

ANOKA HENNEPIN SCHOOLS
Blaine Early Childhood Center
Outlot Site Demolition
RFQ #26028Q

Anoka-Hennepin School District 11

District Purchasing Office
2727 North Ferry Street
Anoka, MN 55303
Telephone 763-506-1300

PROJECT MANUAL
Mike Kraft Architects, P.A.

Quotes Due to
PURCHQUOTES@AHSCHOOLS.US
October 22, 2025 at 4:00 PM LT

A non-mandatory Pre- Quote site tour is scheduled for Thursday, October 9, 2025, at 3:00 PM local time at the following address: 13925 Central Ave NE, Blaine, MN 55434

All inquiries concerning this RFQ, including all questions/substitution requests must be submitted via email to PurchQuotes@AHSchools.us by **4:00 PM on October 13, 2025**. The district will not be responsible for, nor honor any claims resulting from, or alleged to be the result of misunderstanding by the Vendor. To ensure a transparent bidding process, no phone or in person inquiries will be accepted. It is the Vendor's responsibility to bring all discrepancies, ambiguities, omissions, or matters that need clarification to the District's attention. Responses to all questions received will be captured in an addendum, and available to all Vendors no later than **October 14, 2025 at 4:00 PM** local time.

Quotes may not be withdrawn for sixty (60) days after the scheduled closing time for the receipt of quotes without the consent of the Anoka Hennepin School District. The School Board reserves the right to accept any quote, to reject any or all quotes, to waive irregularities and informalities in the procedures, and to act in its best interest.

SUMMARY OF WORK

PART 1 GENERAL

1.1 PROJECT

- A. Project Name: **Anoka Hennepin Schools – Blaine Early Childhood Center Outlot Site Demolition**
- B. Owner's Name: Independent School District #11, Anoka, MN.
- C. Architect's Name: Mike Kraft Architects, P.A.
- D. The Project:
The Project consists of Building and Site Demolition at 13925 Central Avenue NE, Minnesota.

1.2 CONTRACT DESCRIPTION

- A. Contract Type: A single prime contract based on a Stipulated Price.
- B. Bonds: Payment and Performance Bonds are **not** required for this project.
- C. The Contract will be awarded to the lowest responsive and responsible base quote, if any.

1.3 OWNER OCCUPANCY

- A. Owner intends to continue to occupy the other areas of the building during the entire construction period. Cooperate with Owner to minimize conflict and to Schedule the Work to accommodate Owner occupancy.

1.4 CONTRACTOR USE OF SITE AND PREMISES

- A. Construction Operations: Limited to areas noted on Drawings.
- B. Arrange use of site and premises to allow:
1. Owner occupancy.
- C. Provide access to and from site as required by law and by Owner:
1. Do not obstruct roadways, sidewalks, or other public ways without permit.
- D. Time Restrictions:
1. **Demolition activities are to occur outside of Blaine Early Childhood Center hours of 7:30 – 4:30 PM Monday through Friday, except weekends and as noted below.**
 2. Limit conduct of noisy exterior work to the hours of what is allowable by local City Ordinance, and outside of school hours when school is in session.
 3. Work that will involve noises louder than a typical screw gun shall be limited to hours when Blaine Early Childhood Center is not in session. Hours for work louder than a typical screw gun on days school is in session are before 7:30 AM and after 4:30 PM.
- E. Utility Outages and Shutdown:
1. Limit disruption of utility services to hours the building is unoccupied.
 2. Prevent accidental disruption of utility services to other facilities.

1.5 CONTRACT TIME

- A. The Owner expects to provide a notice to proceed by **November 1, 2025**. Work on site may begin as described in **Subparagraph D** below and upon execution, completion and acceptance of all of the following:
1. Construction Agreement
 2. Certificates of Insurance
 3. Permits by each Authority Having Jurisdiction related to the Work being commenced.
 4. Project Schedule
 5. Schedules of Values
 6. Subcontractor and Supplier List
- C. It is expected that Blaine Early Childhood Center will not be in session the following weekdays:

1. November 24 – 28, 2025
 2. December 24, 2025 – January 2, 2026
 3. January 19, 2026
 4. February 16 – 17, 2026
 5. March 6 – 9, 2026
 6. March 30 – April 3, 2026
- E. Substantial Completion for work shall be no later than **April 3, 2026**. The building and spaces shall be ready for punch list review at those times, including receipt of all final permit inspections and receipt of Certificates of Occupancy where they are required by the authority having jurisdiction.
- F. Final date of work on site shall be **April 14, 2026**.
- G. Final Completion, including resolution of all potential change orders and submittal of Close-out documents shall be **June 28, 2026**.

