

City of Keizer - Department of Public Works
930 Chemawa Rd. N.E. * PO Box 21000
Keizer, OR 97307 (503)390-3700 fax (503) 393-9437
www.keizer.org

CITY OF KEIZER BID REQUEST

I. PURPOSE OF REQUEST.

The City of Keizer (“Keizer”) is requesting bids from an individual or company for services described in the Scope of Services attached hereto as Exhibit “A”.

II. TIME SCHEDULE.

Keizer will follow the following timetable:

Issue Request for Bid	October 9, 2020
Submittal of Bids by 2:00 p.m.	October 26, 2020

III. INSTRUCTIONS TO BIDDERS.

A. All bids will be sent to:

City of Keizer
c/o Bill Lawyer
930 Chemawa Road NE
PO Box 21000
Keizer, OR 97307

B. All mailed bids must be in a sealed envelope and clearly marked in the lower left-hand corner: “BID - Keizer City Hall Minor Remodel.”

C. All bids must be received by 2:00 p.m. on October 26, 2020. Bids must be signed, sealed and delivered to City Hall by the above date. Faxed or electronic proposals will **NOT** be accepted. Bidders are cautioned that failure to comply may result in non-acceptance of the bid.

D. Bids must be prepared using the bid sheets attached hereto as Exhibit “B”.

E. All bids must include the following information completed, signed and returned with submission package:

1. Completed bid sheets.

2. Organization Identification/Responsibility information attached hereto as Exhibit "C".
3. Experience/References information attached hereto as Exhibit "D". Documentation for each of the listed requirements must be provided.
4. Bid Proposal attached hereto as Exhibit "E".
5. Bid Bond for ten percent (10%) of the Bid must accompany each Bid.
6. Drug and Alcohol Testing Policy Certification attached hereto as Exhibit "F".

IV. TERMS AND CONDITIONS.

A. The successful bidder will be required to sign a Contract in substantially the form attached hereto as Exhibit "G".

B. Unless directed in writing otherwise, the project shall begin no later than five (5) days of full execution of the Contract and the project shall be completed no later than December 30, 2020.

C. **Time is of the essence of this Project.** Liquidated damages for delay of the Project shall be \$1,000.00 for each calendar day that expires after December 30, 2020.

D. Keizer reserves the right to reject any and all bids, and to waive minor irregularities in any bid.

E. Keizer reserves the right to request clarification of information submitted, and to request additional information from any bidder.

F. Keizer reserves the right to award the contract to the next lowest bidder, if the successful bidder does not execute a contract within five (5) days after City requests bidder to sign the Contract.

G. Any bid may be withdrawn up until the date and time set above for opening of the bids. Any bid not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days following the date and time set above for opening of the bids.

H. Bidder shall submit to the City within two (2) working hours after the date and time of the deadline when the proposals are due to the City, a disclosure of any first tier subcontractor(s) that will be furnishing labor or labor and materials in connection with this project and whose contract value is equal to or greater than:

Five percent (5%) of the total project bid or \$15,000 whichever is larger; or \$350,000 regardless of the percentage of the total project bid.

Bidder shall use the First-Tier Subcontractor Disclosure Form attached hereto to comply with the term and condition.

- I. Successful bidder must be able to provide Insurance documents upon execution of the contract. The insurance amounts are set forth herein. The amounts are \$1,000,000 for property damage and \$1,000,000 per person for bodily injury and no less than \$2,000,000 for any number of claims arising out of a single accident or occurrence. You must also carry automobile liability insurance with a limit of liability of not less than \$1,000,000. Successful bidder must make arrangements with the insurance carrier to provide a certificate and endorsement insuring the City of Keizer, it's officers, agents, contractors, and employees as an Additional Insured. Successful bidder must keep the insurance policies effective throughout the entire term of the contract. Successful bidder must provide a copy of your workers compensation insurance coverage in an amount required by state law.
- J. Successful bidder understands and acknowledges that payment and performance bonds will be required. The bonds are to be issued by a surety licensed in the State of Oregon and equal the sum of the contract price.
- K. Successful bidder understands and acknowledges that the successful bidder and all subcontractors must obtain or possess a valid Public Works Bond, filed with the Construction Contractors Board (CCB).
- L. Successful bidder will be required to attend a preconstruction conference.
- M. The project shall be performed in a manner to comply with all state and federal requirements, including ADA, Civil Rights Act, OSHA and EEO requirements. If the project requires work in the traffic flow, successful bidder must comply with the current edition of the Manual on Uniform Traffic Control Devices (MUTCD). Successful bidder and all personnel must wear safety vests at all times and use safety cones as required.
- N. Keizer shall not be responsible for any costs incurred by bidder in preparing, submitting or presenting its bid.
- O. Successful bidder understands and acknowledges that the project is subject to applicable prevailing rate of wage and work hours.
- P. Successful bidder understands that a qualifying employee drug testing program must be in place at the time of signing the Contract.
- Q. Questions regarding this Request for Bids may be directed to Bill Lawyer at 503-856-3555 or by email at Lawyerb@keizer.org. Any communications will be considered unofficial and non-binding on the City.

EXHIBIT "A"

PROJECT SPECIFICATIONS

CITY OF KEIZER
LOBBY REMODEL

930 Chemawa Road

KEIZER, OREGON

28 September 2020

STUDIO



ARCHITECTURE
INCORPORATED

SECTION 00 0102
PROJECT INFORMATION

PART 1 GENERAL

1.01 PROJECT IDENTIFICATION

- A. Project Name: City of Keizer - Lobby Remodel, located at:
930 Chemawa Road .
Keizer, Oregon 97303.
- B. The Owner, hereinafter referred to as Owner: City of Keizer
- C. Owner's Project Manager: Bill Lawyer.
 - 1. Department: Public Works.

1.02 PROJECT DESCRIPTION

- A. Summary Project Description: Existing Lobby, provide glass barriers at existing transaction counter tops to separate public areas to office areas. Work includes modifying existing transaction counters, lowering of gypsum board soffits and adding new office work stations.
- B. Contract Scope: Construction, demolition, renovation, and facility operations during occupancy.
- C. Contract Terms: Lump sum (fixed price, stipulated sum).

1.03 PROJECT CONSULTANTS

- A. The Architect, hereinafter referred to as Architect: Studio 3 Architecture.
 - 1. Contact: Gene Bolante
 - 2. Address: 275 Court Street NE.
 - 3. City, State, Zip: Salem, OR 97301.
 - 4. Phone: 503-390-6500.

1.04 PROCUREMENT DOCUMENTS

- A. Availability of Documents: Complete sets of procurement documents may be obtained:
 - 1. From Owner at the Project Manager's address listed above.

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION (NOT USED)

END OF SECTION

**SECTION 00 0107
SEALS PAGE**

GENE BOLANTE, AIA



END OF SECTION

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- END OF SECTION**

SECTION 01 1000

SUMMARY

PART 1 GENERAL

1.01 PROJECT

- A. Project Name: City of Keizer - Lobby Remodel
- B. Owner's Name: City of Keizer.
- C. Architect's Name: Studio 3 Architecture.
- D. The Project consists of the alteration of an existing Lobby, provide glass barriers at existing transaction counter tops to separate public areas to office areas. Work includes modifying existing transaction counters, lowering of gypsum board soffits and adding new office work stations.

1.02 CONTRACT DESCRIPTION

- A. Contract forms as indicated by the City of Keizer.

1.03 DESCRIPTION OF ALTERATIONS WORK

- A. Scope of alterations work is indicated on drawings.
- B. HVAC: Alter existing system and add new construction, keeping existing in operation.
- C. Electrical Power and Lighting: Alter existing system and add new construction, keeping existing in operation.
- D. Fire Suppression Sprinklers: Alter existing system and add new construction, keeping existing in operation.
- E. Telephone: Alter existing system and add new construction, keeping existing in operation.
- F. Data and Communications: Alter existing system and add new construction, keeping existing in operation.

1.04 OWNER OCCUPANCY

- A. Owner intends to continue to occupy adjacent portions of the existing building during the entire construction period.
- B. Owner intends to occupy the Project upon Substantial Completion.
- C. Cooperate with Owner to minimize conflict and to facilitate Owner's operations.
- D. Schedule the Work to accommodate Owner occupancy.

1.05 CONTRACTOR USE OF SITE AND PREMISES

- A. Provide access to and from site as required by law and by Owner:
 - 1. Emergency Building Exits During Construction: Keep all exits required by code open during construction period; provide temporary exit signs if exit routes are temporarily altered.
 - 2. Do not obstruct roadways, sidewalks, or other public ways without permit.
- B. Time Restrictions:
 - 1. Limit conduct of especially noisy exterior work to the hours of 5:00PM to 6:00AM.
- C. Utility Outages and Shutdown:
 - 1. Limit disruption of utility services to hours the building is unoccupied.
 - 2. Prevent accidental disruption of utility services to other facilities.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

SECTION 01 2000
PRICE AND PAYMENT PROCEDURES

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Procedures for preparation and submittal of applications for progress payments.
- B. Documentation of changes in Contract Sum and Contract Time.
- C. Change procedures.
- D. Correlation of Contractor submittals based on changes.
- E. Procedures for preparation and submittal of application for final payment.

1.02 SCHEDULE OF VALUES

- A. Use Schedule of Values Form: As identified in the contract.
- B. Electronic media printout including equivalent information will be considered in lieu of standard form specified; submit draft to Architect for approval.
- C. Forms filled out by hand will not be accepted.

1.03 APPLICATIONS FOR PROGRESS PAYMENTS

- A. Payment Period: Submit at intervals stipulated in the Agreement.
- B. Use Form as identified in the contract.
- C. Electronic media printout including equivalent information will be considered in lieu of standard form specified; submit sample to Architect for approval.
- D. Forms filled out by hand will not be accepted.
- E. Execute certification by signature of authorized officer.
- F. Submit one electronic and no hard-copies of each Application for Payment.

1.04 MODIFICATION PROCEDURES

- A. For minor changes not involving an adjustment to the Contract Sum or Contract Time, Architect will issue instructions directly to Contractor.
- B. For other required changes, Architect will issue a document signed by Owner instructing Contractor to proceed with the change, for subsequent inclusion in a Change Order.
 - 1. The document will describe the required changes and will designate method of determining any change in Contract Sum or Contract Time.
 - 2. Promptly execute the change.
- C. For changes for which advance pricing is desired, Architect will issue a document that includes a detailed description of a proposed change with supplementary or revised drawings and specifications, a change in Contract Time for executing the change with a stipulation of any overtime work required and the period of time during which the requested price will be considered valid. Contractor shall prepare and submit a fixed price quotation within 5 days.
- D. Computation of Change in Contract Amount: As specified in the Agreement and Conditions of the Contract.
- E. Substantiation of Costs: Provide full information required for evaluation.
 - 1. On request, provide the following data:
 - a. Quantities of products, labor, and equipment.
 - b. Overhead and profit.
 - c. Justification for any change in Contract Time.
 - d. Credit for deletions from Contract, similarly documented.
 - 2. Support each claim for additional costs with additional information:
 - a. Dates and times work was performed, and by whom.
 - b. Invoices and receipts for products, equipment, and subcontracts, similarly documented.

3. For Time and Material work, submit itemized account and supporting data after completion of change, within time limits indicated in the Conditions of the Contract.
- F. Execution of Change Orders: Architect will issue Change Orders for signatures of parties as provided in the Conditions of the Contract.

1.05 APPLICATION FOR FINAL PAYMENT

- A. Prepare Application for Final Payment as specified for progress payments, identifying total adjusted Contract Sum, previous payments, and sum remaining due.

END OF SECTION

SECTION 01 3000
ADMINISTRATIVE REQUIREMENTS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. General administrative requirements.
- B. Preconstruction meeting.
- C. Progress meetings.
- D. Construction progress schedule.
- E. Contractor's daily reports.
- F. Progress photographs.
- G. Submittals for review.
- H. Number of copies of submittals.
- I. Requests for Interpretation (RFI) procedures.
- J. Submittal procedures.

1.02 RELATED REQUIREMENTS

- A. Section 01 6000 - Product Requirements: General product requirements.

1.03 GENERAL ADMINISTRATIVE REQUIREMENTS

- A. Comply with requirements of Section 01 7000 - Execution and Closeout Requirements for coordination of execution of administrative tasks with timing of construction activities.
- B. Make the following types of submittals to Architect:
 - 1. Requests for Interpretation (RFI).
 - 2. Requests for substitution.
 - 3. Shop drawings, product data, and samples.
 - 4. Design data.
 - 5. Manufacturer's instructions and field reports.
 - 6. Applications for payment and change order requests.
 - 7. Progress schedules.
 - 8. Coordination drawings.
 - 9. Correction Punch List and Final Correction Punch List for Substantial Completion.
 - 10. Closeout submittals.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 PRECONSTRUCTION MEETING

- A. Schedule meeting after Notice of Award.
- B. Attendance Required:
 - 1. Owner.
 - 2. Architect.
 - 3. Contractor.
- C. Agenda:
 - 1. ~~Execution of Owner-Contractor Agreement~~
 - 2. ~~Submission of executed bonds and insurance certificates.~~
 - 3. ~~Distribution of Contract Documents~~
 - 4. Submission of list of subcontractors, list of products, schedule of values, and progress schedule.
 - 5. Designation of personnel representing the parties to Contract and Architect.
 - 6. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, Change Orders, and Contract closeout procedures.

7. Scheduling.
- D. Record minutes and distribute copies within two days after meeting to participants, with two copies to Architect, Owner, participants, and those affected by decisions made.

3.02 PROGRESS MEETINGS

- A. Make arrangements for meetings, prepare agenda with copies for participants, preside at meetings.
- B. Attendance Required:
 1. Contractor.
 2. Owner.
 3. Architect.
 4. Contractor's superintendent.
 5. Major subcontractors.
- C. Agenda:
 1. Review minutes of previous meetings.
 2. Review of work progress.
 3. Field observations, problems, and decisions.
 4. Identification of problems that impede, or will impede, planned progress.
 5. Review of submittals schedule and status of submittals.
 6. Maintenance of progress schedule.
 7. Corrective measures to regain projected schedules.
 8. Planned progress during succeeding work period.
 9. Maintenance of quality and work standards.
 10. Effect of proposed changes on progress schedule and coordination.
 11. Other business relating to work.
- D. Record minutes and distribute copies within two days after meeting to participants, with two copies to Architect, Owner, participants, and those affected by decisions made.

3.03 CONSTRUCTION PROGRESS SCHEDULE

- A. If preliminary schedule requires revision after review, submit revised schedule within 10 days.
- B. Within 20 days after review of preliminary schedule, submit draft of proposed complete schedule for review.
 1. Include written certification that major contractors have reviewed and accepted proposed schedule.
- C. Within 10 days after joint review, submit complete schedule.
- D. Submit updated schedule with each Application for Payment.

3.04 PROGRESS PHOTOGRAPHS

- A. Submit photographs with each application for payment, taken not more than 3 days prior to submission of application for payment.
- B. Photography Type: Digital; electronic files.
- C. Provide photographs of site and construction throughout progress of work produced by an experienced photographer, acceptable to Architect.
- D. In addition to periodic, recurring views, take photographs of each of the following events:
 1. Progress of all work.
- E. Views:
 1. Provide non-aerial photographs from four cardinal views at each specified time, until date of Substantial Completion.
 2. Consult with Architect for instructions on views required.
 3. Provide factual presentation.
 4. Provide correct exposure and focus, high resolution and sharpness, maximum depth of field, and minimum distortion.

3.05 REQUESTS FOR INTERPRETATION (RFI)

- A. Definition: A request seeking one of the following:
 - 1. An interpretation, amplification, or clarification of some requirement of Contract Documents arising from inability to determine from them the exact material, process, or system to be installed; or when the elements of construction are required to occupy the same space (interference); or when an item of work is described differently at more than one place in Contract Documents.
 - 2. A resolution to an issue which has arisen due to field conditions and affects design intent.
- B. Whenever possible, request clarifications at the next appropriate project progress meeting, with response entered into meeting minutes, rendering unnecessary the issuance of a formal RFI.
- C. Preparation: Prepare an RFI immediately upon discovery of a need for interpretation of Contract Documents. Failure to submit a RFI in a timely manner is not a legitimate cause for claiming additional costs or delays in execution of the work.
 - 1. Prepare a separate RFI for each specific item.
 - a. Review, coordinate, and comment on requests originating with subcontractors and/or materials suppliers.
- D. Reason for the RFI: Prior to initiation of an RFI, carefully study all Contract Documents to confirm that information sufficient for their interpretation is definitely not included.
 - 1. Include in each request Contractor's signature attesting to good faith effort to determine from Contract Documents information requiring interpretation.
 - 2. Unacceptable Uses for RFIs: Do not use RFIs to request the following::
 - a. Approval of submittals (use procedures specified elsewhere in this section).
 - b. Approval of substitutions (see Section - 01 6000 - Product Requirements)
 - c. Changes that entail change in Contract Time and Contract Sum (comply with provisions of the Conditions of the Contract).
 - d. Different methods of performing work than those indicated in the Contract Drawings and Specifications (comply with provisions of the Conditions of the Contract).
 - 3. Improper RFIs: Requests not prepared in compliance with requirements of this section, and/or missing key information required to render an actionable response. They will be returned without a response, with an explanatory notation.
 - 4. Frivolous RFIs: Requests regarding information that is clearly indicated on, or reasonably inferable from, Contract Documents, with no additional input required to clarify the question. They will be returned without a response, with an explanatory notation.
 - a. The Owner reserves the right to assess the Contractor for the costs (on time-and-materials basis) incurred by the Architect, and any of its consultants, due to processing of such RFIs.
- E. Content: Include identifiers necessary for tracking the status of each RFI, and information necessary to provide an actionable response.
 - 1. Reference to particular Contract Document(s) requiring additional information/interpretation. Identify pertinent drawing and detail number and/or specification section number, title, and paragraph(s).
 - 2. Annotations: Field dimensions and/or description of conditions which have engendered the request.
 - 3. Contractor's suggested resolution: A written and/or a graphic solution, to scale, is required in cases where clarification of coordination issues is involved, for example; routing, clearances, and/or specific locations of work shown diagrammatically in Contract Documents. If applicable, state the likely impact of the suggested resolution on Contract Time or the Contract Sum.
- F. Attachments: Include sketches, coordination drawings, descriptions, photos, submittals, and other information necessary to substantiate the reason for the request.
- G. RFI Log: Prepare and maintain a tabular log of RFIs for the duration of the project.
 - 1. Indicate current status of every RFI. Update log promptly and on a regular basis.

- H. Review Time: Architect will respond and return RFIs to Contractor within seven calendar days of receipt. For the purpose of establishing the start of the mandated response period, RFIs received after 12:00 noon will be considered as having been received on the following regular working day.
 - 1. Response period may be shortened or lengthened for specific items, subject to mutual agreement, and recorded in a timely manner in progress meeting minutes.
- I. Responses: Content of answered RFIs will not constitute in any manner a directive or authorization to perform extra work or delay the project. If in Contractor's belief it is likely to lead to a change to Contract Sum or Contract Time, promptly issue a notice to this effect, and follow up with an appropriate Change Order request to Owner.
 - 1. Response may include a request for additional information, in which case the original RFI will be deemed as having been answered, and an amended one is to be issued forthwith. Identify the amended RFI with an R suffix to the original number.
 - 2. Do not extend applicability of a response to specific item to encompass other similar conditions, unless specifically so noted in the response.
 - 3. Upon receipt of a response, promptly review and distribute it to all affected parties, and update the RFI Log.
 - 4. Notify Architect within seven calendar days if an additional or corrected response is required by submitting an amended version of the original RFI, identified as specified above.

3.06 SUBMITTALS FOR REVIEW

- A. When the following are specified in individual sections, submit them for review:
 - 1. Product data.
 - 2. Shop drawings.
 - 3. Samples for selection.
 - 4. Samples for verification.
- B. Submit to Architect for review for the limited purpose of checking for compliance with information given and the design concept expressed in Contract Documents.
- C. Samples will be reviewed for aesthetic, color, or finish selection.
- D. After review, provide copies and distribute in accordance with SUBMITTAL PROCEDURES article below and for record documents purposes described in Section 01 7800 - Closeout Submittals.

3.07 SUBMITTALS FOR INFORMATION

- A. When the following are specified in individual sections, submit them for information:
 - 1. Design data.
 - 2. Certificates.
 - 3. Test reports.
 - 4. Inspection reports.
 - 5. Manufacturer's instructions.
 - 6. Manufacturer's field reports.
 - 7. Other types indicated.
- B. Submit for Architect's knowledge as contract administrator or for Owner.

3.08 SUBMITTALS FOR PROJECT CLOSEOUT

- A. Submit Correction Punch List for Substantial Completion.
- B. Submit Final Correction Punch List for Substantial Completion.
- C. When the following are specified in individual sections, submit them at project closeout in compliance with requirements of Section 01 7800 - Closeout Submittals:
 - 1. Project record documents.
 - 2. Operation and maintenance data.
 - 3. Warranties.

4. Bonds.
 5. Other types as indicated.
- D. Submit for Owner's benefit during and after project completion.

3.09 NUMBER OF COPIES OF SUBMITTALS

- A. Electronic Documents: Submit one electronic copy in PDF format; an electronically-marked up file will be returned. Create PDFs at native size and right-side up; illegible files will be rejected.
- B. Samples: Submit the number specified in individual specification sections; one of which will be retained by Architect.
1. After review, produce duplicates.
 2. Retained samples will not be returned to Contractor unless specifically so stated.

3.10 SUBMITTAL PROCEDURES

- A. General Requirements:
1. Use a separate transmittal for each item.
 2. Identify: Project; Contractor; subcontractor or supplier; pertinent drawing and detail number; and specification section number and article/paragraph, as appropriate on each copy.
 3. Apply Contractor's stamp, signed or initialed certifying that review, approval, verification of products required, field dimensions, adjacent construction work, and coordination of information is in accordance with the requirements of the work and Contract Documents.
- B. Product Data Procedures:
1. Submit only information required by individual specification sections.
 2. Collect required information into a single submittal.
 3. Do not submit (Material) Safety Data Sheets for materials or products.
- C. Shop Drawing Procedures:
1. Prepare accurate, drawn-to-scale, original shop drawing documentation by interpreting Contract Documents and coordinating related work.
 2. Generic, non-project-specific information submitted as shop drawings do not meet the requirements for shop drawings.

3.11 SUBMITTAL REVIEW

- A. Submittals for Review: Architect will review each submittal, and approve, or take other appropriate action.
- B. Submittals for Information: Architect will acknowledge receipt and review. See below for actions to be taken.
- C. Architect's actions will be reflected by marking each returned submittal using virtual stamp on electronic submittals.
- D. Architect's and consultants' actions on items submitted for review:
1. Authorizing purchasing, fabrication, delivery, and installation:
 - a. "Approved", or language with same legal meaning.
 - b. "Approved as Noted, Resubmission not required", or language with same legal meaning.
 - 1) At Contractor's option, submit corrected item, with review notations acknowledged and incorporated.
 - c. "Approved as Noted, Resubmit for Record", or language with same legal meaning.
 2. Not Authorizing fabrication, delivery, and installation:
- E. Architect's and consultants' actions on items submitted for information:
1. Items for which no action was taken:
 - a. "Received" - to notify the Contractor that the submittal has been received for record only.
 2. Items for which action was taken:

- a. "Reviewed" - no further action is required from Contractor.

END OF SECTION

SECTION 01 4000
QUALITY REQUIREMENTS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Submittals.
- B. Quality assurance.
- C. References and standards.
- D. Control of installation.
- E. Mock-ups.
- F. Defect Assessment.

1.02 REFERENCE STANDARDS

1.03 SUBMITTALS

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Designer's Qualification Statement: Submit for Architect's knowledge as contract administrator, or for Owner's information.
 - 1. Include information for each individual professional responsible for producing, or supervising production of, design-related professional services provided by Contractor.
 - a. Full name.
 - b. Professional licensure information.
 - c. Statement addressing extent and depth of experience specifically relevant to design of items assigned to Contractor.
- C. Design Data: Submit for Architect's knowledge as contract administrator for the limited purpose of assessing compliance with information given and the design concept expressed in the Contract Documents, or for Owner's information.
- D. Manufacturer's Instructions: When specified in individual specification sections, submit printed instructions for delivery, storage, assembly, installation, start-up, adjusting, and finishing, for the Owner's information. Indicate special procedures, perimeter conditions requiring special attention, and special environmental criteria required for application or installation.

1.04 REFERENCES AND STANDARDS

- A. For products and workmanship specified by reference to a document or documents not included in the Project Manual, also referred to as reference standards, comply with requirements of the standard, except when more rigid requirements are specified or are required by applicable codes.
- B. Comply with reference standard of date of issue current on date of Contract Documents, except where a specific date is established by applicable code.
- C. Obtain copies of standards where required by product specification sections.
- D. Maintain copy at project site during submittals, planning, and progress of the specific work, until Substantial Completion.
- E. Should specified reference standards conflict with Contract Documents, request clarification from Architect before proceeding.
- F. Neither the contractual relationships, duties, or responsibilities of the parties in Contract nor those of Architect shall be altered from Contract Documents by mention or inference otherwise in any reference document.

