

**SECTION 00 43 43
WAGE RATES FORM**

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PART 1 – GENERAL

1.1. SUMMARY

- A. The Reimbursable Hourly Worksheet is a contractor provided document that indicates the basic rate of pay, fringe benefits, and each companies cost of required insurance for all Trades and Classifications that will be performing productive labor during the execution of this contract.
 - 1. Rates shall be similar to recognized rates published by the Bureau of Labor Statistics, Associated General Contractors (AGC), Associated Builders and Contractors (ABC), appropriate union contracts, and other similar organizations or documents.
- B. The Reimbursable Labor Rate Worksheet shall provide the basis for labor rates being used on Change Order Request forms.

1.2. RELATED SPECIFICATIONS

- A. Section 01 26 57 Change Order Request
- B. Section 01 29 76 Progress Payment Procedures
- C. Section 01 31 23 Project Management Web Site (SharePoint)
- D. Section 01 32 19 Submittals Schedule

PART 2 – PRODUCTS – NOT USED

PART 3 - EXECUTION

3.1. GENERAL REQUIREMENTS

- A. Prior to the Pre-Construction Meeting the City Project Manager (CPM) or the City Construction Manager (CCM) shall provide the GC a copy of the *Reimbursable Labor Rate Worksheet.xls*.
 - 1. See the last page of this specification for an example of the worksheet.
- B. The GC shall provide all subcontractors that will be performing productive labor during the execution of this contract with additional copies of the worksheet as needed.
- C. All contractors shall be required to fill out and submit completed worksheets for all Trades and Classifications of labor that will be performing productive labor during the execution of this contract.

3.2. GENERAL CONTRACTORS RESPONSIBILITIES

- A. The GC shall consolidate all Trades and Classifications into one master Excel Workbook of all trades.
- B. The GC shall provide the combined workbook as required by Section 1.6 of Specification 01 32 19 Submittals Schedule for review and approval by the Owners Representatives.
 - 1. Submittal shall be an Exported PDF of the completed Excel Workbook.
 - a. As an Exported PDF the individual worksheets will be bookmarked and the document will be word searchable for easy reference.
- C. The GC shall only use the rates posted in the approved submittal throughout the execution of this contract.

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Reimbursable Hourly Rate Worksheet

(see bottom of page for instructions)

Project Name: _____
 Project Location: _____
 Project Number: _____
 Contractor: _____
 Rates are based on the following documentation: _____

Enter TRADE Here:

Carpenter

Classification:		Foreman	Journeyman	Laborer	Apprt 1	Other	Other	Other
Base Rate (BR)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vacation		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Health Insurance		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Pension		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Apprenticeship		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub-total		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
BR Sub-total		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Work. Comp	% of BR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gen Liability	% of BR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
WI Unemploy	% of BR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fed Unemploy	% of BR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FICA	% of BR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub-total		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL COST		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Enter YOUR percentage of base rate in the column below.

0	- Work. Comp
0	- Gen Liability
0	- WI Unemploy
0.6	- Fed Unemploy
7.65	- FICA

Form Instructions:

1. Provide a work sheet for ALL Trade Classifications that will be performing on site productive labor during the execution of this project.
2. Responsible contractor to complete only boxes that are shaded, all non-shaded boxes are formula driven.
3. Contractor shall provide the name of the source used for these rates. (union contract, Bureau of Labor and Statistics, AGC, ABC, etc.) and be prepared to provide copies if so requested.

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END OF SECTION

**SECTION 00 62 76.13
SALES TAX FORM**

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4 PART 1 – GENERAL 1
5 1.1. SUMMARY 1
6 1.2. RELATED SPECIFICATION SECTIONS 1
7 1.2. TAX EXEMPT FORM 1
8 PART 2 – PRODUCTS – THIS SECTION NOT USED 1
9 PART 3 – EXECUTION – THIS SECTION NOT USED 1

10
11 **PART 1 – GENERAL**

12
13 **1.1. SUMMARY**

- 14 A. The City of Madison is a qualifying tax exempt entity in the State of Wisconsin.
15 B. The Contractor shall refer to *Section 102.9 – Bidders Understanding of the City of Madison Standard*
16 *Specifications for Public Works Construction* for more information on Tax Exempt Status.
17 C. This project constructs or remodels facilities owned by the City of Madison in Madison, Wisconsin.

18
19 **1.2. RELATED SPECIFICATION SECTIONS**

- 20 A. Parts of this specification will reference articles within “The City of Madison Standard Specifications for Public
21 Works Construction”.
22 1. Use the following link to access the Standard Specifications web page:
23 <http://www.cityofmadison.com/business/pw/specs.cfm>
24 a. Click on the “Part” chapter identified in the specification text. For example if the specification
25 says “Refer to City of Madison Standard Specification 210.2” click the link for Part II, the Part II
26 PDF will open.
27 b. Scroll through the index of Part II for specification 210.2 and click the text link which will take you
28 to the referenced text.

29
30 **1.3. TAX EXEMPT FORM**

- 31 A. The Contractor can access Wisconsin Sales and Use Tax Exemption Certificates (form S-211, Wisconsin
32 Department of Revenue) from the City of Madison Finance website.
33 1. City of Madison tax exempt information and signature by Purchasing Supervisor is already completed.
34 2. Website: <http://www.cityofmadison.com/employeeenet/finance/purchasing>
35 a. Under the title *Purchasing Forms*, scroll down to the form link titled *Sales Tax Exempt Form S-211*.

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37 **PART 2 – PRODUCTS – THIS SECTION NOT USED**

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39 **PART 3 – EXECUTION – THIS SECTION NOT USED**

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44 **END OF SECTION**
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SECTION 01 26 13
REQUEST FOR INFORMATION (RFI)

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6 1.2. RELATED SPECIFICATIONS 1
7 1.3. PERFORMANCE REQUIREMENTS..... 1
8 1.4. QUALITY ASSURANCE 1
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10 2.1. REQUEST FOR INFORMATION FORM 1
11 PART 3 - EXECUTION 1
12 3.1. CONTRACTOR INITIATED RFI 2
13 3.3. RFI RESPONSES 2
14 3.4. COMMENCEMENT OF WORK RELATED TO AN RFI 2
15

PART 1 – GENERAL

1.1. SUMMARY

- 19 A. Contractors shall use the RFI form/process to request additional information or clarification regarding the
20 construction documents.
21 B. All RFI documentation will be processed through the through the Construction Administration-Request for
22 Information Library on the Project Management Web Site (PMWS).
23

1.2. RELATED SPECIFICATIONS

- 24 A. Section 01 26 46 Construction Bulletin (CB)
25 B. Section 01 26 57 Change Order Request (COR)
26 C. Section 01 26 63 Change Order (CO)
27 D. Section 01 31 23 Project Management Web Site (PMWS)
28 E. Section 01 91 00 Commissioning
29

1.3. PERFORMANCE REQUIREMENTS

- 30
31 A. RFI issues initiated by any contractor shall be done through the General Contractor (GC).
32 1. RFIs submitted by any Sub-contractor under the GCs control shall be returned with no response.
33 B. Submit a new RFI for each issue. Only multiple questions that are of a similar nature may be combined into one
34 RFI shall be allowed and responded to.
35
36

1.4. QUALITY ASSURANCE

- 37 A. The GC shall be responsible for all of the following:
38 1. Ensure that any request for additional information is valid and the information being requested is not
39 addressed in the construction documents.
40 2. Ensure that all requests are clearly stated and the RFI form is completely filled out.
41 3. Ensure that all Work associated an RFI response is carried out as intended.
42 B. The PA shall be responsible for the following:
43 1. Ensure that all responses to contractor initiated RFIs are properly responded to in a timely fashion.
44 a. The CPM, Owner, consulting staff, and other City staff shall be responsible for the initial review of
45 the RFI. The PA shall be responsible for codifying all consultant and Owner/City staff comments
46 into a unified RFI response.
47
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PART 2 – PRODUCTS

2.1. REQUEST FOR INFORMATION FORM

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51 A. The RFI form is located on the Project Management Web Site. The GC, PA, or CPM as appropriate shall click the
52 link in the left margin of the project web site opening a new form. Project information is pre-loaded, provide
53 additional information as indicated below in the execution to complete the form.
54
55

PART 3 - EXECUTION

1 **3.1. CONTRACTOR INITIATED RFI**

- 2 A. Immediately on discovery of the need for additional information or interpretation of the Contract Documents
3 any contractor may initiate an RFI for additional information or clarification through the GC.
4 B. The GC shall select the "Submit an RFI" link on the Project Management Web Site and completely fill out the
5 form as follows:
6 1. Contract related information will be automatically populated on the form.
7 2. Thoroughly explain the issue at hand, provide backup information (photographs, sketches, drawings,
8 data, etc) as necessary, and clearly state the question or problem that requires a resolution. Combine
9 like or related issues but do not include multiple issues on one form.
10 a. Example. If a duct interferes with other critical piping and electrical work include all issues into
11 one RFI.
12 b. Example. If you have a question regarding the chiller and another regarding toilet partitions
13 create separate RFIs.
14 3. Check all relevant boxes for trades affected. This will assist the design team in determining who should
15 be reviewing the RFI.
16 C. Upon completing the RFI click the "Submit" button. The PMWS software will automatically route the RFI to the
17 appropriate reviewers.
18

19 **3.3. RFI RESPONSES**

- 20 A. Responses to simple RFI issues shall use the response section of the RFI form and shall be completed within five
21 (5) working days of the RFI form being submitted.
22 B. Responses to more complex issues may require additional time or may require a Construction Bulletin to be
23 published. The initial RFI shall be responded to within five (5) working days stating that the RFI is being
24 reviewed and provide an estimated date for the response.
25 C. The following GC generated RFIs will be returned without action:
26 1. Requests for approval of submittals
27 2. Requests for approval of substitutions
28 3. Requests for approval of Contractor's means and methods.
29 4. Requests for coordination information already indicated in the Contract Documents.
30 5. Requests for adjustments in the Contract Time or the Contract Sum.
31 6. Requests for interpretation of A/E's actions on submittals.
32 7. Incomplete RFI or inaccurately prepared RFI.
33

34 **3.4. COMMENCEMENT OF WORK RELATED TO AN RFI**

- 35 A. The GC shall only proceed with the Work of an RFI when additional information is not required.
36 B. The GC shall not proceed with any Work associated with an RFI while it is under review.
37 C. The GC shall not proceed with any Work associated with an RFI that clearly states a CB will be issued in response
38 to the RFI.
39 D. The GC will be required to immediately remove and replace unauthorized Work and all costs required to
40 conform to the Contract Documents shall be borne by the GC.
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44 **END OF SECTION**
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**SECTION 01 26 46
CONSTRUCTION BULLETIN (CB)**

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12 3.1. WRITING THE CONSTRUCTION BULLETIN 2
13 3.2. EXECUTING THE CONSTRUCTION BULLETIN..... 2
14

PART 1 – GENERAL

1.1. SUMMARY

- 18 A. Construction Bulletins (CB) are formal published construction documents that modify the original contract bid
19 documents after construction has commenced. CBs may be published for many reasons, including but not
20 limited to the following:
21 1. Clarification of existing construction documents including specifications, plans, and details
22 2. Change in product or equipment
23 3. A response to a Request for Information
24 4. Change in scope of the contract as either an add or a deduct of work
25 B. CBs provide a higher degree of detail in response to a Request for Information (RFI) through directives, revised
26 plans/details, and specifications as necessary.
27 C. The CB may change the original contract documents through additions or deletions to the Work.
28 D. Where the directives of a CB are significant enough to warrant a Change Order Request (COR) the GC shall use all
29 information provided in the CB to assemble all required back-up documentation for additions and deletions of
30 materials, labor and other related contract costs for the COR.
31 E. All CB documentation will be processed through the Construction Administration-Construction Bulletin Library
32 on the Project Management Web Site (PMWS).
33

1.2. RELATED SPECIFICATIONS

- 34 A. Section 01 26 13 Request for Information (RFI)
35 B. Section 01 26 57 Change Order Request (COR)
36 C. Section 01 26 63 Change Order (CO)
37 D. Section 01 31 23 Project Management Web Site
38 E. Section 01 91 00 Commissioning
39
40

1.3. PERFORMANCE REQUIREMENTS

- 41 A. Project Architect (PA): The PA shall be the only person authorized to publish a CB as needed for any reason
42 indicated in section 1.1.A above. The PA shall consult as necessary with any of the following while drafting the
43 CB and shall confirm final direction with the CPM prior to issuing a CB:
44 1. City Project manager (CPM)
45 2. Owner
46 3. Members of the consulting staff
47 4. Members of city staff
48 5. The General Contractor
49 6. Sub-contractors
50 7. Commissioning Agent (CxA)
51 B. General Contractor: The GC shall be responsible for the following as needed:
52 1. Executing the directives of the CB when he/she believes that no changes in labor, materials, equipment,
53 or contract duration will be required for additions or deletions.
54 2. Submit a COR when he/she believes that a change in labor, materials, equipment or contract duration
55 will be required for additions or deletions.
56
57

1 **1.4. QUALITY ASSURANCE**

- 2 A. The PA shall be responsible for ensuring the final CB sufficiently provides direction, details, specifications and
3 other information as necessary for the GC to perform the intended Work.
4 B. The PA shall be responsible for ensuring the final CB is published as expeditiously as practical based on the
5 complexity of the CB being written. CBs that may affect the GC critical path shall be given priority.
6

7 **PART 2 – PRODUCTS**

8
9 **2.1. CONSTRUCTION BULLETIN FORM**

- 10 A. The CB form is located on the Project Management Web Site. The PA shall click the link in the left margin of the
11 project web site opening a new form. Project information is pre-loaded, the PA only needs to enter information
12 and make attachments as needed to complete the form.
13

14 **PART 3 - EXECUTION**

15
16 **3.1. WRITING THE CONSTRUCTION BULLETIN**

- 17 A. The PA shall draft a CB as needed using the Construction Bulletin form on the Project Management Web Site.
18 1. The PA and/or consulting staff as necessary shall provide specifications, model numbers and performance
19 data, details and other such information necessary to clearly state the intentions of the CB.
20 2. The consulting staff, CPM, Owner, CxA and other City Staff shall review the draft and recommend
21 changes as needed.
22 3. The PA shall amend the draft as necessary into a final CB for review
23 B. Once the final CB has been approved the PA shall “Submit” the CB through the Project Management Web Site to
24 the GC.
25

26 **3.2. EXECUTING THE CONSTRUCTION BULLETIN**

- 27 A. The GC shall acknowledge receipt of the CB on the Project Management Web Site as instructed in the Tutorial
28 Manual provided to the awarded contractor.
29 B. The GC shall notify all Sub-contractors of the CB and publish the CB to all field sets of drawings and specifications
30 as appropriate.
31 C. The GC shall execute the directives of the CB or submit COR documentation as necessary during the execution
32 and implementation of the CB.
33 1. See Specification 01 26 57 Change Order Request (COR)
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37 **END OF SECTION**
38

SECTION 01 26 57
CHANGE ORDER REQUESTS (COR)

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5 1.1. SUMMARY 1
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8 1.4. CONTRACT EXTENSION 3
9 1.5. OVERHEAD AND PROFIT MARKUP 3
10 1.6. PERFORMANCE REQUIREMENTS 3
11 1.7. QUALITY ASSURANCE 4
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13 2.1. CHANGE ORDER REQUEST FORM 4
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15 3.1. ESTABLISHING A CHANGE ORDER REQUEST 4
16 3.2. SUBMIT A CHANGE ORDER REQUEST FORM 4
17 3.3. CHANGE ORDER REQUEST REVIEW, APPROVAL, AND PROCESSING 5
18 3.4. EMERGENCY CHANGE ORDER REQUEST 5

PART 1 – GENERAL

1.1. SUMMARY

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23 A. Except in cases of emergency, no changes in the Work required by the Contract Documents may be made
24 by the General Contractor (GC) without having prior approval of the City Engineer or his representative.
25 B. The City may at any time, without invalidating the Contract and without Notice to Sureties, order changes in
26 the Work by written Change Order (CO). Such changes may include additions and/or deletions.
27 C. Where the City desires to make changes in the Work through use of written Change Order Request (COR), the
28 following procedures apply:
29 1. If requested by the City, the GC shall prepare and submit a detailed proposal, including all cost and time
30 adjustments to which the GC believes it will be entitled if the change proposed is incorporated into the
31 Contract. The City shall be under no legal obligation to issue a Change Order for such proposal.
32 2. The parties shall attempt in good faith to reach agreement on the adjustments needed to the Contract to
33 properly incorporate the proposed change(s) into the Work. In the event that the parties agree on such
34 adjustments, the City may issue a Change Order and incorporate such changes and agreed to
35 adjustments, if any.
36 3. In some instances, it may be necessary for the City to authorize Work or direct changes in Work for which
37 no final and binding agreement has been reached and for which unit prices are not applicable. In such
38 cases the following shall apply.
39 a. Upon written request by the City, the GC shall perform proposed Work
40 b. The cost of such change may be determined in accordance with this specification.
41 c. In the event agreement cannot be accomplished as contemplated herein, the City may authorize
42 the Work to be performed by City forces or to hire others to complete the Work. Such action on
43 the part of the City shall not be the basis of a claim by the GC for failure to allow it to perform the
44 changed Work.
45 D. Where changes in the Work are made by the City through use of a force account basis, the GC shall as soon as
46 practicable, and in no case later than ten (10) working days from the receipt of such order, unless another time
47 period has been agreed to by both parties, give the City written Notice, stating:
48 1. The date, circumstances and source of the extra work; and,
49 2. The cost of performing extra work described by such Order, if any; and,
50 3. Effect of the order on the required completion date of the Project, if any.
51 E. The giving of each Notice by the GC as prescribed by this specification, shall be a requirement to liability of the
52 City for payment of any additional costs incurred by the GC in implementing changes in the Work. Under this
53 specification, no order or statement of the City shall be treated as a Change Order, or shall entitle the GC to an
54 equitable adjustment of the terms of this Contract or damages for costs incurred by the GC on any activity for
55 which the Notice was not given.
56 F. In the event Work is required due to an emergency as described in this specification the GC must request an
57 equitable adjustment as soon as practicable, and in no case later than ten (10) working days of the
58 commencement of such emergency.

- 1 G. All GC requests for equitable adjustment shall be submitted to the CPM per the specifications below. Such
- 2 requests shall set forth with specificity the amount of and reason(s) for the proposed adjustment and shall be
- 3 accompanied by supporting information and documents.
- 4 H. No adjustment of any kind shall be made to this Contract, if asserted by the GC for the first time, after the date
- 5 of final payment.
- 6 I. This specification shall be used by the GC when preparing documentation for any COR to ensure each has been
- 7 properly and completely filled out as required by the City of Madison.
- 8 J. All COR documentation will be processed through the Construction Administration-Change Order Request
- 9 Library on the Project Management Web Site (PMWS).

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11 **1.2. RELATED SPECIFICATION SECTIONS**

- 12 A. Section 01 26 13 Request for Information (RFI)
- 13 B. Section 01 26 46 Construction Bulletins (CB)
- 14 C. Section 01 26 63 Change Order (CO)
- 15 D. Section 01 31 23 Project Management Web Site
- 16 E. Section 01 91 00 Commissioning
- 17 F. Parts of this specification will reference articles within "The City of Madison Standard Specifications for Public
- 18 Works Construction".
 - 19 1. Use the following link to access the Standard Specifications web page:
 - 20 <http://www.cityofmadison.com/business/pw/specs.cfm>
 - 21 a. Click on the "Part" chapter identified in the specification text. For example if the specification
 - 22 says "Refer to City of Madison Standard Specification 210.2" click the link for Part II, the Part II
 - 23 PDF will open.
 - 24 b. Scroll through the index of Part II for specification 210.2 and click the text link which will take you
 - 25 to the referenced text.

26
27 **1.3. DEFINITIONS AND STANDARDS**

- 28 A. LABOR: The amount of time and cost associated with the performance of human effort for a defined scope of
- 29 Work. Labor is further defined as follows:
 - 30 1. Labor rate is the total hourly rate which includes the basic rate of pay, fringe benefits plus each
 - 31 company's cost of required insurance, also referred to as a reimbursable labor rate.
 - 32 2. Unit labor is the labor hours anticipated to install the corresponding unit of material.
 - 33 3. Labor cost is the labor hours multiplied by the hourly labor rates.
- 34 B. MATERIAL: Actual material cost is the amount paid, or to be paid, by the GC for materials, supplies and
- 35 equipment entering permanently into the Work, including cost of transportation and applicable taxes. The cost
- 36 shall not exceed the usual and customary cost for such items available in the geographical area of the project
- 37 C. LARGE TOOLS AND MAJOR EQUIPMENT: Large tools and major equipment are those with an initial cost greater
- 38 than \$1,500, whether from the GC or other sources.
 - 39 1. Tool and equipment use and time allowed is only for extra work associated with change orders.
 - 40 a. Rental Rate is the machine cost associated with operating a piece of equipment for a defined
 - 41 length of time (hour, day, week, or month) and shall not exceed the usual and customary amount
 - 42 for such items available in the geographical area of the project.
 - 43 b. Rental cost is the rental rate multiplied by the anticipated duration the equipment shall be
 - 44 required.
 - 45 2. The GC shall provide a breakdown of all rental rates to indicate what items and costs are associated with
 - 46 the rate. Examples of items to include in the breakdown would be fuel consumption, lubrication,
 - 47 maintenance and other similar expenses but not including profit and overhead.
 - 48 3. When large tools and equipment needed for Change Order work are not already at the job site, the
 - 49 actual cost to get the item there is also reimbursable.
- 50 D. BOND COST: The cost shall be calculated at 1% of the total proposed change order.
- 51 E. SUB-CONTRACTOR COSTS: Sub-contractor costs are for those labor, material, and equipment costs required by
- 52 subcontracted specialties to complete the Change Order work.
- 53 F. OVERHEAD AND PROFIT Markup: The allowable markup percentage to a COR by the GC and Sub-contractors for
- 54 overhead and profit. All of the following are expenses associated with overhead and profit and shall not be
- 55 reimbursable as individual items on any COR:
 - 56 1. CHANGE ORDER PREPARATION: All costs associated with the preparing and processing of the change
 - 57 order.

