

**SECTION 01110**  
**SUMMARY OF WORK**

**PART 1 - GENERAL**

**1.01 SECTION INCLUDES**

- A. Project description.
- B. Work description.
- C. City occupancy.
- D. Contractor-salvaged products.
- E. Separate contracts and work by City.
- F. Extra copies of Contract Documents.
- G. Permits, fees and notices.

**1.02 THE PROJECT**

The Project is the George Bush Intercontinental Airport/ Houston in Houston, Texas.

**1.03 GENERAL DESCRIPTION OF THE WORK**

- A. Construct the Work under a single general construction contract:
- B. Construct the Work in a single stage
- C. The Work is summarized as interior renovation of the public restroom renovations at Hobby Airport. The work requires demolition of the existing interior finishes and interior architecture prior to the new work beginning. The Scope of Work includes floor, wall and ceiling finishes; new toilet accessories, new signage, temporary secure construction screen walls, and MEP renovations work.

Work shall be completed in 2 major phases associated with the 2 pairs of restroom work. Work zones will be established during a post-bid phasing conference. The contractor shall submit to the owner (for approval) a work plan that details how the contractor will systematically work from one zone to another.

Scope of work requires the installer to have airport badged personnel.

Careful consideration and coordination will need to be given to obstruction of ceiling appurtenances, flight information directories, smoke detectors, cameras, monitors, lights, etc.

- 1. Quiet and dust free work behind an approved screen wall can happen during standard working hours, as allowed by H.A.S.

## HOU Restroom Renovations

### Project No. 209

### SUMMARY OF WORK

2. Work that will be a hazard to the general public, such as overhead and ceiling work in the terminal, or curbsides must be done at night between 11:00 p.m. and 5:00 a.m., as allowed by the owner.
  3. Cut and patch existing construction designated or required to remain and to receive new construction, following Section 01731- Cutting and Patching, and Section 01761 – Protection of Existing Services.
- D. Contract limit lines are shown diagrammatically on Drawings.
- E. The construction budget for this construction project is \$4,000,000

#### 1.04 CITY OCCUPANCY

The City intends to occupy the entire portion of the Project by 250 calendar days after Notice to Proceed.

The City will occupy the premises and remain in operation during the entire period of construction with the exception of phased Garage Signage installation.

- A. Cooperate with the City to reduce conflict, and to facilitate the City's operations. Coordinate Contractor's activities with City Operations or Maintenance personnel through City Engineer.
- B. Schedule Work to fit these requirements.

#### 1.05 CONTRACTOR-SALVAGED PRODUCTS (CSP)

- A. Products intended for salvage and return by the Contractor to City Engineer are scheduled in Part 2 of this Section and are shown in diagrammatic form or noted on Drawings.
- B. Obtain, handle, store and protect CSP following Section 01731 - Cutting and Patching. Reinstall items designated for reuse following Section 01731.
- C. Provide written receipt or transfer of title to City Engineer.
- D. Assume CSP function properly, unless discovered to the contrary and notice given before removal. Correct damages or deficiencies occurring to CSP while in possession of Contractor, without change in Contract Sum or Time.

#### 1.06 SEPARATE CONTRACTS AND WORK BY CITY

Edit date: N/A

- A. Review contract documents and other information furnished by City Engineer to confirm effects of separate contract and City work and to coordinate work of this contract with it.
  1. Documents are available to download on HAS's website:

<https://www.fly2houston.com/biz/opportunities/solicitations/>

### SUMMARY OF WORK

01110-2 ver. 12.27.17

- B. City Engineer will resolve conflicts and discrepancies between this contract and separate contracts and work by City.

1.07 PERMITS, FEES AND NOTICES

Refer to Document 00700 Paragraph 3.14. Reimburse City for City's payment of fines levied against City or its employees because of Contractor's failure to obtain proper permits, pay proper fees, and make proper notifications. Reimbursement will be by Change Order, deducting from the Contract Price the amount of fines imposed.

PART 2 - PRODUCTS

2.01 SCHEDULE OF CSP

- A. Unless indicated otherwise, salvage and return to the City the following CSP existing within the contract limits:

- 1. APGS Signs and Equipment

- B. Return excess CSP items following Section 01770 - Contract Closeout.

PART 3 - EXECUTION (NOT USED)

END OF SECTION

**SECTION 01145**

**CONTRACTOR'S USE OF PREMISES**

**PART 1- GENERAL**

**1.01 SECTION INCLUDES**

- A. Rights-of-way and access to the Work.
- B. Property and Base Facility outside contract limits.
- C. General requirements for exterior work.
- D. Work in AOA, including electrical lockout/tagout program.
- E. Interior work.
- F. Control of access into security areas.

**1.02 SUBMITTALS**

- A. Show start dates and duration of closures and impediments on construction schedule following Section 01325 - Construction Schedules.
- B. Prepare written requests, using Document 00931 - Request for Information, and submit requests at least 7 days before access is required, for following:
  - 1. Roadway, street, driveway, curbside and building main entrance/exit closures or impediments. Do not close or impede emergency exits intended to remain.
  - 2. Access to property outside contract limits, required to extend or connect work to utilities or environmental system controls in non-contract areas.
- C. For work involving electrical energy or other hazardous energy sources, submit a Lockout/Tagout Program.

**1.03 RIGHTS-OF-WAY AND ACCESS TO THE WORK**

- A. Confine access and operations and storage areas to contract limits and other areas provided by City, following Document 00700. Do not trespass on non-City-owned property or on airport occupants' spaces.
- B. Airport operates "around the clock." In cases of conflicts with construction operations, airport operations take precedence. Airport roads, streets, drives, curbsides and sidewalks, and ticketing, baggage claim, security check points, concessions, restrooms, aircraft gates and similar passenger-related areas are intended for year-round uninterrupted use and access by the public and airport operations. Maintain uninterrupted traffic movement.

1. Aircraft and emergency vehicles have right-of-way in AOA.
2. Private vehicles, public transportation and emergency vehicles have right-of-way on roads, streets, driveways and curbsides.
3. Passengers have right-of-way in public spaces. Occupants have right-of-way in other occupied areas.

C. Follow instructions of the City Engineer, Airport Manager and of ATCT. Follow FAA procedures.

D. FAA will review Contractor's submittals for compliance with FAA requirements. Attend meetings with FAA to assist the City Engineer in obtaining approvals.

E. Continued violations of or flagrant disregard for policies may be considered default, and individuals disregarding requirements may be determined as objectionable by the City Engineer, following provisions of Document 00700.

Do not close or impede rights-of-way without City Engineer approval.

F. City Engineer may approve temporary storage of products, in addition to areas shown on Drawings, in occupied areas and other on-airport areas if storage piles do not interfere with airport operations.

#### 1.04 PROPERTY AND BASE FACILITY OUTSIDE CONTRACT LIMITS

A. Do not alter condition of property or Base Facility outside contract limits.

B. Means, methods, techniques, sequences, or procedures which may result in damage to property outside of contract limits are not permitted.

C. Repair or replace damage to property outside contract limits to condition existing at start of the Work, or better.

#### 1.07 GENERAL REQUIREMENTS FOR INTERIOR WORK

A. Obtain City Engineer's approval and permits prior to impeding or closing building entrances, corridors, and areas around passenger service functions (ticketing, baggage check and claim, security screening, waiting, aircraft enplaning and deplaning).

B. Maintain emergency access to the Work and to fire hose, extinguisher cabinets and Automated External Defibrillators (AED), following Section 01505 - Temporary Facilities.

C. Do not obstruct fire exits. When obstruction is unavoidable due to requirements of the Work, provide fire-retardant enclosures to maintain unimpeded flow, following Section 01505 - Temporary Facilities.

D. Locate by Section 01726- Cutting and Patching and protect by Section 01505- Temporary Facilities utility and communications or data systems which may exist. Repair or replace damaged systems to condition existing at start of Work, or better.

E. Provide temporary facilities and controls following Section 01505- Temporary Facilities.

F. Provide signs following Section 01507- Temporary Signs.

1.08 CONTROL OF SECURITY AREA ACCESS

A. Install barricades and enclosures to prevent uncontrolled access into security areas, following Section 01505 - Temporary Facilities. Provide locked access points. Provide duplicate keys to City Engineer.

B. Post one gatekeeper, employed by the Contractor, at each point of access through barricades or enclosures into security areas, during times when access points are not locked. Ensure persons entering are properly badged.

C. Provide signs following Section 01507 - Temporary Signs.

PART 2 PRODUCTS (Not Used)

PART 3 EXECUTION (Not Used)

END OF SECTION

**SECTION 01210**  
**CASH ALLOWANCES**

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. City's allowances, allocated to the items of work listed or as directed.
- B. See Document 00700 - General Conditions, Paragraph 3.11 for costs included and excluded from cash allowance values listed in 1.02 below.
- C. Follow Section 01255 - Modification Procedures for processing allowance expenditures. Cash Allowance sums remaining at Final Completion belong to the City, creditable by Change Order.

1.02 SCHEDULE OF CASH ALLOWANCES (TOTAL \$ 20,000 VALUE)

- A. Allowance Item 1 - Building Permit: For obtaining the Building Permit from City of Houston, \$10,000.
- B. Allowance Item 2 – Owner’s allowance, \$10,000.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION

**SECTION 01255**

**MODIFICATION PROCEDURES**

**PART 1- GENERAL**

**1.01 SECTION INCLUDES**

- A. Signatories on behalf of City and Contractor.
- B. Contractor's documentation.
- C. Change Orders
- D. Requests for Proposal.
- E. Work Change Directives.
- F. Execution of Modifications.
- G. Resolving discrepancies.
- H. Requests for Information or Clarification.
- I. Correlation of submittals.

**1.02 SIGNATORIES**

- A. Submit at the Preconstruction Conference (Section 01312 - Coordination and Meetings) a letter indicating the name and address of Contractor's personnel authorized to execute Modifications, and with responsibility for informing others in Contractor's employ or Subcontractors of same.

**1.03 REFERENCES**

- A. Blue Book: "Dataquest" Rental Rate Blue Book for Construction Equipment.
- B. Rental Rate: The full unadjusted base rental rate for the applicable item of equipment.

**1.04 CONTRACTOR'S DOCUMENTATION**

- A. Maintain detailed records of changes in the Work. Provide full information required for identification and evaluation of proposed changes, and to substantiate costs of changes in the Work.
- B. Furnish sufficient data to allow City Engineer's evaluation of Contractor's responses to proposed changes.
- C. Include with each proposal the following minimum information (as applicable to form of Contract Price):
  - 1. Quantities of original Bid Schedule unit price work items (with additions, reductions, deletions, and substitutions).

**MODIFICATION PROCEDURES**



2. When work items are not included in Document 00410 - Bid Tabulation Form, provide unit prices for the new items, with proper supporting information.
  3. For Stipulated Price changes, furnish breakdown of labor, products, taxes, insurance, bonds, temporary facilities and controls as applicable, and overhead and profit.
  4. Justification for change, if any, in Contract Time.
  5. Additional data upon request.
- D. Payment for rented equipment will be made to the Contractor by actual invoice cost for the duration of time required to complete additional work. If additional work comprises only a portion of the rental invoice where the equipment would otherwise be on the site, compute the hourly equipment rate by dividing the actual monthly invoice by 176. (One day equals 8 hours and one week equals 40 hours.) Operating costs shall not exceed the estimated operating costs given for the item of equipment in the Blue Book.
- E. For changes in the Work performed on a time-and-materials basis using Contractor-owned equipment, compute rates with the Blue Book as follows:
1. Multiply the appropriate Rental Rate (the lowest cost combination of hourly, daily, weekly or monthly rates) by an adjustment factor of 70 percent plus the full rate shown for operating costs. Use 150 percent of the Rental Rate for double shifts (one extra shift per day) and 200 percent of the Rental Rate for more than two shifts per day. No other rate adjustments apply.
  2. Standby Rates: 50 percent of the appropriate Rental Rate shown in the Blue Book. Operating costs are allowed.
- 1.05 CHANGE ORDERS
- A. Changes to Contract Price or Time are made only by execution of a Change Order.
- B. Stipulated Price Change Order: Stipulated Price Change Orders are based on an accepted Proposal/Contract Modification including the Contractor's lump sum price quotation.
- C. Unit Price Change Order:
1. Where Unit Prices for the affected items of Work are included in Document 00410 - Bid Tabulation Form, Unit Price Change Orders are based on unit prices as originally bid, subject to requirements in Articles 7 and 9 of Document 00700 - General Conditions.
  2. Where unit prices of Work are not pre-determined in Document 00410 - Bid Tabulation Form, Request for Proposal or Work Change Directive will state the unit prices to use.
- D. Time-And-Material Change Order:
1. Provide an itemized account and supporting data after completion of change, within time limits indicated for claims in Document 00700 - General Conditions.
  2. City Engineer will determine the change allowable in Contract Price and Contract Time following Document 00700 - General Conditions.

3. For changes in the Work performed on a time-and-material basis, furnish the following in addition to information specified in Paragraph 1.04.C:
  - a. Quantities and description of products and tools.
  - b. Taxes, insurance and bonds.
  - c. Overhead and profit, following Document 00700 - General Conditions Paragraphs 7.3.2.2 or Document 00800 - Supplementary Conditions.
  - d. Dates and times of work performance, and by whom.
  - e. Time records and certified copies of applicable payrolls.
  - f. Invoices and receipts for products, rented tools, and Subcontracts, similarly documented.

**1.06 REQUEST FOR PROPOSAL**

- A. City Engineer may issue a Request for Proposal, including a detailed description of proposed changes, supported by revised Drawings and Specifications, if applicable. Prepare and submit Contractor's response to the Request for Proposal within 7 days or as specified in the request.
- B. This document does not authorize work to proceed.
- C. Follow instructions on back of the Request for Proposal.

**1.07 WORK CHANGE DIRECTIVE (WCD)**

- A. City Engineer may issue a WCD instructing the Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.
- B. City Engineer may issue minor changes in the Work, not involving an adjustment to Contract Price or Time by using a WCD.
- C. The document will describe changes in the Work and will designate a method of determining change, if any, in Contract Price or Time. When properly executed, this document authorizes work to proceed. Follow instructions on back of the WCD.
- D. Promptly execute changes in the Work following the directions from the Work Change Directive.

**1.08 RESOLVING DISCREPANCIES**

- A. Complete Base Facility survey following Section 01726 - Base Facility Survey prior to preparation of submittal data and commencing main construction operations. Submit survey data of inaccessible concealed conditions as cutting and patching or demolition operations proceed.
- B. Prepare and submit a Request for Information for each separate condition with a written statement of substantive discrepancies, including specific scope, location and discrepancy discovered.

- C. Based upon the Contractor's knowledge of Base Facility conditions "as-found" and the requirements for the Work, propose graphic or written alternatives to Drawings and Specifications to correct discrepancies. Include as supplementary data to the Request for Information.
- D. Modifications due to concealed conditions are allowed only for conditions which are accessible only through cutting or demolition operations.
  - 1. No changes in the Contract Sum or Time are permitted for sight-exposed conditions or conditions visible by entry into access doors or panels and above lay-in or concealed spline acoustical ceilings, or by conditions described in Documents 00320 - Geotechnical Information or 00330 - Existing Conditions.

**1.09 REQUEST FOR INFORMATION OR CLARIFICATION**

- A. The Request for Information or Clarification does not authorize work that changes the Contract Price or Time.
- B. Request clarification of Contract Documents or other information by using the Request for Information or Clarification.
  - 1. If additional work is required, then the requirement will be requested by the City Engineer's issuance of a Request for Information or Clarification; Request for Proposal; Work Change Directive.
  - 2. This document does not authorize work to proceed.
- C. Changes may be proposed by the Contractor only by submitting a Request for Information following Paragraph 1.08.
- D. The City Engineer may issue minor changes in the Work, not involving an adjustment to Contract Price or Time using a Request for Information or Clarification and following Document 00700 - General Conditions.
- E. Follow directions on back of the Request for Information or Clarification.

**1.10 CORRELATION OF SUBMITTALS**

- A. For Stipulated Price Contracts, promptly revise Schedule of Values and Application for Payment forms to record each authorized Change Order as a separate line item and adjust the Contract Price, following Section 01290 - Payment Procedures.
- B. For Unit Price Contracts, revise the next monthly estimate of work after acceptance of a Change Order to include new items not previously included and the appropriate unit rates.
- C. Promptly revise progress schedules to reflect any change in Contract Time, revise schedules to adjust time for other items of work affected by the change and resubmit for review following Section 01325 - Construction Schedules.
- D. Promptly record changes on record documents following Section 01770- Contract Closeout.

PART 2- PRODUCTS (NOT USED)

PART 3- EXECUTION (NOT USED)

END OF SECTION

**SECTION 01270**

**MEASUREMENT AND PAYMENT**

**PART 1- GENERAL**

**1.01 SECTION INCLUDES**

A. Procedures for measurement and payment plus conditions for nonconformance assessment and nonpayment for rejected Products.

**1.02 AUTHORITY**

A. Measurement methods delineated in Specification Sections are intended to complement criteria of this Section. In event of conflict, requirements of the Specification Section shall govern.

B. Project Manager will take all measurements and compute quantities accordingly.

C. Assist by providing necessary equipment, workers, and survey personnel

D. Measurement and Payment paragraphs are included only in those Specification Sections of Division 01, where direct payment will be made. Include costs in the total bid price for those Specification Sections in Division 01 that do not contain Measurement and Payment paragraphs.

**1.03 UNIT QUANTITIES SPECIFIED**

A. Quantity and measurement estimates stated in the Agreement are for contract purposes only. Quantities and measurements supplied or placed in the Work and verified by Project Manager will determine payment as stated in Article 9 of Document 00700 – General Conditions.

B. When actual work requires greater or lesser quantities than those quantities indicated in Document 00410 – Bid Form, provide required quantities at Unit Prices contracted, except as otherwise stated in Article 9 of Document 00700 – General Conditions.

**1.04 MEASUREMENT OF QUANTITIES**

A. Measurement by Weight: Reinforcing Steel, rolled or formed steel or other metal shapes are measured by CRSI or AISC Manual of Steel Construction weights. Welded assemblies are measured by CRSI or AISC Manual of Steel Construction or scale weights.

B. Measurement by Volume:

1. Stockpiles: Measured by cubic dimension using mean length, width, and height or thickness.

2. Excavation and Embankment Materials: Measured by cubic dimension using average end area method.

C. Measurement by Area: Measured by square dimension using mean length and width or radius.

- D. Linear Measurement: Measured by linear dimension, at item centerline or mean chord.
- E. Stipulated Price Measurement: By unit designation in the Agreement.
- F. Other: Items measured by weight, volume, area, or linear means or combination, as appropriate, as completed item or unit of the Work.
- G. Measurement by Each: Measured by each instance or item provided.
- H. Measurement by Lump Sum: Measure includes all associated work.

**1.05 PAYMENT**

- A. Payment includes full compensation for all required supervision, labor, Products, tools, equipment, plant, transportation, services, and incidentals; and erection, application or installation of an item of the Work; and Contractor's overhead and profit.
- B. Total compensation for required Unit Price work shall be included in Unit Price bid in Document 00410 – Bid Form. Claims for payment as Unit Price work, but not specifically covered in the list of Unit Prices contained in Document 00410 – Bid Form, will not be accepted.
- C. Interim payments for stored materials will be made only for materials to be incorporated under items covered in Unit Prices, unless disallowed in Document 00800 • Supplementary Conditions.
- D. Progress payments will be based on Project Manager's observations and evaluations of quantities incorporated in the Work multiplied by Unit Price.
- E. Final payment for work governed by Unit Prices will be made on the basis of actual measurements and quantities determined by Project Manager multiplied by the Unit Price for work which is incorporated in or made necessary by the Work.

**1.06 NONCONFORMANCE ASSESSMENT**

- A. Remove and replace work, or portions of the Work, not conforming to the Contract documents.
- B. When not practical to remove and replace work, City Engineer will direct one of the following remedies:
  - 1. Nonconforming work will remain as is, but Unit Price will be adjusted lower at discretion of City Engineer.
  - 2. Nonconforming work will be modified as authorized by City Engineer, and the Unit Price will be adjusted lower at the discretion of City Engineer, when modified work is deemed less suitable than specified
- C. Specification sections may modify the above remedies or may identify a specific formula or percentage price reduction.

D. Authority of City Engineer to assess nonconforming work and identify payment adjustment is final.

1.07 NONPAYMENT FOR REJECTED PRODUCT

A. Payment will not be made for any of the following:

1. Products wasted or disposed of in an unacceptable manner.
2. Products determined as nonconforming before or after placement.
3. Products not completely unloaded from transporting vehicles.
4. Products placed beyond lines and levels of required work.
5. Products remaining on hand after completion of the Work, unless specified otherwise.
6. Loading, hauling, and disposing of rejected Products.

PART 2- PRODUCTS (NOT USED)

PART 3- EXECUTION (NOT USED)

END OF SECTION

**SECTION 01290**

**PAYMENT PROCEDURES**

**PART 1 - GENERAL**

**1.01 SECTION INCLUDES**

- A. Schedule of Values.
- B. Billing forecast.
- C. Value/ time log.
- D. Expenditure of Cash Allowances.
- E. Applications for Payment.
- F. Payment for mobilization work.
- G. Final payment.

**1.02 DEFINITIONS**

A. *Schedule of Values*: Itemized list, prepared by the Contractor, establishing the value of each part of the Work for a Stipulated Price contract, or for Major Stipulated Price items for a Unit Price contract. The Schedule of Values is the basis for preparing applications for payment. Quantities and unit prices may be included in the schedule when approved or required by City Engineer.

B. *Major Stipulated Price Item*: Item listed in Document 00410- Bid Tabulation Form which qualifies as Major Unit Price Work following Document 00700- General Conditions Paragraph 9.1.5.

**1.03 SUBMITTALS**

A. The Contractor must utilize, a web-based system run by the Houston Airport System, to submit Invoices. Before doing so, the Contractor must attend a brief mandatory training session, which will be conducted by a member of HAS. The Contractor must contact the designated HAS trainer prior to the start of construction to schedule a time for training. Access to will not be given to the Contractor's team until training is completed. All document collaboration will be done using a web-based system.

B. Submit electronic version in native format of preliminary Schedule of Values at the Preconstruction Conference (Section 01312 - Coordination and Meetings). Submit electronic copy in native format of final and updated Schedule of Values with each copy of Application for Payment.

C. Submit electronic version in native format of Billing Forecast and Value/Time Log at first Progress Meeting (Section 01312- Coordination and Meetings). Obtain approval before

**PAYMENT PROCEDURES**



making first application for payment. Coordinate this submittal with Master Schedule specified in Section 01325- Construction Schedules.

D. Produce electronic document for Billing Forecast and Value/Time Log on 8 1/2 by 11-inch white bond paper.

#### 1.04 SCHEDULE OF VALUES

A. Prepare Schedule of Values as follows:

1. Prior to the submission of the initial Application for Payment, Contractor shall obtain Project Manager approval for the format and content of the schedule of values for all invoices including the grouping of costs along the lines of specific equipment, asset or deliverable produced as a result of the work performed.
2. For Stipulated Price Contracts, use the Table of Contents of the Project Manual as the base outline for listing the value of work. List Demolition by floor and drawing sector, sign fabrication including quantity of each sign type by floor and sector and installation by floor and sector. This shall apply to the Terminal and Garages.
3. Provide Schedule of Values broken out of our specification division.
4. List mobilization, bonds, insurance, accepted Alternates and Cash Allowances as separate items.
5. After award, Provide Schedule of Values to itemize signs as follows:
  - a) List each sign type, list the number of signs, list cost per sign type.
  - b) Provide itemized details divided by: Term C North, Term C South, Term C Baggage, Term C Ticketing, Garages Each floor East and West.

B. Round off values for each item to the nearest \$100.00, except for the value of one item of the Contractor's choice, if necessary, to make the total of all items in the Schedule of Values equal the Contract Price.

C. At direction of City Engineer revise the Schedule of Values and resubmit for items affected by Modifications, at least 10 days prior to submitting the next Application for Payment. List each Change Order as a separate item.

#### 1.05 BILLING FORECAST

Prepare an electronic graphic or tabular Billing Forecast of estimated monthly applications for payment for the Work.

A. This information is not required in the monthly updates, unless significant changes in work require resubmittal of the schedule. Allocate the units indicated in the bid schedule or the schedule of values to Construction Schedule activities (weighted allocations are acceptable, where appropriate). Spread the dollar value associated with each allocated unit across the duration of the activity on a monthly basis. Indicate the total for each month and cumulative total.

B. Billing forecast is only for planning purposes of City Engineer. Monthly payments for actual work completed will be made by City Engineer following Document 00700 - General Conditions.

1.06 VALUE/ TIME LOG

Prepare an electronic Value/ Time Log as a slope chart, showing:

- A. Original Contract Time/ Modified Contract Time: x coordinate, in weeks.
- B. Original Contract Value/ Modified Contract Value: y coordinate, in thousands of dollars.

1.07 EXPENDITURE OF CASH ALLOWANCES

A. Verify with City Engineer that work and payment requested is covered by Cash Allowance.

B. Prepare electronic version of Document 00685- Request for Information following Section 01726- Base Facility Survey, include following minimum data to support Contractor's request for expenditure of Cash Allowances listed in Section 01210- Cash Allowances, and process in a timely manner to allow detailed review by City Engineer:

- 1. Statement of fact indicating reason(s) expenditure is required. Include photographs or video following Section 01321- Construction Photographs documenting existing conditions.
- 2. Quantity survey, made from on-site measurements, of quantity and type of work required to properly complete work.
- 3. Cost of work, including detailed proposals from trade(s) responsible. For work governed by unit prices, applying unit prices following this Section.
- 4. Trade(s) responsible for corrective work.
- 5. Change in Contract Time.
- 6. Administrative data, including contract name and number, and Contractor's name.

C. Do not commence affected work without written authorization.

D. Process approved expenditures following Section 01255- Modification Procedures and Application for Payment process below.

1.08 APPLICATIONS FOR PAYMENT

A. Submit each Application for Payment following Document 00700 and as directed via SharePoint which utilizes an electronic version of the American Institute of Architects Document G702 including G703 continuation sheets.

1.09 PAYMENT FOR MOBILIZATION WORK

A. Measurement for mobilization is on a lump sum basis if included as a unit price in Document 00410.

B. Mobilization payments paid upon application by Contractor subject to:

1. Authorization for payment of 50 percent of the contract price for mobilization will be made upon receipt and approval by City Engineer of the following submittal items, as applicable:
  - a) Schedule of values.
  - b) Safety program.
  - c) Construction schedule.
  - d) Photographs.
  - e) Submit QC Program

C. Authorization for payment of the remaining 50 percent of the Contract Price for mobilization will be made upon completion of Work amounting to 5 percent of the Contract Price less the mobilization unit price.

D. Mobilization payments are subject to retainage amounts stipulated in the Document 00700.

#### 1.10 FINAL PAYMENT

A. When Contractor considers the Work is complete, submit written certification that:

1. Work is fully inspected by the Contractor for compliance with Contract Documents.
2. Work follows the Contract Documents, and deficiencies noted on the Punch List are corrected.
3. Products are tested, demonstrated and operational.
4. Work is complete and ready for final inspection.

B. In addition to submittals required by Document 00700 and other Sections:

1. Furnish submittals required by governing authorities, such as Certificate of Occupancy and Certificates of Inspection.
2. Submit a final statement of accounting giving total adjusted Contract Price, previous payments, and sum remaining due (final Application for Payment).

C. When the Work is accepted, and final submittals are complete, a final Certificate for Payment will be issued.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION

**SECTION 01312**

**COORDINATION AND MEETINGS**

**PART 1 - GENERAL**

**1.01 SECTION INCLUDES**

- A. General coordination is required throughout the documents and the Work. Refer to all of the Contract Documents and coordinate as required to maintain communications between Contractor, City and Designer; Subcontractors and Suppliers. Assist City with communications between Contractor and City's separate contractors.
- B. Preconstruction conference.
- C. Progress meetings.
- D. Daily briefings.