PART 3 EXECUTION

2.01 CONTROL OF INSTALLATION

- A. Monitor quality control over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce work of specified quality.

- B. Comply with manufacturers' instructions, including each step in sequence.
- C. Should manufacturers' instructions conflict with Contract Documents, request clarification from Architect before proceeding.
- D. Comply with specified standards as minimum quality for the work except where more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.
- E. Have work performed by persons qualified to produce required and specified quality.
- F. Verify that field measurements are as indicated on shop drawings or as instructed by the manufacturer.
- G. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion, and disfigurement.

2.02 MOCK-UPS

- A. Before installing portions of the Work where mock-ups are required, for each form of construction and finish required to comply with the following requirements, using materials indicated for the completed Work. The purpose of mock-up is to demonstrate the proposed range of aesthetic effects and workmanship.
- B. Tests shall be performed under provisions identified in this section and identified in the respective product specification sections.
- C. Assemble and erect specified items with specified attachment and anchorage devices, flashings, seals, and finishes.
- D. Architect will use accepted mock-ups as a comparison standard for the remaining Work.
- E. Where mock-up has been accepted by Architect and is specified in product specification sections to be removed, protect mock-up throughout construction, remove mock-up and clear area when directed to do so by Architect.

2.03 DEFECT ASSESSMENT

- A. Replace Work or portions of the Work not complying with specified requirements.
- B. If, in the opinion of Owner, it is not practical to remove and replace the work, Owner will direct an appropriate remedy or adjust payment.

END OF SECTION

SECTION 01 5000
TEMPORARY FACILITIES AND CONTROLS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Temporary utilities.
- B. Temporary sanitary facilities.
- C. Temporary Controls: Barriers and enclosures.
- D. Vehicular access and parking.
- E. Waste removal facilities and services.

1.02 TEMPORARY UTILITIES

- A. Owner will provide the following:
 - 1. Electrical power and metering, consisting of connection to existing facilities.
 - 2. Water supply, consisting of connection to existing facilities.

1.03 TEMPORARY SANITARY FACILITIES

- A. Provide and maintain required facilities and enclosures. Provide at time of project mobilization.
- B. Use of existing facilities is not permitted.
- C. Maintain daily in clean and sanitary condition.

1.04 BARRIERS

- A. Provide barriers to prevent unauthorized entry to construction areas, to prevent access to areas that could be hazardous to workers or the public, to allow for owner's use of site and to protect existing facilities and adjacent properties from damage from construction operations and demolition.
- B. Provide barricades and covered walkways required by governing authorities for public rights-of-way and for public access to existing building.
- C. Protect non-owned vehicular traffic, stored materials, site, and structures from damage.

1.05 INTERIOR ENCLOSURES

- A. Provide temporary partitions and ceilings as indicated to separate work areas from Owner-occupied areas, to prevent penetration of dust and moisture into Owner-occupied areas, and to prevent damage to existing materials and equipment.
- B. Construction: Framing and reinforced polyethylene sheet materials with closed joints and sealed edges at intersections with existing surfaces:

1.06 VEHICULAR ACCESS AND PARKING

- A. Coordinate access and haul routes with governing authorities and Owner.
- B. Provide and maintain access to fire hydrants, free of obstructions.
- C. Provide means of removing mud from vehicle wheels before entering streets.
- D. Provide temporary parking areas to accommodate construction personnel. When site space is not adequate, provide additional off-site parking.

1.07 WASTE REMOVAL

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

D. Open free-fall chutes are not permitted. Terminate closed chutes into appropriate containers with lids.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

SECTION 01 6000
PRODUCT REQUIREMENTS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. General product requirements.
- B. Re-use of existing products.
- C. Transportation, handling, storage and protection.
- D. Product option requirements.
- E. Substitution limitations.
- F. Maintenance materials, including extra materials, spare parts, tools, and software.

1.02 REFERENCE STANDARDS

1.03 SUBMITTALS

- A. Product Data Submittals: Submit manufacturer's standard published data. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturers' standard data to provide information specific to this Project.
- B. Shop Drawing Submittals: Prepared specifically for this Project; indicate utility and electrical characteristics, utility connection requirements, and location of utility outlets for service for functional equipment and appliances.
- C. Sample Submittals: Illustrate functional and aesthetic characteristics of the product, with integral parts and attachment devices. Coordinate sample submittals for interfacing work.
 - 1. For selection from standard finishes, submit samples of the full range of the manufacturer's standard colors, textures, and patterns.

PART 2 PRODUCTS

2.01 EXISTING PRODUCTS

- A. Existing materials and equipment indicated to be removed, but not to be re-used, relocated, reinstalled, delivered to the Owner, or otherwise indicated as to remain the property of the Owner, become the property of the Contractor; remove from site.

2.02 NEW PRODUCTS

- A. Provide new products unless specifically required or permitted by Contract Documents.
- B. Use of products having any of the following characteristics is not permitted:
- C. Where other criteria are met, Contractor shall give preference to products that:
 - 1. If used on interior, have lower emissions, as defined in Section 01 6116.
 - 2. If wet-applied, have lower VOC content, as defined in Section 01 6116.

2.03 PRODUCT OPTIONS

- A. Products Specified by Reference Standards or by Description Only: Use any product meeting those standards or description.
- B. Products Specified by Naming One or More Manufacturers: Use a product of one of the manufacturers named and meeting specifications, no options or substitutions allowed.
- C. Products Specified by Naming One or More Manufacturers with a Provision for Substitutions: Submit a request for substitution for any manufacturer not named.

2.04 MAINTENANCE MATERIALS

- A. Furnish extra materials, spare parts, tools, and software of types and in quantities specified in individual specification sections.
- B. Deliver to Project site; obtain receipt prior to final payment.

PART 3 EXECUTION

3.01 SUBSTITUTION LIMITATIONS

- A. See Section 01 2500 - Substitution Procedures.

3.02 TRANSPORTATION AND HANDLING

- A. Package products for shipment in manner to prevent damage; for equipment, package to avoid loss of factory calibration.
- B. If special precautions are required, attach instructions prominently and legibly on outside of packaging.
- C. Coordinate schedule of product delivery to designated prepared areas in order to minimize site storage time and potential damage to stored materials.
- D. Transport and handle products in accordance with manufacturer's instructions.
- E. Transport materials in covered trucks to prevent contamination of product and littering of surrounding areas.
- F. Promptly inspect shipments to ensure that products comply with requirements, quantities are correct, and products are undamaged.
- G. Provide equipment and personnel to handle products by methods to prevent soiling, disfigurement, or damage, and to minimize handling.
- H. Arrange for the return of packing materials, such as wood pallets, where economically feasible.

3.03 STORAGE AND PROTECTION

- A. Designate receiving/storage areas for incoming products so that they are delivered according to installation schedule and placed convenient to work area in order to minimize waste due to excessive materials handling and misapplication. See Section 01 7419.
- B. Store and protect products in accordance with manufacturers' instructions.
- C. Store with seals and labels intact and legible.
- D. Store sensitive products in weathertight, climate-controlled enclosures in an environment favorable to product.
- E. For exterior storage of fabricated products, place on sloped supports above ground.
- F. Protect products from damage or deterioration due to construction operations, weather, precipitation, humidity, temperature, sunlight and ultraviolet light, dirt, dust, and other contaminants.
- G. Comply with manufacturer's warranty conditions, if any.
- H. Cover products subject to deterioration with impervious sheet covering. Provide ventilation to prevent condensation and degradation of products.
- I. Prevent contact with material that may cause corrosion, discoloration, or staining.
- J. Provide equipment and personnel to store products by methods to prevent soiling, disfigurement, or damage.
- K. Arrange storage of products to permit access for inspection. Periodically inspect to verify products are undamaged and are maintained in acceptable condition.

END OF SECTION

SECTION 01 7000
EXECUTION AND CLOSEOUT REQUIREMENTS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Examination, preparation, and general installation procedures.
- B. Requirements for alterations work, including selective demolition.
- C. Cutting and patching.
- D. Cleaning and protection.
- E. Closeout procedures, including Contractor's Correction Punch List, except payment procedures.

1.02 PROJECT CONDITIONS

- A. Ventilate enclosed areas to assist cure of materials, to dissipate humidity, and to prevent accumulation of dust, fumes, vapors, or gases.
- B. Noise Control: Provide methods, means, and facilities to minimize noise produced by construction operations.
 - 1. At All Times: Excessively noisy tools and operations will not be tolerated inside the building at any time of day; excessively noisy includes pneumatic hammers and air-operated nail guns.
 - 2. Indoors: Limit conduct of especially noisy interior work to the hours of 6 pm to 7 am.

1.03 COORDINATION

- A. Coordinate scheduling, submittals, and work of the various sections of the Project Manual to ensure efficient and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later.
- B. Notify affected utility companies and comply with their requirements.
- C. Verify that utility requirements and characteristics of new operating equipment are compatible with building utilities. Coordinate work of various sections having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.
- D. Coordinate space requirements, supports, and installation of mechanical and electrical work that are indicated diagrammatically on drawings. Follow routing indicated for pipes, ducts, and conduit, as closely as practicable; place runs parallel with lines of building. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.
- E. In finished areas except as otherwise indicated, conceal pipes, ducts, and wiring within the construction. Coordinate locations of fixtures and outlets with finish elements.
- F. Coordinate completion and clean-up of work of separate sections.
- G. After Owner occupancy of premises, coordinate access to site for correction of defective work and work not in accordance with Contract Documents, to minimize disruption of Owner's activities.

PART 2 PRODUCTS

2.01 PATCHING MATERIALS

- A. New Materials: As specified in product sections; match existing products and work for patching and extending work.
- B. Type and Quality of Existing Products: Determine by inspecting and testing products where necessary, referring to existing work as a standard.
- C. Product Substitution: For any proposed change in materials, submit request for substitution described in Section 01 6000 - Product Requirements.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that existing site conditions and substrate surfaces are acceptable for subsequent work. Start of work means acceptance of existing conditions.
- B. Verify that existing substrate is capable of structural support or attachment of new work being applied or attached.
- C. Examine and verify specific conditions described in individual specification sections.
- D. Take field measurements before confirming product orders or beginning fabrication, to minimize waste due to over-ordering or misfabrication.
- E. Verify that utility services are available, of the correct characteristics, and in the correct locations.
- F. Prior to Cutting: Examine existing conditions prior to commencing work, including elements subject to damage or movement during cutting and patching. After uncovering existing work, assess conditions affecting performance of work. Beginning of cutting or patching means acceptance of existing conditions.

3.02 PREPARATION

- A. Clean substrate surfaces prior to applying next material or substance.
- B. Seal cracks or openings of substrate prior to applying next material or substance.
- C. Apply manufacturer required or recommended substrate primer, sealer, or conditioner prior to applying any new material or substance in contact or bond.

3.03 GENERAL INSTALLATION REQUIREMENTS

- A. Install products as specified in individual sections, in accordance with manufacturer's instructions and recommendations, and so as to avoid waste due to necessity for replacement.
- B. Make vertical elements plumb and horizontal elements level, unless otherwise indicated.
- C. Install equipment and fittings plumb and level, neatly aligned with adjacent vertical and horizontal lines, unless otherwise indicated.
- D. Make consistent texture on surfaces, with seamless transitions, unless otherwise indicated.
- E. Make neat transitions between different surfaces, maintaining texture and appearance.

3.04 ALTERATIONS

- A. Drawings showing existing construction and utilities are based on casual field observation and existing record documents only.
 - 1. Verify that construction and utility arrangements are as indicated.
 - 2. Report discrepancies to Architect before disturbing existing installation.
 - 3. Beginning of alterations work constitutes acceptance of existing conditions.
- B. Remove existing work as indicated and as required to accomplish new work.
 - 1. Remove items indicated on drawings.
 - 2. Relocate items indicated on drawings.
 - 3. Where new surface finishes are to be applied to existing work, perform removals, patch, and prepare existing surfaces as required to receive new finish; remove existing finish if necessary for successful application of new finish.
 - 4. Where new surface finishes are not specified or indicated, patch holes and damaged surfaces to match adjacent finished surfaces as closely as possible.
- C. Services (Including but not limited to HVAC, Plumbing, Fire Protection, Electrical, and Telecommunications): Remove, relocate, and extend existing systems to accommodate new construction.
 - 1. Maintain existing active systems that are to remain in operation; maintain access to equipment and operational components; if necessary, modify installation to allow access or provide access panel.

2. Where existing systems or equipment are not active and Contract Documents require reactivation, put back into operational condition; repair supply, distribution, and equipment as required.
 3. Where existing active systems serve occupied facilities but are to be replaced with new services, maintain existing systems in service until new systems are complete and ready for service.
 - a. Disable existing systems only to make switchovers and connections; minimize duration of outages.
 - b. Provide temporary connections as required to maintain existing systems in service.
 4. Verify that abandoned services serve only abandoned facilities.
 5. Remove abandoned pipe, ducts, conduits, and equipment, including those above accessible ceilings; remove back to source of supply where possible, otherwise cap stub and tag with identification; patch holes left by removal using materials specified for new construction.
- D. Protect existing work to remain.
1. Prevent movement of structure; provide shoring and bracing if necessary.
 2. Perform cutting to accomplish removals neatly and as specified for cutting new work.
 3. Repair adjacent construction and finishes damaged during removal work.
- E. Adapt existing work to fit new work: Make as neat and smooth transition as possible.
- F. Patching: Where the existing surface is not indicated to be refinished, patch to match the surface finish that existed prior to cutting. Where the surface is indicated to be refinished, patch so that the substrate is ready for the new finish.
- G. Refinish existing surfaces as indicated:
1. Where rooms or spaces are indicated to be refinished, refinish all visible existing surfaces to remain to the specified condition for each material, with a neat transition to adjacent finishes.
 2. If mechanical or electrical work is exposed accidentally during the work, re-cover and refinish to match.
- H. Clean existing systems and equipment.
- I. Remove demolition debris and abandoned items from alterations areas and dispose of off-site; do not burn or bury.
- J. Do not begin new construction in alterations areas before demolition is complete.
- K. Comply with all other applicable requirements of this section.

3.05 CUTTING AND PATCHING

- A. Whenever possible, execute the work by methods that avoid cutting or patching.
- B. See Alterations article above for additional requirements.
- C. Perform whatever cutting and patching is necessary to:
 1. Complete the work.
 2. Fit products together to integrate with other work.
 3. Provide openings for penetration of mechanical, electrical, and other services.
 4. Match work that has been cut to adjacent work.
 5. Repair areas adjacent to cuts to required condition.
 6. Repair new work damaged by subsequent work.
 7. Remove samples of installed work for testing when requested.
 8. Remove and replace defective and non-complying work.
- D. Execute work by methods that avoid damage to other work and that will provide appropriate surfaces to receive patching and finishing. In existing work, minimize damage and restore to original condition.
- E. Employ original installer to perform cutting for weather exposed and moisture resistant elements, and sight exposed surfaces.

- F. Cut rigid materials using masonry saw or core drill. Pneumatic tools not allowed without prior approval.
- G. Restore work with new products in accordance with requirements of Contract Documents.
- H. Fit work air tight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
- I. At penetrations of fire rated walls, partitions, ceiling, or floor construction, completely seal voids with fire rated material in accordance with Section 07 8400, to full thickness of the penetrated element.
- J. Patching:
 1. Finish patched surfaces to match finish that existed prior to patching. On continuous surfaces, refinish to nearest intersection or natural break. For an assembly, refinish entire unit.
 2. Match color, texture, and appearance.
 3. Repair patched surfaces that are damaged, lifted, discolored, or showing other imperfections due to patching work. If defects are due to condition of substrate, repair substrate prior to repairing finish.

3.06 PROGRESS CLEANING

- A. Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition.
- B. Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, prior to enclosing the space.
- C. Broom and vacuum clean interior areas prior to start of surface finishing, and continue cleaning to eliminate dust.
- D. Collect and remove waste materials, debris, and trash/rubbish from site periodically and dispose off-site; do not burn or bury.

3.07 PROTECTION OF INSTALLED WORK

- A. Protect installed work from damage by construction operations.
- B. Provide special protection where specified in individual specification sections.
- C. Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage.
- D. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings.
- E. Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials.
- F. Prohibit traffic or storage upon waterproofed or roofed surfaces. If traffic or activity is necessary, obtain recommendations for protection from waterproofing or roofing material manufacturer.
- G. Remove protective coverings when no longer needed; reuse or recycle coverings if possible.

3.08 ADJUSTING

- A. Adjust operating products and equipment to ensure smooth and unhindered operation.

3.09 FINAL CLEANING

- A. Use cleaning materials that are nonhazardous.
- B. Clean interior and exterior glass, surfaces exposed to view; remove temporary labels, stains and foreign substances, polish transparent and glossy surfaces, vacuum carpeted and soft surfaces.
- C. Remove all labels that are not permanent. Do not paint or otherwise cover fire test labels or nameplates on mechanical and electrical equipment.
- D. Clean equipment and fixtures to a sanitary condition with cleaning materials appropriate to the surface and material being cleaned.

- E. Clean filters of operating equipment.
- F. Clean site; sweep paved areas, rake clean landscaped surfaces.
- G. Remove waste, surplus materials, trash/rubbish, and construction facilities from the site; dispose of in legal manner; do not burn or bury.

3.10 CLOSEOUT PROCEDURES

- A. Make submittals that are required by governing or other authorities.
- B. Accompany Project Coordinator on preliminary inspection to determine items to be listed for completion or correction in the Contractor's Correction Punch List for Contractor's Notice of Substantial Completion.
- C. Notify Architect when work is considered ready for Architect's Substantial Completion inspection.
- D. Submit written certification containing Contractor's Correction Punch List, that Contract Documents have been reviewed, work has been inspected, and that work is complete in accordance with Contract Documents and ready for Architect's Substantial Completion inspection.
- E. Conduct Substantial Completion inspection and create Final Correction Punch List containing Architect's and Contractor's comprehensive list of items identified to be completed or corrected and submit to Architect.
- F. Correct items of work listed in Final Correction Punch List and comply with requirements for access to Owner-occupied areas.
- G. Notify Architect when work is considered finally complete and ready for Architect's Substantial Completion final inspection.
- H. Complete items of work determined by Architect listed in executed Certificate of Substantial Completion.

END OF SECTION

SECTION 01 7800
CLOSEOUT SUBMITTALS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Project Record Documents.
- B. Operation and Maintenance Data.
- C. Warranties and bonds.

1.02 RELATED REQUIREMENTS

- A. Section 01 3000 - Administrative Requirements: Submittals procedures, shop drawings, product data, and samples.
- B. Individual Product Sections: Specific requirements for operation and maintenance data.
- C. Individual Product Sections: Warranties required for specific products or Work.

1.03 SUBMITTALS

- A. Project Record Documents: Submit documents to Architect with claim for final Application for Payment.
- B. Operation and Maintenance Data:
 - 1. Submit two copies of preliminary draft or proposed formats and outlines of contents before start of Work. Architect will review draft and return one copy with comments.
 - 2. For equipment, or component parts of equipment put into service during construction and operated by Owner, submit completed documents within ten days after acceptance.
 - 3. Submit one copy of completed documents 15 days prior to final inspection. This copy will be reviewed and returned after final inspection, with Architect comments. Revise content of all document sets as required prior to final submission.
 - 4. Submit two sets of revised final documents in final form within 10 days after final inspection.
- C. Warranties and Bonds:
 - 1. For equipment or component parts of equipment put into service during construction with Owner's permission, submit documents within 10 days after acceptance.
 - 2. Make other submittals within 10 days after Date of Substantial Completion, prior to final Application for Payment.
 - 3. For items of Work for which acceptance is delayed beyond Date of Substantial Completion, submit within 10 days after acceptance, listing the date of acceptance as the beginning of the warranty period.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 PROJECT RECORD DOCUMENTS

- A. Maintain on site one set of the following record documents; record actual revisions to the Work:
 - 1. Drawings.
 - 2. Addenda.
 - 3. Change Orders and other modifications to the Contract.
- B. Ensure entries are complete and accurate, enabling future reference by Owner.
- C. Store record documents separate from documents used for construction.
- D. Record information concurrent with construction progress.
- E. Record Drawings: Legibly mark each item to record actual construction including:
 - 1. Field changes of dimension and detail.
 - 2. Details not on original Contract drawings.

3.02 OPERATION AND MAINTENANCE DATA

- A. Source Data: For each product or system, list names, addresses and telephone numbers of Subcontractors and suppliers, including local source of supplies and replacement parts.
- B. Product Data: Mark each sheet to clearly identify specific products and component parts, and data applicable to installation. Delete inapplicable information.
- C. Drawings: Supplement product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams. Do not use Project Record Documents as maintenance drawings.
- D. Typed Text: As required to supplement product data. Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions.

3.03 OPERATION AND MAINTENANCE DATA FOR MATERIALS AND FINISHES

- A. For Each Product, Applied Material, and Finish:
- B. Instructions for Care and Maintenance: Manufacturer's recommendations for cleaning agents and methods, precautions against detrimental cleaning agents and methods, and recommended schedule for cleaning and maintenance.
- C. Where additional instructions are required, beyond the manufacturer's standard printed instructions, have instructions prepared by personnel experienced in the operation and maintenance of the specific products.

3.04 ASSEMBLY OF OPERATION AND MAINTENANCE MANUALS

- A. Assemble operation and maintenance data into durable manuals for Owner's personnel use, with data arranged in the same sequence as, and identified by, the specification sections.
- B. Where systems involve more than one specification section, provide separate tabbed divider for each system.
- C. Binders: Commercial quality, 8-1/2 by 11 inch three D side ring binders with durable plastic covers; 2 inch maximum ring size. When multiple binders are used, correlate data into related consistent groupings.
- D. Cover: Identify each binder with typed or printed title OPERATION AND MAINTENANCE INSTRUCTIONS; identify title of Project; identify subject matter of contents.
- E. Project Directory: Title and address of Project; names, addresses, and telephone numbers of Architect, Consultants, Contractor and subcontractors, with names of responsible parties.
- F. Tables of Contents: List every item separated by a divider, using the same identification as on the divider tab; where multiple volumes are required, include all volumes Tables of Contents in each volume, with the current volume clearly identified.
- G. Dividers: Provide tabbed dividers for each separate product and system; identify the contents on the divider tab; immediately following the divider tab include a description of product and major component parts of equipment.
- H. Text: Manufacturer's printed data, or typewritten data on 20 pound paper.
- I. Drawings: Provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.

3.05 WARRANTIES AND BONDS

- A. Obtain warranties and bonds, executed in duplicate by responsible Subcontractors, suppliers, and manufacturers, within 10 days after completion of the applicable item of work. Except for items put into use with Owner's permission, leave date of beginning of time of warranty until Date of Substantial completion is determined.
- B. Verify that documents are in proper form, contain full information, and are notarized.
- C. Co-execute submittals when required.

D. Retain warranties and bonds until time specified for submittal.

END OF SECTION

SECTION 05 5000
METAL FABRICATIONS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Shop fabricated steel items.

1.02 REFERENCE STANDARDS

- A. ASTM A36/A36M - Standard Specification for Carbon Structural Steel; 2014.
- B. ASTM A501/A501M - Standard Specification for Hot-Formed Welded and Seamless Carbon Steel Structural Tubing; 2014.
- C. SSPC-Paint 15 - Steel Joist Shop Primer/Metal Building Primer; 1999 (Ed. 2004).

1.03 SUBMITTALS

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Shop Drawings: Indicate profiles, sizes, connection attachments, reinforcing, anchorage, size and type of fasteners, and accessories. Include erection drawings, elevations, and details where applicable.

PART 2 PRODUCTS

2.01 MATERIALS - STEEL

- A. Steel Sections: ASTM A36/A36M.
- B. Steel Tubing: ASTM A501/A501M hot-formed structural tubing.
- C. Shop and Touch-Up Primer: SSPC-Paint 15, complying with VOC limitations of authorities having jurisdiction.

2.02 FABRICATION

- A. Fit and shop assemble items in largest practical sections, for delivery to site.
- B. Fabricate items with joints tightly fitted and secured.
- C. Grind exposed joints flush and smooth with adjacent finish surface. Make exposed joints butt tight, flush, and hairline. Ease exposed edges to small uniform radius.
- D. Supply components required for anchorage of fabrications. Fabricate anchors and related components of same material and finish as fabrication, except where specifically noted otherwise.

2.03 FABRICATED ITEMS

- A. Post supports Not Attached to Structural Framing: For support of glazing assemblies; prime paint finish.

2.04 FINISHES - STEEL

- A. Prime paint steel items.
- B. Prime Painting: One coat.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that field conditions are acceptable and are ready to receive work.

3.02 PREPARATION

- A. Clean and strip primed steel items to bare metal where site welding is required.

3.03 INSTALLATION

- A. Install items plumb and level, accurately fitted, free from distortion or defects.
- B. Provide for erection loads, and for sufficient temporary bracing to maintain true alignment until completion of erection and installation of permanent attachments.