- 1 2. DESIGN, ESTIMATING, AND SUPERVISION: All such efforts, unless specifically requested by Owner as
- 2 additional Work to be documented as a COR or portion thereof.
- 3 3. INSTALLATION LAYOUT: The layout required for the installation of material and equipment, and the
- 4 installation design, is the responsibility of the GC.
- 5 4. SMALL TOOLS AND SUPPLIES: The cost of small hand tools with an initial cost of \$1,500 or less, along
- 6 with consumable supplies and expendable items such as drill bits, saw blades, gasoline, lubricating or
- 7 cutting oil, and similar items.
- 8 5. GENERAL EXPENSE: The general expense, which is those items that are a specific job cost not associated
- 9 with direct labor and material such as job trailers, foreman truck, and similar items.
- 10 6. RECORD DRAWINGS: The preparation of record or as-built drawings.
- 11 7. OTHER COSTS: Any miscellaneous cost not directly assessable to the execution of the Change Order
- 12 including but not limited to the following:
- 13 a. All association dues, assessments, and similar items.
- 14 b. All education, training, and similar items.
- 15 c. All drafting and/or engineering, unless specifically requested by Owner as additional Work to be
- 16 documented as a Change Order proposal or portion thereof.
- 17 d. All other items including but not limited to review, coordination, estimating and expediting, field
- 18 and office supervision, administrative work, etc.
- 19 G. Contract Extension: The necessary amount of time to be added to the contract deadlines for the completion of a
- 20 change order.
- 21

22 **1.4. CONTRACT EXTENSION**

- 23 A. The GC shall not assume that every COR will require a Contract Extension. If the GC feels a contract extension is
- 24 warranted he/she shall provide sufficient scheduling information that shows how the COR being requested
- 25 impacts the critical path of the project.
- 26 B. The City of Madison strongly encourages the GC to explore alternative methods and practices prior to submitting
- 27 a COR with a request for contract extension.
- 28

29 **1.5. OVERHEAD AND PROFIT MARKUP**

- 30 A. Pursuant to the City of Madison Standard Specifications for Public Works Construction, Section 104.7, Extra
- 31 Work, the following maximum allowable markups shall be strictly enforced on all change orders associated with
- 32 the execution of this contract.
- 33 1. The total maximum overhead and profit shall not exceed fifteen percent (15%) of the total costs.
- 34 2. The total maximum overhead and profit shall be distributed as follows:
- 35 a. For work performed and materials provided solely by the General Contractor, fifteen percent
- 36 (15%) of the total costs.
- 37 b. For work performed and materials provided solely by Sub-contractors and supervised by the
- 38 General Contractor:
- 39 i. Supervision of the GC, five percent (5%) of the total Sub-contractor cost.
- 40 ii. Sub-contractors work and materials ten percent (10%) of the total Sub-contractor cost.
- 41

42 **1.6. PERFORMANCE REQUIREMENTS**

- 43 A. The GC shall become thoroughly familiar with this specification as it will identify procedures and expenses that
- 44 are or are not allowed under the Change Order and Change Order Request process.
- 45 B. The GC shall be responsible for all of the following:
- 46 1. Carefully reviewing the CB that is associated with the COR.
- 47 2. Collecting required supporting documentation from all contractors that quantify the need for a COR.
- 48 a. Labor hours and wage rates
- 49 b. Material costs
- 50 c. Equipment costs
- 51 C. The following shall apply to establishing prices for labor, materials, and equipment costs:
- 52 1. Where Work to be completed has previously been established by individual bid items in the contract bid
- 53 proposal the GC shall use the unit bid prices previously established.
- 54 2. Where Work to be completed was bid as a Lump Sum without individual bid items the GC shall provide a
- 55 breakdown of all labor, materials, equipment including unit rates and quantities required.
- 56 D. The completion date is determined by Owner. The schedule, however, is the responsibility of the GC. Time
- 57 extensions for extra Work will be considered when a schedule analysis of the critical path shows that the Change
- 58 Order Request places the Work beyond the completion date stated in the Contract.

1
2 **1.7. QUALITY ASSURANCE**

- 3 A. The GC shall be responsible for ensuring that all COR supporting documentation meets the following
4 requirements prior to completing the COR form on the Project Management Web Site:
5 1. Sufficiently indicates labor, material, and other expenses related to completing the intent of the CB.
6 2. No costs exceed the usual and customary amount for such items available in the geographical area of the
7 project, and no costs exceed those established under the contract.
8 B. The Project Architect (PA), Commissioning Agent (CxA), City Project Manager (CPM), other members of the
9 consulting staff, and city staff shall review all COR requests to ensure that the intent of the CB will be met under
10 the proposal of the COR or request additional information as necessary.
11

12 **PART 2 – PRODUCTS**

13
14 **2.1. CHANGE ORDER REQUEST FORM**

- 15 A. The COR form is located on the Project Management Web Site. The GC shall click the link in the left margin of
16 the project web site opening a new form. Follow additional instructions below in the execution section for filling
17 out the form.
18

19 **PART 3 - EXECUTION**

20
21 **3.1. ESTABLISHING A CHANGE ORDER REQUEST**

- 22 A. Upon receipt of a Construction Bulletin (CB) where the GC believes a significant change in contract scope
23 warrants the submittal of a COR the GC shall do all of the following within ten (10) working days after receipt of
24 the CB:
25 1. Review the CB with all necessary trades and sub-contractors required by the change in scope.
26 a. Additions or deletions to the contract scope shall be as directed within the CB.
27 b. Additions or deletions of labor and materials shall be determined by the GC based on the
28 directives of the CB.
29 2. Assemble all required back-up documentation for additions and deletions of materials, labor and other
30 related contract costs as previously outlined in this specification.
31 3. Submit a COR request form on the Project Management Web Site.
32 B. Submitting a COR does not obligate the GC to complete the work associated with the COR nor does it obligate
33 the Owner to approve the COR as a change to the contract.
34

35 **3.2. SUBMIT A CHANGE ORDER REQUEST FORM**

- 36 A. This specification shall provide a subject overview only. In depth instructions shall be provided to the awarded
37 Contractor in a PDF Instructional Manual.
38 B. The GC shall select the "Submit a COR" link on the Project Management Web Site.
39 C. The software will open a new COR form and the GC shall provide all of the following information:
40 1. DO NOT perform any calculations on this worksheet, only provide the raw data as requested below. All
41 calculations, totals, and markups shall be computed as described within this specification.
42 2. Provide a summary description of the COR request, and justification for any requested time extension to
43 the contract, indicate the number of calendar days being requested for the extension and add any
44 attachments to the form as needed.
45 3. Provide all GC self performance data including all of the following:
46 a. Materials description, quantities, and unit costs.
47 b. Labor hours and rates for all Foremen, Journeymen, and Apprentices by trade.
48 c. Equipment descriptions, quantities, unit costs and rates.
49 4. Provide all Sub-contractor data including all of the following:
50 a. Materials description, quantities, and unit costs.
51 b. Labor hours and rates for all Foremen, Journeymen, and Apprentices by trade.
52 c. Equipment descriptions, quantities, unit costs and rates.
53 5. Ensure all calculations performed by the form have been completed correctly. Contact the CPM directly
54 if you suspect an error before hitting the save button.
55 C. At any time after creating a COR you must at a minimum click "Save as Draft" to save your work.
56 D. When all data has been entered and verified click on the "Submit COR" button. This will kick off the COR Review
57 and Approval process.
58

1 **3.3. CHANGE ORDER REQUEST REVIEW, APPROVAL, AND PROCESSING**

- 2 A. The PA and CPM shall review all CORs submitted by the GC.
3 1. Additional consulting staff and city staff having knowledge of the components of the COR shall review
4 and advise the PA and CPM as to the accuracy of the items, quantities, and associated costs of the COR as
5 directed by the CB.
6 2. The CPM shall review the COR with the Owner.
7 B. If required the PA and CPM, shall in good faith, further negotiate the COR with the GC as necessary. All
8 amendments to any COR shall be documented within the Project Management Web Site software.
9 C. After final review of the COR the CPM and Owner may accept the COR.
10 D. The CPM shall prepare the COR in the form of an official Board of Public Works Change Order for final review and
11 approval as outlined in Section 01 26 63 Change Order (CO).
12 E. The GC shall not act upon any accepted COR until it has received final approval through the Public Works process
13 as an official CO to the Work unless instructed to do so by the CPM. Proceeding without the final approval of a
14 fully authorized Change Order is at the GC's own risk.

15
16 **3.4. EMERGENCY CHANGE ORDER REQUEST**

- 17 A. In the event Work is required due to an emergency as described in the Contract Documents, the GC must
18 request an equitable adjustment as soon as practicable, and in no case later than ten (10) working days of the
19 commencement of such emergency.
20 B. The GC shall provide full documentation of all labor, materials and equipment used during the period of
21 emergency as part of the COR submittal.
22
23
24

25 **END OF SECTION**
26

**SECTION 01 26 63
CHANGE ORDER (CO)**

1
2
3
4 PART 1 – GENERAL 1
5 1.1. SUMMARY 1
6 1.2. RELATED SPECIFICATION SECTIONS 1
7 1.3. BOARD OF PUBLIC WORKS PROCEDURE 1
8 PART 2 – PRODUCTS..... 2
9 2.1. CHANGE ORDER FORM..... 2
10 PART 3 - EXECUTION 2
11 3.1. PREPARATION OF THE CHANGE ORDER 2
12 3.2. EXECUTION OF THE CHANGE ORDER 2
13

PART 1 – GENERAL

1.1. SUMMARY

- 17 A. Except in cases of emergency, no changes in the Work required by the Contract Documents may be made
18 by the General Contractor (GC) without having prior approval of the City Project Manager (CPM).
19 B. The City may at any time, without invalidating the Contract and without Notice to Sureties, order changes in
20 the Work by written Change Order. Such changes may include additions and/or deletions.
21 C. The Change Order (CO) is a Board of Public Works (BPW) form that is reviewed and approved by a specific
22 process.
23 D. The CO form is typically made up of multiple Change Order Requests (CORs) and/or Bid Items as appropriate
24 depending on the type of project and how the contract was bid.
25 E. All CO documentation shall be processed through the Construction Administration-Change Order Library and
26 digital workflow on the Project Management Web Site (PMWS).
27

1.2. RELATED SPECIFICATION SECTIONS

- 28
29 A. Section 01 26 13 Request for Information (RFI)
30 B. Section 01 26 46 Construction Bulletin (CB)
31 C. Section 01 26 63 Change Order Request (COR)
32 D. Section 01 31 23 Project Management Web Site
33 E. Section 01 91 00 Commissioning
34

1.3. BOARD OF PUBLIC WORKS PROCEDURE

- 35
36 A. The Board of Public Works has a very explicit procedure for the review and approval of all change orders
37 associated with any Public Works Contract as follows:
38 1. The Supervisory Chain of the CPM shall review and approve any CO under \$10,000 provided it does not
39 include either of the following:
40 a. The CO does not request a time extension to the contract.
41 b. The CO does not cause the contract contingency sum to be exceeded.
42 2. The Board of Public Works shall review and approve any CO that requires any of the following:
43 a. Any CO over \$10,000.
44 b. Any CO requesting a time extension to the contract regardless of the monetary value of the CO.
45 c. Any CO that that causes the contract contingency sum to be exceeded.
46 B. The Board of Public Works generally meets every other week and only once in August and December. The GC is
47 cautioned that, under normal scheduling, a CO requiring a BPW review will take a minimum of two (2) weeks to
48 achieve final approval.
49 1. The City shall not be responsible for additional delays to the Work caused by the scheduling constraints
50 of the Board of Public Works.
51 C. **SPECIAL NOTE:** The GC is cautioned to never proceed unless told to do so by the CPM. Only in rare instances
52 may the CPM give a written notice to proceed on a COR without an approved CO. Proceeding without the
53 written notice of the CPM or an approved CO is at the GC's own risk.
54

1 **PART 2 – PRODUCTS**

2
3 **2.1. CHANGE ORDER FORM**

- 4 A. The CO form is located on the Project Management Web Site. The CPM shall click the link in the left margin of
5 the project web site opening a new form. Project information is pre-loaded, the CPM only needs to enter
6 information and make attachments as needed to complete the form.
7

8 **PART 3 - EXECUTION**

9
10 **3.1. PREPARATION OF THE CHANGE ORDER**

- 11 A. The CPM shall prepare the required CO forms in the Construction Administration-Change Order Library on the
12 Project Management Web Site as follows:
13 1. Provide information for all contract information.
14 2. Provide a general description of the items described within the change order.
15 3. Provide detailed information for each Item on the CO form. At the option of the CPM he/she may include
16 multiple Change Order Requests each as their own item.
17 4. Provide required pricing and accounting information as needed for the item.
18 5. Insert attachments of contractor/architect provided information that clarifies and quantifies the CO.
19 Attachments may include but not be limited to material lists, estimated labor, revised details or
20 specifications, and other documents that may be related to the requested change.
21 6. Save the final version of the completed CO.
22

23 **3.2. EXECUTION OF THE CHANGE ORDER**

- 24 A. Upon saving the CO as described in section 3.1 above the software associated with the Project Management
25 Web Site shall notify the GC that the CO has been drafted and is ready for review. The GC shall do the following:
26 1. Open the appropriate CO form in the Construction Administration-Change Order Library and review all
27 items on the form.
28 2. The GC shall notify the CPM immediately of any errors or discrepancies on the form and shall not sign or
29 save it.
30 a. The CPM shall make any corrections as needed, re-save the form, and notify the GC.
31 3. If/when the GC concurs with the CO form as drafted the GC shall digitally sign the form and click SAVE.
32 B. After the GC digitally signs/saves the CO it shall be routed through the Project Management Web Site for
33 additional review and/or approvals. The CPM shall do the following:
34 1. Monitor the review process to ensure the software is working properly at each review step.
35 2. Ensure that proper BPW procedures are executed as needed by the CO approval process.
36 a. Schedule the CO on the next available BPW agenda if required.
37 i. Attend the BPW meeting to speak on the CO to board members and answer questions.
38 ii. The GC and/or PA may be required to attend the BPW meeting to address specific
39 information as it relates to the Work and/or materials associated with the CO.
40 3. Monitor final approval and distribution of the CO.
41 4. Notify the GC that the CO has been completed.
42 5. Ensure that the CO is posted to the next Public Works payment schedule.
43 6. Verify that the GC's next Progress Payment-Schedule of Values show the CO as part of the contract sum.
44 C. Upon final approval of the CO the GC may proceed with executing the Work associated with the CO.
45
46
47
48
49

END OF SECTION

**SECTION 01 29 73
SCHEDULE OF VALUES**

1
2
3
4 PART 1 – GENERAL 1
5 1.1. SUMMARY 1
6 1.2. RELATED SPECIFICATIONS 1
7 1.3. RELATED DOCUMENTS 1
8 1.4. BASIS OF VALUES 2
9 PART 2 – PRODUCTS – THIS SECTION NOT USED 2
10 PART 3 - EXECUTION 2
11 3.1. AIA DOCUMENT G702 – APPLICATION AND CERTIFICATE FOR PAYMENT 2
12 3.2. AIA DOCUMENT G703 – CONTINUATION SHEET 2
13 3.3. INITIAL SCHEDULE OF VALUES SUBMITTAL 3
14 3.4. SOV FOR PROGRESS PAYMENT REQUESTS 3
15

PART 1 – GENERAL

1.1. SUMMARY

- 19 A. The Schedule of Values (SOV) is a Contractor provided statement that allocates portions of the total contract
20 sum to various portions of the contracted work and shall be the basis for reviewing the Contractors Progress
21 Payment Requests.
22 B. AIA Document G702 – Application and Certificate for Payment and AIA Document G703 Continuation Sheet shall
23 be filled out in sufficient detail to be used as a guideline in determining work completed and materials stored on
24 site when verifying Progress Payment Requests.
25 C. The General Contractor shall be responsible for filling out, updating, and providing these work sheets with each
26 Progress Payment Request.
27

1.2. RELATED SPECIFICATIONS

- 29 A. Section 01 26 63 Change Order (CO)
30 B. Section 01 29 76 Progress Payment Procedures
31 C. Section 01 31 23 Project Management Web Site
32 D. Section 01 32 26 Construction Progress Reporting
33 E. Section 01 33 23 Submittals
34 F. Parts of this specification will reference articles within “The City of Madison Standard Specifications for Public
35 Works Construction”.
36 1. Use the following link to access the Standard Specifications web page:
37 <http://www.cityofmadison.com/business/pw/specs.cfm>
38 a. Click on the “Part” chapter identified in the specification text. For example if the specification
39 says “Refer to City of Madison Standard Specification 210.2” click the link for Part II, the Part II
40 PDF will open.
41 b. Scroll through the index of Part II for specification 210.2 and click the text link which will take you
42 to the referenced text.
43

1.3. RELATED DOCUMENTS

- 45 A. The following documents shall be used as the basis for initiating and maintaining the SOV worksheets throughout
46 the execution of this contract.
47 1. Drawing documents and specifications (including general provisions) as provided with the bid set
48 documents and any published addendums.
49 2. Documents associated with revisions or clarifications to number 1 above after awarding of the contract,
50 including but not limited to:
51 a. Construction Bulletins
52 b. Request for Information
53 c. Approved Change Orders
54 3. The latest daily/weekly Construction Progress Report
55 4. Other specifications as identified in Section 1.2 above

1
2 **1.4. BASIS OF VALUES**

- 3 A. The Contractor shall provide a breakdown of the Contract Sum in sufficient detail to assist the Architect and City
4 Project Manager in evaluating Progress Payment Requests. The breakdown detail may require a labor and
5 material breakdown for each division of work or trade or as directed by the CPM.
6 B. The total sum of all items shall equal the Contract Sum.
7

8 **PART 2 – PRODUCTS – THIS SECTION NOT USED**

9
10 **PART 3 - EXECUTION**

11
12 **3.1. AIA DOCUMENT G702 – APPLICATION AND CERTIFICATE FOR PAYMENT**

- 13 A. The Contractor shall use AIA Document G-702 Application and Certificate for Payment with each Progress
14 Payment Request.
15 B. Completely fill out the Project Information section as follows:
16 1. TO OWNER; provide all owner related information as provided in the contract documents.
17 2. PROJECT; provide all contract information including contract number, title and address.
18 3. FROM CONTRACTOR; provide all contractor related information.
19 4. VIA ARCHITECT; provide all the architect's related information including the architect's project reference
20 number if different from the owners.
21 5. Indicate the current APPLICATION NO., PERIOD TO date, and CONTRACT DATE.
22 C. Completely fill out the Contractors Application for Payment section.
23 1. Fill out lines 1 through 9 to reflect the current status of the contract through the payment date being
24 requested.
25 2. The City of Madison calculates retainage on Public Works Contracts as follows:
26 a. In general, across the duration of the contract, 2.5% of the total contract sum, including change
27 orders, is withheld for retainage as referenced from the City of Madison Standard Specification
28 110.2:
29 i. Beginning with Progress Payment 1, 5% retainage will be withheld until such time that 50%
30 of the total contract sum has been paid out.
31 ii. No additional retainage will be withheld after 50% of the total contract sum has been paid,
32 unless additional change orders have been approved after the 50% milestone has been
33 reached. Per City of Madison Standard Specification 110.2, additional retainage up to 10%,
34 may be held in the event there are holds placed by Affirmative Action or liquidated
35 damages by BPW.
36 iii. Retainage for additional change orders after the 50% milestone will be withheld at the rate
37 of 2.5% of the total cost of the change order.
38 iv. Retainage is based on the change orders posted to the City's contract worksheet at the
39 time the progress payment is processed.
40 D. Completely fill out the Change Order Summary section. Only change orders that have been finalized and posted
41 to the City of Madison's Application for Partial Payment worksheet may be itemized into the SOV documents.
42 E. The Contractor shall sign and date the application and it shall be properly notarized.
43 F. The Contractor shall not fill in any information in the Architects Certificate for Payment section.
44

45 **3.2. AIA DOCUMENT G703 – CONTINUATION SHEET**

- 46 A. The Contractor shall use AIA Document G-703 Continuation Sheet to itemize his/her SOV for this contract.
47 Provide additional sheets as necessary.
48 B. Provide information in Column A (Item No.), Column B (Description of Work), and Column C (Scheduled Value) by
49 any method that allocates portions of the total contract sum to various portions of the contracted work.
50 Possible methods include combinations of the following:
51 1. By division of work
52 2. By contractor, sub-contractor, sub sub-contractor
53 3. By specialty item or group
54 4. Other methods of breakdown as may be requested by the City Project Manager or City Construction
55 Manager at the pre-construction meeting.
56 C. Provide total cost of the item/description of work including proportionate shares of profit and overhead related
57 to the item.
58

1 **3.3. INITIAL SCHEDULE OF VALUES SUBMITTAL**

- 2 A. The Contractor shall upload his/her initial SOV to the Project Management Web Site, Submittals Library, no later
3 than five (5) working days after the Pre-construction Meeting.
4 1. The initial SOV shall provide information in Column A (Item No.), Column B (Description of Work), and
5 Column C (Scheduled Value) only.
6 2. The level of detail shall be as described in section 3.2 above.
7 B. The Project Architect (PA) and the City Project Manager (CPM) shall review the SOV as any other submittal and
8 may require modifications to reflect additional detail as necessary.
9 C. The Contractor shall resubmit the SOV as necessary until such time as the PPA and CPM have sufficient detail for
10 assessing and approving future Progress Payment Applications.
11 D. Progress Payment Application 1 will not be processed until such time as the Contractor has met this requirement
12 regardless of the amount of work completed per the application.
13

14 **3.4. SOV FOR PROGRESS PAYMENT REQUESTS**

- 15 A. The Contractor shall update the initial SOV with each Progress Payment Application as follows:
16 1. Initial items and values as part of Section 3.3 above will not be adjusted once the original Schedule of
17 Values submittal has been approved.
18 2. Change orders shall be added as additional items and values at the bottom of the SOV as they become
19 approved and posted to the City's contract worksheet. The value for each change order shall be the
20 value indicated on the SOV and shall stand alone. Values shall not be split out or combined with other
21 existing items with similar work descriptions on the original SOV.
22 3. Fill out Columns D, E, F and G to properly reflect the work completed and materials received since the last
23 Progress Payment Application.
24 4. Only materials delivered and stored on the project site may be reflected on SOV progress updates.
25 B. Provide updated G702 and G703 sheets with each Progress Payment application.
26 C. See Specification 01 29 76 Progress Payment Procedures for additional information on submitting Progress
27 Payment Applications.
28
29
30

