

Project Manual  
TECHNICAL SPECIFICATIONS

# WEST BADGER ROAD SALT BARN

CITY OF MADISON – STREETS DIVISION

Bid Documents  
July 26, 2022

Madison Contract No. 8654



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**PART 1 – GENERAL**

**1.1. SUMMARY**

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

**1.2. RELATED SPECIFICATION SECTIONS**

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

**1.3. TAX EXEMPT FORM**

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

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

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

**END OF SECTION**

**SECTION 01 26 13  
REQUEST FOR INFORMATION (RFI)**

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**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  
29

**1.3. PERFORMANCE REQUIREMENTS**

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

**1.4. QUALITY ASSURANCE**

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

**PART 2 – PRODUCTS**

**2.1. REQUEST FOR INFORMATION FORM**

- 48  
49  
50 A. The RFI form is located on the Project Management Web Site. The GC, PA, or CPM as appropriate shall click the  
51 link in the left margin of the project web site opening a new form. Project information is pre-loaded, provide  
52 additional information as indicated below in the execution to complete the form.  
53  
54

**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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**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  
39

**1.3. PERFORMANCE REQUIREMENTS**

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

**1.4. QUALITY ASSURANCE**

- 55 A. The CPM shall be responsible for ensuring the final CB sufficiently provides direction, details, specifications and  
56 other information as necessary for the GC to perform the intended Work.  
57



**SECTION 01 26 57**  
**CHANGE ORDER REQUESTS (COR)**

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19

**PART 1 – GENERAL**

**1.1. SUMMARY**

- 20  
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22  
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).

10  
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. Parts of this specification will reference articles within "The City of Madison Standard Specifications for Public
- 17 Works Construction".
  - 18 1. Use the following link to access the Standard Specifications web page:
  - 19 <http://www.cityofmadison.com/business/pw/specs.cfm>
  - 20 a. Click on the "Part" chapter identified in the specification text. For example if the specification
  - 21 says "Refer to City of Madison Standard Specification 210.2" click the link for Part II, the Part II
  - 22 PDF will open.
  - 23 b. Scroll through the index of Part II for specification 210.2 and click the text link which will take you
  - 24 to the referenced text.

25  
26 **1.3. DEFINITIONS AND STANDARDS**

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

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

#### 20 1.4. CONTRACT EXTENSION

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

#### 27 1.5. OVERHEAD AND PROFIT MARKUP

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

#### 40 1.6. PERFORMANCE REQUIREMENTS

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

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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 \$20,000 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 \$20,000.  
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  
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47

48 **END OF SECTION**  
49

**SECTION 01 29 76**  
**PROGRESS PAYMENT PROCEDURES**

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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. 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. NOT USED ..... 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. Any document that may be required to be submitted for review and approval, as noted by the  
49 specifications listed in Section 1.2 above, or the Progress Payment Milestone Schedule in Section 1.4  
50 below, to achieve a required bench mark of contract progression or contract requirement.  
51 3. Section D – Special Provisions of the Contract Documents.  
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 F. Section D – Special Provisions, of the Contract Documents, shall be used to determine partial payments of  
12 certain bid items where applicable.  
13

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



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

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

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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 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.
  - 4. The GC shall provide the list of all contractors/sub-contractors that were actively working during the dates indicated above.
    - a. All contractors/sub-contractors named must be in compliance with all City requirements (Pre-qualified, Affirmative Action Plan on file, etc). The PP will be held and not processed by the City of Madison until all contractors/sub-contractors are in compliance.
    - b. Do not list the names of suppliers or manufacturers, doing so will slow down processing and require a re-submittal of the paperwork.
- B. The General Contractor (GC) shall scan all of the documents listed below in the order shown, save the scan as a single PDF file for each PP request.
  - 1. City cover sheet – Application and Certificate for Payment
  - 2. City tabulation sheet(s)
  - 3. Any miscellaneous documents that may be requested as backup documentation for the pay request.
    - a. Lien waivers are not required and shall not be submitted.
    - b. Do not provide contractual administrative documents such as pay reports with pay requests.
    - c. Do not supply progress deliverables with pay requests.
- C. Upload the pay request PDF to the Contract Documents-GC Partial Pay Apps library on the Project Management Web Site.

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**3.2. NOT USED**

**3.3. CITY PROJECT MANAGER PROCEDURE**

- A. The CPM shall review all documents submitted by the GC ensure the PP request accurately reflects the work completed to date.
- B. The CPM may elect to hold processing of any progress payment pending submittal of required progress payment milestones.
- C. When verified, the CPM shall digitally sign the City Cover Sheet and forward the required documentation to the appropriate City agencies for further processing of the payment request.
- D. The CPM shall add a scanned copy of any documents indicating the PP request processing was completed to the PMWS.

**END OF SECTION**

**SECTION 01 31 13  
PROJECT COORDINATION**

1  
2  
3  
4 PART 1 – GENERAL ..... 1  
5 1.1. SUMMARY ..... 1  
6 1.2. RELATED SPECIFICATIONS ..... 1  
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 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 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 45 16 Field Quality Control Procedures  
31 H. Section 01 60 00 Product Requirements  
32 I. Section 01 77 00 Closeout Procedures, including all specifications referenced therein  
33  
34

**1.3. GENERAL REQUIREMENTS**

- 35 A. The following general requirements shall be applicable to all contractors:  
36 1. Cooperate with the Owner, all authorized Owner Representatives, Project Architect and all consultants of  
37 the Owner.  
38 2. Materials, products, and equipment shall be new, as specified and to industry standards except where  
39 otherwise noted.  
40 3. Labor and workmanship shall be of a high quality and to industry standards.  
41 B. Existing conditions:  
42 1. Verify all existing conditions noted in the contract documents with actual field locations. Verify  
43 dimensions, sizes and locations, of structural, equipment, mechanical and utility components.  
44 2. Report any inconsistencies, errors, omissions, or code violations in writing to the General Contractor (GC)  
45 immediately.  
46 3. Annotate any inconsistencies, errors, omissions on the GC As-Built record drawings immediately for  
47 future reference.  
48 C. Contract Documents:  
49 1. As noted in Section D – Special Provisions, Section 104.2 “Intent and Coordination of Contract  
50 Documents” the contract documents are complimentary to each other to form a complete set of  
51 documents including plans, specifications and other exhibits.  
52 2. 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

- 1                   b.    If a conflict exists within the contract documents the contractor shall furnish the item, system, or
- 2                   workmanship of the highest quality, largest, largest quantity, or most closely fits the intent of the
- 3                   contract documents.
- 4                   c.    Manufacturers recommended installation details shall be verified and used prior to installation of
- 5                   products and equipment so as to not void warranties.
- 6           D.    Errors and Omissions
- 7                1.    No Contractor shall take any advantage of any apparent error or omission in the construction documents.
- 8                2.    The City of Madison shall be permitted to make such corrections and interpretations as may be deemed
- 9                necessary for the fulfillment of the intent of the construction documents.
- 10           E.    Owners Representatives
- 11                1.    All contractors shall be familiar with various Owner Representatives having Quality Management
- 12                responsibilities for the duration of this project including but not limited to the following:
- 13                   a.    Owner, the designated representative of the City Agency that will occupy the project upon
- 14                   completion.
- 15                   b.    City Project Manager, responsible for all day to day decisions regarding the execution and
- 16                   performance of this Public Works Contract.
- 17                   c.    Consulting City Staff, responsible for providing consulting services to the Owner and City Project
- 18                   Manager, also responsible for Quality Management of the construction documents.
- 19                2.    Owner Representatives shall be attending progress meetings, pre-installation meetings, performing or
- 20                being present for final testing and acceptance and quality management reporting during the execution of
- 21                the contract documents as outlined in other specifications.
- 22