C. Obtain approval prior to site cutting or making adjustments not scheduled.

END OF SECTION

SECTION 06 2000
FINISH CARPENTRY

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Finish carpentry items.
- B. Hardware and attachment accessories.

1.02 REFERENCE STANDARDS

- A. AWI/AWMAC/WI (AWS) - Architectural Woodwork Standards; 2014, with Errata (2018).
- B. AWMAC/WI (NAAWS) - North American Architectural Woodwork Standards, U.S. Version 3.1; 2017, with Errata (2019).
- C. BHMA A156.9 - American National Standard for Cabinet Hardware; 2015.
- D. NEMA LD 3 - High-Pressure Decorative Laminates; 2005.

1.03 SUBMITTALS

- A. See Section 01 3000 - Administrative Requirements for submittal procedures.
- B. Shop Drawings: Indicate materials, component profiles, fastening methods, jointing details, and accessories.
 - 1. Scale of Drawings: 1-1/2 inch to 1 foot, minimum.
 - 2. Provide the information required by AWI/AWMAC/WI (AWS) or AWMAC/WI (NAAWS).
- C. Samples: Submit two samples of wood paneling to match existing, full size, illustrating finish.

1.04 QUALITY ASSURANCE

- A. Fabricator Qualifications: Company specializing in fabricating the products specified in this section with minimum five years of documented experience.

1.05 DELIVERY, STORAGE, AND HANDLING

- A. Deliver factory-fabricated units to project site in original packages, containers or bundles bearing brand name and identification.
- B. Protect from moisture damage.

PART 2 PRODUCTS

2.01 FINISH CARPENTRY ITEMS

- A. Quality Standard: Custom Grade, in accordance with AWI/AWMAC/WI (AWS) or AWMAC/WI (NAAWS), unless noted otherwise.
- B. Interior Woodwork Items:
 - 1. Interior paneling, match existing species and finish.
 - 2. Trim, gate frames, gate, match existing species and finishes..

2.02 PLASTIC LAMINATE MATERIALS

- A. Plastic Laminate: NEMA LD 3; color as selected by Architect; textured, low gloss finish.

2.03 FASTENINGS

- A. Adhesive for Purposes Other Than Laminate Installation: Suitable for the purpose; not containing formaldehyde or other volatile organic compounds.
- B. Fasteners for Exterior Applications: Stainless steel; length required to penetrate wood substrate 1-1/2 inch minimum.

2.04 ACCESSORIES

- A. Adhesive: Type recommended by fabricator to suit application.
- B. Lumber for Shimming and Blocking: Softwood lumber of any species.
- C. Wood Filler: Solvent base, tinted to match surface finish color.

2.05 HARDWARE

- A. Hardware: Comply with BHMA A156.9.
- B. Heavy Duty self closing hinges. Black.
- C. Standard Shelf, Countertop, and Workstation Brackets:
 - 1. Material: Steel.
 - 2. Finish: Manufacturer's standard, factory-applied, textured powder coat.
 - 3. Color: Black.

2.06 WOOD TREATMENT

- A. Redry wood after pressure treatment to maximum 5 percent moisture content.

2.07 FABRICATION

- A. Shop assemble work for delivery to site, permitting passage through building openings.
- B. Cap exposed plastic laminate finish edges with material of same finish and pattern.
- C. When necessary to cut and fit on site, provide materials with ample allowance for cutting. Provide trim for scribing and site cutting.
- D. Apply plastic laminate finish in full uninterrupted sheets consistent with manufactured sizes. Fit corners and joints hairline; secure with concealed fasteners. Slightly bevel arises. Locate counter butt joints minimum 2 feet from sink cut-outs.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify adequacy of backing and support framing.

3.02 INSTALLATION

- A. Install custom fabrications in accordance with AWI/AWMAC/WI (AWS) or AWMAC/WI (NAAWS) requirements for grade indicated.
- B. Set and secure materials and components in place, plumb and level.
- C. Carefully scribe work abutting other components, with maximum gaps of 1/32 inch. Do not use additional overlay trim to conceal larger gaps.

3.03 PREPARATION FOR SITE FINISHING

- A. Set exposed fasteners. Apply wood filler in exposed fastener indentations. Sand work smooth.

END OF SECTION

SECTION 08 5653
SECURITY WINDOWS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Security transaction windows with pass-through device.

1.02 REFERENCE STANDARDS

- A. ASTM B221 - Standard Specification for Aluminum and Aluminum-Alloy Extruded Bars, Rods, Wire, Profiles, and Tubes; 2014.
- B. ASTM B221M - Standard Specification for Aluminum and Aluminum-Alloy Extruded Bars, Rods, Wire, Profiles, and Tubes (Metric); 2013.
- C. SSPC-Paint 33 - Coal-Tar Mastic Coating, Cold Applied; 2015.
- D. UL 752 - Standard for Bullet-Resisting Equipment; Current Edition, Including All Revisions.

1.03 ADMINISTRATIVE REQUIREMENTS

- A. Coordination: Furnish anchorages, including sleeves, concrete inserts, anchor bolts, and items with integral anchors, to be embedded into concrete or masonry, with setting diagrams and installation, to applicable installer in time for installation.
- B. Preinstallation Meeting: Prior to start of installation arrange a meeting on site to familiarize installer and installers of related work with requirements relating to this work.

1.04 SUBMITTALS

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Product Data: Manufacturer's published data showing materials, construction details, dimensions of components, and finishes.
- C. Shop Drawings: Drawings prepared specifically for this project, showing plans, elevations, sections, details of construction, anchorage to other work, hardware, and glazing.
 - 1. For existing openings show verified field dimensions.
 - 2. For field glazed windows, include detailed instructions for glazing installation.
- D. Test Reports: Test reports for specific window model and glazing to be furnished, showing compliance with specified requirements; window and glazing may be tested separately, provided window test sample adequately simulates the glazing to be used.
 - 1. Include testing agency qualifications.
- E. Samples of Color Anodized Finishes: Frame member sections showing range of color to be expected in finished work.
- F. Samples:
 - 1. Actual sections of frame members, at least 12 inch long, showing finish, weatherstripping, and fasteners.
- G. Coordination Drawings: For each window opening, show locations and details of items necessary to anchor windows that must be installed by others, in sufficient detail that installer of those items can do so correctly without reference to the actual window itself.
- H. Maintenance Materials: Furnish the following for Owner's use in maintenance of project.
 - 1. See Section 01 6000 - Product Requirements, for additional provisions.
 - 2. Extra Security Fasteners: At least one box for every 50 boxes, or fraction thereof, of each type and size installed; provide products matching those installed, packaged and labeled.
 - 3. Tool Kit: 6 sets of tools for security fasteners.

1.05 QUALITY ASSURANCE

- A. Manufacturer Qualifications: Firm with at least 5 years experience in the manufacture of windows of the type specified and able to provide test reports showing that their standard manufactured products meet the specified requirements; custom designed products not acceptable.

- B. Testing Agency Qualifications: Independent testing agency able to show experience in conducting tests of the type specified and:
- C. Installer Qualifications: Company specializing in performing work of the type specified and with at least three years of documented experience.

1.06 WARRANTY

- A. See Section 01 7800 - Closeout Submittals, for additional warranty requirements.
- B. Provide manufacturer's warranty agreeing to repair or replace windows and window components that fail within three years after Date of Substantial Completion due to, but not limited to, the following:
 - 1. Structural failure, failure of welds, and deterioration of metals and finishes beyond that expected under detention use and normal weathering.
 - 2. Failure of glazing due to excessive deflection of supporting members under wind load.

PART 2 PRODUCTS

2.01 MANUFACTURERS

- A. Security Glazing:
 - 1. Total Security Solutions; www.tssbulletproff.com.
 - 2. Substitutions: See Section 01 6000 - Product Requirements.

2.02 ASSEMBLIES

- A. Security and Detention Windows:
 - 1. Dimensions, profiles, features, and performance specified and indicated on drawings are required; do not deviate unless specifically approved by Architect under substitution procedures specified in Section 01 6000.
 - 2. Design to fit openings indicated on drawings; design to accommodate deviation of actual construction from dimensions indicated on drawings.
 - 3. Fabricate frames and sash with corners mitered or coped full depth with concealed welded joints.
 - 4. Design anchorages to provide performance equivalent to that required for window unit; provide anchorages at least equivalent to those by which the tested units were anchored to the test frame.
 - 5. Separate dissimilar metals to prevent corrosion by galvanic action by painting contact surfaces with primer or with sealant or tape recommended by manufacturer for the purpose.
 - 6. Weld components before finishing and in concealed locations, to greatest extent possible; minimize distortion and discoloration of finish; remove residue of welding; grind exposed welds smooth and finish to match.
 - 7. Label units to indicate which side is which, such as inside/outside or secure/non-secure; use labels that are removable after installation but durable enough not to be lost during delivery, storage, handling, and installation.

2.03 SECURITY TRANSACTION WINDOWS WITH PASS-THROUGH DEVICE

- A. Security Transaction Windows with Pass-Though Device:
 - 1. Location: Built within interior wall, as indicated on drawings.
 - 2. Type of Use: Walk-up.
 - 3. Ballistic Resistance: Tested to meet UL 752, Level 3.
 - 4. Window Type: Fixed and Sliding.
 - a. Operation: Self-closing manual.
 - b. Overall Window Frame Size: As indicated on drawings.
 - c. Frame Material: Aluminum.
 - 1) Finish: As selected from manufactures standard colors and finishes.
 - 5. Glazing: Single (monolithic), clear, and ballistic resistant.
 - 6. Pass-Through Device: Opening at base of glazing.
 - 7. Communication: Speak hole opening.

- a. The system consists of custom prefabricated bullet resistant wall section panels with secure air passage through the window transaction point as required for voice transmission.
- 8. Manufacturers:
 - a. Total Security Solution; www.tssbulletproof.com.
 - b. Substitutions: See Section 01 6000 - Product Requirements.

2.04 ASSEMBLY COMPONENTS

- A. Aluminum Framing: ASTM B221 (ASTM B221M) extrusions of alloy and temper selected by manufacturer for strength, corrosion resistance, and finish required; not less than 1/8 inch thick at any location of frame and sash members.
- B. Frame Anchors: Mild steel plates, shapes, or bars, concealed in completed construction; provide anchorage devices as necessary to securely fasten windows to adjacent construction; use security fasteners for exposed anchors.
 - 1. Provide minimum of two anchors per side of window plus one additional anchor for each 18 inches or fraction thereof more than 36 inches in height or width.
- C. Glazing Seals: Factory installed; molded EPDM or neoprene compressible gaskets and compression strips.
- D. Bituminous Paint: Cold-applied asbestos-free asphalt mastic, complying with SSPC-Paint 33; 30 mils, 0.030 inch minimum thickness per coat.

2.05 FINISHES

- A. Color: As selected by Architect from manufacturer's standard range.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that window openings are ready for installation of windows.
- B. Notify Architect if conditions are not suitable for installation of windows; do not proceed until conditions are satisfactory.

3.02 INSTALLATION

- A. Install in accordance with manufacturer's instructions and drawing details.
- B. Install windows in correct orientation (inside/outside or secure/non-secure).
- C. Anchor windows securely in manner so as to achieve performance specified.
- D. Separate metal members from concrete and masonry using bituminous paint.
- E. Set sill members and sill flashing in continuous bead of sealant.

3.03 ADJUSTING

- A. Adjust operating components for smooth operation while also providing tight fit at contact points and a secure enclosure; lubricate operating hardware.

3.04 CLEANING

- A. Clean exposed surfaces promptly after installation without damaging finishes.
- B. Remove and replace defective work.

END OF SECTION

SECTION 09 2116
GYPHUM BOARD ASSEMBLIES

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Performance criteria for gypsum board assemblies.
- B. Metal stud wall framing.
- C. Metal channel ceiling framing.
- D. Acoustic insulation.
- E. Gypsum wallboard.
- F. Joint treatment and accessories.

1.02 REFERENCE STANDARDS

- A. ASTM C645 - Standard Specification for Nonstructural Steel Framing Members; 2018.
- B. ASTM C754 - Standard Specification for Installation of Steel Framing Members to Receive Screw-Attached Gypsum Panel Products; 2020.
- C. ASTM C840 - Standard Specification for Application and Finishing of Gypsum Board; 2019b.
- D. ASTM C954 - Standard Specification for Steel Drill Screws for the Application of Gypsum Panel Products or Metal Plaster Bases to Steel Studs From 0.033 in. (0.84 mm) to 0.112 in. (2.84 mm) in Thickness; 2018.
- E. ASTM C1002 - Standard Specification for Steel Self-Piercing Tapping Screws for Application of Gypsum Panel Products or Metal Plaster Bases to Wood Studs or Steel Studs; 2018.
- F. ASTM C1047 - Standard Specification for Accessories For Gypsum Wallboard and Gypsum Veneer Base; 2019.
- G. ASTM C1396/C1396M - Standard Specification for Gypsum Board; 2017.
- H. ASTM E90 - Standard Test Method for Laboratory Measurement of Airborne Sound Transmission Loss of Building Partitions and Elements; 2009 (Reapproved 2016).
- I. ASTM E413 - Classification for Rating Sound Insulation; 2016.
- J. GA-216 - Application and Finishing of Gypsum Panel Products; 2016.

1.03 SUBMITTALS

- A. See Section 01 3000 - Administrative Requirements for submittal procedures.
- B. Shop Drawings: Indicate special details associated with fireproofing and acoustic seals.
- C. Product Data: Provide manufacturer's data on partition head to structure connectors, showing compliance with requirements.

PART 2 PRODUCTS

2.01 GYPHUM BOARD ASSEMBLIES

- A. Provide completed assemblies complying with ASTM C840 and GA-216.
- B. Interior Partitions: Provide completed assemblies with the following characteristics:
 - 1. Acoustic Attenuation: STC of 45-49 calculated in accordance with ASTM E413, based on tests conducted in accordance with ASTM E90.

2.02 METAL FRAMING MATERIALS

- A. Non-structural Framing System Components: ASTM C645; galvanized sheet steel, of size and properties necessary to comply with ASTM C754 for the spacing indicated, with maximum deflection of wall framing of L/120 at 5 psf.
 - 1. Studs: C-shaped with knurled or embossed faces.
 - 2. Runners: U shaped, sized to match studs.
 - 3. Ceiling Channels: C-shaped.

- B. Partition Head To Structure Connections: Provide track fastened to structure with legs of sufficient length to accommodate deflection, for friction fit of studs cut short and fastened as indicated on drawings.
- C. Non-structural Framing Accessories:
 - 1. Ceiling Hangers: Type and size as specified in ASTM C754 for spacing required.

2.03 BOARD MATERIALS

- A. Gypsum Wallboard: Paper-faced gypsum panels as defined in ASTM C1396/C1396M; sizes to minimize joints in place; ends square cut.
 - 1. Application: Use for vertical surfaces and ceilings, unless otherwise indicated.
 - 2. Thickness:
 - a. Vertical Surfaces: 5/8 inch.
 - b. Ceilings: 5/8 inch.

2.04 GYPSUM WALLBOARD ACCESSORIES

- A. Beads, Joint Accessories, and Other Trim: ASTM C1047, rigid plastic, galvanized steel, or rolled zinc, unless noted otherwise.
- B. Screws for Fastening of Gypsum Panel Products to Cold-Formed Steel Studs Less than 0.033 inches in Thickness and Wood Members: ASTM C1002; self-piercing tapping screws, corrosion-resistant.
- C. Screws for Fastening of Gypsum Panel Products to Steel Members from 0.033 to 0.112 inch in Thickness: ASTM C954; steel drill screws, corrosion-resistant.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that project conditions are appropriate for work of this section to commence.

3.02 FRAMING INSTALLATION

- A. Metal Framing: Install in accordance with ASTM C754 and manufacturer's instructions.
- B. Suspended Ceilings and Soffits: Space framing and furring members as indicated.
- C. Studs: Space studs at 16 inches on center.
 - 1. Extend partition framing to structure where indicated and to ceiling in other locations.
 - 2. Partitions Terminating at Ceiling: Attach ceiling runner securely to ceiling track in accordance with manufacturer's instructions.
 - 3. Partitions Terminating at Structure: Attach extended leg top runner to structure, maintain clearance between top of studs and structure, and brace both flanges of studs with continuous bridging.

3.03 ACOUSTIC ACCESSORIES INSTALLATION

- A. Acoustic Insulation: Place tightly within spaces, around cut openings, behind and around electrical and mechanical items within partitions, and tight to items passing through partitions.
- B. Acoustic Sealant: Install in accordance with manufacturer's instructions.

3.04 BOARD INSTALLATION

- A. Comply with ASTM C840, GA-216, and manufacturer's instructions. Install to minimize butt end joints, especially in highly visible locations.
- B. Installation on Metal Framing: Use screws for attachment of gypsum board except face layer of nonrated double-layer assemblies, which may be installed by means of adhesive lamination.

3.05 JOINT TREATMENT

- A. Finish gypsum board in accordance with levels defined in ASTM C840, as follows:
 - 1. Level 4: Walls and ceilings to receive paint finish or wall coverings, unless otherwise indicated.
 - 2. Level 2: In utility areas, behind cabinetry, and on backing board to receive tile finish.

- B. Tape, fill, and sand exposed joints, edges, and corners to produce smooth surface ready to receive finishes.
 - 1. Feather coats of joint compound so that camber is maximum 1/32 inch.

3.06 TOLERANCES

- A. Maximum Variation of Finished Gypsum Board Surface from True Flatness: 1/8 inch in 10 feet in any direction.

END OF SECTION

**SECTION 12 3600
COUNTERTOPS**

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Countertops for architectural cabinet work.
- B. Wall-hung counters.

1.02 REFERENCE STANDARDS

- A. NEMA LD 3 - High-Pressure Decorative Laminates; 2005.

1.03 SUBMITTALS

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Shop Drawings: Complete details of materials and installation; combine with shop drawings of cabinets and casework specified in other sections.
- C. Selection Samples: For each finish product specified, color chips representing manufacturer's full range of available colors and patterns.

1.04 DELIVERY, STORAGE, AND HANDLING

- A. Store products in manufacturer's unopened packaging until ready for installation.
- B. Store and dispose of solvent-based materials, and materials used with solvent-based materials, in accordance with requirements of local authorities having jurisdiction.

PART 2 PRODUCTS

2.01 COUNTERTOPS

- A. Plastic Laminate Countertops: High-pressure decorative laminate (HPDL) sheet bonded to substrate.
 - 1. Laminate Sheet: NEMA LD 3, Grade HGS, 0.048 inch nominal thickness.
 - a. Finish: Matte or suede, gloss rating of 5 to 20.
 - b. Surface Color and Pattern: As selected by Architect from the manufacturer's full line.
 - 2. Exposed Edge Treatment: Square, substrate built up to minimum 1-1/4 inch thick; covered with matching laminate.
 - 3. Back and End Splashes: Same material, same construction.
 - 4. Grommets: Plastic, black.

2.02 MATERIALS

- A. Adhesives: Chemical resistant waterproof adhesive as recommended by manufacturer of materials being joined.

2.03 FABRICATION

- A. Fabricate tops and splashes in the largest sections practicable, with top surface of joints flush.
 - 1. Join lengths of tops using best method recommended by manufacturer.
 - 2. Fabricate to overhang fronts and ends of cabinets 1 inch except where top butts against cabinet or wall.
 - 3. Prepare all cutouts accurately to size; replace tops having improperly dimensioned or unnecessary cutouts or fixture holes.
- B. Provide back/end splash wherever counter edge abuts vertical surface unless otherwise indicated.
 - 1. Secure to countertop with concealed fasteners and with contact surfaces set in waterproof glue.
 - 2. Height: 4 inches, unless otherwise indicated.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Do not begin installation until substrates have been properly prepared.

- B. If substrate preparation is the responsibility of another installer, notify Architect of unsatisfactory preparation before proceeding.
- C. Verify that wall surfaces have been finished and mechanical and electrical services and outlets are installed in proper locations.

3.02 INSTALLATION

- A. Securely attach countertops to cabinets using concealed fasteners. Make flat surfaces level; shim where required.
- B. Attach plastic laminate countertops using screws with minimum penetration into substrate board of 5/8 inch.
- C. Seal joint between back/end splashes and vertical surfaces.

3.03 TOLERANCES

- A. Variation From Horizontal: 1/8 inch in 10 feet, maximum.
- B. Offset From Wall, Countertops: 1/8 inch maximum; 1/16 inch minimum.
- C. Field Joints: 1/8 inch wide, maximum.

3.04 CLEANING

- A. Clean countertops surfaces thoroughly.

END OF SECTION

KEIZER CITY HALL

INTERIOR REMODEL

930 CHEMAWA RD NE, KEIZER, OR 97307

STUDIO



ARCHITECTURE
INCORPORATED

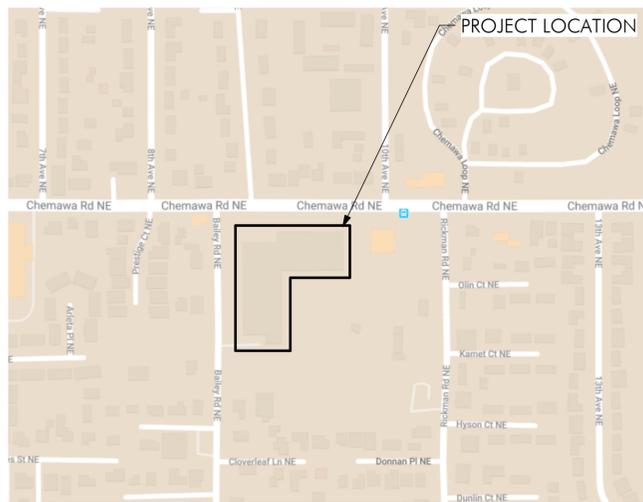
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IN THE EVENT CONFLICTS ARE DISCOVERED BETWEEN THE ORIGINAL SIGNED AND SEALED DOCUMENTS PREPARED BY THE ARCHITECTS AND/OR THEIR CONSULTANTS, AND ANY COPY OF THE DOCUMENTS TRANSMITTED BY MAIL, FAX, ELECTRONICALLY OR OTHERWISE, THE ORIGINAL SIGNED AND SEALED DOCUMENTS SHALL GOVERN.

PROJECT # 2020-108
DATE: 10/2/2020
REVISIONS

VICINITY MAP:



DRAWINGS LIST:

Sheet Number	Sheet Name	Sheet Issue Date	Current Revision	Revision Description	Sheet Number	Sheet Name	Sheet Issue Date	Current Revision	Revision Description
GENERAL DRAWINGS									
G0.01	COVER SHEET	09/02/20							
G0.02	GENERAL NOTES	09/02/20							
ARCHITECTURAL									
A1.11	LEVEL 01 - DEMOLITION PLAN	09/02/20							
A1.21	LEVEL 01 - FLOOR PLAN	09/02/20							
A1.22	LEVEL 01 - ENLARGED FLOOR PLAN	09/02/20							
A1.61	LEVEL 01 - REFLECTED CEILING PLAN	09/02/20							
A2.51	INTERIOR ELEVATIONS	09/02/20							
A2.52	INTERIOR ELEVATIONS	09/04/20							
A5.11	LEVEL 01 DETAIL PLANS	09/02/20							
A5.41	INTERIOR DETAILS	09/02/20							
E1.21	LEVEL 01 - SWITCH PLAN	09/10/20							
M2.01	MECHANICAL FLOOR PLAN	09/02/20							
M6.01	MECHANICAL DETAILS	09/29/20							
M6.02	MECHANICAL GENERAL NOTES	09/04/20							

PROJECT TEAM:

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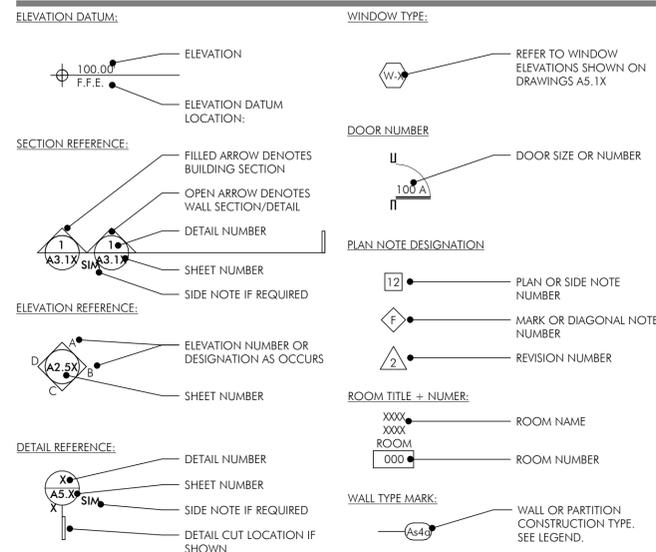
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AERIAL PHOTO:



SYMBOL LEGEND:



SCOPE OF WORK:

AT EXISTING LOBBY PROVIDE PHYSICAL BARRIERS FROM STAFF TO CUSTOMER AREA AT TRANSACTION COUNTERS.