**1.02 SUBMITTALS**

In addition to submittals related to meetings and described elsewhere in this Section, see following Sections for submittals prepared under those Sections, but submitted under this Section:

- A. Section 01255 - Modification Procedures: Individual authorized to execute Modifications.
- B. Section 01506 - Temporary Controls: "Airport Construction Control Plans", containing submittals prepared under Section 01506 and other Sections referenced therein.

**1.03 RESPONSIBILITIES FOR MEETINGS**

- A. City Engineer may act directly or through designated representatives identified by name at the Preconstruction Conference, and will schedule, chair, prepare agenda, record and distribute minutes and provide facilities for conferences and meetings.
- B. Contractor:
  - 1. Present status information and submittal data for applicable items.
  - 2. Record and distribute Contractor's corrections to meeting minutes.
  - 3. Provide submittal data for attendees. Prepare, reproduce and issue Contractor's documents to support conferences and meetings. Issue typically as part of each session unless more frequent publication is necessary. Issue one copy to each conference attendee, and to others as directed by City Engineer and as required by Contractor.
    - a. Transmit documents requiring urgent action by email or messenger.
    - b. Provide electronic and/or hard copies as required to properly document the project or project actions. The Contractor shall coordinate the submittal format with the City Engineer.

4. Initiate and provide facilities for Coordination Meetings as required in 1.04. H.1.
5. Costs for documentation are the Contractor's responsibility.

**1.04 CONTRACTOR COORDINATION**

- A. Coordinate scheduling, submittals, and work of Sections to achieve efficient and orderly sequence of installation of interdependent construction elements.
- B. Verify characteristics of products are compatible with existing or planned construction. Coordinate work of various Sections having interdependent responsibilities for installing, connecting to, and placing products in service.
- C. Coordinate space requirements and installation of mechanical and electrical work which are indicated diagrammatically on Drawings. Follow routing shown for pipes, ducts, and conduit, as closely as practicable; place runs parallel with line of building. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.
- D. Conceal pipes, ducts, wiring and fasteners in finished areas, except as otherwise indicated. Coordinate locations of fixtures and outlets with finish elements. Locate work requiring accessibility to coordinate with existing access panels and doors.
- E. Coordinate completion and clean up of work for Substantial Completion and for portions of the Work designated for partial occupancy.
- F. Coordinate access to site and within the work area(s) for correction of nonconforming work. Minimize disruption of occupants' activities where work areas are occupied.
- G. Do not proceed with affected work until discrepancies in contract requirements are resolved and unsatisfactory substrate and site conditions are corrected.
- H. Coordination Drawings: Before materials are fabricated or Work begun, prepare coordination Drawings including plans, elevations, sections, and other details as required to clearly define relationships between sleeves, piping, ductwork, conduit, ceiling grid, lighting, fire sprinkler, HVAC equipment and other mechanical, plumbing and electrical equipment with other components of the building such as beams, columns, ceilings, and walls.
  1. Hold Coordination Meetings with trades providing the above Work, to coordinate Work of the trades for each floor and mechanical areas.
  2. Prepare coordination Drawings to 1/4" = 1'-0" scale for general layout and 3/8" = 1' - 0" for plans and sections in congested areas such as equipment spaces.
  3. Resolve conflicts between trades, prepare composite coordination Drawings and obtain signatures on original composite coordination Drawings.
  4. When conflicts cannot be resolved, Contractor shall request clarification prior to proceeding with that portion of the Work affected by such conflicts or discrepancies. Prepare interference Drawings to scale and include plans, elevations, sections, and other details as required to clearly define the conflict between the various systems and other components of the building such as beams, columns, and walls, and to indicate the Contractor's proposed solution.

5. Submit Drawings for approval whenever job measurements and an analysis of the Drawings and Specifications by the Contractor indicate that the various systems cannot be installed without significant deviation from the intent of the Contract. When such an interference is encountered, cease Work in the general areas of the conflict until a solution to the question has been approved by the project Architect/Engineer.
6. Submit original composite coordination Drawings as part of record document submittals specified in Section 01770.

**1.05 PRECONSTRUCTION CONFERENCE**

- A. Attendance Required: City Engineer's representatives, Construction Manager (when so employed), Designer(s), Contractor, Contractor's Superintendent, and major Subcontractors.
- B. Submittals for review and discussion at this conference:
  1. Draft Schedule of Values, following Section 01290 - Payment Procedures.
  2. Bound draft of Airport Construction Plans, following Sections 01506 - Temporary Controls.
  3. Draft construction schedule(s), following Section 01325 - Construction Schedules.
  4. Draft Submittal Schedule, following Sections 01325 - Construction Schedules and 01340 - Shop Drawings, Product Data and Samples.
- C. Agenda:
  1. Status of governing agency permits.
  2. Procedures and processing of:
    - a) Submittals (Section 01340 - Shop Drawings, Product Data and Samples).
    - b) Permitted substitutions (Section 01630 - Product Options and Substitutions).
    - c) Applications for payment (Section 01290 - Payment Procedures).
    - d) Document 00685- Request for Information.
    - e) Modifications Procedures (Section 01255 - Modification Procedures).
    - f) Contract closeout (Section 01770 - Contract Closeout).
  3. Scheduling of the Work and coordination with other contractors (Sections 01325 - Construction Schedules, 01326 - Construction Sequencing and this Section).
  4. Agenda items for Site Mobilization Conference, if any, and Progress Meetings.
  5. Procedures for Daily Briefings, when applicable.
  7. Record documents procedures (Section 01770 - Contract Closeout).
  8. Finalization of Contractor's field office and storage locations (Section 01505 - Temporary Facilities).
  9. Use of premises by City and Contractor (Section 01145 - Use of Premises).

11. Review of temporary controls and traffic control (Sections 01506 - Temporary Controls and 01555 - Traffic Control and Regulation).
12. Construction controls provided by City.
13. Temporary utilities and environmental systems (Section 01505 - Temporary Facilities).
14. Housekeeping procedures (Section 01505 - Temporary Facilities).

**1.06 PROGRESS MEETINGS**

- A. City Engineer will hold Progress Meetings weekly, or at other frequency determined by progress of the Work, at Department of Aviation office at  
111 Standifer Road, Infrastructure Department Office (IDO)
- B. Attendance Required: Contractor's Superintendent, major Subcontractors' and Suppliers' superintendents, City Engineer representatives, and Designer(s), as appropriate to agenda topics for each meeting.
- C. Submittals for review and discussion at this conference:
  1. Project schedule (Section 01325 - Construction Schedules).
  2. Submittal Log (Section 01340 - Shop Drawings, Product Data and Samples).
  3. Log of Document 00685 - Request for Information.
- D. Agenda:
  1. Review minutes of previous meetings to note corrections and to conclude unfinished topics.
  2. Review of: progress schedule; coordination issues if any; corrective measures if any to regain planned progress; planned progress during succeeding work period; off-site fabrication and product delivery schedules.
  3. Field observations, problems, and decisions.
  4. Identification of problems which impede planned progress and Contractor's proposals for resolution.
  5. Review of submittals schedule and status of submittals.
  6. Review of RFI status.
  7. Review of Request for Proposal, Work Change Directive and Change Order status.
  8. Closings and impediments (Section 01145 - Use of Premises).
  9. Maintenance of quality and work standards (Sections 01450 - Contractor's Quality Control and 01455 - City's Acceptance Testing).

10. Effect of proposed changes on progress schedule and coordination.

11. Other items affecting completion of the Work within contracted cost and time.

**1.07 DAILY BRIEFINGS**

- A. In addition to Progress Meetings, hold briefings as frequently as required, at place designated by the City Engineer, to coordinate details of construction and airport operations. Discuss specific requirements, procedures and schedule changes, and closures and impediments.
- B. When required, hold briefing before start of work each day, to confirm that required activities are properly allocated and unchanged.

**PART 2 - PRODUCTS (NOT USED)**

**PART 3 - EXECUTION (NOT USED)**

**END OF SECTION**



**SECTION 01321**

**CONSTRUCTION PHOTOGRAPHS**

**PART 1 - GENERAL**

**1.01 SECTION INCLUDES**

- A. Progress photographs to supplement Applications for Payment.
- B. Detail photographs and video to supplement Request for Information.

**1.02 MEASUREMENT AND PAYMENT**

- A. Cost of photographs is incidental to the Contract Price. No additional costs will be paid for other than administrative costs of extra copies and photographs resulting from additional station points.
- B. Following work will be paid on a Unit Price basis:
  - 1. Extra Prints: Per print.
    - a. Extra prints provided direct from the photographer to parties authorized by the City Engineer up to date of Substantial Completion, priced at prevailing local commercial rates. Include photographer's costs and Contractor's administrative costs only.
    - b. Extra prints provided direct from the photographer to the City Engineer up to 3 years after the date of Substantial Completion, priced at prevailing local commercial rates. Include photographer's costs but not Contractor's costs for this service.
  - 2. Additional Station Points: Per stationpoint, for photographs made during same trips as Paragraph 2.01.
- C. Emergencies: Per trip to site. Take additional photographs or video, as appropriate to conditions, within 24 hours of the City Engineer's request. This applies to professional photography required by conditions stated in Paragraph 8.2.1 in Document 00700 - General Conditions.
- D. Following photography will be commissioned by Modification: Publicity photographs; special events at site; photographs taken at fabrication locations off-site.

**1.03 SUBMITTALS**

- A. Station point Plan: One copy of the Site Plan, marked to show plan, altitude and cone-of-view of each stationpoint selected by the City Engineer or Designer. Submit at least 10 days prior to taking Preconstruction Photographs.
- B. Preconstruction Photographs: Same as Paragraph B., except one-time only, and marked as such.

- C. Progress Photographs: 3 prints (or digital copies) on approved media of each view. Submit 2 prints and 1 color aerial photograph of the project site (or digital copies) with each Application for Payment. Retain 1 print (or digital copy) by the Contractor at the work site and available at all times for reference. Retain photographic digital files, at the photographer's office, for 3 years after Substantial Completion.
- D. Photographs and Video Supporting RFI: Identify following with RFI number and date of photographs:
  - 1. Submit 1 copy of 3x5 inch prints on white card stock in clear plastic sleeves.
  - 2. Submit video on CD's or other approved media. Include video identification number, date of record, approximate location, and brief description of record.
- E. Contract Closeout: Follow Section 01770, Contract Closeout to:
  - 1. Return electronic copies of RFI photographs and video on CD's or other approved media device, identified by Project name, Contractor, and date photographs were taken.
  - 2. Return video on CD's or other approved media device, identified with contents, by RFI number, and each CD or other approved media device numbered sequentially and with "Date From/ To" on each.
- F. Aerial Progress Photographs: Submit 5 prints and 1 CD of 2 consistent oblique views with each Application for Payment. Retain 1 print by the contractor at the work site and available at all times for reference. The photos shall be large format oblique angles taken from a height and viewpoint to be selected by the City Engineer.

**1.04 QUALITY ASSURANCE**

- A. Timely take and produce photographs from proper station points and provide proper image quality.
- B. Cooperate with the photographer's work. Provide reasonable auxiliary services as requested, including access and use of temporary facilities including temporary lighting.
- C. Qualifications of Photographer for General Progress Photographs: A firm or individual of established reputation regularly engaged as a professional building or scene photographer for not less than 3 years.
- D. Qualifications of Photographer for RFI Photographs and Video: An employee of the Contractor knowledgeable in photography and videotaping technique, including proper use of video pan-zoom, close-ups, lighting, audio control, clear narrative, smooth transition between subjects, and steady camera support.
- E. Qualifications of Aerial Photographer: A firm or individual of established reputation, regularly engaged in aerial photography with prior experience at IAH.

**PART 2 - PRODUCTS**

**2.01 MEDIA**

- A. Fixed-film: 35mm color print film or color slide film, as determined by City Engineer; ASA 100 minimum, higher when required by lighting conditions.
- B. Paper Prints:
  - 1. For Progress Photographs: 8x10 inch matte-finish color, in clear plastic envelop with reinforced 3-ring binding.
  - 2. For RFI Photographs: 3x5 inch minimum size, matte-finish color, contact-mounted on flexible white paper card stock in clear plastic envelop with reinforced 3-ring binding.
- C. Video: Approved playable PC digital format; record at slowest speed or speed capable of freezing a clear image on "Pause"; date and time stamp as part of recording process. Use audio function for slate data below.
  - 1. Provide color playback equipment at Contractor's site office, with minimum 13-inch (diagonal) screen size.
- D. Bitmapped (Digital) Images: TIFF, JPG, PNG, GIF, JPEG, BMP, TGA, or TIFF format, maximum 1280x480 and minimum 480x480 pixels, digitally date and time stamped.

**2.02 PRECONSTRUCTION, PROGRESS AND RFI PHOTOGRAPHS**

- A. Preconstruction Photographs: Prior to beginning on-site construction, take five sets of fixed-film photographs of the project area from approved stationpoints. Show condition of existing site area, and particular features as directed, within contract limits.
  - 1. At exterior views, surrounding situs, showing streets, curbs, esplanades, landscaping, runway, taxiway and apron pavement.
  - 2. At interior views, surrounding situs, showing floors, walls, ceilings and architectural signs.
  - 3. Take pan-view photographs as required to encompass existing conditions.
- B. Progress Photographs for Applications for Payment: Take 3 fixed-film photographs from each of 2 station-points (same station points each time to show a time-lapse sequence), coinciding with the cutoff date associated with each application for payment, and at Substantial Completion of each stage of the Work.
- C. Photographs and Video for Request for Information: Take photographs and video as required to support Document 00685, Request for Information:
  - 1. Details of existing conditions before construction begins.

2. Details of construction.
3. Details of damage or deficiencies in existing construction and work of separate contractors.
4. Take number of images as required to fully show conditions.

**PART 3 - EXECUTION**

**3.01 GENERAL**

- A. Do not record over previous video records.
- B. Provide clear, sharp, vibration-less video data and clear audio without detrimental background noise.

**END OF SECTION**

SECTION 01325  
CONSTRUCTION SCHEDULES

PART 1 – GENERAL

1.01 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General Conditions and Division 01 Specification Sections, apply to this Section.
- B. Specifications throughout all Divisions of the Project Manual are directly applicable to this Section, and this Section is directly applicable to them.
- C. City of Houston (City) Policies, Standards and Procedures, as applicable.

2.01 SECTION INCLUDES

- A. Project Schedules and Progress Reporting
- B. Construction Sequencing and Phasing

3.01 DEFINITIONS

- A. Contractor: With respect to the Division 01 requirements, the entity contracted by the City to deliver the preconstruction and construction services defined in the Contract Documents.
- B. Design Consultant - Person or firm and its authorized representatives, under contract with the City, to provide professional services during pre-construction and construction.
- C. Project Scheduling Techniques
  - 1. CPM: Critical Path Method
  - 2. PDM: Precedence Diagramming Method
- D. Section Definitions
  - 1. **Activity:** A discrete element of Work or task performed during the course of the Project. Each schedule activity shall be clearly defined depicting duration, start and

CONSTRUCTION SCHEDULES

- finish dates, logic links to predecessor and successor activities and supported by defined resources where applicable. The activities shall be detailed in such a way, that they shall support the planning and measurement of physical percent complete for the purposes of Earned Value Management reporting.
2. **Baseline Schedule:** The schedule prepared by the Contractor and approved by the City which is the basis for representing the full scope of Work, the time scales and phasing for delivery, providing a means against which progress can be determined.
  3. **Commissioning and Integration Testing Schedule:** Activities contained within the Project Schedule depicting startup, testing and commissioning phase of the Project, including activities associated with the transition to revenue service and required for achievement of Final Acceptance.
  4. **Constraint:** Scheduling restriction imposed on start or finish of an activity. A constraint restricts the movement of an activity based on the type of constraint and the date used and may override the logic relationship also assigned to the activity.
  5. **Construction Schedule:** Activities within the Project Schedule which depicts the construction activities performed or to be performed by the Contractor as a part of the Project.
  6. **Contractor's Project Management Plan:** A formal document prepared by the Contractor and approved by the City which describes how the Project will be planned and progressed and delivered by the Contractor and the necessary reviews and acceptances by the City.
  7. **Cost Breakdown Structure:** The breakdown structure the Contractor shall use to distribute contract costs in the various estimates, Schedule of Values and in alignment to the Work Breakdown Structure.
  8. **Critical Path Method (CPM):** Scheduling technique utilizing activities, durations, and interrelationships/dependencies (logic), such that activities are interrelated with logic ties from the beginning of Project to Final Acceptance.
  9. **Data Date:** Date when the status of schedule activities is determined for a Monthly Progress Schedule report. Any data prior to the Data Date is considered historical information and data after is the forecast of remaining work.
  10. **Design Schedule:** Activities within the Project Schedule which includes the design activities of the Project. The Design Schedule shall demonstrate the interdependence between design activities and the Owner's requirements. The Design Schedule shall also demonstrate the relationships between design activities and the requirements to successfully deliver the activities within the Construction Schedule.

**CONSTRUCTION SCHEDULES**

11. **Float:** The term “float” shall refer to “end float”, also called “terminal float” End or terminal float is the period by which the finish of the longest path through a schedule (the critical path) can be delayed, brought forward, or extended without affecting the completion date.
12. **Float Suppression:** Any technique that causes an activity to show less float, including but not limited to, as late as possible constraints and unnecessary lags.
13. **Fragnet:** A group of interrelated activities taken from or to be added to a Schedule that can stand on their own representing only a portion of a CPM schedule. For example, a Fragnet can be used to portray a scope of work being added to, or changed from, a Project Schedule.
14. **Key Plans:** Graphic representations on prints of Contract Documents of Contractor's planned breakdown of Project for scheduling purposes. Key plans shall clearly define boundaries of work for each designated segment, locations, and sub-locations. Alphanumeric codes on plans shall match code values for activity code designation in the Project Schedule.
15. **Lag:** Time that an activity follows or is offset from the start or finish of its predecessor.
16. **Materials Plan:** A plan for purchase, fabrication, delivery, storage and issuing of materials and products to the Project which must be integrated into the Project Schedule.
17. **Look-Ahead Schedule:** An element schedule prepared by the Contractor detailing the status of the work as of the Progress Date and Contractor’s plan for executing the remaining work before recalculation and/or re-sequencing.
18. **Longest Path:** The Longest Path is the Path through a Project network from start to finish where the total duration is longer than any other path. The Longest Path is determined by the string of activities, relationships that push the Project to its latest early finish dates.
19. **Monthly Progress Schedules:** The updates to the Project Schedules prepared by Contractor and submitted to the City on a monthly basis with the Application for Payment. There are two versions of Monthly Progress Schedules submitted; a Progress Only (PO) version and a Contractor Adjusted (CA) version.
20. **Preconstruction Schedule:** An element of the Project Schedule prepared by the Contractor which includes activities prior to approval to proceed with construction activities.

**CONSTRUCTION SCHEDULES**

21. **Project Schedule:** A CPM Schedule prepared by the Contractor that includes all elements of the Scope of Work of the Contract. The Project Schedule clearly identifies all relationships that exist within the Scope of Work. The Project Schedule communicates the sequencing of the multiple phases of work. The Project Schedule identifies interfaces, both internal and external to the Scope of Work of the Contract. The Project Schedule encompasses the Baseline Schedule, Look Ahead Schedules, Delivery Phase Schedules (Design, Procurement, Detailing, Fabrication, Shipment, Installation, Construction, Startup, Testing and Commissioning), updated or revised Baseline Schedules. The Project Schedule also includes Monthly Progress Schedules, Proposed Schedules, Schedule Fragnets, Recovery Schedules.
22. **Program Schedule:** When multiple Projects are logically linked into a Program, the Program Schedule is prepared by the City and incorporates all the interrelated projects by combining the individual Project Schedules. Project Schedules become element schedules of the Program Schedule.
23. **Proposed or Preliminary Schedule:** A schedule prepared by Contractor, prior to approval of the schedule by the City and subsequent incorporation into the Project Schedule. Also referred to as Draft or Initial Schedule.
24. **Recovery Schedule:** A schedule prepared by the Contractor and to be approved by the City which details the Contractor's plan for recovery of time lost on the Project and associated costs.
25. **Revised Baseline Schedule:** A revision to the Baseline Schedule that is necessitated to accurately reflect a significant change in scope or phasing of the scheduled Activities. The Baseline Schedule shall not be revised without prior approval by the City.
26. **Status Data Date:** The "as-of" date up to which all progress has been updated and reflected in the Status report. The Status Data Date is also the date from which a Look-ahead Schedule predicts future activities and progress.
27. **Submittal Schedule:** A register (list) of the Submittals to be made for materials, products, shop drawings, plans which is prepared by the Contractor and includes durations needed for submittal, reviews and processing. The dates and durations are to be coordinated with the associated activities within the Project Schedule.
28. **Delay Analysis:** Technique that demonstrates comparison of time impact for each schedule revision or proposed revision against the current Project Schedule. Methodology shall follow Association for the Advancement of Cost Engineering International (AACEI) Delay Analysis as applied in Construction (Recommended Practice No. 52R-06.) as a guideline or method submitted by the Contractor and approved by the PMT.

**CONSTRUCTION SCHEDULES**



29. **Work Breakdown Structure (WBS):** A deliverable-oriented breakdown of a project into decreasingly smaller components, also described as a hierarchical decomposition of the project team’s work into manageable sections.

30. **Working Day:** Day scheduled for active execution of Work in the Project Schedule Calendar in accordance with the Contract and as approved by the City.

4.01 SUMMARY

A. Acceptance of Schedule Requirements by Contractor

1. The Contractor accepts the responsibility to complete the project on time as called for in the contract.

B. Schedule Requirements

1. The Contractor is responsible for determining the sequence of activities, the time estimates for the detailed construction activities and the means, methods, techniques and procedures to be employed. The Project Schedule shall represent the Contractor’s plan of how it will prosecute the Work in compliance with the Contract requirements. Contractor shall ensure that the Project Schedule is current and accurate and is properly and timely monitored, updated and revised as Project conditions may require and as required by the Contract Documents. Unless the context indicates otherwise, the term “schedule” used herein will be read to include updated schedules.

2. Schedules shall contain logic and necessary components to perform Critical Path Method (CPM) network analysis. Contractor’s schedule shall also be able to illustrate Precedence Diagramming Method (PDM).

3. Contractor shall include in the Project schedule contractual milestones and all interface points with City, Design Consultant(s), Subcontractors, Suppliers, and other Contractors. These points shall be in the form of Start Milestones for deliverables due to the Contractor from others, and as Finish Milestones for deliverables that Contractor must supply to City, Design Consultant(s), Subcontractors, Suppliers and other Contractors. Finish milestones must be determinate by predecessor activity, not by constrain.

4. Schedule shall contain activities for preparation and approval of contractor’s design and submittal deliverables. Procurement, fabrication and delivery of mayor materials and long lead items. Obtain permits and construction activities.

5. Contractor shall allocate duration uncertainty to the scheduled activities within the contract schedule to enable a Quantitative Schedule Risk Analysis (QSRA) to be performed by the Program Management Team. Duration uncertainty (minimum

**CONSTRUCTION SCHEDULES**

- duration, maximum duration, most likely duration) according to the relevant risk exposure shall be captured by the contractor against the scheduled activities. The PMT must rely on the data being supplied by the Contractor and incorporated and updated in line with the monthly schedule update process.
6. Contractor shall utilize the most current version of Primavera P6 (15.1 or Later) for all schedules governed by these provisions.
  7. The Contractor is responsible for assigning appropriate material, equipment and labor resource loading of the key quantities necessary to execute the activity. This will demonstrate realistic productivity rates as well as measure and report Key Performance Indicators (KPIs).
  8. The City Engineer reserves the right to reject any schedule or report that fails to realistically or satisfactorily reflect completion of the Project scope of work or any agreed intermediate milestone. Failure of the Contractor to deliver satisfactory schedules or reports as required in the Contract Documents may result in actions by the City General Conditions.
  9. The schedule shall show all activities in Work Days, with allowance for holidays or other periods when work is not permitted to be performed.
  10. Detailed schedule requirements shall be contained within the City Policies, Standards and Procedures).
  11. Contractor shall prepare schedules which assure that all work sequences are logical, and the network shows a coordinated plan for complete performance of the Work. Failure of the Contractor to include any element of work required for performance of the Contract in the network shall not excuse the Contractor from completing all Work within the Contract Time.
  12. Contractor must have an approved workhour plan as noted in the approved Work Authorization Notification (WAN) prior to commencing work on the project site. Changes to the approved work-hours plan shall require 48-hour written notice and subsequent written approval by the City.

#### 5.01 SUBMITTAL REQUIREMENTS

The Contractor must utilize the City's web-based application management system for submittals. The Project Manager will coordinate training and access to the web-based application management system. The submittal processes are further defined in Section 01330 Submittal Procedures and in the City Policies, Standards and Procedures, as applicable.

- A. In addition to the PDF versions of the schedule required in this Section, submit one

### **CONSTRUCTION SCHEDULES**

electronic copy of schedule in Primavera compressed format (.XER). Filename shall have a unique identifier and shall include a sequential number for each monthly update. PDF prints and reports shall be generated from same version of the Schedule that is provided in electronic form.

**B. Submittal of Contractor Schedules**

1. Submit Preconstruction Schedule for approval within 30 days of NTP for Preconstruction Services
2. Submit the initial proposed Project Schedule for approval as a Baseline Schedule within 30 days of NTP for Construction Services.
3. Submit Monthly Progress Schedule and Narrative no later than 12:00 noon (local time) on the Wednesday before the last Friday of the month. The Data Date for the Monthly Progress is 00:00 hours on the Saturday following the last Friday of the Month. The Monthly Progress Schedule is required for each Application for Payment. Contractor may request to meet with the City prior to the submittal of the Monthly Progress Schedule and Application for Payment to resolve issues prior to submittal.
4. The weekly 3 weeks Look-Ahead Schedule shall be submitted every Tuesday at 08:00 hours with the previous week's progress updated. The Status Date of the Look-Ahead Schedule shall be the previous Saturday at 00:00 hours, progressed weekly.
5. Submit Delay Analysis per the AACEI recommended practice 52R-06 as follows:
  - a. Within ten work days after receipt of written change modification.
  - b. Within ten work days after receipt of written notice by City.
  - c. Within ten work days from beginning of delay caused by unforeseeable circumstances.
6. Submit Recovery Schedule following the event of a forecast delay. Contractor shall submit a Recovery Schedule within the 21 calendar days of Contractor receiving City's written request that is resource and cost justified indicating how the Contractor will recoup the impacted contract time.
7. Submit an As-Built Schedule within 30 work days after the City's Final Acceptance of the Work.
8. Submit a Submittal Log as a supplement documents for Monthly Progress Schedule, showing all submittals for products, materials, plans, and shop drawings, RFI's and administrative submittals required per the Technical Specifications including

associated Specification Section numbers and headings.

- a. Include durations and dates for processing by Reviewers and/or other parties as required. Indicate submittals requiring special processing such as short-duration reviews.
- b. The Contractor shall coordinate packaging of individual submittals in a logical and organized fashion so that they may be reviewed in part or in whole with related elements of work with the Reviewers.
- c. Include durations and dates based on frequency of Contractor's submittals to City for items such as of administrative submittals such as Applications for Payment, Labor Reports, Safety Reports, MWBE Reports.

#### **6.01 SCHEDULE CONTROL PROCEDURES AND QUALITY ASSURANCE**

##### **A. Control Procedures**

1. Procedures for schedule control shall be included in the Contractor's Project Management Plan as part of the plan implementation and reporting requirements. Prior to submission of Monthly Progress Schedule contractor should call for scheduling workshop with Houston Airports to propose schedule changes to remove out of sequence logic and to present accurate critical path. Allowed changes are only for removing or adding logic links. Changes in original durations, resources etc. are not permitted. After approval of schedule changes contractor can proceed with Monthly Progress Schedule submission. All changes must be recorded in schedule change control log and submitted as supplementary document in Monthly progress report.
2. If any in-progress activity is delayed for any reason, that activity will be split to track the reason for the delay. A separate activity for the delay will be created and placed in between the split.
3. Procedures for preparing and monitoring the Project Schedule and other required reporting.,
4. Procedures for performing quality oversight of the schedule review/forecast.
5. Earned Valued Methodology Procedures shall be implemented for performance measurement using data from the schedule to provide an effective means of comparing Work scheduled/planned versus Work performed. Please see Section 0 Section 01 32 16, 1.3.D1. Provide, as a minimum, a continuous review of actual progress against the most recent Project Schedule. This is to assure that revised resource allocation and/or other corrective action can be considered and undertaken proactively and as early as possible.