31 **END OF SECTION**
32

SECTION 01 29 76
PROGRESS PAYMENT PROCEDURES

1
2
3
4 PART 1 – GENERAL 1
5 1.1. SUMMARY 1
6 1.2. RELATED SPECIFICATIONS 1
7 1.3. RELATED DOCUMENTS 1
8 1.4. PROGRESS PAYMENT MILESTONES 1
9 1.5. PROGRESS PAYMENT SUBMITTAL 4
10 PART 2 - PRODUCTS - THIS SECTION NOT USED 4
11 PART 3 - EXECUTION 4
12 3.1. GENERAL CONTRACTOR PROCEDURE 4
13 3.2. PROJECT ARCHITECT PROCEDURE 5
14 3.3. CITY PROJECT MANAGER PROCEDURE 5
15

PART 1 – GENERAL

1.1. SUMMARY

- 19 A. The General Contractor (GC) shall review this and all related specifications prior to submitting progress payment
20 requests.
21 B. Progress payment requests (Partial Payment-PP) for this contract shall be uploaded digitally by the GC to the
22 Project Management Web Site
23 C. The Project Architect (PA) and City Project Manager (CPM) shall review and amend or approve the PP on the
24 Project Management Web Site.
25 D. After approval of the PP by the CPM, he/she shall forward the PP to the appropriate agencies for BPW
26 contractual review and payment processing.
27

1.2. RELATED SPECIFICATIONS

- 29 A. Section 01 26 63 Change Order (CO)
30 B. Section 01 29 73 Schedule of Values
31 C. Section 01 31 19 Progress Meetings
32 D. Section 01 31 23 Project Management Web Site
33 E. Section 01 32 16 Construction Progress Schedules
34 F. Section 01 32 26 Construction Progress Reporting
35 G. Section 01 33 23 Submittals
36 H. Section 01 45 16 Field Quality Control Procedures
37 I. Section 01 77 00 Closeout Procedures
38 J. Section 01 78 13 Completion and Correction List
39 K. Section 01 78 23 Operation and Maintenance Data
40 L. Section 01 78 36 Warranties
41 M. Section 01 78 39 As-Built Drawings
42 N. Section 01 78 43 Spare Parts and Extra Materials
43 O. Section 01 79 00 Demonstration and Training
44

1.3. RELATED DOCUMENTS

- 46 A. The following documents shall be used when evaluating PP requests.
47 1. Daily and weekly construction progress reports filed since the last payment request.
48 2. Contractors Schedule of Values as updated from the last payment request. See Specification 01 29 73.
49 3. Any document that may be required to be submitted for review and approval, as noted by the
50 specifications listed in Section 1.2 above, or the Progress Payment Milestone Schedule in Section 1.4
51 below, to achieve a required bench mark of contract progression or contract requirement.
52

1.4. PROGRESS PAYMENT MILESTONES

- 54 A. City Engineering-Facility Management has developed the Project Payment Milestone Schedule (Section 1.4
55 below) to assist the GC in providing required construction specific documentation and general contractual
56 documentation in a timely manner.
57 B. The Progress Payment Milestone Schedule is not an all inclusive list. Multiple agencies review progress payment
58 requests and contract closeout requests. Missing, incomplete, or incorrect documentation for any agency may

- 1 be a cause for not processing progress payments. It shall be the sole responsibility of the Contractor for
2 providing documentation as required or requested to the appropriate agencies.
3 C. The milestone schedule is based on the contract total sum and shall be valid for most contracts. Milestone
4 submittals will be required with whatever progress payment hits the percentage of contract total indicated in
5 the schedule.
6 D. The CPM shall review the milestone schedule with each progress payment request and at his/her option may
7 elect to hold processing the progress payment until such time as the contractor has met the requirements for
8 providing construction specific documentation.
9 E. It shall be the General Contractors responsibility to comply with all BPW Contract Administration requirements
10 and related deadlines as outlined in the Award Letter, Award Checklist, and Start Work Letter.
11

Progress Payment (PP) Milestone Schedule		
Milestone Description	Due Before	Remarks
BPW Contract Administration Documentation <ul style="list-style-type: none"> • Workforce profiles • Best Value Contracting Documentation • Sub-contractors prequalification approval & Affirmative Action plans • Other as may be required 	PP-1, or start work as applicable	<ul style="list-style-type: none"> • For GC and Sub-contractors before PP-1 regardless of scheduling • Sub-contractors (if applicable), due 10 days before they may start work • Sub-contractors (if applicable), due 10 days before they may start work
Required Construction Submittals/Administrative Documents <ul style="list-style-type: none"> • Contractors Project Directory • Schedule of Values • Submittals Schedule • Waste Management Plan • Closeout Requirement Checklist • Warranty Checklist • Restoration specialist(s) qualifications. 	PP-1	References <ul style="list-style-type: none"> • Specification 01 31 23 • Specification 01 29 73 • Specification 01 32 19 • Specification 01 74 19 • Specification 01 77 00 • Specification 01 78 36 • Various specifications.
Construction Progress Milestones <ul style="list-style-type: none"> • Early submittals, per submittal schedule • Detailed Contract Schedules 	PP-1	See specifications for specific requirements <ul style="list-style-type: none"> • Specification 01 32 19, Examples: concrete mix, structural steel, products with long lead times • See Specification 01 32 16
General Construction Progress Requirements are all up to date <ul style="list-style-type: none"> • Progress Schedules • Submittals/Re-submittals (ongoing) • Schedule of Values • Progress Reporting • LEED Documentation • Waste Management documentation • QMOs are being addressed and closed • Progress Cleaning • As-Built Drawings 	Each future PP	Verified with each Progress Payment Request <ul style="list-style-type: none"> • Specification 01 32 16 • Specification 01 33 23 • Specification 01 29 73 • Specification 01 32 26 • All specifications with LEED documentation requirements • Specification 01 74 19 • Specification 01 45 16 • Specification 01 74 13 • Specification 01 78 39
* All of the above are being updated on the Project Management Web Site as required		
BPW Contract Administration Documentation <ul style="list-style-type: none"> • Weekly payroll reports • Best Value Contracting Reports 	25% CT or PP 2	See 1.4.E above. <i>This progress payment will be withheld by BPW for any missing contractual documentation.</i>

Progress Payment (PP) Milestone Schedule		
Milestone Description	Due Before	Remarks
<ul style="list-style-type: none"> SBE Reports 		
Construction Progress Milestones <ul style="list-style-type: none"> Construction/Contract Closeout Meeting #1 Submittals/Re-submittals complete 	50% CT	<ul style="list-style-type: none"> Specification 01 31 19 Specification 01 33 23
Operation and Maintenance (O & M) drafts	60% CT	<ul style="list-style-type: none"> Specification 01 78 23
Construction/Contract Closeout Meeting #2 <ul style="list-style-type: none"> Construction closeout checklist 	70% CT	<ul style="list-style-type: none"> Specification 01 31 19 Specification 01 77 00
BPW Contract Administration Documentation <ul style="list-style-type: none"> Request Finalization Review from BPW 	80% CT	This is a recommendation to the GC and is not a requirement of this PP. <ul style="list-style-type: none"> Specification 01 77 00
Construction Progress Milestones <ul style="list-style-type: none"> Operation and Maintenance (O & M) finals, accepted All major QMO issues resolved As-Built Drawings, Division Trades ready for GC review 	80% CT	<ul style="list-style-type: none"> Specification 01 78 23 Specification 01 45 16; Items that could prevent occupancy Specification 01 78 39
All of the following shall be completed for this PP: <ul style="list-style-type: none"> Regulatory Inspections completed All QMO reports closed Demonstration and Training completed Attic Stock completed Final Cleaning 	90% CT	Contractor to determine the proper order of completion: <ul style="list-style-type: none"> Governing ordinances and statutes Specification 01 45 16 Specification 01 79 00 Specification 01 78 43 Specification 01 74 13
Construction Closeout Procedures: <ul style="list-style-type: none"> Letter of Substantial Compliance sent to BI and DHS as needed Certificate of Occupancy issued As-Built Drawings, finals, accepted City Letter of Substantial Completion Warranty letters dated and issued 	100% CT	<ul style="list-style-type: none"> Specification 01 77 00 Generated/Signed by the Architect Building Inspection Specification 01 78 39 Signed by the City Engineer Specification 01 78 36
* Completion of this begins the one year warranty.		
BPW Contract Administration Documentation Contract Closeout Procedures <ul style="list-style-type: none"> Construction Closeout has been completed Contractor requests final payment of retainage upon receiving City Letter of Substantial Completion All BPW contractual requirements are verified 	Final	<ul style="list-style-type: none"> Specification 01 77 00 Contractor must provide any missing BPW Contractual Documentation
* Completion of this closes the contract but not the warranty period/bond.		

Progress Payment (PP) Milestone Schedule		
Milestone Description	Due Before	Remarks
NOTE: CT = Contract Total less held retainage		

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1.5. PROGRESS PAYMENT SUBMITTAL

- A. Each progress payment submittal shall be:
 - 1. Digital in PDF format
 - 2. PDF shall be in color
 - 3. Uploaded to the appropriate Project Management library and properly named per the tutorial instructions provided to the awarded contractor.
- B. Submit all required construction progress documentation to the appropriate Project Management Web Site library.
- C. In general the following shall apply to all PP requests:
 - 1. Materials or products:
 - a. On order, being shipped, etc. may not be invoiced.
 - b. Received and stored on the project site may be invoiced.
 - c. Being manufactured off site at any location may not be invoiced (example: cabinetry, ductwork, etc.)
 - d. Completed products stored off site locally waiting for delivery to the project site may be invoiced with prior approval by the CPM. All of the following conditions must be met to be allowed:
 - i. Items must be visually inspected by CPM to verify product is complete.
 - ii. Item must be stored inside a compatible structure and the structure and contents must be insured.
 - iii. Contractor is responsible for condition until installation is completed.
 - 2. All labor and equipment, including rental time for the current progress period may be invoiced.
 - 3. Only completed installations may be invoiced to 100% based on the Schedule of Values.
- D. DO NOT submit BPW Contract Administration Documentation for review with Progress Payment Requests, submit them directly to the correct agency and in the correct format as instructed from information in your BPW Contract Award Packet instructions.

PART 2 - PRODUCTS - THIS SECTION NOT USED

PART 3 - EXECUTION

3.1. GENERAL CONTRACTOR PROCEDURE

- A. The GC shall provide an updated version of his/her schedule of values (AIA documents G702 & G 703) with each PP request.
 - 1. The AIA - Application and Certificate for Payment (G702) shall be properly filled out and prepared for the Architects review. See specification 01 29 73, Schedule of Values for more information.
 - 2. The AIA - Continuation sheets (G703) shall be properly filled out and indicate the dollar value of the completed work to date for each item on the form. See specification 01 29 73, Schedule of Values for more information.
 - a. The GC shall subtotal the work completed to date for all of the original Schedule of Value items.
 - b. Divide the sub total of work completed by the Original Contract Total to obtain a percentage complete of the original Lump Sum Bid. This percentage may be taken out to five (5) decimal places (round fifth place up or down as needed).
 - i. Example: \$5,192.55 of completed work divided by \$10,000 original Contract Total = 0.519255, round this to 0.51926
 - c. Write the percentage in Column 10 on the City Tabular Sheet for the original lump sum bid item in RED ink.
 - 3. Ensure that any newly posted change orders from the City of Madison provided tabulation sheet have been entered on the G703 continuation sheets. Repeat steps a thru c above for each change order on the schedule of values and the City Tabular Sheet.
- B. The GC shall fill out the City of Madison Application and Certificate of Payment cover sheet as follows:
 - 1. The GC shall not change any pre-printed information and shall not write in the box that indicates previous progress payments.
 - 2. The GC shall sign and date the form where indicated.
 - 3. The GC shall provide the dates from and to for the PP being requested.

**SECTION 01 31 13
PROJECT COORDINATION**

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7 1.3. GENERAL REQUIREMENTS 1
8 1.4. GENERAL CONTRACTOR PERFORMANCE REQUIREMENTS 2
9 1.5. SUB-CONTRACTOR PERFORMANCE REQUIREMENTS 2
10 PART 2 – PRODUCTS – THIS SECTION NOT USED 3
11 PART 3 – EXECUTION – THIS SECTION NOT USED 3
12

PART 1 – GENERAL

1.1. SUMMARY

- 16 A. Project Coordination covers many areas within the execution of the Contract Documents and the requirements
17 of proper coordination are the applicable to all contractors executing the Work of this contract.
18 B. This specification provides general information regarding project coordination for the General Contractor and all
19 Sub-contractors. All contractors shall be familiar with project coordination requirements and responsibilities
20 that may be defined in other specification within these Contract Documents.
21 C. The General Contractor shall at all times be responsible for the project, project site, and execution of the
22 Contract Documents.
23

1.2. RELATED SPECIFICATIONS

- 24 A. Section 01 29 76 Progress Payment Procedures
25 B. Section 01 31 19 Progress Meetings
26 C. Section 01 31 23 Project Management Web Site
27 D. Section 01 32 16 Construction Progress Schedules
28 E. Section 01 32 19 Submittals Schedule
29 F. Section 01 33 23 Submittals
30 G. Section 01 43 39 Mockups
31 H. Section 01 45 16 Field Quality Control Procedures
32 I. Section 01 60 00 Product Requirements
33 J. Section 01 77 00 Closeout Procedures, including all specifications referenced therein
34 K. Section 01 91 00 Commissioning
35
36

1.3. GENERAL REQUIREMENTS

- 38 A. The following general requirements shall applicable to all contractors:
39 1. Cooperate with the Owner, all authorized Owner Representatives, Project Architect and all consultants of
40 the Owner.
41 2. Materials, products, and equipment shall be new, as specified and to industry standards except where
42 otherwise noted.
43 3. Labor and workmanship shall be of a high quality and to industry standards.
44 B. Existing conditions:
45 1. Verify all existing conditions noted in the contract documents with actual filed locations. Verify
46 dimensions, sizes and locations, of structural, equipment, mechanical and utility components.
47 2. Report any inconsistencies, errors, omissions, or code violations in writing to the General Contractor (GC)
48 immediately.
49 3. Annotate any inconsistencies, errors, omissions on the GC As-Built record drawings immediately for
50 future reference.
51 C. Contract Documents:
52 1. The Contract Documents are intended to include everything necessary to perform the work. Every item
53 required may not be specifically mentioned, shown, or detailed.
54 a. Except where specifically stated all systems and equipment shall be complete, installed, and fully
55 operable.
56 b. If a conflict exists within the contract documents the contractor shall furnish the item, system, or
57 workmanship of the highest quality, largest, largest quantity, or most closely fits the intent of the
58 contract documents.

- 1 c. Manufacturers recommended installation details shall be verified and used prior to installation of
2 products and equipment so as to not void warranties.
- 3 D. Errors and Omissions
- 4 1. No Contractor shall take any advantage of any apparent error or omission in the construction documents.
- 5 2. The City of Madison shall be permitted to make such corrections and interpretations as may be deemed
6 necessary for the fulfillment of the intent of the construction documents.
- 7 E. Owners Representatives
- 8 1. All contractors shall be familiar with various Owner Representatives having Quality Management
9 responsibilities for the duration of this project including but not limited to the following:
- 10 a. Project Architect, responsible for all decisions affecting the code compliance and design intent of
11 the construction documents.
- 12 b. Consulting Architects and Engineers, responsible for providing consulting services to the Project
13 Architect, Owner, and City Project Manager, also responsible for Quality Management of the
14 construction documents.
- 15 c. Owner, the designated representative of the City Agency that will occupy the project upon
16 completion.
- 17 d. City Project Manager, responsible for all day to day decisions regarding the execution and
18 performance of this Public Works Contract.
- 19 e. Consulting City Staff, responsible for providing consulting services to the Project Architect, Owner,
20 and City Project Manager, also responsible for Quality Management of the construction
21 documents.
- 22 f. Commissioning Agent (CxA), responsible for ensuring that the project is meeting the Owner's
23 Project Requirements and related quality assurance procedures.
- 24 2. Owner Representatives shall be attending progress meetings, pre-installation meetings, performing or
25 being present for final testing and acceptance and quality management reporting during the execution of
26 the contract documents as outlined in other specifications.
- 27

28 **1.4. GENERAL CONTRACTOR PERFORMANCE REQUIREMENTS**

- 29 A. Assume the responsibility for all Work specified in the Contract Documents except where specifically identified
30 to be performed by the Owner or other contractor separately hired by the Owner.
- 31 1. Coordinate all work by Owner, equipment provided Owner, or contractor hired by the Owner into the
32 project schedule.
- 33 B. Provide all construction management responsibilities as specified in other Division 1 specifications including but
34 not limited to:
- 35 1. Scheduling of work
- 36 2. Coordination of work between other Trades and Sub-contractors
- 37 3. Construction administration and management
- 38 4. Site layout, cleanliness, and protection of completed work/stored materials
- 39 5. Waste Management
- 40 6. Quality Assurance and Quality Control
- 41 C. Use Diggers Hotline and private utility locating companies to accurately locate all public and private utilities on
42 the property as needed. The GC is responsible for any repair or replacement to any public or private utility
43 damaged during the execution of the Work
- 44 D. Report any inconsistencies, errors, omissions, or code violations in writing to the Project Architect immediately.
45 Failure to report inconsistencies prior to beginning work shall indicate that the GC accepted all existing
46 conditions.
- 47 E. The GC shall be responsible for assigning work and related responsibilities where the Contract Documents may
48 not clearly state who is responsible for providing the work, material, or product.
- 49 F. Provide construction management oversight of all items described in Section 1.5 below.
- 50 G. Coordinate and assist CxA as outlined within 01 91 00 and as directed by Owner.
- 51

52 **1.5. SUB-CONTRACTOR PERFORMANCE REQUIREMENTS**

- 53 A. Be familiar with all of the contract documents as they pertain to your Work, adjacent work and the overall
54 progress of the project.
- 55 1. All Sub-contractors shall be familiar with all Division 1 specifications as they may apply to progress,
56 progress payments, quality control construction management, and closeout of the contract.
- 57 B. Coordinate your Work with all adjacent work and existing conditions.

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1. Perform your work in proper sequence according to the GC's project schedule and in relation to the work of other trades.
 2. Notify other sub-contractors and trades whose work may be connected to, combined with, or influenced by your work and allow them reasonable time and access to complete their work.
 3. Join your work to the work of others in accordance with the intent of the Contract Documents.
 4. Order materials and schedule deliveries to facilitate the general progress of the Work.
- C. Cooperate with all other trades to facilitate the general progress of the work. This shall include providing every reasonable opportunity for the installation of work by others and the storage of their materials and equipment.
1. In no case shall any contractor exclude from the premises or work any Sub-contractor or their employees.
 2. In no case shall any contractor interfere with the execution or installation of Work by any other Sub-contractor or their employees.
- D. Arrange your work, equipment, and materials and dispose of your construction waste so as to not interfere with the work or storage of materials of others.
- E. Coordinate all work as indicated during pre-installation meetings with Owner Representatives, the GC and other trades. Any work improperly coordinated shall be relocated as designated by the Owner Representative at no additional cost to the City.
- F. Coordinate and assist CxA as outlined within 01 91 00 and as directed by Owner.

PART 2 – PRODUCTS – THIS SECTION NOT USED

PART 3 – EXECUTION – THIS SECTION NOT USED

END OF SECTION

**SECTION 01 31 19
PROJECT MEETINGS**

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6 1.2. RELATED SPECIFICATIONS 1
7 1.3. PROJECT MEETING TYPES 1
8 1.4. GENERAL REQUIREMENTS 1
9 PART 2 – PRODUCTS – NOT USED IN THIS SECTION 1
10 PART 3 - EXECUTION 1
11 3.1. PRECONSTRUCTION MEETING 1
12 3.2. PROJECT MANAGEMENT WEB SITE – TUTORIAL MEETING 2
13 3.3. CONSTRUCTION PROGRESS MEETINGS 2
14 3.4. PRE-INSTALLATION MEETINGS 3
15 3.6 PRE-CONTRACT CLOSEOUT MEETINGS 3
16 3.7 OTHER SPECIAL MEETINGS 3
17

PART 1 – GENERAL

1.1. SUMMARY

- 21 A. The purpose of this specification is to identify various project related meetings and the responsible parties for
22 scheduling, agendas, minutes, and required attendance.
23 B. This specification is not intended to be inclusive of all meeting types or a complete list of required meetings.
24 C. This specification is not intended to cover planning and execution meetings between the General Contractor
25 (GC) and his/her sub-contractors.

1.2. RELATED SPECIFICATIONS

- 28 A. 01 31 23 Project Management Web Site
29 B. 01 32 16 Construction Progress Schedules
30 C. 01 43 39 Mockups
31 D. 01 91 00 Commissioning
32

1.3. PROJECT MEETING TYPES

- 34 A. The following project meeting types may be used but not limited to the following
35 1. Preconstruction Meeting
36 2. Project Management Web Site – Tutorial Meeting
37 3. Construction Progress Meetings
38 4. Pre-installation Meetings (including mock-up review meetings)
39 5. Weekly Trade Meetings
40 6. Special Meetings
41 7. Commissioning Meetings
42

1.4. GENERAL REQUIREMENTS

- 44 A. Representatives of Contractors, Subcontractors, and suppliers attending meetings shall be qualified and
45 authorized to act on behalf of the entity each represents.
46

PART 2 – PRODUCTS – NOT USED IN THIS SECTION

PART 3 - EXECUTION

3.1. PRECONSTRUCTION MEETING

- 52 A. After execution of the Contract the City Project Manager (CPM) shall schedule and conduct the Preconstruction
53 Meeting at the Owner’s facilities. The CPM shall coordinate the meeting agenda with the Project Architect and
54 the GC Project Manager.
55 B. The CPM shall be responsible for the final agenda.
56 C. The CPM and Project Architect shall take notes on the meeting and post completed meeting minutes.
57 D. Attendance shall be required by all of the following:
58 1. Owner Representative(s)

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2. Architect and applicable sub consultant(s)
 3. General Contractor and applicable subcontractors and suppliers
 4. City Quality Management Staff
 5. Commissioning Agent
 6. Others, as may be invited for particular agenda items.
- E. Topics of the Preconstruction Meeting shall include but not be limited to the following:
1. Staff and contractor introductions
 2. Completion Date
 3. BPW Administrative requirements and due outs
 - a. Small Business Enterprise (SBE) (if applicable)
 - b. Certified payroll forms
 - c. Workforce profiles
 - d. Best Value Contracting (BVC)
 4. General Facility Management Division 1 Specifications, including:
 - a. Section 01 29 76 Progress Payment Procedures
 - b. Section 01 31 23 Project Management Web Site (overview)
 - c. Section 01 45 16 Field Quality Control Procedures
 - d. Section 01 77 00 Closeout Procedures
 - e. Section 01 91 00 Commissioning
 5. Project Meeting scheduling
 - a. Section 01 31 19 Project Meetings
 6. Construction Schedule
 7. Commissioning Process

3.2. PROJECT MANAGEMENT WEB SITE – TUTORIAL MEETING

- A. The CPM shall schedule and conduct a tutorial presentation of the PMWS prior to the beginning of construction.
- B. The CPM shall be responsible for the final agenda, there will be no minutes.
- C. The required attendance list in 3.1.D. above shall apply except for City Staff in items 1 and 4 who are already familiar with the PMWS system.
- D. It is recommended that all contractors bring their lap top, tablet or other internet capable device with them including a fully charged battery and internet connection devices as necessary.