END OF SECTION

PROJECT

Anoka Hennepin Schools – 13925 Central Avenue NE Building and Site Demolition

OWNER

ANOKA-HENNEPIN INDEPENDENT SCHOOL DISTRICT 11

2727 NORTH FERRY STREET

ANOKA, MN 55303

TELEPHONE (763) 506-1200

ARCHITECT

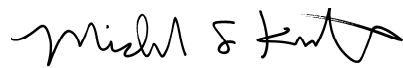
MIKE KRAFT ARCHITECTS, P.A.

1442 98TH LANE NW

COON RAPIDS, MN 55433

TELEPHONE (612) 309-6002

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.



**MICHAEL F. KRAFT, ARCHITECT
MIKE KRAFT ARCHITECTS, P.A.**

23538 MN REGISTRATION NUMBER

END OF CERTIFICATIONS SHEET

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EXISTING HAZARDOUS MATERIALS INFORMATION

PART 1 GENERAL

- 1.1 The Work shall be in full compliance with Occupational Safety and Health Administration (OSHA) regulations and standards related to asbestos exposure, including Standard Number 1926.1101 and other relevant sections.

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION (NOT USED)

PART 4 EXISTING REPORTS AND SURVEYS

4.1 EXISTING HAZARDOUS MATERIALS INFORMATION

- A. It is understood that the drywall/joint compound throughout the building contains <1% asbestos.
- B. The ceramic flooring setting bed in the main entry is understood to contain <1% asbestos.

END OF SECTION

QUOTE FORM

1.1 TO:

- A. Mike Kraft Architects, on behalf of
Anoka-Hennepin School District
Buildings and Grounds
2727 North Ferry Street
Anoka Minnesota 55303

1.2 PROJECT:

- A. Anoka Hennepin Schools - Blaine Early Childhood Center Outlot Site Demolition

1.3 DATE: _____

1.4 SUBMITTED BY: (Quote Provider to enter name and address)

- A. Full Company Name _____
1. Address _____
2. City, State, Zip _____

1.5 BASE QUOTE

- A. Having examined the Place of The Work and all matters referred to in the Instructions to Quote Providers and the Contract Documents for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work for the Price listed in this Quote form of:

- B. _____
_____ dollars
(\$ _____), in lawful money of the United States of America.

1.6 NOT USED

1.7 ACCEPTANCE

- A. This offer shall be open to acceptance and is irrevocable for thirty days from the quote closing date.

1.8 ADDENDA

- A. The following Addenda have been received. The modifications to the Documents noted below have been considered and all costs are included in the Quote.

1. Addendum # _____ Dated _____.
2. Addendum # _____ Dated _____.
3. Addendum # _____ Dated _____.

1.9 SUBCONTRACTORS. LIST ALL FIRST-TIER SUBCONTRACTORS (NAMES AND TRADES/WORK TO BE PERFORMED). IF MORE SPACE IS NEEDED AN ADDITIONAL SHEET IS ACCEPTABLE.

- A. _____

B. _____

C. _____

D. _____

E. _____

1.10 QUOTE FORM SIGNATURE

A. _____

B. (print the full name of your firm)

C. _____

D. (Authorized signature of signing officer)

E. _____

F. (Name and title of signing officer)

1.11 ACCEPTANCE BY ANOKA-HENNEPIN SCHOOL DISTRICT: (to be filled out by Owner)

A. Signature _____

B. Name _____

C. Date _____

END OF QUOTE FORM

PRIME CONTRACTOR RESPONSE

All Prime Bidders submitting a bid for a construction project shall submit along with their bid a signed statement under oath by an owner or officer verifying compliance with each of the minimum criteria in subdivision 3 of Minnesota Statute §16C.285, at the time that they submit their bid. This sworn statement is to be included as part of the Bid Form.

All subcontractors that the contractor intends to use to perform project work must have verified to the contractor through a signed statement under oath by an owner or officer that they meet the minimum criteria listed in clauses (1) to (6) of Subd. 3 of §16C.285. A Bidder or subcontractor who does not meet the minimum criteria established in Minnesota Statutes §16C.285, subdivision 3, or who fails to verify compliance with the minimum requirements will not be a “responsible contractor” and will be ineligible to be awarded the Contract for this Project or to work on this Project.

