

## EARLY COUNTY COURTHOUSE, RENOVATIONS, BLAKELY, GEORGIA - 1818

Ex. or Exist: Existing.

### DRAWING SYMBOLS:

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

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

### INDUSTRY STANDARDS:

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 Contractor must keep available at the project site for reference.

Referenced standards (standards referenced directly in the contract documents) take precedence over standards that are not referenced but generally recognized in the industry for applicability to the Work.

Unreferenced Standards: Except as otherwise limited by the contract documents, standards not referenced but recognized in the construction industry as having direct applicability will be enforced for performance of the Work. The decision as to whether an industry code or standard is applicable, or as to which of several standards are applicable, is the sole responsibility of the Architect/Engineer.

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.

Updated Standards: At the request of the Architect/Engineer, Contractor or governing authority, submit a change order proposal where an applicable industry code or standard has been revised and reissued after the date of the contract documents and before the performance of the Work affected. The Architect/Engineer will decide whether to issue a change order to proceed with the updated standard.

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

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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/Engineer for a decision before proceeding.

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

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 Contractor is required to obtain such copies directly from the publication source.

Although copies of standards needed for enforcement of requirements may be required submittals, the Architect/Engineer reserves the right to require the Contractor to submit additional copies as necessary for enforcement of requirements.

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 provision. Refer to the "Encyclopedia of Associations", published by Gale Research Co., available in most libraries.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION 01090

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## SECTION 01250 - CONTRACT MODIFICATION PROCEDURES

### PART 1 - GENERAL

#### 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.

#### MINOR CHANGES IN THE WORK

Architect will issue supplemental instructions authorizing Minor Changes in the Work, not involving adjustment to the Contract Sum or the Contract Time, in writing and typically on Field Reports to the Owner and copied to the Contractor.

#### PROPOSAL REQUESTS

Request for Information (RFI): Contractor shall use the RFI form attached following this Section to request information from the Architect regarding the Contract Documents. This form is available at [www.srjarchitects.com](http://www.srjarchitects.com) in Excel format.

Contractor may use similar formats that contain the information indicated on the attached form.

Changes in the Work that may require adjustment to the Contract Sum and/or the Contract Time shall be summarized on the attached Change Order Proposal Request form and shall be submitted to the Architect for review. This form is available at [www.srjarchitects.com](http://www.srjarchitects.com) in Excel format.

Contractor may use similar formats that contain the information indicated on the attached form.

Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. Furnish necessary data to substantiate quantities.

Indicate applicable taxes, delivery charges, overhead and profit..

#### CHANGE ORDER PROCEDURES

On Owner's approval of a Change Order Proposal Request, Architect will issue a Change Order for signatures of Owner and Contractor on an appropriate form per the Contract Documents.

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When a Change Order includes an adjustment in the Contract Time, submit an updated Contractor's Construction Schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.

CONSTRUCTION CHANGE DIRECTIVE: See General Conditions where applicable.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01250

**REQUEST FOR INFORMATION (RFI)**

RFI # \_\_\_\_\_

Project Name:	Project Number:
Contractor Name:	Contractor Email:

**Reason for Request:** \_\_\_\_\_

- Insufficient Information
- Engineering Conflict
- Alternative Proposal
- Other \_\_\_\_\_

**Action Requested:** \_\_\_\_\_

- Clarification
- Direction
- No Change

**Probable Effect:** \_\_\_\_\_

- Increase Cost
- Decrease Cost
- No Change
- Increase Time

**CONTRACTOR'S REQUEST FOR INFORMATION:**

Drawing Number:	Detail Number:	Spec. Section:
-----------------	----------------	----------------

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contractor's Resolution: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

**ARCHITECTS/ENGINEERS RESPONSE:**

- Proceed with Recommended Solution(s)       Proceed with these Instruction(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Response By: \_\_\_\_\_ Date: \_\_\_\_\_



# CHANGE ORDER PROPOSAL REQUEST

PROJECT NAME: \_\_\_\_\_

CO PROPOSAL # \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

PROPOSAL DATE: \_\_\_\_\_

NARRATIVE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CONTRACT TIME:

No change

Extended \_\_\_\_\_ calendar days

DETAILED - COST BREAKDOWN							
Item	Quantity	Units	Labor Unit Cost	Labor Cost	Material Unit Cost	Material Cost	Total

\_\_\_\_\_  
Construction Company

\_\_\_\_\_  
Signature





# EARLY COUNTY COURTHOUSE, RENOVATIONS, BLAKELY, GEORGIA - 1818

## SECTION 01300 - SUBMITTALS

### PART 1 - GENERAL

#### RELATED DOCUMENTS:

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

#### SUMMARY:

This section specifies administrative and procedural requirements for submittals required for performance of the work, including:

- Contractor's construction schedule.
- Submittal schedule.
- Daily construction reports.
- Shop drawings.
- Product data.
- Samples.

Administrative Submittals: Refer to other Division-1 sections and other Contract Documents for requirements for administrative submittals.

#### SUBMITTAL PROCEDURES:

Submittal Format: Submittals may be sent in hard copy printed, or in PDF format by electronic transmittal means, using email, or file sharing programs such as Hightail and Dropbox to the Architect. Verify with the Architect the type of format required for Structural, Plumbing, Mechanical, Electrical, and Fire Protection prior to submission. Submittals sent in PDF format will be reviewed by the Architect and returned back to the Contractor in PDF format. Contractor shall be responsible for distribution of reviewed printed or PDF submittals back to subcontractors, suppliers, and manufacturers.

Coordination: Coordinate preparation and processing of submittals with performance of construction activities. Transmit each submittal sufficiently in advance of performance of related construction activities to avoid delay.

Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals and related activities that require sequential activity.

Coordinate transmittal of different types of submittals for related elements of the work so processing will not be delayed by the need to review submittals concurrently for coordination.

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The Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.

Processing: Allow sufficient review time so that installation will not be delayed as a result of the time required to process submittals, including time for resubmittals.

Allow two weeks for initial review. Allow additional time if processing must be delayed to permit coordination with subsequent submittals. The Architect will promptly advise the Contractor when a submittal being processed must be delayed for coordination.

If an intermediate submittal is necessary, process the same as the initial submittal.

Allow two weeks for reprocessing each submittal.

No extension of Contract Time will be authorized because of failure to transmit submittals to the Architect sufficiently in advance of the work to permit processing.

Submittal Preparation: Place a permanent label or title block on each submittal for identification. Indicate the name of the entity that prepared each submittal on the label or title block.

Provide a space approximately 3" x 5" on the label or beside the title block on shop drawings to record the Contractor's review and approval markings and the action taken.

Include the following information on the label for processing and recording action taken.

Project name.

Date.

Name and address of Architect.

Name and address of Contractor.

Name and address of subcontractor.

Name and address of supplier.

Name of manufacturer.

Number and title of appropriate specification section.

Drawing number and detail references, as appropriate.

Submittal Transmittal: Package each submittal appropriately for transmittal and handling. Transmit each submittal from Contractor to Architect using a transmittal form. Submittals received from sources other than the Contractor will be returned without action.

On the transmittal, record relevant information and requests for data. On the form, or separate sheet, record deviations from Contract Document requirements, including minor variations and limitations. Include Contractor's certification that information complies with Contract Document requirements.

CONTRACTOR'S CONSTRUCTION SCHEDULE:

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Bar Chart Schedule: Prepare a fully developed, horizontal bar chart type Contractor's construction schedule. Submit within 30 days of the date established as the "Notice to Proceed".