B. Qualifications of Contractor's Scheduler

1. Contractor shall have within its employ or under separate Contract, throughout the execution of the Work under this Contract, such expertise in CPM scheduling and P6 software so as to insure its effective and efficient performance under this Specification. It shall be the responsibility of the Contractor to prepare input information for the Contract Schedule, monitor progress, provide input for updating and revising logic diagrams when necessary and otherwise fulfilling its obligations hereunder. Contractor shall submit the qualifications of the CPM Specialist for acceptance by the City.

7.01 SCHEDULING PRINCIPLES AND REQUIREMENTS

A. General

1. Contractor shall prepare the Schedules identified in this Section during the performance of Contract. The Schedules shall:
  - a. Be detailed, time-scaled, computer-generated schedules, using the Critical Path Method, that accurately depict activities representing each portion of the Work from the current Data Date through Final Acceptance.
  - b. Be used for planning and coordinating the Work.
  - c. Be the basis for reporting all the Work to be performed in fulfillment of the Contract Documents.
  - d. Accurately depict the Contractor's current logical activity sequences and activity durations necessary to complete the Work in accordance with the requirements of the Contract Documents.
  - e. Assist Contractor and City in preparation and evaluation of Contractor's monthly progress payments.
  - f. Assist the City in evaluating progress (including payment) of the Work.
  - g. Assist Contractor and City in monitoring progress of Work and evaluating proposed changes to the Contract and requests for additional contract time.
  - h. Provide for optimum coordination by Contractor of its trades, Subcontractors, and Suppliers, and of its Work with the Work or services provided by any separate Contractors.
  - i. Permit the timely prediction or detection of events or occurrences which may

affect the timely prosecution of the Work.

- j. Provide a mechanism or tool for use by the City, and Contractor in determining and monitoring any actions of the Contractor which may be required in order to comply with the requirements of the Contract Documents relating to the completion of the various portions of the Work by the Contract Time specified in the Contract Documents.
2. Contractor shall include in the Contract schedule all interface points with City, Design Consultant(s), Subcontractors, Suppliers, and other Contractors. These points shall be in the form of Start Milestones for deliverables due to the Contractor from others, and as Finish Milestones for deliverables which Contractor must supply to City, Design Consultant(s), Subcontractors, Suppliers and other Contractors. The PMT will assist in obtaining the relevant data from other parties when required.
  3. Contractor shall provide to the City duration uncertainty and risk events for scheduled activities within the contract schedule to enable a Quantitative Schedule Risk Analysis (QSRA) to be performed by the City. Duration uncertainty (minimum duration, maximum duration, most likely duration) according to the relevant risk exposure shall be captured by the contractor against the scheduled activities.
  4. Calendar
    - a. Anticipated work and non-work periods shall be included for each activity.
    - b. Agreed Holidays shall be included as non-work days assigned to the appropriate day as they occur.
    - c. Anticipated Weather Lost Days
    - d. As the basis for establishing a “Weather Calendar”, use the National Oceanic and Atmosphere Administration’s (NOAA) historical monthly averages for days with precipitation, using a nominal 30- year, greater than 2.5 mm 0.10-inch amount parameter, as indicated on the Station Report for the NOAA location closest to the project site. In addition, incorporate into the Weather Calendar, other non-workdays such as Saturdays, Sundays and Federal Holidays.

**B. Activities**

1. Contractor shall use and/or implement generally accepted recommended industry practices and the City Policies, Standards and Procedures, as applicable.
2. Schedule activities shall be sufficiently named or titled to include what is to be accomplished and identified by the applicable work areas. Activities shall be grouped to assist in the understanding of the activity sequence. Examples of the types of

**CONSTRUCTION SCHEDULES**

activities to include in each schedule are as follows:

- a. Design Activities: If and when Contractor has responsibility for the design as a part of the Contract, design activities shall be logically tied to the Construction Activities without constraints and Contractor shall develop an agreed design progress and performance measurement system based on design package deliverables and division of responsibilities. At a minimum, design work shall be divided to have an agreed number of deliverables per area/facility/system/subsystems and the governing jurisdictions. Actual design packaging scheme shall be agreed upon with the City prior to implementation. When Contractor does not have responsibility for design as a part of the Contract the design activities shall be logically tied to the Construction Activities as start Milestones. Include Contractor's agreed design packaging scheme to support timely procurement of material, obtaining permits, and construction plan and include:
  - 1) Agency review and approval cycles based on applicable Governmental Persons, Authority(s) Having Jurisdiction (AHJ) and other applicable Laws, Regulations, and Ordinances.
  - 2) Activities for each design phase (Concept, Schematic (30%), Design Development (60%) and Issued for Permit and Issued for Construction (100%) documents.
  - 3) Application for, and receipt, of required permits.
  - 4) Contractor's submittal of design and construction documents for City review and approval.
  - 5) Design review cycles and logical ties to subsequent fabrication, delivery, and construction activities.
  - 6) Other design related deliverables.
- b. Procurement Activities: Contractor's procurement activities included in schedules shall be logically tied with no constraints and shall be resource and cost loaded. Examples of Procurement activities include, but are not limited to:
  - 1) Bid and award cycles.
  - 2) Shop Drawing development and approval.
  - 3) Equipment and Materials submittal preparation and approval

**CONSTRUCTION SCHEDULES**

- 4) Equipment and Materials, fabrication, factory acceptance testing, and delivery.
  - 5) Purchased and Stored Material/Equipment.
  - 6) Material/Equipment delivery requirements by the City.
- c. City Activities: Activities of City and other third-party activities shall be clearly identified in the Project Schedule. These activities include, but are not limited to, the following and the precursor processes:
- 1) Right-of-Way property acquisition and site access.
  - 2) Submittal reviews.
  - 3) Inspections and tests as necessary.
  - 4) Environmental permit approvals by regulators.
  - 5) Notice to Proceed.
  - 6) Delivery of City-furnished material/equipment.
- d. Construction Activities: Construction activities shall be resource and cost loaded as described in this Section and shall include, but not be limited to:
- 1) Mobilization or demobilization.
  - 2) Installation of temporary and permanent Work by trades, areas, and facilities as described in the Contract Documents.
  - 3) Activities to describe the Work in sufficient detail identified according to the WBS.
  - 4) Testing and inspections of installed work by technicians, inspectors or engineers as well as the outages.
  - 5) Final clean-up.
  - 6) Scheduled Substantial Completion.
- e. Commissioning and Integration Testing Activities shall be resource and cost loaded and shall include, but not be limited to:

**CONSTRUCTION SCHEDULES**



- 1) Start-up and Testing of equipment and systems.
- 2) Commissioning of building and related systems.
- 3) Scheduling of specified manufacturer's representatives.
- 4) Dynamic Testing Readiness.
- 5) Pre-Final inspection.
- 6) Final Acceptance inspection.
- 7) System Demonstration Performance Tests.
- 8) Training to be provided.
- 9) Administrative tasks and processes necessary to start, proceed with, accomplish, or finalize the Work.

**C. Activity Durations:**

1. Contractor shall maintain individual schedule activity durations of 20 work days or less.
2. Activities exceeding 20 work days in duration shall contain appropriate production projections so that entries can be maintained, and remaining durations adjusted according to physical progress.
3. Items such as Procurement, Fabrication, and Delivery activities may exceed 20 work days with the approval of City.
4. The Contractor is not permitted to modify (increase or decrease) an activity's original duration after it is approved by the City. During the monthly updating process, only the activity's remaining duration may be modified.

**D. Summary Level Activities**

1. Contractor may use Summary Level activities to represent the Work under the following conditions:
  - a. In the Preconstruction Schedule, those activities starting at least 180 days after the NTP or as otherwise agreed with the City.
  - b. In the Project Schedule and Monthly Progress Schedules, those activities

**CONSTRUCTION SCHEDULES**

starting at least 360 days after the NTP or as otherwise agreed with the City.

- c. Summary Level activities should not exceed 90 work days without City approval and shall match the Work Breakdown Structure.
  - d. All Summary Level activities shall be detailed and supported by appropriate key resource information resource and cost loaded as agreed to in the Scheduling Conference.
  - e. Contractor shall replace Summary Level activities in the Preconstruction and Proposed Project Schedule with detailed activities through an updating process as the information becomes available and as the above-defined or agreed day limits roll forward.
2. Activity Relationships/Use of Constraints, Lags and Milestones
- a. Except for the Notice to Proceed and Project Completion milestone activities, no activities shall be open-ended, open-start or open finish. Each activity shall have predecessor and successor relationships to present sequence of work and movement of resources (hard and soft logic). Once an activity exists on an approved Project Schedule it may not be deleted, renamed, or renumbered, unless approved by City.
  - b. Finish-to-Start relationships shall be the primary relationship used in all Project Schedules unless valid reasons are demonstrated for other logic relationships. Start-to-Start with lags shall be permitted provided the lag is updated and no gaps exist between contiguous activities due to the lag. Activities linked to successors only with Start-to-Start relationships shall not be permitted and must also include a Finish-to-Start or Finish-to-Finish relationship with one or more successors. Finish to Start relationship with lag shall not be permitted.
  - c. Lags shall not be used when the creation of an activity will perform the same function (e.g., concrete cure time). Use of lag must be minimized and restricted to only those situations where it is not possible to properly define the start or finish of an activity by the use of a normal Finish-to-Start, Start-to-Start or Finish-to-Finish relationship. Duration of a lag shall not exceed the duration of the predecessor activity. Negative lags shall not be permitted. Contractor shall identify any lag proposed and provide an explanation for the purpose of the lag in the activity notebook and Narrative Report.
  - d. Date/time constraints, other than those required by the Contract Documents, shall not be used unless jointly agreed to by City and Contractor. If Contractor seeks approval to include constraints in the schedule, Contractor shall identify any constraints proposed and provide an explanation for the purpose of the constraint

**CONSTRUCTION SCHEDULES**

in the activity notebook and Narrative Report.

- e. Actual Start and Finish dates shall not be automatically updated by default mechanisms that may be included in the CPM scheduling software system. Actual Start and Actual Finish dates shall be included on the Monthly Progress Schedule and shall be consistent with other project reporting, such as daily reports, and the Contractor's monitoring and performance measuring system. In-progress activities will be updated by revising the activity's remaining duration according to actual measured or estimated work progression.
  - f. Allowable activity dates are early start, late start, early finish, late finish, actual start, and actual finish. Use of activity dates such as "expected" are prohibited.
  - g. Float Suppression techniques (i.e. as late as possible constraints) shall not be allowed. All Float shall be shown in the Project Schedule. Float shall be monitored, accounted for, and maintained in accordance with this Section.
  - h. Activity constraints or use of activity durations, logic ties and sequences unapproved by the City shall not be used in any Project Schedule.
3. Resource Loading Project Schedule
- a. The Activities within the construction schedule shall be resource loaded with key quantities and updated on a weekly basis to track the production of construction activities. The update of key quantities will be used to track Key Performance Indicators (KPIs) set forth by the PMT.

**E. Software Settings**

- 1. De-Link Remaining Duration and Percent Complete. Construction activity progress will be calculated using Remaining Duration and Physical Percent Complete.
- 2. Set Resource Data to "Two decimal places".
- 3. All activity durations and Float values will be shown in days.
- 4. Schedule calculations and Out-of-Sequence progress (if applicable) shall be handled through Retained Logic, not Progress Override and not Actual Dates. Out-of-Sequence activities shall be updated to reflect actual project conditions.
- 5. Date format will be DDMMYY (i.e., 01DEC15.)
- 6. Default activity type will be set to "Task Dependent".

**CONSTRUCTION SCHEDULES**

7. The Duration Type for each activity shall be set to "Fixed Duration and Units" before assigning any costs or resources to the activity.

**F. Activity IDs**

1. The naming and coding of activities will strictly be per the City policies, standards and procedures, as applicable. Activity IDs shall be provided for each Activity with up to 15 characters as detailed in the City Policies, Standards and Procedures, as applicable. The purpose of the structure for the Activity ID is for easier identification and for improved organization in all Project Schedules. Each part of the ID will also need to be included in the schedule as an activity code.
2. Activity IDs shall not be deleted and/or re-assigned. If during the course of the project, an activity is needed to be deleted, that Activity shall move to the inactive WBS titled "Deleted Activities" in order to avoid re-using of the same Activity IDs, should the need of adding new activities arise.
3. Activities to be deleted: Remove logic, relationships and Activity Codes.

**G. Activity Names**

**1. Activity**

- a. Location - Verb Names shall be brief but shall convey the scope of work described. Non- Standard abbreviations shall be explained in the Narrative Report. Percentages shall not be used in activity descriptions (e.g., Pour West Footing (0 - 50%)) unless the City agrees with the use of percentage for a particular activity. Contractor shall submit samples of activity names for approval prior to establishing the schedule.
- b. All activities shall have a unique activity name/description.
- c. Activity names can only be modified to add detail describing an activity's scope, correct the spelling or grammar, or to improve for clarity, but cannot be revised to completely change the scope of the activity.
- d. Each activity name should follow the following format:
  - (1) Noun.
  - (2) Station numbers, column numbers, or other description for the location, may be included at the end of the activity name if it will provide a better description of the activity.

- e. Example values for Location include but are not limited to:
    - (1) Segment Number.
    - (2) Column Line Numbers.
    - (3) Stationing Value.
    - (4) Other Unique Identification schemes.
  
  - f. Examples of Verbs include, but are not limited to:
    - (1) Design.
    - (2) Install.
    - (3) Procure.
    - (4) Fabricate.
    - (5) Deliver.
    - (6) Erect.
    - (7) Commission/Test.
    - (8) Pull.
    - (9) Terminate.
    - (10) Perform.
    - (11) Acquire.
    - (12) Negotiate.
    - (13) Other Verbs to describe the work being performed.
- H. Work Breakdown Structure
- 1. Activities in Project Schedules shall be tied to the Work Breakdown Structure as provided in the City Policies, Standards and Procedures, as applicable.

I. Activity Codes

1. The purpose of the activity codes is to further sort and filter the schedule activities to enhance reporting capability. The activity codes required include both those that are already part of the Activity ID and those that are not.
2. Activities shall be coded as indicated in the City Policies, Standards and Procedures, as applicable.

J. Resource Loading

1. Resource loading shall be done on every construction activity, representing quantifiable work or materials of that Work Package.
2. Each resource-loaded activity shall have an estimate of the key quantities.
3. Failure to incorporate resource loading and establish planned productivity and/or production rates (defined as the planned quantity of work to be executed in a given time), may result in the Contractor's waiver of any right to compensation and time extension for loss of productivity. Submission of any such claim may be rejected for failure to establish baseline productivity by which any claimed loss would be measured.
4. Failure to incorporate resource loading and establish planned productivity may also result in the rejection of any schedule *by the City Engineer*.

K. Schedules as the Basis for Payment

1. The approved Project Schedule of Values shall be the basis for monitoring and calculating the Contractor's progress during each update period and therefore the amount of each progress payment. Lack of an approved Project Schedule or Monthly Progress Schedule Update will result in the inability of the City to evaluate contract progress for the purposes of payment. Failure of the Contractor to provide all information, as specified in this Section, will result in the disapproval of the Monthly Progress Schedule (*City Engineer may decline to certify payment and may withhold request for payment in whole or in part as set forth in the General Conditions, Article 9, Subparagraph 9.7.3.*).
2. Percent complete for activities in the Schedule of Values shall be based on proportion of the overall quantity of the physical work complete. Contractor and City to jointly assess and agree on actual values for easily discernible units of measure (square feet, each, linear feet) on a weekly basis.

L. Cash Flow Report

CONSTRUCTION SCHEDULES

1. The Contractor shall generate Cash Flow Reports based on each submitted Project Progress Schedule. Report shall be grouped and formatted to be consistent with the approved schedule of values from the contract. Reports shall indicate a time-phased distribution of Schedule of Values. Alternate Cash Flow Reports, if requested by the PMT, shall be submitted for approval prior to submission of the first report.
  2. The Cash Flow Report shall display in tabular and graphic format, projections of monthly values of anticipated cost. Each schedule of values line item is to be represented within the project. The Cash Flow Report should also contain the adjusted forecast of estimated costs to achieve completion of the project.
- M. Use of Float
1. Float shall be monitored and accounted for. The Float in any schedule shall not be considered for the exclusive use of either the City or Contractor; rather it is for the benefit of the Project. As such, Float is considered an expiring resource available to both parties on a nondiscriminatory basis, so long as the parties act in good faith and work in the best interests of completing the Project on time.
- N. Contractor and City Responsibilities for Schedules and Acceptance
1. Any schedule or schedule update rejected or otherwise marked by the City as requiring revision and resubmission shall be revised by the Contractor and resubmitted within 5 days of such revision or resubmission Notice by the Project Manager. Any schedule or schedule update that has not been approved or accepted is presumed lacking a reasonable degree of accuracy and will not be considered by the City to be reasonable, feasible, or accurate when used by Contractor as a basis for a Time Impact Analysis or other type of delay analysis or claim.
  2. If Contractor fails to submit its initial construction schedule or monthly schedule updates, or any such schedule or updates are not acceptable to the City, the City Engineer or Director may take such action *to decline certifying payment and may withhold request for payment in whole or part*) as set forth in *Article 9 - General Conditions, §9.7.3* or any other remedy set forth in the Contract or at law of equity.
  3. Contractor Responsibilities
    - a. Contractor shall have the responsibility to develop and update the schedules according to all requirements described herein. All schedules shall accurately represent to the City the Contractor's plan for execution of Work. Contractor shall use the most current Project Schedule to execute the Work in compliance with Contract Documents.
    - b. In developing and updating the Project Schedules, Contractor represents that it

**CONSTRUCTION SCHEDULES**

shall require its Subcontractors to actively participate in such development and updating processes. The Contractor represents that all schedules are consistent with Contractor-approved Subcontractor schedules with sufficient agreed details.

- c. Contractor is required to provide its Subcontractors' schedules and updates in native format upon request by City.
- d. Costs incurred by the Contractor in complying with the requirements of this Section or other scheduling obligations contained in the Contract Documents, including but not limited to Contractor's Scheduler, and preparation of all Project Schedules, creation of Recovery Schedules, and the preparation of Time Impact Analysis shall be included in the Contract Price, and shall not be the subject of requests to the City for contractual relief.

#### 4. City's Responsibilities

- a. All Project Schedules shall be submitted to the City for review and approval, consistent with the specific requirements set forth herein. The City shall have the right to disapprove any schedule if the schedule fails to comply with the requirements herein, provided, that such disapproval is based on a reasonable determination by the City that such schedule contains deviations from the specifications. City shall have the right to waive what it considers to be, in its sole discretion, minor defects in a schedule. City recognizes its responsibility to act in a reasonable manner with respect to approvals and agrees that approvals shall not be unreasonably withheld (i.e. for matters that do not impact the effective functioning of the schedule.)
- b. Any approval by City of the schedules submitted by the Contractor to City shall mean that in the opinion of the City, Contractor has complied with the requirements of this Section. No such review shall release or relieve the Contractor from full responsibility for the accurate and complete performance of the Work, including the accuracy and completeness of the schedules, or any other duty, obligation or liability imposed on it by the Contract including, the responsibility for completing the Work within the time set forth in the Contract. The review or approval will not constitute a representation by City that the Contractor will be able to proceed or complete the Work in accordance with the dates contained in submitted schedule.
- c. In reviewing schedules submitted by designers, contractors, or others, the City will review the schedules to determine if the respective schedule appears "feasible and reasonable"; and, determine if the services or work could logically be accomplished in the time frames allotted in the schedule. Approving, accepting, or assenting to (hereafter referred to collectively as "approval" or "approving") a schedule only means that the City considers that the schedule appears "feasible and

#### **CONSTRUCTION SCHEDULES**



reasonable.”

- d. By approving a schedule, the City is not agreeing that the work or services will be accomplished according to and within times set forth in the schedule. Nor by approving a schedule does the City accept or bear some responsibility or liability if the work or services are not accomplished according to and within times set forth in the schedule or if factors upon which the schedule is based thereafter change during the execution of the works or services. Approval of any schedule showing completion beyond milestone dates and/or beyond contract completion times indicated in the contract shall not change any milestone or completion times in the contract and approval of a schedule is without any prejudice to the rights of the City.
- O. Schedule Workshops and Review Meetings
1. A record of all Schedule Workshops and Schedule Review Meetings shall be made by the Contractor stating the place and time of the meeting, the names and identification of those present, and a description of the topics discussed, and the agreements reached. Meeting minutes for these meetings, subject to the City’s review and approval, shall be prepared immediately after the meeting and issued within three days, with distribution to the City and all attendees.
  2. Project Scheduling Workshops:
    - a. Proposed Schedule Workshop
    - b. Contractor shall meet with the City within 14 days after the Notice to Proceed for Preconstruction Services to conduct a Post-Award Kick-Off Meeting and Project Scheduling Workshop to review and coordinate schedule requirements including, but not limited to, the following:
      - (1) Review software limitations and content and format for reports.
      - (2) Verify availability of qualified personnel needed to develop and update schedule.
      - (3) Discuss physical constraints to the project, including phasing, work stages, area separations, and interim milestones.
      - (4) Review delivery dates for City-furnished products.
      - (5) Review of Contractor and Subcontractor procurement cycles and their work plans.

- (6) Review schedule for work of the City's separate contracts.
- (7) Review submittal requirements and procedures.
- (8) Review time required for review of submittals and re-submittals.
- (9) Review requirements for tests and inspections by independent testing and inspecting Governmental Authority(s)
- (10) Review time required for Project closeout and City startup procedures, including commissioning activities.
- (11) Review and finalize list of construction activities to be included in schedule.

c. Baseline Schedule Workshop

- (1) Contractor shall meet with the City within 30 days after the Notice to Proceed for Construction Services to conduct another Post Award Kick-Off Meeting and Project Scheduling Workshop. This Workshop shall involve scheduling personnel from Contractor and City with the objective of working together to establish procedures for the development of the Baseline Schedule, and to ensure that the City requirements are satisfied and to review and coordinate schedule requirements Contractor shall present the draft Baseline Schedule including a description of intended methodology and assumptions used to accomplish the Work. Presentation shall include:
  - (a) Contract scope.
  - (b) Submittals with City's review.
  - (c) Activity durations.
  - (d) Logic.
  - (e) Activity coding.
  - (f) Weather assumptions.
  - (g) Resource Loading
  - (h) Cost Loading and Resource Loading
  - (i) Performance and Progress measurement.

- (j) Consequence of potential risks including:
  - (i) Long lead times (procurement/deliveries).
  - (ii) Labor and materials shortages.
  - (iii) Accidents.
- (k) Environmental factors.
- (l) Contractor's plan to mitigate any potential risks should they occur.
- (m) Establish Key Performance Indicators (KPI's) for actual progress compared to projected progress.
  - (i) Workshops shall be conducted no more than every 14 calendar days, until the Baseline Schedule is accepted and approved by City.

**P. Joint Monthly Progress Schedule Review Meetings**

1. Joint Project Status and Monthly Progress Schedule Review Meetings will be held between the City and Contractor consistent with the Contractor's submission of a Monthly Progress Schedule. Contractor is responsible for gathering all supporting documentation, presenting the data for the applicable Monthly Progress Schedule and recording the meeting minutes. The primary purpose of these meetings shall be to review the Monthly Progress Schedule, the monthly Pay Application, and construction progress, including but not limited to:
  - a. Actual start and finish dates of work accomplished, or actual start date and physical percent complete. Identify activities started and completed during the previous period and enter the Actual Start and Actual Finish dates. It shall be understood that Actual Start is defined as the date that work begins on an activity with the intent to pursue the work represented by the activity to its substantial completion, and Actual Finish is defined as the date that the activity's work is complete.
  - b. The amount of the Work remaining for the next period as incorporated in the schedule. Indicate activity progress and/or revise remaining duration (in workdays) to update each activity started, but not completed (remaining duration.) The remaining duration of an activity shall over-ride the calculated percent complete of an activity's duration when preparing the Monthly Progress Schedule.
  - c. Changes in the critical path(s) of the schedule.

**CONSTRUCITON SCHEDULES**

- d. Modifications that affect durations, sequencing or logic of activities for which the City, Governmental Authority(s) or other third parties are responsible.
  - e. The assessment of any delays to Longest Path(s).
  - f. Determination of delays, and, as applicable, adjustment of Force Majeure Reserve.
  - g. All other schedule changes as reflected in the accompanying narrative will be reviewed for relevance and effect on remaining Work.
  - h. Resource constraints, if any and proposed work-around sequences.
  - (i) Review proposed schedule changes, future Work and potential problems or impact.
  - (j) Review the Application for Payment to determine the accuracy of, in accordance with the Project Schedule, all progress achieved, the satisfaction all requirements relating to invoicing for Stored Materials, Time and Material (T&M) Change Orders, and whether it is otherwise complete and accurate.
- Q. Modifications – Time Impact Analysis
- 1. Proposed modifications, including potential delays that are anticipated or experienced shall be submitted to City. Contractor has a duty to mitigate delays through modified sequences to minimize cost and time impact caused by the change or potential delay.
  - 2. The Contractor shall prepare a Delay Analysis for each modification, potential delay, delay event, or Contractor request that may affect the Scheduled Substantial Completion Date. The Delay Analysis shall be developed and submitted in accordance with Contract Documents or as requested by City and shall conform to all scheduling principles described in this Section. Preparation of Time Impact Analyses is considered part of construction process and shall be performed at no additional cost to City.
  - 3. Delay Analysis methodology shall follow the guidelines contained in the Association for the Advancement of Cost Engineering International (AACEI) Time Impact Analysis as Applied in Construction.
  - 4. City will strive to approve or reject each Delay Analysis within ten Work Days after receipt of each Time Impact Analysis, unless subsequent negotiations are required, or multiple analyses are submitted at one time. Upon Approval, a copy of the Time

**CONSTRUCTION SCHEDULES**

Impact Analysis signed by City shall be returned to Contractor and incorporated into Schedule at next Monthly Progress Schedule update which will then become the current approved Schedule.

5. Delay Analysis shall meet requirements for submittal of Schedules including a Fragnet, with sufficient supporting documentation to enable City to make a determination of Contractor's request for a time extension.
6. Upon execution of a Change Order adjusting the Schedule Substantial Completion Date, the agreed upon event and impact shall be included in the next Monthly Progress Schedule if the parties agree to the extent of the impact. Changes in the schedule should be clearly identifiable by specific Activity IDs and activity coding and Work Breakdown Structure for changes as agreed upon with City. Inclusion of changed conditions shall conform to all scheduling principles noted in this Section. Changes included as an adjustment to the existing schedule activity durations are not allowed.
7. Once the Delay Analysis has been approved, the activities associated with that Time Impact Analysis should be added to the next Monthly Progress Schedule or Look-Ahead Schedule.
8. If the parties are unable to reach an agreement about how to forward-look the effect of the impact on the Monthly Progress Schedule's Critical Path(s), City may allow the Contractor to insert a Fragnet into the schedule on a preliminary basis following agreement of the proposed Fragnet activities. The duration of the Fragnet activities and/or the impact to the Scheduled Substantial Completion Date will be adjusted through the monthly update process as the actual duration of the delay becomes known.

R. Other Schedules

1. The Contractor may use other schedules and report in other formats to manage its work on a day-to-day basis, but these other schedules do not represent or replace the Project Schedules as specified in this Section.

8.01 PRE-CONSTRUCTION SCHEDULE

- A. When Preconstruction Services are to be provided by the Contractor, upon receipt of the NTP for Preconstruction Services, Contractor shall prepare a Preconstruction Schedule which includes those activities prior to approval to proceed with construction activities.
- B. The Preconstruction Schedule shall include the activities described in the plans developed during Preconstruction including design plans, subcontracting plans, procurement plan, construction plans and development and negotiation of a Guaranteed Maximum Price (if applicable) at a summary level which can be replaced with detailed

**CONSTRUCTION SCHEDULES**

information as the Project Schedule is finalized and the construction is authorized.

