

SECTION 00 31 46
PERMITS

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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**

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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**

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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 in other specification within these Contract Documents.
21 C. The General Contractor shall at all times be responsible for the project, project site, and execution of the
22 Contract Documents.
23 D. Project Coordination for Work being done by the owner or other contractors working under separate contracts
24 shall be coordinated through the City Project Manager.

1.2. RELATED SPECIFICATIONS

- 26 A. Section 01 77 00 Closeout Procedures

1.3. GENERAL REQUIREMENTS

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

- 1 a. City Project Manager, responsible for all day to day decisions regarding the execution and
2 performance of this Public Works Contract.
3 2. Owner Representatives shall be attending progress meetings, pre-installation meetings, performing or
4 being present for final testing and acceptance and quality management reporting during the execution of
5 the contract documents as outlined in other specifications.
6

7 **1.4. GENERAL CONTRACTOR PERFORMANCE REQUIREMENTS**

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

30 **1.5. SUB-CONTRACTOR PERFORMANCE REQUIREMENTS**

- 31 A. Be familiar with all of the contract documents as they pertain to your Work, adjacent work and the overall
32 progress of the project.
33 1. All Sub-contractors shall be familiar with all Division 1 specifications as they may apply to progress,
34 progress payments, quality control construction management, and closeout of the contract.
35 B. Coordinate your Work with all adjacent work and existing conditions.
36 1. Perform your work in proper sequence according to the GC's project schedule and in relation to the work
37 of other trades.
38 2. Notify other sub-contractors and trades whose work may be connected to, combined with, or influenced
39 by your work and allow them reasonable time and access to complete their work.
40 3. Join your work to the work of others in accordance with the intent of the Contract Documents.
41 4. Order materials and schedule deliveries to facilitate the general progress of the Work.
42 C. Cooperate with all other trades to facilitate the general progress of the work. This shall include providing every
43 reasonable opportunity for the installation of work by others and the storage of their materials and equipment.
44 1. In no case shall any contractor exclude from the premises or work any Sub-contractor or their employees.
45 2. In no case shall any contractor interfere with the execution or installation of Work by any other Sub-
46 contractor or their employees.
47 D. Arrange your work, equipment, and materials and dispose of your construction waste so as to not interfere with
48 the work or storage of materials of others.
49 E. Coordinate all work as indicated during pre-installation meetings with Owner Representatives, the GC and other
50 trades. Any work improperly coordinated shall be relocated as designated by the Owner Representative at no
51 additional cost to the City.
52

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

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

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57 **END OF SECTION**
58

SECTION 01 50 00
TEMPORARY FACILITIES AND CONTROLS

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27

PART 1 – GENERAL

1.1. SUMMARY

- 30
31 A. This Section includes general procedural requirements for temporary facilities and controls including, but not
32 limited to the following:
33 1. Temporary Utilities
34 2. Telecommunications Services
35 3. Temporary Sanitary Facilities
36 4. Barriers
37 5. Fencing
38 6. Exterior Enclosures
39 7. Security
40 8. Vehicular Access and Parking
41 6. Waste Removal
42 7. Project Identification
43 8. Field Offices
44

1.2. RELATED SPECIFICATION SECTIONS-NOT USED

1.3. QUALITY ASSURANCE

- 48 A. Regulations: Comply with industry standards and applicable laws and regulations if authorities having
49 jurisdiction, including but not limited to:
50 1. Building Code requirements
51 2. Health and safety regulations
52 3. Utility company regulations
53 4. Police, Fire Department and Rescue Squad rules
54 5. Environmental protection regulations
55 6. Joint Commission - Hospital Accreditation Standards
56 B. Standards: Comply with NFPA 241 "Standard for Safeguarding Construction, Alterations, and Demolition
57 Operations," ANSI A10 Series standards for "Safety Requirements for Construction and Demolition," and NECA
58 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**

8
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**

30
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

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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.

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

3.4. PROTECT UTILITIES

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

3.5. PROTECT PUBLIC RIGHT OF WAY

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

3.6. PROTECT STORED MATERIALS

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

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3.7. PROTECT WORK - EXTERIOR

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

3.8. PROTECT WORK - INTERIOR

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

**SECTION 01 77 00
CLOSEOUT PROCEDURES**

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PART 1 – GENERAL

1.1. SUMMARY

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

1.2. RELATED SPECIFICATIONS

- 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**