

PART 1 - GENERAL

1.01 RESPONSIBILITIES OF CONTRACTOR

- A. Except as otherwise specifically stated in the contract, Contractor shall provide and pay for all materials, labor, tools, equipment, water, light, heat, power, transportation, superintendence, temporary construction of every nature, taxes legally collectible because of the Work and all other services and facilities of any nature necessary to execute Work as shown and/or specified under the contract and deliver it complete in every respect within specified time.
- B. If, during the course of construction of this project, the Contractor discovers errors, inconsistencies or omissions in the Contract Documents, the Contractor will report them to the Architect who will issue written instructions to the Contractor. If the Contractor performs Work knowing there is an error, inconsistency or omission in the Contract Documents without giving notice to the Architect or receiving written instruction from the Architect, the Contractor assumes responsibility for the Work and will bear all costs associated with the performance or correction of the Work.

1.02 PERMITS

- A. Utilizing the contract documents (Project Manual and Drawings) prepared by the Architect and his Consultants, along with information provided by the Owner or his Consultants, the Contractor is responsible for securing permits required to successfully complete the project. This responsibility includes payment for the permit and coordination of all submittals.
- B. Storm Water Discharge Permit: Contractor shall be responsible for obtaining this permit from Arkansas Department of Environmental Quality for construction sites where one (1) acre or more is disturbed, and meet all other storm water regulations. Contractor shall keep a copy of his Storm Water Discharge Permit on the jobsite at all times.

1.03 COORDINATION

- A. Provide administrative and supervisory requirements necessary for coordination of work, including meetings, administrative and supervisory personnel, survey, records, reports, limitations for use of site, installation provisions, cutting and patching, cleaning, protection, and conservation.
- B. Coordinate construction activities included under various sections of these specifications to assure efficient and orderly installation of each part of the work. Coordinate construction operations included under different sections of the specifications that are dependent upon each other for proper installation, connection, and operation.
 - 1. Where installation of one part of the work is dependent on installation of other components, either before or after its own installation, schedule construction activities in the sequence required to obtain its best results.

2. Where availability of space is limited, coordinate installation of different components to assure maximum accessibility for required maintenance, service and repair.
 3. Make adequate provisions to accommodate items scheduled for later installation.
- C. Where necessary, prepare memoranda for distribution to each party involved outlining special procedures required for coordination. Include such items as required notices, reports, and attendance at meetings.
- D. Coordinate scheduling and timing of required administrative procedures with other construction activities to avoid conflicts and ensure orderly progress of the work. Such administrative activities include, but are not limited to, the following:
1. Preparation of schedules
 2. Installation and removal of temporary facilities
 3. Delivery and processing of submittals
 4. Progress meetings
 5. Project close-out activities
- E. Coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water and materials.

1.04 PROJECT MEETINGS

- A. Pre-Construction Meeting: Within 15 days after execution of agreement, the Architect will prepare an agenda and schedule a pre-construction meeting. Written notice of meeting date, time and place, and agenda items will be sent to the Owner, Contractor, and Separate Contractors. The Contractor shall be responsible for notifying major subcontractors of meeting.
- B. Progress Meetings: The Contractor shall schedule and hold regular progress meetings to coordinate, expedite and schedule work of all contracts. Hold additional meetings as progress of work dictates or when requested by the Architect. Send written notice of meeting date, time and place, and agenda of meeting to the Owner, Architect/Engineer, Separate Contractors, Subcontractors and others as pertinent to agenda. Record results of meetings and distribute copies to everyone in attendance and to others affected by the decisions or actions resulting from each meeting.
- C. Additional meetings listed below may be required by the Architect to ensure coordination between all parties and construction documents. Contractor is to prepare agendas and provide to the Architect and other parties at least 3 days prior to the meeting for review. Meeting is to include the Architect, Engineer(s), Contractor, sub-contractor(s), and Owner.
1. On site soils placement and compaction below building footprint, initially, and beneath paved areas, secondary.
 2. Compaction around and placement of site drainage and utility structures.
 3. Construction of site retaining walls (if applicable).
 4. Compaction of and placement of concrete in footing trenches.
 5. Placement and detailing of below-grade or horizontal waterproofing (if applicable).

6. Placement of below slab vapor barriers
7. Placement of slab on grade and protection during curing, including visits during concrete placement and curing processes.
8. Erection of structural steel framing or load bearing assemblies.
9. Installation of exterior building skin, anticipated detailing and placement of flashings and sealants, with special attention at expansion locations, difficult conditions or material transitions.
10. Installation of curtain walls, storefronts, and windows, anticipated detailing and placement of sills, flashings and sealants.
11. Installation of roofing membranes, flashings and sheet metal.

1.05 CONTRACTOR USE OF PREMISES

- A. Confine operations at site to areas permitted under Contract. Portions of site beyond areas on which work is indicated are not to be disturbed.
- B. Limit use of premises to work indicated, allowing for Owner occupancy and public use.
 1. Keep existing driveways and entrances serving premises clear and available to Owner, employees, and public at all times. Do not use these areas for parking or storage of materials.
 2. Do not unreasonably encumber site with materials or equipment.
 3. Lock automotive type vehicles, such as passenger cars and trucks and other mechanized or motorized construction equipment, when parked and unattended, to prevent unauthorized use. Do not leave vehicles or equipment unattended with motor running or ignition key in place.
 4. Open fires will not be permitted on premises.

1.06 INDUSTRY STANDARDS

- A. Applicability of Standards: Except where more explicit or stringent requirements are written into the contract documents, applicable construction industry standards have the same force and effect as if bound into or copied directly into the contract documents. Such industry standards are made a part of the contract documents by reference. Individual specification sections indicate which codes and standards the Contractors must keep available at project site for reference.
- B. Publication Dates: Except as otherwise indicated, where compliance with an industry standard is required, comply with standard in effect as of date of contract documents.
- C. Conflicting Requirements: Where compliance with two or more standards is specified, and where these standards establish different or conflicting requirements for minimum quantities or quality levels, the most stringent requirement will be enforced, unless the contract documents specifically indicate otherwise. Refer requirements that are different, but apparently equal, and uncertainties as to which quality level is more stringent to the Architect for a decision before proceeding.

