

**SECTION 00 31 46**  
**PERMITS**

1  
2  
3  
4 PART 1 – GENERAL ..... 1  
5 1.1. SUMMARY ..... 1  
6 1.2. REFERENCES ..... 1  
7 1.3. GENERAL CONTRACTORS RESPONSIBILITIES ..... 1  
8 1.4. OWNER RESPONSIBILITIES ..... 1  
9 PART 2 – PRODUCTS – THIS SECTION NOT USED ..... 2  
10 PART 3 – EXECUTION – THIS SECTION NOT USED ..... 2

11  
12 **PART 1 – GENERAL**

13  
14 **1.1. SUMMARY**

- 15 A. Each project has varying requirements for permits, inspections, and fees based on the scope, size, and location of  
16 the project.  
17 B. The City of Madison (Owner) is subject to all permits, inspections and associated fees for construction,  
18 demolition, utility connection, storm water management, and other similar requirements that may be required  
19 to complete the scope of work associated with these contract documents.  
20 C. The General Contractor (GC) shall be responsible for applying for all required permits and inspections necessary  
21 to complete this contract.  
22 D. The Owner, represented by the City Project Manager (CPM) or City Construction Manager (CCM) shall be  
23 responsible paying for all application and inspection fees that may be required.  
24

25 **1.2. REFERENCES**

- 26 A. The following references are not intended to be all inclusive. It shall be the GC's responsibility to determine all  
27 requirements based on the scope of work in the contract documents.  
28 B. City of Madison Ordinances: Review all ordinances that may require a permit or fee that may be connected with  
29 a required permit. **Contact the following City Agencies to determine the exact requirements during bidding**  
30 1. Building Inspection  
31 2. Zoning  
32 3. Engineering  
33 4. Water Utility  
34 5. Traffic Engineering  
35 6. Others as may be specified by the contract documents.  
36 B. State Statutes  
37 C. Other Regulatory Regulations  
38 D. Other Agencies or companies that may have related requirements  
39 1. Madison Metropolitan Sewerage District  
40 2. Local gas and electric utility companies  
41 3. Other utility companies  
42

43 **1.3. GENERAL CONTRACTORS RESPONSIBILITIES**

- 44 A. The GC shall submit applications for all required permits as may be required by the scope of work described  
45 within the contract documents. This includes but is not limited to permits to connect storm, sanitary and water;  
46 land disturbing permits; occupation of right-of-way permits; hazardous waste removal permits; and other related  
47 city, county, state, or federally required permit.  
48 B. The GC shall be responsible for all applications, fees, and connection coordination, with private utility companies  
49 including but not limited to electric, gas, cable, phone, etc. as may be required for this project.  
50 C. The GC shall schedule all required inspections that may be conditions of any required permits regardless of  
51 origin.  
52 D. The GC shall provide high quality scanned images of all required permits and inspections and upload them to the  
53 Contract Documents-Regulatory Documents Library on the Project Management Web Site.  
54

55 **1.4. OWNER RESPONSIBILITIES**

- 56 A. The Owner, represented by the CPM or CCM, shall be responsible for all of the following:  
57 1. Working with Engineering Accounting Team to obtain required Tyler Cashiering Codes for paying fees  
58 through interagency billing.

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2. Working with Engineering Accounting Team to obtain required City checks for paying fees to non-city agencies.
  3. Working with other City Staff and the Engineering Accounting Team as needed to pay for fees that may be received through invoices from other non-city agencies.

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

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

**END OF SECTION**

**SECTION 00 62 76.13  
SALES TAX FORM**

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

10  
11 **PART 1 – GENERAL**

12  
13 **1.1. SUMMARY**

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

18  
19 **1.2. RELATED SPECIFICATION SECTIONS**

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

29  
30 **1.3. TAX EXEMPT FORM**

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

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

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

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44 **END OF SECTION**  
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**SECTION 01 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 ..... 2  
11 PART 3 – EXECUTION – THIS SECTION NOT USED ..... 2  
12

**PART 1 – GENERAL**

**1.1. SUMMARY**

- A. Project Coordination covers many areas within the execution of the Contract Documents and the requirements of proper coordination are applicable to all contractors executing the Work of this contract.
- B. This specification provides general information regarding project coordination for the General Contractor and all Sub-contractors. All contractors shall be familiar with project coordination requirements and responsibilities that may be defined in other specification within these Contract Documents.
- C. The General Contractor shall at all times be responsible for the project, project site, and execution of the Contract Documents.
- D. Project Coordination for Work being done by the owner or other contractors working under separate contracts shall be coordinated through the City Project Manager.

**1.2. RELATED SPECIFICATIONS**

- A. Section 01 77 00 Closeout Procedures

**1.3. GENERAL REQUIREMENTS**

- A. The following general requirements shall be applicable to all contractors:
  - 1. Cooperate with the Owner, all authorized Owner Representatives and Owner Contractors.
  - 2. Materials, products, and equipment shall be new, as specified and to industry standards except where otherwise noted.
  - 3. Labor and workmanship shall be of a high quality and to industry standards.
- B. Existing conditions:
  - 1. Verify all existing conditions noted in the contract documents with actual field locations. Verify dimensions, sizes and locations of structural, equipment, mechanical and utility components.
  - 2. Report any inconsistencies, errors, omissions, or code violations in writing to the General Contractor (GC) immediately.
  - 3. Annotate any inconsistencies, errors, omissions on the GC As-Built record drawings immediately for future reference.
- C. Contract Documents:
  - 1. The Contract Documents are intended to include everything necessary to perform the work. Every item required may not be specifically mentioned, shown, or detailed.
    - a. Except where specifically stated all systems and equipment shall be complete, installed, and fully operable.
    - b. If a conflict exists within the contract documents the contractor shall furnish the item, system, or workmanship of the highest quality, largest, largest quantity, or most closely fits the intent of the contract documents.
    - c. Manufacturers recommended installation details shall be verified and used prior to installation of products and equipment so as to not void warranties.
- D. Errors and Omissions
  - 1. No Contractor shall take any advantage of any apparent error or omission in the construction documents.
  - 2. The City of Madison shall be permitted to make such corrections and interpretations as may be deemed necessary for the fulfillment of the intent of the construction documents.
- E. Owners Representatives
  - 1. All contractors shall be familiar with various Owner Representatives having Quality Management responsibilities for the duration of this project including but not limited to the following:



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

1  
2  
3  
4 PART 1 – GENERAL ..... 1  
5 1.1. SUMMARY ..... 1  
6 1.2. RELATED SPECIFICATION SECTIONS-NOT USED ..... 1  
7 1.3. QUALITY ASSURANCE ..... 1  
8 1.4. TEMPORARY UTILITIES ..... 2  
9 1.5. TELECOMMUNICATIONS SERVICES AND WI-FI – NOT USED ..... 2  
10 1.6. TEMPORARY SANITARY FACILITIES ..... 2  
11 1.7. BARRIERS ..... 2  
12 1.8. FENCING ..... 2  
13 1.9. EXTERIOR ENCLOSURES – NOT USED ..... 2  
14 1.10. SECURITY ..... 2  
15 1.11. VEHICULAR ACCESS AND PARKING ..... 2  
16 1.12. WASTE REMOVAL ..... 2  
17 1.13. PROJECT IDENTIFICATION – NOT USED ..... 3  
18 1.14. FIELD OFFICES – NOT USED ..... 3  
19 PART 2 - PRODUCTS ..... 3  
20 2.1. TEMPORARY PARTITIONS – NOT USED ..... 3  
21 2.2. EQUIPMENT ..... 3  
22 PART 3 - EXECUTION ..... 3  
23 3.1. TEMPORARY FIRE PROTECTION ..... 3  
24 3.2. COLLECTION AND DISPOSAL OF WASTE ..... 3  
25 3.3. ENVIRONMENTAL PROTECTION ..... 4  
26 3.4. REMOVAL OF TEMPORARY UTILITIES, FACILITIES, AND CONTROLS – NOT USED ..... 4  
27

**PART 1 – GENERAL**

**1.1. SUMMARY**

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

**1.2. RELATED SPECIFICATION SECTIONS-NOT USED**

**1.3. QUALITY ASSURANCE**

- A. Regulations: Comply with industry standards and applicable laws and regulations if authorities having jurisdiction, including but not limited to:
1. Building Code requirements
  2. Health and safety regulations
  3. Utility company regulations
  4. Police, Fire Department and Rescue Squad rules
  5. Environmental protection regulations
  6. Joint Commission - Hospital Accreditation Standards
- B. Standards: Comply with NFPA 241 "Standard for Safeguarding Construction, Alterations, and Demolition Operations," ANSI A10 Series standards for "Safety Requirements for Construction and Demolition," and NECA Electrical Design Library "Temporary Electrical Facilities".

- 1 C. Electrical Service: Comply with NEMA, NECA, and UL standards and regulations for temporary electric service.  
2 Install service in compliance with NFPA 70 "National Electric Code".  
3

4 **1.4. TEMPORARY UTILITIES**

- 5 A. Owner will provide the following:  
6 1. Electrical power and metering, consisting of existing facilities.  
7 2. Water supply, consisting of existing facilities.  
8 B. General:  
9 1. Existing facilities may be used.  
10 2. New permanent facilities may be used.  
11 C. Water Service: water is available from existing building services.  
12 1. Use trigger-operated nozzles for water hoses, to avoid waste of water.  
13 D. Temporary Electric Power Service: Electrical Contractor shall extend temporary power from existing building  
14 services.  
15

16 **1.5. TELECOMMUNICATIONS SERVICES AND WI-FI – NOT USED**  
17

18 **1.6. TEMPORARY SANITARY FACILITIES**

- 19 A. Provide and maintain required facilities and enclosures. Provide at time of project mobilization.  
20 B. Temporary toilets: Comply with regulations and health codes for the type, number, location, operation, and  
21 maintenance of fixtures and facilities. Install where facilities will best serve the Project's needs.  
22 1. Provide toilet tissue, paper towels, paper cups, and similar disposable materials for each facility. Provide  
23 covered waste containers for used material.  
24 2. Toilets: Install self-contained toilet units. Shield toilets to ensure privacy.  
25 C. Maintain daily in clean and sanitary condition  
26 D. Water: Provide potable water approved by local health authorities  
27

28 **1.7. BARRIERS**

- 29 A. Provide barriers to prevent unauthorized entry to construction areas, to prevent access to areas that could be  
30 hazardous to workers or the public and to protect existing facilities and adjacent properties from damage from  
31 construction operations and demolition.  
32

33 **1.8. FENCING**

- 34 A. Construction: Refer to Plan Documents and Specification Section 01 76 00: Fencing Materials and Barricades  
35

36 **1.9. EXTERIOR ENCLOSURES – NOT USED**  
37

38 **1.10. SECURITY**

- 39 A. Provide security and facilities to protect Work, existing facilities, and Owner's operations from unauthorized  
40 entry, vandalism, or theft.  
41