Provide a separate time bar for each significant construction activity. Provide a continuous vertical line to identify the first working day of each week. Use the same breakdown of units of the work as indicated in the "Schedule of Values".

Within each time bar indicate estimated completion percentage in 10 percent increments. As work progresses, place a contrasting mark in each bar to indicate Actual Completion.

Prepare the schedule on a sheet, or series of sheets, of stable transparency, or other reproducible media, of sufficient width to show data for the entire construction period.

Secure time commitments for performing critical elements of the work from parties involved. Coordinate each element on the schedule with other construction activities; include minor elements involved in the sequence of the work. Show each activity in proper sequence. Indicate graphically sequences necessary for completion of related portions of the work.

Coordinate the Contractor's construction schedule with the schedule of values, list of subcontracts, submittal schedule, progress reports, payment requests and other schedules. See also Section 01310 - Schedules, Reports & Payments.

Indicate completion in advance of the date established for Substantial Completion. Indicate Substantial Completion on the schedule to allow time for the Architect's procedures necessary for certification of Substantial Completion.

Cost Correlation: At the head of the schedule, provide a two item cost correlation line, indicating "precalculated" and "actual" costs. On the line show dollar-volume of work performed as of the dates used for preparation of payment requests.

Refer to Section 01310 - Schedules, Reports, & Payments, for cost reporting and payment procedures.

Distribution: Following response to the initial submittal, print and distribute copies to the Architect, Owner, subcontractors, and other parties required to comply with scheduled dates. Post copies in the temporary field office.

When revisions are made, distribute to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the work and are no longer involved in construction activities.

Schedule Updating: Revise the schedule after each meeting or activity, where revisions have been recognized or made. Issue the updated schedule concurrently with report of each meeting.

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### SUBMITTAL SCHEDULE:

After development and acceptance of the Contractor's construction schedule, prepare a complete schedule of submittals. Submit the schedule within 10 days of the date required for establishment of the Contractor's construction schedule.

Coordinate submittal schedule with the list of subcontractors, schedule of values and the list of products as well as the Contractor's construction schedule.

Prepare the schedule in chronological order; include submittals required during the first 90 days of construction. Provide the following information:

- Scheduled date for the first submittal.
- Related section number.
- Submittal category.
- Name of subcontractor.
- Description of the part of the work covered.
- Scheduled date the Architect's final release or approval.

Distribution: Following response to initial submittal, print and distribute copies to the Architect, Owner, subcontractors, and other parties required to comply with submittal dates indicated. Post copies in the field office.

When revisions are made, distribute to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the work and are no longer involved in construction activities.

Schedule Updating: Revise the schedule after each meeting or activity, where revisions have been recognized or made. Issue the updated schedule concurrently with report of each meeting.

### SHOP DRAWINGS:

Submit newly prepared information, drawn to accurate scale. Highlight, encircle, or otherwise indicate deviations from the Contract Documents. Do not reproduce Contract Documents or copy standard information as the basis of shop drawings. Standard information prepared without specific reference to the project is not considered shop drawings.

Shop drawings include fabrication and installation drawings, setting diagrams, schedules, patterns, templates and similar drawings. Include the following information:

- Dimensions.
- Identification of products and materials included.
- Compliance with specified standards.
- Notation of coordination requirements.

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Notation of dimensions established by field measurement.

Sheet Size: Except for templates, patterns and similar full-size drawings, submit shop drawings on sheets at least 8-1/2" x 11" but no larger than 36" x 48".

Shop Drawing Submittal: Submit 2 blue- or black-line prints to be retained by the Architect, plus one set for shop drawings related to mechanical, electrical, civil, structural, or landscaping sections plus 2 additional prints where required for maintenance and operating manuals, plus the number of prints required for the Contractor's use.

Do not use shop drawings without an appropriate final stamp indicating action taken in connection with construction.

### PRODUCT DATA:

Collect product data into a single submittal for each element of construction or system. Product data includes printed information such as manufacturer's installation instructions, catalog cuts, standard color charts, roughing-in diagrams and templates, standard wiring diagrams and performance curves. Where product data must be specially prepared because standard printed data is not suitable for use, submit as "shop drawings".

Mark each copy to show applicable choices and options. Where printed product data includes information on several products, some of which are not required, mark copies to indicate the applicable information. Include the following information:

- Manufacturer's printed recommendations.
- Compliance with recognized trade association standards.
- Compliance with recognized testing agency standards.
- Application of testing agency labels and seals.
- Notation of dimensions verified by field measurement.
- Notation of coordination requirements.

Do not submit product data until compliance with requirements of the Contract Documents has been confirmed.

Submittals: Submit 2 copies of each required submittal to be retained by the Architect plus one for submittals related to mechanical, electrical, civil, structural or landscaping sections plus 2 copies where required for maintenance and operating manuals plus the number required for the Contractor's use.

Unless noncompliance with Contract Document provisions is observed, the submittal may serve as the final submittal.

Distribution: Furnish copies of final submittal to installers, subcontractors, suppliers, manufacturers,

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fabricators, and others required for performance of construction activities.

Do not proceed with installation until an applicable copy of product data applicable is in the installer's possession.

Do not permit use of unmarked copies of product data in connection with construction.

### SAMPLES:

Submit full-size, fully fabricated samples cured and finished as specified and physically identical with the material or product proposed. Samples include partial sections of manufactured or fabricated components, cuts or containers of materials, color range sets, and swatches showing color, texture and pattern.

Mount, display, or package samples in the manner specified to facilitate review of qualities indicated. Prepare samples to match the Architect's sample. Include the following:

- Generic description of the sample.
- Sample source.
- Product name or name of manufacturer.
- Compliance with recognized standards.

Submit samples for review of kind, color, pattern, and texture, for a final check of these characteristics with other elements, and for a comparison of these characteristics between the final submittal and the actual component as delivered and installed.

Where variation in color, pattern, texture or other characteristics are inherent in the material or product represented, submit multiple units (not less than 3) that show approximate limits of the variations.

Refer to other specification sections for requirements for samples that illustrate workmanship, fabrication techniques, details of assembly, connections, operation and similar construction characteristics.

Preliminary Submittals: Where samples are for selection of color, pattern, texture or similar characteristics from a range of standard choices, submit a full set of choices for the material or product.

Preliminary submittals will be reviewed and returned with the Architect's mark indicating selection and other action.

Submittals: Submit 2 sets.

Field samples specified in individual sections are special types of samples. Field samples are

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full-size examples erected on site to illustrate finishes, coatings, or finish materials and to establish the standard by which the work will be judged.

Comply with submittal requirements to the fullest extent possible. Process transmittal forms to provide a record of activity.

### **ARCHITECT'S ACTION:**

Except for submittals for record, information or similar purposes, where action and return is required or requested, the Architect will review each submittal, mark to indicate action taken, and return promptly.

Compliance with specified characteristics is the Contractor's responsibility.

Action Stamp: The Architect will stamp each submittal with a uniform, self-explanatory action stamp. The stamp will be appropriately marked to indicate the action taken.

Do not permit submittals marked "Not Approved, Revise and Resubmit" to be used at the project site, or elsewhere where work is in progress.

PART 2 - PRODUCTS (Not applicable.)

PART 3 - EXECUTION (Not applicable.)

END OF SECTION 01300





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SECTION 01305 - ELECTRONIC DATA TRANSFER

PART 1 - GENERAL

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.

CONTRACTOR'S REQUEST FOR ELECTRONIC COPIES OF CAD DRAWINGS

If the Contractor requests to obtain electronic copies of CAD drawings (e-mailed files, disk files, or files from the Architect's FTP site) from SRJ Architects Inc. (SRJ), this paragraph shall describe the conditions for this action to take place.