CODE REVIEW

NO CHANGE IN OCCUPANCY OR USE OR EXISTING.
B-OCCUPANCY.

INTERIOR REMODEL:
KEIZER CITY HALL
 930 CHEMAWA RD NE, KEIZER, OR 97307

SHEET:
G0.01

GENERAL NOTES:

- General notes apply to all drawings.
- All construction shall comply with the 2019 Oregon Structural Specialty Code. Construction shall comply with any titles/rules/laws the local jurisdiction enforces up to and beyond the 2014 Oregon Structural Specialty Code. Accessibility shall comply with the ANSI/ICC A117.1-2009.
- Contractor or its subcontractors shall be responsible for obtaining and paying for all inspections and tests required by any government agency to implement the plans and accept any required special inspections or reports, which shall be paid for by the owner.
- Work shown on these drawings is to be supplied, furnished, constructed, installed all as per the general conditions and the specifications: exceptions as described by the following abbreviations:
 - CFCI Contractor Furnished - Contractor Installed
 - OFCI Owner Furnished - Contractor Installed
 - OFOI Owner Furnished - Owner Installed
 - NIC OR N.I.C. Not in contract or not a part of this contract.
- Do not scale drawings, dimensions govern. The general contractor shall notify the architect of any discrepancies immediately. All dimensions are to face of stud or concrete, unless otherwise noted, those indicated as clear shall be from finish.
- These drawings have been assembled for use at their current size and scale. The contractor assumes all responsibility for work not conforming to these documents due to the use of reduced scale drawings for estimating or construction purposes.
- Where construction details are not shown or noted for any part of the work, the work shall be executed consistent with the intent demonstrated by details provided for other work. If questions remain about intent, contact the architect prior to proceeding with the work.
- All surfaces and materials shall be thoroughly prepared smooth, clean, level and even. By commencing finish installation, the finish contractor signifies its acceptance of the substrate and thereby assumes responsibility for the quality of the installation.
- Where devices or items or parts thereof are referred to in singular, it is intended that such shall apply to as many such devices, items, or parts as are required to properly complete the work.
- The contractor shall layout the work prior to proceeding. The contractor shall notify the architect of all discrepancies with the layout. Such inspection shall not relieve the contractor of responsibility to conform to the intent of the contract documents.
- Unless otherwise noted, dimensions, placements and alignments shown are critical for the installation of furniture and equipment as well as for the use of the space by occupants. Finished dimensions may vary upward by 1/4" but may not vary downward. Where +/- is indicated variation of up to 3% shall be allowable. Alignments of new and existing conditions shall be finished to a smooth and monolithic appearance (gap shall be overlapped to an inside or outside corner where practicable to avoid cracking).
- Do not deviate from the construction documents without the architect's written approval. The contractor agrees to defend indemnify and hold harmless the architect from any claims arising as a result of changes to the work without prior approval from the architect.
- The general contractor shall be responsible for the timely arrival of all specified finish materials, equipment and any other materials to be utilized on the project. The general contractor shall notify the architect in writing within 10 days of date of contract of those specified items that may not be readily available and substitute items of equal quality and description. If notification is not received by the architect, the contractor accepts responsibility for the proper ordering and follow up of specified cost to the owner to insure availability of all specified items so as not to create a hardship on the owner nor delay progress of the work.
- If required construction barriers shall be installed by the general contractor, painted, detailed, and illuminated as per the architect's direction. No signs other than those authorized by the architect or owner will be permitted on this barricade.
- Neither the owner nor the architect will enforce safety measures or regulations. The contractor shall design, install and maintain all safety devices and shall be solely responsible for conforming to all local, state and federal safety and health standards, laws and regulations.
- All existing facilities to be maintained in-place by the contractor unless otherwise shown or directed. Contractor shall take all precautions necessary to support, maintain or otherwise protect existing utilities and other facilities at all times during construction. Contractor shall leave existing facilities in an equal or better-than-original condition and to the satisfaction of the architect/owner.
- The general contractor shall locate all existing utilities whether shown hereon or not and to protect them from damage. The general contractor shall bear all expenses of repair or replacement of utilities or other property damaged by operations in conjunction with the execution of his/her work.
- The general contractor shall secure all permits required by the local jurisdiction, state agency and/or county.
- Mechanical hvac, plumbing, fire suppression, low voltage and electrical work require separate permits. Trade subcontractors shall secure all required permits affecting their scope of work.
- Exit doors shall be operable from the inside without the use of a key or any special knowledge or effort. Exit doors shall swing in the direction of exit travel when serving an occupant load greater than 50.
- Install wall backing for all wall mounted items, including but not limited to the following: door stops, fixtures, wall cabinets, shelving, counters, toilet accessories, security equipment, hand rails, window covering tracks, equipment racks, etc.
- Coordinate location of recessed or semi-recessed items to avoid back to back installation and to reduce noise transfer through partitions.
- Provide water resistant gypsum board at bathtub/shower walls and bathroom ceilings.
- Architect shows fire extinguishers in general logical location: verify requirements and locations with local fire marshal. General contractor to provide fire extinguishers and cabinets (where called out).
- Specifications of material and equipment by the use of name, model number, and/or general coordinate installations with equipment dimensions, including equipment to be installed by the tenant.
- All work shall conform to standards of the industry for first quality workmanship and materials and shall conform to manufacturer's recommendations and specifications.
- Materials are specified by name, model number and description were practicable in order to avoid inaccuracies. The contractor shall review all specifications and notify the architect of any discrepancies in these documents prior to proceeding with the work.
- Floor material changes shall occur at the centerline of doors except where notes. See threshold details for special conditions (if any).
- Blocking and grounds at areas which have millwork, shelving, and tenant furnished furniture wall cabinets indicated on the drawings shall be included with the work.

SUBMITTALS:

- General: the contractor shall submit shop drawings, product data and samples.
- The general contractor shall thoroughly review and check all submittals, coordinating separate trades and verifying conformance with the contract documents. The designer shall not review and will return without review any drawings or submittals not reviewed and noted by the general contractor.
- Submittals shall include shop drawings, schedules and manufacturer's product and equipment cuts for all fixtures, equipment, finishes, special materials, specialties, millwork & casework, doors, frames, and hardware.
- Finish materials: contractor shall submit samples of all finishes and materials, finishes shall be on actual materials.
- Cut sheets: contractor shall submit manufacturer's cuts and spec sheets for all fixtures, including lighting, equipment, special materials, specialties, doors, frames and hardware.
- Minimum sample size:
 - Wood veneered products - 8 1/2" x 11" x 1/4"
 - Solid lumber - 50 square inches
 - Other finishes and miscellaneous materials - 6" x 6"
- Quantity of submittals:
 - Material samples: 3
 - Shop drawings: 1 pdf
 - Erection drawings: 1 pdf
- Submittal markings: the samples shall bear identification of the project, designer, general contractor, and the manufacturer.
- Quality grade of millwork and casework: AWI quality standards and specifications shall govern according to the following grades:
 - Casework: Premium Grade
 - Natural finish millwork: Premium Grade
 - Running trim: Custom Grade
 - Architectural flush doors (natural finish): Premium Grade

DEFERRED SUBMITTALS:

- Deferred submittal review process: the portions of the project listed below will be constructed using a design/build approach.
- The drawings included in this package are preliminary to provide a basis for bidding and planning.
- Construction drawings for the portions listed are to be provided by the contractor as "deferred submittal" drawings.
- The procedure for deferred submittal is as follows:
 - Contractor to review and provide submittal stamp of approval.
 - Deferred submittal shall be submitted to the architect for review.
 - Following the completion of the architects review the contractor shall submit to the authority having jurisdiction.
 - Work related to deferred submittal items shall not be performed until the deferred submittal documents have been approved by the authority having jurisdiction.
- The contractor is responsible for the following deferred submittals:
 - Fire suppression
 - Fire alarm (where applicable)
- Design-build coordination, design build services shall include but not be limited to the following:
 - Fire suppression
 - Fire alarm (approved first by general contractor)
- Final design, engineering and shop drawings shall be submitted to architect for review and approval prior to proceeding, shop drawings shall include all materials, configurations, attachments, and finishes.

DESIGN-BUILD NOTES:

- Design/Build services shall be required of the Contractor for the Sprinkler portions of the work. All systems new and existing shall be designed, modified, provided and/or installed as required by the new layout. Contractor shall submit design drawings and product submittals for all design/build systems to the designer and the building for review and approval.
- Conform to applicable codes, ordinances, specific building standards and industry standards for first class installations of all systems. Comply with building and lease specific requirements for emergency lighting, electrical service and sub-metering (contractor shall be responsible for the verification of adequacy of service and panel space). Contractor shall field verify and confirm with the building prior to submitting their bid for the work.
- Contractors shall be responsible for all design and documentation (including required design documents professionally sealed by an engineer where and as required by the local jurisdiction) as may be required for the full and complete installation of sprinkler systems, as well as applying and obtaining all permits, approvals, inspections and certificates required for the completion of the project for occupancy.
- Fire suppression system: contractor shall modify existing fire suppression system consistent with requirements of code, new use, NFPA, and owner's insurance underwriter. Submit shop drawings for approval of building's engineer.
- Sprinkler head types:
 - At gypsum board ceiling: fully recessed flush mounted type with white cover plates.
 - At suspended acoustic tile ceiling: centering not required, maintain min 6" from grid.
- Contractor shall be responsible for complete as-built documents at the completion of the project and shall submit reproducible copies to the landlord for their records.

R.C.P. GENERAL NOTES:

- Light fixtures, exit signs and other ceiling elements shall be located in center of individual ceiling plane or tile unless noted otherwise or as directed by architect.
- Provide ceiling access as required for equipment and systems maintenance. Verify manufacturer recommendations.
- Electrical contractor to provide all switches, dimmers and plates as required by design, multiple switches at one location shall be ganged together and furnished with one cover plate.
- The reflected ceiling plan indicates the location of ceiling types, ceiling fixtures light switches and associated items.
- Contractor to notify architect of any conflict of light fixture locations with main runners, ducts, etc. Prior to installation.
- Verify field conditions and locations of all plumbing, mechanical ducts, structural elements and any and all other applicable items. Install new plumbing, mechanical fans, ducts, conduits, and other related items so as to not conflict with lights and any unique field conditions.
- Furnish and install Underwriters Laboratory, Inc. (UL) labeled devices throughout.
- Any lighting control systems which utilize an automatic time switch, occupant-sensing device, automatic daylight control device, lumen maintenance control device or interior photocell sensor, shall be installed in accordance with the manufacturers instruction.
- Automatic daylight control devices and lumen maintenance control devices shall only control luminaries in the day lit area and have photocell sensors that are either ceiling mounted or located so that they are accessible only to authorized personnel.

FIRE SUPPRESSION SYSTEM GENERAL NOTES:

Contractor qualifications:

- Established fire protection contractor regularly engaged in the design and installation of automatic fire sprinkler systems.
- Employ workers experienced and skilled in this trade.
- System designer: qualified and certified for the design of fire protection sprinkler systems. NICET level III or IV technician or professional engineer experienced in the design of sprinkler systems.

Governing agency: all work in accordance with and accepted by the following hereafter referred to governing agencies:

- State of Oregon Fire Marshal.
- City of Portland, Oregon Fire Marshal.

Design requirements:

- Comply with the latest issue of NFPA Standard 13.
- Design, lay out and install hydraulically calculated wet and dry pipe systems, including standpipes, utilizing code approved automatic devices designed particularly for use in this type of system.
- Provide hydraulic calculation methods design data information in accordance with NFPA 13. Include all friction losses from point of flow test to remote sprinkler area.
- Fire sprinkler coverage: as required by the governing agency and including fire protection of all areas including the following:
 - Exterior canopies of combustible construction.
 - Covered decks and patios.
 - Covered parking areas.
 - Attic spaces of combustible construction.
 - Window wash sprinklers at exposures.
- Occupancy hazard: occupancy hazard designation in accordance with the governing agency requirements.
- Seismic restraint: include load calculations for seismic restraints.
- Contractor shall review all drawings and determine where unheated spaces, concealed combustible spaces, overhead doors, or similar special conditions exist and provide sprinkler protection as required.
- Revisions to the contractor's design required by the governing agency shall be at the contractor's expense.

STUDIO

3

ARCHITECTURE
INCORPORATED

275 COURT ST. NE
SALEM, OR 97301-3442
P: 503.390.6500
www.studio3architecture.com



IN THE EVENT CONFLICTS ARE DISCOVERED BETWEEN THE ORIGINAL SIGNED AND SEALED DOCUMENTS PREPARED BY THE ARCHITECTS AND/OR THEIR CONSULTANTS, AND ANY COPY OF THE DOCUMENTS TRANSMITTED BY MAIL, FAX, ELECTRONICALLY OR OTHERWISE, THE ORIGINAL SIGNED AND SEALED DOCUMENTS SHALL GOVERN.

PROJECT # 2020-108

DATE: 10/2/2020

REVISIONS

INTERIOR REMODEL:
KEIZER CITY HALL
930 CHEMAWA RD NE, KEIZER, OR 97307

SHEET:

GO.02

GENERAL DEMOLITION NOTES:

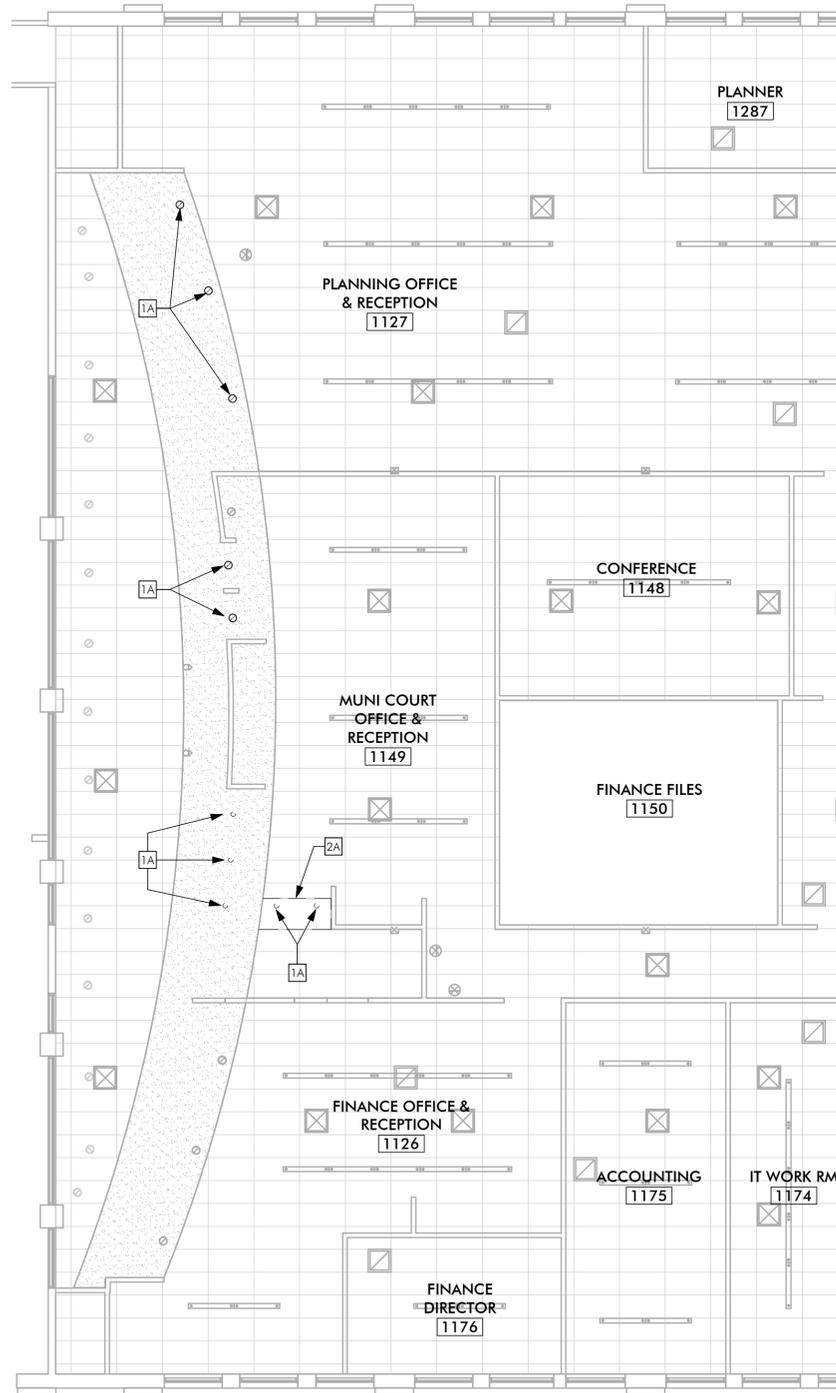
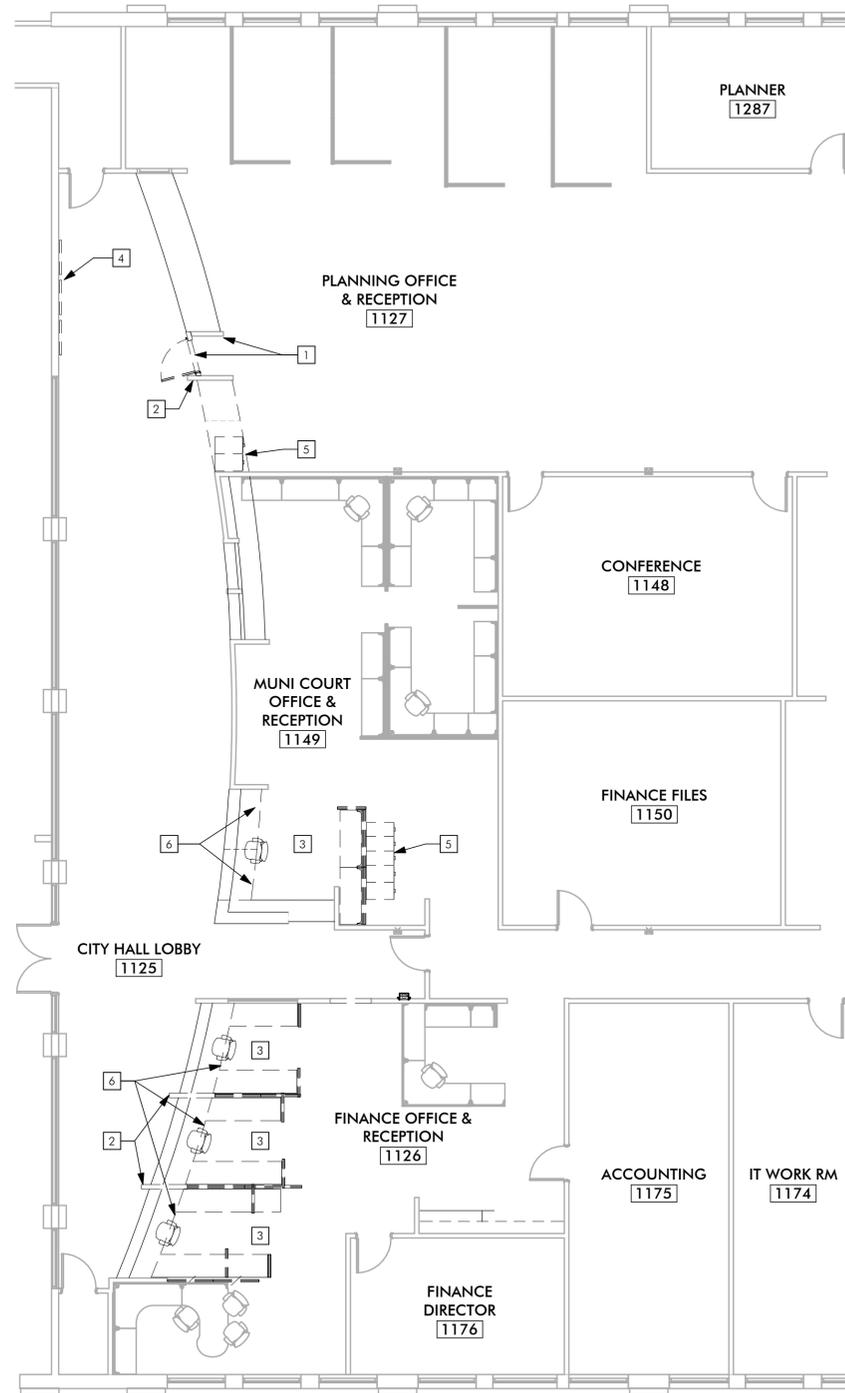
- GENERAL DEMOLITION NOTES APPLY TO ALL DEMOLITION DRAWINGS.
- COMPLY WITH APPLICABLE CODES AND REGULATIONS FOR DEMOLITION OPERATIONS AND SAFETY OF ADJACENT STRUCTURES AND THE PUBLIC.
 - OBTAIN REQUIRED PERMITS.
 - COMPLY WITH APPLICABLE REQUIREMENTS OF NFPA 241
 - PROVIDE, ERECT, AND MAINTAIN TEMPORARY BARRIERS AND SECURITY DEVICES.
 - USE PHYSICAL BARRIERS TO PREVENT ACCESS TO AREAS THAT COULD BE HAZARDOUS TO WORKERS OR THE PUBLIC.
 - CONDUCT OPERATIONS TO MINIMIZE EFFECTS ON AND INTERFERENCE WITH ADJACENT STRUCTURES AND OCCUPANTS.
 - DO NOT CLOSE OR OBSTRUCT ROADWAYS OR SIDEWALKS WITHOUT PERMIT.
 - CONDUCT OPERATIONS TO MINIMIZE OBSTRUCTION OF PUBLIC AND PRIVATE ENTRANCES AND EXITS; DO NOT OBSTRUCT REQUIRED EXITS AT ANY TIME; PROTECT PERSONS USING ENTRANCES AND EXITS FROM REMOVAL OPERATIONS.
- PERFORM DEMOLITION IN A MANNER THAT MAXIMIZES SALVAGE AND RECYCLING OF MATERIALS.
 - DISMANTLE EXISTING CONSTRUCTION AND SEPARATE MATERIALS.
 - SET ASIDE REUSABLE, RECYCLABLE, AND SALVAGEABLE MATERIALS; STORE AND DELIVER TO COLLECTION POINT OR POINT OF REUSE.
- HAZARDOUS MATERIALS: COMPLY WITH 29 CFR 1926 AND STATE AND LOCAL REGULATIONS.
- DRAWINGS SHOWING EXISTING CONSTRUCTION AND UTILITIES ARE BASED ON CASUAL FIELD OBSERVATION AND EXISTING RECORD DOCUMENTS ONLY.
 - VERIFY THAT CONSTRUCTION AND UTILITY ARRANGEMENTS ARE AS SHOWN.
 - REPORT DISCREPANCIES TO ARCHITECT BEFORE DISTURBING EXISTING INSTALLATION.
 - BEGINNING OF DEMOLITION WORK CONSTITUTES ACCEPTANCE OF EXISTING CONDITIONS.
- SEPARATE AREAS IN WHICH DEMOLITION IS BEING CONDUCTED FROM OTHER AREAS THAT ARE STILL OCCUPIED.
 - PROVIDE, ERECT, AND MAINTAIN TEMPORARY DUSTPROOF PARTITIONS OF CONSTRUCTION IN LOCATIONS INDICATED ON DRAWINGS OR AS DIRECTED.
- REMOVE EXISTING WORK AS INDICATED AND AS REQUIRED TO ACCOMPLISH NEW WORK.
 - REMOVE ITEMS INDICATED ON DRAWINGS.
- SERVICES (INCLUDING BUT NOT LIMITED TO HVAC, PLUMBING, FIRE PROTECTION, ELECTRICAL, AND TELECOMMUNICATIONS): REMOVE EXISTING SYSTEMS AND EQUIPMENT AS INDICATED.
 - MAINTAIN EXISTING ACTIVE SYSTEMS THAT ARE TO REMAIN IN OPERATION; MAINTAIN ACCESS TO EQUIPMENT AND OPERATIONAL COMPONENTS.
 - WHERE EXISTING ACTIVE SYSTEMS SERVE OCCUPIED FACILITIES BUT ARE TO BE REPLACED WITH NEW SERVICES, MAINTAIN EXISTING SYSTEMS IN SERVICE UNTIL NEW SYSTEMS ARE COMPLETE AND READY FOR SERVICE.
 - VERIFY THAT ABANDONED SERVICES SERVE ONLY ABANDONED FACILITIES BEFORE REMOVAL.
 - REMOVE ABANDONED PIPE, DUCTS, CONDUITS, AND EQUIPMENT, INCLUDING THOSE ABOVE ACCESSIBLE CEILINGS; REMOVE BACK TO SOURCE OF SUPPLY WHERE POSSIBLE, OTHERWISE CAP STUB AND TAG WITH IDENTIFICATION.
- PROTECT EXISTING WORK TO REMAIN.
 - PREVENT MOVEMENT OF STRUCTURE; PROVIDE SHORING AND BRACING IF NECESSARY.
 - PERFORM CUTTING TO ACCOMPLISH REMOVALS NEATLY AND AS SPECIFIED FOR CUTTING NEW WORK.
 - REPAIR ADJACENT CONSTRUCTION AND FINISHES DAMAGED DURING REMOVAL WORK.
 - PATCH AS SPECIFIED FOR PATCHING NEW WORK.
- REMOVE DEBRIS, JUNK, AND TRASH FROM SITE.
- REMOVE FROM SITE ALL MATERIALS NOT TO BE REUSED ON SITE; DO NOT BURN OR BURY.
- LEAVE SITE IN CLEAN CONDITION, READY FOR SUBSEQUENT WORK.