42 **1.11. VEHICULAR ACCESS AND PARKING**

- 43 A. Comply with regulations relating to use of streets and sidewalks, access to emergency facilities, and access for  
44 emergency vehicles.  
45 B. Coordinate access and haul routes with governing authorities and Owner.  
46 C. Provide and maintain access to fire hydrants, free of obstructions.  
47 D. Contractors personal vehicles shall utilize available street parking at all sites. Contractor and sub-contractors  
48 shall only have essential contractor vehicles on site that are necessary for the performance of the Work all non-  
49 essential vehicles shall be parked on the street.  
50

51 **1.12. WASTE REMOVAL**

- 52 A. Provide waste removal facilities and services as required to maintain the site in clean and orderly condition.  
53 B. Provide containers with lids. Remove trash from site periodically.  
54 C. If materials to be recycled or re-used on the project must be stored on-site, provide suitable non-combustible  
55 containers; locate containers holding flammable material outside the structure unless otherwise approved by the  
56 authorities having jurisdiction.  
57



1 **1.13. PROJECT IDENTIFICATION – NOT USED**

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3 **1.14. FIELD OFFICES – NOT USED**

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5 **PART 2 - PRODUCTS**

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7 **2.1. TEMPORARY PARTITIONS – NOT USED**

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9 **2.2. EQUIPMENT**

- 10 A. Temporary Lifts and Hoists: Contractors requiring temporary lifts and hoists shall provide facilities for hoisting  
11 materials and employees.
- 12 B. Electrical Outlets: Electrical Contractor shall provide properly configured NEMA polarized outlets to prevent  
13 insertion of 110-120 volt plugs into higher voltage outlets. Provide receptacle outlets equipped with ground-fault  
14 circuit interrupters, reset button and pilot light, for connection of power tools and equipment.
- 15 C. Electrical Power Cords: Contractors requiring power cords shall provide grounded extension cords; use "hard-  
16 service" cords where exposed to abrasion and traffic. Provide waterproof connectors to connect separate  
17 lengths of electric cords, if single lengths will not reach areas where construction activities are in progress. Do  
18 not exceed safe length-voltage ratio.
- 19 D. Lamps and Light Fixtures: Electrical Contractor shall provide general service incandescent lamps of wattage  
20 required for adequate illumination. Provide guard cages or tempered glass enclosures, where exposed to  
21 breakage. Provide exterior fixtures where exposed to moisture.
- 22 E. Heating Units: General Contractor shall provide temporary heating units that have been tested and labeled by  
23 UL, FM or another recognized trade association related to the type of fuel being consumed.
- 24 F. First Aid Supplies: General Contractor shall provide first aid supplies complying with governing regulations.
- 25 G. Fire Extinguishers: General Contractor shall provide hand-carried, portable UL-rated, fire extinguishers of NFPA  
26 recommended classes for the exposures, extinguishing agent and size required by location and class of fire  
27 exposure.  
28

29 **PART 3 - EXECUTION**

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31 **3.1. TEMPORARY FIRE PROTECTION**

- 32 A. Until fire protection needs are supplied by permanent facilities, General Contractor shall install and maintain  
33 temporary fire protection facilities of the types needed to protect against reasonably predictable and  
34 controllable fire losses.
- 35 B. Comply with NFPA 10 "Standard for Portable Fire Extinguishers," and NFPA 241 "Standard for Safeguarding  
36 Construction, Alterations and Demolition Operations".
- 37 C. Locate fire extinguishers where convenient and effective for their intended purpose.
- 38 D. Store combustible materials in containers in fire-safe locations.
- 39 E. Maintain unobstructed access to fire extinguishers, fire hydrants, temporary fire protection facilities, stairways  
40 and other access routes for fighting fires.
- 41 F. Prohibit smoking on the premises.
- 42 G. Supervise welding operations, combustion-type temporary heating units, and similar sources of fire ignition  
43 according to requirements of authorities having jurisdiction.
- 44 H. Develop and supervise an overall fire-prevention and -protection program for personnel at Project site
- 45 I. Review needs with local fire department and establish procedures to be followed. Instruct personnel in methods  
46 and procedures. Post warnings and information.  
47

48 **3.2. COLLECTION AND DISPOSAL OF WASTE**

- 49 A. Collect waste from construction areas and elsewhere daily
- 50 B. Comply with requirements of NFPA 241 for removal of combustible waste material and debris. Enforce  
51 requirements strictly.
- 52 C. Do not hold materials more than 7 days during normal weather or 3 days when the temperature is expected to  
53 rise above 80 deg F.
- 54 D. Handle hazardous, dangerous, or unsanitary waste materials separately from other waste by containerizing  
55 properly. Dispose of material in a lawful manner.  
56

- 1 **3.3. ENVIRONMENTAL PROTECTION**  
2 A. Provide protection, operate temporary facilities and conduct construction in ways and by methods that comply  
3 with environmental regulations, and minimize the possibility that air, waterways and subsoil might be  
4 contaminated or polluted, or that other undesirable effects might result.  
5 B. Avoid use of tools and equipment which produce harmful noise.  
6 C. Restrict use of noise making tools and equipment to hours that will minimize complaints from persons or firms  
7 near the site.  
8

9 **3.4. REMOVAL OF TEMPORARY UTILITIES, FACILITIES, AND CONTROLS – NOT USED**  
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**END OF SECTION**