If approval by Architect is obtained, Contractor may obtain electronic copies based on the following rates: \$25 per sheet with a maximum of \$200 per project.

Contractor shall mail to SRJ a check payable to "SRJ Architects Inc.", a signed original of the attached *Electronic Data File Transfer, User and Indemnification Agreement*, and a list of the requested drawing sheets (by Sheet Number).

If time is of the essence, a copy of the check, agreement, and list of the requested drawing sheets may be faxed as evidence of the Contractor's intent to mail said documents.

Upon receiving said documents by mail or fax, electronic copies of requested drawing sheets shall be provided. SRJ reserves the right to alter the copies of requested drawing sheets by removing Professional Stamp, Title Block information, company logo, and similar information that is not relevant to the Contractor's needs.

Contractor shall indicate the desired format for CAD drawings (.dwg, .dxf, or .pdf).

PART 2 - PRODUCTS & PART 3 - EXECUTION (Not Used)

END OF SECTION 01305



Electronic Data File Transfer, User and Indemnification Agreement

DATE: \_\_\_\_\_

ARCHITECT: SRJ Architects Inc.  
1108 Maryland Drive  
Albany, Georgia 31707

RECIPIENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROJECT: \_\_\_\_\_  
\_\_\_\_\_

SRJ Architects, Inc. ("the Architect") has agreed to provide \_\_\_\_\_ ("the Recipient") with electronic data files of certain Architectural, Engineering and/or Surveying data from time to time for the following purpose: \_\_\_\_\_. Said use and agreement is subject to Recipient's agreement to and execution of this User and Indemnification Agreement. The Architect reserves the right to evaluate each request based on its internal policy on data sharing.

The Recipient agrees that information provided to the Recipient by the Architect in any electronic form ("Electronic Data") is the sole property of the Architect and is transmitted solely for the Recipient's convenience. The work product produced by the Architect for its client is the hard copy of the plans, specifications, surveys or other documents prepared and sealed by the Architect rather than the Electronic Data. Any electronic media and its contents can easily be altered or corrupted, either purposely or inadvertently, through any number of sources. For these and other reasons, the Architect makes no warranties, express or implied, as to merchantability or suitability of the Electronic Data for any specific purpose, and the Recipient agrees that the Architect assumes no responsibility for any damages the Recipient may incur through the use or misuse of the Electronic Data.

The Electronic Data is for use only by the Recipient and its employees (including Subcontractors) for the purpose stated in this Agreement. The Architect does not intend for the Electronic Data to be used or relied upon by any other parties.

The Recipient agrees to indemnify, defend and hold harmless the Architect, its officers, directors, associates and consulting Engineers from any and all claims, contentions, suits, damages and liability (and associated attorney's fees and costs) that arise or result from: (1) the alteration, manipulation or revision of the Electronic Data; (2) the misinterpretation of the Electronic Data by the Recipient; (3) the use of the Electronic Data for any purpose other than the purpose specifically stated herein; (4) the transfer of the Electronic Data to any third parties; or (5) any other misuse of the Electronic Data.

The Electronic Data is subject to change at the Architect's discretion. The Recipient is responsible for obtaining updates to the Electronic Data, including all Addenda changes. The Architect is not responsible to the Recipient for updating the Electronic Data or for compatibility with the user's hardware and/or software. It is the Recipient's responsibility to examine the Electronic Data for virus contamination prior to use and the Architect shall not be responsible for any damages or problems caused by the failure of Recipient to make such examination prior to use of the Electronic Data.

In signing this Agreement, the Recipient agrees to its terms and agrees to be bound by its terms. To expedite delivery of the Electronic Data, fax the original to: 229-438-0370 SRJ Architects Inc., 1108 Maryland Drive, Albany, GA 31707, Attention: \_\_\_\_\_ **Please follow up by also mailing the original as soon as practical.** If you have questions or comments, please do not hesitate to contact us.

This form is being sent to you at your request by the Architect.

ACCEPTED by \_\_\_\_\_, a representative legally authorized to bind

\_\_\_\_\_ ("the Recipient").

By: \_\_\_\_\_ (Date): \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title

# EARLY COUNTY COURTHOUSE, RENOVATIONS, BLAKELY, GEORGIA - 1818

## SECTION 01310 - SCHEDULES, REPORTS, & PAYMENTS

### PART 1 - GENERAL

#### 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.

#### PROGRESS MEETINGS, REPORTING:

General: In addition to specific coordination and pre-installation meetings for each element of work, and other regular project meetings held for other purposes, hold a general progress meeting each month with time coordinated with preparation of the payment request. Require each entity then involved in planning, coordination or performance of work to be properly represented at each meeting. Review each entity's present and future needs including interface requirements, time, sequences, deliveries, access, site utilization, temporary facilities and services, hours of work, hazards and risks, housekeeping, change orders, and documentation of information for payment requests. Discuss whether each element of current work is ahead of schedule, on time, or behind schedule in relation with updated progress schedule. Determine how behind-schedule work will be expedited, and secure commitments from entities involved in doing so. Discuss whether schedule revisions are required to ensure that current work and subsequent work will be completed within Contract Time. Review everything of significance which could affect progress of the work.

Initial Progress Meeting: Schedule initial progress meeting, recognized as "Preconstruction Meeting", for a date not more than 15 days after date of commencement of the work. Use it as an organizational meeting, and review responsibilities and personnel assignments.

Reporting: Within 3 days after each progress meeting date, distribute copies of minutes-of-the-meeting to each entity present and to others who should have been present. Include brief summary of progress of the work since previous meeting and report.

Schedule Updating: Immediately following each progress meeting, where revisions to progress schedule have been made or recognized, revise progress schedule. Reissue revised schedule concurrently with report of each meeting.

Contractor's Construction Schedule shall be as specified in Section 01300 - Submittals.

#### SCHEDULE OF VALUES:

General: Prepare the schedule of values, as required by the General Conditions, in conjunction with

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the preparation of the progress schedule. Correlate line items with payment request form. Provide breakdown of the Contract Sum in sufficient detail to facilitate continued evaluation of payment requests and progress reports. Breakdown principal subcontract amounts into several line items. Round off to the nearest whole dollar, but with the total equal to the Contract Sum.

### PAYMENT REQUESTS:

General: Except as otherwise indicated, the progress payment cycle is to be regular. Each application must be consistent with previous applications and payments. Certain applications for payment, such as the initial application, the application at substantial completion and the final payment application, involve additional requirements. See, also, requirements noted under Special Conditions.

Payment Application Times: Provided an Application for Payment is received by the Architect not later than the last day of a month, the Owner shall make payment to the Contractor not later than the last day of the following month. If an Application for Payment is received by the Architect after the application date fixed above, payment shall be made by the Owner not later than thirty days after the Architect receives the Application for Payment.

Payment Application Forms: See Supplementary Conditions.

Application Preparation: Except as otherwise indicated, complete every entry provided for on the form, including notarization and execution by authorized persons. Incomplete applications will be returned by Architect without action. Entries must match current data of schedule of values. Listing must include amounts of change orders issued prior to last day of the "period of construction" covered by application.

Application at Time of Substantial Completion: The principal administrative actions and submittals which must proceed or coincide with such applications can be summarized as follows, but not necessarily by way of limitation:

Occupancy permits and similar approvals or certifications by governing authorities and franchised services, assuring Owner's full access and use of completed work.

Warranties (guarantees), maintenance agreements and similar provisions of contract documents.