DEMOLITION FLOOR PLAN NOTES:

- 1 REMOVE EXISTING GATE AND CONTROLS. RETURN DOOR CONTROLLER TO OWNER.
- 2 REMOVE ACRYLIC PRIVACY PANEL. MODIFY PARTITION PER PLANS.
- 3 MODIFY DESK AND PARTITION LOCATION & FURNITURE LAYOUT PER PLANS.
- 4 REMOVE WALL-MOUNTED PAPER STORAGE. RELOCATE EXISTING PER OWNER DIRECTION.
- 5 REMOVE FILE CABINETS. RELOCATE PER PLANS AND OWNER DIRECTION.
- 6 REMOVE LOWER COUNTERTOPS.

DEMOLITION RCP NOTES:

- 1A MAINTAIN SWITCHING.
- 2A REMOVE CEILING GRID FOR NEW SOFFIT.



1 DEMOLITION FLOOR PLAN
0 2 4 8 16 24
1/8" = 1'-0"



2 DEMOLITION REFLECTED CEILING PLAN
0 2 4 8 16 24
1/8" = 1'-0"

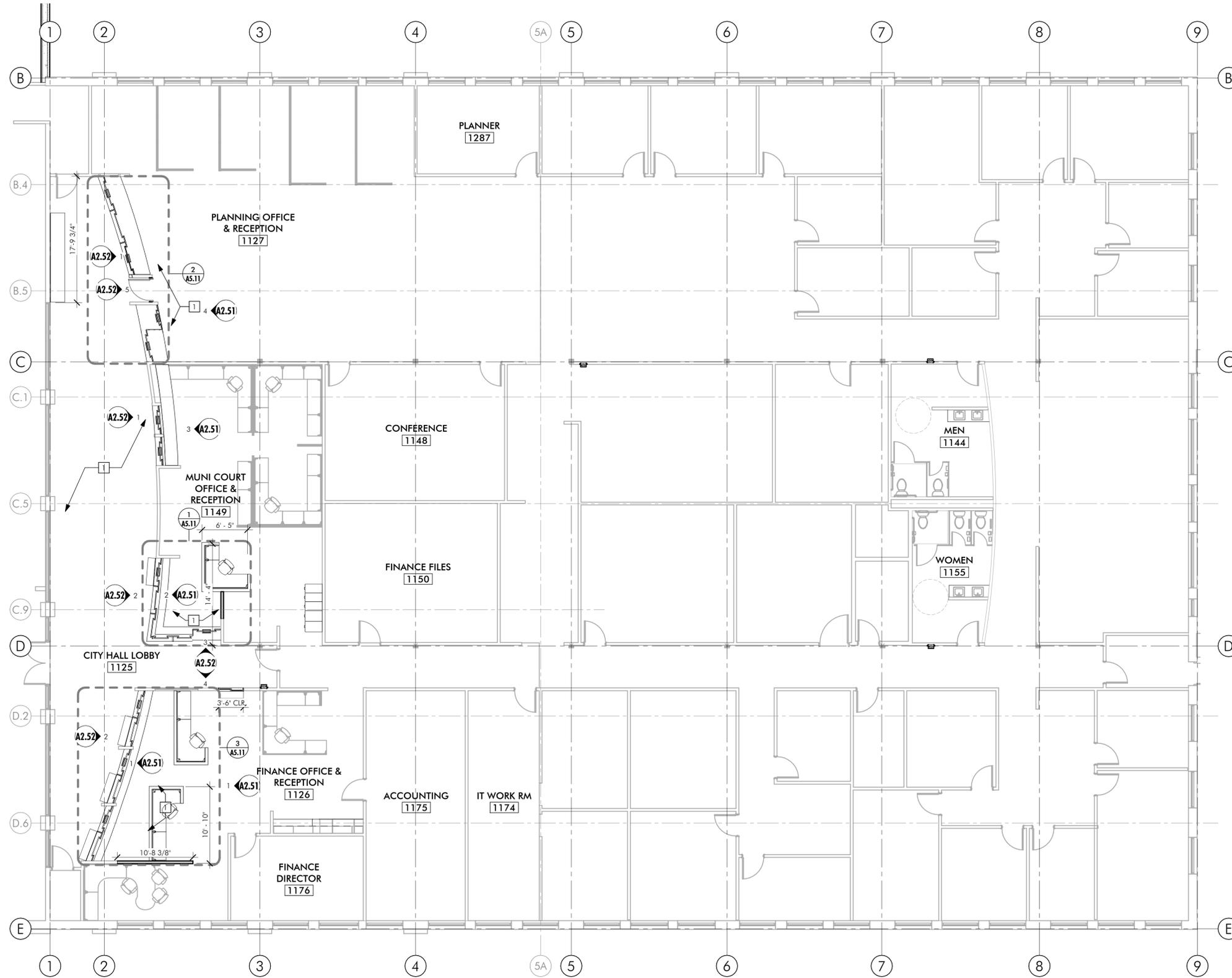


GENERAL PLAN NOTES:

1. GENERAL NOTES APPLY TO ALL DRAWINGS.
2. DRAWINGS ARE DIAGRAMMATIC ONLY AND SHOULD NOT BE SCALED. NOTIFY ARCHITECT OF ANY DISCREPANCIES IMMEDIATELY UPON DISCOVERY. OBTAIN CLARIFICATION OF DIMENSIONS OR DISCREPANCIES PRIOR TO PROCEEDING WITH AREA OF REQUIRED WORK.
3. DIMENSIONS ARE TO FACE OF FRAMING. DIMENSIONS STATED AS CLEAR ARE TO FACE OF FINISH.
4. COORDINATE LOCATION OF RECESSED OR SEMI-RECESSED ITEMS TO AVOID BACK TO BACK INSTALLATION AND TO REDUCE NOISE TRANSFER THROUGH PARTITIONS.
5. INSTALL WALL BACKING FOR ALL WALL MOUNTED ITEMS, INCLUDING BUT NOT LIMITED TO THE FOLLOWING: DOOR STOPS, FIXTURES, WALL CABINETS, SHELVING, COUNTERS, TOILET ACCESSORIES, SECURITY EQUIPMENT, TACK BOARDS AND MARKER BOARDS, HAND RAILS AND WINDOW COVERING TRACKS.
6. SEPARATE AREAS IN WHICH WORK IS BEING CONDUCTED FROM OTHER AREAS THAT ARE STILL OCCUPIED.
 - A. PROVIDE, ERECT, AND MAINTAIN TEMPORARY DUSTPROOF PARTITIONS OF SUITABLE CONSTRUCTION IN LOCATIONS INDICATED ON DRAWINGS OR AS DIRECTED.
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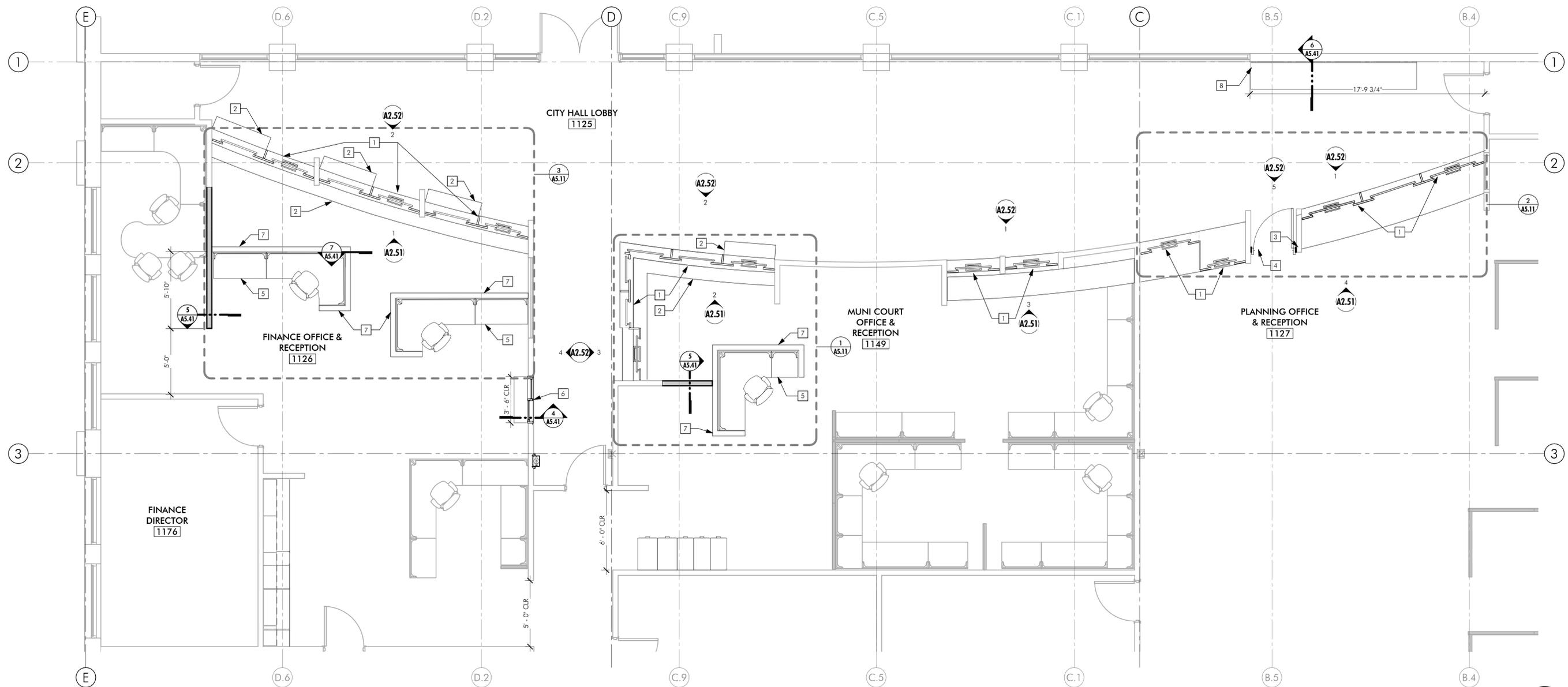
FLOOR PLAN NOTES:

- 1] PROTECT EXISTING FLOOR FINISHES



1 LEVEL 01 FLOOR PLAN
0' 2' 4' 8' 16' 24' 1/8" = 1'-0"





1 LEVEL 01 ENLARGED FLOOR PLAN
0" 1" 2" 4" 6" 1'-0" 1/4" = 1'-0"

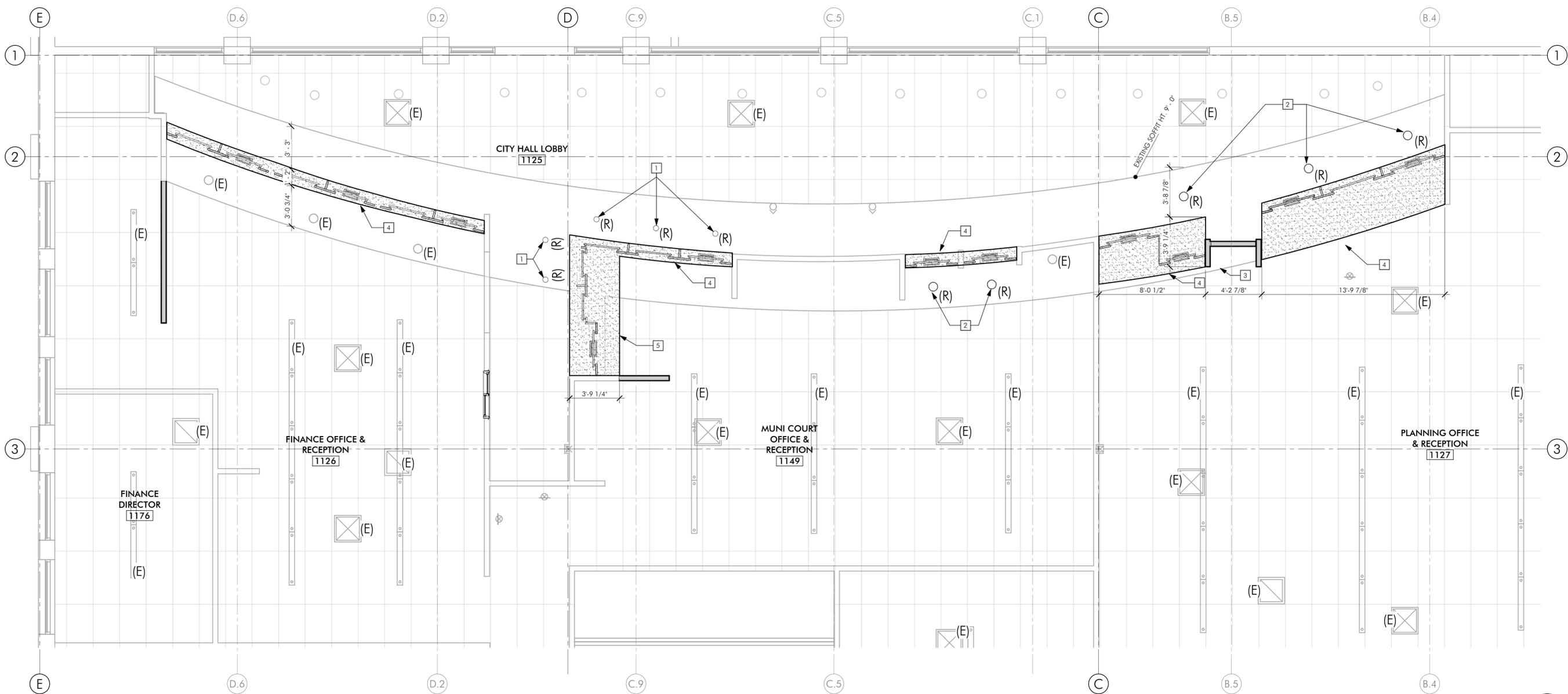
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10. LEAVE SITE IN CLEAN CONDITION, READY FOR SUBSEQUENT WORK.

FLOOR PLAN NOTES:

- 1 BARRIER GLAZING SYSTEM, MOUNTED ON EXISTING COUNTER AND SOFFIT ABOVE.
- 2 NEW TRANSACTION COUNTER, MOUNTED AT EXISTING COUNTER HEIGHT, CURVE TO MATCH EXISTING COUNTER, SEE A5.41 FOR DETAIL.
- 3 METAL STUD WALL FROM EXISTING WALL TO SOFFIT ABOVE.
- 4 REPLACE GATE WITH LARGER GATE, SAVE CONTROLS AND HARDWARE, SEE A2.51 FOR ELEVATION.
- 5 NEW PLASTIC LAMINATE TOPS WITH STEEL BRACKET SUPPORTS. SEE A5.11 FOR PLAN DETAILS.
- 6 BARRIER GLAZING HORIZONTAL SLIDING WINDOW. INSTALL IN EXISTING OPENING.
- 7 NEW LOW WALL, 3'-6" AFF.
- 8 NEW PLANNING OFFICE TRANSACTION COUNTERTOP

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KEIZER CITY HALL**
930 CHEMAWA RD NE, KEIZER, OR 97307



1 LEVEL 01 REFLECTED CEILING PLAN - ENLARGED
0 2' 4' 8' 16' 24' 1/4" = 1'-0"



GENERAL PLAN NOTES:

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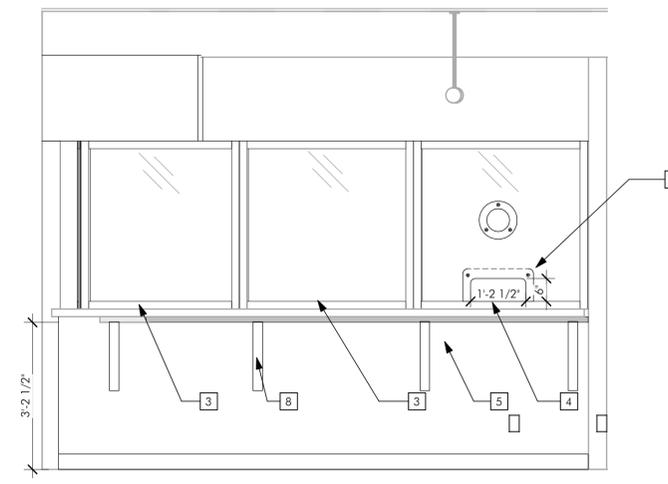
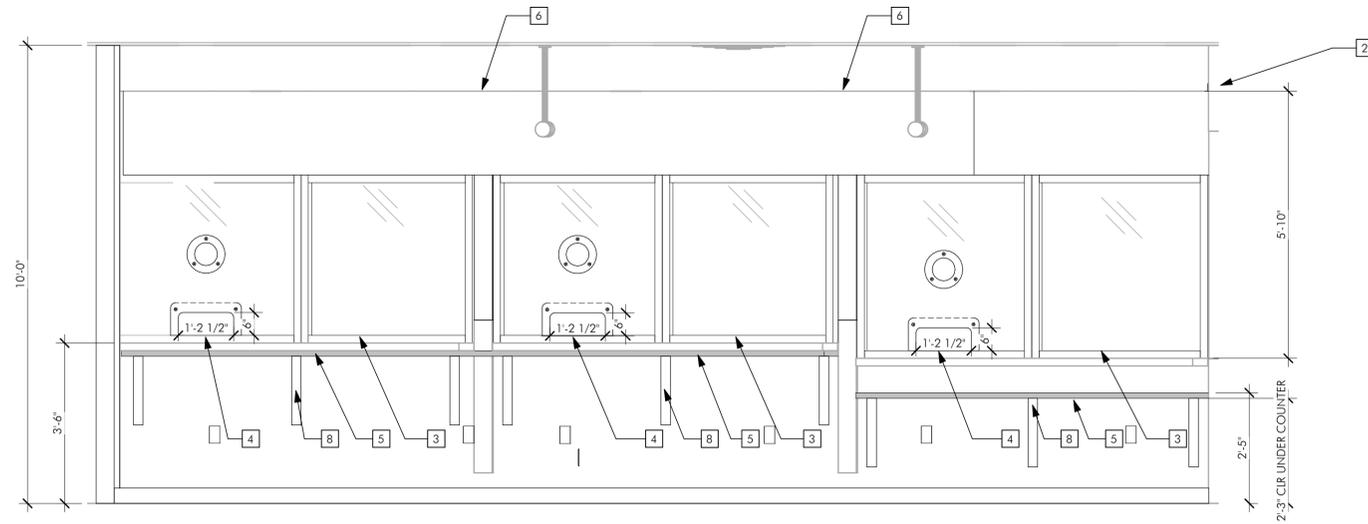
REFLECTED CEILING PLAN NOTES:

- 1 RELOCATE PENDANT LIGHTS TO AVOID NEW GLASS BARRIER AND SOFFIT. MAINTAIN MIN. 12" AWAY FROM SOFFIT.
- 2 RELOCATE AWAY FROM NEW SOFFIT. MAINTAIN MIN. 12" AWAY FROM BARRIER.
- 3 PATCH AND REPAIR EXISTING SOFFIT WHERE GATE IS MODIFIED/ADDED.
- 4 NEW SOFFIT 7'-2" AFF TO SECURE BARRIER GLAZING. MIN 12" WIDE. FOLLOW CURVE OF EXISTING SOFFIT.
- 5 NEW SOFFIT 7'-2" AFF TO ALIGN WITH EXISTING WALL WIDTH. TO SECURE BARRIER GLAZING. MIN. 12" WIDE. FOLLOW CURVE OF EXISTING SOFFIT.

**INTERIOR REMODEL:
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930 CHEMAWA RD NE, KEIZER, OR 97307

GENERAL NOTES:

- A. CURVED VIEW. VERIFY IN FIELD.
- B. MOUNT BARRIER GLAZING FROM EXISTING COUNTERTOP TO CEILING SOFFIT. ALIGN ALL GLAZING PANEL HEADS.

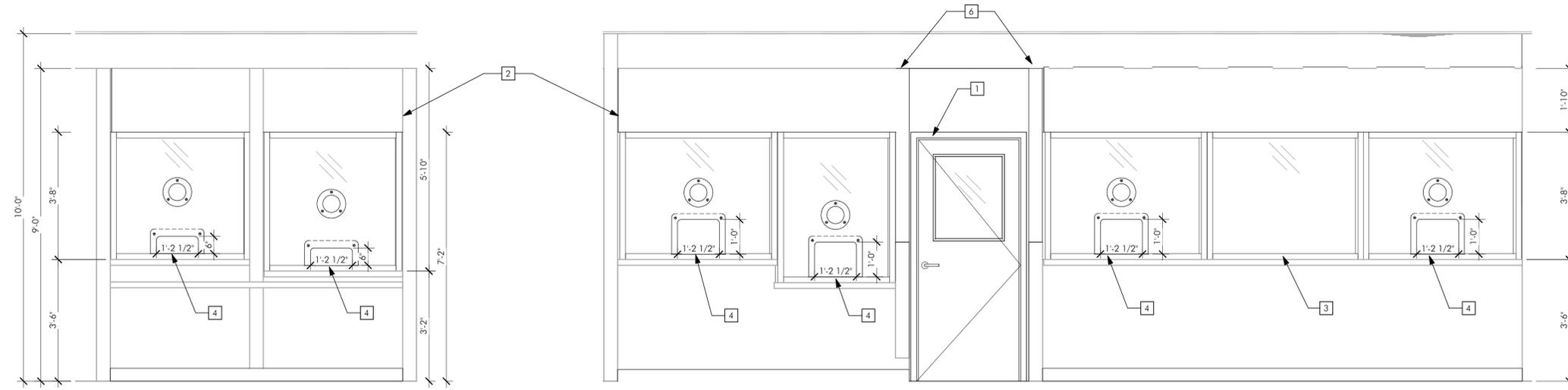


1 WEST ELEVATION - FINANCE OFFICE
0' 1/2" 1" 2" 3" 6" 1/2" = 1'-0"

2 WEST ELEVATION - RECEPTION
0' 1/2" 1" 2" 3" 6" 1/2" = 1'-0"

INTERIOR ELEV NOTES:

- 1 SEE GATE ELEVATION.
- 2 NEW SOFFIT TO SECURE BARRIER GLAZING SYSTEM 7/2" AFF TO SOFFIT - VERIFY.
- 3 BARRIER COUNTER-MOUNTED GLAZING SYSTEM. HEAD FRAME MOUNTED TO NEW SOFFIT. SEE 5.41 FOR DETAIL.
- 4 BARRIER COUNTER-MOUNTED GLAZING SYSTEM W/ SPEAKER HOLE. HEAD FRAME MOUNTED TO NEW SOFFIT. SEE 5.41 FOR DETAIL.
- 5 NEW TRANSACTION COUNTER. LEG AND SUPPORTS ABUT TO WALL AT HEIGHT PER ELEVATION. MOUNT UNDER EXISTING COUNTERTOP. MATCH EXISTING CURVE. SEE 5.41 FOR DETAIL.
- 6 NEW PARTITION TO EXTEND WALL TO SOFFIT PER PLANS. WRAP W/ LAMINATE TO MATCH EXISTING. SEE 5.41 FOR DETAIL.
- 7 BARRIER GLAZING HORIZONTAL SLIDING WINDOW. INSTALL IN EXISTING OPENING. SEE WINDOW ELEVATION.
- 8 STEEL BRACKET SUPPORT INTO STUDS - FIELD VERIFY.