**SECTION 01 76 00**  
**PROTECTING INSTALLED CONSTRUCTION**

1  
2  
3  
4 PART 1 – GENERAL ..... 1  
5 1.1. SUMMARY ..... 1  
6 1.2. QUALITY ASSURANCE ..... 1  
7 1.3. RELATED SPECIFICATIONS ..... 2  
8 PART 2 - PRODUCTS ..... 2  
9 2.1. FENCING MATERIALS AND BARRICADES ..... 2  
10 2.2. EROSION CONTROL PROTECTION ..... 2  
11 2.3. INTERIOR FINISH PROTECTION MATERIALS – NOT USED ..... 3  
12 PART 3 - EXECUTION ..... 3  
13 3.1. GENERAL EXECUTION REQUIREMENTS ..... 3  
14 3.2. PROTECT ADJACENT PROPERTIES..... 3  
15 3.3. PROTECT LANDSCAPING FEATURES ..... 3  
16 3.4. PROTECT UTILITIES ..... 4  
17 3.5. PROTECT PUBLIC RIGHT OF WAY ..... 4  
18 3.6. PROTECT STORED MATERIALS..... 4  
19 3.7. PROTECT WORK - EXTERIOR..... 5  
20 3.8. PROTECT WORK - INTERIOR ..... 5

**PART 1 – GENERAL**

**1.1. SUMMARY**

- 25 A. The purpose of this specification is to provide clear responsibilities, guide lines, and requirements related to  
26 providing protection to already installed construction.  
27 B. Already installed construction shall include but not be limited to the following:  
28 1. Any existing site feature such as pavement, curbs, drainage features, utilities, landscaping features (trees,  
29 shrubbery, plantings, flagpoles, etc) and other such exterior items not associated with the building  
30 whether on or adjacent to the project site.  
31 2. Any existing structure on or adjacent to the project site.  
32 3. Any existing interior work that may be adjacent to the new work including all paths of ingress/egress to  
33 areas associated with accessing the Work.  
34 4. Any existing feature of any kind within the public right-of-way that may be on the project site property,  
35 adjacent to the project site or across the street from the project site.  
36 C. All contractors shall be familiar with the specifications of their Division of Work for specific requirements on  
37 protection of the Work.  
38 D. The requirements noted within this specification do not relieve any contractor of the responsibility for  
39 compliance with any code, statute, ordinance, or other such regulatory requirement having jurisdictional  
40 authority over these contract documents.

**1.2. QUALITY ASSURANCE**

- 43 A. It shall be the responsibility of every contractor and worker assigned to the project to be diligent in protecting all  
44 existing work, and newly installed construction.  
45 B. It shall be the General Contractors' (GC) responsibility under the contract to provide all reasonable protection  
46 methods, materials, or precautionary measures required to protect new or existing construction as described in  
47 within this specification to the project as a whole.  
48 1. The GC shall be responsible to ensure any damaged new or existing construction is repaired or replaced  
49 at no additional cost to the Contract.  
50 2. The GC at his/her discretion may direct other contractors to provide and maintain protection of  
51 completed work associated with their Division of Work. I.E.: The carpet installer may be required by the  
52 GC to provide carpet protection along traveled paths, ingress/egress, etc after installation.  
53 C. It shall be the responsibility of the GC to ensure that all materials being used to protect installed construction are  
54 compatible with, and/or adjacent to, the materials being protected. This shall include but not be limited to the  
55 material used as covering, tapes used to fasten protective materials, etc.

1  
2 **1.3. RELATED SPECIFICATIONS**

- 3 A. Parts of this specification will reference articles within "The City of Madison Standard Specifications for Public  
4 Works Construction".  
5 1. Use the following link to access the Standard Specifications web page:  
6 <http://www.cityofmadison.com/business/pw/specs.cfm>  
7 a. Click on the "Part" chapter identified in the specification text. For example if the specification  
8 says "Refer to City of Madison Standard Specification 210.2" click the link for Part II, the Part II  
9 PDF will open.  
10 b. Scroll through the index of Part II for specification 210.2 and click the text link which will take you  
11 to the referenced text.  
12 c. City Standard Detail Drawings (SDD) may be located from the index in Part VIII.

13  
14 **PART 2 - PRODUCTS**

15  
16 **2.1. FENCING MATERIALS AND BARRICADES**

- 17 A. Except where noted in other areas of the construction documents, the responsible contractor shall provide a six  
18 foot galvanized chain link fence including full height mesh screen at the project lines as shown on the Civil  
19 Drawings. For temporary barricade situations, the responsible contractor may provide one of the following that  
20 sufficiently provide a sturdy physical barrier and/or visual barrier as necessary for the intended application.  
21 1. Standard orange construction barrels each with a standard rubber base ring and reflective tape  
22 a. Provide flashing amber lights as needed to increase night time visibility  
23 2. Steel "T" style fence posts  
24 3. 4'0" high standard orange construction fence  
25 4. Traffic barricades  
26 5. Jersey barriers  
27 6. Other types of fencing or barricades typically used in the construction industry  
28 B. The contractor responsible for providing the fencing materials and barricades shall also be responsible for  
29 maintaining them. This shall include but not limited to fixing damaged fencing, standing up barrels that have  
30 been knocked over, realigning barrels, and ensuring flashing lights are fully operational at all times.  
31 C. The following fencing and barricade designations, and their use descriptions shall be used throughout this  
32 specification to provide uniformity in describing protection requirements.  
33 1. Type A, Jersey Barriers, to be used as permanent blocking devices to deny access to alternate project site  
34 entrances or exits.  
35 2. Type B, Traffic Barricades, to be used as temporary blocking devices to deny access to alternate project  
36 site entrances or exits.  
37 3. Type C, Construction Barrels without construction fencing shall be used for lane closures, temporary  
38 blocking devices to deny access and the protection of single locations (I.E. identify the location of an  
39 access structure) that do not require fencing.  
40 4. Type D, Construction Barrels with construction fencing where it becomes necessary to surround an object  
41 with a complete visual barricade and it is impractical or unacceptable to install fence posts. The surround  
42 shall be constructed in such a manner as to provide a buffer zone around and access to the item being  
43 protected.  
44 5. Type E, Steel "T" Fence Posts shall be used at the project lines, as indicated on the Civil Drawings, with six  
45 foot galvanized chain link fencing to surround an object with a complete visual barricade and it is  
46 practical to install fence posts. The surround shall be constructed in such a manner as to provide a buffer  
47 zone around and access to the item being protected. All posts shall be driven installed. Surface mounted  
48 posts to only be used for temporary barricades.  
49 6. Type X, Other fencing or barricade types that may be designated and detailed within the construction  
50 documents shall use additional alpha numeric designations.