Test/adjust/balance records, maintenance instructions, meter readings, start-up performance reports, and similar change-over information germane to Owner's occupancy, use, operation and maintenance of completed work.

Final cleaning of the work.

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Application for reduction of retainage, and consent of surety.

Advice to Owner on coordination of shifting insurance coverages, including proof of extended coverages as required.

Listing of Contractor's incomplete work, recognized as exceptions to Architect's certificate of substantial completion.

Final Payment Application: The administrative actions and submittals which must precede or coincide with submittal of Contractor's final payment application can be summarized as follows, but not necessarily by way of limitation:

Completion of project closeout requirements.

Completion of items specified for completion beyond time of substantial completion (regardless of whether special payment application was previously made).

Transmittal of required project construction records to Owner.

Transmittal of required record documents to Architect.

Removal of temporary facilities, services, surplus materials, rubbish and similar elements.

Change over of door locks and other Contractor's access provisions to Owner's property.

Submit Contractor's Affidavit of Payment of Debts and Claims, AIA Document G706 (4 originals with original signatures) including the following attachments:

Submit Statutory Affidavit (4 copies with original signatures) on the form attached at the end of this section.

Contractor's Affidavit of Release of Liens, AIA Document G706A (4 originals with original signatures).

Consent of Surety Company to Final Payment, AIA Document G707, (4 originals with original signatures).

Separate Statutory Affidavit from Subcontractors and material and equipment suppliers, to the extent required by the Owner, as accompanied by a list thereof.

Application Transmittal: Submit 4 executed copies of each payment application. Transmit each copy with a transmittal form listing those attachments, and recording appropriate information related to application in a manner acceptable to Architect. Transmit to Architect by means ensuring receipt

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within 24 hours.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION 01310



STATUTORY AFFIDAVIT

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STATE OF GEORGIA, COUNTY OF \_\_\_\_\_

FROM: \_\_\_\_\_

TO: \_\_\_\_\_  
(Owner)

RE: Contract entered into the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between  
the  
above-mentioned parties for the construction of \_\_\_\_\_  
\_\_\_\_\_ at \_\_\_\_\_.

KNOW ALL MEN BY THESE PRESENTS:

1. The undersigned hereby certifies that all work required under the above Contract has been performed in accordance with the terms thereof, that all material- men, subcontractors, mechanics, and laborers have been paid and satisfied in full and that there are no outstanding claims of any character arising out of the performance of the Contract which have not been paid and satisfied in full.

2. The undersigned further certifies that to the best of his knowledge and belief there are no unsatisfied claims for damages resulting from injury or death to any employees, subcontractors, or the public at large arising out of the performance of the Contract, or any suits or claims for any other damage of any kind, nature, or description which might constitute a lien upon the property of the Owner,

3. The undersigned makes this affidavit as provided by law and for the purpose of receiving final payment in full settlement of all claims arising under or by virtue of the Contract, and acceptance of such payment is acknowledged as a release of the Owner from any and all claims arising under or by virtue of the Contract.

IN WITNESS WHEREOF, the undersigned has signed and sealed this instrument this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Personally appeared before the undersigned, \_\_\_\_\_ and \_\_\_\_\_  
who after being duly sworn, depose(s) and say(s) that the facts stated in the above affidavit are true.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_ County, Georgia

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. My commission expires \_\_\_\_\_

# EARLY COUNTY COURTHOUSE, RENOVATIONS, BLAKELY, GEORGIA - 1818

## 01400 - QUALITY REQUIREMENTS

### PART 1 - GENERAL

#### 1.1 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.

#### 1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for quality assurance and quality control.
- B. Testing and inspecting services are required to verify compliance with requirements specified or indicated. These services do not relieve Contractor of responsibility for compliance with the Contract Document requirements.
  - 1. Specific quality-control requirements for individual construction activities are specified in the Sections that specify those activities.
  - 2. Specified tests, inspections, and related actions do not limit Contractor's quality-control procedures that facilitate compliance with the Contract Document requirements.
  - 3. Requirements for Contractor to provide quality-control services required by Architect, Owner, or authorities having jurisdiction are not limited by provisions of this Section.
- C. Related Sections include the following:
  - 1. Divisions 2 through 16 Sections for specific test and inspection requirements.

#### 1.3 DEFINITIONS

- A. Quality-Assurance Services: Activities, actions, and procedures performed before and during execution of the Work to guard against defects and deficiencies and ensure that proposed construction complies with requirements.
- B. Quality-Control Services: Tests, inspections, procedures, and related actions during and after execution of the Work to evaluate that completed construction complies with requirements.

## EARLY COUNTY COURTHOUSE, RENOVATIONS, BLAKELY, GEORGIA - 1818

- C. Testing Agency: An entity engaged to perform specific tests, inspections, or both. Testing laboratory shall mean the same as testing agency.

### 1.4 DELEGATED DESIGN

- A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.
  - 1. If criteria indicated are not sufficient to perform services or certification required, submit a written request for additional information to Architect.

### 1.5 SUBMITTALS

- A. Delegated-Design Submittal: In addition to Shop Drawings, Product Data, and other required submittals, submit a statement, signed and sealed by the responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by a design professional, indicating that the products and systems are in compliance with performance and design criteria indicated. Include list of codes, loads, and other factors used in performing these services.
- B. Permits, Licenses, and Certificates: For Owner's records, submit copies of permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgments, correspondence, records, and similar documents, established for compliance with standards and regulations bearing on performance of the Work.

### 1.6 QUALITY ASSURANCE

- A. Fabricator Qualifications: A firm experienced in producing products similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.
- B. Factory-Authorized Service Representative Qualifications: An authorized representative of manufacturer who is trained and approved by manufacturer to inspect installation of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.

## EARLY COUNTY COURTHOUSE, RENOVATIONS, BLAKELY, GEORGIA - 1818

- C. **Installer Qualifications:** A firm or individual experienced in installing, erecting, or assembling work similar in material, design, and extent to that indicated for this Project, whose work has resulted in construction with a record of successful in-service performance.
- D. **Manufacturer Qualifications:** A firm experienced in manufacturing products or systems similar to those indicated for this Project and with a record of successful in-service performance.
- E. **Professional Engineer Qualifications:** A professional engineer who is legally qualified to practice in jurisdiction where Project is located and who is experienced in providing engineering services of the kind indicated. Engineering services are defined as those performed for installations of the system, assembly, or product that are similar to those indicated for this Project in material, design, and extent.
- F. **Testing Agency Qualifications:** An agency with the experience and capability to conduct testing and inspecting indicated, as documented by ASTM E 548, and that specializes in types of tests and inspections to be performed.

### 1.7 QUALITY CONTROL

- A. **Owner Responsibilities:** Where quality-control services are indicated as Owner's responsibility, Owner will engage a qualified testing agency to perform these services.
  - 1. Owner will furnish Contractor with names, addresses, and telephone numbers of testing agencies engaged and a description of the types of testing and inspecting they are engaged to perform.
  - 2. Payment for these services will be made by the Owner.
  - 3. Costs for retesting and reinspecting construction that replaces or is necessitated by work that failed to comply with the Contract Documents will be paid by the Contractor.
- B. **Contractor Responsibilities:** Unless otherwise indicated, provide quality-control services specified and required by authorities having jurisdiction.
  - 1. Where services are indicated as Contractor's responsibility, engage one of the specified, qualified testing agency to perform these quality-control services.
  - 2. Notify testing agencies at least 48 hours in advance of time when Work that requires testing or inspecting will be performed.
  - 3. Where quality-control services are indicated as Contractor's responsibility, submit a certified written report, in duplicate, of each quality-control service.