- D. Copies of Standards: The Contract Documents require that each entity performing work be experienced in that part of the work being performed. Each entity is also required to be familiar with industry standards applicable to that part of the work. Copies of applicable standards are not bound with the contract documents. Where copies of standards are needed for proper performance of the work, the Contractors are required to obtain such copies directly from the publication source.
- E. Abbreviations and Names: Trade association names and titles of general standards are frequently abbreviated. Where acronyms or abbreviations are used in the specifications or other contract documents they are defined to mean the recognized name of the trade association, standards generating organization, governing authority, or other entity applicable to the context of the text provisions.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION

PART 1 - GENERAL

1.01 DESCRIPTION

- A. Make submittals required by Contract Documents; revise and resubmit as necessary to establish compliance with specified requirements. Submittals which are received from sources other than through the General Contractor's office will be returned by the Architect without action.
- B. Submit documents in the following formats:
 - 1. Color selection requires actual materials or color cards. Reproductions and electronic copies will not be accepted.
 - 2. Electronic submittals of product and material data and shop drawings are preferred unless specifically requested to be hard copy by Architect.

1.02 ELECTRONIC SUBMITTAL PROCEDURES

- A. Summary
 - 1. Shop drawing and product data submittals shall be transmitted to Architect in electronic (PDF) format.
 - 2. The electronic submittal process is not intended for color samples, color charts, or physical material samples.
- B. Procedures
 - 1. Contractor shall review and apply electronic stamp certifying that the submittal complies with the requirements of the Contract Documents including verification of manufacturer / product, dimensions and coordination of information with other parts of the work.
 - 2. Contractor shall transmit each submittal to Architect.
 - 3. Architect / Engineer review comments will be made available.
 - 4. Distribution of reviewed submittals to subcontractors and suppliers is the responsibility of the Contractor.
 - 5. Submit electronic copies of reviewed submittals at project closeout for record purposes in accordance with Section 01 3250 – Closeout Submittals
- C. Contractor's submittal of (and Architect's review of) shop drawings, product data or samples which relate to work not complying with requirements of Contract Documents, does not constitute an acceptable or valid request for a substitution, nor approval thereof.

1.03 RELATED DOCUMENTS

- A. Applicable portions of the Agreement, Conditions of the Contract (General, Supplementary, and other Conditions), Drawings, Specifications, Addenda issued prior to the execution of the Contract, other documents listed in the Agreement and Modifications issued after the execution of the Contract shall apply to this Section.

1.04 QUALITY ASSURANCE

- A. Coordination of Submittals: Prior to each submittal, carefully review and coordinate all aspects of each item being submitted. By affixing Contractor's approval stamp to each submittal, certify that coordination has been performed.
- B. Verify that each item and submittal for it conforms in all respects with specified requirements.

1.05 TIMING OF SUBMITTALS

- A. General: Make submittals far enough in advance of scheduled dates of installation to provide required time for reviews, securing necessary approvals, possible revision and resubmittal, placing orders and securing delivery.
- B. Owner will not bear costs of delays due to late submittals.

1.06 COORDINATION AND SEQUENCING

- A. Coordinate preparation and processing of submittals with performance of work so that work will not be delayed by submittals.
- B. Coordinate and sequence different categories of submittals for same work, and for interfacing units of work, so that one will not be delayed for coordination of Architect's review with another.

PART 2 - PRODUCTS

2.01 PROGRESS SCHEDULE

- A. Within 7 days after Notice to Proceed, submit to Architect a bar-chart type progress schedule indicating time bar for each trade or operation of work to be performed. Time bar shall demonstrate planned work, properly sequenced and intermeshed, for expeditious completion of Work. Identify phases if required.
- B. Distribute progress schedule including all updates to Architect, Owner, subcontractor, suppliers, fabricators, and others with need-to-know schedule compliance requirements. Post copy in field office.

2.02 SCHEDULE OF VALUES

- A. Immediately after execution of the Contract Documents, Contractor shall submit for approval a Schedule of Values totaling the amount of the Contract.
- B. Schedule of Values line items are to be numbered and ordered in accordance with CSI Master Format numbering system. Refer to the Table of Contents in this Project Manual for correct numbering.

2.03 SCHEDULE OF SUBMITTALS

- A. In accordance with General Conditions Document AIA A201, within 30 calendar days after execution of the Contract Documents, Contractor shall submit a Schedule of Submittals to the Architect. Note any critical submittals and long lead items that need to be expedited.
 - 1. Unless otherwise agreed between Contractor and Architect, the Architect will have 10 working days for initial review of submittals.

2.04 LIST OF SUBCONTRACTORS

- A. Immediately after execution of the Contract Documents, Contractor shall submit for approval a listing of all subcontractors to be used for the project stating portions of Work to be performed, address and telephone number of firm, and contact at firm familiar with project.
- B. If all subcontractors have not been determined, submit a partial listing with regular updates indicating newly added subcontractors.

2.05 SUBSTITUTION REQUESTS

- A. Products specified herein establish a quality standard for comparison by manufacturers of similar products. Products of other manufacturers may be substituted for those specified herein on an "Approved Equal" basis. DO NOT propose the substitution of products that do not meet or exceed the quality standards established by the specified product. Products proposed as equivalent MUST be submitted through the General Contractor for review by the Architect after the Contract for Construction is awarded. DO NOT request approval of products prior to the awarding of the contract.
- B. Requests for substitution will be reviewed when extensive revisions to contract documents are not required and changes are in keeping with general intent of Contract Documents; when timely, fully documented and properly submitted; and when one or more of following conditions is satisfied, all as judged by Architect/Engineer. Otherwise, requests will be returned without action except to record non-compliance with these requirements.
 - 1. Where request is directly related to an "or equal" clause or other language of same effect in Contract Documents.
 - 2. Where required product, material or method cannot be provided within Contract Time, but not as a result of Contractor's failure to pursue the Work promptly or to coordinate various activities properly.
 - 3. Where required product, material or method cannot be provided in a manner which is compatible with other materials of the Work, or cannot be properly coordinated therewith, or cannot be warranted as required, or cannot be used without adversely affecting Owner's insurance coverage on completed work, or will encounter other substantial non-compliances which are not possible to otherwise overcome except by making requested substitution, which Contractor thereby certified to overcome such non-compatibility, non-coordination, non-warranty, non-insurability or other non-compliance as claimed.