51  
52 **2.2. EROSION CONTROL PROTECTION**

- 53 A. Refer to City of Madison Standard Specification 210.2 for authorized materials associated with erosion control  
54 materials.  
55

1 **2.3. INTERIOR FINISH PROTECTION MATERIALS – NOT USED**

2  
3 **PART 3 - EXECUTION**

4  
5 **3.1. GENERAL EXECUTION REQUIREMENTS**

- 6 A. The GC shall be responsible for ensuring all of the following procedures and requirements are implemented as  
7 needed for the duration of the Work performed under this contract.
- 8 B. The GC shall also be responsible for the following:
- 9 1. Reporting any incident of damage to existing property, right-of-way, or utility to the CPM immediately  
10 upon rendering the incident safe, and notifying emergency response teams, and emergency utility crews  
11 as needed.
  - 12 2. Conduct a site walk through prior to leaving at the end of each day to assess:
    - 13 a. Protection measures are properly in place, provide correction actions as necessary.
    - 14 b. Note damage to existing completed work and schedule repair/replacement as needed.
  - 15 3. Ensure all contractors and workers are being diligent in protecting existing work, and newly installed  
16 construction.
- 17

18 **3.2. PROTECT ADJACENT PROPERTIES**

- 19 A. Whenever possible through the design process the City of Madison shall have previously provided notice to  
20 adjacent property owners that work will be occurring on or near their property. The City of Madison shall also  
21 have obtained any permanent or temporary easements that may be necessary to complete any Work on  
22 adjacent properties.
- 23 B. It shall be the responsibility of the GC to do the following for all Work under this contract being performed on or  
24 adjacent to the property line:
- 25 1. Contact the adjacent property owner and provide him/her with information on the work to be done,  
26 equipment to be used, and estimated duration of the work. Information to be updated and  
27 communicated to property owner(s) as construction progresses and site conditions change.
    - 28 a. If any adjacent property is a rented or leased space the GC shall also make contact and provide  
29 the same information to the tenants.
    - 30 b. Determine from the owner and/or tenants if there are any concerns for children, pets, special  
31 plantings, or other concerns.
  - 32 2. Discuss the following with all contractors performing work on or near the property line.
    - 33 a. Work to be completed and timeline.
    - 34 b. Concerns of adjacent property owners/tenants from item 1 above.
    - 35 c. Which protective measures will be necessary to protect adjacent properties and address the  
36 concerns of adjacent property owners/tenants.
  - 37 3. Ensure all protective measures are placed and maintained during the execution of Work on or adjacent to  
38 the property line. Interact with the adjacent property owners/tenants as needed.
- 39 C. Any contractor doing work on or adjacent to the property line shall install and maintain any protective measure  
40 identified in the contract documents, this specification, or as directed by the GC.
- 41 D. The GC shall be responsible for restoring any damage to structure and property located on or adjacent to the  
42 property line.
  - 43 1. Restoration shall include but not be limited to repair or replacement using like materials and finishes to  
44 its original condition or better.
  - 45 2. Restoration of landscaping materials shall include watering of any seed, sod, or other planting of any kind  
46 for a reasonable period of time to encourage germination and root development.
- 47 E. The GC shall keep the CPM informed directly to any issues pertaining to adjacent property owners and tenants.  
48

49 **3.3. PROTECT LANDSCAPING FEATURES**

- 50 A. Except where specifically stated in other areas of the construction documents the following minimal protection  
51 requirements shall apply under this section.
- 52 1. Whenever possible do not install new landscape features until exterior building construction has been  
53 completed, equipment such as scaffolding and lifts are no longer needed and have been removed, and  
54 heavy equipment operation is no longer required.
  - 55 2. Whenever possible remove and temporarily store all existing landscape features such as benches, waste  
56 receptacles, signage, and other such features that will be within the area of Work that can be removed.
  - 57 3. Landscape features that cannot be removed such as flag poles, light poles, light bollards, etc. shall be  
58 protected with Type D fencing for areas on pavement or Type E fencing for areas on soil.

- 1                   4.     Planting beds shall be protected using Type E fencing around the exposed perimeter of the planting bed
- 2                   as needed.
- 3                   5.     The City of Madison Standard Specification 107.13 shall apply to all tree protection in and around the
- 4                   project site at all times.
- 5

