
SECTION 01 30 00

ADMINISTRATIVE REQUIREMENTS

PART 1 - GENERAL

1.1 SUMMARY

- A. This section describes general procedural requirements for ongoing submittals.
 - 1. Construction progress schedules.
 - 2. Schedule of values.
 - 3. Product data and manufacturer's literature.
 - 4. Shop drawings.
 - 5. Samples.
 - 6. Manufacturers' certificates.
 - 7. Excess materials and attic stock.
 - 8. Design build (delegated design) procedures.
- B. Related Requirements:
 - 1. Section 01 40 00: Test reports, manufacturer's field reports, and mock-ups.
 - 2. Section 01 70 00: Manufacturers' instructions.
 - 3. Section 01 77 00: Closeout requirements including Project Record Documents.
 - 4. Section 01 78 00: Warranties.

1.2 GENERAL SUBMITTAL PROCEDURES

- A. Submittals: Transmit each item using form approved by Architect; submit sample to Architect for approval prior to use.
 - 1. Identify Project, Contractor, subcontractor, major supplier.
 - a. Attach sequential identification number for each new submittal.
 - b. Identify each resubmittal using original submittal number and sequential identification clearly indicating item is resubmitted.
 - 2. Identify pertinent Drawing sheet and detail number, and Specification section number as appropriate.
 - 3. Identify deviations from Contract Documents.
 - 4. Provide space for Contractor and Architect review stamps.
 - 5. Contractor: Review and stamp submittals from subcontractors prior to submitting to Architect.
 - a. Review submittals and indicate where conflicts occur with Contract Documents and with work of other subcontractors.
 - b. Return submittals that vary significantly from Contract Documents for correction and resubmittal prior to submitting to Architect.

- c. Submittals that vary significantly from Contract Documents and that fail to indicate thorough Contractor review prior to submission to Architect will be returned without review.
 - d. cursory review and stamping of subcontractor submittal by Contractor shall not be acceptable.
- B. Comply with progress schedule for submittals related to Work progress. Coordinate submittal of related items.
- C. After Architect review of submittal, revise and resubmit as required, identify changes made since previous submittal.
- D. Distribute copies of reviewed submittals to concerned persons. Instruct recipients to promptly report any inability to comply.

1.3 TYPES OF SUBMITTALS

- A. General: Project requires various types of submittals to maintain communications, minimize misunderstandings, avoid unnecessary conflicts, and to ensure complete documentation for Project Record Documents.
 - 1. Maintain complete set of submittals including required revisions.
- B. Construction Schedules: Submit construction progress schedules for Design Team and Owner review and to maintain entire team up-to-date on construction activities.
- C. Schedule of Values: Submit Schedule of Values indicating division of Work, subcontractors to perform work, products being used, and values attributed to each to inform Design Team and Owner.
- D. Action Submittals: Submittals relating to product data and manufacturer's literature, shop drawings, and samples for Design Team review and comment; do not begin fabrication, delivery, or installation until Design Team review is complete.
- E. Information Submittals: Submittals relating to certifications, qualifications, reports, including test reports, and instructions are for information; Design Team may choose to comment but action is not generally anticipated.
 - 1. Manufacturer installation instructions and recommendations shall be considered information submittals.
- F. Design/Build Submittals: Where portion of Work requires design by specialized professionals submit information necessary to ensure work complies with Contract Documents along with certifications signed by qualified professional.
 - 1. Calculations: Do not submit calculations unless specifically required by Contract Documents; submit calculations required by applicable authorities directly to applicable authorities;
 - a. Submit certification by qualified professional indicating required calculations have been prepared and work conforms to Contract Documents and applicable codes and regulations.

- G. Maintenance Materials Submittals: Compile maintenance information and materials during Work to ensure complete set of documents, maintenance manuals, and operation instructions.
- H. Closeout Submittals: Compile closeout submittals, organize, and submit to Owner prior to or at time of Substantial Completion. Project will not be considered Substantially Complete until closeout submittals have been received by Owner.

1.4 CONSTRUCTION PROGRESS SCHEDULES

- A. Submit construction progress schedule with separate item for each major trade and operation, identifying first day of each week.
 - 1. Show complete sequence of construction by activity, identifying work of separate stages and logically grouped activities.
 - 2. Show projected percentage of completion for each item of Work as of time of each progress Application for Payment.
 - 3. "Submittal Schedule": Show Contractor submittal dates required for shop drawings, product data, and samples, and product delivery dates; deliver to Architect per approved "Submittal Schedule."
 - a. "Submittal Schedule" may be incorporated into construction progress schedule or may be separate, Contractor option.
 - b. Architect's Review Period: Architect will be expedient in review, however, Contractor shall schedule submittals recognizing possibility Architect may reject and may require resubmittal.
 - c. Contract extension shall not be allowed for Contractor's failure to properly schedule submittals to allow for Architect requiring resubmittal.
- B. Progress Schedule Format: Submit both horizontal bar chart and network analysis system using critical path method as approved by Owner.
 - 1. Submit revised progress schedules with each Application for Payment reflecting changes since previous submittal, not less than monthly.