23 **1.4. GENERAL CONTRACTOR PERFORMANCE REQUIREMENTS**

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

46 **1.5. SUB-CONTRACTOR PERFORMANCE REQUIREMENTS**

- 47           A.    Be familiar with all of the contract documents as they pertain to your Work, adjacent work and the overall
- 48           progress of the project.
- 49                1.    All Sub-contractors shall be familiar with all Division 1 specifications as they may apply to progress,
- 50                progress payments, quality control construction management, and closeout of the contract.
- 51           B.    Coordinate your Work with all adjacent work and existing conditions.
- 52                1.    Perform your work in proper sequence according to the GC's project schedule and in relation to the work
- 53                of other trades.
- 54                2.    Notify other sub-contractors and trades whose work may be connected to, combined with, or influenced
- 55                by your work and allow them reasonable time and access to complete their work.
- 56                3.    Join your work to the work of others in accordance with the intent of the Contract Documents.
- 57                4.    Order materials and schedule deliveries to facilitate the general progress of the Work.

- 1 C. Cooperate with all other trades to facilitate the general progress of the work. This shall include providing every
- 2 reasonable opportunity for the installation of work by others and the storage of their materials and equipment.
- 3 1. In no case shall any contractor exclude from the premises or work any Sub-contractor or their employees.
- 4 2. In no case shall any contractor interfere with the execution or installation of Work by any other Sub-
- 5 contractor or their employees.
- 6 D. Arrange your work, equipment, and materials and dispose of your construction waste so as to not interfere with
- 7 the work or storage of materials of others.
- 8 E. Coordinate all work as indicated during pre-installation meetings with Owner Representatives, the GC and other
- 9 trades. Any work improperly coordinated shall be relocated as designated by the Owner Representative at no
- 10 additional cost to the City.
- 11

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

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

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**END OF SECTION**

**SECTION 01 31 19  
PROJECT MEETINGS**

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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.  
26

**1.2. RELATED SPECIFICATIONS**

- 27  
28 A. 01 31 23 Project Management Web Site  
29 B. 01 32 16 Construction Progress Schedules  
30 C. 01 43 39 Mockups  
31

**1.3. PROJECT MEETING TYPES**

- 32  
33 A. The following project meeting types may be used but not limited to the following  
34 1. Preconstruction Meeting  
35 2. Project Management Web Site – Tutorial Meeting  
36 3. Construction Progress Meetings  
37 4. Pre-installation Meetings (including mock-up review meetings)  
38 5. Weekly Trade Meetings  
39 6. Special Meetings  
40

**1.4. GENERAL REQUIREMENTS**

- 41  
42 A. Representatives of Contractors, Subcontractors, and suppliers attending meetings shall be qualified and  
43 authorized to act on behalf of the entity each represents.  
44

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

**PART 3 - EXECUTION**

**3.1. PRECONSTRUCTION MEETING**

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49  
50 A. After execution of the Contract the City Project Manager (CPM) shall schedule and conduct the Preconstruction  
51 Meeting at the Owner’s facilities. The CPM shall coordinate the meeting agenda with the GC Project Manager.  
52 B. The CPM shall be responsible for the final agenda.  
53 C. The CPM shall take notes on the meeting and post completed meeting minutes.  
54 D. Attendance shall be required by all of the following:  
55 1. Owner Representative(s)  
56 2. Applicable sub consultant(s)  
57 3. General Contractor and applicable subcontractors and suppliers  
58 4. City Quality Management Staff

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5. 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
  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 City Project Manager (CPM) 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. CPM 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. CPM 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 GC/CPM shall schedule and conduct all pre-installation meetings, including mockup reviews, before each construction activity that requires coordination with other trades.



- 1 B. The GCPM shall be responsible for the final agenda and meeting minutes.
- 2 C. The GCPM will work with all concerned parties to resolve issues as needed and submit RFI's if necessary.
- 3 D. Required attendance shall be from the list in 3.1.D. above and shall be personnel having a stake in the outcome
- 4 of the installation or knowledge of the system being installed.
- 5 E. In the event the Contractor installs equipment or materials without a pre-installation meeting the Contractor
- 6 shall be solely responsible for removing, replacing, repositioning materials and equipment as instructed by the
- 7 City Project Manager at no additional cost to the City.
- 8

9 **3.6 PRE-CONTRACT CLOSEOUT MEETINGS**

- 10 A. Two (2) Pre-contract Closeout Meetings shall be held to review the closeout procedures, requirements, and
- 11 contract deliverables.
- 12 1. Pre-contract Closeout Meeting #1 shall be scheduled prior to the 50% Progress Payment Request is being
- 13 requested. This meeting shall discuss items such as closing out QMO reports, providing O&M drafts and
- 14 finals, payroll and Affirmative Action documentation, and other contract deliverables.
- 15 2. Pre-contract Closeout Meeting #2 shall be scheduled prior to the 80% Progress Payment Request is being
- 16 requested. This meeting shall discuss, but not be limited to, the status of scheduling final regulatory
- 17 inspections, cleaning up outstanding QMO's, demonstration and training, attic stock; and finalization
- 18 review of payroll and other related documents.
- 19 B. The GCPM shall schedule, coordinate, and make physical arrangements for both meetings.
- 20 C. All of the following shall be required to attend both meetings:
- 21 1. The GCPM and the GC Field Superintendent
- 22 2. All Subcontractor Project Managers regardless of the current status of their work.
- 23 a. The GCPM may excuse a Subcontractor PM if he is confident that all contractual requirements for
- 24 closeout by the subcontractor have been completed and/or delivered to the GCPM. The list of
- 25 attendees shall be reviewed and agreed upon with CPM ahead of the meeting.
- 26 b. At the option of these project managers the field supervisors may also attend.
- 27 3. The Project Architect and at least one design consultant from each discipline represented by the plans
- 28 and specifications to address open QMOs, final tests, reports, etc.
- 29 4. The Owner
- 30 5. The CPM
- 31 6. Quality Management staff as needed to address open QMOs, final tests, reports, etc.
- 32 D. The CPM shall publish an agenda and chair the meeting.
- 33

34 **3.7 OTHER SPECIAL MEETINGS**

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

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

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**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.

<b>Contract Documents</b>	<b>Construction Administration</b>	<b>Construction Progress</b>	<b>LEED Documentation</b>	<b>Quality Control</b>	<b>Construction Closeout</b>
<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 &amp; 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 &amp; 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 (WI 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**

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5 1.1. SCOPE ..... 1  
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8 PART 3 - EXECUTION ..... 1  
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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. Other specification within the construction documents that may indicate the need for scheduling any event with  
34 Owner, Project Architect, Owner Representatives, including any owner provided equipment.  
35  
36

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

**PART 3 - EXECUTION**

**3.1. OVERALL PROJECT SCHEDULE (OPS)**

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

**3.2. 6 WEEK LOOK-OUT SCHEDULES (LOS)**

- 53 A. The GC shall prepare the initial LOS to include detail of daily tasks for the first six (6) weeks of construction in  
54 depth for the Pre-construction meeting. The LOS shall be compatible and complimentary to the OPS.  
55 B. The GC shall provide copies and lead a discussion on the LOS during the pre-construction meeting.  
56 C. The LOS shall indicate start and end dates of each major task, associated related sub-tasks, and required parallel  
57 or pre-requisite tasks required to complete the major task on time.  
58