6     **3.4.   PROTECT UTILITIES**

- 7     A.     The contractor shall be responsible for notifying all utilities to determine emergency response procedures and
- 8           protection requirements prior to installing any construction protection.
- 9           1.     This includes requesting utility marking through Diggers Hotline.
- 10           a.     Call 811 or 1-800-242-8511 to request a public utility locate
- 11           b.     For emergency locate call (262) 432-7910 or (877) 500-9592
- 12           2.     Contact the Owner and CPM for any available private utility information on the property that may be
- 13           available prior to calling a private utility locating company.
- 14     B.     Except where specifically stated in other areas of the construction documents the following minimal protection
- 15           requirements shall apply under this section.
- 16           1.     Hydrants, lamp posts, electrical transformers, and other utility pedestals shall be protected with Type D
- 17           fencing for areas on pavement or Type E fencing for areas on soil. Fence posts shall be located so as to
- 18           not be directly over the utility main.
- 19           2.     Storm sewer structures in pavement shall have proper inlet protection according to City of Madison
- 20           Standard Specification 210.1(g) and Type C Construction Barrels when necessary.
- 21           3.     Storm sewer structures in turf and other landscaped areas shall have proper inlet protection according to
- 22           City of Madison Standard Specification 210.1(g) and Type E fencing for areas on soil.
- 23           4.     Stormwater management features such as greenways, retention/detention ponds, bio-filtration ponds
- 24           and other such features shall be properly protected according to the appropriate erosion control
- 25           measure specified on the Erosion Control Plan. See multiple sections of City of Madison Standard
- 26           Specification 210.1
- 27           a.     For the protection of hard to see items such as structures, castings, inlets, etc. in grassy areas
- 28           provide Type E fencing for areas on soil.
- 29           c.     For the protection of storm water management features having special soils and plants such as
- 30           bio-filtration ponds provide Type E fencing for areas on soil.
- 31           5.     Other structures and covers including but not limited to cleanouts, wiring hand holes, valve boxes, access
- 32           structures, grease trap structures, etc shall be protected as follows:
- 33           a.     Provide Type E fencing for areas on soil.
- 34           b.     When paving operations are complete provide a construction barrel or cone near structures as
- 35           necessary depending on required heavy construction traffic.
- 36

37     **3.5.   PROTECT PUBLIC RIGHT OF WAY**

- 38     A.     Except where specifically stated in other areas of the construction documents the following minimal protection
- 39           requirements shall apply under this section.
- 40           1.     All public right-of-way (area from behind the sidewalk to the centerline of the street) shall remain open
- 41           and accessible except during periods of active work. At such times the public right of way shall be
- 42           properly closed and signed as referenced in City of Madison Standard Specification 107.9.
- 43           2.     Bus stops and bus stop structures shall remain accessible at all times.
- 44           3.     Traffic signage and traffic signals, traffic control boxes shall be protected with Type D fencing for areas on
- 45           pavement or Type E fencing for areas on soil.
- 46           a.     Protection at traffic signage/signals shall not obstruct the viewing of the sign/signal for its
- 47           intended purpose at any time.
- 48     B.     When additional protection for traffic control is required, the use of barricades, guardrails, lane closures and
- 49           other such procedures will be detailed within the construction documents.
- 50     C.     When additional protection for overhead sidewalk cover is required the contract documents shall indicate the
- 51           specific location and structural requirements of the protective structure.
- 52

53     **3.6.   PROTECT STORED MATERIALS**

- 54     A.     All contractors shall refer to Specification 01 60 00 Product Requirements for all storage and protection
- 55           requirements of building materials and products delivered to the site.

1  
2 **3.7. PROTECT WORK - EXTERIOR**

- 3 A. Provide all temporary services that may be required to protect the installed material from heat, cold, humidity,  
4 etc, while materials such as concrete, mortar, sealants, paints, etc, are drying and/or curing.  
5 B. Open trenches, pits, and other such excavations shall be properly covered, lined, or shored as needed during  
6 periods of inclement weather to prevent the caving of soils onto existing work in progress. Refer to the  
7 appropriate specifications and/or regulatory requirements governing this type of work as necessary.  
8 C. Provide adequate protection at all openings with heavy duty tarps, plastic sheathing, or wood framing and  
9 sheathing as needed to protect interior work in progress from inclement weather as needed.  
10 D. Protect exterior finishes of all kinds with heavy duty tarps or plastic sheathing as needed while landscaping is  
11 being installed through full germination of seeded areas or installation of filter fabric and mulches to keep dust,  
12 dirt, and mud off of finished exterior surfaces.  
13 E. Designate specific curb mounting points and provide wood blocking where small vehicles, skid loaders and other  
14 such equipment may need access to areas being landscaped.  
15 F. Provide plywood turning pads for skid loaders to turn on to prevent tire marking on new pavement.  
16 G. Do not permit the parking of vehicles with any kind of fluid leaks to park on new pavement.  
17 H. The contractor shall be responsible for cleaning, repairing, or replacing any completed work or work in progress  
18 under this specification as deemed necessary by the CPM without additional cost to the contract.  
19

20 **3.8. PROTECT WORK - INTERIOR**

- 21 A. The GC shall do all of the following:  
22 1. Provide all temporary services that may be required to protect the installed material from heat, cold,  
23 humidity, etc, while materials such as concrete, mortar, sealants, paints, etc, are drying and/or curing.  
24 2. Provide adequate visual and/or physical protection as needed to protect newly completed interior work  
25 such as paint, flooring material, sealants, grouts, etc that may be drying and/or curing.  
26 3. Provide adequate space and materials for cleaning boots, tool boxes, supplies, and other items coming  
27 into the project site once finish work has begun.  
28 4. Clean dirtied areas and repair/replace damaged areas immediately.  
29 B. The contractors responsible for interior work shall be responsible for protecting their work and finishes from dirt,  
30 mud, snow, spills, splatters, and physical damage after installation as follows:  
31 1. Protect vinyl composite, rubber composite, painted/stained concrete, and tiled flooring as follows:  
32 a. Define foot traffic areas and protect with Ramboard Temporary Floor Protection products as a  
33 minimum basis of design or other protection product(s) compatible with installed flooring product  
34 if Ramboard is not compatible. Products to be used shall be new.  
35 i. Tape all edges, seams, etc with a good quality tape that does not leave sticky residue. Do  
36 not allow any debris or other material between the installed flooring and the protection  
37 material.  
38 ii. Repair tears immediately, replace worn areas with like material as necessary.  
39 2. Protect carpeted areas as follows:  
40 a. Define foot traffic areas and protect with a minimum of 6mil, clear, polyethylene sheeting 3 feet  
41 wide. Products to be used shall be new.  
42 i. Tape all edges, seams, etc with a good quality tape that does not leave sticky residue. Do  
43 not allow any debris or other material between the installed flooring and the protection  
44 material.  
45 ii. Repair tears immediately, replace worn areas with like materials as necessary.  
46 3. Protect all finished walls in high traffic areas with Ramboard Temporary Wall protection products or  
47 approved equal.  
48 i. Tape all edges, seams, etc with a good quality tape that does not leave sticky residue. Do  
49 not allow any debris or other material between the installed flooring and the protection  
50 material.  
51 ii. Repair tears immediately, replace worn areas with like materials as necessary.  
52 3. Protect counter tops, cabinets, and other finished surfaces with large sheets of thick cardboard or  
53 Ramboard products. Do not allow toolboxes, finish materials, parts and other such items to be placed on  
54 finished materials.  
55 C. All protection shall stay in place until the CPM, PA, and GC mutually deem the project is ready for Final Cleaning.  
56 The contractors responsible for protecting the work shall be responsible for removing the protection and  
57 removing any adhesive residue at that time. Contractors shall only use manufacturer authorized cleaning  
58 materials for removing adhesives, etc.