4. Where required product, material or method cannot receive required approval by a governing authority, and requested substitution can be so approved.
 5. Where substantial advantage is offered Owner, in terms of cost, time, energy conservation or other valuable considerations, after deducting offsetting responsibilities Owner may be required to bear increased cost of other work by Owner or separate contractors, and similar considerations.
- C. **SUBSTITUTIONS REQUESTS MUST BE SUBMITTED WITH 30 DAYS AFTER THE DATE OF THE NOTICE TO PROCEED.** Substitution requests received after that time will be returned and the Contractor will be required to provide the product specified, except as follows:
1. Unavailability of product, material or method, not due to the Contractor's failure to pursue the work promptly or to coordinate various activities properly.
- D. Submit request for substitutions in writing using the Substitution Request form found at the end of this Section. This is the only form that will be accepted.
- E. Submit substitution request, fully identified for product or method being replaced by substitution, including related specification section and drawing number(s), and fully documented to show compliance with requirements for substitutions. Include manufacturer's product data/drawings, description of installation methods, material samples where applicable, complete color and finish selection cards or samples, Contractor's detailed comparison of significant qualities between specified item and proposed substitution, statement of effect on construction time and coordination with other affected work, cost information or proposal, and Contractor's statement to the effect that proposed substitutions will result in overall work equal-to-or-better-than work originally indicated.
- F. Failure to provide the requested data and samples within the specified time frame will be grounds for rejection as a comparable product.
- G. Do not incorporate substitutions into Shop Drawings until they have been reviewed by the Architect and written permission has been issued to make the proposed substitution a part of the contract.
- H. Under no circumstances shall Architect's review of any such substitution relieve Contractor from timely, full and proper performance of Work.
- I. In the event that the substitution of a product by the General Contractor necessitates the redrawing, redesign, modification or other change to the Contract Documents, the General Contractor will bear all associated costs of these changes.

2.06 REQUEST FOR SUPPLEMENTARY INFORMATION

- A. Make timely requests of Architect for additional information required in planning and production of Work.
- B. File requests in ample time to permit appropriate action by all parties involved and avoid delay in performance of Work.

- C. Owner will not bear costs for delays due to Contractor's failure to request information in a timely manner.

2.07 SHOP DRAWINGS

- A. Provide newly-prepared information with graphic information at accurate scale (except as otherwise indicated), with name of preparer indicated (firm name). Do not duplicate and submit Architect's construction drawings as shop drawings. Show dimensions and notes which are based on field measurement. Identify materials and products in work shown. Indicate compliance with standards, and special coordination requirements.
 - 1. **Contract Document electronic files (including all drawings, specifications, addenda and supplemental information) will not be made available to Bidders or Sub-bidders before the award of a Contract. After the award of the Contract, the General Contractor may make request for release of electronic document files.**
- B. Shop drawings must bear Contractor's approval stamp. This approval stamp certifies that the Contractor has reviewed the shop drawings, product data, samples or similar submittals for conformance with the Contract Documents. All deviations will be noted in writing and highlighted on the submittal for Architect's review. The Architect is not responsible for errors, omissions or deviations in the shop drawings, product data, samples or similar submittals by the Contractor.
- C. Submittals are reviewed by the Architect for design intent only. The Contractor is responsible for verification of dimensional requirements, compliance with contract documents and local codes, quantities and coordination of all affected trades.
- D. Under no circumstances shall Architect's review of shop drawings or submittals relieve Contractor from timely, full and proper performance of Work in accordance with the Contract Documents.

2.08 PRODUCT DATA

- A. Collect required data into one submittal for each unit of work or system; mark each copy to show which choices and options are applicable to project AND WHICH ARE AVAILABLE FOR SELECTION BY THE ARCHITECT WITHOUT ADDITIONAL COST. NO PAYMENT WILL BE MADE FOR ADDITIONAL COST OF ANY CHOICES OR OPTIONS SUBMITTED BY THE CONTRACTOR FOR SELECTION BY THE ARCHITECT AND NOT CLEARLY SHOWN AS NOT AVAILABLE WITHIN THE CONTRACT.
- B. Include manufacturer's standard printed recommendations for application and use, compliance with standards, application of labels and seals, notation of field measurements which have been checked, and special coordination requirements.
- C. Maintain one set of product data (for each submittal) at project site, available for reference by Architect and others.

- D. Do not submit product data until compliance with requirements of contract documents has been confirmed by Contractor.
- E. Installer's Copy: Do not proceed with installation of materials, products or systems until final copy of applicable product data is in possession of installer.

2.09 SAMPLES

- A. Submit accurate color and pattern charts or actual material samples to Architect for selection. Refer to pertinent sections of specifications for detailed submittal requirements. Provide units identical with final condition of proposed materials or products for the work. Include "range" samples (not less than 3 units) where unavoidable variations must be expected, and describe or identify variations between units of each set.
- B. Make all submissions affecting color selection within sufficient time to allow selection without causing delay in Work.
- C. Submit items requiring color selection or verification as one submittal to facilitate coordination of all colors at one time. Interior items may be submitted separately from exterior items.
- D. Provide full set of optional samples where Architect's selection is required. DO NOT INCLUDE OPTIONS REQUIRING ADDITIONAL COST.
- E. Samples are submitted for review and confirmation of color, pattern, texture and "kind" by Architect. Architect will not "test" samples (except as otherwise indicated) for compliance with other requirements, which are therefore the exclusive responsibility of Contractor.
- F. Submit 3 sets of samples in final submittal.
 - 1. Furnish two sets to Architect and assemble one set on site. When all samples are on site, Owner and Architect are to review. Contractor shall provide job samples indicating finished color selections for any and all items requiring finish color for project.
 - 2. Quality Control Set: Maintain returned final set of samples at project site, in suitable condition and available for quality control comparisons by Architect and Owner. Written approval from Owner is required before the work is begun for any finish requiring color review.
- G. Reusable Samples: Returned samples which are intended or permitted to be incorporated into Work must be in undamaged condition at time of use.