- 1 D. The LOS shall also include identifying and scheduling such events as:
- 2 1. Pre-installation meetings and mock-up review meetings.
- 3 2. Quality management reviews of installations before they are covered.
- 4 3. Owner provided equipment as designated by the contract documents.
- 5 4. Work by others as designated by the contract documents.
- 6 5. Critical submittal dates.
- 7 E. The GC shall update the LOS prior to each bi-weekly progress meeting to indicate the next 6 weeks of scheduled
- 8 work. Updates will be briefed during each bi-weekly progress meeting.
- 9

10 **3.3. PROJECT MANAGEMENT WEB SITE (PMWS)**

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

14 **END OF SECTION**

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**SECTION 01 32 19  
SUBMITTALS SCHEDULE**

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4 PART 1 – GENERAL ..... 1  
5 1.1. SUMMARY ..... 1  
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7 1.3. RELATED DOCUMENTS ..... 1  
8 1.4. SUBMITTAL DEFINITIONS ..... 1  
9 1.5. SUBMITTAL REQUIREMENTS ..... 1  
10 1.6. ADMINISTRATIVE SUBMITTALS ..... 2  
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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  
34

**1.3. RELATED DOCUMENTS**

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

**1.4. SUBMITTAL DEFINITIONS**

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

**1.5. SUBMITTAL REQUIREMENTS**

- 55 A. The GC and all Sub-contractors shall review the construction documents including the specifications of their  
56 individual Division or Trade to compile a complete list of all materials, products, or equipment that will require a  
57 positively reviewed submittal to be completed prior to procurement and installation.  
58

- 1                    1.        Submittals shall include but not be limited to any of the following that may apply:  
 2                           a.        Shop Drawings  
 3                           b.        Product Data  
 4                           c.        Assembly Drawings  
 5                           d.        Engineered Drawings  
 6                           e.        Product Samples  
 7                    B.        The following items will require an approved submittal, verify with specifications for specific needs and  
 8                           requirements:  
 9                           1.        Contractor certifications for specialized work such as asbestos removal, well drilling, controls, AV, etc.

11 **1.6. ADMINISTRATIVE SUBMITTALS**

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

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

22 **PART 3 - EXECUTION**

24 **3.1. OVERALL RESPONSIBILITIES OF ALL CONTRACTORS**

- 25                    A.        All contractors shall be responsible for reviewing the drawings and specifications within their Divisions of Work  
 26                           to provide a complete and comprehensive list of submittals to the General Contractor.  
 27                    B.        Each list shall indicate the title of the submittal, the associated specification of the submittal, whether the  
 28                           submittal can be considered an early/middle/late submittal, the anticipated date the submittal will be provided  
 29                           and the anticipated date the submittal needs to be approved.  
 30                    C.        Contractors shall be aware that the goals for submittal review by the Architect staff and City staff will be as  
 31                           follows:  
 32                           1.        For items on the Critical Path as identified by the GC, five (5) working days  
 33                           2.        For most other submittals ten (10) working days  
 34                           3.        Additional time may be needed for complex submittals or if re-submittals are required.  
 35                    D.        The general format of the Submittal Schedule shall be tabular as per this example:  
 36

<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	

38 **3.2. GENERAL CONTRACTORS RESPONSIBILITIES**

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

51 **3.3. STAFF REVIEW RESPONSIBILITIES**

- 52                    A.        The City Project Manager, consulting staff, Owner, and other city staff will review the Submittal Schedule for  
 53                           completeness per the plans and specifications within their divisions of work. The reviewing staff may provide  
 54                           comments as needed. Some examples might include the following:



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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 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 23**  
**SURVEY AND LAYOUT DATA**

1  
2  
3  
4 PART 1 – GENERAL ..... 1  
5 1.1. SUMMARY ..... 1  
6 1.2. RELATED SPECIFICATIONS ..... 1  
7 1.3. SURVEYOR QUALIFICATIONS ..... 1  
8 1.4. QUALITY ASSURANCE ..... 1  
9 1.5. EXAMINATION ..... 2  
10 PART 2 – PRODUCTS – NOT USED ..... 2  
11 PART 3 - EXECUTION ..... 2  
12 3.1. UTILITY LOCATING ..... 2  
13 3.2. SURVEY CONTROL AND LAYOUT DATA ..... 2  
14 3.3. TOPOGRAPHIC SURVEYING ..... 2  
15 3.4. SITE SURVEY AS-BUILT ..... 2  
16

**PART 1 – GENERAL**

**1.1. SUMMARY**

- 19  
20 A. The purpose of this specification is to set forth the minimal required guide lines to be followed by the General  
21 Contractor (GC) and the Land Surveyor (Surveyor) including but not limited to the following:  
22 1. Surveyor Professional Requirements  
23 2. Horizontal and Vertical Datum Control  
24 3. Local Control (if any)  
25 4. Electronic File and Data Requirements  
26 5. As-Built Documentation Requirements  
27 B. When working on any City of Madison project, OSHA standards must be complied with. The Surveyor shall  
28 provide appropriate traffic control in accordance to the Manual on Uniform Traffic Control Devices (MUTCD).  
29 C. The Surveyor shall be responsible for notifying Diggers Hotline in advance of beginning the field work for this  
30 contract.

**1.2. RELATED SPECIFICATIONS**

- 31  
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33 A. Section 01 29 76 Progress Payment Procedures  
34 B. Section 01 31 23 Project Management Web Site (SharePoint)  
35 C. Section 01 33 23 Submittals  
36 D. Section 01 78 39 As-Built Drawings  
37 E. Section 105.9, Survey Points and Instructions, of the City of Madison Standard Specifications for Public Works  
38

**1.3. SURVEYOR QUALIFICATIONS**

- 39  
40 A. The General Contractors, Land Surveyor Sub-Contractor shall meet or exceed the following:  
41 1. The Principal Land Surveyor (PLS) shall be licensed to practice in the State of Wisconsin.  
42 a. The PLS's license shall be current at the beginning of the contract and the PLS shall maintain an  
43 active license throughout the execution of this contract.  
44 2. The PLS shall have a minimum of minimum of ten (10) years of field experience on similar projects of  
45 scope and size.  
46 a. Land Surveyors working under the direction of the PLS shall have a minimum of five (5) years of field  
47 experience on similar projects of scope and size.  
48 B. The PLS shall be responsible for checking and verifying all work being performed under the PLS's direction during  
49 the execution of this contract. This shall include but not be limited to periodic field checks of equipment and  
50 survey data for accuracy and compliance with the contract documents.  
51

**1.4. QUALITY ASSURANCE**

- 52  
53 A. The PLS shall do all surveying in City of Madison Datum's as follows:  
54 1. All Horizontal Control shall be in the Dane County Coordinates (WISCRS), NAD 83(1997) datum, US  
55 Survey foot).  
56 2. All Vertical Control shall be in NAVD88(1991).  
57 3. Information on PLSS Section Corner Monuments and Tie Sheets can be found on the City Engineering  
58 Mapping website [http://gis.cityofmadison.com/Madison\\_PLSS/PLSS\\_TieSheets.html](http://gis.cityofmadison.com/Madison_PLSS/PLSS_TieSheets.html).

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**1.5. EXAMINATION**

- A. The PLS shall be responsible for verifying all site data with Certified Survey 13991 (Exhibit C of the Contract Documents).
- B. Notify the CPM/CCM immediately if any discrepancies are discovered.

**PART 2 – PRODUCTS – NOT USED**

**PART 3 - EXECUTION**

**3.1. UTILITY LOCATING**

- A. The GC and/or PLS shall be responsible for notifying Diggers Hotline for all utility locate requests.