## 8.02 PROJECT SCHEDULES

### A. Proposed Project Schedule

1. Prepare an initial Proposed Project Schedule (Proposed Schedule) representing the Contractor's plan for the Work in accordance with the requirements of this Section. The Proposed Project Schedule will include the elements of the Preconstruction Schedule and be the initial draft of the Project Schedule. The Proposed Schedule will be the basis for Monthly Progress Schedules and monthly Pay Applications until the approval of the Baseline Schedule.
2. The Proposed Schedule shall be updated on a monthly basis until the approval of the Baseline Schedule after which the Baseline Schedule becomes the Project Schedule.

### B. Baseline and Project Schedule

1. The Baseline Schedule is the Project Schedule at the point in time when the Contractor and City agree and approve the Proposed Schedule as the accepted basis for the Project. Requirements described in this subsection shall apply to the all Baseline Schedule submissions.
2. Baseline Schedule submitted by Contractor and approved by the City shall contain no progress for any activities and shall have a Data Date of the Notice to Proceed date.
3. Prepare a draft Baseline Schedule after the Baseline Schedule Workshop has been conducted.
4. Within 14 calendar days after the draft Baseline Schedule is accepted the Contractor shall provide its final Baseline Schedule for City's review and comments.
5. The final Baseline Schedule submission shall include the following:
  - a. The approved final Baseline Schedule shall be version 00.
  - b. One full-color time-scaled network document in PDF format organized by WBS. Print sizes shall be 11 inches by 17 inches standard sized sheets. Provide following information on the document:
    - (i) Activity ID.
    - (ii) Activity Description.

## **CONSTRUCTION SCHEDULES**

- (iii) Original Duration.
- (iv) Remaining Duration.
- (v) Duration Percent Complete.
- (vi) Early Start.
- (vii) Early Finish.
- (viii) Late Start.
- (ix) Late Finish
- (x) Total Float
- (xi) Activities Gantt Chart

6. The Baseline Schedule narrative which shall address the following:
- a. Description of the Contractor's plan to perform the work through the entire contract performance period.
  - b. Description of primary, secondary and tertiary Critical Paths.
  - c. Explanation of calendars used, including days of the week, holidays, etc.
  - d. Discuss calendar assignment to activities.
  - e. Description of major pieces of equipment that will be used on the site.
  - f. Discuss procurement of long lead items.
  - g. A discussion of monthly cash flow planned costs, and cumulative expenditures.
  - h. A general description of the means and methods proposed for the execution of the Work including, but not limited to:
    - (1) Discussion of operating areas and the proposed sequences.
    - (2) Description of the planned crews - sizes, equipment used, etc.
    - (3) Number of shifts to perform the Work.
    - (4) Significant activities that may inhibit the Work.

**CONSTRUCTION SCHEDULES**

- (5) A listing of all milestones.
7. Contractor shall represent that the final Baseline Schedule is an accurate representation of Contractor's plan for performing the entire Work and that Contractor intends to use such schedule to execute the Work in compliance with the Contract Documents. Once the final Baseline Schedule is accepted it shall be the initial Project Schedule and used as the baseline in the Monthly Progress Schedules.

**C. Monthly Progress Schedules**

1. Monthly Progress Schedules are Project Schedules with progress achieved indicated for each Activity.
2. Project Schedules shall be progressed (updated) on a monthly basis until Final Acceptance is accomplished. Progress of Schedule activities shall be a physical percent complete as agreed with the City.
3. The Contractor shall not reduce activity durations in an attempt to reduce negative float. If the Contractor intends to execute activities quicker than the original duration, this shall be mentioned in the float analysis.
4. Approved Changes shall be included in each Monthly Progress Schedule.
5. Contractor shall meet with City each month in a Joint Monthly Progress Schedule Meeting,
6. Contractor shall make two submittals (Progress Only and Contractor's Adjusted) of the Project Schedule each month:
  - a. Shall incorporate the Contractor's Monthly Update (i.e. logic, durations, and calendar) made to the schedule including progress update information. This submission shall follow the scheduling principles described in this Section.
7. Each version of the Monthly Progress Schedule submitted by the Contractor shall require approval by City.
8. The Data Date for the Monthly Progress Schedule is 00:00 hours on Saturday following the last Friday of the Month. For each update of the Proposed and Baseline Schedules, the Version number shall increase by 1, and the previous schedule shall be archived to permit an audit trail.
  - a. Designations for the Progress Only (PO) and the Contractor's Adjusted (CA) shall clearly define the submission.

**CONSTRUCTION SCHEDULES**



- b. City will review and approve Monthly Progress Schedules based on remaining durations provided for each activity.
  - c. Each Monthly Progress Schedule (PO and CA) shall contain activity progress measured through the Data Date and shall be submitted to the City for its review.
9. The City will review the Monthly Progress Schedule and provide comments at the Joint Monthly Progress Schedule Meeting to be held five working days after submission of the Monthly Progress Schedule.
10. Monthly Progress Schedule submissions shall be comprised of the following:
- a. One full-color time-scaled network document in PDF format organized by WBS. Print sizes shall be 11 inches by 17 inches standard sized sheets.

Provide following information on the document:

- (1) Activity ID.
  - (2) Activity Description.
  - (3) Original Duration.
  - (4) Remaining Duration.
  - (5) Duration Percent Complete.
  - (6) Early Start.
  - (7) Early Finish.
  - (8) Late Start.
  - (9) Late Finish.
  - (10) Total Float.
- b. The Monthly Progress Schedule narrative shall address the following:
- (1) Description of the Work completed by the Contractor in the past performance period and Contractor's plan to perform the work through the entire next performance period, including shift work.
  - (2) Description of primary, secondary, and tertiary Critical Paths.

**CONSTRUCTION SCHEDULES**

- (3) Description of problem areas and anticipated problem areas and an explanation of corrective actions taken or planned to be taken.
- (4) Current and anticipated delays including cause of delay, corrective actions taken, and impact of delay on other activities, milestones, and completion dates.
- (5) Pending items (Minor Changes in the Work, Change Orders, Time Impact Analyses) and status thereof.
- (6) A list of fully executed Changes issued by the Wednesday of the week before the last Friday of every reporting period.
- (7) A description of any changes made to the schedule and reasons.
- (8) A narrative to show revisions since previous submissions for changes in scope of work, sequencing and other identifiable changes.
- (9) Progress made on critical activities indicated on CPM schedule.
- (10) Status of critical project components (percent complete, amount of time ahead or behind schedule) and if delays have occurred provide an analysis of how they may be mitigated.
- (11) Explanations for any lack of work on critical path activities planned to be performed during last month. Identify any changes to the critical path and the drivers for each change.
- (12) List of critical activities scheduled to be performed next month.
- (13) Status of major material and equipment procurement.
- (14) Any delays encountered during the reporting period.
- (15) Updated schedule duration uncertainty to coincide with the Project status and risk exposures.

**D. Look-Ahead Schedules:**

1. The Look-Ahead Schedule shall be the actual detailed work plan used by the Contractor in meeting the Contract schedule and milestones. The Look-Ahead Schedule shall be an element of the Contractor's Project Schedule.

**CONSTRUCTION SCHEDULES**

2. The Look-Ahead Schedule shall be the basis of the weekly Progress Meetings.
  3. The Look-Ahead Schedule shall display:
    - a. Past Week Activities
    - b. Current Week Activities
    - c. Three Week Look ahead Activities
  4. Look-Ahead Schedules shall include as-built data, forecasted activity sequences, activity durations, through the Scheduled Substantial Completion Date and Final Acceptance, demonstrating the entire scope of Work.
  5. In months coinciding with a Look-Ahead Schedule submission, PO Monthly Progress Schedule shall be based on the last approved Monthly Progress Schedule
  6. Submission of Look-Ahead Schedules shall not replace the requirement for Contractor to prepare a Time Impact Analysis indicating delay to Scheduled Substantial Completion Date.
- E. Commissioning and Integration Testing Schedule:
1. Testing and Commissioning is expected to be carried as a summary activity in the Baseline Schedule and Project Schedules until a draft Commissioning and Integration Testing Schedule shall be submitted not later than 90 days prior to the first testing / commissioning before the Scheduled Substantial Completion Date.
  2. A final Commissioning and Integration Testing Schedule shall be submitted no later than 60 days prior to the first testing / commissioning activity before the Scheduled Substantial Completion Date and upon approval shall be incorporated into the Project Schedule with a Monthly Progress Schedule.
  3. The Commissioning and Integration Testing Schedule shall display scheduled Work so that each activity is shown with duration of no more than 15 workdays.
- F. Recovery Schedule
1. Should any of the following conditions exist, City may require the Contractor to prepare, at no extra cost to City, a plan of action and a Recovery Schedule as to how the Contractor plans to reorganize its work and resources to complete the Work by the Scheduled Substantial Completion Date and recover any lost time and/or delays that have been determined by the City to be caused by the Contractor:

- a. Contractor's monthly progress report indicates delays that are, as determined by City, of sufficient magnitude that the Contractor's ability to complete the Work by the Scheduled Substantial Completion Date is brought into question.
  - (1) If the Work is delayed on the Critical Path item for a period which exceeds the greater of either a) thirty (-30) days in the aggregate, or b) that number of days in the aggregate equal to five percent of the days remaining until the approved Substantial Completion. For example, If the remaining duration during the period update is 300 Days, then five percent of the remaining 300 Days is 15 Days. The greater of (-30) days or (-15) days is (-15) days.
  - (2) Contractor 's performance and resource utilization are not as planned to result in unnecessary consumption of the float.
  - (3) Contractor desires to make changes in the logic (sequencing of Work) or the planned duration of future activities in the schedule to recover lost time.
- b. Contractor shall submit a Recovery Schedule according to the requirements described in this Section. A Recovery Schedule, when required, shall be submitted to City for review and approval within 21 calendar days of Contractor receiving City's written request.
- c. Changes included in Recovery Schedule shall be documented. Contractor shall submit to City an audit report that has been prepared using schedule comparison software (i.e. Claim Digger, Project Investigator, or other software approved by City).
- d. If a recovery schedule is required hereunder, the City, at its sole discretion, may withhold the Contractor's Fee for that period in the Payment Application until such time the Contractor has prepared, and the City has accepted such recovery schedule.
- e. The Recovery Schedule submission shall include the following:
  - (1) Detailed narrative describing (with an explanation for the reason of) any revised sequences, durations, and resources.
  - (2) Anticipated effect of revision on the current Project Schedule and Scheduled Substantial Completion Date, including describing change in affected activities' Total Float value.
  - (3) Contractor shall furnish sufficient labor, resources and equipment to ensure the prosecution of the Work meets the current Scheduled Substantial

**CONSTRUCTION SCHEDULES**

Completion Date. If in the opinion of City, Contractor falls behind in the prosecution of the Work as indicated in the current Schedule, Contractor shall take such steps as may be necessary to improve its progress. City may require Contractor to increase the number of shifts, days of work, and/or the amount of plant and equipment, all without additional cost to City.

- (4) If Contractor fails or refuses to implement such measures to bring the Work back to conformity within the Scheduled Substantial Completion Date, City shall have the right to declare such failure or refusal a Contractor Event of Default under the Contract.

**G. Revised Baseline Schedule**

1. Either City or Contractor may request a Revised Baseline Schedule (Re-Baseline Schedule). The Monthly Progress Schedule to reflect actual progress shall not be considered as a Revised Baseline Schedule.
2. A Revised Baseline Schedule is considered necessary under the following conditions:
  - a. Additions, deletions, or revisions to activities required by Contract modification.
  - b. City determines there is reasonable doubt that milestones or the Scheduled Substantial Completion Date will be met. A Schedule Revision shall demonstrate how Contractor intends to reschedule remaining work by the Scheduled Substantial Completion Date. There shall not be additional cost to City, through re-sequencing and reallocating its forces to complete Work by Scheduled Substantial Completion Date.
3. Revised Baseline Schedule, when required, shall be submitted to City for review and approval within 21 days of Contractor receiving City's written request.
4. Revised Baseline Schedule shall conform to all requirements described in this Section for Project Schedules and shall include:
  - a. An audit report that has been prepared using schedule comparison software (i.e. Claim Digger, Project Investigator, or other software approved by the City.)
  - b. Detailed narrative explaining reason for revision.
  - c. Anticipated effect of the Revised Baseline Schedule on the Scheduled Substantial Completion Date, including describing change in affected activities Total Float value.
  - d. Appropriate Fragnet demonstrating the necessary changes.

**CONSTRUCTION SCHEDULES**

H. As Built Schedule

1. Contractor shall prepare and submit an As-Built Schedule documenting actual start and actual finish dates for all activities and logic ties for all activities to show actual sequence in which Work was performed.

PART 2 - PRODUCTS – NOT USED

PART 3 - EXECUTION – NOT USED

END OF SECTION 01325

**SECTION 01326**

**CONSTRUCTION SEQUENCING**

**PART 1 - GENERAL**

**1.01 SECTION INCLUDES**

- A. Work periods.
- B. Mobilization and demobilization.
- C. Construction sequence.

**1.02 WORK PERIODS**

- A. No work is permitted at IAH during the following periods:
  - 1. Beginning at 6:00 a.m. CST (0600 hours) on Tuesday prior to Thanksgiving Day to 10:00 p.m. CST (2000 hours) the following Monday.
  - 2. Beginning at 6:00 a.m. CST (0600 hours) one week prior to Christmas Day and to 11:59 p.m. CST (2359 hours) January 2.
  - 3. Beginning at 6:00 a.m. CST (0600 hours) on Friday prior to Houston Area Spring Break, and to 11:59 p.m. CST (2359 hours) the following Monday. These dates maybe adjusted by HAS operations depending on scheduling of Spring Break for Houston Area School Districts.
- B. For purposes of on-site construction operations for interior work, work may be accomplished in one or more of the following daily schedules (shifts) and as specified elsewhere herein:
  - 1. As directed by HAS, the typical and assumed work hours for work within Hobby Airport shall be Night Work between the hours of 10:00 p.m. and 6:00 a.m.
  - 2. “Day (D) Shift”: For work fully confined behind dust-resistant enclosures and where airborne or structure-borne noise is abatable by temporarily ceasing operations, work from 0000 hours through 2400 hours each day of the week, meaning a 24 hour shift is available whether or not all hours are used; however, deliver products and remove debris only during “N Shift.”
  - 3. “Night (N) Shift”: For work that cannot, due to dust, obstructions to operations, or noise-producing operations, be done during “D Shift”, work from 2200 hours through 0600 hours each day of the week (7-hour shift, one-hour lunch break), with the following restrictions on access:
    - a. Move products into and remove debris only during “N shift” period.
    - b. Complete work of the shift and entirely evacuate the work area by 0600 of the next day, including rubbish removal, leaving enclosures or barricades cannot be left in place unless necessary for public safety within the terminal building.

1.03 MOBILIZATION AND DEMOBILIZATION

- A. Payment for mobilization is specified in Section 01290- Payment Procedures.
- B. General mobilization applicable to the Work, regardless of construction sequencing specified herein includes:
  - 1. Construction and Submittal Schedule processing following Sections 01325- Construction Schedules and 01340- Shop Drawings, Product Data and Samples.
  - 2. Obtain and pay for permits.
  - 3. Submittal of other documents following Section 01312- Coordination and Meetings.
  - 4. Survey Base Building following Section 01726- Base Facility Survey and process related Document 00685- Request for Information, including accessibility by cutting, following Section 01731- Cutting and Patching, into concealed areas.
  - 5. Security badging following Section 01506- Temporary Controls.
  - 6. Approval of construction schedules following Section 01325- Construction Schedules.
  - 7. Product acquisition for other tasks; except products with short lead times may be acquired later as required to maintain schedule performance.
  - 8. Acquisition of major construction equipment and set-up of on-site storage and office space.
  - 9. Other activities necessary to maintain schedule performance.
  - 10. Construction of exterior and interior barricades and enclosures following Section 01505- Temporary Facilities.
- C. Demobilization:
  - 1. Processing of closeout documents, following Section 01770- Contract Closeout, and activities not otherwise completed at the end of previous tasks.

1.04 CONSTRUCTION SEQUENCE

- A. Prepare and process Contractor's construction schedule following Section 01325- Construction Schedules.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION

3.01 CONSTRUCTION SEQUENCE

- A. Construct the Work in multiple controlled phases as approved by HAS.

END OF SECTION



Section 01330

**SUBMITTAL PROCEDURES**

**PART I - GENERAL**

**1.01 SECTION INCLUDES**

**A. Submittal procedures for:**

1. Construction Schedules and Cash Flow Curve (billing forecast).
2. Shop Drawings, Product Data and Samples
3. Manufacturer's Certificates
4. Construction Photographs
5. Project Record Documents and monthly certification.

**1.02 SUBMITTAL PROCEDURES**

**A. Scheduling and Handling:**

1. The Contractor must utilize Microsoft SharePoint, and/or a web-based system run by the Houston Airport System, to submit RFIs, Submittals and Invoices. Before doing so, the Contractor must attend a brief mandatory SharePoint training session, which will be conducted by a member of HAS. The Contractor must contact the designated HAS trainer prior to the start of construction to schedule a time for training. Access to SharePoint will not be given to the Contractor's team until training is completed. All document collaboration will be done using SharePoint.
2. Submit Shop Drawings, Data and Samples for related components as required by Specifications and Project Manager.
3. Schedule submittals well in advance of need for construction Products. Allow time for delivery of Products after submittal approval.
4. Develop submittal schedule that allows sufficient time for initial review, correction, resubmission and final review of all submittals. Allow a minimum of 30 days for initial review. Project Manager will review and return submittals to Contractor as expeditiously as possible, but time required for review will vary depending on complexity and quantity of data submitted.
5. Project Manager's review of submittals covers only general conformity to Drawings, Specifications and dimensions that affect layout. Contractor is responsible for quantity determination. No quantities will be verified by Project Manager. Contractor is responsible for errors, omissions or deviations from

- Contract requirements; review of submittals does not relieve Contractor from the obligation to furnish required items in accordance with Drawings and Specifications.
6. All submittals to be submitted electronically.
  7. Revise and resubmit submittals as required. Identify all changes made since previous submittal.
  8. Assume risk for fabricated Products delivered prior to approval. Do not incorporate Products into the Work, or include payment for Products in periodic progress payments, until approved by Project Manager.
- B. Transmittal Form and Numbering:
1. Transmit each submittal to Project Manager with Transmittal letter which includes:
    - a. Date and submittal number
    - b. Project title and number
    - c. Names of Contractor, Subcontractor, Supplier and manufacturer
    - d. Identification of Product being supplied
    - e. Location of where Product is to be installed. Include drawing and/or photograph
    - f. Applicable Specification section number
  2. Identify deviations from Contract documents clouding submittal drawings. Itemize and detail on separate 8-1/2 by 11-inch sheets entitled "DEVIATIONS FOR \_\_\_\_\_." When no deviations exist, submit a sheet stating no deviations exist.
  3. Have design deviations signed and sealed by an appropriate design professional, registered in the State of Texas.
  4. Sequentially number transmittal letters beginning with number one. Use original number for resubmittals with an alphabetic suffix (i.e., 2A for the first resubmittal of submittal 2, or 15C for third resubmittal of submittal 15, etc.). Show only one type of work or Product on each submittal. Mixed submittals will not be accepted.
- C. Contractor's Stamp:
1. Apply Contractor's Stamp certifying that the items have been reviewed in detail by Contractor and that they comply with Contract requirements, except as noted by requested variances.
  2. As a minimum, Contractor's Stamp shall include:
    - a. Contractor's name

- b. Job number
  - c. Submittal number
  - d. Certification statement Contractor has reviewed submittal and it is in compliance with the Contract
  - e. Signature line for Contractor
- D. Submittals will be returned with one of the following Responses:

**PGAL, Inc.**

A/E's review is for general conformance with the design concept and contract documents. Markings or comments shall not be construed as relieving the contractor from compliance with the project plans and specifications or allowing departures there from. The contractor remains responsible for details and accuracy, for confirming and correlating all quantities and dimensions, for selecting fabrication processes, for techniques of assembly, and for performing his work in a safe manner.

- No Exceptions Taken
- Note Markings
- Rejected
- Resubmit
- Confirm
- See Transmittal
- Reviewed for Architectural Conformance Only

By: Michael Lloyd Date: 9/2/2019

**1.03 MANUFACTURER'S CERTIFICATES**

- A. When required by Specification sections, submit manufacturers' certificate of compliance for review by Project Manager.
- B. Place Contractor's Stamp on front of certification.
- C. Submit supporting reference data, affidavits, and certifications as appropriate.
- D. Product certificates may be recent or from previous test results, but must be acceptable to Project Manager.

**1.05 CHANGES TO CONTRACT**

- A. Changes to Contract may be initiated by completing a Request for Information form. Project Manager will provide a response to Contractor by completing the form and returning it to Contractor.
  - 1. If Contractor agrees that the response will result in no increase in cost or time, a Minor Change in the Work will be issued by City Engineer.
  - 2. If Contractor and Project Manager agree that an increase in time or cost is warranted, Project Manager will forward the Request for Proposal for negotiation of a Change Order.

PART 2 - PRODUCTS - Not Used

PART 3 - EXECUTION - Not Used

END OF SECTION

SECTION 01340

SHOP DRAWINGS, PRODUCT DATA AND SAMPLES

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. General procedural requirements for submittal data:
  - 1. Shop drawings.
  - 2. Product data.
  - 3. Samples, including control samples.
  - 4. Product certifications and compliance statements.
  - 5. Submittal logging.
- B. Submittal quantities specified in other Sections supersedes those specified herein.
- C. Product interface control documents.

1.02 GENERAL PROCEDURES

- A. Review submittal data and indicate results of review on documents submitted to Designer.
  - 1. Obtain review and indicate results of Subcontractors' and applicable Separate Contractors' reviews before submittal to Designer.
  - 2. Include on each shop drawing, sample or product data submittal the following minimum language, signed (by individuals authorized to make binding agreements on behalf of their respective firms) and dated on behalf of each responsible party:

"The Subcontractor and the Contractor named below hereby certify this submittal has been checked prior to submission to Designer and conforms to the requirements of the Contract Documents for work represented hereby. This submittal does not deviate from requirements of the Contract Documents. It has been checked for: field conditions; correlation of dimensions and quantities; safety precautions; construction means, methods, techniques, schedules, sequences, procedures and fabrication processes; for errors and omissions in this submittal; and for coordination of the work of the trades.

\_\_\_\_\_ (Subcontractor Firm)  
 \_\_\_\_\_ (Authorized Signature)  
 \_\_\_\_\_ (Date)  
 -----

This submittal has also been checked by the following Subcontractors and Separate Contractors for coordination of substrate/superstrate conditions and applicable product interfaces.  
 (List company names, place authorized signature and date for each.)

-----  
 \_\_\_\_\_ (Contractor)

\_\_\_\_\_  
\_\_\_\_\_

(Authorized Signature)  
(Date)"

- B. Transmit submittals under original transmittal to Designer, with a copy of the transmittal only to City Engineer. Number each submittal by specification number, for future reference.
    - 1. Furnish number of copies specified herein or in other Sections, for Designer's and City Engineer's records, plus additional copies as the Contractor requires for construction operations and coordination of the Work.
    - 2. Identify Project, Contractor, Subcontractor, Supplier, and generic name of component or system. Allow space on submittal data to accommodate required stamps by Contractor, applicable Subcontractors, applicable Separate Contractors, Designers, and other reviewers.
    - 3. Indicate applicable Drawing detail and Section number.
    - 4. For submittals using SI (metric) measure as the manufacturer's or fabricator's standard, include corresponding Imperial measure conversions. Follow requirements in Section 01610.
  - C. After Designer's review, revise and resubmit until resubmittal is no longer required; identify and log changes made to previous submittals.
  - D. Distribute copies of reviewed submittals to concerned parties, including Separate Contractors. Instruct recipients to promptly report inability to comply with requirements indicated therein.
  - E. Shop Drawings, Product Data and Samples: Follow Contractor's progress schedule for submittals related to work progress. Coordinate submittal of related items. Partial submittals will be returned unreviewed.
  - F. Transmit submittals far enough in advance to provide time required for reviews, for securing necessary approvals, for revisions and resubmittals. Allow 14 days after receipt for Designer's review, except where shorter processing time is approved due to extraordinary conditions.
  - G. Do not submit data where no submittal requirements occur. Unsolicited submittals will be returned unreviewed.
  - H. Incomplete, uncoordinated, inaccurate and illegible submittals, and submittals without evidence of review by Contractor, applicable Subcontractors and applicable Separate Contractors will be returned unreviewed.
  - I. Responsibility for costs of Designer's additional reviews resulting from improper submittal data remains with the Contractor, deductible from the Contract Sum or Time by Change Order.
- 1.03 SHOP DRAWINGS
- A. Submit one PDF copy print. After Designer's review, reproduce and distribute copies required for Contractor's use.

- B. Sheet Size: 8-1/2 x 11 inches minimum; 34x22 inches maximum.
  - C. If CADD is used, prepare documents readable, writable and printable using IBM PC-compatible hardware and software, based on AutoCAD (13 or later versions) or software translated thereto. Provide AutoCAD data disks following Section 01770- Contract Closeout.
  - D. Prepare shop drawings by qualified drafters, accurately and distinctly showing:
    - 1. Field and erection dimensions clearly identified as such.
    - 2. Arrangement and section views.
    - 3. Relation to adjacent materials or structure including complete information for making connections between work under this Contract and work under other contracts.
    - 4. Kinds of materials and finishes.
    - 5. Parts list and descriptions.
    - 6. Assembly drawings of equipment components and accessories showing their respective positions and relationships to the complete equipment package.
    - 7. Where necessary for clarity, identify details by reference to drawing sheet and detail numbers, schedule or room numbers as shown on the Contract Drawings.
    - 8. Provide messaging Artwork
  - E. Drawing to scale, and accurately represent specific products furnished.
- 1.04 PRODUCT DATA/MANUFACTURERS' LITERATURE
- A. Submit 4 original copies plus additional copies required for Contractor's use. Designer will retain four copies for distribution to City. Distribute remaining copies.
  - B. Mark each copy to clearly identify applicable products, models, options, and other data; supplement manufacturers' standard data to provide information unique to the Work.
  - C. When available, submit "SpecData" sheets.
  - D. Include manufacturers' installation instructions.
  - E. For products specified only by reference standard, give manufacturer's name, product name, model or catalog number, copy of referenced standard, and manufacturer's descriptive technical literature.
- 1.05 CONTRACTOR-PREPARED SAMPLES
- A. Submit 4 original sets of samples plus additional copies required for Contractor's use. Designer will retain three copies for distribution to City. Distribute remaining copies.
  - B. Demonstrate functional and visual characteristics of products, complete with integral parts and attachment devices.

- C. Submit a reasonable range of manufacturers' standard colors, textures, sheens, and patterns for selection where specific requirements are not specified, where deviations are proposed, and where the nature of the product may vary in color, vein or "grain," texture, sheen and other visible characteristics.
  - D. Sample characteristics are specified in individual Sections.
  - E. Size, unless otherwise specified:
    - 1. Paint and Liquid Coated Products: 8-1/2 x 11 inches; tape edges of samples using gypsum board as the base or substrate.
    - 2. Flat or Sheet Products: 8-1/2 x 11 inches.
    - 3. Linear Products: 11 inches long.
    - 4. Bulk Products: Copy of container label, only where label submittal is specified.
  - F. Full size or on-site samples or mock-ups may be used in the Work if approved.
- 1.06 CONTROL SAMPLES
- A. Certain Base Facility construction establishes performance, product, workmanship, or aesthetic quality requirements for this contract.
  - B. Required control samples include:
    - 1. Paint, Vinyl Film and other decorative coatings at sight-exposed surfaces in public spaces, regardless of substrate types; for matching compatibility, color, texture, sheen and other visual and performance characteristics of analogous new work.
  - C. Include control samples with submittal to which they apply.
  - D. For items transmittable by mail or hand, remove one representative sample, following Section 01312- Coordination and Meetings, and nondestructively label as "Control Sample." Process following Paragraph 1.06.
  - E. Obtain control samples following Section 01731- Cutting and Patching. The control sample will be returned to the Contractor.
  - F. For items impractical to remove or mail, temporarily and non-destructively tag each item in place and maintain until submittal processing is complete. Request submittal evaluation to occur on-site. Include request with submittal to which it applies.
    - 1. Provide temporary facilities following Section 01505- Temporary Facilities to provide access to and protection of control samples.
    - 2. Handle, store and protect control samples following Section 01610- Basic Product Requirements.
  - G. Maintain control samples until applicable new work is completed or until directed.