## EARLY COUNTY COURTHOUSE, RENOVATIONS, BLAKELY, GEORGIA - 1818

4. Testing and inspecting requested by Contractor and not required by the Contract Documents are Contractor's responsibility.
  5. Submit additional copies of each written report directly to authorities having jurisdiction, when they so direct.
- C. Manufacturer's Field Services: Where indicated, engage a factory-authorized service representative to inspect field-assembled components and equipment installation, including service connections. Report results in writing.
- D. Retesting/Reinspecting: Regardless of whether original tests or inspections were Contractor's responsibility, provide quality-control services, including retesting and reinspecting, for construction that revised or replaced Work that failed to comply with requirements established by the Contract Documents.
- E. Testing Agency Responsibilities: Cooperate with Architect and Contractor in performance of duties. Provide qualified personnel to perform required tests and inspections.
1. Notify Architect and Contractor promptly of irregularities or deficiencies observed in the Work during performance of its services.
  2. Interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from requirements.
  3. Submit a certified written report, in duplicate, of each test, inspection, and similar quality-control service through Contractor.
  4. Do not release, revoke, alter, or increase requirements of the Contract Documents or approve or accept any portion of the Work.
  5. Do not perform any duties of Contractor.
- F. Coordination: Coordinate sequence of activities to accommodate required quality-assurance and quality-control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspecting.
1. Schedule times for tests, inspections, obtaining samples, and similar activities.

### PART 2 - PRODUCTS (Not Used)

### PART 3 - EXECUTION

#### 3.1 ACCEPTABLE TESTING AGENCIES

- A. Cornerstone Engineering Consultants, Inc.  
P. O. Box 785

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Tifton, Georgia 31793  
120 N. Poplar Street  
Ty Ty, Georgia 31795  
Phone: (229) 386-2473

- B. Geosciences - TTL  
3202 Gillionville Road  
Albany, Georgia 31707  
Phone: (229) 432-5805
- C. Geotechnical & Environmental Consultants, Inc. (GEC)  
514 Hillcrest Industrial Blvd.  
Macon, Georgia 31204  
Phone: (478) 757-1606
- D. S&ME, Inc.  
5555 Oakbrook Parkway, Suite 460  
Norcross, Georgia 30093  
Phone: (770) 209-9550

### 3.2 REPAIR AND PROTECTION

- A. General: On completion of testing, inspecting, sample taking, and similar services, repair damaged construction and restore substrates and finishes.
  - 1. Provide materials and comply with installation requirements specified in other Sections of these Specifications. Restore patched areas and extend restoration into adjoining areas in a manner that eliminates evidence of patching.
- B. Protect construction exposed by or for quality-control service activities.
- C. Repair and protection are Contractor's responsibility, regardless of the assignment of responsibility for quality-control services.

END OF SECTION 01400





# EARLY COUNTY COURTHOUSE, RENOVATIONS, BLAKELY, GEORGIA - 1818

## SECTION 01500 - TEMPORARY FACILITIES

### PART 1 - GENERAL

#### RELATED DOCUMENTS:

Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division-1 Specification sections, apply to the work of this section.

#### DESCRIPTION OF REQUIREMENTS:

This section specifies administrative and procedural requirements for temporary services and facilities, including such items as temporary utility services, temporary construction and support facilities, and project security and protection.

Use Charges: No cost or usage charges for temporary services or facilities are chargeable to the Owner or Architect/Engineer. Cost or use charges for temporary services or facilities will not be accepted as a basis of claims for a change-order extra.

#### SUBMITTALS:

The Contractor shall submit, for the Owner's and Architect's information only (and not for approval) a written plan describing the means in which the building occupants, the public, Owner's property and adjacent properties will be protected from construction activities. Description of the Scaffolding and Covered Walkways shall be included as well as other protective measures the Contractor intends to use.

#### QUALITY ASSURANCE:

Regulations: Comply with requirements of local laws and regulations governing construction and local industry standards, in the installation and maintenance of temporary services and facilities, including but not limited to the following:

- Building Codes, including local requirements for permits, testing and inspection.

- Health and safety regulations.

- Utility company regulations and recommendations governing temporary utility services.

- Police and Fire Department rules and recommendations.

- Police and Rescue Squad recommendations.

- Environmental protection regulations governing use of water and energy, and the control of dust, noise and other nuisances.

### PART 2 - PRODUCTS

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### MATERIALS AND EQUIPMENT:

General: Provide new materials and equipment for temporary services and facilities; used materials and equipment that are undamaged and in serviceable condition may be used, if acceptable to the Architect/Engineer. Provide only materials and equipment that are recognized as being suitable for the intended use, by compliance with appropriate standards.

Temporary Utilities: Where the local utility company provides only a portion of the temporary utility, provide the remainder with matching, compatible materials and equipment. Comply with the utility company's recommendations.

Electrical Service: Comply with applicable NEMA, NECA and UL standards and governing regulations for materials and layout of temporary electric service, including those requirements included in Division 16 sections.

Temporary Construction and Support Facilities: Provide facilities that can be maintained properly throughout their use at the project site.

Heating Units: Provide temporary heating units that have been tested and labeled by UL, FM or another recognized trade association related to the fuel being consumed.

Temporary Offices and Similar Construction: For temporary offices, fabrication shops, storage sheds and similar construction, provide either standard prefabricated or mobile units or the equivalent job-built construction. Provide insulated, weathertight units, heated and air-conditioned, lockable entrances, operable windows, roofing, foundations adequate for normal loading, including wind loads, serviceable finishes, and mechanical and electrical equipment necessary to achieve ambient conditions indicated.

Self-Contained Toilet Units: Provide single-occupant self-contained toilet units of the chemical, aerated recirculation, or combustion type, properly vented and fully enclosed with a glass fiber reinforced polyester shell or similar nonabsorbent material.

Sign Materials: For signs and directory boards, provide exterior type, Grade B-B High Density Concrete Form Overlay Plywood conforming to PS-1, of sizes and thicknesses indicated. Provide exterior grade acrylic-latex-base enamel for painting panels and applying graphics.

Temporary Signs: The Contractor and his subcontractors may erect temporary signs for purposes of identification and controlling traffic. Each such sign requires prior approval by the Owner and the Architect as to size, design, type and location, and shall comply with local regulations. Furnish, erect, and maintain such other signs as may be required by safety regulations, and as necessary to safeguard life and property.

### Security and Protection Facilities:

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Plywood: For fences and vision barriers, provide exterior type, minimum 3/8" thick plywood, prime and finish painted. For safety barriers, sidewalk bridges and similar direct-contact uses, provide minimum 5/8" thick exterior plywood, prime and finish painted.

Open-Mesh Fencing: Where indicated for security and/or protection facilities, provide No. 11 gage galvanized chain link fabric fencing 6 feet high with galvanized barbed wire top strand and galvanized steel pipe posts, 1-1/2" I.D. for line posts, and 2-1/2" I.D. for corner posts.

### PART 3 - EXECUTION

#### INSTALLATION, GENERAL:

General: Use qualified tradesmen for installation of temporary services and facilities. Locate temporary services and facilities where they will serve the entire project adequately and result in minimum interference with the performance of the work and where approved by the Owner and the Architect.

#### TEMPORARY UTILITY INSTALLATION:

General: Engage the local utility company to install temporary service to the project, or to make connections to existing service. Arrange with the companies and existing users for an acceptable time when service can be interrupted, where necessary, to make connections for temporary services.

Water Service: Install water service and distribution piping of sizes and pressures adequate for construction purposes during the construction period and until permanent service is in use.