Bidders and subcontractors are also advised that making a false statement verifying compliance with any of the minimum criteria will render the Bidder or subcontractor ineligible to be awarded a construction contract for this Project and may result in the termination of a contract awarded to a Bidder or subcontractor that makes a false statement.

A prime contractor shall submit to the Owner upon request, copies of the signed verifications of compliance from all sub bidders of any tier pursuant to subdivision 3, clause (7) of §16C.285.

Definition of Responsible Bidder: Responsible Bidder shall be defined as those entities which meet the minimum criteria set forth in Subparagraph 3 of Minnesota Statute §16C.285, which can be found at <https://www.revisor.mn.gov/laws/?id=253&doctype=Chapter&year=2014&type=0>

RESPONSIBLE CONTRACTOR VERIFICATION AND CERTIFICATION OF COMPLIANCE

PROJECT NAME: _____

This form must be submitted with the response to this Request for Bids. A response received without this form will be rejected.

Minn. Stat. § 16C.285, Subd. 7. IMPLEMENTATION. ... any prime contractor or subcontractor or motor carrier that does not meet the minimum criteria in subdivision 3 or fails to verify that it meets those criteria is not a responsible contractor and is not eligible to be awarded a construction contract for the project or to perform work on the project...

Minn. Stat. § 16C.285, Subd. 3. RESPONSIBLE CONTRACTOR, MINIMUM CRITERIA. "Responsible contractor" means a contractor that conforms to the responsibility requirements in the solicitation document for its portion of the work on the project and verifies that it meets the following minimum criteria:

(1)	<p>The Contractor:</p> <ul style="list-style-type: none"> (i) is in compliance with workers' compensation and unemployment insurance requirements. (ii) is in compliance with Department of Revenue and Department of Employment and Economic Development registration requirements if it has employees. (iii) has a valid federal tax identification number or a valid Social Security number if an individual; and (iv) has filed a certificate of authority to transact business in Minnesota with the Secretary of State if a foreign corporation or cooperative.
(2)	<p>The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 177.24, 177.25, 177.41 to 177.44, 181.13, 181.14, or 181.722, and has not violated United States Code, title 29, sections 201 to 219, or United States Code, title 40, sections 3141 to 3148. For purposes of this clause, a violation occurs when a contractor or related entity:</p> <ul style="list-style-type: none"> (i) repeatedly fails to pay statutorily required wages or penalties on one or more separate projects for a total underpayment of \$25,000 or more within the three-year period, provided that a failure to pay is "repeated" only if it involves two or more separate and distinct occurrences of underpayment during the three-year period. (ii) has been issued an order to comply by the commissioner of Labor and Industry that has become final. (iii) has been issued at least two determination letters within the three-year period by the Department of Transportation finding an underpayment by the contractor or related entity to its own employees. (iv) has been found by the commissioner of Labor and Industry to have repeatedly or willfully violated any of the sections referenced in this clause pursuant to section 177.27. (v) has been issued a ruling or findings of underpayment by the administrator of the Wage and Hour Division of the United States Department of Labor that have become final or have been upheld by an administrative law judge or the Administrative Review Board; or (vi) has been found liable for underpayment of wages or penalties or misrepresenting a construction worker as an independent contractor in an action brought in a court having jurisdiction. Provided that, if the contractor or related entity contests a determination of underpayment by the Department of Transportation in a contested case proceeding, a violation does not occur until the contested case proceeding has concluded with a determination that the contractor or related entity underpaid wages or penalties; *

(3)	The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 181.723 or chapter 326B. For purposes of this clause, a violation occurs when a contractor or related entity has been issued a final administrative or licensing order; *
(4)	The contractor or related entity has not, more than twice during the three-year period before submitting the verification, had a certificate of compliance under section 363A.36 revoked or suspended based on the provisions of section 363A.36, with the revocation or suspension becoming final because it was upheld by the Office of Administrative Hearings or was not appealed to the office; *
(5)	The contractor or related entity has not received a final determination assessing a monetary sanction from the Department of Administration or Transportation for failure to meet targeted group business, disadvantaged business enterprise, or veteran-owned business goals, due to a lack of good faith effort, more than once during the three-year period before submitting the verification; *
	* Any violations, suspensions, revocations, or sanctions, as defined in clauses (2) to (5), occurring prior to July 1, 2014, shall not be considered in determining whether a contractor or related entity meets the minimum criteria.
(6)	The contractor or related entity is not currently suspended or debarred by the federal government or the state of Minnesota or any of its departments, commissions, agencies, or political subdivisions that have authority to debar a contractor; and
(7)	All subcontractors and motor carriers that the contractor intends to use to perform project work have verified to the contractor through a signed statement under oath by an owner or officer that they meet the minimum criteria listed in clauses (1) to (6).