1.07 PRODUCT INTERFACE CONTROL DOCUMENTS

- A. Following requirements apply where specified in other Sections.
- B. Prepare submittal data as required, to indicate proper interface between work of Subcontractors and Separate Contractors, for products of one Section or Contract required to be supported by or affixed or connected to products of another Section or Contract. Follow Section Paragraph 1.02 for review and processing requirements.
  - 1. Fully describe mating surfaces between products.
  - 2. Fully describe predecessor and successor staging and sequencing of product fabrications and installations.
- C. Field corrections to mating surfaces are not permitted, unless field modification is specified in Sections.

**1.08 CERTIFICATIONS AND COMPLIANCE STATEMENTS**

- A. Submit 4 original copies plus additional copies required for Contractor's use. Designer will retain three copies for distribution to City. Distribute remaining copies. Include original signature and applicable original seal(s) on each copy.
- B. Certifications may be in the form of recent test results, research reports, reference data, or affidavits, as applicable to certifications required.

**1.09 SUBMITTAL LOG**

- A. If approved, submittal log may be incorporated into submittal schedules following Section 01325- Construction Schedules.
- B. Coordinate shop drawings, samples, product data and certifications schedule in Section 01325- Construction Schedules. Log submittals showing proposed submittal number and expected processing period for each.
- C. Denote submittals requiring special attention, such as requested shorter review time due to extraordinary conditions. Indicate reasons for special attention.
- D. Update and distribute following Sections 01312- Coordination and Meetings and 01325- Construction Schedules.

**1.10 DESIGNER'S ACTIONS**

- A. Comments may be added by Designer to submittal data, to inform the Contractor of detected failure of submittal data to follow contract requirements and the design concept expressed therein.
- B. Commencing work governed by submittal requirements without proper processing of required submittals is the risk of the Contractor.
  - 1. Cost increases attributable thereto are the sole responsibility of the Contractor without increase in Contract Sum.



2. Time increases attributable thereto are the sole responsibility of the Contractor under provisions of Article 9.13 (Liquidated Damages) in Document 00700- General Conditions.
- C. Responsibility for Contractor's errors and omissions or construction of defective or deficient work remains with the Contractor and is not relieved by Designer's review.
- D. Following is Designer's submittal review statement, which may be affixed to Contractor's submittal by stamp, label or separate sheet:

**PART 2- PRODUCTS (NOT USED)**

**PART 3- EXECUTION**

**3.01 CONTROL SAMPLES**

- A. Reinstall control samples following Section 01731- Cutting and Patching.

**END OF SECTION**

**SECTION 01350**

**MOCK-UPS**

**PART 1 - GENERAL**

**1.01 SECTION INCLUDES**

- A. Control sample mock-ups of following to demonstrate finished visual and other aesthetic qualities of completed work. If approved, these mock-ups may be built as part of the completed work.
  - 1. Samples – Provide – 8” x 10” samples of each color and material finish in quantities called for in this specification, until final approval is received.
- B. Provide a mock-up of each sign type family to illustrate materials, colors and attachment methods of the project sign types.
- C. Provide full-size mock-ups.
- D. In addition to the mock-ups listed, provide a mock-up for the assembly of connecting signs to the APGS digital signs in the garage.
  - 1. Provide a mock-up for floor tile installation
  - 2. Provide a mock up for wall panels installation

**1.02 QUALITY ASSURANCE**

- A. Provide joinery, attachments, same generic materials, and other components to comply with requirements of final construction.
  - 1. By way of example only, if transparent finished wood material is required in completed construction, the Contractor may substitute a lower "visual" quality wood of compressive and yield strength equal to the finished product for systems integration mockups but use of actual products is required for control sample mockups.
- B. Reduction of quality, specified in applicable Sections, for control sample mock-ups is not permitted.
- C. Mock-ups require fully operational moving components.

**1.03 SITE CONDITIONS**

- A. Protect from damage until directed to remove mock-ups.

**1.05 COORDINATION WITH SECTION 01340- SHOP DRAWINGS, PRODUCT DATA AND SAMPLES**

- A. Mock-ups are specialized submittal data in the form of full-sized "samples".

- B. Provide mock-ups after processing of shop drawings, product data and hand-held-size samples specified in applicable Sections is complete.
- C. If changes are required as a result of fabrication or installation processes, or as a result of review and demonstration results, modify submittal data and fabrication and installation processes accordingly. Submit revised submittals following Section 01340- Shop Drawings, Product Data and Samples.
  - 1. Refer to Parts 2 and 3 herein for relationship of changes to Section 01610- Basic Product Requirements.

## **PART 2 - PRODUCTS**

### **2.01 GENERAL**

- A. Fabricate mock-ups by same techniques and sequencing as expected for completed work.
  - 1. Use fabrication of mock-ups to validate shop techniques and sequencing.
  - 2. If, due to fabrication of mock-ups, changes required for proper function or are recommended by Contractor, follow Section 01610- Basic Product Requirements for both work of this Section and of other Sections.

## **PART 3 - EXECUTION**

### **3.01 GENERAL**

- A. Install products for mock-ups following applicable Sections.
- B. Install mock-ups as directed by the Architect or the Owner.
- C. Install temporary or supplementary bracing or framing following Section 01505- Temporary Facilities if necessary, with approval.
- D. Install mock-ups by same techniques and sequencing as expected for completed work.
  - 1. Validate field techniques and sequencing, interface at mating surfaces and other aspects of coordination between Sections and applicable Separate Contracts.
  - 2. If, due to installation of mock-ups, Contractor recommends changes, follow Section 01610- Basic Product Requirements for both work of this Section and other Sections.

### **3.02 REVIEW AND DEMONSTRATIONS**

- A. Notify City Engineer and Designer of date when mock-ups are ready for review and demonstration.
- B. Administer demonstrations of mock-ups. Include fabricator and installer.
- C. Take notes of review results and publish to City Engineer, Designer and attendees. Describe changes in construction resulting from discoveries during review and tests.
- D. Minimum review and proper demonstration of mock-ups:

1. Operation of moving parts.
  2. Effectiveness of light, water, sound and air seals, as applicable.
  3. Accessibility for maintenance of concealed or semi-exposed moving parts.
  4. Uniform of joint tolerances and visible treatment within individual or "panelized" items and between separate "panelized" components, and between substrates and completed work.
  5. Compliance of constructed sight lines and profiles with Drawings.
- F. Leave mock-ups in place until removal is authorized, but prior to the date of Substantial Completion.

END OF SECTION

**SECTION 01423**

**REFERENCES**

**PART 1 – GENERAL**

**1.01 SECTION INCLUDES**

- A. General quality assurance related to Reference Standards.
- B. List of references.
- C. List of definitions.
- D. List of phrases.

**1.02 QUALITY ASSURANCE**

- A. For work specified by association, trade, or Federal Standards, follow requirements of the standard, except when more rigid requirements are specified or are required by applicable codes or by Contract Documents.
- B. Follow reference standard effective on the date stated in Document 00700- General Conditions.
- C. Submit Document 00685- Request for Information before proceeding if specified reference standards conflict with Contract Documents, or if no standards apply.

**1.03 PARTIAL LIST OF REFERENCES**

AA	Aluminum Association 900 19 <sup>th</sup> St. N.W. Washington, DC 20006 Ph: 202-862-5100	AITC	American Institute of Timber Construction 7012 S. Revere Pkwy, #140 Englewood, CO 80112 Ph: 303-792-9559
AASHTO	Amer. Assoc. of State Hwy. Officials 444 North Capitol Street, N.W. #249 Washington, DC 20001 Ph: 202-624-5800	AISC	American Institute of Steel Construction 1 E. Wacker Dr., #3100 Chicago, IL 60601-2001 Ph: 312-670-2400
ACI	American Concrete Institute P.O. Box 9094 Farmington Hills, MI 48333-9094 Ph: 248-848-3700	AISI	American Iron & Steel Institute 1101 17th Street, N.W., #1300 Washington, DC 20036 Ph: 202-452-7100
AGC	Associated General Contractors of America 333 John Carlyle St., #200 Alexandria, VA 22314 Ph: 703-548-3118	ASME	American Soc. of Mech. Engrs. Three Park Ave. New York, NY 10016-5902 Ph: 212-591-7733
AI	Asphalt Institute Research Park Dr. P.O. Box 14052 Lexington, KY 40512-4052 Ph: 859-288-4960	ANSI	American Natl. Stds. Institute 25 W. 43 <sup>rd</sup> St., 4 Floor New York, NY 10036 Ph: 212-642-4900

**REFERENCES**

**HOU Restroom Renovations  
Project No. 209**

**REFERENCES**

- APA The Engineered Wood Assoc.  
7011 So. 19<sup>th</sup>,  
Tacoma, WA 98466  
Ph: 253-565-6600
- API American Petroleum Institute  
1220 L Street, N.W.  
Washington, DC 20005-4070  
Ph: 202-682-8000
- AREA Amer. Railway Engrg. Assoc.  
8201 Corporate Dr., #1125  
Landover, MD 20785  
Ph: 301-459-3200
- ASTM American Soc. for Testing & Materials  
100 Barr Harbor Dr.,  
PO Box C700  
West Conshohocken, PA 19428-2959  
Ph: 610-832-9585
- AWPA American Wood-Preservers' Association  
PO Box 388  
Selma, AL 36702-0388  
Ph: 334-874-9800
- AWS American Welding Society  
550 N.W. LeJeune Rd.  
Miami, FL 33126  
Ph: 800-443-9353
- AWWA Amer. Water Works Assoc.  
6666 West Quincy Avenue  
Denver, CO 80235  
Ph: 303-794-7711
- BICSI Bldg. Industry Consulting Svc. Intl.  
8610 Hidden River Pkwy.  
Tampa, FL 33637-1000  
Ph: 800-242-7405
- COH City of Houston  
900 Bagby Street (Box 1562)  
Houston, TX 77251-1562  
Ph: 713-837-0311
- CLFMI Chain Link Fence Mfgs Inst.  
10015 Old Columbia Rd., #B-215  
Columbia, MD 21046  
Ph: 301-596-2583
- CRSI Conc. Reinforced Steel Institute  
933 N. Plum Grove Road  
Schaumburg, IL 60173-4758  
Ph: 847-517-1200
- EJMA Expansion Joint Manufacturers Assoc.  
25 N. Broadway  
Tarrytown, NY 10591  
Ph: 914-332-0040
- FS Federal Standardization Documents  
Gen. Svcs. Admin. Specificatns. Unit (WFSIS)  
7th and D Streets, S.W. #6039  
Washington, DC 20407  
Ph: 202-472-2205
- HAS (City of) Houston Airport System  
P.O. Box 60106 (16930 JFK Blvd., 77032)  
Houston, TX 77205-0106  
Ph: 281-233-3000
- HOU William P. Hobby Airport (Airport Manager)  
7800 Airport Blvd.  
Houston, Texas 77061  
Ph: 713-640-3000
- IAH George Bush Intercontinental Airport Houston  
(Airport Manager)  
2800 N. Terminal Road  
Houston, TX 77032  
Ph: 281-230-3100
- ICEA Insulated Cable Engineer Association  
P.O. Box 1568  
Carrollton, GA 30112
- IEEE Institute of Electrical and Electronics  
Engineers  
445 Hoes Lane, or P.O. Box 1331  
Piscataway, NJ 08854-1331  
Ph: 732-981-0060
- MIL Military Specifications (see "FS" for address)
- NACE National Association of Corrosion Engineers  
440 1<sup>st</sup> St. N.W.  
Washington, DC 20001  
Ph: 202-393-6226
- NARTE National Association of Radio and  
Telecommunications Engineers, Inc.  
167 Village Street  
P.O. Box 678  
Medway, MA 02053  
Ph: 508-533-8333, 800-896-2783
- NEMA National Electrical Manufacturers' Association  
1300 North 17<sup>th</sup> Street, Suite 1847  
Rosslyn, VA 22209  
Ph: 703-841-3200
- NFPA National Fire Protection Association  
1 Batterymarch Park, P.O. Box 9101  
Quincy, MA 02169-7471  
Ph: 617-770-3000
- OSHA Occupational Safety Health Administration  
200 Constitution Avenue, NW  
Washington, DC 20210  
Ph: 866-487-2365

**HOU Restroom Renovations  
Project No. 209**

**REFERENCES**

PCA	Portland Cement Association 5420 Old Orchard Road Skokie, IL 60077-1083 Ph: 847-966-6200	TAC	Texas Admin. Code,  Texas Water Development Board Box 13231, Capitol Station Austin, TX 78711-3231 Ph: 512-463-7926
PCI	Prestressed Concrete Institute 201 North Wacker Drive Chicago, IL 60606 Ph: 312-786-0300	UL	Underwriters' Laboratories, Inc. 333 Pfingston Road Northbrook, IL 60062-2096 Ph: 877- 854-3577, 800-285-4476
SDI	Steel Deck Institute P.O. Box 25 Fox River Grove, IL 60021 Ph: 847-458-4647	UNI-BELL	UNI-BELL Pipe Association 2655 Villa Creek Dr., Suite 155 Dallas, TX 75234 Ph: 972-243-3902
SSPC	The Society for Protective Coatings 40 24 <sup>th</sup> Street, 6 <sup>th</sup> Floor Pittsburgh, PA 15222-4656 Ph: 412-281-2331		

**1.04 PARTIAL LIST OF DEFINITIONS**

*Airport:* Area of land or water used or intended to be used for landing and takeoff of aircraft and includes buildings and facilities. Airports under control of City are certificated by FAA under FAR Part 139 and operate under specific safety requirements applicable to maintenance and construction activities.

*Airport Manager:* Individual delegated by Director of Department of Aviation, with absolute responsibility and authority for overall airport operation and compliance with FAR Part 139. Airport Manager shall communicate with Contractor through City Engineer except in case of emergency when City Engineer is not present. The Airport Manager may delegate responsibilities to other persons, such as airport electricians to coordinate lockouts/tagouts.

*Air Operations Area (AOA):* Any area of Airport used or intended to be used for landing, takeoff, or surface maneuvering of aircraft, including paved or unpaved areas used or intended to be used for unobstructed movement of aircraft in addition to associated runway, taxiway, or apron. The AOA includes any adjacent areas (such as general aviation areas) that are not separated by adequate security systems, measures, or procedures.

*Airport Security Officers:* 1) Uniformed City of Houston Police (HPD) officers enforcing airport regulations and apprehension of unauthorized personnel in security areas; 2) Non-uniformed federal or local government personnel authorized to test for compliance with existing regulations.

*Air Traffic Control Tower (ATCT):* Person responsible for positive control of aircraft and vehicle traffic, including Contractor's, on and around runways, taxiways, and aprons.

*Base Facility:* Existing structure upon and within which the Work is constructed. "Existing construction" and "existing" mean the same as Base Facility.

1. By way of general description, Base Facility includes sidewalks and pavement; foundations; superstructure columns, beams and floors; exterior and interior walls, partitions and doors; mechanical and electrical systems; conveying systems; interior finish materials.
  - a. Underground structures include: sewer, water, gas, fuel and other piping, and manholes, chambers, electrical and signal conduits, ducts, tunnels, manholes and other means of access, foundations and below-ground extensions of surface structures and other existing subsurface Work located within or adjacent to the limits of the Work.
  - b. Surface structures include: existing buildings, tanks, masts and poles, navigational aids, walls, bridges, roads, dams, channels, open drainage, piping, wires, posts, signs, markers, curbs, walks, pavements and surfaces for wheeled vehicles (including aircraft), guard cables, fencing, lighting and similar constructs above the ground surface or visible without excavation, demolition or cutting.

*DOT*: Acronym for U.S. Department of Transportation.

*Emergency Medical Service*: Operational division of Houston Fire Department.

*Emergency Vehicles*: ARFF, HPD and EMS vehicles operating in emergency mode

*Federal Aviation Administration (FAA)*: Agency of U.S. Department of Transportation. FAA also means FAA's Administrator or Administrator's duly authorized representative.

*Ground Support Equipment (GSE)*: Mobile and stationary vehicles and equipment for servicing aircraft.

*Navigation Aids (NAVAIDS)*: Equipment used to locate aircraft and direct movement while airborne.

*Public areas*: Areas where no accessibility restrictions are imposed, generally including roadways, streets, parking lots and structures, and building interiors up to but not including baggage and passenger checkpoints at concourses.

*Secured Area*: Any portion of the airport where aircraft operators (and foreign air carriers that have a security program under part 1544 or 1546) enplane and deplane passengers, sort and load baggage, and any adjacent areas not separated by adequate security measures.

*Security Areas, Security Identification Areas (SIDAs)*: 1.) AOA; 2) Secured Areas: Exterior or interior areas the access to which is controlled by authorized security personnel or by keyed or electronic locks, and which may have posted notice of restricted access.

*Traffic Activity*: In-the-air or on-the-ground aircraft and emergency vehicle activity that, determined by ATCT, Airport Manager or City Engineer because of safety reasons, prohibits the start, continuation or completion of construction operations.

*Transportation Security Administration (TSA)*: Agency of U.S. Department of Transportation charged with implementing and enforcing federal airport security rules and regulations. TSA also means TSA's Undersecretary or the Undersecretary 's duly authorized representative(s).



*TSR*: an acronym for Transportation Security Regulation.

1.05 PARTIAL LIST OF PHRASES

- A. Read "includes" and "including" as having the phrase "but not necessarily limited to" immediately following the words, if not otherwise written out.
- B. "Required" means products, labor and services provided by the Contractor to properly complete the Work following the Contract Documents and the design concept expressed therein, such required work being determined and governed by field or shop conditions.

1.06 PARTIAL LIST OF ABBREVIATIONS AND ACRONYMS

- A. Following abbreviations and acronyms may appear on Drawings and in other Sections:
  - 1. *CFP*: City-furnished product(s).
  - 2. *CSP*: Contractor-salvaged product(s).
  - 3. *NIC or N.I.C.*: Not in contract.
  - 4. *NOTAM*: Notice to Airman.
  - 5. *PDC*: Department of Aviation Planning Design Construction Group.
  - 6. *RFI*: Request for Information/Clarification.
  - 7. *RFP*: Request for Proposal.
  - 8. *WCD*: Work Change Directive.
  - 9. *APGS*: Automated Parking Guidance System to the list of acronyms.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

**END OF SECTION**

**SECTION 01450**

**CONTRACTOR'S QUALITY CONTROL**

**PART 1 - GENERAL**

**1.01 SECTION INCLUDES**

- A. General requirements for Contractor's quality control services.
- B. Contractor's responsibilities related to City's testing are specified in Section 01455- City's Acceptance Testing.

**1.02 GENERAL**

- A. Maintain source and on-site quality control over suppliers, manufacturers, products, services, site conditions, quality assurance programs, and workmanship, to provide work of required quality at no additional cost to the City.
- B. Follow manufacturers' installation instructions, including each step-in sequence.
- C. Request clarification from City Engineer before proceeding should manufacturers' instructions conflict with Contract Documents.
- D. Follow specified standards as minimum requirements for the Work except when more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.
- E. Perform work by persons qualified to produce the specified level of workmanship.
- F. Observe, inspect, collect samples and test samples of the Work as it progresses and as required for compliance with Document 00700- General Conditions Paragraph 3.2.
  - 1. At Contractor's discretion, retain a testing laboratory to supplement manufacturers' own product testing programs, except do not retain the same testing laboratory retained by City under Section 01455- City's Acceptance Testing.
  - 2. Additional responsibilities of Contractor related to testing are specified in Section 01455- City's Acceptance Testing.

**1.03. CONTRACTOR'S QUALITY ASSURANCE PROGRAM (QAP)**

- A. Implement and maintain a QAP of inspection, sampling, testing, and observation and test results reporting for the Work, applicable to product source, fabrication, mixing, and through final installation, to provide proper work.
- B. Submit required submittals and requests for information (RFIs) into the HAS's web-based application, Microsoft SharePoint. Access to the SharePoint portal and required training will be coordinated through the Project Manager. Submit Contractor's Quality Assurance Program (QAP), following Section 01340- Shop Drawings, Product Data and Samples, with following minimum information:

1. Organization chart indicating Contractor's QAP personnel.
  2. Inspection, Sampling and Testing Matrix/ Schedule: Overlaid with requirements of Section 01325- Construction Schedules and Section 01455- City's Acceptance Testing.
  3. Sample QAP reporting forms.
  4. Procedures for action to correct defective work.
  5. Procedures to implement and manage the QAP.
  6. Submit one copy of Contractor's written QAP Inspection, Test, and Daily Reports to City and one copy to ITL, on a daily basis, indicating:
    - a. Project Name, Number, CIP Number.
    - b. Date/time of inspection/sampling/test, and quantity of product involved.
    - c. Product or installation batch, mill number, or production run number, and method used to assure statistically based random sampling following ASTM D3665.
    - d. Environmental conditions where applicable to results.
    - e. Name and signature of observer or tester, certifying as follows:

"The above work was inspected/sampled and tested in the manner described, and the result(s) are hereby certified by the undersigned as complete and accurate."
    - f. Product or installation inspected, by Section number, and location of inspection (such as product source, fabrication shop, or on site), and quantity of product tested.
    - g. Location in the Work, by Drawing/detail number, floor number, range/station number, or other specific identifier traceable to the Drawings.
    - h. Type of inspection or test (such as visual; non-destructive X-ray), and type of test by referenced standard test number.
    - i. Type of inspection, sample or test products used.
    - j. Performance standard required.
    - k. Factual evidence and results of inspections, measurements or tests stated as "pass" or "fail."
    - l. Factual evidence and record of observations and tests. Include nature and type of failure, and comments as applicable.
- C. Contractor's QAP Personnel for Sitework:
1. Quality Control Manager: Sole responsibility for management, implementation and control of the QAP; an employee of Contractor and specialist in type of applicable construction. If not an officer of firm, this person shall report to an officer.
    - a. Duties and Responsibilities: Plan, organize, staff, direct and control the QC Program; supervise QCTs (below); collate and review detail reports of QC

activities for accuracy and completeness before publication, and prepare factual summary reports. The QCM may work projects other than this project, except QCM shall be present at times of sampling, testing or observation, within 2 hours of notice.

- b. Demonstrated experience in parking garage paving construction and quality assurance compliance equivalent in scope and complexity to work of this contract, plus one of the following minimums:
    - 1) Registered civil engineer, with 1 year above experience.
    - 2) Engineer-in-Training, with 2 years above experience.
    - 3) Graduate Bachelor of Science degree in Civil Engineering, Civil Engineering Technology or Construction, with 3 years above experience.
    - 4) National Institute for Certification in Engineering Technologies (NICET), Level III, certified Construction Materials Technician, Highway Materials Technician, or Highway Construction Technician, with 4 years above experience.
    - 5) NICET-certified Civil Engineering Technician, with 5 years above experience, and approved by the City Engineer.
2. Quality Control Technicians (QCT): Responsibility for processing this QC Program; report to the QCM.
- a. Duties and Responsibilities: Inspect work, collect samples, take measurements, test work, collate test and measurement data, and prepare factual, accurate and complete reports. Use as many QCTs as required. QCTs may be Contractor's employees or personnel of a qualified ITL subcontracted to the Contractor, except do not use City's ITL to fulfill Contractor's testing requirements.
  - b. Demonstrated experience in same construction as QCM, and quality assurance compliance equivalent in scope and complexity to work of this contract, plus one of the following minimums:
    - 1) Engineer or Engineering Technician, with 1 year above experience.
    - 2) NICET Level II or higher certification as Construction Materials Technician, Highway Materials Technician, or Highway Construction Technician, , with 2 years above experience.
3. Equivalent certifications by authorities other than NICET may be substituted following Section 01630.
- D. Contractor's QAP Personnel for Buildings:
1. Quality Control Manager: Sole responsibility for management, implementation and control of the QAP; an employee of the Contractor and specialist in type of applicable construction. If not an officer of firm, this person shall report to an officer.
    - a. Duties and Responsibilities: Plan, organize, staff, direct and control the QC Program; supervise QCT staff (below); collate and review detail reports of QC activities for accuracy and completeness before publication, and prepare factual summary reports. The QCM may work projects other than this project, except QCM shall be present at times of sampling, testing or observation, within 2 hours of notice.

- b. Demonstrated experience in building Structural construction and quality assurance compliance equivalent in scope and complexity to work of this contract, plus one of the following minimums:
  - 1) Registered structural engineer, with 1 year above experience.
  - 2) Engineer-in-Training, with 2 years above experience.
  - 3) Graduate Bachelor of Science degree in structural engineering, with 3 years above experience.
- 2. Quality Control Technicians (QCT): Responsibility for processing QAP; report to the QCM.
  - a. Duties and Responsibilities: Inspect work, collect samples, take measurements, test work, collate test and measurement data, and prepare factual, accurate and complete reports. Use as many QCTs as required. QCTs may be Contractor's employees or personnel of a qualified ITL subcontracted to the Contractor, except do not use City's ITL to fulfill Contractor's testing requirements.
  - b. Engineer or Engineering Technician, with minimum 1 year demonstrated experience in same construction as QCM, and quality assurance compliance equivalent in scope and complexity to work of this contract.

#### 1.03 REFERENCES

- A. Obtain copies of referenced standards and maintain at site when required by other Sections.

#### 1.04 MANUFACTURER'S FIELD SERVICES

- A. When specified in other Sections or when conditions are required to maintain schedule, cost or quality control, provide services of properly qualified manufacturer's or supplier's technical representative(s) to observe field conditions, conditions of substrates and installation, quality of workmanship, startup, testing, adjusting, balancing, demonstration and City-personnel training as required.
- B. Within 14 days of observation, submit a written report to City Engineer, prepared by manufacturer's representative, documenting their observations, supplementary instructions and instructions at variance with manufacturer's written instructions, and, where applicable, recommendations for corrective action. Costs and time for corrective action is Contractor's responsibility, without increase in Contract Sum or Time.

#### 1.05 SUBCONTRACTS

- A. Coordinate work of subcontractors. Inform subcontractors of relation of their work to that of other subcontractors and Separate Contractors and direct scheduling of work to prevent conflicts or interferences.
- B. Employ subcontractors with documented proof of proper completion of two projects during the past 3 years of work similar in scope, type and quality as that required for this contract.

**1.06 EXAMINATION AND PREPARATORY WORK**

- A. Carefully examine substrates whether Base Facility or provided as part of the Work before commencing work applied to or accommodated by substrates. Proceed after unsatisfactory conditions are corrected, and after substrate work is properly prepared and complete.
- B. Take field dimension and establish and maintain lines, dimensions, and benchmarks as required to control proper fabrication and installation of work.
- C. Do not proceed with affected work until unsatisfactory site conditions and substrates are correct.
  - 1. Make written notification of scope and type of corrections required of separate contracts.
- D. Repair remaining substrates following Section 01731- Cutting and Patching.

**1.07 CONTRACTOR'S TESTING**

- A. Follow Document 00700- General Conditions Paragraphs 3.9.2 and this Section 01450.

**PART 2 - PRODUCTS (NOT USED)**

**PART 3 - EXECUTION**

**3.01 INSPECTIONS BY BUILDING OFFICIALS AND OTHER AGENCIES**

- A. Immediately notify City Engineer of the date of inspections by governing authorities, in order for City Engineer to attend.

**END OF SECTION**

**SECTION 01455**

**CITY'S ACCEPTANCE TESTING**

**PART 1- GENERAL**

**1.01 SECTION INCLUDES**

- A. City will retain an Independent Testing Laboratory (ITL) for following services:
  - 1. Collect product samples at source, site of fabrication, or project site as required by referenced test procedure, as specified herein or in other Sections.
  - 2. Test product samples at source, site of fabrication, project site or in ITL's laboratory as required by referenced test procedure, as specified herein or in other Sections.
  - 3. Inspect execution of work at source, site of fabrication, or project site, as applicable, as specified herein or in other Sections.
  - 4. Record and distribute observations of work during inspections, indicating "pass" or "fail."
  - 5. Record and distribute results of tests, indicating "pass" or "fail."
  - 6. ITL does not have authority to:
    - a. Release, revoke, alter, or enlarge requirements of Contract Documents.
    - b. Approve or accept work.
    - c. Assume duties of Contractor.
    - d. Stop the Work or a part thereof.
- B. Where requirements for acceptance testing appear in other Sections, without reference to this Section 01455, inspect and test that work following requirements in those Sections and this Section 01455 and Section 01457- Estimating Percentage of Product Within Specification Limits.