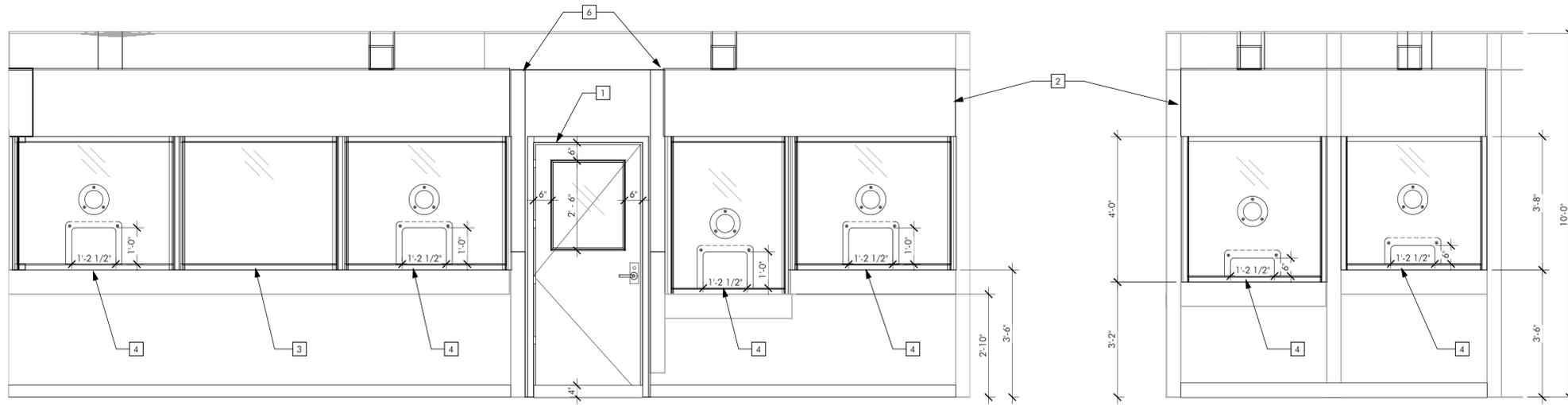
3 WEST ELEVATION - MUNICIPAL COURT
0' 1/2" 1" 2" 3" 6" 1/2" = 1'-0"

4 WEST ELEVATION - PLANNING & PUBLIC WORKS
0' 1/2" 1" 2" 3" 6" 1/2" = 1'-0"

**INTERIOR REMODEL:
KEIZER CITY HALL**
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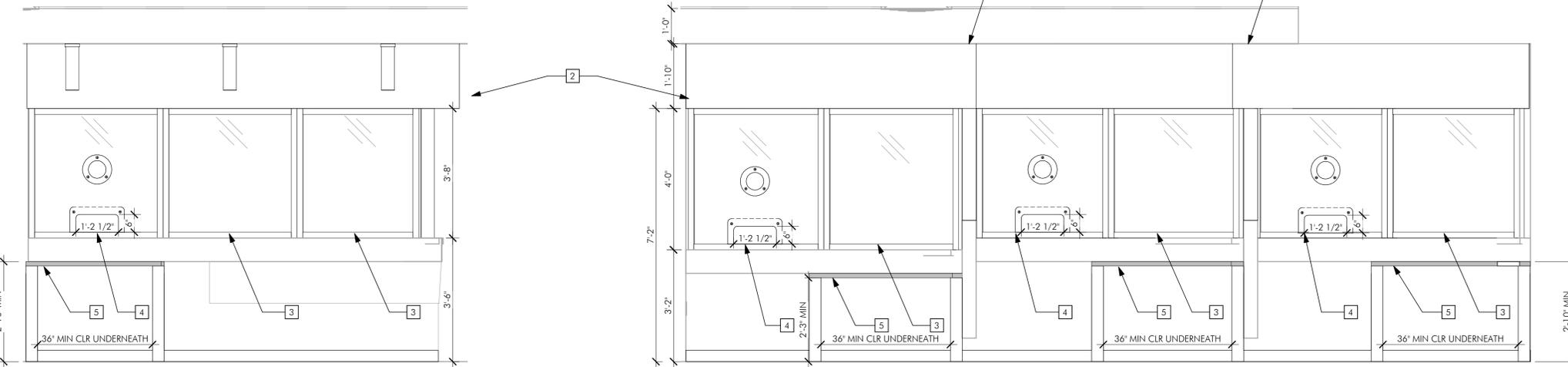
GENERAL NOTES:

- A. CURVED VIEW. VERIFY IN FIELD.
- B. MOUNT BARRIER GLAZING FROM EXISTING COUNTERTOP TO CEILING SOFFIT. ALIGN ALL GLAZING PANEL HEADS.



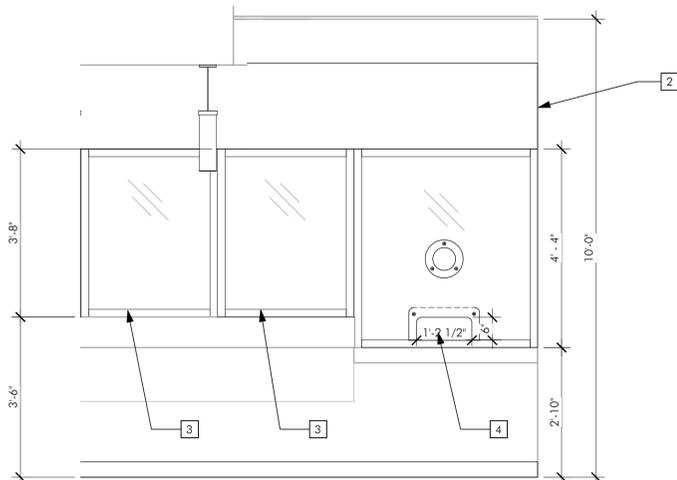
1 EAST ELEVATION - PLANNING & MUNICIPAL COURT OFFICE

0' 1/2" 1' 2' 3' 6' 1/2" = 1'-0"



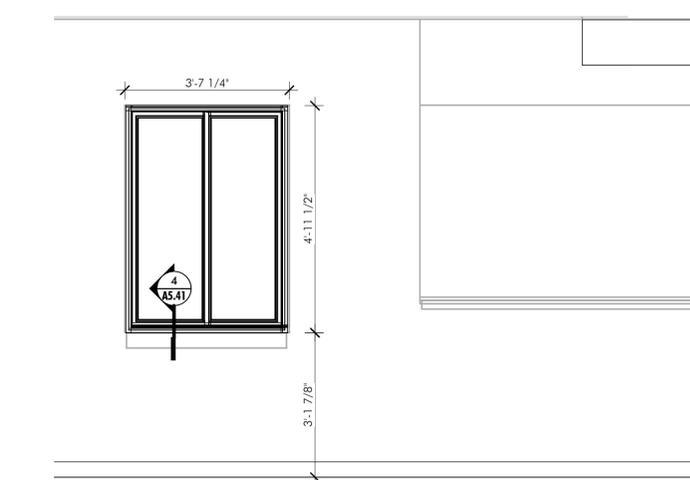
2 EAST ELEVATION - FINANCE OFFICE & RECEPTION

0' 1/2" 1' 2' 3' 6' 1/2" = 1'-0"



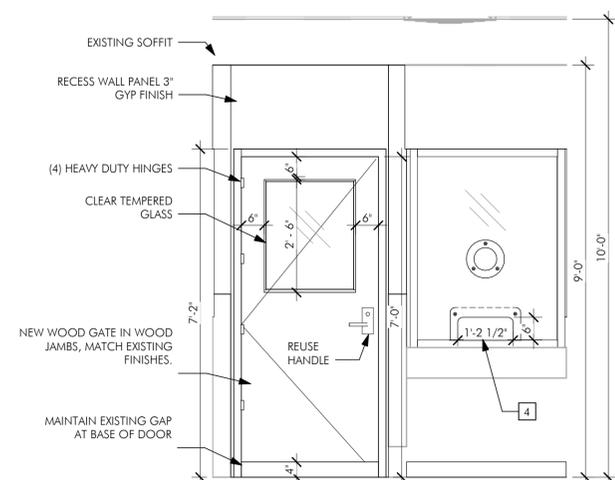
3 NORTH ELEVATION - INFORMATION

0' 1/2" 1' 2' 3' 6' 1/2" = 1'-0"



4 WINDOW ELEVATION - FINANCE OFFICE

0' 1/2" 1' 2' 3' 6' 1/2" = 1'-0"



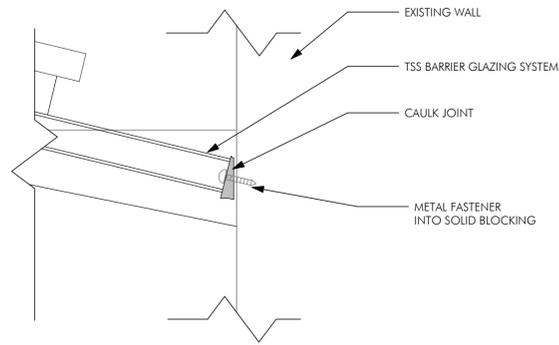
5 GATE ELEVATION - PLANNING OFFICE

0' 1/2" 1' 2' 3' 6' 1/2" = 1'-0"

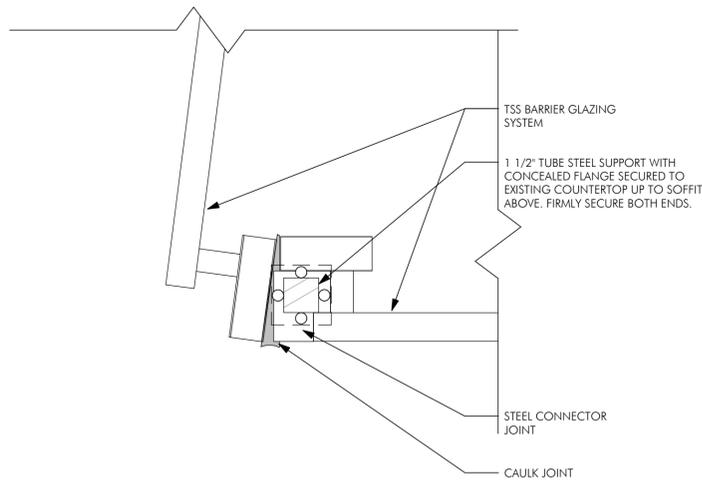
INTERIOR ELEV NOTES:

- 1 SEE GATE ELEVATION.
- 2 NEW SOFFIT TO SECURE BARRIER GLAZING SYSTEM 72" AFF TO SOFFIT - VERIFY.
- 3 BARRIER COUNTER-MOUNTED GLAZING SYSTEM. HEAD FRAME MOUNTED TO NEW SOFFIT. SEE 5.41 FOR DETAIL.
- 4 BARRIER COUNTER-MOUNTED GLAZING SYSTEM W/ SPEAKER HOLE. HEAD FRAME MOUNTED TO NEW SOFFIT. SEE 5.41 FOR DETAIL.
- 5 NEW TRANSACTION COUNTER. LEG AND SUPPORTS ABUT TO WALL AT HEIGHT PER ELEVATION, MOUNT UNDER EXISTING COUNTERTOP. MATCH EXISTING CURVE. SEE 5.41 FOR DETAIL.
- 6 NEW PARTITION TO EXTEND WALL TO SOFFIT PER PLANS. WRAP W/ LAMINATE TO MATCH EXISTING. SEE 5.41 FOR DETAIL.
- 7 BARRIER GLAZING HORIZONTAL SLIDING WINDOW. INSTALL IN EXISTING OPENING. SEE WINDOW ELEVATION.

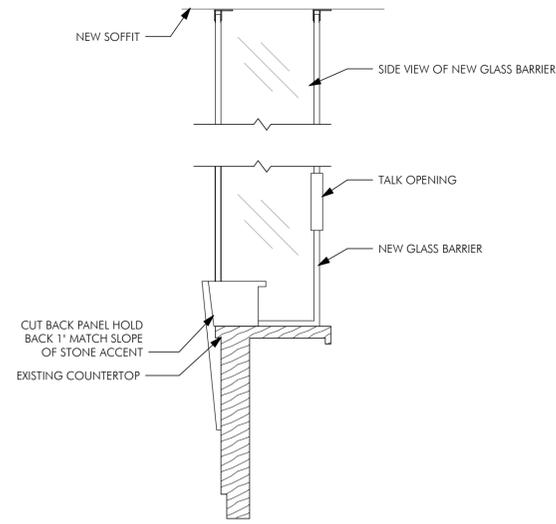
INTERIOR REMODEL:
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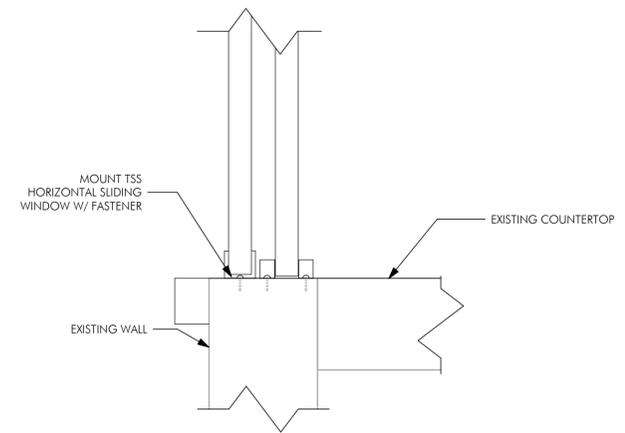
1 TSS BARRIER GLAZING END DETAIL



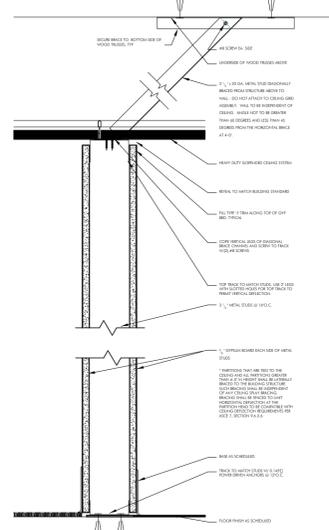
2 TSS BARRIER GLAZING CORNER DETAIL



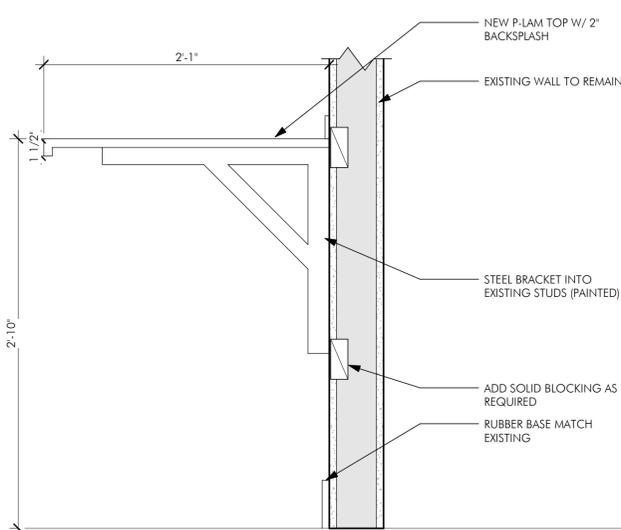
3 TSS BARRIER GLAZING SIDE WALL ELEVATION



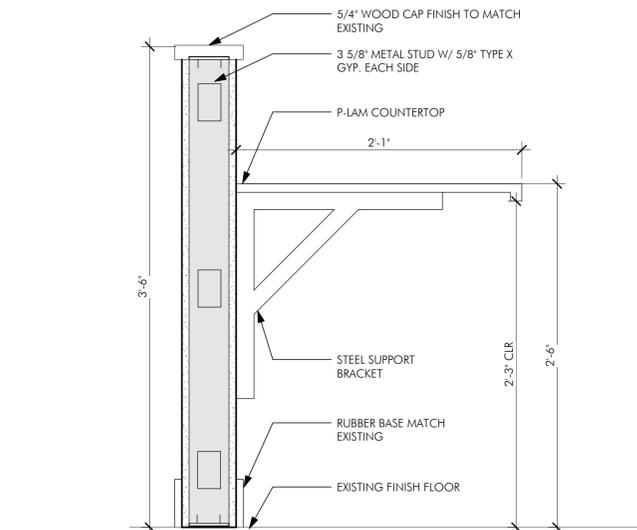
4 TSS HORIZONTAL SLIDING WINDOW SILL DETAIL



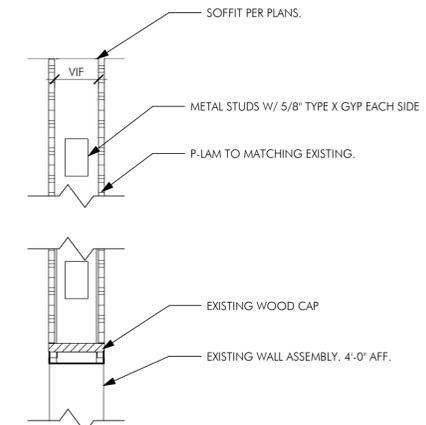
5 WALL SECTION



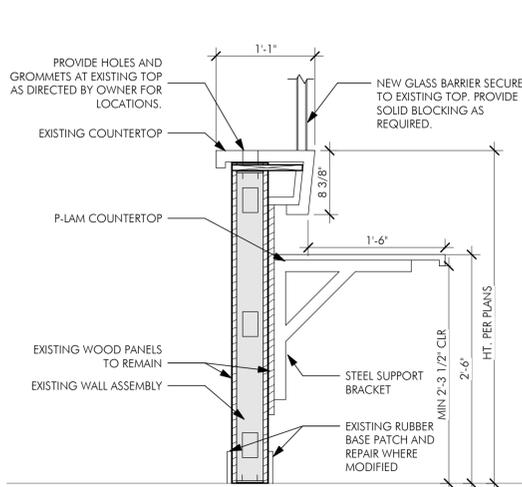
6 NEW PLANNING OFFICE TRANSACTION COUNTER



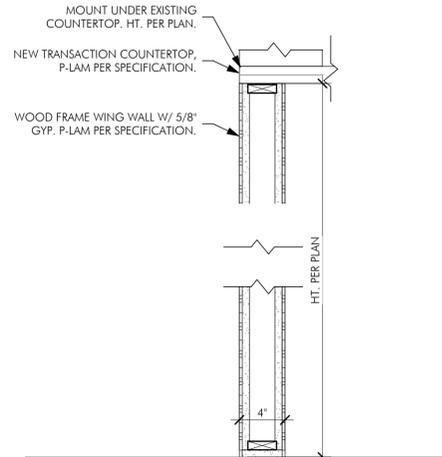
7 PONY WALL SECTION



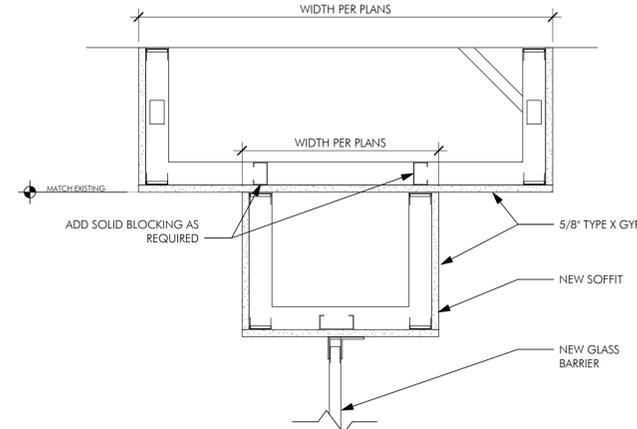
8 PARTIAL WALL MOUNT SECTION



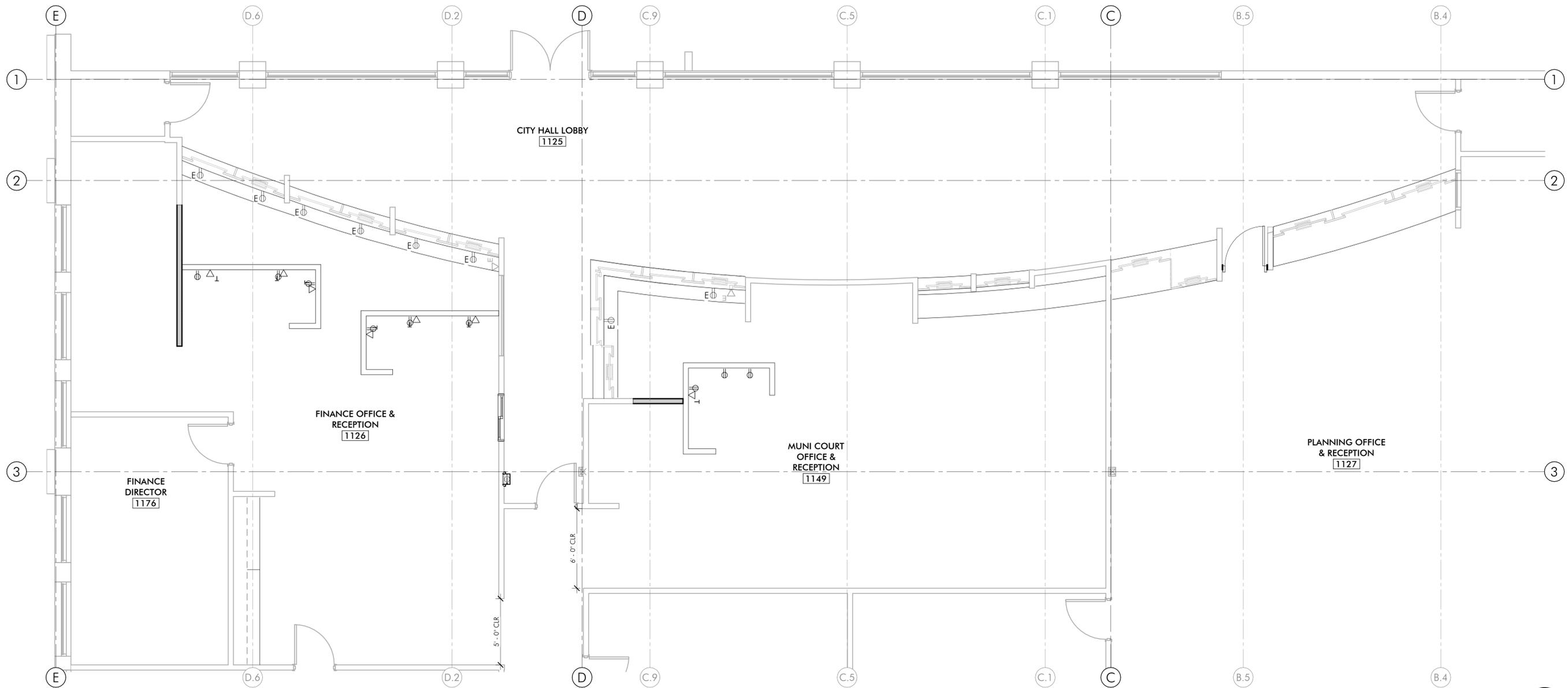
9 NEW TRANSACTION COUNTER



10 NEW TRANSACTION COUNTER W/ WING WALL



11 SOFFIT



1 LEVEL 01 - SWITCH PLAN
0' 1' 2' 4' 6' 1'-0" 1/4" = 1'-0"

PLAN LEGEND:

-  EXISTING ELECTRICAL OUTLET
-  ELECTRICAL OUTLET
-  EXISTING TELECOM OUTLET
-  TELECOM OUTLET

GENERAL PLAN NOTES:

1. GENERAL NOTES APPLY TO ALL DRAWINGS.
2. DRAWINGS ARE DIAGRAMMATIC ONLY AND SHOULD NOT BE SCALED. NOTIFY ARCHITECT OF ANY DISCREPANCIES IMMEDIATELY UPON DISCOVERY. OBTAIN CLARIFICATION OF DIMENSIONS OR DISCREPANCIES PRIOR TO PROCEEDING WITH AREA OF REQUIRED WORK.
3. DIMENSIONS ARE TO FACE OF FRAMING. DIMENSIONS STATED AS CLEAR ARE TO FACE OF FINISH.
4. COORDINATE LOCATION OF RECESSED OR SEMI-RECESSED ITEMS TO AVOID BACK TO BACK INSTALLATION AND TO REDUCE NOISE TRANSFER THROUGH PARTITIONS.
5. INSTALL WALL BACKING FOR ALL WALL MOUNTED ITEMS, INCLUDING BUT NOT LIMITED TO THE FOLLOWING: DOOR STOPS, FIXTURES, WALL CABINETS, SHELVING, COUNTERS, TOILET ACCESSORIES, SECURITY EQUIPMENT, TACK BOARDS AND MARKER BOARDS, HAND RAILS AND WINDOW COVERING TRACKS.
6. SEPARATE AREAS IN WHICH WORK IS BEING CONDUCTED FROM OTHER AREAS THAT ARE STILL OCCUPIED.
 - A. PROVIDE, ERECT, AND MAINTAIN TEMPORARY DUSTPROOF PARTITIONS OF SUITABLE CONSTRUCTION IN LOCATIONS INDICATED ON DRAWINGS OR AS DIRECTED.
7. PROTECT EXISTING WORK TO REMAIN.
 - A. PREVENT MOVEMENT OF STRUCTURE; PROVIDE SHORING AND BRACING IF NECESSARY.
 - B. PERFORM CUTTING TO ACCOMPLISH REMOVALS NEATLY AND AS SPECIFIED FOR CUTTING NEW WORK.
 - C. REPAIR ADJACENT CONSTRUCTION AND FINISHES DAMAGED DURING REMOVAL WORK.
 - D. PATCH AS SPECIFIED FOR PATCHING NEW WORK.
8. REMOVE DEBRIS, JUNK, AND TRASH FROM SITE.
9. REMOVE FROM SITE ALL MATERIALS NOT TO BE REUSED ON SITE; DO NOT BURN OR BURY.
10. LEAVE SITE IN CLEAN CONDITION, READY FOR SUBSEQUENT WORK.