Minn. Stat. § 16C.285, Subd. 5. SUBCONTRACTOR VERIFICATION.

A prime contractor or subcontractor shall include in its verification of compliance under subdivision 4 a list of all of its first-tier subcontractors that it intends to retain for work on the project. Prior to execution of a construction contract, and as a condition precedent to the execution of a construction contract, the apparent successful prime contractor shall submit to the contracting authority a supplemental verification under oath confirming compliance with subdivision 3, clause (7). Each contractor or subcontractor shall obtain from all subcontractors with which it will have a direct contractual relationship a signed statement under oath by an owner or officer verifying that they meet all of the minimum criteria in subdivision 3 prior to execution of a construction contract with each subcontractor.

If a prime contractor or any subcontractor retains additional subcontractors on the project after submitting its verification of compliance, the prime contractor or subcontractor shall obtain verifications of compliance from each additional subcontractor with which it has a direct contractual relationship and shall submit a supplemental verification confirming compliance with subdivision 3, clause (7), within 14 days of retaining the additional subcontractors.

A prime contractor shall submit to the contracting authority upon request copies of the signed verifications of compliance from all subcontractors of any tier pursuant to subdivision 3, clause (7). A prime contractor and subcontractors shall not be responsible for the false statements of any subcontractor with which they do not have a direct contractual relationship. A prime contractor and subcontractors shall be responsible for false statements by their first-tier subcontractors with which they have a direct contractual relationship only if they accept the verification of compliance with actual knowledge that it contains a false statement.

Subd. 5a. Motor carrier verification. A prime contractor or subcontractor shall obtain annually from all motor carriers with which it will have a direct contractual relationship a signed statement under oath by an owner or officer verifying that they meet all of the minimum criteria in subdivision 3 prior to execution of a construction contract with each motor carrier. A prime contractor or subcontractor shall require each such motor carrier to provide it with immediate written notification in the event that the motor carrier no longer meets one or more of the minimum criteria in subdivision 3 after submitting its annual verification. A motor carrier shall be ineligible to perform work on a project covered by this section if it does not meet all the minimum criteria in subdivision 3. Upon request, a prime contractor or subcontractor shall submit to the contracting authority the signed verifications of compliance from all motor carriers providing for-hire transportation of materials, equipment, or supplies for a project.

Minn. Stat. § 16C.285, Subd. 4. VERIFICATION OF COMPLIANCE.

A contractor responding to a solicitation document of a contracting authority shall submit to the contracting authority a signed statement under oath by an owner or officer verifying compliance with each of the minimum criteria in subdivision 3, with the exception of clause (7), at the time that it responds to the solicitation document.

A contracting authority may accept a signed statement under oath as sufficient to demonstrate that a contractor is a responsible contractor and shall not be held liable for awarding a contract in reasonable reliance on that statement. A prime contractor, subcontractor, or motor carrier that fails to verify compliance with any one of the required minimum criteria or makes a false statement under oath in a verification of compliance shall be ineligible to be awarded a construction contract on the project for which the verification was submitted.

A false statement under oath verifying compliance with any of the minimum criteria may result in termination of a construction contract that has already been awarded to a prime contractor or subcontractor or motor carrier that submits a false statement. A contracting authority shall not be liable for declining to award a contract or terminating a contract based on a reasonable determination that the contractor failed to verify compliance with the minimum criteria or falsely stated that it meets the minimum criteria. A verification of compliance need not be notarized. An electronic verification of compliance made and submitted as part of an electronic bid shall be an acceptable verification of compliance under this section provided that it contains an electronic signature as defined in section 325L.02, paragraph (h).

CERTIFICATION

By signing this document, I certify that I am an owner or officer of the company, and I certify under oath that:

- 1) My company meets each of the Minimum Criteria to be a responsible contractor as defined herein and is in compliance with Minn. Stat. § 16C.285, and
- 2) if my company is awarded a contract, I will submit Attachment A-1 prior to contract execution, and
- 3) if my company is awarded a contract, I will also submit Attachment A-2 as required.