**1.02 CONTRACTOR'S RESPONSIBILITIES**

- A. Notify City Engineer, ITL and Designer minimum 24 hours prior to expected time for inspections or sample collections. Schedule ITL's, City Engineer's, and Designer's presence for timely inspections, observations, and sample collection without delay to the Work.
- B. Provide access to the Work and cooperate with ITL for inspection and sample collection.
- C. Furnish samples of manufactured products to ITL for inspection and testing.
- D. Provide incidental labor, products, services and facilities for sample collection and for transportation and handling of samples to ITL's vehicle or to ITL's on-site test facility.

- E. Reimburse City by Modification (Section 01255- Modification Procedures) for costs of retesting previously “failed” work, including time expended by City’s personnel related thereto.
- F. Time delays and costs resulting from ill-timed QC work are the Contractor’s responsibility, without increase in Contract Time or Price.
- G. Follow Document 00700- General Conditions Paragraph 3.2 and Section 01450- Contractor’s Quality Control.
- H. Perform work following requirements of Contract Documents.
- I. Read reports of failed tests or measurements. Implement corrective actions to prevent defective work from proceeding farther.
- J. Stop affected work when corrective action fails to bring work to required standards.
- K. Remove defective work following Section 01731 and replace with proper work.
- L. Inspect, sample and test Base Facility (Section 01726- Base Facility Survey) as required to determine and confirm acceptability of existing construction as substrate for new construction.
- M. If Contractor employs a testing laboratory, follow ASTM D3740 and ASTM E329, plus other test standards specified in other Sections.
- N. Keep one copy of ITL’s reports at field office for duration of the Work.
- P. Contractor shall not:
  - 1. Employ for Contractor’s quality assurance testing the same ITL employed by the City for this Project.
  - 2. Retain possession of ITL’s samples.

**1.03 SUBMITTALS BY ITL**

- A. Submit 3 copies of following to City:
  - 1. Written certification of compliance with following:
    - a. ASTM D3740 - Practice for Evaluation of Agencies Engaged in Testing and/or Inspection of Soil and Rock as Used in Engineering Design and Construction.
    - b. ASTM E329 - Recommended Practice for Inspection and Testing Agencies for Concrete, Steel, and Bituminous Materials as Used in Construction.
  - 2. Copy of latest inspection report by Materials Reference Laboratory/ National Bureau of Standards (NBS) or inspection traceable thereto, with statement of remedies of deficiencies.
  - 3. Invoice for retesting previously “failed” work.



- B. Submit 5 copies of following, 3 to City, 2 to Contractor. Immediately transmit “fail” reports by facsimile directly to City and to Contractor.
1. Project Name, Number, CIP Number.
  2. Identify ITL, Contractor, Subcontractor or Supplier, Section number and name, generic and manufacturer's name of product, numerical sequence when more than one inspection, sample or test of the same product is made, date and time of each inspection, sample collection or test, and applicable Drawing detail number.
  3. Date/time of inspection/sampling/test, and quantity of product involved.
  4. Product or installation batch, mill number, or production run number, and method used to assure statistically based random sampling following ASTM D3665.
  5. Environmental conditions where applicable to results.
  6. Name and signature of observer or tester, certifying as follows:  
  
“The above work was inspected/sampled and tested in the manner described, and the result(s) are hereby certified by the undersigned as complete and accurate.”
  7. Product or installation inspected, by Section number, and location of inspection (such as product source, fabrication shop, or on site), and quantity of product tested.
  8. Location in the Work, by Drawing/detail number, floor number, range/station number, or other specific identifier traceable to the Drawings.
  9. Type of inspection or test (such as visual; non-destructive X-ray), and type of test by ASTM or other reference standard test number.
  10. Type of inspection, sample or test equipment used.
  11. Performance standard required
  12. Factual evidence and results of inspections, measurements or tests stated as “pass” or “fail.”
  13. Factual evidence and record of observations and tests. Include nature and type of failure, and comments as applicable. Furnish graphic or narrative data, or both, indicating nominal requirements and actual test values. Indicate type and numerical value of deviations from specified requirements.
  14. For submittals using SI (metric) measure as the ITL’s standard, include corresponding Imperial measure conversions. Follow Section 01610- Basic Product Requirements.
- C. Print and distribute copies of records.
- D. Transmit reports within 7 days of observations, inspections or test completion, except where shorter processing time is required due to possibility of Contractor continuing installation of “failing” work.

- E. For data in the form of drawings:
  - 1. Submit one vellum sepia or electrostatic transparency (emulsion side "up") with one diazo print to City Engineer. Submit one diazo print to Contractor.
  - 2. Sheet Size: 8-1/2 x 11 inches minimum; 44 x 34 inches maximum.
  - 3. If CADD is used, prepare documents readable, writable and printable using IBM PC-compatible hardware and software, based on AutoCAD (11 or later versions) or software translated thereto. Provide copy of AutoCAD data disks to City Engineer
  - 4. Prepare drawings by qualified drafters.
  - 5. Draw to scale, and accurately represent products.
- F. For statistical records in the form of spreadsheets or graphs:
  - 1. Submit electrostatic prints.
  - 2. Sheet Size: 8-1/2 x 11 inches minimum; 11 x 17 inches maximum.
  - 3. Provide copy of data disks to City Engineer at completion of the Work.

## **PART 2- PRODUCTS**

### **2.01 SAMPLING AND TEST EQUIPMENT**

- A. Provide and maintain in proper function sampling and test equipment of type and quantity required, with calibration and accuracy traceable to NBS.

## **PART 3 EXECUTION**

### **3.01 GENERAL PROCEDURES**

- A. Follow requirements of individual Sections.
- B. Coordinate inspections, sampling and testing with construction progress and Contractor's schedule specified in Section 01325- Construction Schedules.
- C. At least once per shift inspect mixing, fabrication and installation of soil, cementitious and petroleum-based products for proper operation or tolerances. Confirm installers and tool operators are qualified, and tools are properly functioning.
- D. Sample at frequencies following requirements of applicable Sections or as specified herein and test each sample.
- E. Take quantity, linear, volume and bulk measurements as frequently as necessary to control mixing, fabrication and installation.

- F. Properly calibrate test equipment and measuring tools before use.
- G. Immediately report failed tests or measurements.
- H. Test work for proper function and performance as specified herein and in other Sections.

**3.02 INSPECTION AND OBSERVATION**

- A. Inspect work by properly experienced personnel. Observe mixing, fabrication and installation procedures. Record observations.
- B. Inspect at frequency indicated, using visual observation and measuring tools appropriate to the work. If not otherwise required in other Sections, inspect product source at the site of origin.

**3.03 SAMPLING**

- A. Unless otherwise indicated in Sections or otherwise required by test standard, randomly collect 3 samples and maintain possession until observation and testing is complete and results documented.
- B. Collect and handle samples following test standard.
- C. Coordinate operations with Contractor.

**3.04 TESTING**

- A. Test products *in situ* as approved by City Engineer or in laboratory where destructive tests are required, test to product failure. Note factual observations, test results, and measuring equipment setup, typed or legibly handwritten. For graph illustrations, use computerized database or spreadsheets.
- B. Store and cure samples following test standards or as required to maintain samples in pristine condition until tested.
- C. Test samples for conformance with requirements.
- D. Follow test standards specified herein and in other Sections.

**3.05 SCHEDULE OF INSPECTIONS, SAMPLES AND TESTS**

- A. Observe mixing, fabrication and installation, and inspect, collect samples and test, as indicated in applicable Sections.

END OF SECTION

**SECTION 01506**

**AIRPORT TEMPORARY CONTROLS**

**PART 1 – GENERAL**

**1.01 SECTION INCLUDES**

- A. Dust control.
- B. Noise control.
- C. Pest and rodent control.
- D. Pollution and environmental control.
- E. Security controls, security plan and procedures. Work in AOA or the airport's secured area is not intended as part of this Contract; however, TSA may be involved in reviews of Contractor's construction plans to verify no TSA requirements or restrictions apply.
- F. Safety requirements and safety plan.
- G. Emergency procedures.

**1.02 REFERENCES**

- A. U.S. Department of Transportation Federal Aviation Administration Advisory Circular AC 150/5370-2C.

**1.03 SUBMITTALS**

- A. Make following submittals in 3-ring "D" binders, with clear spine and cover pockets and label "Airport Construction Control Plans" on white card-stock inserts. Prepare submittals as work of this and other Sections but submit following Section 01312-Coordination and Meetings.
- B. Preliminary "Airport Construction Control Plans": Submit, under provisions of Section 01325, 3 copies in draft form of the following, with section dividers labeled as and containing:
  - 1. Construction Traffic Control Plan, prepared under Section 01555- Traffic Control and Regulation.
  - 2. Emergency Response Plan Listing Safety Officers (Paragraph 1.09) with names, positions, office and home telephone numbers, and pager and portable telephone numbers.
  - 3. Security Plan.
  - 4. Dust Control Plan.

5. Revise as required and submit 5 final copies, in same form as preliminary copies under Section 01312- Coordination and Meetings.
- C. Pesticides and Poisons: Submit following Section 01340- Shop Drawings, Product Data and Samples. Include Material Safety Data Sheets and manufacturers' recommendations for use and application. Include copy of applicator's certification from manufacturer.
- 1.04 DUST CONTROL
- A. Prevent uncontrolled dust creation and movement. Prevent airborne particulates from reaching receiving streams or storm water conveyance systems, building interiors and AOA.
  - B. Use spray-on adhesives or plastic covers on exposed soil piles.
  - C. Follow Section 01505- Temporary Facilities for interior enclosures.
  - D. Implement dust control methods immediately whenever dust migration is observed.
- 1.05 NOISE CONTROL
- A. Provide vehicles and tools with noise suppressors and use methods and products that minimize noise to the greatest degree practicable. Follow OSHA standards and City Ordinances regarding noise. Do not create noise levels which interfere with the Work, with work by City, with airport operations, or which create a nuisance in surrounding areas.
  - B. Do not use impact-type or powder-actuated-type tools adjacent to occupied office-type areas.
- 1.06 PEST AND RODENT CONTROL
- A. Provide pest and rodent control as required to prevent infestation of construction or storage areas using legal chemicals applied by a licensed applicator.
  - B. Provide methods and products with no adverse effect on the Work or adjoining properties.
  - C. Use and store chemicals following manufacturers' recommendations and with local, state, and federal regulations. Avoid overuse of pesticides that produce contaminated runoff. Prevent spillage. Do not wash pesticide containers in or near flowing streams or storm water conveyance systems, or inside buildings.
- 1.07 POLLUTION AND ENVIRONMENTAL CONTROL
- A. Prevent contamination of soil, water or atmosphere by discharge of noxious substances from construction operations.
  - B. Contain spillage and remove contaminated soils or liquids. Excavate and dispose of contaminated earth off-site and replace with suitable compacted fill and topsoil.

- C. Prevent harmful substances from entering public waters. Prevent disposal of wastes, effluents, chemicals, or other such substances adjacent to streams, or in sanitary or storm sewers.
- D. Provide systems for control of atmospheric pollutants. Prevent toxic concentrations of chemicals. Prevent harmful dispersal of pollutants into the atmosphere.
- E. Use equipment during construction following Federal, State, and local laws and regulations.
- F. Follow statutes, regulations, and ordinances governing prevention of environmental pollution and preservation of natural resources, including but not limited to the National Environmental Policy Act of 1969, PL 91-190, Executive Order 11514.
- G. Undeveloped areas on the airport site have considerable natural value. Do not cause unnecessary excavation or filling of terrain, unauthorized destruction of vegetation, air or stream pollution, nor harassment or destruction of wildlife.
- H. Follow environmental requirements. Limit disturbed areas to boundaries established by the Contract Documents. Do not pollute on-site streams, sewers, wells, or other water sources.

**1.08 SECURITY CONTROLS, PLAN AND PROCEDURES**

- A. Protect products and property from loss, theft, damage, and vandalism. Protect City property and other private property from injury or loss in connection with the Work.
- B. Employ watchmen as needed to provide required security and prevent unauthorized entry.
- C. Repair damage or replace property vandalized.
- D. If existing fencing or barriers are breached or removed for purposes of construction, provide an appropriate (as determined by the airport manager or designee) number of guards and/or maintain temporary security fencing equivalent to existing and approved by City Engineer.
- E. Maintain security program through construction until City's acceptance and occupancy precludes need for Contractor's security program.
- F. Provide chain link fence Terminal area staging areas, following Section 01505-Temporary Facilities.
- G. Airport Security Requirements:
  - 1. Airport Manager and TSA monitor effectiveness of airport security by attempting to gain unauthorized entry into security areas. When TSA gains unchallenged access to security areas, City and/or the responsible individual may be fined. When unauthorized entry into security areas is made through contract limits or other areas under the Contractor's control:

- a. Reimburse the City, without increase in contract price, the amount of imposed fines levied against the City, accomplished by Change Order following Section 01255- Modification Procedures.
  - b. Cease work in breached areas until proper security measures are in place, without change in contract price or time.
2. Immediately notify HPD of discovered presence of unbadged or unknown persons, vehicles or animals in security areas. Dial (IAH) 281-231-3100.
  3. Obtain permitted AOA gate and other security area access locations from Airport Manager. Assign personnel to control passage through entry points not staffed by airport personnel.
  4. Badges:
    - a. *After contract award and before preparation of the Safety Plan (Paragraph 1.09D) and construction schedule (Section 01325), obtain permitted security badges.*
    - b. *Security identification badges are required for access into AOA/Secured areas. Badges are valid for one year or for the period of the contract, whichever is shorter.*
    - c. *TSA TSR Part 1542.209 applies to personnel engaged in work of this contract occurring within the AOA or secured area, and reads in part as follows:*  
*"...each airport operator must ensure that no individual is granted unescorted access authority unless the individual has undergone a fingerprint-based criminal history records check (CHRC) that does not disclose that he or she has a disqualifying criminal offense."*
    - d. *Obtain from City Engineer and fill out one security badge application package (application form and all associated paperwork) per person (including subcontractors' personnel) needing unescorted access in security areas.*
    - e. *Contact the airport ID badging office to arrange for collection and submittal of fingerprints. Prepare and maintain a file for each applicant, including a copy of the completed application. Keep in Contractor's main office until expiration of the warranty period.*
      - (1) *Short-term or temporary personnel are permitted in security areas but only under constant escort by a properly badged escort, who shall have no duty other than to escort short-term or temporary personnel.*
      - (2) *Badged and escorted personnel are limited to access to and from work areas and shall remain in the work area.*
      - (3) *Personnel under constant escort shall be continuously observed by and in the immediate company of badged personnel.*
      - (4) *City Engineer may limit the number of badged personnel and personnel under constant escort.*
    - f. *Submit completed applications to City Engineer for further review.*
    - g. *Attend required security training sessions.*

*h. Pick up completed badges and pay badging fees (as of December 2000, \$50.00 per badge for a 1-year period--verify fee and duration with Airport Manager).*

5. Do not leave fence breaks unattended. Restore fence or erect equivalent secure temporary fencing before departing the work area.
6. Provide proper identification on Contractor's vehicles permitted in AOA.

**1.09 SAFETY REQUIREMENTS**

- A. Contractor and not City, City Engineer or Designer is solely and without qualification responsible for observation and compliance with safety regulations without reliance or superintendence of or direction by City, City Engineer or Designer.
- B. Safety measures, including but not limited to safety of personnel, provision of first-aid equipment, installation, operation and removal of temporary ventilation and safety equipment, in the Contract Documents are a subsidiary obligation of Contractor compensated through various payment items.
- C. Follow Document 00700- General Conditions Paragraph 10.1 and this Section for safety plan and procedures.
- D. Prepare a written detailed Safety Plan for the Work describing:
  1. Specific methods used to maintain airport safety procedures, based on requirements of the Contract Documents, airport procedures, FAA/TSA requirements and Contractor's own safety and security program.
  2. Contractor's emergency procedures in event of following minimum set of circumstances: airport's-, tenants'- or Contractor's on-site property damage; accidents; fire emergency; medical emergency; Airport Manager's intervention in construction operations; detainment or arrest of unauthorized Contractor's employees and subcontractors in Security areas; discovery of hazardous materials.
  3. Provisions for temporary removal of security fencing (including culvert and drainway grates). Include proposed actions to prevent entry of people or animals into security areas when security fence is breached. Do not breach fencing without approval.
  4. Requirements for closing safety areas.
  5. Submit draft Safety Plan at the Preconstruction Conference, following Section 01312-Coordination and Meetings.
- E. City Engineer will review the safety program with FAA and ATCT for compliance with applicable regulations. If the plan fails to demonstrate compliance, modify it until approval is obtained.
- F. Contractor's Safety Officers: Refer to Section 01550 – Public Safety & Contractor Safety Staffing, Paragraph 1.05, Contractor's Safety Staffing Requirements.



- G. Submit final Safety Plan at the first Progress Meeting following Section 01312-Coordination and Meetings.
  - 1. Include in the safety plan Contractor's response to trench safety requirements following Section 01561- Trench Safety System.
- H. Follow applicable Federal, State and local safety codes and statutes and with proper construction practice. Establish and maintain procedures for safety of work, personnel and products involved in the Work.
- I. Follow Texas Occupational Safety Act (Art. 5182a, V.C.S.) and promulgations of Secretary of Labor under Section 107 of Contract Work Hours and Standards Act, published in 29 CFR Part 1926 and adopted by Secretary of Labor as occupational safety and health standards under the Williams-Steiger Occupational Safety and Health Act of 1970. Follow other legislation enacted for safety and health of Contractor employees. These safety and health standards apply to Contractor, Subcontractors and Suppliers and their respective employees.
- J. Immediately notify City Engineer of investigation or inspection by Federal Safety and Health inspectors of the Work or place of work on the job site, and after such investigation or inspection inform City Engineer of results. Submit 1 copy of accident reports to City Engineer within 10 days of date of inspection.
- K. Protect areas occupied by workmen by the best available devices for detection of lethal and combustible gases. Frequently test devices to assure their functional capability. Monitor liquids and gases infiltrating into work areas for visual or odor evidences of contamination. Take immediate appropriate steps to seal off entry of contaminants into to the Work.
- L. Maintain coordination with City's Police and Fire Departments during the Work.

**1.10 EMERGENCY PROCEDURES**

- A. If an emergency situation occurs, including involvement in or witness to aircraft or motor vehicle emergencies and emergencies involving other parties or property regardless of fault, or a violation of requirements of this Section, or a violation of FAA/TSA regulations, take one or more of the following minimum actions as appropriate to the situation.
- B. Immediately report to City Engineer accident or damage to pavement, buildings, utilities, and vehicles involving or caused by Contractor, Subcontractors, Suppliers, personnel, equipment or others.
- C. In general:
  - 1. Immediately notify HFD or HPD (public areas) as appropriate and applicable to location of emergency.
  - 2. Notify City Engineer by telephone or in person.

3. Stop work in the area. Secure site as required to prevent further damage to property and persons.
  4. Evacuate non-essential personnel from the scene. Keep involved personnel and witnesses on-site until otherwise directed by City Engineer or security officers.
  5. Impound involved vehicles in "as-is condition" until otherwise directed.
  6. Do not resume work in the area until released by City Engineer.
- D. For discovery of actual or suspected hazardous material contamination, proceed with Paragraph B above while simultaneously initiating Contractor's own hazardous material response program.
- E. Follow City Engineer's instructions for emergencies affecting the Work but occurring outside the Contract Limits. Certain situations may require the Work or work to be temporarily stopped under provisions of Document 00700- General Conditions.
1. Maintain a log documenting cost and time impact of the stop-work order.
  2. Submit data to the City Engineer in form as instructed at that time.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

END OF SECTION

**SECTION 01507**  
**TEMPORARY SIGNS**

**PART 1- GENERAL**

**1.01 SECTION INCLUDES**

- A. Temporary signs at construction access points.
- B. Maintenance.
- C. Removal.
- D. Project and Contractor identity signs are not permitted.
- E. Temporary barricades and signage to close sections of the garage for phased installation.

**1.02 QUALITY ASSURANCE**

- A. Design signs and supporting sign structure to remain in place and withstand 50 miles-per-hour wind velocity.
- B. Sign Manufacturer/Maker/Painter: 5 years experience as a professional sign company
- C. Finishes, Painting: Withstand weathering, fading, and chipping for duration of construction.
- D. Appearance: Fresh, new-looking, legible and neat look during the entire period during which required.

**1.03 SUBMITTALS**

- A. Follow Section 01340- Shop Drawings, Product Data and Samples.
- B. Submit shop drawings including:
  - 1. Signboards and Copy: Show to-scale size, dimensions, content, layout, font style and size, and colors.
  - 2. Location of each sign during each stage (Section 01326- Construction Sequencing).

**PART 2- PRODUCTS**

**2.01 TEMPORARY SIGNS FOR ACCESS POINTS**

- A. HAS will furnish the artwork for temporary directional wayfinding and closures during construction. An allowance has been provided for these signs. These signs to be printed vinyl film on prepared plywood substrate. Refer to section 01110

- B. Posts for Exterior Signs: New 4x4 inch moisture-resistant-treated wood or 2-1/2-inch diameter by 12-foot long galvanized steel.
  - 1. Fabricate to length required for 3-foot direct-bury plus aboveground length required for proper height of signboard mounting.
  - 2. Furnish number of posts as required for proper support of signboard
- C. Signboards:
  - 1. For Exterior Signs: 3/4-inch-thick exterior grade medium density overlay (MDO) plywood, or 3/16-inch sheet aluminum. Paint background white.
    - a. Contractor's Option: Use colored vinyl film in lieu of paint for aluminum.
  - 2. For Interior Signs: 3/4-inch-thick fire-retardant treated medium density overlay plywood, or colored plastic laminate cladding both faces and with painted edges, or 1/8-inch sheet aluminum. Paint background black.
    - a. Contractor's Option: Use colored vinyl film in lieu of paint for aluminum.
- D. Color Coating for Signboards and Hashmarks: Flat ultraviolet inhibited acrylic polyurethane or matte vinyl, all visible surfaces.
- E. Copy and Borders: Flat color (color as scheduled) vinyl die-cut, Helvetica Medium typeface, size as shown or scheduled.
- F. Rough Hardware: For wood, galvanized steel or brass for fasteners and other hardware. For aluminum, cadmium-plated steel or stainless steel.
- G. Skid-mounted Signs: Allowed only when approved by the City Engineer. Approval does not release Contractor from responsibility of maintaining temporary signs on site and does not make City responsible for security of temporary signs.

## 2.03 SIGN FABRICATION

- A. Fabricate signboards and install copy in the shop.

## PART 3- EXECUTION

### 3.01 INSTALLATION

- A. Install temporary signs at construction area access points, including within security areas and AOA, at following location:
  - 1. Where required by City Engineer.
  - 2. As required for phasing, public entries and closures.
- B. Install signs fully visible, legible, level and plumb.

3.02 MAINTENANCE

- A. Maintain signs and supports and markings clean. Repair deterioration and damage.
- B. Relocate signs as work progresses at each stage at no additional cost to the City.

3.03 REMOVAL

- A. Remove temporary sign work when control is no longer needed or as directed by City Engineer.

3.04 MESSAGE SCHEDULE

- A. Construction Entrance Warning Sign: 3 by 2-foot signboard, white copy and border on black background. Surface-mount on access gates through fences and on doors through barricades or enclosures; at 50 feet on center unless otherwise required by governing agencies:

**NO ENTRANCE** (4 inch)

**CONSTRUCTION AREA** (4 inch)

(45-degree hash marks, full width) (2 inch)

Hard Hat Required (2 inch)

Security Badge Required (2 inch)

- B. Emergency Egress Sign: One-foot square signboard, white copy and border, with directional arrow, on black background. Surface-mount on fences, barricades or enclosures, or freestanding, spaced 50 feet on center along path of egress, unless otherwise required by governing agencies.

**EXIT** (4 inch)

(Arrow direction as appropriate to egress path) (6 inch)

**END OF SECTION**

**DOCUMENT 01550**

**PUBLIC SAFETY & CONTRACTOR'S SAFETY STAFFING**

**PART 1 – GENERAL**

**1.01 SECTION INCLUDES**

- A. Public Safety and Convenience
- B. General Requirements
- C. Street Markers and Traffic Control Signs
- D. Contractor's Safety Staffing Requirements

**1.02 RELATED SECTIONS**

- A. Section 00700- General Conditions
- B. Section 01555 – Traffic Control & Regulations
- C. Section – Trench Safety System

**1.03 PUBLIC SAFETY AND CONVENIENCE**

- A. The Work in this Project is to be performed in coordination with on-going operations in day and night time operations. The Contractor shall furnish and maintain appropriate barricades and signage required to maintain a safe work environment for the HAS employees, the public and construction staff working at the project site.
- B. Contractor shall plan and execute his operations in a manner that will cause a minimum interference with other construction projects.
- C. Signs, barricades and warning devices informing public of construction features will be placed and maintained by Contractor, who shall be solely responsible for their maintenance.
- D. Contractor shall perform the necessary cleanup and finishing immediately after all or a portion of the Work is completed.
- E. All fire hydrants and water control valves shall be kept free from obstruction and available for use at all times.

**1.04 GENERAL REQUIREMENTS**

- A. The Contractor shall observe the rules and regulations of the State of Texas and agencies of the U.S. Government which prohibit the pollution of any lake, stream, river, or wetland by dumping of any refuse, rubbish, dredge material, or debris therein.
- B. The Contractor is specifically cautioned that disposal of materials into any water of the State must conform to the requirements of the Texas Natural Resource Conservation Commission (TNRCC), and any applicable permit from the US Army Corps of Engineers.
- C. Waste material must be disposed of at sites approved by the Owner's Representative and permitted by the City.

**1.05 CONTRACTOR'S SAFETY STAFFING REQUIREMENTS**

- A. Refer to Section 00700 – General Conditions, Article 10 – Safety Precautions

**PART 2 – PRODUCTS (NOT USED)**

**PART 3 – EXECUTION (NOT USED)**

**END OF DOCUMENT**

**SECTION 01610**

**BASIC PRODUCT REQUIREMENTS**

**PART 1- GENERAL**

**1.01 SECTION INCLUDES**

- A. Transportation, delivery, handling, and storage of products.
  - 1. Follow manufacturers' instructions for same.
  - 2. Repair damage resulting from product transportation, delivery, handling and storage to the satisfaction of the City Engineer.
  - 3. Contractor salvaged products (CSP) are specified in Section 01110- Summary of Work.
- B. Metric conversion.
- C. Volatile organic compound (VOC)-producing products.
- D. Contractor's responsibilities for product design.

**1.02 PRODUCTS**

- A. "Products" is defined in Document 00700- General Conditions. "Products" does not include machinery and equipment used for preparation, fabrication, conveying and erection of the Work. Products may also include existing construction designated for reuse.
- B. Do not reuse existing products, except as permitted in Section 01110- Summary of Work.
- C. Provide products from the fewest number of manufacturers as practical, to simplify spare parts inventory and to allow for maximum interchangeability of components. For multiple components of the same size, type or application, use the same manufacturer and model of component throughout the Work.
  - 1. Furnish products of latest proven design, new and in current production. Do not use obsolete components or components to be phased out of production.
- D. Do not use new or existing products containing asbestos or other hazardous materials except as permitted by governing agencies.
- E. When using chlorofluorocarbon (CFC) containing materials, follow regulations governing the release of CFCs into the atmosphere during fabrication or installation.
- F. It is the City's intention to "Buy American" to the maximum practical extent.

**1.03 TRANSPORTATION**

- A. Transport, deliver, and handle products as required for timely completion of the Work.