Temporary Electric Power Service: Install service and grounding in compliance with the National Electric Code (NFPA 70). Include necessary meters, transformers, overload protected disconnect and main distribution switch gear.

Connect temporary service to the local electric power company main in the manner directed by company officials. Pay use charges, whether metered or otherwise, for electricity used by all entities authorized to be at or to perform the work at the project site. Exercise control over power usage in an effort to conserve energy.

Temporary Telephones: Arrange for the local telephone company to install temporary service to the project.

#### TEMPORARY CONSTRUCTION AND SUPPORT FACILITIES INSTALLATION:

General: Provide a reasonably neat and uniform appearance in temporary construction and support facilities acceptable to the Architect/Engineer and the Owner. All temporary signs, construction, storage, office, and parking areas must only be in areas approved by the Owner.

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The Contractor and his subcontractors may maintain such other office and storage facilities on the site(s) as may be necessary in the proper conduct of the work. Locate to avoid interference with other work to be performed on the project. The location of each such office and storage facility requires approval of the Owner.

Temporary Heat: Provide temporary heat where indicated or needed for performance of the work, curing or drying of recently installed work or protection of work in place from adverse effects of low temperatures or high humidity. Select facilities known to be safe and without deleterious effect upon the work in place or being installed. Coordinate with ventilation requirements to produce the indicated ambient condition required and to minimize the consumption of fuel or energy.

Field Offices: Provide temporary field offices of sufficient size to accommodate required office personnel at the project site.

Sanitary Facilities: Sanitary facilities include temporary toilets, wash facilities, and drinking water fixtures. Comply with governing regulations including safety and health codes for the type, number, location, operation and maintenance of fixtures and facilities; provide not less than specified requirements. Install in locations that will best serve the project's needs.

Toilets: Install self-contained toilet units or water and sewer connected temporary toilet facilities, to the extent permitted by governing regulations. Use of pit-type privies will not be permitted.

Drinking Water Fixtures: Provide drinking water fountains where and when piped potable water is reasonably accessible from permanent or temporary lines. Otherwise, provide containerized tap-dispenser bottled-water type drinking water units, including the paper supply.

Temporary Enclosures: At the earliest practical time, provide temporary enclosure of materials, equipment, work in progress and completed portions of the work to provide protection to the work and employees from effects of exposure, foul weather, other construction operations, and similar activities on the site.

Provide temporary enclosures where temporary heat is needed and the permanent building enclosure is not yet completed, and there is no other adequate provision for containment of temporary heat. Coordinate enclosures with ventilating and material drying or curing requirements to avoid dangerous conditions and effects.

Enclosure: Provide temporary enclosures by installing tarpaulins or equivalent materials securely, using a minimum of wood framing and other combustible materials. Individual openings of 25 square feet or less may be closed with plywood or similar materials.

Close openings through the floor or roof decks and other horizontal surfaces with substantial load-bearing wood-framed or similar construction.

Project Identification and Temporary Signs: The Contractor and his subcontractors may erect

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temporary signs for purposes of identification and controlling traffic. Each such sign requires prior approval by the Owner or the Architect as to size, design, type and location, and shall comply with local regulations. Furnish, erect, and maintain such other signs as may be required by safety regulations, and as necessary to safeguard life and property.

Engage an experienced sign painter to apply graphics in a neat professional manner. Comply with details and notations indicated. Construct an identification sign on the work site in accordance with the detail provided herein. Locate where directed by the Architect and the Owner.

Lifts and Hoists: Provide facilities necessary for hoisting materials and personnel.

Truck cranes and similar devices used for hoisting materials are considered "tools and equipment" and not temporary facilities.

Scaffolding Systems: Provide facilities necessary for scaffolding to accomplish the work, maintain building exits, and to protect the public and property.

Existing Elevator Use: Use of Owner's existing elevator will not be permitted.

Existing Stair Usage: Use of Owner's existing stairs will be permitted, as long as stairs are cleaned and maintained in a condition acceptable to Owner. At Substantial Completion, restore stairs to condition existing before initial use.

Provide protective coverings, barriers, devices, signs, or other procedures to protect stairs and to maintain means of egress satisfactory to applicable local authorities having jurisdiction. If, despite such protection, stairs become damaged, restore damaged areas so no evidence remains of correction work.

Removal: Upon completion of the project, or as directed by the Owner, the Contractor(s) shall remove all temporary structures, fences, signs, and facilities from the site(s) and leave the premises in a clean, safe, and orderly condition satisfactory for the intended use and in compliance with contract requirements. Restore affected areas to original condition including reestablishment of grass.

Collection and Disposal of Wastes: Establish a system for daily collection and disposal of waste materials from construction areas and elsewhere on the site. Enforce requirements strictly. Do not hold collected materials at the site longer than 7 days during normal weather or 3 days when the daily temperature is expected to rise above 80°F (27°C). Handle waste materials that are hazardous, dangerous, or unsanitary separately from other inert waste by containerizing appropriately. Dispose of waste material in a lawful manner.

Burying or burning of waste materials on the site will not be permitted.

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Washing waste materials down sewers or into waterways will not be permitted.

### SECURITY AND PROTECTION:

Temporary Fire Protection: Until fire protection needs may be fulfilled by permanent facilities, install and maintain temporary fire protection facilities of the types needed to adequately protect against reasonably predictable and controllable fire losses. Comply with the applicable recommendations of NFPA Standard 10 "Standard for Portable Fire Extinguishers". Locate fire extinguishers where they are most convenient and effective for their intended purpose. Store combustible materials in containers in recognized fire-safe locations.

Barricades, Warning Signs, and Lights: Comply with recognized standards, code requirements, and regulations of authorities having jurisdiction for the erection of substantial, structurally adequate barricades where needed to prevent accidents and losses. Paint with appropriate colors, graphics and warning signs to inform personnel at the site and the public, of the hazard being protected against. Provide lighting where appropriate and needed, including flashing red lights where appropriate.

Protection of Adjacent and Adjoining Property: Comply with recognized standards, code requirements, and regulations of authorities having jurisdiction to protect adjacent and adjoining public and private property from damage during construction.

Scaffolding: Erect structurally adequate, protective, scaffolding for workmen and to allow for safe passage of individuals at building exit ways and along adjacent public areas and street(s). Coordinate with entrance gates, other facilities, and obstructions. Comply with code requirements and regulations of authorities having jurisdiction.

Covered Walkways: Erect structurally adequate, protective, covered walkway for safe passage of individuals at building exit ways and along adjacent public areas and street(s). Coordinate with entrance gates, other facilities, and obstructions. Comply with code requirements and regulations of authorities having jurisdiction.

Construct covered walkways using scaffold or shoring framing.

Provide wood-plank overhead decking, protective plywood enclosure walls, handrails, barricades, warning signs, lights, safe and well-drained walkways, and similar provisions for protection and safe passage.

Extend back wall beyond the structure to complete enclosure fence.

Paint and maintain in a manner approved by Owner and Architect.

Storage: Where materials and equipment must be temporarily stored, prior to and during construction, and are of substantial value or are attractive for possible theft, provide a secure lockup and enforce strict discipline in connection with the timing of installation and release of materials,

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so that the opportunity for theft and vandalism is minimized.

Environmental Protection: Provide general protection facilities, operate temporary facilities, conduct construction activities, and enforce strict discipline for personnel on the site in ways and by methods that comply with environmental regulations, and that minimize the possibility that air, waterways and subsoil might be contaminated or polluted, or that other undesirable effects might result from the performance of work at the site. Avoid the use of tools and equipment which produce harmful noise. Restrict the use of noise making tools and equipment to hours of use that will minimize noise complaints from persons or firms near the project site.