- 1           D.     Contractors doing work in un-protected areas of finished work shall be required to provide drop cloths and other
- 2                     protection as noted within this specification for the duration of their work.
- 3                     1.     Finished areas shall be sufficiently covered to accommodate all equipment, and materials being used to
- 4                     complete the work being done.
- 5                     2.     Finished areas shall be sufficiently covered to prevent splatters, over spray, etc when doing touch-up
- 6                     work.
- 7                     3.     Contractors who do not provide sufficient protection under this sub-section shall be responsible for any
- 8                     costs associated with cleaning, repairing or replacing already finished construction at no additional cost
- 9                     to the contract.

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**END OF SECTION**



**SECTION 01 77 00  
CLOSEOUT PROCEDURES**

1  
2  
3  
4 PART 1 – GENERAL ..... 1  
5 1.1. SUMMARY ..... 1  
6 1.2. RELATED SPECIFICATIONS ..... 1  
7 1.3. DEFINITIONS ..... 1  
8 1.4. QUALITY ASSURANCE – CONSTRUCTION CLOSEOUT ..... 2  
9 1.5. QUALITY ASSURANCE – CONTRACT CLOSEOUT ..... 2  
10 PART 2 – PRODUCTS – THIS SECTION NOT USED ..... 2  
11 PART 3 - EXECUTION ..... 2  
12 3.1. CONSTRUCTION CLOSEOUT CHECKLIST – NOT USED ..... 3  
13 3.2. CONSTRUCTION CLOSEOUT REQUIREMENTS ..... 3  
14 3.3. CONSTRUCTION CLOSEOUT PROCEDURE ..... 3  
15 3.4. CONTRACT CLOSEOUT REQUIREMENTS ..... 3  
16 3.5. CONTRACT CLOSEOUT PROCEDURE ..... 3  
17

**PART 1 – GENERAL**

**1.1. SUMMARY**

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

**1.2. RELATED SPECIFICATIONS**

- 40  
41 A. Contractors shall review all references to other specifications including specifications relating to the execution of  
42 the Work associated with their Division or Trade.  
43 B. Section 01 76 00 Protecting Installed Construction  
44 C. Other requirements as noted in the contract documents signed by the General Contractor  
45

**1.3. DEFINITIONS**

- 46  
47 A. **Substantial Compliance:** A letter provided to the City of Madison Building Inspection and signed by the Project  
48 Architect indicating that all Work has been completed to a level that would allow Owner Occupancy and that all  
49 construction is in compliance with the construction documents. A copy of this letter is also provided to the  
50 State of Wisconsin Department of Health and Safety as necessary to clear plan review requirements. This letter  
51 does not represent construction closeout.  
52 B. **Certificate of Occupancy:** The Regulatory letter from the City of Madison Building Inspection Department  
53 indicating that all regulatory requirements and inspections have been completed and the building may now be  
54 occupied for its intended use. This letter does not represent construction closeout.  
55 C. **Certificate of Substantial Completion:** A letter provided by the Department of Public Works, signed by the City  
56 Engineer indicating that Construction activities are substantially complete. This letter does represent  
57 construction closeout and the date of this letter begins the date of the Warranty Period.

- 1 D. **Construction Closeout:** The point in the contract where all contractual requirements associated the execution of  
2 the Work as described in the plans, specifications, and other documents have been successfully met and the  
3 items described in 1.3.A, .B, and .C above have been completed.
- 4 E. **Final Progress Payment:** The progress payment associated with achieving Construction closeout as described in  
5 1.3.D above. At this point the contractor may request all monies associated with the contract be paid with the  
6 exception of held retainage.
- 7 F. **Contract Closeout:** The point in the contract where all contractual requirements associated with the City of  
8 Madison, Board of Public Works contract has been successfully met.
- 9 G. **Final Payment:** The final contract payment submittal that may be approved by the City of Madison after all  
10 contractual requirements of the Public Works Contract have been met and any remaining monies (retainage)  
11 due to the contractor may be released for the Final Payment.

12  
13 **1.4. QUALITY ASSURANCE – CONSTRUCTION CLOSEOUT**

- 14 A. All contractors shall be responsible for properly executing the construction closeout requirements associated  
15 with their Work as described in the specifications governing their Work.
- 16 B. The GC shall be responsible for all of the following:
- 17 1. Ensuring that all contractors have met the construction closeout requirements associated with their  
18 Work.
  - 19 2. Coordinate the collection of all construction closeout deliverables from all contractors, provide the  
20 deliverables to the Project Architect and City Project Manager for review as necessary, and ensure all  
21 contractors correct deficiencies of deliverables and resubmit as needed for final acceptance.
  - 22 3. Ensure all closeout requirements identified in the Construction Closeout Checklist below have been  
23 completed as intended by the construction documents.