2.10 STRUCTURAL SUBMITTALS

- A. Structural submittals include shop drawings, design calculations, diagrams, illustrations, schedules, performance charts, nomenclature charts, samples, brochures and other data prepared by the Contractor or any subcontractor, manufacturer, supplier, fabricator, or distributor and which illustrate some portion of the Project directly related to the

structural design of the project.

- B. Contractor shall make all submittals in advance of installation or construction to allow sufficient time for review.
- C. Work requiring shop drawings, whether called for by the Contract Documents or requested by the Contractor, shall not commence until the submission has been reviewed by the Architect/Structural Engineer. Work may commence if the Contractor verifies the accuracy of the Architect/Structural Engineer's corrections and notations and complies with them without exception and without requesting change in Contract Sum or Contract Time.

PART 3 - EXECUTION

3.01 SUBMITTAL PREPARATION

- A. Permanently mark each submittal to identify project, date, Contractor, subcontractor, submittal name and similar information to distinguish it from other submittals. Show Contractor's executed review and approval marking.
- B. Indicate project, date, "To:"; "From:"; names of subcontractors, suppliers, manufacturers, required references, category and type of submittal, purpose, description, distribution record and signature of transmitter.
- C. Indicate drawing number and specifications section number to which submittal applies.

3.02 ARCHITECTS ACTION ON SUBMITTALS

- A. Architect's Submittal Review: Submittal review does not relieve Contractor(s) of compliance with Contract Documents or local codes. Review is only for conformance with the design intent of the Project and compliance with information given in the Contract Documents. The contractor is responsible to coordinate and to confirm all dimensions for use at the site. The contractor is responsible for coordination of the work of all trades.
- B. Architect's Action: Where action and return is required or requested, Architect will review each submittal and mark per the following, and where possible return within ten (10) working days of receipt. When a submittal must be coordinated with submittals of other trades, Contractor is responsible for gathering all information and forwarding to Architect as a single submittal.
- C. Architect's Response:
 - 1. Final Unrestricted Release: Work may proceed, provided it complies with notations and corrections on submittal and with Contract Documents, when submittal is returned with the following: **Marking: "Reviewed"**.
 - 2. Final-But-Restricted Release: Work may proceed, provided it complies with notations and corrections on submittal and with Contract Documents, when submittal is returned with the following: **Marking: "Furnish as Corrected"**.

3. Returned for Resubmittal: Do not proceed with work. Revise submittal in accordance with notations thereon, and resubmit without delay to obtain a different action marking. Do not allow submittals with the following marking (or unmarked submittals where a marking is required) to be used in connection with performance of the Work: **Marking: "Revise & Resubmit"**.
4. Other Actions: Where submittal is returned **"Rejected"** or **"Submit Specific Item"**, an explanation will be provided.

END OF SECTION

POLK STANLEY WILCOX ARCHITECTS

509 West Spring Street, Suite 150
Fayetteville, Arkansas 72701

SUBSTITUTION REQUEST

Project: AWSOM

Project No: 993A

Date:

Contractor:

Contact Person:

Contractor hereby requests consideration of a product substitution as follows:

1. Refer To: Section - _____ and/or Drawing - _____

2. Item Description: _____

3. Proposed Substitution: _____

Manufacturer: _____

Model Number: _____

Description: _____

4. Reason for Substitution: _____

_____ Availability _____ Quality Advantage

_____ Delivery Schedule _____ Performance Advantage

_____ Cost Advantage _____ Other: _____

5. Coordination: _____

Difference in dimensions between the specified and proposed substitute **(WILL)**
(WILL NOT) affect dimensions on drawings and adjacent items.

Describe the effect of the substitution on work of other trades: _____

Describe the effect of the substitution on other required new or existing materials including
electrical wiring, piping, ductwork, finishes, structure, etc.: _____

Acceptance of this substitution will cause **(NO CHANGE IN)**
(A REDUCTION OF _____ DAYS FROM) the completion date of this project.

Describe any required architectural or engineering design changes required to
accommodate the substitution: _____

6. Differences: _____

The proposed substitution **(MEETS) (DOES NOT MEET)** the reference standards
(ASTM, AWI, UL, etc.) as specified.

The proposed substitution **(MEETS) (DOES NOT MEET)** the fire rating classification
(class, type, FM, UL, NFPA) as specified.

The proposed substitution is available in the following **(COMPARABLE) (LIMITED)**
(ADDITIONAL) finishes.

Note: Any additional cost associated with proposed substitute finishes will be
absorbed by the contractor if this substitution is approved and implemented.

7. Warranty:
Specified Warranty Length and Coverage: _____
Substitute Warranty Length and Coverage (Sample warranty attached): _____
8. This substitution will result in a cost savings and credit of \$ _____.
9. The proposed substitute has been used in the following installations (attached): _____
10. Service and replacement material are available from the following (attached): _____

By submitting this Request for Substitution, the Contractor accepts the following terms and conditions:

1. The proposed substitution, if accepted, will provide performance equivalent to the material or equipment specified. Should a substitution be accepted and should the substitute material or equipment prove defective or otherwise unsatisfactory for the service intended, the Contractor will replace the material or equipment with the material or equipment specified.
2. If the substitution will affect a correlated function, adjacent construction, or work of other trades or contractors, the necessary changes and modifications to affected work are considered to be part of the substitution and will be accomplished without additional cost to the Owner.
3. In the event that the substitution of materials or equipment necessitates the redrawing, redesign, modification or other change to the Contract Documents, the General Contractor will bear all associated costs of these changes.