**3.2. SURVEY CONTROL AND LAYOUT DATA**

- A. The GC and PLS are responsible for all survey control and layout data required to perform the work in this contract.
- B. All survey work shall be done in the datums noted above and using the PLSS corners identified in CSM 13991.

**3.3. TOPOGRAPHIC SURVEYING**

- A. The Surveyor may perform the topographic survey with properly calibrated equipment as follows:
  - 1. Total station, achieving minimum accuracy for well-defined features of +/- 0.1 feet horizontal and +/-0.04 feet vertical at 95% confidence relative to control. "Well defined features" shall include but not be limited to property irons, pavements, trees, landscaping features, buildings, utility locations, and other permanent features.
  - 2. RTK GPS shall be permitted in large open areas, along tree lines, and in brushy areas.

**3.4. SITE SURVEY AS-BUILT**

- A. See Specification 01 78 39 As-Built Drawings, Section 3.2 for more information on required record site information to be provided prior to contract closeout.
- B. The GC shall be responsible for scheduling the PLS to capture locations and depths of all buried utilities prior to any contractor back filing trenches. The Owner may require missing information to be located and surveyed at the GC's expense.

**END OF SECTION**

**SECTION 01 32 26  
CONSTRUCTION PROGRESS REPORTING**

1  
2  
3  
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  
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**SECTION 01 32 33**  
**PHOTOGRAPHIC DOCUMENTATION**

1  
2  
3  
4 PART 1 – GENERAL ..... 1  
5 1.1. SCOPE ..... 1  
6 1.2. RELATED SPECIFICATION SECTIONS ..... 1  
7 1.3. SUBMITTALS ..... 1  
8 PART 2 – PRODUCTS ..... 1  
9 2.1. DIGITAL CAMERA ..... 1  
10 PART 3 – EXECUTION ..... 1  
11 3.1. REQUIREMENTS FOR DIGITAL PHOTOGRAPHS ..... 1  
12 3.2. PROJECT MANAGEMENT WEB SITE (SHAREPOINT) ..... 2  
13

**PART 1 – GENERAL**

**1.1. SCOPE**

- A. The General Contractor (GC) shall be required to take weekly digital photographs, both interior and exterior, of construction progress and upload the photos directly to the Project Management Web Site (SharePoint).

**1.2. RELATED SPECIFICATION SECTIONS**

- A. Section 01 29 76 Progress Payment Procedures  
B. Section 01 31 23 Project Management Web Site (SharePoint)  
C. Section 01 32 19 Submittals Schedule  
D. Section 01 32 33 Submittals  
E. Section 01 77 00 Closeout Procedures

**1.3. SUBMITTALS**

- A. The GC shall provide general information on the type of camera being used for interior and exterior digital photographs.  
1. Information may be written on Contractor’s transmittal sheet.  
a. Include camera name/type, aspect ratio setting, and average file size  
b. Provide sample project pictures as part of PDF submittal.

**PART 2 – PRODUCTS**

**2.1. DIGITAL CAMERA**

- A. All digital photographs shall be taken with a good quality digital camera, cell phone, tablet, and other such digital device.  
B. Digital photographs shall be formatted to achieve a good, clear, and detailed image where the final file size is between 600 KB and 3.0 MB (3000KB).

**PART 3 – EXECUTION**

**3.1. REQUIREMENTS FOR DIGITAL PHOTOGRAPHS**

- A. The GC shall take a minimum of two (2) exterior photographs each week. Exterior photographs will not be required on projects that do not include any exterior work.  
1. Exterior photos shall be taken from approximately the same location each week for the duration of the project.  
2. When applicable this requirement shall begin prior to commencing any site work.  
3. This requirement shall only be applicable when there is exterior work actively being conducted with the project. Periods of inactivity due to weather (winter conditions) do not require a photograph.  
4. This requirement shall end when the exterior work has been substantially completed.  
5. This requirement may be suspended due to weather conditions or substantial delays in exterior progress.  
B. The GC shall take interior photographs each week that document interior construction progress.  
1. This requirement will begin when exterior wall framing begins.  
a. When an interior remodeling project includes demolition work interior photos shall be taken during the demolition process.  
2. Pictures do not need to be taken from the same location each week.

- 1                    3.        This requirement shall end when the interior work has been substantially completed.
- 2                    C.        Digital photographs shall be properly zoomed in/out, and flash used as needed, to capture a level of detail
- 3                                required to properly show the progress being captured by the photograph.
- 4                                1.        Blurry and dark pictures will not be accepted.
- 5                    D.        The camera default naming convention is acceptable. The GC does not need to rename or specifically identify
- 6                                pictures with a title.
- 7                    E.        All digital photographs shall be saved in a JPEG (.jpg) format and uploaded directly to the SharePoint Project
- 8                                Images Library.
- 9                                1.        The GC shall upload the photos to the folder that designates the appropriate construction week and date
- 10                                (beginning Monday date). If no folder exists, contact the CPM/CCM prior to uploading photos.
- 11

12 **3.2. PROJECT MANAGEMENT WEB SITE (SHAREPOINT)**

- 13                    A.        The CPM/CCM shall provide weekly progress folders in the Project Images Library on SharePoint.
- 14                                1.        Progress folders are labeled with the Construction Week Number and the date for Monday of that week.
- 15                                2.        The GC shall notify the CPM/CCM if additional weekly progress folders need to be created.
- 16                    B.        The GC shall upload the weekly digital photographs to the appropriate progress folder in the Project Images
- 17                                Library.
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- 22

**END OF SECTION**

**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. All Technical Specifications, contract documents, construction drawings, and any published addendums during  
51 the bidding process.  
52 F. All contract documents generated during the execution of the contract including but not limited to Requests for  
53 Information (RFI) and Construction Bulletins (CB).  
54  
55

**1.3. SUBMITTAL REQUIREMENTS**

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



- 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.



**SECTION 01 45 16**  
**FIELD QUALITY CONTROL PROCEDURES**

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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 REQUIREMENTS..... 1  
8 1.4. QUALITY ASSURANCE ..... 2  
9 1.5. QUALITY MANAGEMENT OBSERVATION REPORT ..... 2  
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**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**

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

**1.3. PERFORMANCE REQUIREMENTS**

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

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

#### 12 1.4. QUALITY ASSURANCE

- 13 A. The GC shall be responsible for the following:
  - 14 1. All materials, equipment, and products shall be new, clean, undamaged, and meet the performance
  - 15 specifications defined within the construction documents including favorably reviewed submittals.
  - 16 a. Any material, equipment, or product that does not meet the requirements of the construction
  - 17 documents shall be removed and replaced, including any adjacent and related work, at the GCs
  - 18 expense.
  - 19 2. All Work shall be performed by persons properly trained and/or qualified to produce workmanship of the
  - 20 quality specified in the construction documents.
  - 21 3. Providing access to updated as-builts, addenda, submittals, bulletins and other related construction
  - 22 documents at the project site.
- 23 B. The CoM and its representatives may be responsible for any of the following:
  - 24 1. Attend pre-installation meetings
  - 25 2. Attend construction progress meetings
  - 26 3. Review all submittals
  - 27 4. Conduct field visits for QA/QC purposes, provide feedback to the GC and sub-contractors using Quality
  - 28 Management Observation (QMO) reports.
  - 29 5. Review delivered equipment
  - 30 6. Witness equipment installations, startups, testing as specified in other specifications