3.3. CONSTRUCTION PROGRESS MEETINGS

- A. In general all of the following shall apply:
 1. Representatives of Contractors, Subcontractors, and suppliers attending meetings shall be qualified and authorized to act on behalf of the entity each represents.
 2. The attendance shall be from the required attendance list in 3.1.D. above.
- B. The General Contractor Project Manager (GCPM) shall:
 1. Schedule and conduct all construction progress meetings biweekly or more frequently as required.
 2. Prepare agenda for meetings including, but not limited to the following:
 - a. Safety
 - b. Current Schedule, including review of the critical path and 6-week look ahead schedule
 - c. Status of project related documentation (Submittals, RFIs, CBs, etc.)
 - d. Quality Observation Log and status of correction of deficient items
 - e. Project questions and issues from meeting attendees
 - f. BPW Administration Check
 - g. Other as needed
 - h. Status of CORs and COs to be reviewed outside the standard progress meeting time.
 3. Make physical arrangements for meetings.
 4. GCPM to post meeting agendas to the appropriate libraries on the Project Management Web Site (PMWS) no less than two (2) working days prior to the scheduled meeting. Notify all required attendees, applicable parties to the contract, and others affected of the posted meeting agenda.
 5. Preside at meetings.
 6. Route a meeting attendance roster for attendees to sign-in on.
 7. GCPM to record the minutes of the meeting; include significant proceedings and decisions. Post meeting minutes to the PMWS no more than two (2) working days after the completed meeting. Meeting minutes shall include a scanned copy of the attendance sign-in sheet. Notify all required meeting attendees, applicable parties to the contract, and others affected by decisions made at the meetings.

8. The above requirements do not apply to GC/sub-contractor meetings.

3.4. PRE-INSTALLATION MEETINGS

- A. The GCPM shall schedule and conduct all pre-installation meetings, including mockup reviews, before each construction activity that requires coordination with other trades.
- B. The GCPM shall be responsible for the final agenda and meeting minutes.
- C. The GCPM will work with all concerned parties to resolve issues as needed and submit RFI's if necessary.
- D. Required attendance shall be from the list in 3.1.D. above and shall be personnel having a stake in the outcome of the installation or knowledge of the system being installed.
- E. In the event the Contractor installs equipment or materials without a pre-installation meeting the Contractor shall be solely responsible for removing, replacing, repositioning materials and equipment as instructed by the Project Architect or City Project Manager at no additional cost to the City.

3.6 PRE-CONTRACT CLOSEOUT MEETINGS

- A. Two (2) Pre-contract Closeout Meetings shall be held to review the closeout procedures, requirements, and contract deliverables.
 - 1. Pre-contract Closeout Meeting #1 shall be scheduled prior to the 50% Progress Payment Request is being requested. This meeting shall discuss items such as closing out QMO reports, providing O&M drafts and finals, payroll and Affirmative Action documentation, and other contract deliverables.
 - 2. Pre-contract Closeout Meeting #2 shall be scheduled prior to the 80% Progress Payment Request is being requested. This meeting shall discuss, but not be limited to, the status of scheduling final regulatory inspections, cleaning up outstanding QMO's, demonstration and training, attic stock; and finalization review of payroll and other related documents.
- B. The GCPM shall schedule, coordinate, and make physical arrangements for both meetings.
- C. All of the following shall be required to attend both meetings:
 - 1. The GCPM and the GC Field superintendent
 - 2. All Subcontractor Project Managers regardless of the current status of their work.
 - a. The GCPM may excuse a Subcontractor PM if he is confident that all contractual requirements for closeout by the subcontractor have been completed and/or delivered to the GCPM. The list of attendees shall be reviewed and agreed upon with CPM ahead of the meeting.
 - b. At the option of these project managers the field supervisors may also attend.
 - 3. The Project Architect and at least one design consultant from each discipline represented by the plans and specifications to address open QMOs, final tests, reports, etc.
 - 4. The Owner
 - 5. The CPM
 - 6. Quality Management staff as needed to address open QMOs, final tests, reports, etc.
 - 7. The Commissioning Agent
- D. The CPM shall publish an agenda and chair the meeting.

3.7 OTHER SPECIAL MEETINGS

- A. The Contractor shall schedule special meetings per the requirements of the LEED Specification, the Project Quality Management Plan, the Commissioning Plan and as indicated by other specifications.
- B. Special meetings include but are not limited to the following:
 - 1. Waste Management Conference
 - 2. Equipment start up meetings
 - 3. Testing and balancing meetings
 - 4. Commissioning meetings
 - 5. Other meetings as necessitated by the contract documents

END OF SECTION

**SECTION 01 31 23
PROJECT MANAGEMENT WEB SITE**

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PART 1 – GENERAL 1
1.1. GENERAL DESCRIPTION 1
1.2. SHAREPOINT PROCEDURE OVERVIEW 1
1.3. RELATED SPECIFICATIONS 2
PART 2 - PRODUCTS 2
2.1. SHAREPOINT SYSTEM RELATED PRODUCTS 2
PART 3 - EXECUTION 2
3.1. POST BID-OPENING 2
3.2. POST PRE-CONSTRUCTION MEETING 3

PART 1 – GENERAL

1.1. GENERAL DESCRIPTION

- A. The City of Madison (CoM) has established a web based Project Management Tool (PMT) using a Microsoft product called SharePoint (SP).
- B. The software is used throughout the design, construction and warranty process of major remodels and new construction projects executed as a City of Madison, Board of Public Works project.
- C. Initially deployed in mid-2013, the PMT software has been successfully deployed on several projects, and we continue to modify/update/enhance the PMT on a regular basis.

1.2. SHAREPOINT PROCEDURE OVERVIEW

- A. The CoM PMT is a system of consolidated Document & Form Libraries and Data Lists that assist in performing day to day functions of design/construction management while reducing the use of surface mail, email and email attachments.
 - 1. Document libraries store a wide variety of documents in many different formats including but not limited to Word, Excel, PDF, photographs (all popular formats), etc.
 - 2. Data Lists contain consolidated data information that can be generated and stored for further use. Punch Lists and Warranty issues will be examples of Data Lists.
 - 3. Form Libraries are primarily used when a specific work flow process is needed. The form acts as the cover letter. An example of this would be the Submittal Review Process.
 - 4. Libraries are controlled by Permission Groups and Permission Levels.
- B. The following libraries and sub-libraries on the PMWS are provided for specific workflows and contract documentation. Related specification numbers are in "()" if applicable.

Contract Documents	Construction Administration	Construction Progress	LEED Documentation	Quality Control	Construction Closeout
<i>GC Partial Pay Apps (01 29 76)</i>	<i>Change Order Requests (COR Form) (01 26 57)</i>	<i>Schedules (01 32 16)</i>	<i>LEED Documents</i>	<i>Regulatory Inspections</i>	<i>Misc Closeout Documents</i>
<i>Construction Documents</i>	<i>Change Orders (CO Form) (01 26 63)</i>	<i>Progress Meetings (01 31 19)</i>	<i>Waste Management (01 74 19)</i>	<i>Commissioning Checklists</i>	<i>O & M Manuals (01 78 23)</i>
<i>Regulatory Documents</i>	<i>Construction Bulletins (CB Form) (01 26 46)</i>	<i>Daily Journal (DJ Form) (01 32 26)</i>		<i>System Performance Tests</i>	<i>Product Warranties /Guarantees (01 78 36)</i>
<i>Testing Contract</i>	<i>Request for Information (RFI Form) (01 26 13)</i>			<i>Quality Management Observation (QMO Form) (01 45 16)</i>	<i>As-Builts (01 78 39)</i>
	<i>Submittals (SUB Form) (01 33 23)</i>			<i>Safety and Incident Reports</i>	<i>Attic Stock (01 78 23)</i>
	<i>Substitution Request (SR Form) (01 25 13)</i>			<i>Material Testing & Field Reports</i>	<i>Demonstration and Training (01 79 00)</i>

Contract Documents	Construction Administration	Construction Progress	LEED Documentation	Quality Control	Construction Closeout
					Warranty Issues (W Form) (01 78 23)

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- C. A tutorial document on the web based PMT will be provided to the General Contractor (GC) who is awarded the contract. Additional training will be provided as needed for the GC and Sub-Contractors (SC) by the CoM.
- D. The PMT has predefined work flows that channel automated alerts as documents are uploaded, reviewed, and completed. These workflows are designed for inbound information from the contractor as well as outbound information from the Architectural/Engineer consultant and the Owner.
- E. The GC will be required to receive email notifications, access the internet to review related documentation and be able to upload/download documentation to the various project libraries.
- F. The SC's will be required (at a minimum) to receive email notifications and access the internet to review related documentation. Prior to setting up the final PMT the GC and CPM shall meet to review all SP workflows, the GC will determine to what level over the minimum requirements the SC's will be involved.

1.3. RELATED SPECIFICATIONS

- A. The following specification sections are directly related to the CoM PMT system.
 - 1. 01 25 13 Product Substitution Procedures
 - 2. 01 26 13 Request for Information (RFI)
 - 3. 01 26 46 Construction Bulletins (CB)
 - 4. 01 26 57 Change Order Request (COR)
 - 5. 01 26 63 Change Order (CO)
 - 6. 01 29 76 Progress Payment Procedures
 - 7. 01 31 19 Project Meetings
 - 8. 01 32 16 Construction Progress Schedules
 - 9. 01 32 26 Construction Progress Reporting
 - 10. 01 32 33 Photographic Documentation
 - 11. 01 33 23 Submittals
 - 12. 01 45 16 Field Quality Control Procedures (Owner)

PART 2 - PRODUCTS

2.1. SHAREPOINT SYSTEM RELATED PRODUCTS

- A. SharePoint is a Microsoft Windows based software that requires no additional software installation, hardware or other special requirements/applications for the users. There are no costs associated with the use of this system.
- B. Currently the CoM is using SharePoint 2010.
 - 1. SharePoint works best if the user's computer is running Windows versions 7 through 8.1.
 - 2. SharePoint works best when used with Internet Explorer versions 9 - 11 (32 bit).
 - a. At this time SharePoint is not compatible with other internet browsers such as Fire Fox, Google Chrome, and Safari.

PART 3 - EXECUTION

3.1. POST BID-OPENING

- A. After bids have been opened, a successful bidder has been determined, and bid acceptance procedures have been initiated the City Project Manager (CPM) will contact the GC to provide the following information.
 - 1. Project Management Software Tutorial. This tutorial is in a PDF printable format with screen shots and associated instructions on how to access and use the PMT.
 - a. Tutorial instructions will include but not be limited to the following:
 - i. Descriptions of various libraries, documents, and forms that will be used throughout the construction project.
 - ii. Uploading procedures for various types of documents including standardized naming conventions.

- 1 2. A blank Project Directory in an Excel spread sheet format. The contractor shall provide the following
2 information for GC and SC staffs as indicated on the spreadsheet. This will generally be the Project
3 Manager for the GC as well as the Sub-contractors and the GC Site Supervisor.
4 a. Last Name, First Name
5 b. Company Name
6 c. Email address (valid, work related)
7 d. Work Phone Number (required, include area code)
8 e. Cell Phone Number (not required, include area code)
9 3. The GC shall provide the above information for all SC's where the GC is not self-performing the work.
10 4. The GC may provide project foreperson information for work being self-performed if he/she so desires.
11

12 **3.2. POST PRE-CONSTRUCTION MEETING**

- 13 A. The GCPM will return the completed Project Directory spread sheet to the CPM no later than the Pre-
14 construction meeting.
15 B. The CPM is responsible for uploading all project directory data into SharePoint and coordinating with CoM
16 Information Technology (CoM-IT) for creating the logins and passwords of non-city staff (GC/SC staffs).
17 C. All GC/SC staff will be notified through an automated email from CoM IT that logins and passwords are available.
18 It is the responsibility of each GC/SC to call the CoM-IT number provided in the email to receive his/her
19 login/password over the phone. Logins and passwords will not be released via email.
20 D. Once the GCPM has received his/her login/password uploading of contract related documents can begin. This
21 would include but not be limited to project schedules, submittals, RFI's, and other documents as needed.
22 E. All workflows, review of documentation, and general archiving of construction related documentation will be
23 conducted on the PMWS. These documents will generally not be emailed.
24 F. The following documents related to the execution of the contract will not be part of the PMWS:
25 1. All documentation related to executing the contract, such as:
26 a. Sub Contractors list
27 b. Affirmative Action documentation
28 c. Bonding documentation
29 d. Documentation associated with payroll verification
30 e. Final documentation associated with closing out the contract
31 2. Any documentation required/generated by ordinance, code or statute, such as;
32 a. Erosion Control inspections
33 b. Building Inspection Department inspections
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END OF SECTION

SECTION 01 32 16
CONSTRUCTION PROGRESS SCHEDULES

1
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3
4 PART 1 – GENERAL 1
5 1.1. SCOPE 1
6 1.2. RELATED SPECIFICATIONS 1
7 PART 2 – PRODUCTS – THIS SECTION NOT USED 1
8 PART 3 - EXECUTION 1
9 3.1. OVERALL PROJECT SCHEDULE (OPS) 1
10 3.2. 6 WEEK LOOK-OUT SCHEDULES (LOS) 1
11 3.3. PROJECT MANAGEMENT WEB SITE (PMWS) 2
12

PART 1 – GENERAL

1.1. SCOPE

- 16 A. This specification is to identify various project related schedules associated with indicating construction progress
17 and outlook. The following schedules are the responsibility of the General Contractor (GC).
18 1. Overall Project Schedule
19 2. 6 Week Look-out Schedule
20 B. This specification is not intended to include internal schedules generated by the contractors during their
21 planning and execution of the contract.
22

1.2. RELATED SPECIFICATIONS

- 23 A. Section 01 29 76 Progress Payment Procedures
24 B. Section 01 31 23 Project Management Web Site
25 C. Section 01 31 19 Progress Meetings
26 D. Section 01 74 13 Progress Cleaning
27 E. Section 01 77 00 Closeout Procedures
28 F. Section 01 78 23 Operation and Maintenance Data
29 G. Section 01 78 36 Warranties
30 H. Section 01 78 39 As-Built Drawings
31 I. Section 01 78 43 Spare Parts and Extra Materials
32 J. Section 01 79 00 Demonstration and Training
33 K. Section 01 91 00 Commissioning
34 L. Other specification within the construction documents that may indicate the need for scheduling any event with
35 Owner, Project Architect, Owner Representatives, including any owner provided equipment.
36
37

PART 2 – PRODUCTS – THIS SECTION NOT USED

PART 3 - EXECUTION

3.1. OVERALL PROJECT SCHEDULE (OPS)

- 43 A. The GC shall prepare an OPS that covers the duration of the contract from the pre-construction meeting through
44 the end of construction to final contract closeout.
45 1. The GC shall review Specification 01 77 00 Closeout Procedures to become familiar with definitions,
46 differences, and requirements for closing out the construction and contract including the association with
47 progress payments.
48 B. The GC shall provide copies and lead a discussion on the OPS during the pre-construction meeting.
49 C. The OPS shall indicate start and end dates of each task associated with the project.
50 D. The OPS shall clearly indicate the critical path of the project.
51 E. The GC shall update the OPS as often as necessary during the duration of the project. Updates will be briefed as
52 needed during bi-weekly progress meetings.
53

3.2. 6 WEEK LOOK-OUT SCHEDULES (LOS)

- 54 A. The GC shall prepare the initial LOS to include detail of daily tasks for the first six (6) weeks of construction in
55 depth for the Pre-construction meeting. The LOS shall be compatible and complimentary to the OPS.
56 B. The GC shall provide copies and lead a discussion on the LOS during the pre-construction meeting.
57

- 1 C. The LOS shall indicate start and end dates of each major task, associated related sub-tasks, and required parallel
- 2 or pre-requisite tasks required to complete the major task on time.
- 3 D. The LOS shall also include identifying and scheduling such events as:
- 4 1. Pre-installation meetings and mock-up review meetings.
- 5 2. Quality management reviews of installations before they are covered.
- 6 3. Owner provided equipment as designated by the contract documents.
- 7 4. Work by others as designated by the contract documents.
- 8 5. Critical submittal dates.
- 9 E. The GC shall update the LOS prior to each bi-weekly progress meeting to indicate the next 6 weeks of scheduled
- 10 work. Updates will be briefed during each bi-weekly progress meeting.
- 11

12 **3.3. PROJECT MANAGEMENT WEB SITE (PMWS)**

- 13 A. The GC shall upload all project schedules and updates to the PMWS in an original PDF version of the scheduling
- 14 document. Scans will not be permitted.
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- 16
- 17
- 18

END OF SECTION

**SECTION 01 32 19
SUBMITTALS SCHEDULE**

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4 PART 1 – GENERAL 1
5 1.1. SUMMARY 1
6 1.2. RELATED SPECIFICATIONS 1
7 1.3. RELATED DOCUMENTS 1
8 1.4. SUBMITTAL DEFINITIONS 1
9 1.5. SUBMITTAL REQUIREMENTS 2
10 1.6. ADMINISTRATIVE SUBMITTALS 2
11 PART 2 – PRODUCTS – THIS SECTION NOT USED 2
12 PART 3 - EXECUTION 2
13 3.1. OVERALL RESPONSIBILITIES OF ALL CONTRACTORS 2
14 3.2. GENERAL CONTRACTORS RESPONSIBILITIES 2
15 3.3. STAFF REVIEW RESPONSIBILITIES 3
16

PART 1 – GENERAL

1.1. SUMMARY

- 20 A. The General Contractor shall submit a complete and comprehensive list of all submittals anticipated during the
21 execution of this contract.
22 B. The GC shall include the Administrative submittals identified in item 1.5 below and shall be required to up load
23 them to the Project Management Web Site.
24 C. The initial Submittals Schedule shall be based on the original contract documents used at the time of bidding and
25 any posted addenda through awarding of the contract.
26 D. The Submittal Schedule may be appended during the execution of the contract based on amendments to the
27 contract in the form of Change Orders, Construction Bulletins, and other related documents that add, or change
28 the scope of the work.
29

1.2. RELATED SPECIFICATIONS

- 30 A. Section 01 29 76 Progress Payment Procedures
31 B. Section 01 31 23 Project Management Web Site
32 C. Section 01 33 23 Submittals
33 D. Section 01 91 00 Commissioning
34
35

1.3. RELATED DOCUMENTS

- 36 A. The following documents shall be used as the basis for initiating the original Submittals Schedule.
37 1. Drawing documents and specifications (including general provisions) as provided with the bid set
38 documents and any published addenda.
39 B. The following documents shall be used to amend the submittals schedule as needed during the execution of this
40 contract.
41 1. Documents associated with revisions or clarifications to number A.1 above after awarding of the
42 contract, including but not limited to:
43 a. Construction Bulletins
44 b. Approved Change Orders
45
46

1.4. SUBMITTAL DEFINITIONS

- 47 A. Administrative Submittal: Any submittal that may be required by a Division 1 Specification and as noted in
48 Section 1.5 below.
49 B. Critical Path Submittal: Any early submittal that needs a priority review due to early construction use or long
50 lead times where a delay could affect the critical path of the construction schedule
51 C. Submittal: Any material, product, equipment, or general requirement as outlined in this and other specifications
52 that require a favorable review or acceptance prior to proceeding with procuring the item or proceeding with
53 the Work.
54
55

1.5. SUBMITTAL REQUIREMENTS

- A. The GC and all Sub-contractors shall review the construction documents including the specifications of their individual Division or Trade to compile a complete list of all materials, products, or equipment that will require a positively reviewed submittal to be completed prior to procurement and installation.
 - 1. Submittals shall include but not be limited to any of the following that may apply:
 - a. Shop Drawings
 - b. Product Data
 - c. Assembly Drawings
 - d. Engineered Drawings
 - e. Product Samples
- B. The following items will require an approved submittal, verify with specifications for specific needs and requirements:
 - 1. Contractor certifications for specialized work such as asbestos removal, well drilling, controls, AV, etc.

1.6. ADMINISTRATIVE SUBMITTALS

- A. The GC shall upload the following submittals within 15 working days of receipt of the City of Madison Start Work Letter. All Administrative Submittals shall be approved prior to requesting Progress Payment Number 1.
 - 1. Contractors Project Directory, see specification 01 31 23, discuss requirements with CPM
 - 2. Schedule of Values, see Specification 01 29 73
 - 3. Submittals Schedule, see Specification 01 32 19
 - 4. Waste Management Plan, see Specification 01 74 19
 - 5. Closeout Requirement Checklist, see Specification 01 77 00
 - 6. Warranty Checklist, see Specification 01 78 36

PART 2 – PRODUCTS – THIS SECTION NOT USED

PART 3 - EXECUTION

3.1. OVERALL RESPONSIBILITIES OF ALL CONTRACTORS

- A. All contractors shall be responsible for reviewing the drawings and specifications within their Divisions of Work to provide a complete and comprehensive list of submittals to the General Contractor.
- B. Each list shall indicate the title of the submittal, the associated specification of the submittal, whether the submittal can be considered an early/middle/late submittal, the anticipated date the submittal will be provided and the anticipated date the submittal needs to be approved.
- C. Contractors shall be aware that the goals for submittal review by the Architect staff and City staff will be as follows:
 - 1. For items on the Critical Path as identified by the GC, five (5) working days
 - 2. For most other submittals ten (10) working days
 - 3. Additional time may be needed for complex submittals or if re-submittals are required.
- D. The general format of the Submittal Schedule shall be tabular as per this example:

<u>Title</u>	<u>Specification</u>	<u>Critical Path (Y or N)</u>	<u>Date provided</u>	<u>Date required</u>	<u>Remarks</u>
Concrete Mix Design	03 30 00	Y	Oct 1, 2014	Oct 15, 2014	
Paint Draw Downs	09 90 00	N	Jan 2, 2015	Jan 20, 2015	

3.2. GENERAL CONTRACTORS RESPONSIBILITIES

- A. The General Contractor shall be responsible for all of the following:
 - 1. Consolidating all submittal lists from individual contractors into one master list.
 - 2. Reviewing all submitted lists for completeness, timing with the overall contract, etc. The GC shall meet with individual contractors to make changes as necessary.
 - 3. Upload the completed Submittals Schedule to the Submittal Library on the Project Management Web Site for review as SD 003.0. See Specification 01 33 23 Submittals for more information on this procedure.
 - 4. Resubmit the schedule as needed after initial reviews have been completed.
- B. The GC shall work with other contractors to amend the Submittals Schedule throughout the execution of the project based on changes and modifications as needed.
- C. The GC and Project Architect shall be responsible for reviewing and briefing the submittal schedule and submittals status at each bi-weekly construction meeting.