1.5 SCHEDULE OF VALUES

- A. Submit typed schedule on AIA Form G703 or another Owner and Architect pre-approved 8-1/2" by 11" paper format; Contractor's standard media-driven printout will be considered on request. Submit within 15 days after award of Contract.
- B. Format: Table of Contents of this Project Manual, with modifications as pre-approved by Owner and Architect; identify each line item with number and title of major Specification sections.
- C. Include in each line item a directly proportional amount of Contractor overhead and profit.
- D. Revise schedule to list change orders for each Application for Payment.

1.6 PRODUCT DATA/MANUFACTURERS' LITERATURE

- A. Action Submittals: Mark each copy to identify applicable Products, models, options, and other data; supplement manufacturers' standard data to provide information unique to the Work.
- B. Information Submittals: Include manufacturers' installation instructions only when required by Specifications or specifically requested by Architect.
 - 1. Maintain copy of manufacturer installation instructions and recommendations in Contractor's field office for review.
- C. Product data shall be submitted as electronic PDF files unless otherwise noted or approved by Architect in advance.
 - 1. Where paper copies are permitted submit number of copies Contractor requires, plus one copy to be retained by Architect.

1.7 SHOP DRAWINGS

- A. Shop drawings shall be submitted as electronic PDF files unless otherwise noted or approved by Architect in advance.
 - 1. Where prints are permitted submit one reproducible print; minimum sheet size 8-1/2" by 11".
- B. Distribution: After review, reproduce and distribute.

1.8 SAMPLES

- A. Submit full range of manufacturers' standard colors, textures, and patterns for Architect's selection.
- B. Submit samples to illustrate functional characteristics of Product, with integral parts and attachment devices.
- C. Coordinate submittal of different categories for interfacing work.
- D. Include identification on each sample, giving full information.
- E. Submit number of samples required by Contractor plus one to be retained by Architect.
 - 1. Maintain one set of approved samples at Project Field Office.
- F. Sizes: Provide following sizes unless otherwise specified.
 - 2. Flat or Sheet Products: Minimum 6" square, maximum 12" by 12".
 - 3. Linear Products: Minimum 6", maximum 12" long.
 - 4. Bulk Products: Minimum one pint, maximum one gallon.
- G. Full size samples may be used in the Work upon approval.

1.9 MANUFACTURERS' CERTIFICATES

- A. Submit certificates, in duplicate in accordance with requirements of each Specification section.

1.10 EXCESS MATERIALS AND ATTIC STOCK

- A. Excess Materials: Excess materials shall be considered property of Owner; inform Owner of extent of excess materials and methods required for handling and storage; remove from site excess materials not required by Owner for maintenance stock.

- 1. Spare parts and maintenance stock below shall be in addition to excess materials.

- B. Spare Parts and Maintenance Stock: At Substantial Completion deliver to Owner following spare parts and maintenance stock in original unopened containers, clearly labeled relating to contents, quantity, and locations where used in Project.

- 1. Elastomeric Joint Sealants (07 90 00): Furnish one unused tube of each type and color of exterior elastomeric joint sealant.
 - 2. Surface Bonded Stone Masonry (04 42 50): Furnish one box/case of each type, composition, color, pattern, and size of surface bonded stone masonry.
 - 3. Tile (09 30 00): Furnish one box/case for each type, composition, color, pattern, and size of tile and tile trim units.
 - 4. Exterior Tile (09 30 90): Furnish one box/case of each type, composition, color, pattern, and size of exterior tile and exterior tile trim units.
 - 5. Acoustical Ceiling Panels (09 51 00): Furnish one box, minimum 12 full-size panels, of each type.
 - 6. Resilient Base (09 65 10): Furnish one roll, minimum 100 linear feet of each type.
 - 7. Resilient Stair Accessories (09 65 15): Furnish minimum 12 pieces of each type of stair tread and riser in maximum length required for Project.
 - 8. Resilient Tile Flooring (09 65 20): Furnish one box/carton of each type, composition, color, pattern, and size of tile and minimum 12 pieces of termination bars.
 - 9. Vinyl Coated Wall Covering (09 72 10): Furnish two full rolls of each type.
 - 10. Painting and Coating (09 90 00): Furnish two gallons of each paint and coating material and color applied on Project.
 - 11. Fire Suppression (Division 21): Furnish wall mounted cabinet with hinged cover with six sprinkler heads and required installation tools, for each type of sprinkler head provided unless greater number required by NFPA 13.

