requirements: Protection of installed work and cleaning during construction.

PART 2 - PRODUCTS**2.01 PRODUCTS FOR PATCHING AND EXTENDING WORK**

- A. New Materials: As specified in individual Sections; match existing products and work for patching and extending work.
- B. Type and Quality of Existing Products: Determine by inspection and testing products where necessary, referring to existing Work as a standard.

PART 3 - EXECUTION**3.01 EXAMINATION**

- A. Verify that demolition is complete, and areas are ready for installation of new Work.
- B. Beginning of restoration Work means acceptance of existing conditions.

3.02 PREPARATION

- A. Cut, move, or remove items as necessary for access to alterations Work. Replace and restore at completion.
- B. Remove unsuitable material not marked for salvage, such as corroded metals, and deteriorated masonry and concrete. Replace materials as specified for finished Work.
- C. Remove debris and abandoned items from area and from concealed spaces.

- D. Prepare surface and remove surface finishes to provide for proper installation of new work and finishes.

3.03 SELECTIVE DEMOLITION

- A. Demolition of designated portions of the building and lawful removal of materials from site.
- B. Careful removal and protection of existing items indicated for salvage and/or reinstallation.
- C. Obtain required permits from governing authorities.
- D. Protections: Provide temporary barricades, temporary dust partitions, and other forms of protection to protect personnel from injury and existing finishes from damage due to selective demolition work.
 - 1. Provide protective measures as required to provide free and safe passage of Owner's personnel and general public to occupied portions of building.
 - 2. Provide shoring, bracing, or support to prevent movement, settlement, or collapse of structure or element to be demolished and adjacent facilities or work to remain.
 - 3. Protect from damage existing finish work that is to remain in place during demolition operations.
 - 4. Protect floors with suitable coverings.
 - 5. Construct temporary dustproof partitions where required to separate areas where noisy or extensive dirt or dust operations are performed. Equip partitions with dustproof doors and security locks.
- E. Damages: Promptly repair damages caused to adjacent facilities by demolition operations at no cost to the Owner.
- F. Remove from the site debris, rubbish, and other materials resulting from the demolition operations.
- G. If hazardous materials are encountered during demolition operations notify the Owner immediately. Comply with applicable regulations, laws, and ordinances concerning and protection against exposed or environmental pollution.
- H. Cleanup and Repair: Upon completion of demolition work, remove tools, equipment, and demolished materials from site. Remove protections and leave interior areas broom clean.
 - 1. Repair demolition performed in excess of that required. Return elements of construction and surfaces to remain to condition existing prior to start operations. Repair adjacent construction or surfaces soiled or damaged by selective demolition work.

3.04 INSTALLATION