### REMOVAL OF DEBRIS AND CLEANING:

The Contractor shall, daily or as directed during the progress of the work, remove and properly dispose of the resultant dirt and debris, and keep the premises reasonably clear. Upon completion of the work, he shall remove all temporary construction, facilities, and unused materials provided for the work, and put the buildings and premises in a neat, clean condition, and provide all cleaning and washing required by the Specifications. Trash and combustible materials shall not be allowed to accumulate in the buildings or elsewhere on the premises.

END OF SECTION 01500





# EARLY COUNTY COURTHOUSE, RENOVATIONS, BLAKELY, GEORGIA - 1818

## SECTION 01631 - PRODUCTS AND SUBSTITUTIONS

### PART 1 - GENERAL

#### 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.

#### DESCRIPTION OF REQUIREMENTS:

#### PRIOR APPROVAL PROCEDURE:

Substitutions: The Contractor's requests for changes in the products, materials, equipment and methods of construction required by the contract documents are considered requests for "substitutions", and are subject to the requirements specified herein.

When reference is made in the contract documents to trade names, brand names, or to the names of manufacturers, such references are made solely to indicate that products of that description may be furnished and are not intended to restrict competitive bidding. **If it is desired to use products of trade or brand names or of manufacturers' names which are different from those mentioned in the contract documents, application for the approval of the use of such products must reach the hands of the Architect at least seven days prior to the date set for the opening of bids.** The latter provision is a restriction which applies only to the party making a submittal. Therefore, the aforesaid restriction does not inhibit the Architect from adding trade names, brand names or names of manufacturers by addendum. The burden of proving acceptability of a proposed product for use in place of a product or products designated by trade name or names, brand name or names, or by the name or names of manufacturers in the contract documents rests on the party submitting the request for approval. The written application for approval of a proposed product must be accompanied by technical data which the party requesting approval desires to submit in support of his application. The Architect will give consideration to reports from reputable independent testing laboratories verified experience records showing the reputation of the proposed product with previous users, evidence of reputation of the manufacturer for prompt delivery, evidence of reputation of the manufacturer for efficiency in servicing its products, or any other written information that is helpful in the circumstances. The application to the Architect for approval of a proposed product must be accompanied by a schedule setting forth in which respects the materials or equipment submitted for consideration differ from the materials or equipment designated in the contract documents. The degree of proof required for approval of a proposed product as acceptable for use in place of a named product or named products is that amount of proof necessary to convince a reasonable person beyond all doubt. To be approved, a proposed product must also meet or exceed all express requirements of the contract documents. If the submittal is approved by the Architect, an addendum will be issued to all prospective bidders. Issuance of an addendum is a representation to all bidders that the Architect in the exercise of his professional discretion established that the product

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submitted for approval is acceptable and meets or exceeds all express requirements. In the event a submittal shall have been rejected by the Architect and there shall have been a request for a conference as provided in this article pursuant to which conference the said submittal shall have been found to comply with the requirements of this article, a separate addendum covering the said submittal will be issued prior to the opening of bids. In order for the Architect to prepare an addendum intelligently, an application for approval of a product must be accompanied by a copy of the published recommendations of the manufacturer for the installation of the product together with a complete schedule of changes in the drawings and specifications, if any, which must be made in other work in order to permit the use and installation of the proposed product in accordance with the recommendations of the manufacturer of the product. Unless requests for approvals of other products have been received and approvals have been published by addendum in accordance with the above procedure, the successful bidder may furnish no products of any trade names, brand names, or manufacturers' names except those designated in the contract documents. Any party who alleges that rejection of a submittal is the result of bias, prejudice, caprice, or error on the part of the Architect may request a conference with a representative of the Owner, provided that the request for said conference, submitted in writing, shall have reached the Owner at least five days prior to the date set for the opening of bids, time being of the essence.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION 01631

# EARLY COUNTY COURTHOUSE, RENOVATIONS, BLAKELY, GEORGIA - 1818

## SECTION 01700 - PROJECT CLOSEOUT

### PART 1 - GENERAL

#### 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.

#### DESCRIPTION OF REQUIREMENTS:

Definitions: Project closeout is the term used to describe certain collective project requirements, indicating completion of the work that are to be fulfilled near the end of the Contract time in preparation for final acceptance and occupancy of the work by the Owner, as well as final payment to the Contractor and the normal termination of the Contract.

Specific requirements for individual units of work are included in the appropriate sections in Divisions 2 through 16.

Time of closeout is directly related to "Substantial Completion"; therefore, the time of closeout may be either a single time period for the entire work or a series of time periods for individual elements of the work (phases) that have been certified as substantially complete at different dates. This time variation, if any, shall be applicable to the other provisions of this section.

#### PREREQUISITES TO SUBSTANTIAL COMPLETION:

General: Complete all work covered in the Contract Documents before requesting the Architect/Engineer's inspection for certification of Substantial Completion, either for the entire work or for portions of the work. List known exceptions in the request.

In the progress payment following the date Substantial Completion is claimed, show either 100% completion for the portion of the work claimed as "substantially complete", or list incomplete items, the value of incomplete work, and reasons for the work being incomplete.

Include supporting documentation for completion as indicated in these contract documents.

Submit a statement showing an accounting of changes to the Contract Sum.

Advise Owner of pending insurance changeover requirements.

Submit specific warranties, workmanship/maintenance bonds, maintenance agreements, final certifications and similar documents, and test and balance reports.

Obtain and submit releases enabling the Owner's full, unrestricted use of the work and access to

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services and utilities. Where required, include occupancy permits, operating certificates, and similar releases.

Deliver extra stock of material and similar physical items to the Owner.

Complete start-up testing of systems, and instruction of the Owner's operating and maintenance personnel. Discontinue or change over and remove temporary facilities and services from the project site, along with construction tools and facilities, mock-ups, and similar elements.

Complete final cleaning up requirements, including touch-up painting of marred surfaces.

Touch-up and otherwise repair and restore marred exposed finishes.

Inspection Procedures: See General and Supplementary Conditions.

### PREREQUISITES TO FINAL ACCEPTANCE:

General: Complete the following before requesting the Architect/Engineer's final inspection for recommendation of final acceptance and final payment as required by the General Conditions. List known exceptions, if any, in the request.

Submit the final payment request with final releases and supporting documentation not previously submitted and accepted. Include certificates of insurance for products and completed operations where required.

Submit a certified copy of the Architect/Engineer's final punch-list of itemized work to be completed or corrected, stating that each item has been completed or otherwise resolved for acceptance.

Submit copy of Fire Marshal's final report and Certificate of Occupancy.

Submit copy of Certificate of Occupancy.

Submit final meter readings for utilities, a measured record of stored fuel, and similar data either as of the date of Substantial Completion, or else when the Owner took possession of and responsibility for corresponding elements of the work.

Make the final change-over of locks and transmit the keys to the Owner. Advise the Owner's personnel of the changeover in security provisions.

Submit evidence of final, continuing insurance coverage complying with insurance requirements.

Submit Contractor's Affidavit of Payment of Debts and Claims, AIA Document G706 (4 originals with original signatures) including the following attachments:

## EARLY COUNTY COURTHOUSE, RENOVATIONS, BLAKELY, GEORGIA - 1818

Statutory Affidavit (4 copies with original signatures) on the form attached at the end of Section 01310 - SCHEDULES, REPORTS, & PAYMENTS.

Contractor's Affidavit of Release of Liens, AIA Document G706A (4 originals with original signatures).