Contractor warrants that they have verified and believe this substitute is equal or superior to the specified item in all respects. There will be no additional cost associated with coordinating installation of this substitute. Costs and effects of the substitution, as outlined herein, are certified and complete. Claims for additional costs related to acceptance of this substitution, which may become apparent later, are waived.

Manufacturer's product cut sheets, drawings, samples, data sheets, sample warranties, manufacturer's certification, etc. for the substitute are attached.

Contractor: _____ Date: _____

By: _____

Typed Name: _____

Architect's Action:

Substitution is Accepted: _____

Substitution is Rejected for the following reason(s): _____

By: _____

Typed Name: _____

Date: _____

PART 1 - GENERAL

2.01 CLOSEOUT SUBMITTALS

- A. Upon completion of Work and **prior to final payment, electronic copies** of the following items must be submitted to Architect:
1. General Contractors letter of warranty
 2. General Contractors letter stating that all deficiency list items are complete
 3. Lien releases
 4. Consent of Surety to pay final retainage
 5. List of all subcontractors and suppliers, including portions of the work performed, address and telephone number of firm, and a contact name familiar with the project.
 6. Guarantees and Warranties: Two fully executed copies of each guarantee and warranty specified. Note that all guarantees and warranties begin at the date of substantial completion.
 7. Certificates: Fully executed copy of each certificate specified.
 - a. Certificate of Occupancy
 - b. Final Termite Inspection
 - c. Final Plumbing Inspection
 - d. Final Electrical Inspection
 - e. Certificate of Air Balance
 8. Miscellaneous other inspection reports:
 - a. Boiler and Tank
 - b. Elevators and Hoist Systems
 - c. Backflow Preventers on Potable Water
 - d. Fire Suppression System
 - e. Fire Alarm System
 - f. Security System
 - g. Backup Power Generator
 - h. Cable Test/Certification Reports and Startup Records
 9. Instructions: Operating, service and maintenance manual or instruction sheet for each item as requested by specifications and required for Owner's use.
 10. Shop Drawings: A complete file of final copies of all shop drawings used in construction of project.
 11. Complete set of all submittals for products used in construction of project.
- B. Project Record Drawings: The Contractor shall provide one (1) complete set of project record drawings and electronic copies of scanned images of the drawings.
1. Cloud and reference each of the following items on the Record Drawings:
 - a. written addendum items
 - b. Addendum Drawings
 - c. Supplemental Drawings
 - d. Supplemental Instructions
 - e. Change Orders
 - f. responses to RFI's
 - g. any other deviations from the original drawings that are made in the field

2. Record final locations of underground lines by depth from finished grade and by accurate horizontal offset distances to permanent surface improvements such as buildings, curbs, edges, or walks.

PART 2 - PRODUCTS - Not Used

PART 3 - EXECUTION

3.01 EXTENDED WARRANTIES

- A. The entire project is warranted for a period of one (1) year from the date of substantial completion and several materials and systems require extended warranties. It is the responsibility of the General Contractor to review the Project Manual to determine the term of the extended warranties and provide the extended warranties required.

END OF SECTION

PART 1 – GENERAL

1.01 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.
- B. Arkansas Special Inspections Guidelines (SEAoAR SI GL 02 - 01/01/2014) in accordance with 2012 Arkansas Fire Prevention Code (based on 2012 International Building Code).

1.02 SUMMARY

- A. This Section includes administrative and procedural requirements required for compliance with the International Building Code, Chapter 17, Structural Tests and Special Inspections.
- B. Structural testing and special inspection services are required to verify compliance with requirements specified or indicated. These services do not relieve Contractor of responsibility for compliance with other construction document requirements.
 - 1. Specific quality-assurance and -control requirements for individual construction activities are specified in the Sections that specify those activities. Requirements in those Sections may also cover production of standard products.
 - 2. Specified tests, inspections, and related actions do not limit Contractor's other quality-assurance and -control procedures that facilitate compliance with the construction document requirements.
 - 3. Requirements for Contractor to provide quality-assurance and -control services required by Architect, Owner, or authorities having jurisdiction are not limited by provisions of this section.
- C. The Owner will engage one or more qualified Special Inspectors and / or testing agencies to conduct structural tests and special inspections specified in this section and related sections and as maybe specified in other divisions of these specifications.

1.03 DEFINITIONS

- A. Approved Agency: An established and recognized agency regularly engaged in conducting tests or furnishing inspection services, when such agency has been approved by the building official.
- B. Construction Documents: Written, graphic and pictorial documents prepared or assembled for describing the design, location and physical characteristics of the elements of a project necessary for obtaining a building permit. Construction Documents include all supplemental instructions, sketches, addenda, and revisions to the drawings and specifications issued by the registered design professional beyond those issued for a building permit.

- C. Shop Drawings/Submittal Data: Written, graphic and pictorial documents prepared and/or assembled by the Contractor based on the Construction Documents.
- D. Structural Observation: Visual observation of the structural system by a representative of the registered design professional's office for general conformance to the approved construction documents. Structural observations are not considered part of the structural tests and special inspections and do not replace inspections and testing by the testing agency or Special Inspector.
- E. Special Inspector: A qualified person who demonstrating competence, to the satisfaction of the code enforcement official and registered design professional in responsible charge, for inspection of the particular type of construction or operation requiring special inspection. The Special Inspector shall be a licensed Professional Engineer, Engineering Intern, or a qualified representative from the testing agency who is under supervision of a licensed Professional Engineer.
- F. Special Inspection, Continuous: The full-time observation of work requiring special inspection by an approved Special Inspector who is present in the area where the work is being performed.
- G. Special Inspection, Periodic: The part-time or intermittent observation of work requiring special inspection by an approved Special Inspector who is present in the area where the work has been or is being performed and at the completion of the work.
- H. Testing Agency: A qualified materials testing laboratory under the responsible charge of a licensed Professional Engineer, approved by the code enforcement official and the registered design professional in responsible charge, to measure, examine, test, calibrate, or otherwise determine the characteristics or performance of construction materials and verify confirmation with construction documents.