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3.3. STAFF REVIEW RESPONSIBILITIES

- A. The Project Architect, consulting staff, Commissioning Agent (CxA), Owner, and city staff will review the Submittal Schedule for completeness per the plans and specifications within their divisions of work. The reviewing staff may provide comments as needed. Some examples might include the following:
 - 1. Submittal not required
 - 2. Provide photos of samples with digital submittal
 - 3. Insure one submittal for complete system
 - 4. Append the schedule to include...
 - 5. See Specification <xyz> for additional requirements
- B. The Project Architect and City Project Manager will finalize review comments regarding the Submittal Schedule. Re-submittal of the submittal schedule may be required.

END OF SECTION

**SECTION 01 32 26
CONSTRUCTION PROGRESS REPORTING**

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4 PART 1 – GENERAL 1
5 1.1. SUMMARY 1
6 1.2. RELATED SPECIFICATION SECTIONS 1
7 1.3. PERFORMANCE AND QUALITY ASSURANCE REQUIREMENTS 1
8 PART 2 – PRODUCTS - THIS SECTION NOT USED 1
9 PART 3 - EXECUTION 1
10 3.1. CONTRACTOR JOURNAL 1
11 3.2. CONSTRUCTION PROGRESS MEETINGS 2
12

PART 1 – GENERAL

1.1. SUMMARY

- 16 A. Daily records of project activities, resources used, weather conditions, and other information related to the
17 ongoing progress of the project are extremely important at all levels of Construction Management.
18 B. Daily records provide the base for weekly progress reports and updating progress schedules.

1.2. RELATED SPECIFICATION SECTIONS

- 21 A. Section 01 31 19 Project Meetings
22 B. Section 01 31 23 Project Management Web Site
23 C. Section 01 32 23 Photographic Documentation
24

1.3. PERFORMANCE AND QUALITY ASSURANCE REQUIREMENTS

- 26 A. The General Contractor (GC) shall be responsible for all Construction Progress Reporting as outlined in this and
27 other specifications as noted.
28 B. The GC shall maintain daily progress journals in a format of his/her choosing provided it is legible and contains
29 the information as outlined in Section 3.1 below.
30 C. The journal shall be located in the job trailer and shall be reviewable by the Project Architect or City Project
31 Manager if so requested.
32

PART 2 – PRODUCTS - THIS SECTION NOT USED

PART 3 - EXECUTION

3.1. CONTRACTOR JOURNAL

- 38 A. The GC shall maintain a journal of daily progress on which Work is performed by any employee or entity for
39 which the GC is responsible. Such reports shall include all relevant data concerning the progress of Work
40 activities the GC and Subcontractors are responsible for and the effect of that activity on the time of
41 performance of the Contract.
42 1. Some projects may not require weekly journals be kept instead of daily journals. This is at the sole
43 discretion of the City Project Manager. A daily journal will generally be required when the contract has a
44 significant amount of site work. A weekly journal will generally be used when a contract is interior work
45 only.
46 B. Journal entries shall be made on the Contractor Daily/Weekly Report Form located in the Construction Progress-
47 Daily Journal Library on the Project Management Web Site. The form consists of the following areas:
48 1. Weather; include temperature, humidity, precipitation, wind and other related information such as
49 significant storm events, times, and details.
50 2. Work completed by trade
51 3. Delays encountered
52 4. Deliveries received or delayed
53 5. Hot issues that need to be addressed
54 6. Safety issues
55 7. Photograph progress and upload to the Photo Library on the Project Management Web Site.
56 8. Other including inspections, testing, etc.
57 9. Space for attaching documents

- 1 C. Contractor Daily/Weekly Report Forms shall be completed and signed by the GC's Job Superintendent or other
2 on-site representative authorized by the GC confirming each such report is current, accurate and complete.
3 D. If applicable the GC shall include schedules of quantities and costs, progress schedules, wage rates, reports,
4 estimates, invoices, records and other data as requested by the CPM concerning Work performed or to be
5 performed under this Contract if the CPM determines such information is needed to substantiate Change Order
6 proposals, claims, or to resolve disputes.
7

8 **3.2. CONSTRUCTION PROGRESS MEETINGS**

- 9 A. The GC shall provide a verbal summary of the previous two (2) weeks progress reports at each bi-weekly
10 construction progress meeting.
11

12 **END OF SECTION**
13
14

**SECTION 01 33 23
SUBMITTALS**

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4 PART 1 – GENERAL 1
5 1.1. SUMMARY 1
6 1.2. RELATED REFERENCES 1
7 1.3. SUBMITTAL REQUIREMENTS 1
8 PART 2 – PRODUCTS – THIS SECTION NOT USED 2
9 PART 3 - EXECUTION 2
10 3.1. GENERAL CONTRACTORS PROCEDURES 2
11 3.2. SUBMITTAL REVIEW 3
12 3.3. PROJECT ARCHITECTS REVIEW 3
13

PART 1 – GENERAL

1.1. SUMMARY

- 17 A. The General Contractor (GC) shall be responsible for providing submittals for review of all contractors and sub-
18 contractors as designated in the construction documents. Submittals shall include but not be limited to all of the
19 following:
20 1. Equipment specified and pre-approved in the specification; to ensure quality, construction, and
21 performance specifications have not changed since final design.
22 2. Equipment specified by performance in the specification; to ensure that the intended quality,
23 construction, and performance specified is met by the selected material or product.
24 3. Shop, piece, erection, and other such drawings as indicated in the specifications to ensure all structural,
25 dimensional, and assembly requirements are being met.
26 4. Submittals indicating installation sequencing
27 5. Submittals indicating control sequencing
28 6. Contractor licensing, certification, and other such regulatory documentation when required by a
29 specification.
30 7. Other submittals as may be required by individual specifications.
31 B. The submittal process shall not be used to determine alternates to specified products or equipment. All
32 considerations shall be reviewed during the bidding process and acceptable alternates shall be acknowledged by
33 addendum prior to the closing of bidding. See bidding instructions for the information on submitting alternates
34 for consideration.
35 D. In the event that a manufacturer has significantly changed a product (discontinued a model, changed dimension
36 or performance data changed available colors, etc.) since bid opening the GC shall submit a Request for
37 Information (RFI) to the Project Architect requesting other approved alternates prior to uploading a digital
38 submittal.
39 E. Contractors and sub-contractors shall be responsible for knowing the submittal requirements of ALL sections
40 within their scope of work under the contract. The Owner reserves the right to request documentation on any
41 materials, equipment, or product being installed where a submittal is not on file. If the material, equipment, or
42 product installed is determined not to meet the intent of the specification the contractor/sub-contractor shall be
43 required to remove and replace the items involved. The GC shall be solely responsible for all costs associated
44 with the removal and replacement.
45

1.2. RELATED REFERENCES

- 46 A. Section 01 29 76 Progress Payment Procedures
47 B. Section 01 31 23 Project Management Web Site
48 C. Section 01 32 19 Submittals Schedule
49 D. Section 01 32 26 Construction Progress Reporting
50 E. Section 01 91 00 Commissioning
51 F. All Technical Specifications, contract documents, construction drawings, and any published addendums during
52 the bidding process.
53 G. All contract documents generated during the execution of the contract including but not limited to Requests for
54 Information (RFI) and Construction Bulletins (CB).
55
56

1.3. SUBMITTAL REQUIREMENTS

- 57 A. A completed submittal shall meet the following requirements:
58

- 1 1. Digital submittal shall be original PDF of manufacturer's data sheets or high quality color scan of the
- 2 same.
- 3 a. Submittals shall not include sales fliers or other similar documents that typically do not provide
- 4 complete manufacturers data.
- 5 2. Documents within the PDF submittal shall be printable to a sized sheet no less than 8-1/2 by 11 inches
- 6 and no larger than 24 by 36 inches.
- 7 3. At the beginning of each submittal the contractor shall identify the plan reference (WC-1, EF-3, etc.) in
- 8 RED block letters that the submittal is for.
- 9 4. Where multiple model numbers appear in a table the contractor shall identify the specific model being
- 10 submitted by using a RED square, box, or other designation to distinguish the correct model from others
- 11 on the page.
- 12 B. A complete submittal will include all information associated with the product or equipment as presented in
- 13 plans, equipment tables, and specifications. Information shall include but not be limited to the following:
- 14 1. Dimensional data
- 15 2. Performance data
- 16 3. Resource requirements, power, water, waste, etc
- 17 4. Clearance and maintenance requirements
- 18 5. Finish information, colors, textures, etc.
- 19 6. Warranty information
- 20 C. Where a submittal includes material samples (carpet, tile, paint draw downs, etc.) the contractor shall do the
- 21 following:
- 22 1. The Contractor shall submit the sample(s) as indicated in the specification.
- 23 2. The Contractor shall include a quality photograph(s) of the product with the digital submittal.
- 24 Photographs shall meet the following requirements:
- 25 a. Formatted to be between 500Kb and 1.0 Mb in file size
- 26 b. Have no glare or flash reflection on the sample
- 27 c. Sample fills the frame of the photo and shows detail as needed. Include multiple photos from
- 28 other angles as needed.
- 29 d. Scanned copies of products or photos are not acceptable.
- 30 D. Uploaded submittals should be relative and related to a specific written specification.
- 31 1. Do not upload submittals under a broad category or division (I.E. HVAC 23 00 00). Always upload by the
- 32 specific specification that identifies a required product or performance to be met.
- 33 2. Group related items together if the specification is written that way. (I.E. all of the plumbing fixtures and
- 34 trim relative to one specific specification should be submitted together).
- 35 3. Submittals shall be grouped and adhere to the divisions in the submittal schedule. Submittals that do not
- 36 conform to the submittal schedule and/or specification divisions will be rejected for re-submittal.

37
38 **PART 2 – PRODUCTS – THIS SECTION NOT USED**

39
40 **PART 3 - EXECUTION**

41
42 **3.1. GENERAL CONTRACTORS PROCEDURES**

- 43 A. All required submittals will be uploaded to the Construction Administration-Submittal Drawings Library on the
- 44 Project Management Web Site (PMWS) by the GC.
- 45 1. The GC shall open a new Submittal Form in the Submittals Drawings Library for each required submittal
- 46 from the Submittals schedule.
- 47 2. Fill in required information on the form that will be used for routing the review and comments.
- 48 3. Attach all documentation as described in Section 1.3 above.
- 49 a. Submit samples under separate cover to the Project Architect when necessary.
- 50 B. Uploading the submittal indicates that the GC has reviewed and approved the submittal against the contract
- 51 document requirements.
- 52 C. The GC shall discuss submittal status at all progress meetings and shall monitor submittal review/approval/re-
- 53 submittal so as to not incur delays in the project schedule.
- 54 D. A completed upload of the submittal to the PMWS initiates the review process workflow.
- 55 E. The GC and sub-contractors shall provide re-submittals as required.
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3.2. SUBMITTAL REVIEW

- A. Upon completion of the submittal upload by the GC the PMWS automatically notifies the appropriate Architect/Engineer and Owner Representative, including CxA, by Division/Specification number that there is a submittal for review.
- B. The submittal shall be reviewed internally by the required Architect/Engineer and Owner Representative and CxA in a timely fashion and provide commentary on missing items, incorrect information, or incomplete shop drawings, etc as needed.
- C. When the internal review is completed the PMWS will notify the Project Architect the submittal is ready for final review.

3.3. PROJECT ARCHITECTS REVIEW

- A. Upon completion of the internal review the Project Architect shall review all internal review comments, confer with the CPM and CxA as needed and determine the appropriate disposition status for the submittal (approved or resubmit).
- C. The Project Architect shall summarize final internal review comments onto the submittal cover sheet, provide a final disposition of the submittal and update the review status of the submittal to "Complete..." (with or w/o comments) or "Rejected".
- D. A completed Final Review status initiates the PMWS to notify the GC and appropriate sub-contractor(s) that the review of the submittal has been completed.

END OF SECTION

SECTION 01 45 16
FIELD QUALITY CONTROL PROCEDURES

1
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3
4 PART 1 – GENERAL 1
5 1.1. SUMMARY 1
6 1.2. RELATED SPECIFICATION SECTIONS 1
7 1.3. PERFORMANCE REQUIREMENTS..... 1
8 1.4. QUALITY ASSURANCE 2
9 1.5. QUALITY MANAGEMENT OBSERVATION REPORT 2
10 PART 2 – PRODUCTS - THIS SECTION NOT USED 2
11 PART 3 - EXECUTION 2
12 3.1. QUALITY MANAGEMENT RESPONSIBILITIES..... 2
13 3.2. RESPONDING TO A QMO..... 3
14 3.3. GENERAL CONTRACTORS FOLLOW-UP..... 3
15 3.4. QMO CLOSEOUT PROCEDURE..... 3
16 3.5. CONSTRUCTION CLOSEOUT 3
17

PART 1 – GENERAL

1.1. SUMMARY

- 21 A. The City of Madison has developed a multi-faceted Quality Management Program that begins with contract
22 signing and runs through contract closeout to ensure the best quality materials, workmanship, and product are
23 delivered for the contracted Work.
24 1. The Progress Management Web Site is a Construction Management tool that provides contractors and
25 staff a single on-line location for the daily operations and progression of the Work.
26 2. The Quality Management Observation (QMO) is an ongoing observation of the construction process as it
27 progresses. The City of Madison does not use a “Punch List” or “Corrections List” as it is typically known
28 throughout the construction industry. The QMO process acts as an “in progress punch list”.
29 a. By using the QMO process the City of Madison’s goal is to have a zero item punch list prior to the
30 90% progress payment and owner occupancy.
31 B. All contractors shall be required to review the specifications identified in Section 1.2 below, and other related
32 specifications identified therein to become familiar with the terminology and expectations of this City of
33 Madison Public Works contract.
34 C. It is the intent of this specification to outline the requirements, expectations, and responsibilities of the General
35 Contractor (GC), Project Architect, and other representatives of the Owner for items of Quality Assurance and
36 Quality Control.
37 1. This specification is not intended to conflict with Specification 01 40 00 Quality Requirements or other
38 specifications requiring testing and inspecting services.
39 2. This specification does not relieve the GC from any requirements associated with regulatory inspections
40 performed by the City of Madison Building Inspection Unit, or inspectors from other agencies as required
41 by code.
42 3. Any testing performed by an Owner’s Representative does not relieve the GC from performing any
43 testing that may be required by the construction documents.
44

1.2. RELATED SPECIFICATION SECTIONS

- 45 A. Section 01 26 13 Request for Information (RFI)
46 B. Section 01 29 76 Progress Payment Procedures
47 C. Section 01 31 13 Project Coordination
48 D. Section 01 31 23 Project Management Web Site
49 E. Section 01 40 00 Quality Requirements
50 F. Section 01 77 00 Closeout Procedures
51 G. Section 01 78 13 Completion and Correction List
52
53

1.3. PERFORMANCE REQUIREMENTS

- 54 A. All contractors shall be responsible for a proper quality assurance/quality control (QA/QC) program throughout
55 the execution of the Work defined within the construction documents, including all recognized construction
56 industry standards and all applicable regulatory codes.
57 B. The Contractor shall be responsible for all of the following:
58

- 1 1. Monitor the quality of all workmanship of the demolition by all contractors to ensure they meet or
- 2 exceed the minimum requirements set forth by the construction documents.
- 3 2. Submit a Request for Information (RFI) whenever construction documents conflict before proceeding
- 4 with the Work.
- 5 3. Ensure that Work requiring special certifications or licensing is being performed by is being performed
- 6 and supervised by personnel that meet the appropriate requirements.
- 7 a. Ensure that all certificates and licenses are current throughout the execution of the project.
- 8 C. The City of Madison and its representatives shall perform quality assurance and quality control activities
- 9 throughout the execution of this project. This in no way relieves the GC of maintaining an acceptable QA/QC
- 10 program.
- 11

12 **1.4. QUALITY ASSURANCE**

- 13 A. The Contractor shall be responsible for the following:
- 14 1. All Work shall be performed by persons properly trained and/or qualified to produce workmanship of the
- 15 quality specified in the construction documents.
- 16 2. Providing access to updated as-builts, addenda, submittals, bulletins and other related construction
- 17 documents at the project site.
- 18 B. The City of Madison and its representatives may be responsible for any of the following:
- 19 1. Attend pre-installation meetings
- 20 2. Attend construction progress meetings
- 21 3. Review all submittals
- 22 4. Conduct field visits for QA/QC purposes, provide feedback to the Contractor and sub-contractors using
- 23 Quality Management Observation (QMO) reports.
- 24 5. Review construction progress.
- 25

26 **1.5. QUALITY MANAGEMENT OBSERVATION REPORT**

- 27 A. The Quality Management Observation report or QMO is used as a QA/QC tool by those entities responsible for
- 28 QA/QC activities, including but not limited to, the Contractor, City of Madison, PA, CX agent, etc.
- 29 B. QMOs are designed to be an early observation of non-conforming work before it becomes buried by follow on
- 30 work. As such it is most often used as an “in progress punch list”.
- 31 C. QMO forms are part of the Quality Control Library on the Project Management Web Site.
- 32

33 **PART 2 – PRODUCTS - THIS SECTION NOT USED**

34

35 **PART 3 - EXECUTION**

36

37 **3.1. QUALITY MANAGEMENT RESPONSIBILITIES**

- 38 A. While making routine progress visits to the construction project the Contractor, CCM, and A/E, and applicable
- 39 others shall observe the details of the demolition to ensure that the intent of the construction documents is
- 40 being followed.
- 41 B. If during the progress visit there is a determination of contract non-conformance a QMO report shall be initiated
- 42 to begin the documentation process.
- 43 1. The GC field superintendent shall be informed immediately of any issue that may cause harm, damage to
- 44 finished work, or be buried prior to properly filing a QMO report.
- 45 C. The following information when filing a QMO report:
- 46 1. Open a QMO report in the Quality Control Library on the Project Management Web Site
- 47 2. Enter the date and time of the field visit
- 48 2. Provide references to construction documents if any (examples; specification, drawing page, details,
- 49 approved submittals, RFI, CB, etc)
- 50 3. Provide a short title for the observation being made
- 51 4. Provide a detailed description of the observation being made
- 52 5. Select all categories from the given list that may apply to the observation being reported.
- 53 a. For each category selected additional boxes shall open with contractor names associated with
- 54 each category.
- 55 6. Select all contractors from the lists provided that may need to be aware of the observation.
- 56 7. Provide any attachments that may help provide reference to the observation.
- 57 8. Click the SAVE button before closing the form.