Consent of Surety Company to Final Payment, AIA Document G707, (4 originals with original signatures).

Separate Statutory Affidavit from Subcontractors and material and equipment suppliers, to the extent required by the Owner, accompanied by a list thereof.

Reinspection Procedure: The Architect/Engineer will reinspect the work upon receipt of the Contractor's notice that the work, including punch-list items resulting from earlier inspection, has been completed, except for these items whose completion has been delayed because of circumstances that are acceptable to the Architect/Engineer.

Upon completion of reinspection, the Architect/Engineer will either recommend final acceptance to the Owner, or will advise the Contractor of work that is incomplete or of obligations that have not been fulfilled, but are required for final acceptance.

If necessary, the reinspection procedure will be repeated.

### RECORD DOCUMENT AND AS-BUILT DRAWINGS' SUBMITTALS:

General: Specific requirements for record documents are indicated in the individual sections of these specifications. Other requirements are indicated in the General and Supplementary Conditions. General submittal requirements are indicated in the various "submittals" sections.

Do not use record documents for construction purposes; protect from deterioration and loss in a secure, fire-resistive location; provide access to record documents for the Architect's and Owner's reference during normal working hours.

Record Drawings: Maintain a record set of blue or black line white-prints of contract drawings and shop drawings in a clean, undamaged condition. Mark-up the set of record documents to show the actual installation where the installed work varies substantially from the work as originally shown. Mark whichever drawing is most capable of showing the actual "field" condition fully and accurately; however, where shop drawings are used for mark-up, record a cross-reference at the corresponding location on the working drawings. Give particular attention to concealed work that would be difficult to measure and record at a later date.

Mark record sets with red erasable pencil and, where feasible, use other colors to distinguish between variations in separate categories of work.

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Mark-up new information which is known to be important to the Owner, but for some reason was not shown on either contract drawings or shop drawings.

Note related change order numbers where applicable.

Organize record drawing sheets into manageable sets, bind with durable paper cover sheets, and print suitable titles, dates and other identification on the cover of each set.

Maintenance Manuals: Organize operating and maintenance data into at least three (3) suitable sets of manageable size. Bind data into individual binders, properly identified and indexed. Bind each set of data in a heavy-duty 2-inch, 3-ring vinyl-covered binder, with pocket folders for folded sheet information. Mark the appropriate identification on both front and spine of each binder.

Include the following types of information in operation and maintenance manuals.

- Emergency instructions.
- Spare parts listing.
- Copies of warranties.
- Wiring diagrams.
- Recommended "turn-around" cycles.
- Inspection procedures.
- Shop drawings and product data.

See, also, requirements specified in Divisions 15 and 16.

### PART 2 - PRODUCTS (Not Applicable)

### PART 3 - EXECUTION

#### CLOSEOUT PROCEDURES:

General Operating and Maintenance Instructions: Arrange for each installer of operating equipment and other work that requires regular or continuing maintenance, to meet at the site with the Owner's personnel to provide necessary basic instruction in the proper operation and maintenance of the entire work. Where installers are not experienced in the required procedures, include instruction by the manufacturer's representatives.

As part of this instruction, provide a detailed review of the following items:

- Maintenance manuals.
- Record documents.
- Spare parts and materials.

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- Identification systems.
- Control sequences.
- Hazards.
- Cleaning.
- 2 Warranties, bonds, maintenance agreements and similar continuing commitments.

As part of this instruction for operating equipment, demonstrate the following procedures:

- Start-up.
- Shut-down.
- Emergency operations.
- Noise and vibration adjustments.
- Safety procedures.
- Economy and efficiency adjustments.
- Effective energy utilization.

### FINAL CLEANING:

General: Special cleaning requirements for specific units of work are included in the appropriate sections of Divisions 2 through 16. General cleaning during the regular progress of the work is required by the General Conditions and is also included under Section 01500 - TEMPORARY FACILITIES.

Cleaning: Provide final cleaning of the work at the time indicated. Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit of work to the condition expected from a normal, commercial building cleaning and maintenance program. Comply with the manufacturer's instructions for operations.

Complete the following cleaning operations before requesting the Architect/ Engineer's inspection for final acceptance or certification of substantial completion.

Remove labels which are not required as permanent labels.

Clean transparent materials, including mirrors and glass in doors and windows, to a polished condition. Remove putty and other substances which are noticeable as vision-obscuring materials. Replace chipped or broken glass and other damaged transparent materials.

Clean exposed exterior and interior hard-surfaced finishes to a condition that is free of dust, stains, films and similar noticeable distracting substances. Restore reflective surfaces to their original reflective condition. Leave concrete floors broom clean. Vacuum carpeted surfaces.

Wipe surfaces of mechanical and electrical equipment clean. Remove excess lubrication and other substances. Clean plumbing fixtures to a sanitary condition. Clean light fixtures and lamps.

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Clean the project site, including landscape development areas, of rubbish, litter and other foreign substances. Sweep paved areas to a broom clean condition; remove stains, spills and other foreign deposits. Rake grounds that are neither paved nor planted, to a smooth even-textured surface.

Removal of Protection: Except as otherwise indicated or requested by the Architect/ Engineer, remove temporary protection devices and facilities which were installed during the course of the work to protect previously completed work during the remainder of the construction period.

Compliance: Comply with safety standards and governing regulations for cleaning operations. Do not burn waste materials at the site. Do not bury debris or excess materials on the Owner's property. Do not discharge volatile or other harmful or dangerous materials into drainage system. Remove waste materials from the site and dispose of in a lawful manner.

Where extra materials of value remaining after completion of associated work have become the Owner's property, dispose of these materials to the Owner's best advantage as directed.

END OF SECTION 01700



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## SECTION 02060 - BUILDING DEMOLITION

### PART 1 - GENERAL

#### RELATED DOCUMENTS:

Drawings and general provisions of Contract, including General and Supplementary Conditions and Division-1 Specification sections, apply to work of this section.

#### DESCRIPTION OF WORK:

Scope of work includes furnishing labor, materials, equipment, and services necessary for removal of existing work indicated on drawings or as required for juncture or installation of new work; repairs to existing work adjoining that removed; repairs as necessary to existing work caused by the installation of new work, and relocation of existing work as shown on drawings. Minor materials and work not specifically mentioned, but necessary for proper completion of this contract shall be provided at no additional cost to the Owner.

Public safety shall be maintained at all times during construction. Barricades, temporary partitions, and overhead cover shall be provided as necessary to protect building occupants and public from construction operations.

Dust Control: Take appropriate action to check the spread of dust to occupied portions of the building and to avoid the creation of a nuisance in the surrounding area. Do not use water if it results in hazardous or objectionable conditions, such as ice, flooding or pollution. Comply with all dust regulations imposed by local air pollution agencies.

Examination of Site: Bidders are requested to visit site and perform a thorough investigation of all existing conditions, comparing drawings and specifications with work in place and work to be performed. Failure to visit site will not relieve successful bidder of requirement to complete work in accordance with drawings and specifications without additional cost to the Owner.

All demolition activities shall be in accordance with the U.S. EPA's National Emission Standards for Hazardous Air Pollutants; Asbestos NESHAP Revision; Final Rule (40 CFR Part 61) and shall include, as a minimum, the following:

1. The demolition contractor shall notify the State of Georgia's Environmental Protection Division Asbestos Licensing and Certification Unit (EPD/ALCU) in writing of his intention to demolish. Delivery of the notice shall be by U.S. Postal Service, commercial delivery services, or hand delivery.
2. Update the notice as necessary, including revising the start or completion dates.
3. Postmark or deliver the notice at least ten (10) working days before the demolition