#### 31 1.5. QUALITY MANAGEMENT OBSERVATION REPORT

- 32 A. The Quality Management Observation report or QMO is used as a QA/QC tool by those entities responsible for
- 33 QA/QC activities, including but not limited to, the GC, CoM, PA, CX agent, etc.
- 34 B. QMOs are designed to be an early observation of non-conforming construction work before it becomes buried
- 35 by follow on work. As such it is most often used as an "in progress punch list".
- 36 C. QMO forms are part of the Quality Control Library on the Project Management Web Site.
- 37
- 38

### 39 **PART 2 – PRODUCTS - THIS SECTION NOT USED**

### 40 **PART 3 - EXECUTION**

#### 41 3.1. QUALITY MANAGEMENT RESPONSIBILITIES

- 42
- 43 A. While making routine progress visits to the construction project the GC, CPM, CxA and A/E, and applicable others
- 44 shall observe the details of the construction and installations to ensure that the intent of the construction
- 45 documents is being followed.
- 46 B. If during the progress visit there is a determination of contract non-conformance a QMO report shall be initiated
- 47 to begin the documentation process.
- 48 1. The GC field superintendent shall be informed immediately of any issue that may cause harm, damage to
- 49 finished work, or be buried prior to properly filing a QMO report.
- 50 C. The following information when filing a QMO report:
  - 51 1. Open a QMO report in the Quality Control Library on the Project Management Web Site
  - 52 2. Enter the date and time of the field visit
  - 53 2. Provide references to construction documents if any (examples; specification, drawing page, details,
  - 54 approved submittals, RFI, CB, etc.)
  - 55 3. Provide a short title for the observation being made
  - 56 4. Provide a detailed description of the observation being made
  - 57



**SECTION 01 45 29  
TESTING LABORATORY SERVICES**

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**PART 1 – GENERAL**

**1.1. REQUIREMENTS INCLUDED**

- A. The City of Madison (CoM) shall employ and pay for the services of an independent testing laboratory to perform specified services and testing.
- B. Testing Laboratory inspection, sampling and testing is required for all of the following:
  - 1. Soil Compaction; general excavation, utility trench, and open pits for foundations and buried tanks
  - 2. Cast-In-Place Concrete
  - 3. Asphalt Mix Sampling
  - 4. Asphalt Compaction

**1.2. RELATED REFERENCES**

- A. Section 01 31 13 Project Coordination
- B. Section 01 32 16 Construction Progress Schedules

**1.3. CONTRACTOR’S RESPONSIBILITIES**

- A. Cooperate with laboratory personnel, provide access to Work and to manufacturer’s operations.
- B. Submit the following as shop drawing submittals to the PMWS – Submittals Library for review:
  - 1. All concrete mix designs
  - 2. All asphalt mix designs
- C. Furnish copies of Product test reports as required.
- E. Furnish incidental labor and facilities:
  - 1. To provide access to Work to be tested.
  - 2. To obtain and handle samples at the Project site or at the source of the product to be tested.
  - 3. To facilitate inspections and tests.
  - 4. For storage and curing of test samples.
- F. Provide a minimum of 5 working days notice to Testing Consultant for scheduling of any testing.
- G. Temporarily halt the progress of the Work when tested materials do not comply with Contract Documents and promptly notify the Owner or his designated representative and CPM.
- J. Remove and replace at no cost to the Owner, all defective materials, that discovered upon testing, do not comply with Contract Documents, including cost for retesting and re-inspecting replaced Work that failed to comply with the Contract Documents.

**1.4. SPECIFIC TESTS AND INPSECTIONS TO BE CONDUCTED**

- A. Compaction Testing. The Testing Consultant shall test all of the following:
  - 1. Compaction of virgin soil not disturbed after excavation to sub grade. This test will be used to determine any applicable undercut.
  - 2. Compaction of sub-base aggregate materials for any pavement for each lift as specified in the contract documents.
  - 3. Compaction of base aggregate materials for any pavement for each lift as specified in the contract documents.
  - 4. Compaction of base aggregate and backfill materials for and pit excavation of buried tanks and foundations.
- B. Concrete Testing. Slump and cylinder tests for all cast in place concrete.
- C. Asphalt Sampling. Batch sampling of any asphalt mix being delivered to the site.
- D. Compaction Testing of Asphalt pavements by layer.

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

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

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END OF SECTION

**SECTION 01 50 00**  
**TEMPORARY FACILITIES AND CONTROLS**

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25  
26 **PART 1 – GENERAL**

27  
28 **1.1. SUMMARY**

- 29 A. This Section includes general procedural requirements for temporary facilities and controls including, but not  
30 limited to the following:  
31 1. Temporary Utilities  
32 2. Telecommunications Services  
33 3. Temporary Sanitary Facilities  
34 4. Barriers  
35 5. Fencing  
36 6. Exterior Enclosures  
37 7. Security  
38 8. Vehicular Access and Parking  
39 6. Waste Removal  
40 7. Project Identification  
41 8. Field Offices  
42

43 **1.2. RELATED SPECIFICATION SECTIONS**

- 44 A. Section 01 31 19 Progress Meetings  
45 B. Section 01 31 23 Project Management Web Site  
46 C. Section 01 74 19 Construction Waste Management and Disposal  
47

48 **1.3. QUALITY ASSURANCE**

- 49 A. Regulations: Comply with industry standards and applicable laws and regulations if authorities having  
50 jurisdiction, including but not limited to:  
51 1. Building Code requirements  
52 2. Health and safety regulations  
53 3. Utility company regulations  
54 4. Police, Fire Department and Rescue Squad rules  
55 5. Environmental protection regulations  
56 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. Owner will provide the following:  
9 1. Electrical power and metering, consisting of existing facilities.  
10 2. Water supply, consisting of existing facilities.  
11 B. General:  
12 1. Existing structures may not be used.  
13 2. New permanent facilities may not be used.  
14 C. Water Service: water is available from existing building services.  
15 1. Use trigger-operated nozzles for water hoses, to avoid waste of water.  
16 D. Temporary Electric Power Service: Electrical Contractor shall extend temporary power from existing building  
17 services.  
18 E. Temporary Lighting: Electrical Contractor shall provide temporary lighting with local switching  
19 1. Install and operate temporary lighting, minimum of 30 fc, to fulfill security and protection requirements,  
20 without operating the entire system, and will provide adequate illumination for all areas of work,  
21 including construction operations and traffic conditions.  
22 F. Temporary Heat: General Contractor shall provide temporary heat required by construction activities, for curing  
23 or drying of completed installations or protection of installed construction from adverse effects of low  
24 temperatures or high humidity. Select safe equipment that will not have a harmful effect on completed  
25 installations or elements being installed. Coordinate ventilation requirements to produce the ambient condition  
26 required and minimize consumption of energy.  
27 1. Heating Facilities: Except where use of the permanent system is authorized, provide vented self-  
28 contained LP gas or fuel oil heaters with individual space thermostatic control.  
29 a. Use of gasoline-burning space heaters, open flame, or salamander type heating units is  
30 prohibited.  
31

32 **1.5. TEMPORARY SANITARY FACILITIES**

- 33 A. Provide and maintain required facilities and enclosures. Provide at time of project mobilization.  
34 B. Temporary toilets: Comply with regulations and health codes for the type, number, location, operation, and  
35 maintenance of fixtures and facilities. Install where facilities will best serve the Project's needs.  
36 1. Provide toilet tissue, paper towels, paper cups, and similar disposable materials for each facility. Provide  
37 covered waste containers for used material.  
38 2. Toilets: Install self-contained toilet units. Shield toilets to ensure privacy.  
39 C. Maintain daily in clean and sanitary condition  
40 D. Water: Provide potable water approved by local health authorities  
41