**INTERIOR REMODEL:
KEIZER CITY HALL**
930 CHEMAWA RD NE, KEIZER, OR 97307

9-25-2020



EXPIRES: 30JUN22

IN THE EVENT CONFLICTS ARE DISCOVERED BETWEEN THE ORIGINAL SIGNED AND SEALED DOCUMENTS PREPARED BY THE ARCHITECTS AND/OR THEIR CONSULTANTS, AND ANY COPY OF THE DOCUMENTS TRANSMITTED BY MAIL, FAX, ELECTRONICALLY OR OTHERWISE, THE ORIGINAL SIGNED AND SEALED DOCUMENTS SHALL GOVERN.

PROJECT # 2020-108
DATE: 09/1/2020

REVISIONS

DDC CONTROLS

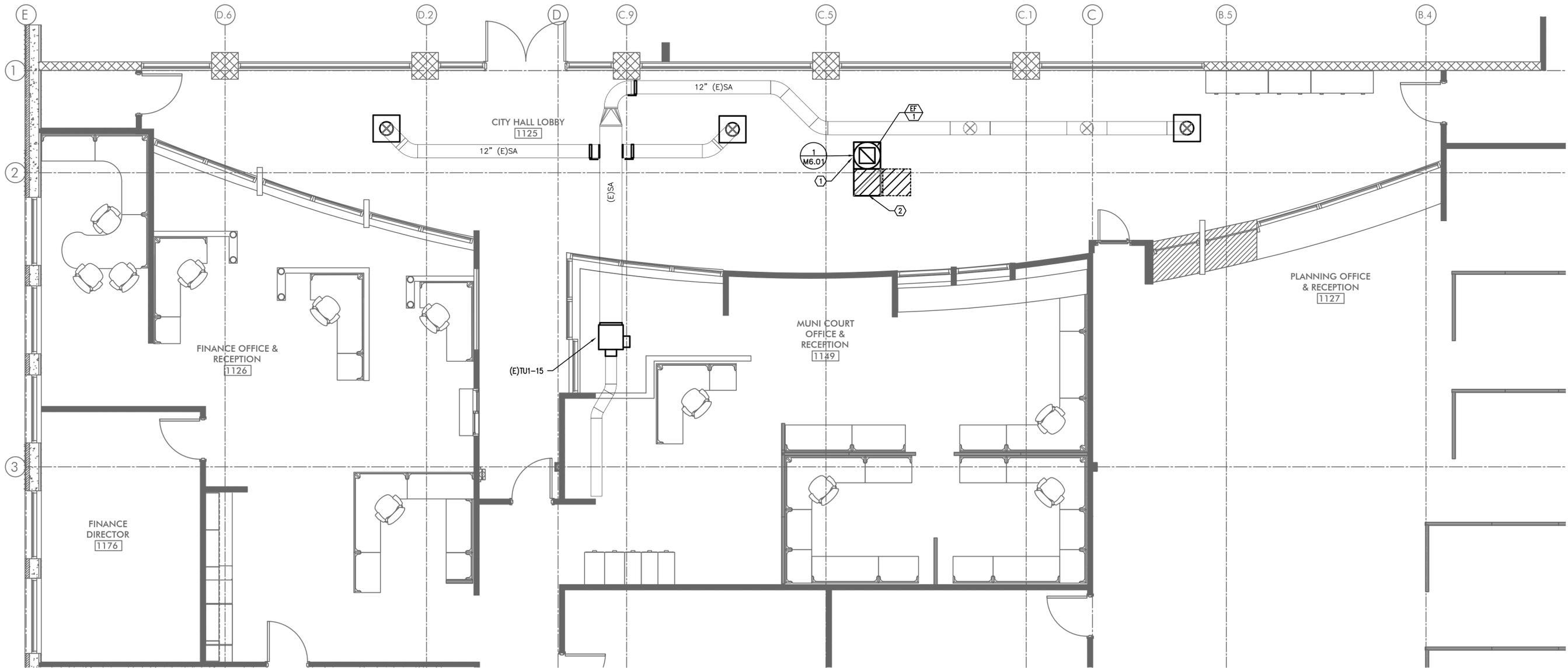
1. INTEGRATE NEW ROOFTOP EXHAUST FAN INTO THE EXISTING DDC CONTROL SYSTEM.
2. SCHEDULE EXHAUST FAN TO RUN WHENEVER RESPECTIVE AIR HANDLER IS RUNNING.
3. CONFIRM EXHAUST FAN OPERATION VIA CURRENT TRANSDUCER. SIGNAL ALARM AT OPERATOR WORKSTATION UPON FAN FAILURE.
4. MODULATE FAN SPEED IN CONJUNCTION WITH VAV BOX SERVING THE LOBBY AREA. CALIBRATE FAN SPEED SUCH THAT EXHAUST AIRFLOW EXCEEDS VAV BOX SUPPLY AIRFLOW BY 200-300 CFM.
5. ADD EXHAUST FAN TO EXISTING DDC OPERATOR WORKSTATION GRAPHICS SCREENS.

GENERAL NOTES

1. WORK SHALL COMPLY WITH CURRENT OREGON SPECIALTY CODE.
2. COORDINATE INSTALLATION WITH OTHER TRADES.
3. MAINTAIN 10 FEET CLEARANCE BETWEEN ALL MECHANICAL AIR INTAKES AND EXHAUST TERMINATIONS.

KEY NOTES

- ① PROVIDE EXHAUST GRILLE TO MATCH EXISTING CEILING GRILLES. PROVIDE 14X14 DUCT UP TO EF-1 ON ROOF. CONNECT EF-1 TO EXISTING DDC SYSTEM.
- ② REMOVE EXISTING RETURN GRILLE AND DUCTWORK



1
M201 MECHANICAL FLOOR PLAN
SCALE: 1/4" = 1'-0"

M
F
A
INC.
Consulting Engineers
2007 S.E. Ash St.
Portland, OR 97214
PHN: (503) 234-0548
FAX: (503) 234-0677
WWW.MFIA-ENG.COM
CONTACT: .

SHEET:
M2.01

**INTERIOR REMODEL:
KEIZER CITY HALL**
930 CHEMAWA RD, KEIZER, OR 97307

9-25-2020



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PROJECT # 2020-108
DATE: 09/1/2020

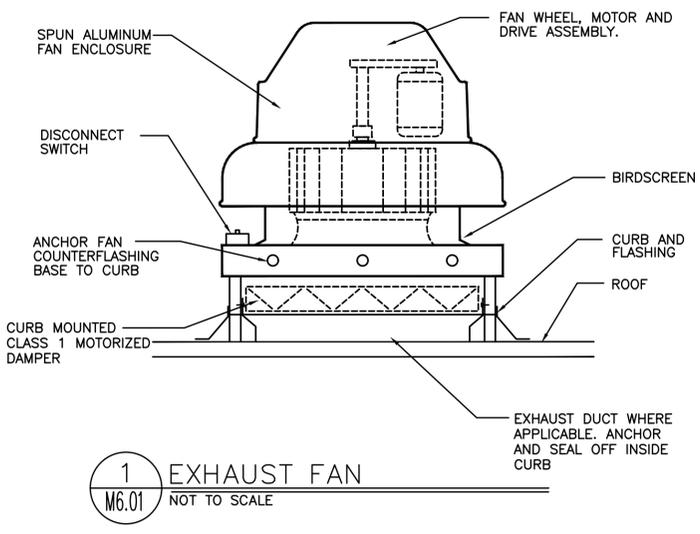
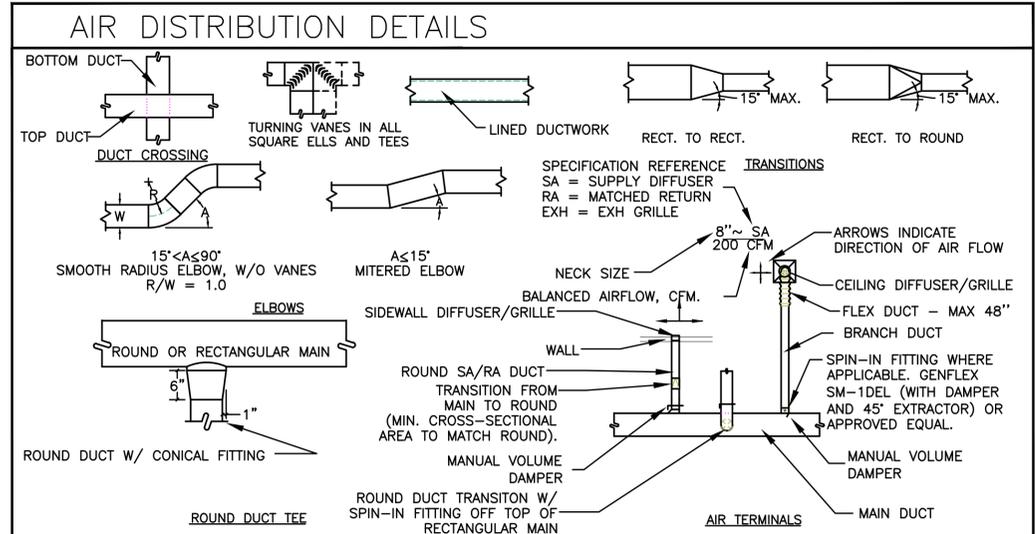
REVISIONS

MECHANICAL LEGEND

 SUPPLY AIR DIFFUSER	AFB ABOVE FINISH FLOOR
 RETURN AIR GRILLE	AHU AIR HANDLING UNIT
 EXHAUST AIR GRILLE	B.D. BOTTOM OF DUCT
 PERFORATED RETURN AIR PANEL	BHP BRAKE HORSEPOWER
	OR + DIRECTIONAL AIR FLOW	BTU BRITISH THERMAL UNITS
 MANUAL VOLUME DAMPER	CFM CUBIC FEET PER MINUTE
 SUPPLY OR OUTSIDE AIR DUCT UP & DOWN	CONN. CONNECTION
 RETURN AIR DUCT UP & DOWN	CONT. CONTINUATION
 EXHAUST AIR DUCT UP & DOWN	CW DOMESTIC COLD WATER
 SUPPLY OR OUTSIDE AIR DUCT UP & DOWN	DB DRY BULB
 RETURN AIR DUCT UP & DOWN	DIA. DIAMETER
 EXHAUST AIR DUCT UP & DOWN	DIST. DISTRIBUTION
 THERMOSTAT OR TEMP. SENSOR	EA EXHAUST AIR
 NOTE	EDB ENTERING DRY BULB TEMPERATURE
 EQUIPMENT DESIGNATOR	EWB ENTERING WET BULB TEMPERATURE
 BALL VALVE	EWT ENTERING WATER TEMPERATURE
 GATE VALVE	FF FINISH FLOOR
 CHECK VALVE	FPM FEET PER MINUTE
 BALANCING VALVE	FPS FEET PER SECOND
 THERMOMETER	FT FEET / FOOT
 DIRECTION OF FLOW	GPM GALLONS PER MINUTE
 PUMP	HP HORSEPOWER
 STRAINER	I.D. INSIDE DIAMETER
 PRESSURE GAUGE	IN. INCHES
 DOUBLE CHECK ASSEMBLY	LBS. POUNDS
 PRESSURE REDUCING VALVE	LDB LEAVING DRY BULB
 UNION	LWB LEAVING WET BULB
 CAP	LWT LEAVING WATER TEMPERATURE
 SMOKE DETECTOR	MAX. MAXIMUM
 MOTORIZED DAMPER	MBH THOUSANDS OF BTUs PER HOUR
		MIN. MINIMUM
		NC NOISE CRITERIA
		N.C. NORMALLY CLOSED
		N.I.M. NOT IN MECHANICAL
		NO. NUMBER
		N.O. NORMALLY OPEN
		O.A. OUTSIDE AIR
		PSI POUNDS PER SQUARE INCH
		P/T PRESSURE / TEMPERATURE
		R.A. RETURN AIR
		REQ'D REQUIRED
		S.A. SUPPLY AIR
		S.P. STATIC PRESSURE
		SQ. SQUARE
		TEMP. TEMPERATURE
		TYP. TYPICAL
		W WIDTH
		WB WET BULB
		WPD WATER PRESSURE DROP
		Ø DIAMETER
		 NEW WORK
		 CD CONDENSATE DRAIN
		 G NATURAL GAS
		 FIRE DAMPER
		 FIRE / SMOKE DAMPER
		 SMOKE DAMPER

EXHAUST FAN

MARK NUMBER	
TYPE	ROOF DIRECT DRIVE
SYSTEM	LOBBY
CFM	1300
TOTAL SP. (IN H2O)	0.25
RPM	1252
TIP SPEED (FPM)	--
MOTOR WATTS OR HP	1/2 HP
CONTROLLED BY	--
INTERLOCK WITH	TU1-15
FAN SPEED CONTROLLER	YES
WHEEL TYPE	BI
BACK DRAFT DAMPER	MOTORIZED
ISOLATION	NONE
DESIGN WEIGHT (LBS)	80
MAX. SONES	10.1
POWER (VOLTS/PHASE/HZ)	120/1/60
BASIS OF DESIGN:	GREENHECK G-133-VG



INTERIOR REMODEL:
KEIZER CITY HALL
930 CHEMAWA RD, KEIZER, OR 97307

SHEET:
M6.01

M
F
A
INC.
Consulting Engineers
2007 S.E. Ash St.
Portland, OR 97214
PHN: (503) 234-0548
FAX: (503) 234-0677
WWW.MFIA-ENG.COM
CONTACT: .

EXHIBIT "B"

BID SHEET					
PROJECT: Keizer City Hall Minor Remodel OWNER: CITY OF KEIZER					
ITEM	DESCRIPTION	QUANTITY	UNITS	UNIT PRICE	AMOUNT
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
	ADD ADDITIONAL PAGE IF NEEDED				
	TOTALS				

Company Name: _____

Company Address: _____

Company Phone #: _____

Company Fax #: _____

Contact Name: _____

Email Address: _____

Signature

Printed Name

EXHIBIT "C"

ORGANIZATION IDENTIFICATION/RESPONSIBILITY

CITY OF KEIZER
Keizer City Hall Minor Remodel
Solicited under ORS 279C.375

ORGANIZATION NAME: _____

PRINCIPAL: _____
Name / Title

ADDRESS: _____

TELEPHONE: _____

The information provided in this form is part of the City's inquiry concerning proposer responsibility pursuant to ORS 279C.375 for public works/public improvement projects. Please print clearly or type.

Answer all questions. Submission of a form with unanswered questions, incomplete or illegible answers may result in a finding that you are not a responsible proposer. This document will become part of your response to the solicitation and will be subject to Oregon Public Records laws. Any information that may be considered confidential must be marked.

Submit completed form with other proposal forms as specified in Solicitation Document.

1. Is your company a Resident Oregon Bidder/Proposer as defined in ORS 279A.120?
 Resident Non-resident

Note: "Resident bidder" means a bidder that has paid unemployment taxes or income taxes in the state of Oregon during the 12 calendar months immediately preceding submission of the bid, has a business in this state and has stated in the bid whether the bidder is a "resident bidder". (ORS 279A.120(1)(b).

2. During the past five years, has a judgment ever been made against the Firm for breach of contract?
 Yes No
If yes, explain. _____

3. Has your firm ever been at any time in the last ten years the debtor in a bankruptcy case?
 Yes No
If yes, explain. _____

4. Does your firm have any outstanding judgments pending against it? Yes No
If yes, List court cases. _____

5. Have you or any of your affiliates discontinued business operations with outstanding debts?
 Yes No
If yes, explain. _____

Declaration and Signatures

The undersigned hereby declares that he or she is duly authorized to complete and submit this Organization/Responsibility Form and that the statements contained herein are true and correct as of the date set forth below. Incomplete, incorrect or misleading information will be reason for a determination by the City of non-responsibility.

Date: _____

By: _____
(Signature of authorized official)

Name: _____
(Please type or print)

Title: _____
(Please type or print)

For: _____
(Firm's name) (Please type or print)

Business Organization: (Check one)

- | | |
|--|--|
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Limited Liability Company |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Sole Proprietor |
| <input type="checkbox"/> Joint Venture | <input type="checkbox"/> Other _____ |

THIS DOCUMENT MUST BE COMPLETED, SIGNED AND SUBMITTED WITH YOUR BID PACKAGE.

EXHIBIT "D"
Keizer City Hall Minor Remodel

Experience / References

Current Contracts in Force/Previous Experience – minimum of three required of similar nature with public sector work.

Contract #1

Location (city/state)	
Owners Name	
Type of Work	
% Completed	
Est. Completion Date	

Contract #2

Location (city/state)	
Owners Name	
Type of Work	
% Completed	
Est. Completion Date	

Contract #3

Location (city/state)	
Owners Name	
Type of Work	
% Completed	
Est. Completion Date	

References – minimum of two project owner references and two subcontractor references. References may be contacted to discuss submitting contractor's qualifications.

#1 Project Owner Reference

Reference Name	
Business or Employer	
Telephone	
Project Name/\$ Amount	

#2 Project Owner Reference

Reference Name	
Business or Employer	
Telephone	
Project Name/\$ Amount	

#1 Subcontractor Reference

Reference Name	
Business or Employer	
Telephone	
Project Name/\$ Amount	

#2 Subcontractor Reference

Reference Name	
Business or Employer	
Telephone	
Project Name/\$ Amount	

THIS DOCUMENT MUST BE COMPLETED AND SUBMITTED WITH YOUR BID PACKAGE.

EXHIBIT "E"
Keizer City Hall Minor Remodel

BID PROPOSAL

Keizer City Council
PO Box 21000
Keizer, OR 97307

Mayor and Council Members:

The Undersigned, hereinafter called the Bidder, declares that the only person or parties interested in this Bid Proposal are those named herein; that this Bid Proposal is in all respects fair and without fraud; that it is made without collusion with any official or employee of the City, and the Bid Proposal is made without any connection or collusion with any person making another proposal on this Contract.

The Bidder further declares that he has carefully examined the Specifications and other proposed Contract Documents; that he personally has made an examination of the site of the proposed work and has made the necessary investigations to determine the conditions to be encountered independently of the indications in the Specifications. The applicable Standard Specifications, General Specifications, the Special Specifications, and Technical Specifications and the other Contract Documents bound herewith are by reference a part of this bid proposal.

The Bidder further agrees to accept as full payment for the work herein proposed or the materials to be furnished the amount computed as determined by the provisions of the Special Specifications and based on the following Bid Proposal, it being expressly understood that the unit prices listed are independent of the exact quantities involved, where unit prices apply.

The Bidder further agrees that the provisions required by ORS 279C.840 shall be included in his Contract.

The name of the Bidder who is submitting this Bid Proposal is:

Company: _____
(Print or Type)

Address: _____
(Print or Type)

City, State Zip _____
(Print or Type)

which address is the address to which all communications considered with this Bid Proposal and with the Contract shall be sent.

The names of the principal officers of the corporation submitting this Bid Proposal or of the partners, if the Bid Proposal is submitted by a partnership, or of all persons interested in this Bid Proposal as principals, are as follows:

_____	_____
_____	_____

Dated this _____ day of _____, 2019.

Construction Contractor's
Board Registration Number

Firm Name

Signature of Bidder

Name Print or Type

Title Print or Type

Telephone No. _____

Tax ID # _____

The Bidder submitting this proposal certifies that they are ____, are not ____, a resident bidder of the State of Oregon as defined in ORS 279A.120.

THIS DOCUMENT MUST BE COMPLETED, SIGNED AND SUBMITTED WITH YOUR BID PACKAGE.

EXHIBIT "F"
Keizer City Hall Minor Remodel

DRUG & ALCOHOL TESTING POLICY CERTIFICATION

Has your firm established and implemented a drug and alcohol policy and testing program that complies with ORS 279C.505 for public improvement contracts?

_____ Yes _____ No

I hereby certify that the information provided on this form is true and accurate to the best of my knowledge.

Please print or type:

Company Name _____

Name/Title _____

Address _____

<p>Signature _____</p> <p>Date _____</p>
--

THIS DOCUMENT MUST BE COMPLETED, SIGNED AND SUBMITTED WITH YOUR BID PACKAGE.

EXHIBIT "G"

SAMPLE CONTRACT
FOR
KEIZER CITY HALL MINOR REMODEL PROJECT

THIS AGREEMENT, made this ____ day of _____, 2020, by and between the City of Keizer, an Oregon municipal corporation, hereinafter called "Owner", and _____, hereinafter called "Contractor".

WITNESSETH THAT: In consideration of the mutual covenants and conditions hereinafter set forth, the Owner and Contractor hereby agree as follows:

1. WORK BY CONTRACTOR. The Contractor shall provide all labor and materials to provide the services described in Exhibit "A" (Exhibit "A" may include Contractor's Bid, Scope of Work, Plans, Specifications, Drawings, Special Provisions, and other related Contract documents) attached hereto and by this reference incorporated herein.
2. TIME OF COMPLETION. Unless directed in writing otherwise, the Contractor shall commence the work covered by this Contract within five (5) days of full execution of this Contract, and shall complete all aspects of the project no later than December 30, 2020. **Time limits stated herein are of the essence of this Contract.**
3. LIQUIDATED DAMAGES. Contractor and Owner recognize that time is of the essence of this Contract and that Owner will suffer financial loss if the Work is not completed by December 30, 2020. The parties recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by Owner if the Work is not completed on time. Therefore, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty), Contractor shall pay Owner One Thousand and no/100 Dollars (\$1,000.00) for each calendar day that expires after December 30, 2020.
4. BONDS. Payment Bonds and Performance Bonds are required of Contractor at Contractor's own expense. Such bonds shall be issued by a surety licensed in the State of Oregon and must be acceptable to Owner. The bonds must equal the sum of the contract price.

The Contractor and all subcontractors must obtain or possess a valid Public Works Bond, filed with the Construction Contractors Board (CCB) before beginning any work on this project.

5. PRECONSTRUCTION CONFERENCE. Before any Work is started, a Preconstruction Conference attended by the Contractor, Public Works Director,

Owner's Architect, and others as appropriate, will be held to establish a working understanding among the parties as to the Work and to discuss the procedures for handling submittals, processing applications for payment, and maintaining records. Contractor is required to request such Preconstruction Conference as soon as possible to prevent delays in the project.

6. CONTRACT SUM. The Contract Sum is _____ (\$_____). See Exhibit "B" (Proposed Bid) attached hereto and by this reference incorporated herein.
7. PAYMENTS. Contractor may request partial payments as work progresses. Partial payment requests shall be submitted to Owner's Architect by the 10th calendar day of each month for processing. Payment requests shall accurately and completely detail all work completed since the last payment request up to the last day of the month and shall be on the Schedule of Values form attached as Exhibit "C". Any and all additional forms and documentation required by statute or this Agreement shall be submitted with the pay request. No partial or final payments shall be made unless required certified payroll reports have been provided to Owner. Prior to final completion and acceptance of the work, partial payments will be in an amount equal to ninety-five percent (95%) of the amount requested. The remaining five percent (5%) shall be considered retainage of the amount requested until the work is completed and accepted.

When final completion and acceptance of the work has been achieved, Contractor shall prepare for Owner's acceptance a final application for payment stating that to the best of Contractor's knowledge, and based on Owner's or Owner's Architect's inspections, the work has reached final completion in accordance with the Contract Documents. Payment of the Contract Sum shall be made to Contractor within twenty (20) days after acceptance of the work by Owner and Contractor's submittal of the final application for payment and the following submissions:

- A. Any and all additional forms and documentation required by statute or this Agreement;
- B. An affidavit declaring any indebtedness connected with the work, e.g. payrolls or invoices for materials or equipment, to have been paid, satisfied or to be paid with the proceeds of final payment, so as not to encumber the project property;
- C. A statement, under oath, that it has complied with all provisions of State law governing contractors on a public contract and it has complied with the provisions governing fair employment practices;
- D. A statement by each of Contractor's subcontractors, under oath, that each of the subcontractors has complied with all provisions of State law governing contractors on a public contract and has complied with the provisions governing fair employment practices;
- E. Release of any liens, conditioned on final payment being received;
- F. A report of any accidents or injuries experienced by Contractor or its Subcontractors at the worksite.

G. All certified payroll reports.

If the work has been substantially completed and full completion thereof is materially delayed through no fault of the Contractor and the Owner's Architect so certifies, the Owner shall, upon the certificate of the Owner's Architect, and without terminating the Contract, make payment for the balance due for that portion of the work fully complete and accepted, less a retained amount equal to five percent (5%) of the amount requested.

8. PAYMENTS WITHHELD. Owner may withhold, or on account of subsequently discovered evidence, nullify the whole or part of any estimate to such extent as may be necessary to protect the Owner from losses on account of:
- a. Defective work not remedied within a reasonable time after written notice.
 - b. Claims filed or reasonable evidence indicating probable filing of claims.
 - c. Failure of the Contractor to make payments properly to subcontractors or for material or labor.
 - d. A reasonable doubt that the Contract can be completed for the balance then unpaid.
 - e. Damage to the site, adjacent public or private property, or to another contractor.
 - f. Failure of the Contractor to keep Contractor's work progressing in accordance with Contractor's time schedule.

When the above grounds are removed, payment shall be made for amounts withheld because of them.