**BASIC PRODUCT REQUIREMENTS**



- B. Consign and address shipping documents to the proper party giving name of Project, street number, and City. Deliver shipments to proper consignee.

**1.04 DELIVERY**

- A. Deliver products in accord with construction schedule and in ample time for inspection prior to installation. Reduce lengthy storage or overburden of limited storage space due to excessively early deliveries.
- B. Coordinate deliveries to avoid conflict with Work and conditions at the site and to accommodate the following:
  - 1. Work of other contractors or City.
  - 2. Limitations of storage space.
  - 3. Availability of equipment and personnel for handling products.
  - 4. City's use of premises.
- C. Deliver products only after related submittal data are approved by City Engineer.
- D. Deliver products when proper storage facilities are in place.
- E. Deliver products to the site in manufacturer's original, unopened, labeled containers. Keep the City Engineer informed of delivery schedules for equipment to be incorporated in the Work.
- F. Clearly mark partial deliveries of component parts of equipment to identify the equipment, to permit easy accumulation of parts, and to facilitate assembly.
- G. Immediately upon delivery, including CSP, inspect shipment to assure:
  - 1. Product complies with requirements of Contract Documents and reviewed submittals.
  - 2. Quantities are correct.
  - 3. Containers and packages are intact; labels are legible.
  - 4. Products are properly protected and undamaged.
  - 5. Process claims for damages and replacement.

**1.05 PRODUCT HANDLING**

- A. Coordinate off-loading of products delivered to the site, including City-furnished products. If necessary to move stored products during construction, relocate products at no additional cost or time to the contract.
- B. Provide handling equipment, personnel and additional protection as required to:

1. Prevent soiling, denting, or damage to products, packaging or surrounding work and existing facilities.
  2. Prevent bending or overstressing.
  3. Lift heavy components only at designated lifting points.
  4. Follow manufacturer's recommendations and specified requirements.
- C. Do not drop, roll, or skid products off delivery vehicles. Hand carry or use suitable materials handling equipment.

**1.06 PRODUCT STORAGE**

- A. Provide safe storage of products. Place salvaged products, construction equipment, and other products to prevent damage to the Work or Base Facilities (Section 01726- Base Facility Survey) and to maintain free access at all times to the Work and to City and applicable separate contractors with installations in the vicinity of the Work.
1. Keep products neatly and compactly stored in locations that with least inconvenience to other contractors, public travel, adjoining owners, tenants, and occupants.
  2. Arrange storage to provide easy access for inspection.
- B. Store products on airport property at location(s) shown on Drawings or approved by City Engineer.
- C. Provide bonded off-site storage and protection when on-site storage is not adequate. Submit copy of storage facility bond following Section 01340- Shop Drawings, Product Data and Samples procedures for certifications.
- E. Protect stored products against loss or damage.
- F. Store in manufacturers' unopened containers, placed on solid supports (sloped to drain at exterior conditions) and covered if subject to erosion or deterioration, except open for inspection and immediately repackage if products are scheduled for immediate installation.
1. Maintain stored products within manufacturer's required environmental range. Provide supplemental ventilation as required to prevent condensation.
  2. Store products with clearly visible part numbers, carton numbers, packing lists and other identification markings.
- G. Storage and lay down area – HAS will provide a location for the contractor's lockable space for contractor materials. Area could include exterior space for a Conex or an interior space if space allows. Conex to be located remotely if needed. A room approx. 10x10 will be provided in the terminal (see 01110)

**1.07 METRIC CONVERSION**

- A. The Drawings and Specifications are typically prepared in Imperial (inch and feet) measure, to establish the basis for the contract.

- B. Contractor may use SI (metric) measure when SI material, fabrication methods, tolerances and other dimension-controlled characteristics is in normal use by manufacturers and fabricators. Use meters or millimeters only, not centimeters, on submittals.
- C. Follow ASTM E380 and ASTM/ANSI E621 for conversion protocol.

**1.08 VOC-PRODUCING MATERIAL**

- A. Provide products and use installation methods producing the least practical amount of volatile organic compounds (VOCs).
- B. Schedule and sequence work to allow maximum possible VOC release of products to occur off-site. Follow applicable laws and codes governing atmospheric release of VOCs.
- C. For VOC-producing products which by nature must be fabricated or installed on-site, schedule and sequence work to allow initial VOC release as early as possible before Substantial Completion. Follow Section 01630- Product Options and Substitutions for proposal of products with less VOC than specified products.
- D. Contain odors following Section 01505- Temporary Facilities.

**1.09 CONTRACTOR'S RESPONSIBILITIES FOR PRODUCT DESIGN**

- A. Drawings and Specifications intend for the Contractor to provide product design expertise where actual conditions cannot be anticipated by the Drawings and Specifications or where the Contractor's expertise or suggestions could substantially improve performance of the Work to the benefit of the Work without increase of Contract Sum or Time.
- B. The Drawings and Specifications establish the general design concept for the Work.
  - 1. Drawings show "sight-line," profile, units or modules, alignments and other visual characteristics of work.
  - 2. Specifications state performance requirements including types of materials, fabrication and installation requirements, applicable performance criteria and other aspects of application of work.
- C. Drawings and Specifications intentionally address performance and visual characteristics in order to employ Contractor's expertise and choice of fabrication processes and techniques, coordination of the trades and Separate Contracts, correlating and confirming dimensions and other aspects of construction control, or because concealed conditions are not known to Designer.
- D. Product engineering design, design of details, and construction procedures within the general design concept is Contractor's responsibility. Supplement general designs with submittal data showing how general design requirements are fulfilled.
  - 1. By accepting a contract for this work, Contractor agrees the requirements shown or specified for known conditions adequately establish the scope, location and other performance and visual requirements for the Work without additional cost or time.

2. If performance and visual requirements are unclear, obtain direction before expenditure of non-recoverable costs including preparation of submittal data, fabrication or acquisition of products and on-site preparatory work. When required, make subcontractors available for consultation at no additional cost.
3. Design, fabricate, erect, and installation products shall be based on local applicable building codes and local environmental conditions:
  - a. Normal Site Elevation, feet ASL: 98.0 (IAH)
  - b. Seismic Zone: 0
  - c. Highest Wind Velocity, mph: 110 (IAH)
  - d. Temperature:

Coldest Winter Month	High: 60 degrees F	Low: 41 degrees F
Warmest Summer Month	High: 94 degrees F	Low: 73 degrees F
Lowest Expected: 11 degrees F		
Highest Expected: 107 degrees F		
  - e. Rainfall:

Annual: 45 Inches
  - f. Design Relative Humidity: 98%
  - g. Station Barometric Pressure: 29.5 Inches Hg Abs., average annual
- E. When product engineering design is required, use designers licensed to practice the applicable discipline in the State of Texas.
  1. Seal design drawings, calculations and submittal data where specified, and process as submittal data.
  2. Where seal is not required, provide letter of certification or statement of compliance signed by Subcontractor(s) and countersigned by Contractor stating products are fabricated and installed to meet or exceed requirements.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION

**SECTION 01630**

**PRODUCT OPTIONS AND SUBSTITUTIONS**

**PART 1 - GENERAL**

**1.01 SECTION INCLUDES**

- A. Procedure for requesting substitution of products in lieu of those specified. These requirements supplement Paragraph 3.10 of Documents 00700- General Conditions and 00800- Supplementary Conditions.
- B. After submittal period expires, requests for substitutions will be considered only when a specified product becomes unavailable because of conditions beyond Contractor's control.

**1.02 DEFINITIONS**

- A. *Process:* Any proprietary method for installing products that results in an integral, functioning part of the Work. For this Section, the word "product" includes "process."

**1.03 SUBMITTALS**

- A. Submit 5 copies of each separate product substitution request, within time period stated in Document 00700- General Conditions, including:
  - 1. Full submittal data for specified products, following Section 01340- Shop Drawings, Product Data and Samples.
  - 2. Full data substantiating compliance of proposed substitutions with Contract Documents and substantiating equivalency with specified products:
    - a. Product identification, including manufacturer's name and address.
    - b. Manufacturer's literature with precise product description, and directly applicable performance and test data and reference standards.
    - c. Samples, as applicable.
    - d. Name and address of projects on which proposed product was used in similar or equivalent conditions within the last 3 years, and date of installation.
    - e. Name, address and telephone number of owner, designer, and installing contractor.
    - f. For process substitutions, detailed description of proposed method and drawings illustrating methods.
- B. Detailed reason(s) for substitution, and tangible benefits accruing to City.
- C. Itemized comparison of proposed substitutions with specified products and full description of deviations.

- D. Fully describe all effects of substitutions on the Work and on separate contracts and work by City. Include full cost data comparing proposed substitution with specified products and amount of change in Contract Sum. Indicate changes in construction schedule (Section 01325- Construction Schedules).
  - E. Substitutions are not permitted when:
    - 1. They are not processed following Document 00700- General Conditions and this Section.
    - 2. Acceptance will require revision of Contract Documents or will change the design concept.
    - 3. Delay in construction will occur.
    - 4. No provisions for substitutions are stated in the Contract Documents.
  - F. Burden of proof of merit of proposed substitution remains solely with Contractor.
- 1.02 CONTRACTOR'S OPTIONS
- A. Options, stated as "Contractor's option(s)" in Contract Documents, are intended to benefit the Work through reduced cost, decreased construction time, or better performance within designated range of criteria.
  - B. Volunteer options are not permitted.
  - C. Notify in writing City Engineer of options chosen.
- 1.03 QUALITY ASSURANCE
- A. To the maximum extent possible, provide products of the same type or function from a single manufacturer, make, or source. Where more than one choice is available, select the product which is compatible with other products already selected, specified, or which is in use by City.
- 1.04 DESIGNER'S ACTIONS
- A. Decision to accept or deny proposed substitute products, or selection of one product instead of another, is solely the responsibility of Designer; such decisions and selections are final.
- 1.05 COSTS FOR REVIEW OF SUBSTITUTIONS
- A. Pay costs related to Designer's review and examination of proposed substitutions. Assume liability for obtaining acceptance of substitutions.
  - B. Reimburse City for actual evaluation costs of Designer's(s') if proposed substitute does not meet requirements of Contract Documents, or acceptance of proposed substitute requires changes to the Work.

- C. Reimburse City for associated design costs, including redesign, additional submittal reviews, investigations, Designer's fees and revision of Contract Documents required because of the requested substitution. Design costs are the full price for additional work performed, paid at the rates established by Designer's contract with City for Design and Contract Documents phase of the Project.
- D. Pay for laboratory testing required to obtain information upon which equivalency can be determined.
- E. If Designer determines that proposed substitutions are not equivalent to specified products, furnish one of the specified products without delay in time or additional cost to City.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION

**SECTION 01726**

**BASE FACILITY SURVEY**

**PART 1 - GENERAL**

**1.01 SECTION INCLUDES**

- A. “Base Facility” is defined in Section 01423- References.
- B. Survey of Base Facility and related existing conditions.
- C. Notification of discoveries.
- D. Contractor's survey of Base Facility is intended to identify and describe actual as-found conditions to supplement information contained in Base Facility documents and in the Drawings and Specifications.
- E. Necessary changes in location of the Work may be made by City Engineer to avoid unanticipated concealed conditions, following Section 01255- Modification Procedures.
- F. If permanent relocation or reworking of existing conditions is required and not otherwise provided for in the Contract Documents, City Engineer will direct Contractor following Section 01255- Modification Procedures.

**1.02 BASE FACILITY DOCUMENTS**

- A. Drawing and Specifications for the Work are based on City-furnished Base Facility documents and upon the Designer's limited visual observations of sight-exposed conditions existing in July 2019.
  - 1. Contract Documents do not necessarily completely describe all details of Base Facility at interfaces with the Work.
  - 2. The Designer’s observations did not extend to areas or conditions above ceilings or inside partitions and chases.
- B. Obtain available Base Facility documents from the City Engineer.

**1.03 SEQUENCING AND SCHEDULING**

- A. Sequence and schedule survey to properly coordinate with other construction operations.
- B. Complete survey work, process one or more Document 00685- Request for Information, obtain responses, evaluate and submit cost or schedule impact of responses, and process accepted modifications before commencing work of affected Sections.
- C. Obtain or designate and protect control samples of Base Facility work during survey and maintain until required submittals pertinent thereto are processed.

**1.04 BASE FACILITY CONDITIONS**



- A. Base Facility intended or required to remain takes precedence of fact and control over details and construction of interfaces, dimensions, clearances, openings, alignments, and substrate conditions between Base Facility and the Work.
- B. Base Facility is intended to remain except where shown on Drawings or specified as work of Section 01731- Cutting and Patching or Division 2 sections covering demolition.

1.05 DIMENSIONS

- A. Control dimensions are indicated by nominal value on the Drawings within parenthesis. This designation means, in addition to other requirements, the Contractor is responsible for finding the actual dimension following this Section and using actual dimensions to govern placement of work including relationship to and coordination with related work.
  - 1. Follow Section 01255- Modification Procedures to resolve discrepancies between existing conditions and Contract Documents.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION

3.01 GENERAL

- A. Survey Base Facility affecting or affected by the Work by on-site examination of existing conditions.
- B. Explore ahead of trenching and excavation work to uncover obstructing underground structures sufficiently to determine location, to prevent damage and to prevent interruption of services. Restore to original condition damages to underground structure at no cost or time increase to the contract, following Section 01731- Cutting and Patching.
- C. Note discovered discrepancies between the Base Facility and Contract Documents.
  - 1. Use one set of prints of Drawings and Specifications (made from reproducibles furnished following Section 01110- Summary of Work) for the sole purpose of documenting discoveries. Designate as "SURVEY DOCUMENTS."
  - 2. Prepare and issue Document 00685- Request for Information for each discrepancy, following Section 01255- Modification Procedures.
  - 3. Supplement data noted on survey documents with video or photographs following Section 01321- Construction Photographs as required to clearly and fully describe conditions.
- D. Coordinate survey of semi-exposed and concealed conditions with work of Sections 01731- Cutting and Patching, and 02\_\_\_ - Demolition.

END OF SECTION

**SECTION 01731  
CUTTING AND PATCHING**

**PART 1 - GENERAL**

**1.01 SECTION INCLUDES**

- A. Obtain CSP and control samples.
- B. Repair remaining Base Facility.
- C. Connect work to Base Facility.
- D. Remove construction required to enable required alteration or addition to Base Facility.
- E. Uncover work for inspection or reinspection of covered work by authorities having jurisdiction.
- F. Connect work not done in proper sequence.
- G. Make connections or alterations to Base Facility or to work.

**1.02 REFERENCES**

- A. National Terrazzo and Mosaic Association, Inc. (NTMA).

**1.03 SUBMITTALS**

- A. Submit Document 00931- Request for Information, with supporting data, in advance of cutting or patching not shown on the Drawings or which affects:
  - 1. Contract Sum or Time.
  - 2. Visual quality of remaining sight-exposed surfaces exposed after work is complete and for which no work is required other than to gain access.
  - 4. Warrantability, value, integrity, serviceability, or life expectancy of any component of the Base Facility and the Work.
  - 5. Integrity or serviceability of weather-exposed, moisture-resistant, or fire-resistant components or systems.
  - 6. Work outside indicated contract limits.
- B. Include in each request:
  - 1. Identification of the Project.
  - 2. Description of affected Work.

3. The necessity for cutting and patching.
  4. Effect on Base Facility construction, on the Work, or on work of separate contractors and work by City.
  5. Description of proposed work:
    - a. Scope of cutting and patching.
    - b. Contractor, Subcontractor or trades executing work.
    - c. Products proposed.
    - d. Extent and type of refinishing.
    - e. Schedule of operations.
  6. Alternatives to cutting and patching, if any.
  7. Written permission of separate contractors or installers of work by City whose work will be affected, countersigned by City Engineer.
- C. Should Base Facility conditions require change of products, follow Section 01630- Product Options and Substitutions.
- D. Submit product data and samples following Section 01340- Shop Drawings, Product Data and Samples.
1. Submit manufacturer's technical literature for each patch material and fully describe compatibility with each substrate.
  2. Submit samples of paint colors and sheen on gypsum board with taped edges.
  3. Submit 2-foot square samples of drywall and plaster finish texture.
  4. Submit samples of proposed new terrazzo showing finished match of chip and matrix color- and density-match and surface texture and sheen to Base Facility terrazzo.
- E. Submit written notice to City Engineer designating time work will be uncovered for observation. Do not cut until authorized by City Engineer, except when documentable emergency conditions require immediate cutting.
- F. Should conditions of work or schedule indicate change of products or methods, submit Document 00931- Request for Information stating conditions indicating change, recommendations for alternative products or methods and submittals. Follow Section 01630- Product Options and Substitutions.
- 1.04 QUALITY ASSURANCE
- A. Cut and patch by persons qualified to perform work.
  - B. Remove minimum construction necessary. Return surfaces to appearance of new work and match Base Facility.

1. Cut finish surfaces such as masonry, tile, plaster or metals in a straight line at a natural line or plane of division from abutting work.
  - C. Make patch work visually undetectable at 5 feet for exposed and semi-exposed interior work, and at 10 feet for exposed and semi-exposed exterior work under Base Facility lighting conditions.
  - D. Presence of a damaged or defective product, finish or type of construction requires patching, extending or matching be performed as necessary to make work complete and consistent to standards of quality identical to Base Facility.
  - E. Promptly notify City Engineer by Document 00931- Request for Information of discoveries of construction, such as furnishings and articles having possible historic or private value to City.
    1. Protect discovery until disposition.
    2. Legally dispose of items not removed by City.
- 1.05 INSPECTION, HANDLING, STORAGE AND PROTECTION OF CSP AND CONTROL SAMPLES
- A. Follow Section 01610- Basic Product Requirements and following minimum standards.
  - B. After removal CSP and control samples, inspect and tag each item. Prepare a written inventory.
    1. Describe damage or deficiencies discovered. Process claims and obtain replacement products.
    2. Inspect and inventory in presence of City Engineer if necessary.
  - C. Store CSP following Section 01610- Basic Product Requirements until delivery to City. Package CSP in weatherproof containers, labeled with inventory on outside of containers.
  - D. Load, transport, off-load and provide other incidental labor required to place CSP inside City's facility. Notify City Engineer at least 7 days before delivery is scheduled.
  - E. Provide CSP manufacturer's labor if required to properly handle, store and protect products.
  - F. Obtain written receipt or transfer of title from City Engineer.
- 1.06 SCHEDULING AND SEQUENCING
- A. Provide specific time and date information to City Engineer 48 hours in advance of proposed Work involving temporary shutdown of utilities and environmental systems.
  - B. Notify City Engineer at least 7 days before starting work in areas or conditions affecting data, communications, security and paging systems. Do not cut or patch such systems without approval of City Engineer.

- C. Submit a detailed schedule of proposed connections, including shutdowns and tie-ins. Include in the submittal the proposed time and date as well as the anticipated duration of the Work. Submit the detailed schedule coordinated with the construction schedule.

**PART 2 - PRODUCTS**

**2.01 MATERIALS**

- A. Based on the Designer's knowledge of available "as-builts" of the Base Facility, and observation of sight-exposed construction, patching materials required include:
  - 1. Paint: Follow Section 099113 & 099123.
  - 8. Concrete Repair: Follow Section 03730.
- B. Where there is no specification for a required patch product, provide same products and types of construction as analogous Base Facility construction.
  - 1. Contract Documents do not define products or standards of quality present in the Base Facility.
  - 2. Determine products required following Section 01726- Base Facility Survey. Determine required workmanship by using equivalent Base Facility products as control samples.

**PART 3 - EXECUTION**

**3.01 GENERAL PERFORMANCE**

- A. Patch, repair and refinish Base Facility items intended or designated to remain, to match analogous Base Facility conditions for each product, with proper transition between new work and Base Facility.
- B. Remove and replace defective or deficient new work and work not following Contract Documents.
- C. Remove samples of Base Facility and work for Contractor's surveillance testing and for tests in Section 01455- City's Acceptance Testing.
- D. Repair damage to Base Facility resulting from work under this contract.
- E. Perform activities to avoid interference with facility operations and work of other contractors, following Document 00700- General Conditions and Sections 01145- Use of Premises, 01312- Coordination and Meetings, 01505- Temporary Facilities and 01506- Temporary Controls.
- F. Restore Base Facility to a state equivalent to or better than that before cutting and patching. Restore new work to standards of these Specifications.
- G. Support, anchor, attach, match, trim and seal materials to work of other contractors. Unless otherwise specified, provide sleeves, inserts, and hangers, required for the execution of the Work.

- H. Provide shoring, bracing and support as required to maintain structural integrity and protect adjacent work from damage during cutting and patching. Before cutting beams or other structural members, anchors, lintels or other supports, request written instructions from City Engineer. Follow such instructions, as applicable.
- I. Cut and patch as recommended by manufacturers of patch products, and where possible by manufacturer of affected Base Facility products.
- J. Fit and adjust products to provide finished installation complying with specified products, functions, tolerances and finishes.
- K. Restore Base Facility damaged as a result of the Work. Install work following Contract Documents, Base Facility documents, trade standards, or governing agencies, as applicable.
  - 1. Follow Section 01726- Base Facility Survey to document Base Facility damage Base Facility prior to commencing work.
- L. Refinish entire exposed and semi-exposed surfaces.
  - 1. For continuous surfaces, refinish to nearest change in plane. Remove and reinstall remaining signs, hardware and similar interferences.
  - 2. For an assembly, refinish entire unit.
- M. Where cutting and patching fails to match Base Facility work, provide complete replacement work.

**3.02 TEMPORARY FACILITIES AND PROTECTION**

- A. Follow Section 01505- Temporary Facilities.

**3.03 INSPECTION AND COORDINATION**

- A. Inspect Base Facility following Section 01726- Base Facility Survey, and if required provide Contractor's testing following Section 01450- Contractor's Quality Control, for Base Facility conditions subject to this Section.
- B. Report by Document 00931- Request for Information Questionable Base Facility conditions that affect the Work.
- C. Obtain written authorizations before beginning utility or environmental systems work affecting Base Facility outside the contract limits.

**3.04 DAMAGED SURFACES**

- A. Replace or patch any portion surfaces of the Work and Base Facility found damaged, lifted, discolored, or showing other imperfections resulting from work, with matching sound material and finish.
  - 1. Provide proper support of substrate before patching.

2. Refinish patched portions of painted or coated surfaces scheduled for new finish, to produce uniform color and texture over entire surface.
  - a. Tape, float, sand and apply two coats of latex paint to repaired Base Facility drywall, plaster, doors and doorframes.
3. Exceptions: Fully patch remaining Base Facility surfaces exposed and semi-exposed to public view to match all visual characteristics of Base Facility.

**3.05 TRANSITION FROM BASE FACILITY TO NEW CONSTRUCTION**

- A. Where new work abuts or finishes against Base Facility work, make smooth and workmanlike transition. Match patched work adjacent to Base Facility work for all visual characteristics.
  1. Where smooth transition is not possible, terminate Base Facility surface neatly along a straight line at a natural line or plane of division, and provide edge trim appropriate to substrate and finish.
  2. Exceptions: Fully patch remaining Base Facility surfaces exposed and semi-exposed to public view to match all visual characteristics of Base Facility.

**3.06 SITE UTILITY AND BUILDING ENVIRONMENTAL SYSTEMS**

- A. Perform work needed to complete connections and tie-ins to Base Facility. Keep Base Facility in continuous operation unless otherwise specifically permitted or approved by City Engineer.
- B. Base Facility electrical and mechanical systems and site utilities are intended to be functioning properly prior to start of the Work. Follow Section 01505 to confirm proper function.
  1. Notify City Engineer by Document 00931- Request for Information of non-operating systems prior to commencing affected work in each area.
  2. Do not proceed with work affecting improperly functioning utilities or systems until corrective work is complete.

**3.07 REPAIRING FIREPROOFING**

- A. Repair fireproofing to achieve UL resistances and minimum thickness specified in Part 2.
- B. Inspect substrates from which Base Facility fireproofing is removed. Repair damage and deficiencies, including primers, which prevent proper completion of new fireproofing work.
- C. Coordinate with other Sections to minimize cutting into completed fireproofing work.
- D. Proportion and mix fireproofing materials to proper consistency for spray or hand-trowel application.

- E. Cover exposed steel beams and floor decks formerly fireproofed. Feather material onto adjoining Base Facility fireproofing.
- F. Patch damaged or deficient material prior to ceiling or other work preventing accessibility.

**3.08 SALVAGING CONTROL SAMPLES AND CSP**

- A. Remove Base Facility designated as CSP and control samples using methods and procedures specified herein.
  - 1. Control samples located outside contract limits are intended to remain in place.
  - 2. Remove control samples of sufficient size and proper quantity to establish standards for comparison.
- B. Inspect, handle, store, and protect control samples and CSP following this Section. Package CSP in impact- and moisture-resistant containers.
- C. Where applicable, reinstall control samples following this Section.

**3.09 GYPSUM DRYWALL SYSTEMS**

- B. Fasten new framing to Base Facility with powder-actuated or drill-in fasteners at conditions subject to shear and compression loads, with drill-in fasteners at conditions subject to tension loads, and with drywall screws firmly secured to Base Facility metal framing.

**3.10 PAINT**

- A. Prepare and prime substrates following manufacturer's recommendations.
- B. Apply paint with equipment as required to achieve match with Base Facility. Apply at rates recommended by manufacturer.
- C. Follow Section 099113 & 099123.

**3.11 INTERIM CLEANING**

- A. Clean occupied areas daily. Immediately remove spillage, overspray, dust and debris in occupied areas and at points of access into contract limits. Sweep and wet mop floors as required, using safety cones and tape barricades as required cleaning operations.
- B. Make surfaces ready for work of successive trades.
- C. At completion of work in each area, provide final cleaning following Section 01770-Contract Closeout.

END OF SECTION



SECTION 01761

PROTECTION OF EXISTING SERVICES

PART 1 – GENERAL

1.01 SECTION INCLUDES

- A. Requirements to protect existing services and minimize impact of interruptions.

1.02 DEFINITIONS:

- A. *Service* is defined to include utilities (natural gas, water, or power); lighting and emergency lighting; data and telecommunications; closed-circuit video, control and monitoring circuits, and air conditioning, heating, and ventilating. Service types include:
  - 1. Power.
  - 2. Lighting, and emergency lighting.
  - 3. Paging.
  - 4. Telephone.
  - 5. Video.
  - 6. Data and computer networks.
  - 7. Water.
  - 8. Natural gas.
  - 9. Heating, ventilating, and air conditioning
- B. Data and Telecom Service is defined to include:
  - 1. Wiring and cable used for the transmission of data, voice, or video information.
  - 2. Wiring for low voltage monitoring and control of various types of devices.
- C. *Service interruption* is defined to include any temporary or permanent inability to provide the service as contracted or as intended and includes interference with or disruption to source, distribution, or terminal items of a service system.
- D. *Response time* is defined to be the time elapsed between the time that a Service Interruption becomes known to the Contractor and the time that a person is at the site of the interruption or, if the site of the interruption is not immediately known, at the job site to diagnose and locate the service interruption.

1.03 PERFORMANCE REQUIREMENTS

- A. Contractor is required to protect and maintain existing services to those operating areas of the Airport.
  - 1. Where services are affected by construction activities and interruption of service is required to complete the Work, schedule service interruption to minimize impact.
  - 2. Where services cannot be interrupted, provide alternate services or circuits as required to maintain affected services. Design and implement service "cut-over" so that services are maintained without interruption.
- B. Train employees and subcontractors to ensure that accidental service interruptions are promptly recognized, and appropriate responses can be initiated.
- C. Maintain personnel, equipment, and parts at hand or on call to provide the response times indicated.
- D. Interruptions to Existing Service are classified as follows:
  - 1. Security Service Interruption:
    - a. Any service interruption of power, lighting, or data and telecom service that affects and compromises one of the following:
      - (1) FAA Security
      - (2) Airline Security
      - (3) Airport Security
      - (4) Other government entity charged with enforcing security at the Airport (Houston Police Department, FBI, Secret Service, etc.).
    - b. Security Services must be active at all times.
  - 2. Life Safety Service Interruption:
    - a. Any service interruption of power, lighting, or data and telecom service affecting or compromising one or more of the following life safety systems.
      - (1) Fire/smoke alarms.
      - (2) Emergency lighting.
      - (3) Elevator operations in "Fire" mode.
      - (4) Emergency intercom systems.
    - b. Life Safety Services must be active at all times.
  - 3. Business Service Interruption:
    - a. Any service interruption of utility service (power, lighting, natural gas, data and telecom, etc.) that affects and compromises the ability of a profit-seeking entity to earn revenue, including:
      - (1) Airline: Includes FIDS network, reservation/confirmation systems, paging systems.