1.04 QUALITY ASSURANCE

- A. Testing Agency Qualifications:
 - 1. Minimum qualifications of inspection and testing agencies and their personnel shall comply with ASTM E329-03 Standard Specification for Agencies in the Testing and/or Inspection of Materials Used in Construction.
 - a. Inspectors and individuals performing tests shall be certified for the work being performed as outlined in the appendix of the ASTM E329. Certification by organizations other than those listed must be submitted to the building official for consideration before proceeding with work.
 - 2. In addition to these requirements, local jurisdiction may have additional requirements. It is the responsibility of the testing and inspection agencies to meet local requirements and comply with local procedures.

1.05 CONFLICTING REQUIREMENTS, REPORTS, AND TEST RESULTS

- A. General: If compliance with two or more standards is specified and the standards establish different or conflicting requirements for minimum quantities or quality levels, comply with the most stringent requirement. Refer uncertainties and requirements that

are different, but apparently equal, to the registered design professional in responsible charge for a decision before proceeding.

- B. Minimum Quantity or Quality Levels: The quantity or quality level shown or specified shall be the minimum provided or performed. The actual installation may comply exactly with the minimum quantity or quality specified, or it may exceed the minimum within reasonable limits. To comply with these requirements, indicated numeric values are minimum or maximum, as appropriate, for the context of requirements. Refer uncertainties to the registered design profession in responsible charge for a decision before proceeding.
- C. The Special Inspector's reports and testing agencies results shall have precedence over reports and test results provided by the Contractor.
- D. Where a conflict exists between the construction documents and approved shop drawings/submittal data, the construction documents shall govern unless the shop drawings/submittal data are more restrictive. All conflicts shall be brought to the attention of the registered design professional in responsible charge.

1.06 SUBMITTALS BY SPECIAL INSPECTOR AND/OR TESTING AGENCY

- A. Special Inspectors shall keep and distribute records of inspections. The Special Inspector shall furnish inspection reports to the building official, and to the registered design professional in responsible charge, Contractor, Architect, and Owner. Reports shall indicate that work inspected was done in conformance to approved construction documents. Discrepancies shall be brought to the immediate attention of the Contractor for correction. If the discrepancies are not corrected, the discrepancies shall be brought to the attention of the building official and to the registered design professional in responsible charge prior to the completion of that phase of the work. A final report documenting required special inspections and correction of any discrepancies noted in the inspections shall be submitted at a point in time agreed upon by the permit applicant and the building official prior to the start of work.
 - 1. Special inspection reports and test results shall include, but not be limited to, the following:
 - a. Date of inspection.
 - b. Description of inspections or tests performed including location (reference grid lines, floors, elevations, etc.).
 - c. Statement noting that the work, material, and/or product conforms or does not conform to the construction document requirements.
 - 1) Name and signature of Contractor's representative who was notified of work, material, and/or products that do not meet the construction document requirements.
 - d. Name and signature of Special Inspector and/or testing agency representative performing the work.
- B. Schedule of Non-Compliant Work: Each agent shall maintain a log of work that does not meet the requirements of the construction documents. Include reference to original inspection/test report and subsequent dates of re-inspection/retesting.

- C. Reports and tests shall be submitted within 1 week of inspection or test. Schedule of Non-Compliant Work shall be updated daily and submitted at monthly intervals.
- D. Final Report of Special Inspections. Submitted by each agent listed in the schedule of Structural Testing and Special Inspections.

PART 2 - PRODUCTS (not used)

PART 3 – EXECUTION

3.1 CONTRACTOR’S RESPONSIBILITY

- A. The Contractor shall coordinate the inspection and testing services with the progress of the work. The Contractor shall provide sufficient notice to allow proper scheduling of all personnel. The Contractor shall provide safe access for performing inspection and on site testing.
- B. The Contractor shall submit schedules to the Owner, registered design professionals and testing and inspecting agencies. Schedules will note milestones and durations of time for materials requiring structural tests and special inspections.
- C. Each Contractor responsible for the construction of a seismic-force-resisting system, designated seismic system, or component listed in the quality assurance plan shall submit a written Contractor’s statement of responsibility to the building official and to the Owner prior to the commencement of work on the system or component. The Contractor’s statement of responsibility shall contain the following:
 - 1. Acknowledgment of awareness of the special requirements contained in the quality assurance plan.
 - 2. Acknowledgment that control will be exercised to obtain conformance with the construction documents approved by the building official.
 - 3. Procedures for exercising control within the Contractor’s organization, the method and frequency of reporting and the distribution of the reports.
 - 4. Identification and qualifications of the person(s) exercising such control and their position(s) in the organization.
- D. Each Contractor responsible for the construction of a main wind force-resisting system or a wind-resisting component listed in the quality assurance plan shall submit a written statement of responsibility to the building official and the Owner prior to the commencement of work on the system or component. The Contractor’s statement of responsibility shall contain the following:
 - 1. Acknowledgment of awareness of the special requirements contained in the quality assurance plan.
 - 2. Acknowledgment that control will be exercised to obtain conformance with the construction documents approved by the building official.
 - 3. Procedures for exercising control within the Contractor’s organization, the method and frequency of reporting and the distribution of the reports.
 - 4. Identification and qualifications of the person(s) exercising such control and their position(s) in the organization.

- E. The Contractor shall repair and/or replace work that does not meet the requirements of the construction documents.
 - 1. Contractor shall engage an Engineer/Architect to prepare repair and/or replacement procedures.
 - 2. Engineer/Architect shall be registered in the state in which the project is located. Engineer shall be acceptable to the registered design professional in responsible charge, code enforcement official, and Owner.
 - 3. Procedures shall be submitted for review and acceptance by the registered design professional in responsible charge, code enforcement official, and Owner before proceeding with corrective action.
- F. The Contractor shall be responsible for costs of:
 - 1. Re-testing and re-inspection of materials, work, and/or products that do not meet the requirements of the construction documents and shop drawings/submittal data.
 - 2. Review of proposed repair and/or replacement procedures by the registered design professional in responsible charge and the inspectors and testing agencies.
 - 3. Repair or replacement of work that does not meet the requirements of the construction documents.