9. CLARIFICATIONS. Contractor shall request all clarifications in a written statement to Owner's Architect for response.
10. CHANGES. Contractor may request and/or Owner/Architect may order changes in the work or the timing or sequencing of performance of the work that impacts the Contract Price or the Contract Time. All such changes in the work that affect Contract Time or Contract Price shall be formalized in a Change Order. Acceptance of the Change Order and any adjustment in the Contract Price and/or Contract Time must be signed by all parties.
11. NOTICES. Any written notices permitted or required by this Contract shall be deemed given when personally delivered, or three days after deposit in the United States mail, postage fully prepaid, addressed to the parties as set forth below or such other address as either party may provide to the other by notice given in accordance with this provision.

OWNER:

CONTRACTOR:

Bill Lawyer
Public Works Director
City of Keizer
930 Chemawa Road NE
PO Box 21000
Keizer, OR 97307

- 12. LICENSES AND PERMITS. Owner shall secure and pay for all fees and permits required for the project, if any. Contractor shall comply with all laws, ordinances and regulations, (Federal, State, or local) which may be applicable to the project to be conducted hereunder.

- 13. RESPONSIBILITY OF INITIAL DECISION MAKER/PUBLIC WORKS DIRECTOR. The term "Initial Decision Maker" herein shall be the City of Keizer Public Works Director Bill Lawyer, or his duly authorized representative. The Initial Decision Maker shall have full authority to interpret the plans and specifications and shall determine the amount, quality, and acceptance of the work and supplies to be paid for under this Contract. It shall be the duty of the Initial Decision Maker to enforce the specifications in a fair and unbiased manner, although he has the right to waive any term of the specifications if that term is found to be unreasonable and inconsistent with the general spirit of the specifications. Any references to the Initial Decision Maker and Public Works Director shall mean the same throughout this Contract.

- 14. WAIVER. It is expressly understood and agreed that any waiver granted by the Initial Decision Maker or the Owner of any term, provision or covenant of this Contract shall not constitute a precedent nor breach of the same of any other terms, provisions, or covenants of this Contract. Neither the acceptance of the work by Owner nor the payment of all or any part of the sum due the Contractor hereunder shall constitute a waiver, by the Owner, of any claim which the Owner may have against the Contractor.

- 15. LIABILITY INSURANCE. The Contractor shall procure and maintain ongoing and completed liability insurance as hereinafter specified at Contractor's own expense. All such insurance shall be subject to the approval of the Owner for adequacy of protection and shall include a provision preventing cancellation without ten (10) day's prior notice to the Owner in writing. Contractor must provide the Owner and Owner's Architect with a certificate of insurance and endorsement evidencing the insurance within five (5) days from Contractor's execution of this Contract. Contractor shall not commence work until the required evidence has been delivered to Owner. The endorsement must insure the City of Keizer and Studio 3 Architecture Incorporated as additional insureds. "The City of Keizer" includes its officers, agents, contractors, and employees. The insurance requirement is to be in effect during the life of this Contract. The liability insurance required is as follows:

- a. Contractor's General Public Liability and Property Damage Insurance issued to the Contractor and protecting him from all claims for personal injury including death, and all claims for destruction of or damage to property, arising out of or in connection with any operations under this Contract, whether such operations be by himself or by any subcontractor under him, or anyone directly or indirectly employed by the Contractor or by a subcontractor under him.

All such insurance shall be written with a limit of liability of not less than \$1,000,000 for all damages arising out of bodily injury, including death, at any time resulting therefrom, sustained by any one person in any one accident; a limit of liability of not less than \$2,000,000 for any such damages sustained by two or more persons in any one accident; a limit of liability of not less than \$1,000,000 for all damages arising out of injury or destruction of property, damages arising out of injury or destruction of property, (including property of the City) in any one accident; and a limit of liability of not less than \$2,000,000 for all damage arising out of injury to or destruction of property, including property of City, during the policy period.

- b. Automobile Liability Insurance with a limit of liability of not less than \$1,000,000 issued to Contractor and protecting him from all claims arising out of or in connection with any operations under this Contract, whether such operations be by himself or by any subcontractor under him, or anyone directly or indirectly employed by Contractor or by a subcontractor under him.

16. **WORKERS COMPENSATION INSURANCE.** The Contractor shall procure and maintain, at Contractor's own expense, during the life of this Contract, in accordance with the provision of the laws of the state of Oregon, Workman's Compensation Insurance for all of Contractor's employees at the site of the project and in case any work is sublet, the Contractor shall require such subcontractor similarly to provide Workman's Compensation Insurance for all of its employees unless such employees are covered by the protection afforded by the Contractor. Certificates evidencing the issuance of such insurance shall be filed with the Owner and Owner's Architect within five (5) days after execution of this Contract.

17. **INDEMNITY.** The Contractor shall indemnify the Owner, the Owner's agents and employees from and against all losses and all claims, demands, payments, suit actions, recoveries, and judgment of every nature and description brought or recovered against them by reason of any act or omission of the said Contractor, Contractor's agents, or employees, in the execution of the work or in guarding the same.

18. **SUBCONTRACTS.** The Contractor shall have full responsibility under these conditions, general provisions, plans and specifications for any subcontracts which Contractor may let. Work not performed by Contractor with its own forces

shall be performed by subcontractors. Contractor agrees to bind each subcontractor and material supplier (and require every subcontractor to so bind its subcontractors and material suppliers) to all the provisions of this Contract and the Contract Documents as they apply to the subcontractor's and material supplier's portions of the work. Contractor shall submit a certification to Owner that all subcontractors performing work will be registered with the Construction Contractors Board or licensed by the State Landscape Contractors Board in accordance with ORS 701.035 to 701.055 before the subcontractors commence work under the contract.

19. **CONTRACTOR PAYMENTS.** Contractor shall: (1) make payment promptly, as due, to all persons supplying to Contractor labor or materials for the prosecution of the Work provided for in this Contract; (2) pay all contributions or amounts due the State Industrial Accident Fund and the State Unemployment Compensation Trust Fund from such Contractor or Subcontractor incurred in the performance of the Contract; (3) not permit any lien or claim to be filed or prosecuted against the Owner because of any labor or material furnished; and (4) pay to the Department of Revenue all sums withheld from employees.

If Contractor fails, neglects or refuses to make prompt payment of any claim for labor or services furnished to the Contractor or a Subcontractor by any person in connection with the Project as such claim becomes due, the proper officer(s) representing the Owner may pay the claim and charge the amount of the payment against funds due or to become due Contractor under this Contract.

20. **PROTECTION OF WORK AND PROPERTY.** The Contractor shall continuously maintain adequate protection of all Contractor's work and materials from damage or theft and shall protect the Owner's property and all adjacent property from injury or loss arising in connection with the activities under this Contract. The Contractor shall make good any such damage, injury, or loss, except such as may be due to errors in the Contract documents or such as may be caused by agents or employees of the Owner.

The Contractor shall take, use, provide, and maintain all necessary precautions, safeguards, and protection to prevent accidents, or injury to persons or property on, about, or adjacent to the work site, warning against any hazards created by the work being done under this Contract. Contractor shall designate a responsible member of Contractor's organization on the work, whose duty shall be the prevention of accidents, and the name of the person so designated shall be reported to the Owner in writing. In any emergency affecting the safety of life, or of the work or adjoin property, the Contractor, without special instruction or authorization from the Owner, is hereby permitted to act, at Contractor's discretion, to prevent such threatened loss or injury, and Contractor must take such action if so instructed or authorized by the Owner. The Contractor shall also protect adjacent property as required by law.

Contractor shall promptly, as due, make payment to any person, co-partnership, association or corporation furnishing medical, surgical, and hospital care or other

needed care and attention, incident to sickness or injury, to the employees of such Contractor and sums of which the Contractor agrees to pay for such services and all moneys and sums which the Contractor has collected or deducted from the wages of personnel pursuant to any law, contract or agreement for the purpose of providing or paying for such services.

21. WORK HOURS. Contractor must give notice to employees who work on this contract in writing, either at the time of hire or before commencement of work on the contract, or by posting a notice in a location frequented by employees, of the number of hours per day and days per week that the employees may be required to work. Furthermore, Contractor shall not employ any person performing work under this contract for more than ten hours in any one day, or 40 hours in any one week, except in cases of necessity, emergency, or where the public policy absolutely requires it. Contractor shall pay all individuals performing work under this contract at least time-and-a-half pay for:

- a. All overtime in excess of eight hours a day or 40 hours in any one week when the work week is five consecutive days, Monday through Friday; and
- b. All overtime in excess of 10 hours a day or 40 hours in any one week when the work week is four consecutive days, Monday through Friday; and
- c. All work performed on Saturday or Sunday and on any legal holiday specified in ORS 279C.540.

22. PREVAILING WAGE. Contractor must ensure that each worker in each trade or occupation employed in the performance of this Contract either by the Contractor, Sub-contractor or other person doing or contracting to do the whole or any part of the work on this Contract, shall be paid not less than the applicable prevailing rate of wage set forth in the attached schedule pursuant to ORS 279C.840(4) & OAR 839-016-0033(1).

Contractor shall maintain all records and file all wage certification forms as required by Oregon Administrative Rules.

A. Prevailing Wage Requirements

a. Applicable Prevailing Wage Rates

- i. If this project is subject to the applicable Oregon Prevailing Wage Rate publication and any amendments, and/or the federal Davis Bacon Wage Rate Act (40 U.S.C. 3141 et seq.), in effect at the time of solicitation, the Contractor shall pay the wage rate and fringe benefits listed in the Bureau of Labor and Industries publication titled "July 1, 2020 Prevailing Wage Rates for Public Works Contracts in Oregon", which is incorporated herein by reference or can be accessed and downloaded at BOLI's website.

- ii. If the project is subject to the federal Davis Bacon Act, the current wage rate publication for Oregon can be accessed and downloaded at <http://www.dol.gov/whd/govcontracts/dbra.htm>. ORS.279C.838.
 - iii. If the project is subject to the Davis-Bacon Act and if the state prevailing rate of wage is higher than the federal prevailing rate of wage that is in effect at the time a public agency enters into a contract with a contractor for the project, the contractor and every subcontractor on the project shall pay no less than the state prevailing rate of wage. ORS 279C.838.
 - iv. All prevailing wage rates that apply to the project must be posted at the job site. Every contractor on the site is responsible for this posting. ORS 279C.840(4) & OAR 839-025-0033(1).
 - v. All contracts and subcontracts for this project must include a provision that each worker in each trade or occupation employed in the performance of the contract either by the contractor, subcontractor or other person doing or contracting to do or contracting for the whole or any part of the work on the contract, must be paid not less than the applicable state prevailing rate of wage, or the applicable federal prevailing rate of wage, whichever is higher. ORS 279C.838.
- b. Certified Payroll Filing Requirements
- i. Every employer on a covered project must file certified payroll records with the Owner. Certified statements for each week during which the Contractor or Subcontractor employs a worker upon the public work shall be submitted once a month, by the fifth business day of the following month. Information submitted on certified statements may be used only to ensure compliance with the provisions of ORS 279C.845 to 279C.860.
- c. Certified Payroll Form
- i. To help employers satisfy the filing requirement, Form WH-38 is included in each PWR rate book. BOLI does not require contractors to use this form, but contractors must supply all information the form requests and this information must be certified.

Employers using their own forms or reports can comply with the certification requirement by attaching and completing a copy of the certification from the WH-38 form to their filing.

Employers must submit the hours worked each day by each employee, his or her name, address, the pay rate, work classification, gross pay to the employee and the amount contributed to any third party fringe benefits (and the type of benefit provided).

To meet filing requirements, the employer must sign the certified payroll to confirm that the information is true and complete. Unsigned reports do not satisfy the filing requirement. Submitting false or incomplete information can be the basis for civil penalties or debarment.

The Contractor and subcontractors shall preserve the certified statements for a period of three (3) years from the completion of the contract.

d. Certified Payroll Retainage

- i. As required in ORS 279C.845, the Owner will retain 25% of any amount earned by the Contractor on the project until the Contractor has filed the certified statements required in ORS 279C.845. The Owner will pay to the Contractor the amount retained within 14 days after the Contractor files the required certified statements, regardless of whether a subcontractor has failed to file certified statements.
- ii. As required in ORS 279C.845, the Contractor shall retain 25% of any amount earned by a first tier subcontractor on the project until the first tier subcontractor has filed with the Owner the certified statements required in ORS 279C.845. Before paying any amount retained, the Contractor shall verify that the first tier subcontractor has filed the certified statement. Within 14 days after the first tier subcontractor files the required certified statement the Contractor shall pay the first tier subcontractor any amount retained.

23. QUALIFYING EMPLOYEE DRUG TESTING PROGRAM. Contractor represents and warrants that Contractor has in place at the time of the execution of this Contract, and shall maintain during the term of this Contract, a Qualifying Employee Drug Testing Program for its employees that includes, at a minimum a written employee drug testing policy, required drug testing for all new subject employees or, alternatively, required testing of all subject employees every 12 months on a random selection basis, and required testing of a subject employee when the Contractor has reasonable cause to believe the subject employee is under the influence of drugs.

24. SAFETY MEASURES. Contractor agrees that Contractor, Contractor's employees, and subcontractors will comply with all OSHA regulations applicable to the work being performed, and with all state and federal requirements, including, but no limited to, ADA, Civil rights Act, and EEO requirements. Contractor agrees that all personnel must wear safety vests at all times.

25. INSPECTION. Owner and his representative shall at all times have access to the work during its construction, and shall be furnished with every reasonable facility for ascertaining that the stock and materials used and employed, and the

workmanship are in accordance with the requirements and intentions of the specifications. All work done and all materials furnished shall be subject to inspection and approval.

The inspection of the work shall not relieve the Contractor of any of Contractor's obligations to fulfill the Contract in full and as prescribed. Defective work shall be made good and unsuitable material shall be rejected, notwithstanding that such defective work and material may have been previously overlooked and accepted on estimates for payment. No work shall be done at night without the prior written approval of Owner.

26. DEFECTIVE WORK OR MATERIAL. The Contractor shall promptly remove from the premises all work and materials condemned by Owner as failing to conform to the Contract, whether incorporated or not, and the Contractor shall promptly replace and re-execute Contractor's own work in accordance with the Contract and without expense to the Owner and shall bear the expense of making good all work of other contractors destroyed or damaged by such removal or replacement.

27. LIENS. Contractor shall not permit any lien or claim to be filed or prosecuted against the City of Keizer, Oregon or the private property owner, in connection with this contract and agrees to assume responsibility should such lien or claim be filed. If at any time there shall be evidence of any lien or claim for which the Owner might become liable and which is chargeable to the Contractor, the Owner shall have the right to retain out of any payment then due or thereafter to become due, an amount sufficient to provide complete indemnification against such lien or claim. In the event the Owner has already paid to the Contractor all sums due under this Contract or the balance remaining unpaid is insufficient to protect the Owner, the Contractor shall be liable to the Owner for any loss so sustained.

28. OWNER'S RIGHT TO TAKE OVER THE WORK. If the Contractor should be adjudged as bankrupt, or if it should make a general assignment for the benefit of its creditors, or if a receiver should be appointed to take over its affairs, or if it should fail to prosecute its work with due diligence and carry the work forward in accordance with its work schedule and the time limits set forth in the Contract documents, or if it should fail to substantially perform one or more of the provisions of the Contract documents to be performed by it, the Owner may serve written notice on the Contractor and the surety of its payment and/or performance bond, stating its intention to exercise one of the remedies hereinafter set forth and the grounds upon which the Owner bases its right to exercise such remedy.

In any event, unless the matter complained of is satisfactorily corrected within ten (10) days after service of such notice, the Owner may, without prejudice to any other right or remedy, exercise one of the following such remedies, at once, having first obtained a certificate from the Initial Decision Maker that sufficient cause exists to justify such action.

- a. The Owner may terminate the services of the Contractor, which termination shall take effect immediately upon service of notice thereof on the Contractor, whereupon Owner may itself take over the work, take possession of and use all materials, tools, equipment and appliances on the premises and prosecute the work to completion by such means as it shall deem best. In the event of such termination of its service, the Contractor shall not be entitled to any further payment under this Contract until the work is completed and accepted. If the Owner takes over the work and if the unpaid balance of the Contract price when the Owner takes over the work exceeds the cost of completing the work, including compensation for any damages or expenses incurred by Owner through the default of the Contractor, such excess shall be paid to the Contractor. In such event, if such costs, expenses and damages shall exceed such unpaid balance of the Contract price, the Contractor shall pay the difference to the Owner. Such costs, expenses, and damages shall be certified by the Public Works Director.
- b. The Owner may take control of the work and either make good the deficiencies of the Contractor itself or direct the activities of the Contractor in doing so, employing such additional help as the Owner deems advisable. In such event, the Owner shall be entitled to collect from the Contractor, or to deduct from any payment then or thereafter due the Contractor, the cost incurred by it through the default of the Contractor, provided the Public Works Director approves the amount thus charged to the Contractor.
- c. The Owner may require the surety on the Contractor's bond to take control of the work at once and see to it that all of the deficiencies of the Contractor are made good with due diligence. As between the Owner and the surety, the cost of making good such deficiencies shall all be borne by the surety. If the surety takes over the work, either upon instructions from the Owner to do so or based upon the surety's choice, all provisions of the Contract documents shall govern in respect to the work done by the surety, the surety being substituted for the Contractor as to such provisions as to payment for the work and provisions of this section as to the right of the Owner to do the work itself or to take control of the work.

The above remedies are in addition to any other remedies allowed by law or equity.

29. OWNER'S RIGHT TO TERMINATE CONTRACT. Owner may terminate this Contract upon seven (7) days written notice to Contractor if Owner fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow Owner to pay for services under this Contract.

30. CONTRACTOR'S RIGHT TO STOP OR TERMINATE CONTRACT. If the work shall be stopped under an order of any court or other public authority for a period of no less than three (3) months through no act or fault of the Contractor or of any one employed by it, then the Contractor may on seven (7) days written notice

to the Owner stop work or terminate this Contractor and recover from the Owner payment for all work executed to the date of stoppage, any losses sustained from any plant or material, and a reasonable profit. If the Public Works Director shall fail to issue any certificate for payment within ten (10) days after it is due, or if the Owner shall fail to pay the Contractor within fifteen (15) days after its maturity and presentation to the Owner any sum certified by the Public Works Director, then the Contractor may, on seven (7) days written notice to Owner, terminate the Contract and recover from the Owner payment for all work executed to date, any losses sustained upon any plant for material, and a reasonable profit.

31. DELAYS AND EXTENSION OF TIME. If the Contractor is delayed at any time in the progress of the work by an act or neglect of the Owner, or any employee of Owner, or by any separate contractor employed by the Owner, or by changes ordered in the work, or by strike, lockouts, fire, unusual delay in transportation, unavoidable casualties, or any cause beyond the Contractor's control, or by delay authorized by the Public Works Director, or by any cause which the Public Works Director shall decide to justify the delay, then the time of completion shall be extended for such reasonable time as the Public Works Director may decide.

No such extensions shall be made for a delay occurring more than seven (7) days before claim therefore is made in writing to the Public Works Director. In the case of a continued cause of delay, only one claim is necessary. This section does not exclude the recovery of damages for delays by either party under other provisions in the Contract documents.

32. ACCEPTANCE. Final inspection and acceptance of the work shall be made by the Owner and local appointed authority. Such inspection shall be made as soon as practical after the Contractor has notified the Owner in writing that the work is ready for such inspection.

33. GUARANTEE. Contractor agrees to guarantee all work under this Contract for a period of one (1) year from the date of final acceptance thereof. If any unsatisfactory condition or damage develops within the time of this guarantee due to materials or workmanship which were defective, inferior, or not in accordance with the Contract, Contractors agrees, whenever notified by Owner, to immediately place such guaranteed work in a condition satisfactory to Owner and make repairs of all damage made necessary in the fulfillment of the guarantee. This provision shall survive termination of this Contract.

34. DISPUTE RESOLUTION.

(a) Any dispute arising out of or in connection with this Agreement, which is not settled by mutual agreement of the Contractor and the Owner within sixty (60) days of notification in writing by either party, shall be submitted to an arbitrator mutually agreed upon by the parties. In the event the parties cannot agree on the arbitrator, then the arbitrator shall be appointed by the Presiding Judge (Civil) of the Circuit Court of the State of Oregon for the County of Marion. The arbitrator shall be selected within thirty (30) days from the

expiration of the sixty (60) day period following notification of the dispute. The arbitration, and any litigation arising out of or in connection with this Agreement, shall be conducted in Salem, Oregon, shall be governed by the laws of the State of Oregon, and shall be as speedy as reasonably possible. The applicable arbitration rules for the Marion County courts shall apply unless the parties agree in writing to other rules. The arbitrator shall render a decision within forty-five (45) days of the first meeting with the Contractor and the Owner. Insofar as the Contractor and the Owner legally may do so, they agree to be bound by the decision of the arbitrator.

(b) Notwithstanding any dispute under this Agreement, whether before or during arbitration, the Contractor shall continue to perform its work pending resolution of a dispute, and the Owner shall make payments as required by the Agreement for undisputed portions of work.

35. **ASSIGNMENT.** Neither Owner nor Contractor shall assign its interest in this Contract without the written consent of the other except as to the assignment of proceeds. The terms and conditions of this Contract shall be binding upon both parties, their partners, successors, assigns and legal representatives. Neither party to this Contract shall assign the Contract as a whole without written consent of the other.

36. **INDEPENDENT CONTRACTOR STATUS.** The service or services to be performed under this Contract are those of an independent contractor as defined in ORS 670.600. Contractor represents and warrants that it is not an officer, employee or agent of the Owner. Contractor is not entitled to, and expressly waives all claim to City benefits including, but not limited to health, life, and disability insurance, overtime pay, paid leave, and retirement.

37. **GOVERNING LAW.** This Contract shall be governed by the laws of the State of Oregon.

38. **SEVERABILITY.** Any provision or part of this Contract held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and Contractor. Owner and Contractor agree that this Contract shall be amended to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

39. **COMPLIANCE.** The Contractor shall comply with and require its subcontractors to comply with all applicable provisions of Federal, State and local statutes, ordinance, orders, rules, regulations, and all other specifications and provisions as contained within these Contract documents.

40. **INCORPORATION; PRECEDENCE.** The Exhibits, if any, attached to this Contract are incorporated herein as if fully set forth in this Contract. If any provision of any Exhibit conflicts with the provisions of this Contract, the terms of this Contract shall govern.

41. SIGNATURE. Facsimile or electronic transmission of any signed original document, and retransmission of any signed facsimile or electronic transmission, shall be the same as delivery of an original. At the request of either party, the parties shall confirm facsimile or electronic transmitted signatures by signing an original document.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed the day and year first above written.

CITY OF KEIZER _____

By: _____
Christopher C. Eppley,
City Manager

By: _____
_____,

APPROVED AS TO FORM:

Keizer City Attorney

Job:

Application Date:

Owner:

Contractor:

Application Start Date:

Period To:

Item #	Description of Work	Scheduled Value	Change Order	Revised Scheduled Value	Work Completed			Total Completed and Stored to Date	%	Balance to Finish	Retainage
					This Application						
					Previous Applications	Work in Place	Stored Materials				
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FIRST-TIER SUBCONTRACTOR DISCLOSURE FORM

Project Name: Keizer City Hall Minor Remodel
 Bid Closing: Date: October 26, 2020 Time: 2:00 p.m.

Criteria for disclosure of first tier subcontractors:

- A bidder shall submit to the City within two (2) working hours after the date and time of the deadline when the bids are due to the City, a disclosure of any first tier subcontractor(s) that will be furnishing labor or labor and materials in connection with the public improvement and whose contract value is equal to or greater than:
 - Five percent (5%) of the total project bid or \$15,000, whichever is larger; or \$350,000 regardless of the percentage of the total project bid.
- The undersigned, if awarded the contract, intends to subcontract certain portions of said contract in accordance with the following schedule:
 - There are no first tier subcontractors for this public improvement project.
 - This public improvement project is estimated to be under \$100,000 and does not require disclosure of first tier subcontractors.
 - Disclosure required as follows:

List below the name of each subcontractor that will be furnishing labor or labor and materials and that is required to be disclosed, the category of work that the subcontractor will be performing and the dollar value of the subcontract. This disclosure does not include subcontractors providing materials only. (Attach additional sheets if needed.) Enter "NONE" if there are no subcontractors that need to be disclosed.

Subcontractor Name/Address	Category of Work	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Form submitted by: (bidder Signature) _____
 Company Name: _____ Date: _____
 Contact Phone Number: _____

THIS DOCUMENT MUST BE COMPLETED, SIGNED, AND SUBMITTED IN ACCORDANCE WITH GENERAL INSTRUCTIONS SECTION, REGARDLESS OF DOLLAR AMOUNT OF PROJECT. THE CITY OF KEIZER SHALL CONSIDER THE BID OF ANY CONTRACTOR THAT DOES NOT SUBMIT A SUBCONTRACTOR DISCLOSURE TO BE NON-RESPONSIVE. A NON-RESPONSIVE BID WILL NOT BE CONSIDERED FOR AWARD.