- (2) Tenants Other Than Airlines: Point of sale systems, reservation/confirmation systems, utilities for storing, cooking, or maintaining food for sale to the public.
- b. Business Services must be active at all times in the areas of the Airport served by Airlines or other tenants during hours of their operation.
- 4. Comfort / Convenience Service Interruption :
  - a. Any service interruption of power, lighting, or data and telecom services affecting or compromising the comfort or convenience of those using the Airport (passengers, visitors, employees, concessionaires, etc.) including:
    - (1) Lighting.
    - (2) Air Conditioning.
    - (3) Heating.
    - (4) Public telephones.
    - (5) Elevators.
    - (6) Signage
  - b. Minimize Comfort/Convenience Service Interruptions except in construction areas.
  - c. Do not remove any sign without being able to replace it with a new sign in the same work shift. Coordination with HAS staff

#### 1.04 SUBMITTALS

- A. Schedule of service interruptions.
- B. Emergency Response Plan.

#### 1.05 QUALITY ASSURANCE

- A. Develop emergency response plan for each class of service interruption indicated. Notify other contractors responsible for services and obtain contact information. Where possible, obtain written instructions for emergency repairs from the contractor responsible for each service. Where required, arrange for contractor personnel to be available to meet required response times.

#### 1.06 COORDINATION AND SEQUENCING

- A. Schedule and execute construction activities to prevent service interruption or, where service interruption is required to complete the Work, minimize service interruption.

#### 1.07 SCHEDULING

- A. Follow Section 01325.
- B. Develop a schedule of required service interruptions. Coordinate with the schedules required by Section 01325 and revise as required by the City or project conditions.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION

3.01 CONTRACTOR RESPONSIBILITIES:

- A. Follow Section 01726.
- B. Scheduled Service Interruptions: Notify the City Engineer in writing not less than 7 days in advance of a scheduled service interruption. Use the attached form and include the following information in addition to the information required on the form:
  - 1. Type and classification of service.
  - 2. Location.
  - 3. Area(s) affected.
  - 4. Entities affected.
  - 5. Expected duration.
- C. Unscheduled Service Interruptions to Data and Telecom Service:
  - 1. Immediately notify IAH 24-Hour Emergency Dispatch Service at (281) 230-3024 [HOU 24-Hour Emergency Dispatch Service at (713) 641-4000; EFD Dispatch Service during 0800-1700, M-F, call 713-847-4234, (after hours call: 713-847-4200)]. Do not attempt to repair these lines. Include the following information:
    - a. Location.
    - b. Area(s) affected.
    - c. Type and classification of service (if known).
    - d. Entities affected (if known).
  - 2. In addition to the notification requirements above, immediately notify the City Engineer of interruption.
- D. Unscheduled Service Interruptions to Service Other Than Data and Telecom Service:
  - 1. When executing Work in an area known to have existing services, maintain on-site or on-call capability to initiate repairs to unscheduled service interruptions within the response times required.
  - 2. Immediately notify the City Engineer of interruption.
    - a. Location.
    - b. Area(s) affected.
    - c. Type and classification of service (if known).
    - d. Entities affected (if known).

3. Response Times to Interruptions to Existing Service:
  - a. Security Service Interruption: 15 minutes.
  - b. Life Safety Service Interruption: 15 minutes.
  - c. Business Service Interruption:
    - (1) Service Interruptions to Airlines: 15 minutes.
    - (2) Service Interruptions to Tenants other than Airlines: 1 hour.
  - d. Comfort/Convenience Service Interruption: 1 hour.

END OF SECTION

## SERVICE INTERRUPTION REQUEST/NOTIFICATION

<b>TO:</b>	<b>DATE RECEIVED:</b>
<b>ATT:</b>	<b>REF:</b>

(General Contractor to Complete this Block)

<b>GENERAL CONTRACTOR:</b>		<b>PROJECT NUMBER:</b>
<b>PHONE NUMBER:</b>	<b>PAGER NUMBER:</b>	<b>FAX NUMBER:</b>

(Subcontractor to Complete this Block)

<b>SUBCONTRACTOR:</b>	<b>PHONE NUMBER:</b>
	<b>FAX NUMBER:</b>
	<b>PAGER NUMBER:</b>
<b>TYPE AND CLASSIFICATION OF SERVICE:</b>	
<b>LOCATION OF INTERRUPTION:</b>	<b>DATE OF INTERRUPTION</b>
<b>AREAS AFFECTED:</b>	<b>TIME OF INTERRUPTOIN</b>
<b>ENTITIES AFFECTED:</b>	<b>EXPECTED DURATION</b>
<b>SIGNATURE</b>	<b>DATE:</b>

Do not write below this line

**RESPONSE:**

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# WORK AREA NOTIFICATION

I.A.H PDC  
HOUSTON, TEXAS 77032

<b>TO:</b> Plan & Review / IAH	<b>CONTRACTOR:</b>
<b>ATT:</b> James Beehner & Scott Hill	
<b>OFFICE NUMBER:</b> 281-230-8908 & 281-230-8999	<b>DATE:</b>
<b>FAX NUMBER:</b> 281-230-8781	<b>PROJECT NUMBER:</b>
<b>E-MAIL:</b> <a href="mailto:jamesbeehner@cityofhouston.net">jamesbeehner@cityofhouston.net</a> <a href="mailto:scott.hill@cityofhouston.net">scott.hill@cityofhouston.net</a>	<b>Onsite contact / phone #'s:</b>

**FROM:**

**OFFICE NUMBER:**

**MOBIL NUMBER:**

**FAX NUMBER:**

LOCATION	Description	DATE OF REQUEST	TIME OF REQUEST	COMMENTS
Impacts to Area :		Starting Date:	Ending Date:	
		Starting Time:	Ending Time:	

**Plan & Review Response:**

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# WORK AREA NOTIFICATION

I.A.H PDC  
HOUSTON, TEXAS 77032

<b>TO:</b> Plan & Review / IAH	<b>CONTRACTOR:</b>
<b>ATT:</b> James Beehner & Scott Hill	
<b>OFFICE NUMBER:</b> 281-230-8909 & 281-230-8999	<b>DATE:</b>
<b>FAX NUMBER:</b> 281-230-8781	<b>PROJECT NUMBER:</b>
<b>E-MAIL:</b> <a href="mailto:jamesbeehner@cityofhouston.net">jamesbeehner@cityofhouston.net</a>  <a href="mailto:scott.hill@cityofhouston.net">scott.hill@cityofhouston.net</a>	<b>Onsite contact / phone #'s:</b>



<b>FROM:</b>
<b>OFFICE NUMBER:</b>
<b>MOBIL NUMBER:</b>
<b>FAX NUMBER:</b>



LOCATION	Description	DATE OF REQUEST	TIME OF REQUEST	COMMENTS
		<b>Starting Date:</b>	<b>Ending Date:</b>	
		<b>Starting Time:</b>	<b>Ending Time:</b>	
<b>Impacts to Area :</b>				

<b>Plan &amp; Review Response:</b>



**SECTION 01770  
CONTRACT CLOSEOUT**

**PART 1 - GENERAL**

**1.01 SECTION INCLUDES**

- A. Submittal of Operation and Maintenance (O & M) manual, lien releases, record documents, badges, and keys.
- B. O & M manual format and contents.
- C. Final cleaning. Interim cleaning is specified in Section 01505.
- D. Systems demonstrations and personnel training.
- E. Notification of Substantial Completion.
- F. Contractor's punch list.
- G. Record of the Work.
- H. Forwarding of Contractor-Salvaged products (CSP), and extra products.

**1.02 SUBMITTALS**

- A. One month "*large*" projects before Substantial Completion inspection, submit 2 sets of Preliminary O & M manual (Paragraph 1.03), 1 copy to Designer and 1 copy direct to City Engineer.
- B. Subsequent to Preliminary O & M manual submittal and precedent to final Certificate for Payment, submit the following:
  - 1. Five (5) sets of final O & M manual with one (1) original executed warranty plus four (4) copies, in same format as preliminary O & M manual.
  - 2. Release or Waiver of Liens and consents of sureties following Documents 00700-General Conditions and 00800- Supplementary Conditions.
  - 3. Record Documents following Document 00700 and Paragraph 1.08 below.
    - a. Bind sepias or vellums with metal folding clasps (such as used for file folders) at top and bottom along binding edge. Collate into separate sets for Drawings, shop drawings, and other drawings.
    - b. Bind Project Manual, product data and similar page-type data in separate 3-ring "D" binders, contents marked on spine.
    - c. CADD diskettes in plastic file box.
    - d. Videotapes and photographs following Section 01321- Construction Photographs.

- e. Other data as directed.
  - 4. Security identification badges.
  - 5. Construction and other master keys.
- 1.03 O&M MANUAL CONTENTS AND FORMAT
- A. Provide O & M Manual with full information to allow matching products under future contracts to products under this contract, and to allow City to operate, maintain and repair (for user-serviceable aspects) products, including trade names, model or type numbers, colors dimensions, and other physical characteristics.
  - B. Format:
    - 1. Produce on 8-1/2 x 11-inch pages, and bind in 3-ring/D binders with durable plastic covers.
    - 2. Label binder covers with printed title “OPERATION AND MAINTENANCE MANUAL”, title of project, and subject matter and “Number \_ of \_” of binder when multiple binders are required.
    - 3. Separate each “Part” with substantial dividers tabbed and titled by Part number
  - C. Contents:
    - 1. Table of Contents for each volume, naming each Part.
    - 2. Part 1: Directory with name, address, and telephone number of Designer, Contractor, and Subcontractors and Suppliers for each Project Manual Section.
    - 3. Part 2: Operation and maintenance instructions, arranged by Project Manual Section number where practical, and where not, by system. Include:
      - a. For finish materials, maintenance instructions prepared by manufacturers, including recommended cleaning methods and materials and special precautions identifying detrimental agents.
      - b. Utility, door and window hardware, HVAC, plumbing and electrical products, prepared by product manufacturer, including:
        - 1) Product design criteria, functions, normal operating characteristics, and limiting conditions.
        - 2) Assembly, installation, alignment, adjustment, checking instructions, and troubleshooting guide.
        - 3) Operating instructions for start-up, normal operation, regulation and control, normal shutdown, and emergency shutdown.
        - 4) Lubrication and detailed maintenance instructions; detailed drawings giving location of each maintainable part and lubrication point and detailed instructions on disassembly and reassembly of products.

- 5) Spare parts list for operating products, prepared by manufacturers, including detailed drawings giving location of each maintainable part; describe predicted life of parts subject to wear, lists of spares recommended for user-service inventory, and nearest source of in-stock spares.
  - 6) Outline, cross-section, and assembly drawings; engineering data; wiring diagrams.
  - 7) Test data and performance curves.
4. Part 3: Project documents and certificates, including:
    - a. Shop drawings, product data, and where practical, samples.
    - b. Air and water balance reports.
    - c. Certificates of occupancy or use.
    - d. Product certifications and mix designs.
    - e. Material Safety Data Sheets.
  5. Part 4: Copy (not original) of each warranty form containing language of final warranty.
  6. Part 5: Meeting notes from systems demonstrations.
  7. Revise content and arrangement of preliminary Manual until approval by City Engineer.

#### 1.04 FINAL CLEANING

- A. Execute final cleaning prior to Substantial Completion of each Stage.
- B. Clean surfaces exposed to view; remove temporary labels and protective coverings, stains and foreign substances; polish transparent and glossy surfaces; vacuum carpeted and soft surfaces. Clean equipment and fixtures to sanitary condition. Clean permanent filters and install new replaceable filters at equipment. Clean HVAC diffusers.
- C. Remove and legally dispose of waste and surplus products and rubbish.
- F. Remove temporary facilities and controls.
- G. Leave premises in spotless condition, requiring no further cleaning of construction by City.
- H. Adjust products to proper operating condition.
- I. Correct defective function of products.

#### 1.05 SYSTEMS DEMONSTRATIONS AND PERSONNEL TRAINING

- A. Demonstrate proper operation and maintenance of each product to City's maintenance personnel precedent to Substantial Completion inspection.

- B. Precedent to submittal of O & M Manual, train City's maintenance personnel in proper operation, adjustment, and maintenance of products and systems, using the preliminary O & M Manual as the basis of instruction. Continue training until City's personnel demonstrate proper knowledge and skills.
- C. Take minutes of meetings, including sign-in sheet, and record subjects covered in each session. Bind minutes in O&M Manual.

**1.06 NOTIFICATION OF SUBSTANTIAL COMPLETION**

- A. When Contractor considers the Work (or a designated portion or stage thereof identified in Section 01326- Construction Sequencing) substantially complete, submit written notice and Punchlist (Paragraph 1.04) to City Engineer.
  - 1. Do not claim Substantial Completion until authorities having jurisdiction issue certificates of occupancy or use and related inspections affirming compliance.
  - 2. Attach copy of each certificate to Substantial Completion form.
- B. Within a reasonable time after receipt of certificates, an inspection will be made by City Engineer and Designer to determine status of completion.
- C. Should the Work be determined by City Engineer as not substantially complete as a result of any Substantial Completion inspection, Contractor will be notified in writing.
  - 1. Remedy deficiencies.
  - 2. Send written notice of Substantial Completion as above.
  - 3. City Engineer and Designer will reinspect the Work.
  - 4. Pay costs of Designer's second and subsequent Substantial Completion inspections, by Change Order.
- D. When the Work is determined as substantially complete, the Certificate of Substantial Completion will be executed.

**1.07 CONTRACTOR'S PUNCHLIST**

- A. Prior to and in connection with Substantial Completion procedures, prepare a written Punchlist on an area-by-area based on the schedule of values and as follows:
  - 1. Designer will provide one reproducible copy of then-current floor plans. These drawings are the basis of Contractor's Punchlist.
  - 2. Inspect the Work and mark applicable comments on the floor plans. Prepare written notes as required to supplement notes made on drawings.
  - 3. Continue completion of the Work including Punchlist items, marking off completed items.

4. Forward electronic files of the annotated Drawings to City Engineer accompanied by notification that Substantial Completion Inspection is ready.
  - B. Schedule Punchlist Inspection and other closeout inspections through City Engineer.
  - C. Punchlist inspection will be attended by the following as a minimum:
    1. Contractor, Contractor's Superintendent, and applicable Subcontractors' superintendents. Attend with Punchlist drawing.
    2. City Engineer.
    3. Designer.
    4. Others of City Engineer's choice.
  - D. Substantial Completion inspection will be made during one or more mutually agreed times to inspect the Work, to review and amend Contractor's Punchlist. If the work is substantially complete, Document 00645- Certificate of Substantial Completion will be executed.
    1. Amendments to the Contractor's Punchlist will be made on the reproducible.
    2. Within 5 days of execution of Document 00645, provide 4 copies of the amended Punch List and original Document 00645 to City Engineer.
  - E. Expeditiously correct work.
  - F. Process each reinspection as above and in Paragraph 1.04.
  - G. Punchlist items and corrections required after execution of Document 00650- Certificate of Final Completion will be processed as warranty work following Document 00700- General Conditions, Paragraph 3.12.
- 1.08 RECORD OF THE WORK
- A. Following requirements expand Paragraph 3.16 of Documents 00700- General Conditions and 00800- Supplementary Conditions.
  - B. Record information concurrently with construction progress. Do not conceal work until required information is recorded.
  - C. Keep in a secure location in the [field office (Section 01505- Temporary Facilities) at the site and timely record the Work as actually built as the Work progresses.
    1. Use one set of diazo prints of Drawings made from reproducible and one set of Project Manual furnished under Section 01110- Summary of Work. Use one set of submittal data, video and photographic data, and other record data as required by Contractor to support and supplement records made on Drawings and Project Manual.
    2. Legibly note variations from Contract Documents on Drawings, Project Manual and submittal data, whichever most clearly shows the change.

3. Clearly mark each document in red ink “RECORD OF THE WORK. Use only for recording field deviations and actual constructed conditions and arrangements.”
- D. Keep documents current and make available for inspection by City Engineer.
- E. Show following minimum information, as applicable to type of work, marked in fine-point red ink:
  1. Measured depths of foundation elements in relation to finish first floor datum.
  2. Measured horizontal locations and elevations of underground utilities and appurtenances, referenced to permanent surface improvements.
  3. Elevations of underground utilities referenced to City’s benchmark utilized for project.
  4. Measured locations of internal utilities, environmental systems and appurtenances concealed in construction, referenced to visible and accessible features of construction.
  5. Field changes of dimension and detail.
  6. Changes made by RFI (Document 00931).
  7. Changes made by Modifications.
  8. Details not on original Contract Documents.
  9. References to related shop drawings, product data, samples, RFIs and Modifications.
- F. Upon completion of the Work, collect diazo prints of marked-up Drawings, one single-sided copy of marked-up Project Manual, one set of shop drawings (including diskettes of CADD files prepared as part of the Contract, such as data required by Section 01340-Shop Drawings, Product Data and Samples), one original set of product data (Section 01340), one set of RFIs, one set of Modifications, one set of originals of video tapes and one copy of photographs (Section 01321- Construction Photographs), and other required documents.
  1. Clearly mark each document, immediately adjacent to the “RECORD OF THE WORK” mark, in red ink thus:

“CERTIFIED AS THE CORRECT AND COMPLETE RECORD OF WORK PERFORMED.

\_\_\_\_\_ (Contractor Firm Name)

\_\_\_\_\_ (Authorized Signature)

\_\_\_\_\_ (Date)”
- G. Transmit all records to City Engineer.

- H. Transmit reproducible copies of Drawings (see Section 01110- Summary of Work) to City Engineer.
- I. Submit proper record of the Work, in addition to other requirements in the Contract Documents, precedent to City Engineer's authorization for release of final payment.

**1.09 FORWARDING CSP AND EXTRA PRODUCTS**

- A. Before submitting final application for payment, forward remaining proper CSP (Section 01110- Summary of Work), extra products, including spare parts (specified in other Sections) to location designated by City Engineer.
- B. Furnish pallets and containers as required for proper product storage.
- C. Unload products from Contractor's vehicles. Place pallets, containers and products as directed by City Engineer.
- D. Obtain written transfer of title or receipt.

**PART 2 - PRODUCTS (NOT USED)**

**PART 3 - EXECUTION (NOT USED)**

**END OF SECTION**

**Section 01785**

**PROJECT RECORD DOCUMENTS**

**PART 1 - GENERAL**

**1.01 SECTION INCLUDES**

- A. Maintenance and submittal of record documents and Samples.

**1.02 MAINTENANCE OF DOCUMENTS AND SAMPLES**

- A. Maintain one record copy of documents at the site in accordance with Document 00700 - General Conditions,
- B. Store record documents and Samples in field office, if a field office is required by the Contract, or in a secure location. Provide files, racks, and secure storage for record documents and Samples.
- C. Label each document "PROJECT RECORD" in neat, large, printed letters.
- D. Maintain record documents in a clean, dry, and legible condition. Do not use record documents for construction purposes. Do not use permit drawings to record Modifications to the Work.
- E. Keep record documents and Samples available for inspection by Project Manager.
- F. Bring record documents to progress review meetings for viewing by Project Manager and, if applicable, Design Consultant.

**1.03 RECORDING**

- A. Record information legibly with red ink pen on a set of blueline opaque drawings, concurrently with construction progress. Maintain an instrument on site at all times for measuring elevations accurately. Do not conceal work until required information is recorded
- B. Contract Drawings and Shop Drawings: Mark each item to record completed Modifications, or when minor deviations exist, the actual construction including:
  - 1. Measured depths of elements of foundation in relation to finish first floor datum.
  - 2. Measured horizontal locations and elevations of Underground Facilities and appurtenances, referenced to permanent surface improvements.
  - 3. Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of the Work.
  - 4. Dimensions and details of field changes.
  - 5. Changes made by Modifications.
  - 6. Details not on original Drawings.
  - 7. References to related Shop Drawings and Modifications.

**PROJECT RECORD DOCUMENTS**



- C. Survey all joints of water mains at the time of construction. Record on Drawings, water main invert elevation, elevation top of manway, and centerline horizontal location relative to baseline.
- D. For large diameter water mains, mark specifications and addenda to record:
  - 1. Manufacturer, trade name, catalog number and Supplier of each Product actually installed.
  - 2. Changes made by Modification or field order.
  - 3. Other matters not originally specified.
- E. Annotate Shop Drawings to record changes made after review.

**1.04 SUBMITTALS**

- A. At closeout of the Contract, deliver Project record documents to Project Manager.

**PART 2 – PRODUCTS (NOT USED)**

**PART 3 – EXECUTION (NOT USED)**

**END OF SECTION**

SECTION 013331 - SUBMITTAL PROCEDURES FOR ELECTRICAL

PART 1 - GENERAL

1.1 SECTION INCLUDES

- A. Preparation and submission of shop drawings and product data.

1.2 MANUFACTURERS

- A. Listed manufacturers will be acceptable as long as specified requirements are met.
- B. Manufacturers who are not listed as "acceptable manufacturers" bear the burden of proof to A/E that their products comply with the specifications.
- C. Provide power distribution and control equipment of the same manufacturer (i.e., switchboards, panelboards, transformers, motor control centers).
- D. Provide similar equipment of same manufacturer (i.e., wiring devices).

1.3 CONTRACTOR'S CERTIFICATION

- A. Submittals will be submitted only by the Contractor. Indicate by signed stamp that the contract documents have been checked, that the work shown in the submittals is in accordance with contract requirements and that dimensions and relationship with work of other trades have been checked. If submittals are submitted for review that have not been checked and signed by the Contractor, they will be returned for checking before being considered by A/E.

1.4 PREPARATION

- A. Include information relevant to particular equipment or materials to be furnished, where product data published by manufacturer is part of submittal.
- B. Provide documentation of listing with UL or FM.
- C. Furnish submittals within 45 days after receiving a signed contract and prior to the start of installation.
- D. Include identifying symbols and equipment numbers used in the contract documents for all equipment and material submitted.
- E. Cross reference sheet numbers on Drawings for shop drawings. Provide shop drawings consisting of plans drawn to scale, with elevations and sections, to show clearly the location of major items of equipment and clearances for maintenance and code requirements.
- F. Submit only the requested submittals complete by types of equipment (i.e., lighting fixtures, power distribution, etc.) labeled with applicable specification section(s)

included. Each submittal will be handled separately. Should any item not be acceptable, the entire submittal will be returned to the Contractor for correction and resubmittal. Partial submittals are unacceptable. The intent of this requirement is that all approved bound sets of data will be identical and will contain only acceptable information.

- G. Submit a compliance sheet for each submittal indicating the submittal is in full compliance with the drawings and specifications. Indicate by drawing number or specification section number and paragraph numbers all exceptions taken and include an explanation.
- H. The review of submittals does not relieve or modify the Contractor's responsibility for compliance with the Contract Documents or dimensions or errors contained in the submittal or quantity count. It is clearly understood that, in the review process, noting of some discrepancies but overlooking others does not grant the Contractor permission to proceed in error. Regardless of any information contained in the submittals, the Contract Documents govern the work, and are neither waived nor suspended in any way by the review of the submittals.
- I. A minimum review period of two weeks, exclusive of transmittal time, will be required in A/E office for each submittal. Take this time period into consideration when scheduling construction.
- J. Include in submittals sufficient plans, elevations, sections, performance data, dimensions, bolt locations, ratings, sound data, weights and schematics to clearly describe the equipment and to show compliance with these specifications. Provide a cover or title sheet for the submittal containing the following:
  - 1. Name of Contractor originating the submittal.
  - 2. Name of project for which the submittal is made.
  - 3. An index of all items submitted including:
    - a. Mark of equipment on drawings.
    - b. Manufacturer.
    - c. Catalog number.
    - d. Specification section number.
  - 4. Date of submittal and date of each revision.
  - 5. Contractor's certification of review.
  - 6. Contractor's certification of compliance.
- K. Shop drawings and product data which do not comply with the requirements herein will be returned for resubmittal. Submit two paper sepia's for shop drawings.
- L. A/E will retain one copy and Owner will retain one copy of submittal. Remaining copies will be returned to Contractor marked FURNISH AS SUBMITTED, FURNISH AS CORRECTED, REVISE AND RESUBMIT or SUBMIT SPECIFIED ITEM. If it is marked FURNISH AS SUBMITTED or FURNISH AS CORRECTED, no additional submittal is required. If it is marked REVISE AND RESUBMIT or SUBMIT SPECIFIED ITEM, repeat submittal in accordance with this section. Submit complete and accurate shop drawings and product data at first submittal. If submittals are returned to Contractor marked REVISE AND RESUBMIT or SUBMIT SPECIFIED ITEM, only one additional submission will be permitted.

- M. If the reproducible sepia or product data marked FURNISH AS SUBMITTED or FURNISH AS CORRECTED is altered for any reason after it has been stamped, the REVIEWED stamp shall automatically be voided.
- N. Provide all work in accordance with the submittals stamped FURNISH AS SUBMITTED or FURNISH AS CORRECTED inasmuch as they are in agreement with the Contract Documents. Where differences occur between the submittals and the Contract Documents, the Contract Documents shall govern the work.

## PART 2 - PRODUCTS

Not used.

## PART 3 - EXECUTION

### 3.1 REQUIRED SUBMITTALS

- A. Furnish product data for devices, equipment, or systems as specified. Other submittals will be returned to Contractor without review. Furnish shop drawings as indicated.

### 3.2 FINAL SUBMITTAL

- A. In addition to the number of copies of shop drawings and product data required to review submittals, maintain separate file of final reviewed copies of such material. Deliver approved submittals in a hard-back binder for the Owner's use. Incorporate changes and revisions made throughout the construction period. Refer to Section 01 78 23.16.

END OF SECTION 013331

SECTION 017823.16 - CLOSEOUT SUBMITTALS FOR ELECTRICAL SYSTEMS

PART 1 - GENERAL

1.1 SECTION INCLUDES

- A. Preparation and submission of operation and maintenance manuals.
- B. Each section included in Division 26 - Electrical incorporates this section by reference and is incomplete without the provisions stated herein.

1.2 PREPARATION

- A. Furnish four copies of complete operation and maintenance instructions, service manuals and parts list applicable to each manufactured item of equipment furnished. Bind operation and maintenance information in four separate loose leaf binders and deliver to A/E at least four weeks prior to final review of the project.
- B. Organize binders to contain like equipment in separate divisions. Provide a complete double index for each binder to include:
  - 1. An alphabetized list of the products by name.
  - 2. An alphabetized list of manufacturers whose products have been incorporated in the work together with their addresses and the name, addresses and telephone numbers of the local sales representative or supplier.
- C. For each section of product, equipment or system, organize the data as follows:
  - 1. Furnish a general description of the equipment or system listing the major components, intended service and other general data.
  - 2. Furnish technical data including nameplate data, design parameters, ratings, capacity, performance data, operating curves, characteristics, and the like. Clearly distinguish between information which does and does not apply.
  - 3. List warnings and cautions to be observed during both installation and operations.
  - 4. Fully detailed installation and operation instructions including special tools required, alignment instructions, start-up, and shut-down sequences.
  - 5. Furnish maintenance, service and repair instructions including maintenance and service schedules, materials, and methods for performing routine and annual service.
  - 6. Furnish a troubleshooting guide and check list indicating common failures, test methods and procedures for determining component fault or failure.
  - 7. Furnish a spare parts list indicating part and order number with name, address, and telephone number of supplier. Include current prices of replacement parts and supplies. Furnish diagrams including controls, wiring, installation or operation of the equipment or system.
  - 8. Furnish copies of all approved submittals. Refer to Section 26 00 20.
  - 9. Furnish copies of all test reports. Refer to Section 26 01 26.
  - 10. Print copies of the "AS-BUILT" drawings. Refer to Section 26 01 20.
  - 11. Furnish all warranties and guarantees.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

END OF SECTION 017823.16