3.2 STRUCTURAL OBSERVATIONS

- A. Structural observations may be made periodically as determined by the registered design professional in responsible charge.

3.3 TESTING AND INSPECTION

- A. Reference related specifications for the minimum level of inspections and testing. Provide additional inspections and testing as necessary to determine compliance with the construction drawings.

END OF SECTION

PART 1 - GENERAL

1.01 SUMMARY

- A. Construct mock-up wall construction. Locate mock-ups where directed by Architect.
- B. Construct back-up wall to show stud framing, exterior sheathing, air barrier, vapor barrier, moisture barrier, cavity wall insulation, connectors and flashing.
- C. Mock-up wall assembly is to contain the following building components. All components are to be from the same production run to be used on the building:
 - 03 4500 ARCHITECTURAL PRECAST CONCRETE
 - 05 4000 COLD-FORMED METAL FRAMING
 - 06 1600 GYPSUM SHEATHING
 - 07 1000 WATERPROOFING
 - 07 1250 FLUID APPLIED WEATHER BARRIERS
 - 07 2000 INSULATION
 - 07 2100 SPRAY FOAM INSULATION
 - 07 4150 METAL WALL PANELS
 - 07 9000 JOINT SEALANTS
 - 08 4413 UNITIZED CURTAIN WALL ASSEMBLY
 - 08 8000 GLAZING

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.01 GENERAL

- A. Notify Architect as each component of mock-up is installed. Do Not cover up work until reviewed by Architect.
- B. Remove mock-up when not approved, and rebuild. Notify Architect 24 hours before inspection.
- C. When approved, mock-up will demonstrate minimum standard for this work.
- D. Mock-up is to remain in place for duration of work as a reference point
- E. Do not proceed with work until mock-up has been approved. Only work which matches approved mock-up in all respects will be acceptable for Project.
- F. Remove upon Project completion.

END OF SECTION

PART 1 - GENERAL

1.01 GENERAL SITE REQUIREMENTS

- A. Do not close or obstruct streets, walks or other occupied or used facilities without permission from authorities having jurisdiction. Provide alternate routes around closed or obstructed traffic ways.
- B. Ensure safe passage of persons around areas of construction. Conduct operations to prevent injury to adjacent buildings, structures, facilities and persons.
- C. Erect temporary covered passageways as required by authorities having jurisdiction.
- D. Provide dustproof partitions if required. If not indicated on the drawings, provide dustproof partitions as directed by the Architect to comply with applicable sections of the Life Safety Code.
- E. Provide temporary enclosures at doors and other openings in walls as necessitated by weather conditions. Construct enclosures with fire retardant treated lumber. Tape joints and caulk to prevent dust and debris from migrating beyond construction areas. Maintain enclosures in good repair and remove when no longer needed.
- F. Provide interior and exterior shoring, bracing or support as needed to prevent movement, settlement or collapse.

1.02 PROJECT SIGNS

- A. General Contractor shall furnish and erect temporary construction sign at job site and remove sign at end of construction period. Paint and letter as directed by Architect to identify project, Owner, Architect and Contractor.
- B. Additional signs will be provided by the Architect to be placed as directed. Signs shall be maintained throughout the project.
- C. Subject to prior approval of Owner as to size, design, type, location and to local regulations, Contractor and his subcontractors may erect temporary signs for purposes of identification and controlling traffic.

1.03 JOB OFFICES AND STORAGE

- A. Contractor and his subcontractors shall maintain office and storage facilities on site as may be necessary. Locate so as to cause no interference with work to be performed on the site by Owner or with Owner's operations. Consult with Architect regarding locations. Office shall have as a minimum the following items:
 - 1. Complete set of Construction Documents including all addenda and supplemental information.

2. Layout and meeting space for Architects or Owners representative to use when visiting the site.
 3. Complete job file with copies of all correspondence concerning the project.
- B. Upon completion of project, or as directed by Architect, Contractor shall remove temporary structures and facilities from the site, same to become his property. Leave the premises in condition required by Contract.

1.04 SANITARY ARRANGEMENTS

- A. Contractor, at beginning of Work, to provide on premises suitable temporary convenience and enclosure for use of workmen on job. Maintain in sanitary condition and remove at completion of Work or when directed by Architect.

1.05 TEMPORARY UTILITIES FOR CONSTRUCTION

- A. Provide all gas and electric service required for construction purposes.
- B. Provide all water required for construction purposes. Run temporary lines and provide necessary stand pipes.
- C. Contractor to pay all utility charges until time of substantial completion.

1.06 TEMPORARY HEATING

- A. Provide temporary heating, coverings and enclosures necessary to protect operations and materials against damage by dampness and cold, to dry out work, and facilitate completion of Work.
- B. Maintain critical installation temperatures required in separate Sections of the Specifications. Repair or replace at no additional cost to Owner, any materials and work damaged by dampness, insufficient or abnormal heat.

1.07 CONSTRUCTION AIDS

- A. Provide and maintain for the duration of construction temporary equipment and apparatus including scaffolds, elevators and hoists, canopies, tarpaulins, barricades, warning signs, steps, ladders, platforms, ramps, chutes, walkways, and other temporary construction aids and miscellaneous facilities as necessary for proper completion of the work; comply with pertinent safety regulations.

1.08 RUBBISH CONTAINERS

- A. Provide suitable containers with covers for refuse from meals eaten on job site. Remove refuse from containers at least once in every 72 hour period. Place one container beside each drinking water facility to receive discarded paper cups. Pick up and place bottles, cans, paper and garbage of every description in covered rubbish containers continuously during day.

1.09 TEMPORARY FIRE PROTECTION

- A. During construction period, provide and maintain types and forms of temporary fire protection needed to protect facilities against fire losses. Store combustible materials in recognized fire-safe locations and containers.