- 1 D. The software for the Project Management Website will email notifications that a QMO report has been initiated.
2 The software will automatically select and notify the following:
3 1. The GC, PA, and CCM for all observation reports being filed.
4 2. Others depending on the observation categories selected.
5 3. Contractors based on the selections made in the sub-contractors lists.
6

7 **3.2. RESPONDING TO A QMO**

- 8 A. All contractors receiving email notification of a QMO Observation shall review the details of the observation.
9 B. The GC shall be responsible for determining the course of action required to remedy the non-conforming issue
10 and shall coordinate and direct the contractor(s) responsible for any work related to the observation.
11 C. All contractors assigned to remedy the observation by the GC shall provide follow-up responses on the QMO
12 report as follows:
13 1. Open the QMO report in the Quality Control Library on the Project Management Web Site.
14 2. In the "Follow-Up Response" area enter a description of your follow-up response in the box provided.
15 a. Click "Insert Item" if additional boxes are required.
16 3. Add attachments (pictures) if needed to show the work has been completed.
17 4. Click the SAVE button before closing the form.
18

19 **3.3. GENERAL CONTRACTORS FOLLOW-UP**

- 20 A. The GC shall inspect the work to ensure that all assigned contractors have remedied the observation to the
21 intent of the construction documents.
22 B. The GC shall respond with any additional comments in his/her response box.
23 1. If no comments are to be made the GC at a minimum must date the response box to trigger the next
24 work flow.
25 C. Click the SAVE button before closing the form.
26 D. The software will email a notification to the CPM and the person who initiated the QMO that the issue has been
27 remedied.
28

29 **3.4. QMO CLOSEOUT PROCEDURE**

- 30 A. The person who initiated the QMO shall review the remedied work and if properly corrected shall close and date
31 the QMO form.
32 1. Click SAVE and the software will email a notification to the CPM that final review of the Observation is
33 required.
34 2. In the event there are still issues the Quality Manager can add additional comments in the response area,
35 click SAVE and re-issue the QMO for additional review as needed.
36 B. Once the person who initiated the QMO has closed the item the CPM shall review and verify with the PA that the
37 Observation has been properly remedied and provide final closure on the QMO.
38

39 **3.5. CONSTRUCTION CLOSEOUT**

- 40 A. The GC shall note that successful close out QMOs are required for construction closeout as follows:
41 1. Certain progress payments as identified in Specification 01 29 76 are contingent QMO reports being properly
42 closed out.
43 2. Specification 01 77 00 defines all construction closeout requirements.
44
45
46

47 **END OF SECTION**
48

SECTION 01 50 00
TEMPORARY FACILITIES AND CONTROLS

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10 1.6. TEMPORARY SANITARY FACILITIES..... 2
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PART 1 – GENERAL

1.1. SUMMARY

- A. This Section includes general procedural requirements for temporary facilities and controls including, but not limited to the following:
1. Temporary Utilities
 2. Telecommunications Services
 3. Temporary Sanitary Facilities
 4. Barriers
 5. Fencing
 6. Exterior Enclosures
 7. Security
 8. Vehicular Access and Parking
 6. Waste Removal
 7. Project Identification
 8. Field Offices

1.2. RELATED SPECIFICATION SECTIONS

- A. Section 01 31 19 Progress Meetings
B. Section 01 31 23 Project Management Web Site
C. Section 01 74 19 Construction Waste Management and Disposal

1.3. QUALITY ASSURANCE

- A. Regulations: Comply with industry standards and applicable laws and regulations if authorities having jurisdiction, including but not limited to:
1. Building Code requirements
 2. Health and safety regulations
 3. Utility company regulations
 4. Police, Fire Department and Rescue Squad rules
 5. Environmental protection regulations
 6. Joint Commission - Hospital Accreditation Standards

- 1 B. Standards: Comply with NFPA 241 "Standard for Safeguarding Construction, Alterations, and Demolition
2 Operations," ANSI A10 Series standards for "Safety Requirements for Construction and Demolition," and NECA
3 Electrical Design Library "Temporary Electrical Facilities".
4 C. Electrical Service: Comply with NEMA, NECA, and UL standards and regulations for temporary electric service.
5 Install service in compliance with NFPA 70 "National Electric Code".
6

7 **1.4. TEMPORARY UTILITIES**

- 8 A. Contractor will provide the following:
9 1. Electrical power and metering.
10 2. Water supply for dust control.
11 i. Use trigger-operated nozzles for water hoses, to avoid waste of water.
12 B. Temporary Lighting: Electrical Contractor shall provide temporary lighting with local switching
13 1. Install and operate temporary lighting, minimum of 30 fc, to fulfill security and protection requirements,
14 without operating the entire system, and will provide adequate illumination for all areas of work,
15 including construction operations and traffic conditions.
16

17 **1.5. TEMPORARY SANITARY FACILITIES**

- 18 A. Provide and maintain required facilities and enclosures. Provide at time of project mobilization.
19 B. Temporary toilets: Comply with regulations and health codes for the type, number, location, operation, and
20 maintenance of fixtures and facilities. Install where facilities will best serve the Project's needs.
21 1. Provide toilet tissue, paper towels, paper cups, and similar disposable materials for each facility. Provide
22 covered waste containers for used material.
23 2. Toilets: Install self-contained toilet units. Shield toilets to ensure privacy.
24 C. Maintain daily in clean and sanitary condition
25 D. Water: Provide potable water approved by local health authorities
26

27 **1.6. BARRIERS**

- 28 A. Provide barriers to prevent unauthorized entry to construction areas, to prevent access to areas that could be
29 hazardous to workers or the public and to protect existing facilities and adjacent properties from damage from
30 construction operations and demolition.
31

32 **1.7. FENCING**

- 33 A. Construction: Refer to Plan Documents and Specification Section 01 76 00: Fencing Materials and Barricades
34

35 **1.8. SECURITY**

- 36 A. Provide security and facilities to protect Work, existing facilities, and Owner's operations from unauthorized
37 entry, vandalism, or theft.
38

39 **1.9. VEHICULAR ACCESS AND PARKING**

- 40 A. Comply with regulations relating to use of streets and sidewalks, access to emergency facilities, and access for
41 emergency vehicles.
42 B. Coordinate access and haul routes with governing authorities and Owner.
43 C. Provide and maintain access to fire hydrants, free of obstructions.
44

45 **1.10. WASTE REMOVAL**

- 46 A. See Section 01 74 19 - Waste Management, for additional requirements.
47 B. Provide waste removal facilities and services as required to maintain the site in clean and orderly condition.
48 C. Provide containers with lids. Remove trash from site periodically.
49 D. If materials to be recycled or re-used on the project must be stored on-site, provide suitable non-combustible
50 containers; locate containers holding flammable material outside the structure unless otherwise approved by the
51 authorities having jurisdiction.
52 E. Open free-fall chutes are not permitted. Terminate closed chutes into appropriate containers with lids.
53
54 B. Erect on site at location determined by Owner .
55 C. No other signs are allowed without Owner permission except those required by law.
56
57

1 **PART 2 - PRODUCTS**

2
3 **2.1. EQUIPMENT**

- 4 A. Temporary Lifts and Hoists: Contractors requiring temporary lifts and hoists shall provide facilities for hoisting
5 materials and employees.
- 6 B. Electrical Outlets: Electrical Contractor shall provide properly configured NEMA polarized outlets to prevent
7 insertion of 110-120 volt plugs into higher voltage outlets. Provide receptacle outlets equipped with ground-fault
8 circuit interrupters, reset button and pilot light, for connection of power tools and equipment.
- 9 C. Electrical Power Cords: Contractors requiring power cords shall provide grounded extension cords; use "hard-
10 service" cords where exposed to abrasion and traffic. Provide waterproof connectors to connect separate
11 lengths of electric cords, if single lengths will not reach areas where construction activities are in progress. Do
12 not exceed safe length-voltage ratio.
- 13 D. Lamps and Light Fixtures: Electrical Contractor shall provide general service incandescent lamps of wattage
14 required for adequate illumination. Provide guard cages or tempered glass enclosures, where exposed to
15 breakage. Provide exterior fixtures where exposed to moisture.
- 16 F. First Aid Supplies: General Contractor shall provide first aid supplies complying with governing regulations.
- 17 G. Fire Extinguishers: General Contractor shall provide hand-carried, portable UL-rated, fire extinguishers of NFPA
18 recommended classes for the exposures, extinguishing agent and size required by location and class of fire
19 exposure.
20

21 **PART 3 - EXECUTION**

22
23 **3.1. TEMPORARY FIRE PROTECTION**

- 24 A. Contractor shall install and maintain temporary fire protection facilities of the types needed to protect against
25 reasonably predictable and controllable fire losses.
- 26 B. Comply with NFPA 10 "Standard for Portable Fire Extinguishers," and NFPA 241 "Standard for Safeguarding
27 Construction, Alterations and Demolition Operations".
- 28 C. Locate fire extinguishers where convenient and effective for their intended purpose.
- 29 D. Store combustible materials in containers in fire-safe locations.
- 30 E. Maintain unobstructed access to fire extinguishers, fire hydrants, temporary fire protection facilities, stairways
31 and other access routes for fighting fires.
- 32 F. Prohibit any use of tobacco products on the premises.
- 33 G. Supervise sources of fire ignition according to requirements of authorities having jurisdiction.
- 34 H. Develop and supervise an overall fire-prevention and protection program for personnel at project site
- 35 I. Review needs with local fire department and establish procedures to be followed. Instruct personnel in methods
36 and procedures. Post warnings and information.
37

38 **3.2. COLLECTION AND DISPOSAL OF WASTE**

- 39 A. Collect waste from construction areas and elsewhere daily
- 40 B. Comply with requirements of NFPA 241 for removal of combustible waste material and debris. Enforce
41 requirements strictly.
- 42 C. Handle hazardous, dangerous, or unsanitary waste materials separately from other waste by containerizing
43 properly. Dispose of material in a lawful manner.
44

45 **3.3. ENVIRONMENTAL PROTECTION**

- 46 A. Provide protection, operate temporary facilities and conduct construction in ways and by methods that comply
47 with environmental regulations, and minimize the possibility that air, waterways and subsoil might be
48 contaminated or polluted, or that other undesirable effects might result.
- 49 B. Avoid use of tools and equipment which produce harmful noise.
- 50 C. Restrict use of noise making tools and equipment to hours that will minimize complaints from persons or firms
51 near the site.
52

53 **3.4. REMOVAL OF TEMPORARY UTILITIES, FACILITIES, AND CONTROLS**

- 54 A. Remove temporary utilities, equipment, facilities, and materials prior to Substantial Completion inspection.
- 55 B. Remove underground installations and grade site as indicated.
- 56 C. Clean and repair damage caused by demolition or use of temporary work.
- 57 D. Restore existing facilities to the condition that existed prior to demolition.
58

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END OF SECTION

**SECTION 01 73 29
CUTTING AND PATCHING**

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12 PART 3 - EXECUTION 2
13 3.1. EXAMINATION 2
14 3.2. PREPARATION 2
15 3.3. PERFORMANCE 2
16 3.4. CLEANUP AND RESTORATION 3
17

PART 1 – GENERAL

1.1. SUMMARY

- 20
21 A. This Section includes general procedural requirements for cutting and patching including, but not limited to the
22 following:
23 1. Examination
24 2. Preparation
25 3. Performance
26 4. Cleanup and Restoration
27

1.2. RELATED SPECIFICATION SECTIONS

- 28
29 A. Divisions 02 through 32 Sections for specific requirements and limitations applicable to cutting and patching
30 individual parts of the Work.
31 B. Division 07 Section "Penetration Fire Stopping" for patching fire-rated construction.
32

1.3. DEFINITIONS

- 33
34 A. Cutting: Removal of in-place construction necessary to permit installation or performance of other Work.
35 B. Patching: Fitting and repair work required to restore surfaces to original conditions after installation of other
36 Work.
37 C. Level Alpha
38

1.4. QUALITY ASSURANCE

- 39
40 A. Structural Elements: Do not cut and patch structural elements in a manner that could change their load-carrying
41 capacity or load-deflection ratio.
42 B. Operational Elements: Do not cut and patch operating elements and related components in a manner that results
43 in reducing their capacity to perform as intended or that may result in increased maintenance or decreased
44 operational life or safety.
45 C. Miscellaneous Elements: Do not cut and patch miscellaneous elements or related components in a manner that
46 could change their load-carrying capacity that results in reducing their capacity to perform as intended, or that
47 may result in increased maintenance or decreased operational life or safety. Some miscellaneous elements
48 include the following:
49 1. Water, moisture, or vapor barriers
50 2. Membranes and flashings
51 3. Exterior curtain-wall construction
52 4. Equipment supports
53 5. Piping, ductwork, vessels, and equipment
54 6. Noise and vibration control elements and systems
55 D. Visual Requirements: Do not cut and patch construction in a manner that results in visual evidence of cutting and
56 patching. Do not cut and patch construction exposed on the exterior or in occupied spaces in a manner that
57 would, in Architect's opinion, reduce the building's aesthetic qualities. Remove and replace construction that has
58 been cut and patched in a visually unsatisfactory manner.

1 **1.5. WARRANTY**

- 2 A. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during cutting
3 and patching operations, by methods and with materials so as not to void existing warranties.
4 B. All cutting and patching work performed under this contract shall be warranted like new work as defined by the
5 Specification governing the work.
6

7 **PART 2 - MATERIALS**

8
9 **2.1. GENERAL**

- 10 A. Comply with requirements specified within other sections of the Specifications.
11 B. In-Place Materials: Use materials identical to existing in-place materials. For exposed surfaces use materials that
12 visually match in-place adjacent surfaces to the fullest extent possible.
13 1. If identical materials are unavailable or cannot be used, use materials that, when installed, will match the
14 visual and functional performance of in-place materials.
15

16 **PART 3 - EXECUTION**

17
18 **3.1. EXAMINATION**

- 19 A. Examine surfaces to be cut and patched and conditions under which cutting and patching are to be performed.
20 1. Compatibility: Before patching, verify compatibility with and suitability of substrates, including
21 compatibility with in-place finishes or primers.
22 2. Proceed with installation only after unsafe or unsatisfactory conditions have been corrected.
23

24 **3.2. PREPARATION**

- 25 A. Temporary Support: Provide temporary support of Work to be cut.
26 B. Protection: Protect in-place construction and existing conditions during cutting and patching to prevent damage.
27 Provide protection from adverse weather conditions for portions of Project that might be exposed during cutting
28 and patching operations. If the failure to protect, or the lack of protection, of in-place construction and/or
29 existing conditions results in damage, the contractor shall be responsible for repair to previous condition.
30 C. Adjoining Areas: Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas.
31 D. Existing Utility Services and Mechanical/Electrical Systems: Where existing services/systems are required to be
32 removed, relocated, or abandoned, bypass such services/systems before cutting to eliminate interruption to
33 occupied areas.
34

35 **3.3. PERFORMANCE**

- 36 A. General: Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at the
37 earliest feasible time, and complete without delay.
38 1. Cut in-place construction to provide for installation of other components or performance of other
39 construction, and subsequently patch as required to restore surfaces to their original condition.
40 B. Cutting: Cut in-place construction by sawing, drilling, breaking, chipping, grinding, and similar operations,
41 including excavation, using methods least likely to damage elements retained or adjoining construction. If
42 possible, review proposed procedures with original Installer; comply with original Installer's written
43 recommendations.
44 1. In general, use hand or small power tools designed for sawing and grinding, not hammering and
45 chopping. Cut holes and slots as small as possible, neatly to size required, and with minimum disturbance
46 of adjacent surfaces. Temporarily cover openings when not in use.
47 2. Finished Surfaces: Cut or drill from the exposed or finished side into concealed surfaces.
48 3. Concrete or Masonry: Cut using a cutting machine, such as an abrasive saw or a diamond-core drill.
49 4. Excavating and Backfilling: Comply with requirements in applicable Division 31 Sections where required by
50 cutting and patching operations.
51 5. Mechanical and Electrical Services: Cut off pipe or conduit in walls or partitions to be removed. Cap,
52 valve, or plug and seal remaining portion of pipe or conduit to prevent entrance of moisture or other
53 foreign matter after cutting.
54 6. Proceed with patching after construction operations requiring cutting are complete.
55 C. Patching: Patch construction by filling, repairing, refinishing, closing up, and similar operations following
56 performance of other Work. Patch with durable seams that are as invisible as possible. Provide materials and
57 comply with installation requirements specified in other Sections.

- 1 D. Inspection: Where feasible, test and inspect patched areas after completion to demonstrate integrity of
2 installation.
3

4 **3.4. CLEANUP AND RESTORATION**

- 5 A. Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a
6 manner that will eliminate evidence of patching and refinishing.
7 1. Clean piping, conduit, and similar features before applying paint or other finishing materials.
8 2. Restore damaged pipe covering to its original condition.
9 3. Floors and Walls: Where walls or partitions that are removed extend one finished area into another,
10 patch and repair floor and wall surfaces in the new space. Provide an even surface of uniform finish,
11 color, texture, and appearance. Remove in-place floor and wall coverings and replace with new
12 materials, if necessary, to achieve uniform color and appearance.
13 4. Where patching occurs in a painted surface, apply primer and intermediate paint coats over the patch
14 and apply final paint coat over entire unbroken surface containing the patch. Provide additional coats
15 until patch blends with adjacent surfaces.
16 5. Cleaning: Clean areas and spaces where cutting and patching are performed.
17
18
19
20
21
22

END OF SECTION

**SECTION 01 74 13
PROGRESS CLEANING**

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13 3.3. PROGRESS CLEANING **ERROR! BOOKMARK NOT DEFINED.**
14 3.4. FINAL CLEANING..... **ERROR! BOOKMARK NOT DEFINED.**
15 3.5. CALL BACK WORK **ERROR! BOOKMARK NOT DEFINED.**
16

PART 1 – GENERAL

1.1. SUMMARY

- 20 A. Throughout the execution of this contract all contractors shall be responsible for maintaining the project site in a
21 standard of cleanliness as described in this specification.
22 B. All contractors shall also comply with the requirements for cleaning as described in other specifications.
23 C. Work included in this specification shall include but not be limited to:
24 1. Safety Cleaning
25 2. Project Site Cleaning
26 3. Progress Cleaning
27 4. Final Cleaning
28

1.2. RELATED SPECIFICAITONS

- 30 A. Section 01 35 00 Special Procedures
31 B. Section 01 60 00 Product Requirements
32 C. Section 01 74 19 Construction Waste Management and Disposal
33 D. Section 01 76 00 Protecting Installed Construction
34

1.3. QUALITY ASSURANCE

- 36 A. The General Contractor (GC) shall conduct daily inspections, more often if necessary, of the entire project site to
37 ensure the requirements of cleanliness are being met as described within these specifications.
38 B. All contractors shall comply with other regulatory requirements as they apply to waste recycling, reuse, hauling,
39 and disposal requirements of any governmental authority having jurisdiction.
40 C. The Owner reserves the right to have work done by others in the event any contractor fails to perform cleaning
41 as described within these specifications. The cost of any Owner provided cleaning shall be charged to the
42 contractor through a deduct change order.
43

PART 2 - PRODUCTS

2.1. CLEANING MATERIALS AND EQUIPMENT

- 46 A. The Contractor shall provide all required personnel, equipment, and materials necessary to maintain the
47 required level of cleanliness as described in this specification.
48
49

PART 3 - EXECUTION

3.1. SAFETY CLEANING

- 53 A. All Contractors shall be responsible for safety cleaning as required by OSHA and other regulatory requirements
54 as applicable.
55 B. Safety Cleaning shall include but not be limited to the following:
56 1. All work areas, passageways, ramps, and stairs shall be kept free of debris, scrap materials, pallets, and
57 other large items that would obstruct exiting routes. Small items such as tools, electrical cords, etc are
58 picked up when not in use.

**SECTION 01 74 19
CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL**

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19 3.5. GUIDELINES FOR DISPOSAL OF WASTES 6
20

PART 1 – GENERAL

1.1. SUMMARY

- 24 A. This specification includes administrative and procedural requirements for the recycling, re-use, salvaging, and
25 disposal of non-hazardous construction and demolition waste.
26 B. The General Contractor (GC) shall be fully responsible for complying with all applicable ordinances and other
27 such regulatory requirements during the execution of this contract.
28

1.2. RELATED SPECIFICAITONS

- 30 A. 01 29 76 Progress Payment Procedures
31 B. 01 31 23 Project Management Web site
32 C. 01 32 19 Submittals Schedule
33 D. 01 33 23 Submittals
34 E. 01 77 00 Closeout Procedures
35 F. Other Divisions and Specifications that may address the proper disposal of construction or demolition waste as it
36 pertains to work being conducted under that particular specification.
37

1.3. CITY ORDINANCES

- 39 A. There are two (2) Madison General Ordinances (MGO) that the City of Madison has regarding construction and
40 demolition waste.
41 1. MGO 10.185, Recycling and Reuse of Construction and Demolition Debris, describes the requirements
42 associated with this ordinance including definitions, documentation requirements, and penalties.
43 2. MGO 28.185, Approval of Demolition (Razing, Wrecking) and Removal, describes the requirements
44 associated with applying for and receiving a demolition permit.
45 B. All City of Madison, Board of Public Works, contracts being conducted by City Engineering, Facility Management,
46 for construction, remodeling, or demolition shall comply with the above ordinances regardless of project type or
47 size.
48

1.4. DEFINITIONS

- 50 A. Clean: Untreated and unpainted material, free of contamination caused by oils, solvents, caulks, and other
51 chemicals.
52 B. Construction and Demolition Debris: Materials resulting from the construction, remodeling, repair, and
53 demolition of utilities, structures, buildings, and roads.
54 C. Disposal: Off-site removal of construction and demolition debris and the subsequent sale, recycling, reuse, or
55 deposit in authorized landfill or incinerator.
56 D. Hazardous: Exhibiting the characteristics of hazardous substance, i.e. ignitability, corrosiveness, toxicity, or
57 reactivity and including but not limited to asbestos containing materials, lead, mercury and PCBs.
58 E. Non-hazardous: Exhibiting none of the characteristics of a hazardous substance.

- 1 F. Nontoxic: Not immediately poisonous to humans or poisonous after a long period of exposure.
- 2 G. Recyclable: The ability of a product or material to be recovered at the end of its life cycle and remanufactured
- 3 into a new product.
- 4 H. Recycle: Any process by which construction or demolition debris is diverted from final disposal as solid waste at
- 5 a permitted landfill and instead is collected, separated, and/or processed into raw materials for new, reused, or
- 6 reconstituted products; or for the recovery of materials for energy production processes.
- 7 I. Recycler: Any recycling facility, transfer station, or other waste handling facility which accepts construction and
- 8 demolition debris for recycling, or for other transferring to a recycling facility.
- 9 J. Recycling: The process of sorting, cleaning, treating, or reconstituting solid waste and other discarded materials
- 10 for the purpose of preparing the material to be recyclable. Recycling does not include burning, incinerating or
- 11 thermally destroying waste.
- 12 K. Return: To give back reusable items or unused products to vendors for credit.
- 13 L. Reuse: Shall mean any of the following:
- 14 1. The on-site use of reprocessed construction and demolitions debris.
- 15 2. The off-site redistribution of a material, for use in the same manner or similar manner at another
- 16 location.
- 17 3. The use of non-toxic, clean wood as an alternative fuel source.
- 18 M. Salvage: To remove a waste material from the project site for resale or reuse by the Owner or others.
- 19 N. Toxic: Poisonous to humans either immediately or after a long period of exposure.
- 20 O. Trash: Any product or material unable to be re-used, returned, recycled, or salvaged.
- 21 P. Waste: Extra materials or products that have reached the end of its useful life or its intended use. Waste
- 22 includes salvageable, returnable, recyclable and re-useable construction and demolition materials, and trash.
- 23

24 1.5. PERFORMANCE REQUIREMENTS

- 25 A. The GC shall develop a Waste Management Plan that results in end-of-project rates for salvage/recycling/reuse
- 26 of 95 percent (minimum) by weight of the total waste generated by the Work. Percentages may be adjusted on
- 27 a project by project basis depending on selected LEED goals associated with the project.
- 28 B. The GC shall salvage or recycle 100 percent of all uncontaminated packaging materials including but not limited
- 29 to the following:
- 30 1. Paper
- 31 2. Cardboard
- 32 3. Beverage containers
- 33 4. Boxes
- 34 5. Plastic Sheet and film
- 35 6. Polystyrene packaging
- 36 7. Wood crates and pallets
- 37 8. Plastic pails and buckets
- 38 C. Promote a resourceful use of supplies and materials through proper planning and handling. Generate the least
- 39 amount of waste possible by minimizing errors, poor planning, breakage, mishandling, contamination or other
- 40 similar factors.
- 41 D. Use all reasonable means to divert construction waste from landfills and incinerators through recycling, reuse, or
- 42 salvage as appropriate.
- 43

44 1.6. SUBMITTALS AND DELIVERABLES

- 45 A. The GC shall provide his/her completed Waste Management Plan to the Project Management Web Site as a
- 46 submittal for review by the Project Architect and City Project Manager.
- 47 1. See item 1.8 below for Waste Management Plan submittal requirements.
- 48 2. The Waste Management Plan shall be completed, submitted, and approved as a pre-requisite for
- 49 Progress Payment number 1.
- 50 3. Copies of all documentation required by this specification shall be submitted to the appropriate Project
- 51 Management Web Site Library. Documentation shall be reviewed by the City Project Manager during all
- 52 Progress Payment reviews for compliance and accuracy.
- 53 B. The Waste Management Coordinator shall provide copies of items 1 through 5 below to the appropriate Project
- 54 Management Web Site Library and shall update the Waste Management Summary Log to reflect the records
- 55 being submitted.
- 56 1. Records of Donations: Indicate receipt and acceptance of itemized salvageable waste donated to
- 57 individuals or organizations. Indicate if the organization is tax exempt.