24  
25 **1.5. QUALITY ASSURANCE – CONTRACT CLOSEOUT**

- 26 A. The City of Madison, Department of Civil Rights (DCR) monitors contract compliance for construction and  
27 procurement contracts to ensure that local, state and federal regulations are followed by contractors working on  
28 City of Madison Public Works (PW) projects. DCR will monitor all PW projects from contract award through the  
29 final payment at the close of the project. Contractors will be required to submit reporting paperwork  
30 throughout the PW project process.
- 31 1. Contractors are encouraged to visit the web site identified below for additional information, checklists,  
32 forms, and other information provided by DCR as it relates to Contract Compliance.  
33 <http://www.cityofmadison.com/Business/PW/contractCompliance.cfm>
  - 34 2. Questions regarding the process should be directed to parties and offices as identified on the various  
35 forms, documents, and instructions or contact:  
36 City of Madison, Department of Civil Rights  
37 210 Martin Luther King Jr. Blvd., Room 523  
38 Madison, WI 53703  
39 (608) 266-4910
- 40 B. All Sub-Contractors have submitted the applicable required documents described in item 1.5.D below to the  
41 General Contractor (GC) for Contract Closeout.
- 42 C. The GC has submitted the required applicable documents described in item 1.5.D below for all contractors to the  
43 appropriate City of Madison Agency per instructions associated with each submittal.
- 44 D. The documents required for submittal to the City of Madison for Contract Closeout may include any/all of the  
45 items listed below depending on contract type. It is the sole responsibility of all contractors to know and submit  
46 the required and complete documentation in a timely fashion.
- 47 1. Weekly Payroll Reports
  - 48 2. Employee Utilization Reports
  - 49 3. Documentation required for Small Business Enterprise (SBE) goals
  - 50 4. Other documents as may be required or requested through the Finalization Review Process

51  
52 **PART 2 – PRODUCTS – THIS SECTION NOT USED**

53  
54 **PART 3 - EXECUTION**

1 **3.1. CONSTRUCTION CLOSEOUT CHECKLIST – NOT USED**

2  
3 **3.2. CONSTRUCTION CLOSEOUT REQUIREMENTS**

- 4 A. The GC and all sub-contractors shall have successfully completed all Work as identified in the plans and  
5 specifications for this contract. This shall include but not be limited to the following:
- 6 1. All field reports and material testing reports have been turned in.
  - 7 2. All material tickets have been scanned into a single PDF document by bid item type. Tickets shall be  
8 legible and accurately identify the material, weight and other data needed to verify total quantities.
  - 9 3. All fencing and silt sock has been removed from the project site.
  - 10 4. All concrete joints have been properly sealed.
  - 11 5. All pavement including adjacent streets have been machine swept and are free of mud and dirt.
  - 12 6. Other work as may have been added by addendum or change order has been completed.

13  
14 **3.3. CONSTRUCTION CLOSEOUT PROCEDURE**

- 15 A. Upon successful completion and final acceptance of all Construction Closeout Requirements the GC may submit  
16 to the CPM the request for Final Progress Payment (100% contract total, less retainage).
- 17 B. The CPM shall draft the City Letter of Substantial Completion for signature by the City Engineer. This letter shall  
18 state any of the following that may still be tied to the contract and/or warranty:
- 19 1. Indicate that the date of the letter shall also be the beginning of the Warranty period.
  - 20 2. Indicate any allowed due outs, reasons for them, and anticipated dates of finalization.

21  
22 **3.4. CONTRACT CLOSEOUT REQUIREMENTS**

- 23 A. The GC and all sub-contractors shall follow all requirements associated with documenting contract compliance  
24 and provide documentation as required or requested by DCR or PW staff. All contractors are encouraged to stay  
25 current with submissions of the following documentation:
- 26 1. Weekly Payroll Reports no later than the Progress Payment equal to 50% of the contract total.
  - 27 2. Employee Utilization Reports
  - 28 3. Documentation required for Small Business Enterprise (SBE) goals
  - 29 6. Other documents as maybe required or requested through the Finalization Review Process
- 30 B. Near the Progress Payment equal to 80% of the contract total the GC shall request in writing a Finalization  
31 Review. At that time DCR or PW staff shall prepare a report of all contract documentation submitted to date. A  
32 list of missing items or outstanding issues will be emailed to the GC. No additional follow-up will be generated  
33 by DCR or PW Staff.

34  
35 **3.5. CONTRACT CLOSEOUT PROCEDURE**

- 36 A. The Contract Closeout Procedure will not begin until the Construction Closeout Procedure has been completed.
- 37 B. When the GC feels he/she has successfully met all of the Contract Closeout Requirements associated with  
38 Section 3.3 above the GC may submit to the request for Final Payment to the CPM.
- 39 C. The CPM shall sign and submit the Final Payment request for processing.
- 40 D. DCR and PW staff shall do a complete review of all documentation associated with item 3.3.A above.
- 41 E. The GC shall be notified directly by DCR or PW Staff of any documentation that may still be missing, have  
42 incomplete information, or other outstanding issues. It shall be the responsibility of the GC to continue follow-  
43 up with DCR and PW staff until all documentation has been successfully submitted and accepted.
- 44 F. When all required documentation associated with Contract Closeout has been successfully submitted and  
45 accepted by DCR and PW Staff the City of Madison shall process the Final Payment of any remaining monies  
46 including retainage.

47  
48  
49 **END OF SECTION**  
50