1.10 SECURITY

- A. Provide sufficient control to prevent illegal entry or damage during nights, holidays, or other periods when work is not being executed, and such other controls as required during working hours.

1.11 REMOVAL

- A. Maintain construction facilities and temporary controls as long as needed for safe and proper completion of work. Remove temporary facilities and controls as rapidly as progress of work will permit or as directed by Architect.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION

PART 1 - GENERAL

1.01 SUMMARY

- A. Coordinate the installation of the equipment or system with all trades. Any problem noted shall be brought to the attention of the Architect. This notification must be submitted in writing and no claims shall be considered unless the request for clarification has been initiated by the Contractor.

1.02 DEFINITIONS

- A. OFCI: Owner Furnished-Contractor Installed.
 - 1. The Contractor shall be responsible for receiving, storing, protecting, providing all rough-in services, installing and testing of the equipment or system. The Contractor shall receive, inventory, verify quantity and condition.
- B. CFCI: Contractor Furnished-Contractor Installed.
 - 1. The Contractor shall be responsible for ordering, receiving, storing, protecting, installing and testing of the equipment or system.
- C. OFOI: Owner Furnished-Owner Installed.
 - 1. The Owner shall be responsible for furnishing and installing this equipment or system. The Contractor shall only be required to furnish the rough-in as shown on the Contract Documents.

PART 2 - PRODUCTS

2.01 OWNER FURNISHED AND CONTRACTOR INSTALLED

- A. Refer to Equipment Coordination Plans: A911 – A914 for specific items and anticipated locations/quantities
 - 1. Miscellaneous, Throughout:
 - a. Paper Towel Dispensers
 - b. Soap Dispensers
 - c. Automated External Defibrillators (AEDs)
 - d. Wall Mounted Clocks
 - 2. Clinic and Simulation Areas, General
 - a. Wall Mounted Hand Sanitizer Dispensers
 - b. Wall Mounted Sharps Containers
 - c. Wall Mounted Diagnostic Sets
 - d. Wall Mounted Glove Dispensers
 - e. Refrigerators
 - f. Wall Mounted Furniture
 - g. Exam Room Tables
 - h. Sterilizer Room Equipment
 - i. Check-in Kiosks

3. Break Areas:
 - a. Equipment / Appliances
4. Public Areas:
 - a. Coffee Station Equipment / Appliances
5. Café
 - a. Menu Boards
6. Student Life Areas:
 - a. Equipment / Appliances
7. Gym
 - a. Gym Equipment
8. Maker Space
 - a. Equipment
9. Site
 - a. Exterior Monumental Signage

PART 3 - EXECUTION (Not Applicable)

END OF SECTION

PART 1 - GENERAL**1.01 CLEANING AND WASTE REMOVAL****A. Progress Cleaning:**

1. The premises and the job site shall be maintained in a reasonable neat and orderly condition and kept free from accumulations of waste materials and rubbish during the entire construction period. Remove crates, cartons, and other flammable waste materials or trash from the work areas at the end of each working day. Do not allow debris to blow onto adjoining properties. Respond immediately to request from adjoining property owners to remove any debris that does manage to show up on adjoining properties. Collect and remove waste materials, debris, and rubbish from site weekly, daily if necessary and dispose off-site.
2. Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, prior to enclosing the space.
3. Broom and vacuum clean interior areas prior to start of surface finishing, and continue cleaning to eliminate dust.

B. Final Cleaning:

1. Use cleaning materials and agents recommended by manufacturer or fabricator of surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property, or that might damage finished surfaces.
2. Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit of Work to condition expected from a commercial building cleaning and maintenance program. Comply with manufacturer's published instructions.
3. Complete following cleaning operations before requesting inspection for Substantial Completion.
 - a. Clean Project Site, yard and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste materials, litter and foreign substances. Sweep paved areas broom clean. Remove petro-chemical spills, stains and other foreign deposits. Rake grounds to a smooth even-textured surface.
 - b. Remove tools, construction equipment, machinery and surplus material from Project Site.
 - c. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
 - d. Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics and similar spaces.
 - e. Broom clean concrete floors in unoccupied spaces.
 - f. Vacuum clean carpet and similar soft surfaces, removing debris and excess nap. Shampoo if required.

- g. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other substances that are noticeable vision-obscuring materials. Replace chipped, scratched or broken glass and other damaged transparent materials. Polish mirrors and glass, taking care not to scratch surfaces. Do not use razor blades to clean glass. Any scratches on the glass caused by the cleaning process will be cause for the removal and replacement of the damaged glass at the Contractor's expense.
- h. Remove labels that are not permanent labels.
- i. Touch-up and otherwise repair and restore marred exposed finishes and surfaces. Replace finishes and surfaces that can not be satisfactorily repaired or restored, or that show evidence of repair or restoration. Do not paint over "UL" and similar labels, including mechanical and electrical name plates.
- j. Wipe surfaces of mechanical and electrical equipment, and other similar equipment. Remove excess lubrication, paint and mortar droppings and other foreign substances.
- k. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
- l. Replace all disposable filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills. Clean ducts, blowers, and coils if units were operated without filters during construction.
- m. Clean light fixtures, lamps, globes and reflectors to function with full efficiency. Replace burned out bulbs, and defective and noisy starters in fluorescent and mercury vapor fixtures.
- n. Leave Project clean and ready for occupancy.
- 4. Engage an experienced licensed exterminator to make a final inspection, and rid Project of rodents, insects, and other pests. Comply with regulations of local authorities having jurisdiction.
- 5. Remove temporary protection and facilities installed during construction to protect previously completed installations during remainder of construction.
- 6. Comply with governing regulations and safety standards for cleaning operations. Remove waste materials from Project Site and dispose of in accordance with requirements of local authorities having jurisdiction.
 - a. Extra materials of value that remain after completion of construction and have become the Owner's property are to be stored as directed by Owner.

PART 2 - PRODUCTS - Not Used

PART 3 - EXECUTION - Not Used

END OF SECTION