Authorized Signature of Owner or Officer:	Printed Name:
Title:	Date:
Company Name:	

NOTE: Minn. Stat. § 16C.285, Subd. 2, (c) If only one prime contractor responds to a solicitation document, a contracting authority may award a construction contract to the responding prime contractor even if the minimum criteria in subdivision 3 are not met.

ATTACHMENT A-1

FIRST-TIER SUBCONTRACTORS LIST

SUBMIT PRIOR TO EXECUTION OF A CONSTRUCTION CONTRACT

PROJECT NAME: _____

Minn. Stat. § 16C.285, Subd. 5. A prime contractor or subcontractor shall include in its verification of compliance under subdivision 4 a list of all of its first-tier subcontractors that it intends to retain for work on the project. Prior to execution of a construction contract, and as a condition precedent to the execution of a construction contract, the apparent successful prime contractor shall submit to the contracting authority a supplemental verification under oath confirming compliance with subdivision 3, clause (7). Each contractor or subcontractor shall obtain from all subcontractors with which it will have a direct contractual relationship a signed statement under oath by an owner or officer verifying that they meet all of the minimum criteria in subdivision 3 prior to execution of a construction contract with each subcontractor.

FIRST TIER SUBCONTRACTOR NAMES* (Legal name of company as registered with the Secretary of State)	Name of city where company home office is located

*Attach additional sheets as needed for submission of all first-tier subcontractors.

SUPPLEMENTAL CERTIFICATION FOR ATTACHMENT A-1	
By signing this document, I certify that I am an owner or officer of the company, and I certify under oath that: All first-tier subcontractors listed on attachment A-1 have verified through a signed statement under oath by an owner or officer that they meet the minimum criteria to be a responsible contractor as defined in Minn. Stat. § 16C.285.	
Authorized Signature of Owner or Officer:	Printed Name:
Title:	Date:
Company Name:	

ATTACHMENT A-2

ADDITIONAL SUBCONTRACTORS LIST

PRIME CONTRACTOR TO SUBMIT AS SUBCONTRACTORS ARE ADDED TO THE PROJECT

PROJECT NAME: _____**This form must be submitted to the Architect.**

Minn. Stat. § 16C.285, Subd. 5 If a prime contractor or any subcontractor retains additional subcontractors on the project after submitting its verification of compliance, the prime contractor or subcontractor shall obtain verifications of compliance from each additional subcontractor with which it has a direct contractual relationship and shall submit a supplemental verification confirming compliance with subdivision 3, clause (7), within 14 days of retaining the additional subcontractors.

ADDITIONAL SUBCONTRACTOR NAMES* (Legal name of company as registered with the Secretary of State)	Name of city where company home office is located

*Attach additional sheets as needed for submission of all additional subcontractors.

SUPPLEMENTAL CERTIFICATION FOR ATTACHMENT A-2	
By signing this document, I certify that I am an owner or officer of the company, and I certify under oath that: All additional subcontractors listed on Attachment A-2 have verified through a signed statement under oath by an owner or officer that they meet the minimum criteria to be a responsible contractor as defined in Minn. Stat. § 16C.285.	
Authorized Signature of Owner or Officer:	Printed Name:
Title:	Date:
Company Name:	



**Certification Regarding
Debarment, Suspension, and Other Responsibility Matters
Primary Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211). Copies of the regulations are available from local offices of the U.S. Small Business Administration.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
- (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Business Name _____

Date _____

By _____
Name and Title of Authorized Representative

Signature of Authorized Representative

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is submitted for assistance in obtaining a copy of those regulations (13 CFR Part 145).
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the ineligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

GENERAL CONDITIONS

1. General Conditions: AIA A201, General Conditions of the Contract for Construction as issued by the American Institute of Architects, 2017 edition is hereby made part of this contract as though fully contained in this document.
2. General Conditions Forms: General Conditions are available from the AIA Minnesota, <http://www.aia-mn.org> or the American Institute of Architects, Washington, D.C.

END OF DOCUMENT

DOCUMENT 00 7300

SUPPLEMENTARY CONDITIONS

Supplementary Conditions: The following supplements modify AIA Document A201–2017, General Conditions of the Contract for Construction. Where a portion of the General Conditions is modified or deleted by these Supplementary Conditions, the unaltered portions of the General Conditions shall remain in effect.