- 1 2. Records of Sales: Indicate receipt and acceptance of itemized salvageable waste sold to individuals or
- 2 organizations. Indicate if the organization is tax exempt.
- 3 3. Recycling and Processing Facility Records: Indicate receipt and acceptance of recyclable waste by
- 4 recycling and processing facilities licensed to accept them. Include manifests, weight tickets, receipts and
- 5 invoices.
- 6 4. Landfill and Incinerator Disposal Records: Indicate receipt and acceptance of waste by landfills and
- 7 incinerator facilities licensed to accept them. Include manifests, weight tickets, receipts and invoices.
- 8 5. Statement of Refrigerant Recovery: The Refrigerant Recovery Technician responsible for recovering
- 9 refrigerant shall provide the GC with a statement indicating all of the following:
- 10 a. All recovery was performed according to EPA Regulations.
- 11 b. All refrigerant present was recovered; indicate the total quantity recovered by unit.
- 12 c. Date of Recovery.
- 13 d. Name, address, company name, and phone number of technician performing the recovery.
- 14 e. Technician shall sign and date the statement.
- 15 C. LEED Submittal: The GC shall provide the following information using the appropriate LEED letter template upon
- 16 project completion: indicating that the requirements of the credit have been met. *NOTE: This requirement shall*
- 17 *only apply to projects having a LEED certification goal.*
- 18 1. Total waste material generated.
- 19 2. Total waste material diverted by diversion method; recycling, salvage, re-use, etc.
- 20 3. Statement that the credit requirements have been met.
- 21 4. GC shall sign the letter.
- 22

23 **1.7. QUALITY ASSURANCE**

- 24 A. Waste Management Coordinator: The GC shall be responsible for designating a Waste Management
- 25 Coordinator. Coordinator may be the GC Supervisor, GC Project Manager or other member of the GC staff
- 26 having knowledge of proper waste management procedures and all applicable regulations.
- 27 B. Regulatory Requirements: comply with all hauling and disposal regulations of authorities having jurisdiction.
- 28 C. The Waste Management Coordinator shall comply with Specification 01 31 19 Project Meetings, Section 3.7.B.1
- 29 and conduct a Waste Management Conference at the job site. This conference shall be repeated as necessary as
- 30 additional trades are added to the Work. The conference shall include but not be limited to the following:
- 31 1. Identify the Waste Management Coordinator; provide trade contractors with name, phone, and email
- 32 information.
- 33 2. Review and discuss the Waste Management Plan and the roles of the Coordinator.
- 34 3. Review the requirements for documenting and reporting procedures of each type of waste and its
- 35 disposition.
- 36 4. Review procedures for material separation; indicate availability and locations of containers and bins.
- 37 5. Review procedures for periodic waste collection and transportation to recycling and disposal facilities.
- 38 6. Review waste management procedures specific to each trade.
- 39 D. Refrigerant Recovery Technician Qualifications: Certified by EPA-approved certification program.
- 40

41 **1.8. WASTE MANAGEMENT PLAN**

- 42 A. Develop a plan consisting of waste identification, a waste reduction work plan, and cost/revenue analysis.
- 43 Indicate quantities by weight or volume. Use the same units of measure throughout the waste management
- 44 plan.
- 45 1. Waste Identification: Indicate anticipated types and quantities of site clearing, demolition waste, and
- 46 construction waste that will be generated during the execution of this contract. Include assumptions for
- 47 the estimates.
- 48 2. Waste Reduction Work Plan: The work plan shall consist of but not be limited to all of the following:
- 49 a. Identify methods for reducing construction waste. Re-using, framing and forming materials, re-
- 50 planning material cuts to minimize waste, etc.
- 51 b. Identify what types of materials will be recycled. Provide lists of local companies that receive
- 52 and/or process the materials. Include names, addresses, and phone numbers.
- 53 c. Identify what types of materials will be disposed of and whether it will be disposed of in a landfill
- 54 facility or by incineration facility. Provide lists of local companies that receive and/or process the
- 55 materials. Include names, addresses, and phone numbers.
- 56 d. Identify methods to be used on site for separating waste including all of the following:
- 57 i. Sizes of containers to be used.
- 58 ii. Labels to be used on the containers to identify the type of waste allowed in the container.

- 1 2. Inspect containers and bins frequently for contamination and inappropriately sorted materials. Remove
- 2 contaminated materials and resort as necessary.
- 3 3. Stockpile bulk materials such as sand, topsoil, stone, etc., on site away from the construction area and
- 4 without intermixing with other materials. Place, grade, and shape stockpiles to drain surface water, and
- 5 cover to prevent windblown dust. Do not store within the drip lines of existing trees.
- 6 4. Whenever possible store items off the ground and/or protect them from the weather.
- 7

8 **3.4. GUIDELINES FOR RECYCLABLE, RE-USABLE, AND SALVAGEABLE WASTE**

- 9 A. The following guidelines is not a complete or all inclusive list and shall be adjusted as needed by the methods
- 10 and procedures identified in the Waste Management Plan.
- 11 B. Asphalt Paving: Break-up into transportable pieces or grind, transport to an authorized recycling facility.
- 12 C. Carpet and Pad: Separate carpet and pad scraps, containerize and transport to an authorized recycling facility.
- 13 D. Ceiling System Components: Suspended ceiling system components shall be sorted by material type as follows:
- 14 1. Broken, cut, or damaged tiles shall be containerized, transport to an authorized recycling facility.
- 15 2. Damaged, or cut tracks, trim and other metal grid system components shall be sorted with other metals
- 16 of similar types, palletize, transport to an authorized recycling facility.
- 17 E. Clean Fill: When allowed by Division 31 Specifications; concrete, masonry, stone, asphalt pavement, sand and
- 18 other such materials may be used as clean fill on this project site. The GC shall verify with the Project Architect,
- 19 Structural Engineer, or Civil Engineer as necessary prior to using any materials as clean fill. Materials shall be
- 20 processed, placed, and compacted as specified. If not being re-used on site, transport to an authorized recycling
- 21 facility.
- 22 F. Clean Wood Materials: Including but not limited framing cutoffs, wood sheathing or paneling materials,
- 23 structural or engineered wood products, and pallets or crates. Clean Wood shall be free of paints, stains, oils,
- 24 preservatives and other such contaminants.
- 25 1. Useable pieces shall be sorted by type and dimension, bundled and transported off site by the GC or
- 26 returned to the supplier.
- 27 2. Non-useable pieces shall be palletized or containerized, transport to an authorized recycling facility.
- 28 3. Clean, uncontaminated sawdust and wood shavings shall be bagged, transport to an authorized recycling
- 29 facility.
- 30 G. Concrete: Break-up into transportable pieces, remove all reinforcing and other metals, transport to an
- 31 authorized recycling facility.
- 32 H. Glass Products: Shall be sorted by types, do not include light fixture lamps and bulbs. Products broken in
- 33 shipment shall be returned to the supplier. Broken or cracked items still in frames shall be taped to prevent
- 34 further breakage and injury to workers. Transport to an authorized recycling facility.
- 35 I. Gypsum Board: Stack large clean pieces on wooden pallets or container, store in a dry location, transport to an
- 36 authorized recycling facility.
- 37 J. Light Fixture Lamps and Bulbs: Fluorescent tubes shall be containerized, transport to an authorized recycling
- 38 facility.
- 39 K. Masonry and CMU: Remove all metal reinforcing, anchors, and ties, clean undamaged pieces and neatly stack on
- 40 pallets, transport damaged pieces to an authorized recycling facility.
- 41 L. Metals: Sort metals by type as follows, this does not include piping:
- 42 1. Architectural metals including but not limited to siding, soffit, and roofing panels shall be sorted by
- 43 material, palletize or bundle as needed and transport to an authorized recycling facility.
- 44 2. Structural steel, sort by size and type; palletize and transport to an authorized recycling facility.
- 45 3. Miscellaneous metals such as aluminum, brass, bronze, etc shall be sorted by type, containerized or
- 46 palletized as necessary, transport to an authorized recycling facility.
- 47 M. Packaging and shipping materials
- 48 1. Cardboard boxes and containers: Breakdown all cardboard boxes and containers into flat sheets. Bundle
- 49 and store in a dry location until transported for recycling.
- 50 2. Pallets:
- 51 a. Whenever possible require deliveries using pallets to remove them from the project site.
- 52 b. Neatly stack pallets in preparation for reusing them or providing them to other companies for
- 53 salvage or re-use.
- 54 c. Break down pallets into component wood pieces that comply with the requirements for recycling
- 55 clean wood materials. Neatly stack or palletize pieces in preparation for transportation.
- 56 3. Crates: Break down crates into component wood pieces that comply with the requirements for recycling
- 57 clean wood materials. Neatly stack or palletize pieces in preparation for transportation.
- 58 4. Polystyrene Packaging: Separate and bag materials.

- 1 N. Piping and conduit: Reduce all piping and conduit to straight lengths, sort and store by size, material and type.
2 Remove supports, hangers, valves, boxes, sprinkler heads, and other such components, sort and store by size,
3 material and type. Transport to authorized recycling facilities according to material types.
4 O. Roofing: Roofing materials shall be sorted and containerized by type, transport to authorized recycling facilities
5 according to material types.
6 P. Site-Clearing Waste: Sort all site waste by type.
7 1. Only stockpile soils types and quantities required for re-use on the project site. All remaining quantities
8 shall be transported off site to an authorized facility that receives such materials.
9 2. Brush, branches, and trees with no marketable re-use shall be transported to facilities for chipping into
10 mulch.
11 3. Trees with a marketable re-use shall be salvaged and transported to facilities that specialize in processing
12 trees for future use as wood products.
13

14 **3.5. GUIDELINES FOR DISPOSAL OF WASTES**

- 15 A. The following guidelines shall be adjusted as needed by the methods and procedures identified in the Waste
16 Management Plan.
17 B. Any waste that is contaminated, organic, or cannot be recycled, re-used, or salvaged shall be legally disposed of
18 in an authorized landfill or incinerator. Disposal methods shall follow all applicable regulatory requirements.
19 C. No waste material of any kind, except those types designated as clean fill in section 3.4 above, shall be allowed
20 to be buried on the project site at any time.
21 D. No burning of any kind of waste material shall be permitted on this project site at any time.
22 E. Paint and Stain: Paints, stains, and their containers shall be disposed of as follows:
23 1. Whenever possible containers should be thoroughly cleaned immediately after emptying and sorted with
24 as appropriate (metal or plastic) for recycling
25 2. Empty containers, regardless of type or base material, may be disposed of with lids off with general
26 garbage.
27 3. Latex paint may be placed with general garbage if properly solidified as follows:
28 a. Small amounts (an inch or less in can): Remove lids and allow paint to dry out in the can and
29 harden. Protect cans from rain and freezing.
30 b. Large amounts (more than one inch): Mix paint with equal amounts of cat litter, stir and allow to
31 completely dry. Alternate method: mix with commercial paint hardener.
32 4. Oil-based or combustible paints and stains, regardless of liquid or solid, shall be transported to an
33 approved facility that takes such items such as Dane County Clean Sweep Sites.
34 F. Treated Wood Materials: Treated wood materials including but not limited to wood that has been painted,
35 stained, or chemically treated shall not be recycled or incinerated.
36
37
38

39 **END OF SECTION**
40

**SECTION 01 77 00
CLOSEOUT PROCEDURES**

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PART 1 – GENERAL

1.1. SUMMARY

- 21 A. The purpose of this specification is to clearly define and quantify the requirements associated with closing a City
22 of Madison Public Works Contract for facility related work.
23 B. All contracts have two distinct but related paths. Each path needs to be properly closed independently in order
24 to close the contract as a whole.
25 1. Construction closeout is related to closing out all of the Work associated with the construction
26 documents.
27 a. It shall be the responsibility of all contractors to be fully aware of the required Work and closeout
28 requirements involved in their individual trades.
29 2. Contract closeout is related to closing out all of the administrative aspects of the contract in general.
30 a. It shall be the responsibility of all contractors to be fully aware of the administrative requirements
31 required by the contract and to provide the supporting documentation required.
32 3. Construction Closeout must be completed before Contract Closeout can begin.
33 C. This specification will provide general knowledge associated with the following areas:
34 1. Construction Closeout Requirements
35 2. Construction Closeout Procedure
36 3. Contract Closeout Requirements
37 4. Contract Closeout Procedure
38 5. Final Payment and Certificate of Completion
39

1.2. RELATED SPECIFICATIONS

- 41 A. Contractors shall review all references to other specifications including specifications relating to the execution of
42 the Work associated with their Division or Trade.
43 B. Section 01 29 76 Progress Payment Procedures
44 C. Section 01 31 23 Project Management Web Site
45 D. Section 01 32 26 Construction Progress Reporting
46 E. Section 01 45 16 Field Quality Control Procedures
47 F. Section 01 74 13 Progress Cleaning
48 G. Section 01 45 16 Construction Waste Management and Disposal
49 H. Section 01 76 00 Protecting Installed Construction
50 I. Section 01 78 13 Completion and Correction List
51 J. Section 01 78 23 Operation and Maintenance Data
52 K. Section 01 78 36 Warranties
53 L. Section 01 78 39 As-Built Drawings
54 M. Section 01 78 43 Spare Parts and Extra Materials
55 N. Section 01 79 00 Demonstration and Training
56 O. Section 01 91 00 Commissioning
57 P. Other requirements as noted in the contract documents signed by the General Contractor
58

1 **1.3. DEFINITIONS**

- 2 A. **Substantial Compliance:** A letter provided to the City of Madison Building Inspection and signed by the Project
3 Architect indicating that all Work has been completed to a level that would allow Owner Occupancy and that all
4 construction is in compliance with the construction documents. A copy of this letter is also provided to the
5 State of Wisconsin Department of Health and Safety as necessary to clear plan review requirements. This letter
6 does not represent construction closeout.
- 7 B. **Certificate of Occupancy:** The Regulatory letter from the City of Madison Building Inspection Department
8 indicating that all regulatory requirements and inspections have been completed and the building may now be
9 occupied for its intended use. This letter does not represent construction closeout.
- 10 C. **Certificate of Substantial Completion:** A letter provided by the Department of Public Works, signed by the City
11 Engineer indicating that Construction activities are substantially complete. This letter does represent
12 construction closeout and the date of this letter begins the date of the Warranty Period.
- 13 D. **Construction Closeout:** The point in the contract where all contractual requirements associated the execution of
14 the Work as described in the plans, specifications, and other documents have been successfully met and the
15 items described in 1.3.A, .B, and .C above have been completed.
- 16 E. **Final Progress Payment:** The progress payment associated with achieving Construction closeout as described in
17 1.3.D above. At this point the contractor may request all monies associated with the contract be paid with the
18 exception of held retainage.
- 19 F. **Contract Closeout:** The point in the contract where all contractual requirements associated with the City of
20 Madison, Board of Public Works contract has been successfully met.
- 21 G. **Final Payment:** The final contract payment submittal that may be approved by the City of Madison after all
22 contractual requirements of the Public Works Contract have been met and any remaining monies (retainage)
23 due to the contractor may be released for the Final Payment.
- 24

25 **1.4. QUALITY ASSURANCE – CONSTRUCTION CLOSEOUT**

- 26 A. All contractors shall be responsible for properly executing the construction closeout requirements associated
27 with their Work as described in the specifications governing their Work.
- 28 B. The GC shall be responsible for all of the following:
- 29 1. Ensuring that all contractors have met the construction closeout requirements associated with their
30 Work.
- 31 2. Coordinate the collection of all construction closeout deliverables from all contractors, provide the
32 deliverables to the Project Architect and City Project Manager for review as necessary, and ensure all
33 contractors correct deficiencies of deliverables and resubmit as needed for final acceptance.
- 34 3. Ensure all closeout requirements identified in the Construction Closeout Checklist below have been
35 completed as intended by the construction documents.
- 36

37 **1.5. QUALITY ASSURANCE – CONTRACT CLOSEOUT**

- 38 A. The City of Madison, Department of Civil Rights (DCR) monitors contract compliance for construction and
39 procurement contracts to ensure that local, state and federal regulations are followed by contractors working on
40 City of Madison Public Works (PW) projects. DCR will monitor all PW projects from contract award through the
41 final payment at the close of the project. Contractors will be required to submit reporting paperwork
42 throughout the PW project process.
- 43 1. Contractors are encouraged to visit the web site identified below for additional information, checklists,
44 forms, and other information provided by DCR as it relates to Contract Compliance.
45 <http://www.cityofmadison.com/Business/PW/contractCompliance.cfm>
- 46 2. Questions regarding the process should be directed to parties and offices as identified on the various
47 forms, documents, and instructions or contact:
48 City of Madison, Department of Civil Rights
49 210 Martin Luther King Jr. Blvd., Room 523
50 Madison, WI 53703
51 (608) 266-4910
- 52 B. All Sub-Contractors have submitted the applicable required documents described in item 1.5.D below to the
53 General Contractor (GC) for Contract Closeout.
- 54 C. The GC has submitted the required applicable documents described in item 1.5.D below for all contractors to the
55 appropriate City of Madison Agency per instructions associated with each submittal.
- 56 D. The documents required for submittal to the City of Madison for Contract Closeout may include any/all of the
57 items listed below depending on contract type. It is the sole responsibility of all contractors to know and submit
58 the required and complete documentation in a timely fashion.

- 1 1. Weekly Payroll Reports
- 2 2. Employee Utilization Reports
- 3 3. Agent or Subcontractor Affidavit of Compliance with Prevailing Wage Rate Determination
- 4 4. Prime Contractor Affidavit of Compliance with Prevailing Wage Rate Determination
- 5 5. Documentation required for Small Business Enterprise (SBE) goals
- 6 6. Other documents as maybe required or requested through the Finalization Review Process

PART 2 – PRODUCTS – THIS SECTION NOT USED

PART 3 - EXECUTION

3.1. CONSTRUCTION CLOSEOUT CHECKLIST

- A. All contractors shall be responsible for reviewing the drawings and specifications within their Divisions of Work to provide a complete and comprehensive list of all Construction Closeout Requirements to the GC.
 1. The checklist shall include all items identified within the construction documents that require any of the following (and examples) prior to moving into Contract Closeout Procedures:
 - a. Documents indicating a specified level of performance has been achieved, such as:
 - i. Test reports of all types
 - ii. Startup reports
 - b. Required documentation, such as:
 - i. As-builts and record drawings
 - ii. Operation and maintenance data
 - c. Physical items to be turned over to the owner, such as:
 - i. Attic stock
 - ii. Keys
 - d. Required maintenance completed, such as:
 - i. Ducts cleaned
 - ii. Filters replaced
 - e. Commissioning and LEED related items and submittals
 - f. Owner and Maintenance Training
- B. Each list shall indicate the title of the closeout requirement, the associated specification of the requirement, the required result or deliverable, the responsible contractor(s), and a column to verify the item has been turned in and completed.
- C. The GC shall be responsible for all of the following:
 1. Consolidating all the closeout lists into one master Construction Closeout Checklist.
 - a. The checklist shall be in a tabular data format similar to the sample below
 2. Upload the completed checklist to the Contract Closeout-Miscellaneous Documents Library on the Project Management Web Site for review.
 3. Resubmit the checklist as needed after initial reviews have been completed.
- D. The GC shall work with all contractors to amend the Construction Closeout Checklist throughout the execution of the project based on changes and modifications as necessary.

<u>Title</u>	<u>Specification</u>	<u>Description</u>	<u>Responsibility</u>	<u>Completed</u>
Quality Management Observation Reports	01 45 16	All QMO reports have been properly responded to, reviewed and closed by the CPM.	All, GC	
As-Built Drawings	01 78 39	As-Built drawings have been reviewed and accepted per the specification	All, GC	
Testing and Balancing of HVAC	23 09 23	Provide final TnB reports indicating design performance has been achieved	HVAC	

3.2. CONSTRUCTION CLOSEOUT REQUIREMENTS

- A. The timely submittal or completion of closeout requirements shall go hand in hand with the Progress Payment Milestone Schedule that can be found in Specification 01 29 76 Progress Payments. No payments shall be made until all requirements for that payment have been met.
 1. The GC and all major Subcontractors, PA, and CPM, shall review all requirements for Construction/Contract Closeout during two (2) special meetings.

- 1 a. The first meeting shall be held at the 50% Contract Total Payment milestone. This meeting shall
2 discuss the requirements associated with various construction/contract closeout documentation
3 and events when they are due with respect to progress payments.
4 b. The second meeting shall be held at the 70% Contract Total Payment milestone. This meeting
5 shall review the contractors progress regarding the closeout checklist, begin making plans for
6 upcoming deadlines such as scheduling training, where to put attic stock, and when they are due
7 with respect to progress payments.
8 2. The GC, PA, and CPM, shall utilize the Construction Closeout checklist to ensure that all construction
9 closeout requirements have been met.