42 **1.6. BARRIERS**

- 43 A. Provide barriers to prevent unauthorized entry to construction areas, to prevent access to areas that could be  
44 hazardous to workers or the public and to protect existing facilities and adjacent properties from damage from  
45 construction operations and demolition.  
46

47 **1.7. FENCING**

- 48 A. Construction: Refer to Plan Documents and Specification Section 01 76 00: Fencing Materials and Barricades  
49

50 **1.8. EXTERIOR ENCLOSURES**

- 51 A. Provide temporary weather tight closure of exterior openings to accommodate acceptable working conditions  
52 and protection for products, to allow for temporary heating and maintenance of required ambient temperatures  
53 identified in individual specification sections, and to prevent entry of unauthorized persons. Provide access doors  
54 with self-closing hardware and locks.  
55

56 **1.9. SECURITY**

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

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**1.10. VEHICULAR ACCESS AND PARKING**

- A. Comply with regulations relating to use of streets and sidewalks, access to emergency facilities, and access for emergency vehicles.
- B. Coordinate access and haul routes with governing authorities and Owner.
- C. Provide and maintain access to fire hydrants, free of obstructions.
- D. Vehicle parking of all personal vehicles shall be located on South Badger Rd. and Emil St. only.
- E. Vehicle parking of contractor work vehicles is permitted within the construction area when vehicles are actively needed for dropping off supplies, equipment, etc. It is recommended that if vehicles are used only for transportation that they remain outside the construction zone and in the designated parking area noted in 1.10.D above. Parking of contractor vehicles shall be limited to inside the project limits.
- F. No parking on existing asphalt or concrete shall be permitted. These spaces are designated as Fire Lanes and must remain open at all times.

**1.11. WASTE REMOVAL**

- A. See Section 01 74 19 - Waste Management, for additional requirements.
- B. Provide waste removal facilities and services as required to maintain the site in clean and orderly condition.
- C. Provide containers with lids. Remove trash from site periodically.
- D. If materials to be recycled or re-used on the project must be stored on-site, provide suitable non-combustible containers; locate containers holding flammable material outside and away from all structures unless otherwise approved by the authorities having jurisdiction.
- E. Open free-fall chutes are not permitted. Terminate closed chutes into appropriate containers with lids.

**1.12. PROJECT IDENTIFICATION**

- A. No project identification signage or contractor signage is permitted for this project.

**1.13. FIELD OFFICES**

- A. Office: Weather tight, with lighting, electrical outlets, heating, cooling equipment, and equipped with sturdy furniture, drawing rack and drawing display table.
- B. Provide space for Project Meetings with table and chairs to accommodate a minimum of 8 persons.

**PART 2 - PRODUCTS**

**2.1. EQUIPMENT**

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

**PART 3 - EXECUTION**

1 **3.1. TEMPORARY FIRE PROTECTION**

- 2 A. Until fire protection needs are supplied by permanent facilities, General Contractor shall install and maintain  
3 temporary fire protection facilities of the types needed to protect against reasonably predictable and  
4 controllable fire losses.  
5 B. Comply with NFPA 10 "Standard for Portable Fire Extinguishers," and NFPA 241 "Standard for Safeguarding  
6 Construction, Alterations and Demolition Operations".  
7 C. Locate fire extinguishers where convenient and effective for their intended purpose.  
8 D. Store combustible materials in containers in fire-safe locations.  
9 E. Maintain unobstructed access to fire extinguishers, fire hydrants, temporary fire protection facilities, stairways  
10 and other access routes for fighting fires.  
11 F. Smoking is prohibited by city ordinance on the property.  
12 G. Supervise welding operations, combustion-type temporary heating units, and similar sources of fire ignition  
13 according to requirements of authorities having jurisdiction.  
14 H. Develop and supervise an overall fire-prevention and -protection program for personnel at Project site  
15 I. Review needs with local fire department and establish procedures to be followed. Instruct personnel in methods  
16 and procedures. Post warnings and information.  
17

18 **3.2. COLLECTION AND DISPOSAL OF WASTE**

- 19 A. Collect waste from construction areas and elsewhere daily  
20 B. Comply with requirements of NFPA 241 for removal of combustible waste material and debris. Enforce  
21 requirements strictly.  
22 C. Do not hold materials more than 7 days during normal weather or 3 days when the temperature is expected to  
23 rise above 80 deg F.  
24 D. Handle hazardous, dangerous, or unsanitary waste materials separately from other waste by containerizing  
25 properly. Dispose of material in a lawful manner.  
26

27 **3.3. ENVIRONMENTAL PROTECTION**

- 28 A. Provide protection, operate temporary facilities and conduct construction in ways and by methods that comply  
29 with environmental regulations, and minimize the possibility that air, waterways and subsoil might be  
30 contaminated or polluted, or that other undesirable effects might result.  
31 B. Avoid use of tools and equipment which produce harmful noise.  
32 C. Restrict use of noise making tools and equipment to hours that will minimize complaints from persons or firms  
33 near the site.  
34

35 **3.4. REMOVAL OF TEMPORARY UTILITIES, FACILITIES, AND CONTROLS**

- 36 A. Remove temporary utilities, equipment, facilities, and materials prior to Substantial Completion inspection.  
37 B. Remove underground installations to a minimum depth of 2 feet (600 mm). Grade site as indicated.  
38 C. Clean and repair damage caused by installation or use of temporary work.  
39 D. Restore existing facilities used during construction to original condition.  
40 E. Restore new permanent facilities used during construction to specified condition.  
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**END OF SECTION**

**SECTION 01 60 00  
PRODUCT REQUIREMENTS**

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18

**PART 1 – GENERAL**

**1.1. SUMMARY**

- 22 A. The purpose of this specification is to provide general guidelines and responsibilities related to the receiving,  
23 handling, and storage of all materials and products from arrival on the job site through installation.  
24 1. Immediate inspection of delivered goods means a timely replacement if damaged.  
25 2. Proper storage helps prevent damage and loss by weather, vandalism, theft, and job site accidents.  
26 3. Proper storage helps with job site performance and safety.  
27 2. Proper handling helps prevent damage and job site accidents.  
28 B. Each Contractor shall be directly responsible for the receiving, handling, and storage of all materials and  
29 products associated with the Work of their Division or Trade.  
30 C. Each Contractor responsible for Work associated with Owner provided materials or products shall be responsible  
31 for the receiving, handling and storage of the material/product as outlined in Section 3.8 below..  
32

**1.2. RELATED SPECIFICATIONS**

- 34 A. 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 c. City Standard Detail Drawings (SDD) may be located from the index in Part VIII.  
44 B. Section 01 57 21 Indoor Air Quality  
45 C. Section 01 74 13 Progress Cleaning  
46 D. Section 01 76 00 Protecting Installed Construction  
47 E. Other Divisions and Specifications that may address more specifically the requirements for the storage and  
48 handling of materials and products associated Work of other Divisions or Trades.  
49

**1.3. QUALITY ASSURANCE**

- 51 A. The GC shall be responsible for ensuring that these minimum storage and handling requirements are met by all  
52 contractors on the project site including but not limited to the following:  
53 1. Receiving deliveries of materials, products, and equipment.  
54 a. Inspect all deliveries upon arrival for damage, completeness, and compliance with the  
55 construction documents.  
56 i. Deliveries shall remain in original packaging or crates, shipping manifest shall be kept with  
57 the delivery and the packaging shall have visible identification of the items within the  
58 packaging.