12. Plumbing Fixtures (Division 22): Furnish two of each type of shower head, five complete sets of Guest Room faucet sets, and not less than two of each type of toilet seat installed.
 13. Duct Accessories (Division 23): Furnish five of each type of fusible link installed.
 14. Power Ventilators (Division 23): Furnish one set of belts for each belt-driven fan; package with protective covering for storage.
 15. Air Conditioning Units (Division 23): Furnish one set of filters for each unit and one set of belts for each packaged HVAC unit.
 16. Fuses and Indicating Lamps (Division 26): Furnish one set of three for each kind of fuse and indicating lamp.
 17. Interior Lighting (Division 26): Furnish five of each rating installed of each type of lamp provided for Project.
 18. Exterior Lighting (Division 26): Furnish five of each rating installed of each type of lamp provided for Project.
 19. Fire Alarm and Detection Systems (Division 28): Furnish two of each types of lamps used for fire alarm and detection systems and two of each type of detectors provided for Project.
- C. Attic Stock: Owner may choose to obtain additional attic stock for maintenance purposes where excess materials are not considered sufficient.
1. Owner may require as much as 5% extra materials for maintenance purposes. Exact amount of each material shall be determined by Owner based on following meeting and additional costs determined by Contractor.
 - a. Contractor shall be prepared to order up to 5% extra materials on items that may not be readily available in future such as custom colors, off-shore manufacture, anticipated life span under 5 years, and potential for damage.
 - 1) Do not order extra attic stock until extent is determined and agreed to by Owner including which materials require extra stock and exactly how much those materials will cost including shipping and handling.
 - b. Excess Materials: Furnish excess materials only for materials that have a shelf-life of more than three years.
 2. Meeting: Conduct meeting prior to beginning Work to discuss extent of materials Owner would like to receive at Project Closeout for attic stock for maintenance materials; where available include personnel from Owner's maintenance crew.
 - a. Estimate amount of excess materials to be anticipated to be ordered in addition to materials for handling and storage and how those materials will be invoiced and identified regarding material and location in Project.

- b. Determine area necessary for adequate storage, handling, and identifying excess materials and attic stock and discuss with Owner.
 - c. Submit information regarding equipment necessary for handling of excess materials and attic stock due to weight, size, and storage requirements.
 - d. Assist Owner in determining where on-site or off-site additional attic stock for maintenance purposes will be delivered and stored.
- 3. Additional Costs: After meeting submit to Owner detailed listing of additional costs for each material Owner may like to receive for attic stock and assist Owner in modifying listing to determine acceptable final costs.
 - a. Include unit prices for desired attic stock where excess materials are not sufficient for Owner maintenance stock.
- 4. Substantial Completion: Submit Construction Bulletin at Substantial Completion indicating changes to Contract Amount for attic stock including unit price totals for materials where excess materials are not adequate.
- 5. Final Completion: Ensure attic stock has been received, identified, cataloged, and stored at locations agreed upon with Owner based on Change Order indicating amounts finally agreed to by Owner.

1.11 DESIGN/BUILD PROCEDURES

- A. Design as Part of Means and Methods of Construction: Select Project components require construction team design as part of means and methods of construction as described in various sections.
 - 1. Terms commonly used such as Design/Build, Delegated Design, and Design/Assist are applicable to these procedures as determined by law, but shall be generally referred to in these documents as Design/Build.
 - a. In general Design/Build includes design by licensed professionals with expertise beyond that allowed under standard architectural licensure, and outside of scope of work of other design professionals on the design team.
 - 2. Contractor may be required to provide design services as part of construction for specific work defined as design or design-build where special expertise is required that is not available in the Project design team.
 - 3. Subcontractors, fabricators, and manufacturers may be required to provide design services as part of their work due to special expertise in design services for their specific components, refer to technical sections for Design/Build.

4. Contractor, subcontractors, fabricators, manufacturers, and suppliers, shall be responsible for attachments, anchors, fasteners, adhesives, and connectors suitable to applications unless specific items are listed in Contract Documents.
 - a. Where specific items are listed in Contract Documents Contractor, subcontractors, fabricators, manufacturers, and suppliers shall review and submit comments where items listed are not acceptable.
 - b. Where no comments are received, listed items shall be considered acceptable.
- B. Contractor acknowledges and accepts responsibility for specialty design as part of means and methods of construction, as well as coordination of parties involved to achieve architectural design intent indicated in Contract Documents.
 1. Design-build work includes sizing, sequencing, and detailing for construction by professional licensed or registered engineer or design professional with special expertise applicable to portion of Work involved.
 2. Design-build work shall be constructed in compliance with building codes and regulations in effect and shall be fit and proper for intended use.
 3. Design-build work shall include drawings, specifications, and calculations prepared, stamped, and signed by qualified professional licensed or registered engineer licensed in the Project location as appropriate to design-build work.
 - a. Plans, specifications, and calculations shall be acceptable to Owner, Owner's Representative, and applicable authorities.
- C. Where required by Owner Contractor shall submit copies of current insurance policies covering errors and omissions of persons designing design-build work with deductibles and limits per occurrence as mutually agreed by Owner and Contractor.
 1. Provide endorsement to insurance providing for 30-day notice to Owner prior to cancellation or material reduction in coverage.
 2. Insurance shall be maintained for not less than applicable statute of limitations for claims of latent defects, if such insurance is not written on an occurrence basis during time design-build work is designed and constructed.
- D. Review proposed layouts with Design Team and with various trades prior to commencing work related to design-build work.

END OF SECTION