ARTICLE 1 GENERAL PROVISIONS

1.2 CORRELATION AND INTENT OF THE CONTRACT DOCUMENTS

Add the following Subparagraphs 1.2.4 and 1.2.5:

- 1.2.4 The Contract Documents are prepared with enough detail to portray the general intent of quality and form. It is the intention of this specification and accompanying drawings to provide a job complete in every respect. The Contractor shall be responsible for this result and shall turn over the project in complete operating condition irrespective of whether drawings and specifications cover every individual item in minute detail or clarity.
- 1.2.5 If an instance occurs where the documents seem to conflict within themselves in terms of quality, quantity or installation expectations, the more restrictive, higher quality and higher quantity as determined by the Architect shall be provided with no addition to the Contract Sum or Contract Time.

Add the following paragraph 1.7

1.7 EXECUTION OF THE AGREEMENT AND MODIFICATIONS

The Agreement and all Modifications shall be drafted by the Contractor on original American Institute of Architects forms procured by the Contractor. Contractor shall submit drafts of Agreement and Modifications forms to the Architect and Owner for review. Contractor shall make revisions to the documents and resubmit for execution after receipt of comments from Owner and Architect.

ARTICLE 2 OWNER

2.3 INFORMATION AND SERVICES REQUIRED OF OWNER

Delete Subparagraph 2.2.5 and replace with the following:

- 2.3.6 General Contractor is responsible for procuring all sets of Contract Documents required for complete execution of the work at their own expense.

ARTICLE 3 CONTRACTOR

3.2 REVIEW OF CONTRACT DOCUMENTS AND FIELD CONDITIONS BY CONTRACTOR

Add the following Subparagraphs 3.2.5, 3.2.6 and 3.2.7:

- 3.2.5 Should it appear that portions of the Work are not sufficiently detailed or explained in the Contract Documents, the Contractor shall apply to the Architect for Supplementary drawings or clarifications as may be necessary and shall meet the requirements of these documents as far as they are consistent with the original Contract Documents. In such areas the Contractor shall interpret the Contract Documents for such areas in a manner that is consistent with the intent of similar conditions expressed elsewhere and shall in all cases provide systems that are complete, permanent, durable and weather tight, consistent with other similar areas of the Work.
- 3.2.6 Where applicable to the Work, the Contractor shall engage a professional utilities locator to investigate and verify existing utility locations prior to earthwork operations, excavations, trenching or other activities which could result in encountering or damaging existing utilities. Not all site utilities may be identified on the Drawings or surveys provided, and as such, verification of the presence of utilities is the responsibility of the

Contractor, including verification with the Owner before proceeding with the Work.

3.2.7 Contractor shall be responsible for site verifying and marking the exact locations of existing site utilities, including depths and locations relative to other site features. The general location of existing utilities is noted on furnished surveys or in the Contract Documents are for the Contractor's reference and represent the general location of site utilities to the best of the Owner's knowledge at the time those documents were created. The Contractor shall engage the services of professional utilities locators, GPR services, sewer cameras, excavation techniques, etc. to confirm the exact locations of utilities prior to executing the Work.

3.2.8 Prior to submittal of a Request for Information, the Contractor shall thoroughly review the Documents to confirm whether the information requested is described and/or reasonably inferable from the Documents. Time spent by the design team responding to excessive Requests for Information already described and/or reasonably inferable from the Documents, as determined by the Architect will be reduced from the Contract by Change Order, using the design team members' normal billable rates.

3.3 SUPERVISION AND CONSTRUCTION PROCEDURES

Add the following Subparagraph 3.3.4:

3.3.4 The Contractor shall provide at least until Substantial Completion, a competent, full-time supervisor with at least 5 years of experience as a supervisor on projects of similar scale and complexity, and at least three (3) projects of similar scale and scope with the General Contractor. The supervisor shall be an employee of the General Contractor, not an independent contractor. This supervisor shall be on the project site at all times when work is being conducted. The supervisor is not to coordinate other projects or operate other business while on site. The supervisor shall not be changed except with consent of the Architect unless the supervisor proves to be unsatisfactory to the Contractor and/or ceases to be in his/her employ. The supervisor shall represent the Contractor in his/her absence, and all directions given by the superintendent shall be as binding as if given by the Contractor. Important directions shall be confirmed by written request in each case.