- 1                   1.       When openings are required in completed Work (new or existing) the GC shall be responsible for  
2                   providing an appropriate opening and for restoring the opening to the original or better condition upon  
3                   completion. Restoration shall be weather tight and complete.  
4           C.       Repeated moving and handling of items being stored shall not be allowed. The GC shall be responsible for any  
5                   damage and replacement because of mishandling or excessive handling.  
6

7       **3.2. BULK MATERIAL**

- 8       A.       Bulk material such as sand, gravel, top soil and other types of fill shall be stored away from the construction area  
9                   and shall be stock piled as follows:  
10              1.       All bulk material shall be piled safely and efficiently in as small an area as practical. Only store the  
11                   amount of material necessary for upcoming operations so as not to interfere with other construction  
12                   activities and access to Work by the Owner and Architect.  
13              2.       All stock piles shall have silt fence/sock properly installed around the perimeter to prevent erosion and  
14                   loss of material. Refer to City of Madison Standard Specification Section 210.1(f) and other related  
15                   specification or details.  
16              3.       Fine grained material shall be protected with tarps to prevent blowing. Tarps shall be weighted or staked  
17                   to stay in place.  
18       B.       Bulk material such as brick, concrete block, stone, and other palletized materials shall be stored on original  
19                   shipping pallets until ready for use.  
20

21       **3.3. DRY PACKAGED MATERIAL**

- 22       A.       Dry packaged material such as cement, mortar, etc shall be stored on pallets, on slightly elevated ground or clear  
23                   stone pad to keep water away from the base of the material being stored. Protect from moisture.  
24

25       **3.4. STRUCTURAL AND FRAMING MATERIAL**

- 26       A.       All structural and framing material shall be stored in an organized manner arranged by type, size and dimension.  
27                   Materials shall be stored on pallets or timbers as necessary and shall not be allowed to lie directly on the ground.  
28       B.       Long and heavy items shall be supported at several points to prevent bending and warping.  
29

30       **3.5. EQUIPMENT**

- 31       A.       Equipment delivered to the site shall be stored away from all construction activities until the item can either be  
32                   moved inside or properly installed.  
33       B.       Equipment shall be stored on slightly elevated ground or clear stone pad to keep water away from the base of  
34                   the equipment.  
35

36       **3.6. FINISH PRODUCTS**

- 37       A.       Finish products such as flooring, tile, counters, lockers, toilets, partitions, lighting, and other similar items should  
38                   not be delivered and stored until the structure has been enclosed, is weather tight, temperature controlled and  
39                   the contractor is ready for such items to be installed.  
40              1.       Storage of finished products outside for any length of time shall not be allowed.  
41       B.       Products that cannot be stored inside the structure shall be stored in secured containers or job trailers until such  
42                   time as they are ready to be installed.  
43       C.       Products with a high potential for breakage such as glass, mirrors, tiles, toilet fixtures, etc. shall be stored with  
44                   additional protection as necessary such as but not limited to the following:  
45              1.       Store in original shipping containers until ready for installation.  
46              2.       Do not store in high traffic areas.  
47              3.       Shield with other materials such as cardboard, plywood, or similar products.  
48

49       **3.7. DUCTWORK, PIPING, AND CONDUIT**

- 50       A.       All piping and conduit shall be stored horizontally unless otherwise specified by the manufacturer or Division and  
51                   Trade Specifications.  
52              1.       Do not store directly on grade.  
53              2.       Cover metal pipes and tubes to prevent rust and corrosion, allow ventilation to prevent condensation.  
54              3.       Whenever possible use pipe stands for storing pipe and conduit to prevent tripping and rolling hazards.  
55       B.       All ductwork shall be stored horizontally or vertically as necessary unless otherwise specified by the  
56                   manufacturer or Division and Trade Specifications.  
57              1.       During storage, both ends of each duct shall be protected with plastic sheathing to prevent dust and dirt  
58                   from getting inside the duct. Sheathing shall be sufficiently taped to the duct.



**SECTION 01 71 23  
FIELD ENGINEERING**

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12

13 **PART 1 – GENERAL**

14  
15 **1.1. REQUIREMENTS INCLUDED**

- 16 A. The Contractor shall provide and pay for field engineering services required for the Project:  
17 1. Land surveying services required to execute the Work, to include building addition location and layout,  
18 and location and layout of pavements and all proposed site improvements.  
19 2. Verification of existing building dimensions, elevations, and relationship to proposed additions.  
20 3. Professional Engineering services to execute Contractor’s construction methods.  
21 4. Registered Professional Engineer in the State of Wisconsin to determine the load capacity of the existing  
22 structure for use of Contractors temporary facilities, equipment, lifts, machinery, material storage, etc.  
23

24 **1.2. RELATED REQUIREMENTS**

- 25 A. Conditions of the Contract  
26

27 **1.3. PROCEDURES**

- 28 A. A property survey has been prepared for the Owner and has been bound with Contract Drawings. Surveys shall  
29 describe physical characteristics, legal limitations and utility locations for the site of the Project, and a legal  
30 description of the site. If information is incomplete, notify Owner to furnish additional information. Verify  
31 easement locations, front, side, and rear yard restrictions, if any; and property line locations. Verify control  
32 points, and establish bench marks. Locate and layout roads, walks, parking areas and all civil structures and all  
33 proposed site improvements.  
34 B. Verify locations of underground services, utilities, structures, etc. which may be encountered or affected by the  
35 Work.  
36

37 **1.4. PROJECT SURVEY REQUIREMENTS**

- 38 A. Use datum and lot lines as indicated in the construction documents including the provided CSM. Grades and  
39 elevations shall be per existing. The Contractor shall make provision to preserve property line stakes,  
40 benchmarks, or datum point. If any are lost, displaced or disturbed through neglect of any Contractor,  
41 Contractor’s agents or employee, the Contractor responsible shall pay the cost of restoration.  
42 B. Establish lines and levels, locate and layout, by instrumentation and similar appropriate means, additions,  
43 column locations, floor levels, stakes for walks, etc.  
44 C. Provide data to all Subcontractors for their use as applicable.  
45 D. From time to time, verify layouts by same methods.  
46

47 **1.5. RECORDS**

- 48 A. Maintain a complete, accurate log of all control and survey work as it progresses.  
49 B. Maintain and accurate As-Built digital survey of all buried utilities and equipment. See specification 01 78 39 for  
50 more information.  
51

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

53  
54 **PART 3 – EXECUTION – THIS SECTION NOT USED**

55  
56  
57 **END OF SECTION**



**SECTION 01 74 13  
PROGRESS CLEANING**

1  
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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 SPECIFICATIONS**

- 29  
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**

- 35  
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**

- 44  
45  
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 B. Use only cleaning materials and equipment that are compatible with the surface being cleaned, as  
49 recommended by the manufacturer, or as approved by the A/E.  
50 C. Use only cleaning materials, equipment, and methods as recommended in the manufacturers care and use guide  
51 of the material, finish or equipment being cleaned.  
52  
53

**PART 3 - EXECUTION**

**3.1. SAFETY CLEANING**

- 54  
55  
56 A. All Contractors shall be responsible for safety cleaning as required by OSHA and other regulatory requirements  
57 as applicable.  
58

- 1 B. Safety Cleaning shall include but not be limited to the following:  
2 1. All work areas, passageways, ramps, and stairs shall be kept free of debris, scrap materials, pallets, and  
3 other large items that would obstruct exiting routes. Small items such as tools, electrical cords, etc. are  
4 picked up when not in use.  
5 2. Form and scrap lumber shall have nails/screws removed or bent over. Lumber shall be neatly stacked in  
6 an area designated by the GC.  
7 3. Spills of oil, grease, and other such liquids shall be cleaned immediately or sprinkled with sand/oil-dry  
8 first, then cleaned.  
9 4. Oily, flammable, or hazardous items shall be stored in appropriate covered containers and storage  
10 devices unless actively being used.  
11 5. Oily, or flammable rags, and other such waste shall only be disposed of in authorized covered containers.  
12 6. Disposal by burning shall not be allowed at any time.  
13