10
11 **3.3. CONSTRUCTION CLOSEOUT PROCEDURE**

- 12 A. Upon successful completion and final acceptance of all Construction Closeout Requirements the GC may submit
13 to the CPM and PA the request for Final Progress Payment (100% contract total, less retainage).
14 B. The PA will confirm with the design consultants, CPM, and other City of Madison staff that all requirements of
15 the Work have been completed and will do the following:
16 1. Approve the final progress payment application
17 2. Provide the required signed payment documents to the CPM
18 3. Provide the required Letter of Substantial Compliance to the following as required:
19 a. State Safety and Building Division
20 b. Local Building Inspection office
21 c. GC
22 d. CPM
23 C. The CPM shall draft the City Letter of Substantial Completion for signature by the City Engineer. This letter shall
24 state any of the following that may still be tied to the contract and/or warranty:
25 1. Indicate that the date of the letter shall also be the beginning of the Warranty period.
26 2. Indicate any allowed due outs, reasons for them, and anticipated dates of finalization.
27 a. QMO issues such as off season testing of equipment
28 b. Off season training of equipment
29 D. The GC and all subcontractors shall finalize all warranty letters associated with their Work using the date noted
30 on the City Letter of Substantial Completion, and provide the CPM with all warranties as described in
31 Specification 01 78 36 Warranties. Upon receipt and final approval of the Warranties the CPM may initiate final
32 processing of the Final Progress Payment (100% contract total, less retainage).
33

34 **3.4. CONTRACT CLOSEOUT REQUIREMENTS**

- 35 A. The GC and all sub-contractors shall follow all requirements associated with documenting contract compliance
36 and provide documentation as required or requested by DCR or PW staff. All contractors are encouraged to stay
37 current with submissions of the following documentation:
38 1. Weekly Payroll Reports no later than the Progress Payment equal to 50% of the contract total.
39 2. Employee Utilization Reports
40 3. Agent or Subcontractor Affidavit of Compliance with Prevailing Wage Rate Determination
41 4. Prime Contractor Affidavit of Compliance with Prevailing Wage Rate Determination
42 5. Documentation required for Small Business Enterprise (SBE) goals
43 6. Other documents as maybe required or requested through the Finalization Review Process
44 B. Near the Progress Payment equal to 80% of the contract total the GC shall request in writing a Finalization
45 Review. At that time DCR or PW staff shall prepare a report of all contract documentation submitted to date. A
46 list of missing items or outstanding issues will be emailed to the GC. No additional follow-up will be generated
47 by DCR or PW Staff.
48

49 **3.5. CONTRACT CLOSEOUT PROCEDURE**

- 50 A. The Contract Closeout Procedure will not begin until the Construction Closeout Procedure has been completed.
51 B. When the GC feels he/she has successfully met all of the Contract Closeout Requirements associated with
52 Section 3.3 above the GC may submit to the request for Final Payment to the CPM.
53 C. The CPM shall sign and submit the Final Payment request for processing.
54 D. DCR and PW staff shall do a complete review of all documentation associated with item 3.3.A above.
55 E. The GC shall be notified directly by DCR or PW Staff of any documentation that may still be missing, have
56 incomplete information, or other outstanding issues. It shall be the responsibility of the GC to continue follow-
57 up with DCR and PW staff until all documentation has been successfully submitted and accepted.

- 1 F. When all required documentation associated with Contract Closeout has been successfully submitted and
2 accepted by DCR and PW Staff the City of Madison shall process the Final Payment of any remaining monies
3 including retainage.
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END OF SECTION

**SECTION 01 78 13
COMPLETION AND CORRECTION LIST**

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1.2. RELATED SPECIFICATIONS 1
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PART 1 – GENERAL

1.1. SUMMARY

- A. The City of Madison has developed a multi-faceted Quality Management Program that begins with contract signing and runs through contract closeout to ensure the best quality materials, workmanship, and product are delivered for the contracted Work.
 - 1. The Progress Management Web Site is a Construction Management tool that provides contractors, consultants, and staff a single on-line location for the daily operations and progression of the Work.
 - 2. The Quality Management Observation (QMO) is an ongoing observation of the construction process as it progresses. The City of Madison does not use a "Punch List" or "Corrections List" as it is typically known throughout the construction industry. The QMO process acts as an "in progress punch list". Work identified as not in compliance with the contract documents by the Owner, Owner Representatives, Owner Consultants, etc. shall be resolved immediately at the Contractor's expense. Unresolved issues will be subject to withholding of progress payment(s) until completed.
 - 3. Very stringent expectations are tied to Construction Closeout and Contract Closeout procedures. Specific milestones throughout the project need to be met and the milestones are tied to the Progress Payment Schedule.
- B. All contractors shall be required to review the specifications identified in Section 1.2 below, and other related specifications identified therein to become familiar with the terminology and expectations of this City of Madison Public Works contract.

1.2. RELATED SPECIFICATIONS

- A. Section 01 29 76 Progress Payment Procedures
- B. Section 01 31 23 Project Management Web Site
- C. Section 01 45 16 Field Quality Control Procedures
- D. Section 01 77 00 Closeout Procedures

PART 2 – PRODUCTS – THIS SECTION NOT USED

PART 3 – EXECUTION – THIS SECTION NOT USED

END OF SECTION

**SECTION 01 78 39
AS-BUILT DRAWINGS**

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PART 1 – GENERAL

1.1. SUMMARY

- 22 A. This specification is intended to provide clear guidelines and identify the responsibilities of all contractors as they
23 pertain to City of Madison contract procedures regarding the accurate recording of the Work associated with the
24 execution of this contract. This shall include but not be limited to work that will be hidden, concealed, or buried.
25 B. Each contractor shall be responsible for maintaining an accurate record of all installations, locations, and
26 changes to the contract documents during the execution of this contract as it may relate to their specific division
27 or trade.
28 C. The General Contractor (GC) shall be responsible for ensuring all contractors provide as-built record information
29 to the Master As-Built Document Set as described in this specification.
30

1.2. RELATED SPECIFICATIONS

- 32 A. 00 31 21 Survey Information
33 B. 01 26 13 Request for Information
34 C. 01 31 23 Construction Bulletin
35 D. 01 32 33 Photographic Documentation
36 E. 01 26 63 Change Orders
37 F. 01 29 76 Progress Payment Procedures
38 G. 01 31 23 Project Management Web Site
39 H. 01 33 23 Submittals
40 I. 01 77 00 Closeout Procedures
41 J. 01 91 00 Commissioning
42 K. Other Divisions and Specifications that may address more specifically the requirements for field recording the
43 installation of all items associated with the execution of this contract by Division or Trade.
44

1.3. RELATED DOCUMENTS

- 46 A. Other related documents shall include but not be limited to the following:
47 1. Bidding documents including drawings, specifications, and addenda.
48 2. Required regulatory documents of conditional approval.
49 3. Field orders, verbal or written by inspectors having regulatory jurisdiction.
50 4. Shop drawings and installation drawings.
51

1.4. PERFORMANCE REQUIREMENTS

- 53 A. The GC shall be responsible for maintaining the “Master As-Built Document Set” in the job trailer at all times
54 during the execution of this contract. This document set shall include all of the following:
55 1. Master As-Built Plan Set
56 2. Master As-Built Specification Set
57 3. Other Document Sets

- 1 B. The GC shall designate one person of the GC staff to be responsible for maintaining the Master As-Built
2 Document Set at the job trailer. This shall include, posting updates, revisions, deletions and the monitoring of all
3 contractors posting as-built information as described in this specification.
4 C. All contractors shall use this specification as a general guideline regarding the requirements for documenting
5 their completed Work. Contractors shall explicitly follow additional specification requirements within their own
6 Division of Trade as it may apply to this specification.
7

8 **1.5. QUALITY ASSURANCE**

- 9 A. The GC shall be responsible for all of the following:
10 a. Spot checking all sub-contractors field documents to insure daily information is being recorded as
11 work progresses.
12 b. Discuss as-built recording to the plan set at weekly job meetings with all sub-contractors on site.
13 c. Schedule time with sub-contractors in the job trailer for recording as-built information to the plan
14 set.
15 d. Insure that all sub-contractors are providing clear and accurate information to the plan set in a
16 neat and organized manner.
17 e. Insure sub-contractors who have completed work have finalized recording all as-built information
18 to the plan set before releasing them from the project site.
19 B. The Project Architect, the City Project Manager, Commissioning Agent and other design team staff will perform
20 random checks of the Master As-Built Document Set during the execution of this contract to ensure as-built
21 information is being recorded in a timely fashion as the Work progresses. An updated and current Master As-
22 Built Document Set is a stipulation for approval of the progress payment.
23

24 **PART 2 – PRODUCTS**

25
26 **2.1. OFFICE SUPPLIES**

- 27 A. The GC shall provide a sufficient supply of office products in the job trailer at all times for all contractors to use in
28 recording as-built information into the plan set. This shall include but not be limited to the following:
29 a. Red ink pens, medium point. Pens that bleed through paper, markers, and felt tips will not be
30 accepted.
31 b. The use of highlighters is acceptable. Assign colors to various trades for consistency in recording
32 information.
33 c. Straight edges of various lengths for drawing dimension, extension and other lines.
34 d. Civil and Architectural scales
35 e. Clear transparent, non-yellowing, single sided tape.
36 f. Correction tape or correction fluid for correcting small errors.
37

38 **PART 3 - EXECUTION**

39
40 **3.1. FIELD DOCUMENT AS-BUILTS**

- 41 A. The GC and all Sub-contractors shall be responsible for keeping their own field set of as-built documents
42 including plans, specifications and published changes.
43 B. Field sets shall be kept dry and in good condition at all times.
44 C. No Work shall be buried, covered, or hidden, by any additional Work, regardless of Contractor or Trade, until
45 locations of all materials and equipment has been properly documented as described below.
46 D. All contractors shall be required to record the following as-built information:
47 a. Notes on the daily installation of materials and equipment.
48 b. Sketches, corrections, and markups indicating final location, positioning, and arrangement of
49 materials and equipment such as pipes, conduits, valves, cleanouts, pull boxes and other such
50 items. Note all final locations on plan sheets, indicate dimension off identifiable building features.
51 Riser diagrams need only be corrected for significant changes in locations, routing or
52 configuration.
53 i. The use of photographs in lieu of hand drawn sketches is acceptable.
54 ii. Photos shall be taken according to Specification 01 32 33 Photographic Documentation
55 iii. Print photo and markup with dimensions or notes as necessary.
56 c. Identify by the use of existing plan symbology and notes the size, type, quantity, and use as
57 applicable of materials such as pipes, valves, conduits, etc.

- 1 c. The Plan Set shall be available at anytime for easy reference during progress meetings and for
2 emergency location information of new work already completed.
- 3 2. The Master As-Built Specification Set (Spec Set) shall begin with one complete bid set of specifications
4 and any additional specifications that were supplied by published addenda during the bidding process.
5 The Spec Set shall be provided in three "D" ring type binders of sufficient thickness to accommodate the
6 specification set. Multiple binders are allowed as necessary. Label the front cover and binding edge with
7 "Master As-Built Specifications" in bold red letters. Provide other information as necessary to distinguish
8 the contents of multi-volume sets.
- 9 a. The Spec Set shall be kept dry, legible, and in good condition at all times.
10 b. The Spec Set shall be kept up to date with new revisions within two (2) working days of
11 supplemental drawings being issued.
- 12 c. The Spec Set shall be available at anytime for easy reference during progress meetings.
- 13 3. Other Document Sets may be kept at the GCs option in three "D" ring type binders of sufficient thickness
14 to accommodate the documentation. Other documentation sets may include but not be limited to RFIs,
15 CBs, COs, etc.
- 16 C. The Land Surveyor Sub-Contractor shall be required to use digital surveying for all exterior site surveying, and
17 provide deliverable digital as-builts as specified in Specification 00 31 21 Survey Information. As soon as practical
18 the surveyor shall provide the GC with a preliminary copy of installed buried utilities for inclusion with the plan
19 set in the job trailer. The surveyor shall provide final digital as builts as per section 3.2 above.
- 20 D. All contractors shall be responsible for updating the Plan Set from their field sets at least once per work week.
21 Updates shall include but not be limited to the following procedures:
- 22 a. All updates shall be done only in red ink. Place a "cloud" around small areas of correction to call
23 attention to the change.
- 24 b. Whenever possible place general work notes, field sketches, supplemental details, photos, and
25 other such information on the reverse side of the preceding sheet. Installation notes including
26 dates shall be kept neatly organized in chronological order as necessary.
- 27 c. Accurately locate items on the plan set as follows:
- 28 i. For items that are located as dimensioned provide a check mark or circle indicating the
29 dimension was verified.
- 30 ii. For items that are within 5 feet of the location indicated on the plans leave as shown and:
31 • Provide correct dimensions to existing dimension strings or,
32 • Accurately locate with new dimension strings
- 33 iii. For items that are more than 5 feet from the location indicated on the plans
34 • Accurately draw the items in the new location as installed and,
35 • Accurately locate with new dimension strings and,
36 • Note that the existing location is void.
- 37 d. Include dimensioned locations for items that will be buried, concealed, or hidden in the ground,
38 under floors, in walls or above ceilings.
- 39 i. Dimensions shall be pulled from identifiable building features, not from centers of columns
40 or other buried features.
- 41 ii. When necessary pull more dimensions as needed from opposing directions to properly
42 locate single items.
- 43

3.4. AS-BUILT REVIEW AND ACCEPTANCE

- 44 A. The GC shall provide the Master As-Built Plan Set to the Project Architect (PA), the City Project Manager (CPM),
45 the Commissioning Agent (CxA) and other design team staff for content review prior to the Progress Payment
46 Milestone indicated in Specification 01 29 76 Progress Payment Procedures. The submitted plan set shall include
47 the digital survey information produced under Section 3.2 above.
- 48 1. If the plan set is not approved:
- 49 a. The PA and CPM shall only be required to generalize deficiencies by trade there shall be no
50 requirement or expectation to generate a "punch list" of required corrections.
- 51 b. The GC and Sub-contractors as necessary shall be responsible for inspecting the installation and
52 correcting the drawings as needed.
- 53 c. The GC shall re-submit the plan set for review.
- 54 2. If the plan set is approved the PA shall take possession of the plan set to be used in providing the owner
55 with digital CAD record drawings. Upon completion of transferring the information to CAD the PA shall
56 provide the Owner with CAD record drawings, record PDFs, and the Master As-Built Plan Set.
- 57
- 58

**SECTION 02 41 16
STRUCTURAL DEMOLITION**

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PART 1 – GENERAL

1.1. SCOPE

- A. Demolition of the existing parking ramp in its entirety, all foundation walls, footings, and all existing utilities.
- B. The demolition will include removing all site improvements to the back of the street curb along E Doty St, S Pinckney St, and E Wilson St.
- C. Pollution Control during building demolition, including noise control.
- D. Removal and legal disposal of all demolition materials and all tipping fees paid by the demolition contractor.
- E.

1.2. RELATED REQUIREMENTS

- A. Section 01 26 57 – Change Order Requests
- B. Section 01 31 19 – Project Meetings
- C. Section 01 31 23 – Project Management Web Site
- E. Section 01 74 19 - Construction Waste Management and Disposal: Limitations on disposal of removed materials; requirements for recycling
- F. Section 01 76 00 – Protecting Installed Construction

1.3. REFERENCE STANDARDS

- A. 29 CFR 1926 - U.S. Occupational Safety and Health Standards; current edition.
- B. NFPA 241 - Standard for Safeguarding Construction, Alteration, and Demolition Operations; 2009.

1.4. SUBMITTALS

- A. Schedule: Submit for approval the demolition schedule.
- B. Project Record Documents: Accurately record actual locations of capped and active utilities and subsurface construction.

1.5. PRE-INSTALLATION MEETINGS

- A. The contractor must schedule a pre-installation meeting a minimum two weeks prior to starting any structural demolition.

1.6. SEQUENCING

- A. The contractor will need to conduct pre-demolition surveys and record pre-demolition conditions of the buildings adjacent to the site.
- B. The buildings adjacent to the site will be occupied during the duration of the demolition.
- C. The contractor will be responsible for the engineered design all required earth retention systems (ERS) required to protect adjacent streets, curbs, and adjacent buildings.
- D. The ERS design must be performed by a Wisconsin Professional Engineer, Licensed in Wisconsin.

- 1 E. The earth retention contractor will be responsible for the design and installation of any ERS required to prevent
2 any settling of the footings of all adjacent buildings.
3 F. No responsibility for buildings and structures to be demolished will be assumed by the City.
4 G. No responsibility for damage, because of the demolition of the Government East Ramp, to adjacent buildings and
5 structures will be assumed by the City.
6

7 **1.7. QUALITY ASSURANCE**

- 8 A. Codes and Regulations: Comply with all governing codes and regulations. Experienced workers must perform
9 the demolition who past proven ability to perform comparable demolition.
10

11 **PART 2 - PRODUCTS**

12
13 **2.1. MATERIALS**

- 14 A. REPAIR MATERIALS
15 1. This will apply to all adjacent existing site improvements that are scheduled to remain.
16 2. Use repair materials identical to existing materials.
17 a. If identical materials are unavailable or cannot be used for exposed surfaces, use materials that
18 visually match existing adjacent surfaces to the fullest extent possible.
19 b. Use materials whose installed performance equal or surpasses that of existing materials.
20

21 **PART 3 - EXECUTION**

22
23 **3.1. STRUCTURAL DEMOLITION**

- 24 A. This contract is for the Government East Ramp Demolition located at 110 E Wilson St. The work in this contract shall be
25 as described in the plans, specifications, and shall include, but not be limited to, all of the following:
26 • Removal and proper disposal of all hazardous materials and devices according to regulatory codes, and the submittal
27 of disposal manifests to the City Construction Manager (CCM).
28 ○ The Contractor will be required to hire a sub-contractor with State of Wisconsin Certifications for Asbestos
29 and Lead as described in Section 108.2 below.
30 ○ The General Contractor shall provide scanned copies (in PDF format) of all certifications for his/her sub-
31 contractor to the City Project Manager prior to beginning any work on this contract.
32 • Demolition of the structure in its entirety, including cut, removal, and backfill of all existing underground foundations,
33 utilities, service laterals to property lines, underground utilities, and sidewalks and all items in the City right-of-way to
34 the back of curb on E Doty St, S Pinckney St, and E Wilson St.
35 • All concrete is to be separated from any steel, be crushed on site to 1.25", and remain on site for use as backfill.
36 • Temporary fencing of the entire Block 88 site including Lot 1 and Lot 2.
37 • Maintain excavated slopes to OSHA standards, under the direction of a soils engineer.
38 • Sanitary and Storm Plug Permits are attached to this contract as Exhibit C and Exhibit D. The Contractor will need to
39 obtain the Plug Permits and pay the fees and deposits (Exhibit C STM \$2,000.00 and Exhibit D SAN \$10,250.00) shown
40 on the exhibits with City Building Inspection.
41 • Site dewatering, using the existing southwest 12" storm pipe, properly filtered and protected to prevent any discolored
42 discharge from reaching the City storm sewer.
43

44 The scope of work includes the furnishing of all labor, materials, equipment, tools, and other services necessary to complete
45 the work in accordance with the intent of this contract. The Contractor shall use properly functioning equipment
46 capable of performing the tasks required. The Contractor shall furnish workers who perform quality work and who are
47 experienced and knowledgeable in the work proposed.

48 In addition the Contractor shall include all costs of permits (except as noted in Section 108,2 below), disposal, equipment
49 rental, and any other costs whatsoever which may be required for execution of this contract.
50 The contractor shall leave the site clean and safe at the completion of the contract.
51

52 **3.2. GENERAL PROCEDURES AND PROJECT CONDITIONS**

- 53 A. STRUCTURAL DEMOLITION
54 1. Demolition Operations: Do not damage improvements indicated to remain. Items of salvage value will be
55 removed from the building per Exhibit E - City Reuse & Recycling Plan. Storage or sale of items at the
56 project site is prohibited.
57 2. Remove other items indicated in Exhibit E - City Reuse & Recycling Plan from the premises per the
58 Reuse & Recycling Plan.

3. All other materials from the demolition of the existing structure are to be properly disposed of offsite by the contractor including removal of abandoned utilities and wiring systems.
4. Comply with applicable codes and regulations for demolition operations and safety of adjacent structures and the public.
5. Obtain required permits.
6. Take precautions to prevent catastrophic or uncontrolled collapse of structures to be removed; do not allow worker or public access within range of potential collapse of unstable structures.
7. Provide, erect, and maintain temporary barriers and security devices.
8. Use physical barriers to prevent access to areas that could be hazardous to workers or the public.
9. Conduct operations to minimize effects on and interference with adjacent structures and occupants.
10. Do not close or obstruct roadways or sidewalks without permit.
11. Conduct operations to minimize obstruction of public and private entrances and exits; do not obstruct required exits at any time; protect persons using entrances and exits from removal operations.
12. Obtain written permission from owners of adjacent properties when demolition equipment will traverse, infringe upon or limit access to their property.
13. Protect existing structures and other elements that are not to be removed.
14. Cease operations if public safety or remaining structures are endangered. Perform temporary corrective measures until operations can be continued properly.
15. Stop work immediately if adjacent structures appear to be in danger.
16. Provide adequate protection against accidental trespassing. Secure project after working hours.
17. Restore finishes of any areas damaged during demolition that were noted to remain.
18. If hazardous materials are discovered during removal operations, stop work and notify the City Construction Manager; hazardous materials include regulated asbestos containing materials, lead, PCB's, and mercury.
19. Perform demolition in a manner that maximizes salvage and recycling of materials.
20. Comply with requirements of Section 01 74 19 - Waste Management.
21. Dismantle existing construction and separate materials.
22. Set aside reusable, recyclable, and salvageable materials; store and deliver to collection point or point of reuse.

3.3. EXISTING UTILITIES

- A. Protect existing utilities to remain from damage.
- B. Do not close, shut off, or disrupt existing life safety systems that are in use without at least 7 days prior written notification to City.
- C. Do not close, shut off, or disrupt existing utility branches or take-offs that are in use without at least 3 days prior written notification to City.
- D. Locate and mark utilities to remain; mark using highly visible tags or flags, with identification of utility type; protect from damage due to subsequent construction, using substantial barricades if necessary.
- E. When unanticipated mechanical, electrical, or structural elements that conflict with intended function or design are encountered, investigate and measure the nature and extent of conflict. Promptly submit a written report to the City Construction Manager.

3.4. SELECTIVE DEMOLITION FOR ALTERATIONS

- A. Drawings showing existing construction and utilities are based on casual field observation and existing record documents only.
 1. Verify that construction and utility arrangements are as shown.
 2. Report discrepancies to City Construction Manager before disturbing existing installation.
 3. Engage a professional engineer to survey condition of building to determine whether removing any element might result in structural deficiency or unplanned collapse of any portion of structure or adjacent structures during selective demolition operations.
 4. Beginning of demolition work constitutes acceptance of existing conditions that would be apparent upon examination prior to starting demolition.
 5. Perform surveys as the Work progresses to detect hazards resulting from selective demolition activities.
- B. Remove existing work as indicated and as required to accomplish new work.
 1. Remove items indicated on drawings.
- C. Services (Including but not limited to HVAC, Plumbing, Fire Protection, Electrical, and

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**GOVERNMENT EAST RAMP DEMOLITION
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DIVISION 02 EXISTING CONDITIONS

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END OF SECTION

Project Manual
CONSTRUCTION SPECIFICATIONS

GOVERNMENT EAST RAMP DEMOLITION

CITY OF MADISON, WIS

Bid Documents
SEPTEMBER 19, 2019

City of Madison Contract No. 8430

OWNER



ARCHITECT

lothan van hook destefano
ARCHITECTURE LLC

STRUCTURAL ENGINEER