14 **3.2. PROJECT SITE CLEANING**

- 15 A. This section applies to the general cleanliness of the project site as a whole for the duration of the execution of  
16 this contract.  
17 B. Exterior Project Site Areas  
18 1. The GC and other Contractors as appropriate shall ensure the following levels of cleanliness are applied  
19 to the exterior project site areas.  
20 a. The overall appearance of the project site is neat and orderly. Defined areas for material storage,  
21 material waste, job trailers, and the project area are clean and well maintained.  
22 b. The construction fence is maintained, erect with no gaps, and properly posted per all regulatory  
23 requirements.  
24 c. All erosion control measures are properly maintained, cleaned, and repaired as necessary.  
25 d. All loose materials (construction or waste) are properly tied or weighted down to resist blowing.  
26 e. All construction materials are properly covered with fully functional tarps or plastic wrap,  
27 protected from the weather, coverings are tied, strapped, or weighted down to resist blowing.  
28 f. Dust control is applied as necessary or as required by any regulatory requirement.  
29 C. Interior Project Site Areas  
30 1. All Contractors shall ensure the following levels of cleanliness are applied to the interior project site  
31 areas.  
32 a. The overall appearance of the project site is neat and orderly. Defined areas for material storage,  
33 material waste, and project area are clean and well maintained.  
34 b. Stored materials are kept in original shipping containers whenever possible. Stored materials not  
35 in shipping containers are properly stored and protected according to other applicable  
36 specifications.  
37 c. All scraps and debris shall be properly disposed of as often as necessary to keep work areas,  
38 passageways, stairs, and ramps free of debris and clear for emergency exiting.  
39 d. Boxes, pallets, and other such shipping containers, are broken down, stored in a consolidated area  
40 or, disposed of as often as is necessary.  
41 e. Hand tools, supplies, materials, electrical cords not being used are picked up and stored in gang  
42 boxes, not left as walking hazards in work areas, passageways, etc.  
43 D. Job Trailer  
44 1. The interior of the job trailer shall be kept clean and available as a work space at all times. The GC shall  
45 ensure that the following is provided for within the job trailer:  
46 a. Meeting space including tables and chairs.  
47 b. Sufficient space for all contractors to access the official construction documents, provide updates,  
48 etc.  
49

50 **3.3. PROGRESS CLEANING**

- 51 A. This sub-section shall apply to all Progress Cleaning prior to the installation of finishes, fixtures, and trim (IE  
52 rough-in).  
53 1. For the purposes of this section "clean" shall be defined as a level of cleanliness free of dust and other  
54 material capable of being removed by use of reasonable effort using a good quality janitor broom and  
55 shop-vac.  
56 2. Daily cleanings shall be conducted by all contractors at the end of the work day as follows:  
57 a. Debris in excavated areas shall be removed prior to backfill and compaction.  
58 b. Debris in wall cavities, chase spaces, etc shall be removed prior to enclosing the spaces.

- 1 c. Large items shall be properly stored, returned to designated areas, or disposed of as necessary.  
2 d. Loose materials shall be properly secured.  
3 e. Flammable or hazardous materials are properly stored or disposed of.  
4 3. Weekly cleaning shall be conducted by all contractors as designated by the GC. Weekly cleanings shall  
5 include all the above for a daily cleaning and other necessary cleaning as designated by the GC.  
6 B. This sub-section shall apply to Progress Cleaning in preparation for the installation of finishes, fixtures, and trim.  
7 a. Surfaces receiving finishes shall be thoroughly cleaned prior to contractors applying finish  
8 materials. The GC shall be responsible for inspecting the area and surfaces being cleaned for  
9 finish prior to the sub-contractor applying the finish. This shall include but not be limited to the  
10 following:  
11 i. Wall surfaces shall be wiped clean of dirt and oily residues, vacuumed free of dust, and  
12 shall be free of surface imperfections prior to painting or installing wall coverings.  
13 ii. Metal surfaces shall be wiped clean of dirt and oily residues, and be free of surface  
14 imperfections prior to painting.  
15 iii. Flooring shall be broom swept of large and loose items then vacuumed clean of dust and  
16 small particles, and damp mopped clean and dried prior to installing any flooring finish.  
17 Additional cleaning may be required depending on the preparation requirements  
18 recommended by the flooring material manufacturer.  
19 C. This sub-section shall apply to Progress Cleaning after the installation of finishes, fixtures, and trim.  
20 1. For the purposes of this section “clean” shall be defined as a level of cleanliness free of dust and other  
21 material capable of damaging or visually disfiguring finished work, finishes, fixtures, and trim.  
22 2. Progress Cleaning at this point in the contract shall be conducted immediately as follows:  
23 a. Dust, dirt, etc. shall be swept and vacuumed off of finish flooring and trim.  
24 b. Liquid spills shall be cleaned up according to the spill type. This shall include drips and spills  
25 caused by paint, stain, sealants, and other such items.  
26 3. The Contractor(s) at no additional cost to the Owner shall be responsible for replacing any finished work,  
27 finishes, fixtures, and trim damaged or disfigured because of inadequate or improper cleaning.  
28

### 29 3.4. FINAL CLEANING

- 30 A. As noted in Specification 01 29 76 Progress Payment Procedures, Progress Payment Milestone Schedule, Final  
31 Cleaning shall not be conducted prior to requesting the 90% contract total progress payment and all of the  
32 following shall be complete:  
33 1. All final regulatory inspections including but not limited to Building Inspection Department and Madison  
34 Fire Department inspections have been successfully completed.  
35 2. All Quality Management Observation (QMO) reports have been closed out.  
36 3. All Demonstration and Training has been completed.  
37 4. All Attic Stock has been consolidated and located to its designated area  
38 5. All protection for installed construction shall be removed prior to final cleaning by the contractor  
39 responsible for providing the protections. This shall include the removal of any adhesive residues left  
40 behind from tapes. Contractors shall only use manufacturer authorized cleaning materials for removing  
41 adhesives, etc.  
42 B. For the purposes of this section “clean” shall be defined as a level of cleanliness generally provided by skilled  
43 cleaners using commercial quality building maintenance equipment and materials.  
44 C. The GC shall be responsible for ensuring that all requirements under this section are being met.  
45 D. General Requirements  
46 1. Employ experienced personnel or professional cleaners for final cleaning as necessary for the areas or  
47 equipment being cleaned.  
48 2. Cleaning equipment used shall be commercial grade equipment commonly used by professional cleaners.  
49 3. Cleaning equipment and materials shall be cleaned, rinsed, or replaced to ensure a uniform level of  
50 cleanliness is being maintained during the final cleaning. This shall include but not be limited to the  
51 following:  
52 a. Vacuum cleaner bags and/or filters are changed and/or cleaned as often as necessary.  
53 b. Dust & wipe down rags are washed, rinsed, or replaced before starting each room.  
54 c. Mopping equipment  
55 i. Mop water for washing shall have cleaning solution added to the amount and temperature  
56 per manufacturer’s recommendations. Mop washing water shall be replaced often to  
57 maintain the levels of the cleaning solution and temperature required.  
58 ii. Mop water for rinsing shall remain clean, clear, and be replaced as often as necessary.





















































































