3.7 PERMITS, FEES, NOTICES, AND COMPLIANCE WITH LAWS

Add the following Paragraph 3.7.6:

3.7.6 Owner will submit and pay for review of plumbing documents by the Minnesota Department of Labor and Industry. The Contractor shall submit documents to the authorities responsible for permit review in the type, format and quantity required. The Contractor shall be responsible for transmitting requests for additional information and modifications to the documents to both the design team and the permitting authority. All costs for the review and the building permit as well as the time required to coordinate this process are to be part of the costs included in the Contract for Construction.

Add the following Paragraph 3.7.7:

3.7.7 Owner has no control over the duration of permit reviews by the authorities having jurisdiction over the project. Claims related to durations for securing the necessary permits shall not be part of this project.

3.12 SHOP DRAWINGS, PRODUCT DATA AND SAMPLES

Add the following sentence to the end of Subparagraph 3.12.6:

3.12.6 Submittals shall include the Contractor's stamp confirming that the submittal has been reviewed and verified to be in compliance relative to the items described in this paragraph.

Add the following Subparagraph 3.12.11:

3.12.11 All Shop Drawings and Product Data, except color charts shall be submitted to the architect as electronic files, with information identifying the following:

- a. Project name
- b. Contractor name

- c. Subcontractor/Supplier name, address, phone number and email address
- d. Related Specification section
- e. Date of submittal

3.19 PUBLICITY AND ADVERTISING

Add the following Paragraph 3.19:

3.19 Contractor shall not use in its external advertising, marketing programs, or other promotional efforts, any data, pictures or other representation of the District except on the specific, written authorization, in advance, of the Districts Department of Public Relations.

ARTICLE 7 CHANGES IN THE WORK

7.2 CHANGE ORDERS

7.2.1 In paragraph 7.2.1 Delete the first instance of the word "Architect" and insert the word "Contractor".

Add the following Subparagraph 7.2.2:

7.2.2 No requests for additional compensation will be considered unless proposals are received within 90 days of the first communication regarding potential changes in the work. Compensation to be included in Change Orders shall include actual labor hours for the work included in the changes multiplied by the subcontractor's standard hourly rates, actual material costs for the work included in the changes and 10 percent subcontractor overhead and profit, plus a percentage fee in accordance with General Conditions as follows:

1. 10 percent overhead and profit on the net cost of Work done by the General Contractor
2. 5 percent on the cost of work done by any Subcontractor.
3. Costs as incurred for insurance and bonds.
4. Profit and Overhead costs shall not be calculated on or added to insurance and bond costs.

In the event that the Contractor and the Owner cannot agree to a cost for the additional work, the Architect will determine the final cost for the work.

Add the following Subparagraph 7.2.3:

7.2.3 Change Orders shall be documented by the Contractor on three original printed AIA G701-2017 forms, and shall include as back-up, approved proposals for each item in the Change Order.

ARTICLE 8 TIME

8.1 DEFINITIONS

Delete Subparagraph 8.1.2 and add the following:

8.1.2 The date of commencement of the Work shall be the date established in the Agreement or as identified in the notice to proceed. However, work on site shall not proceed until the items identified in Section 01 1000 Par. 1.5 are completed and accepted and shall not proceed until the effective date of insurance required by Article 11. Neither of these dates will affect the dates required for Substantial Completion of occupancy by the Owner.

8.3 DELAYS AND EXTENSIONS OF TIME

Add the following to the end of Subparagraph 8.3.3:

No payment, compensation or adjustment of any kind (other than the extensions of time provided for) shall be made to the Contractor for damages because of hindrances or delays from any cause in the progress of the Work, whether such hindrances or delays be avoidable or unavoidable, and the Contractor agrees to make no such claim for compensation, damages or mitigation of liquidated damages for any such delays, and will accept in full satisfaction for such delays, said extension of time.

ARTICLE 9 PAYMENTS AND COMPLETION

9.2 SCHEDULE OF VALUES

Add the following sentences to the end of Subparagraph 9.3.1: "The Schedule of Values shall be

submitted on AIA Form G703 and the Payment Requests shall be submitted on original AIA Forms G702 and G703. They shall be itemized for each section of the specifications and shall be numerically ordered and listed to correspond with the specifications numbering system. Values indicated for each section shall be identified with Labor and Materials as separate values. Values indicated for each section shall be the value related to that scope of work and shall not include Contractor overhead, profit or other costs. Where the work under that section is to be executed by a Subcontractor or Supplier, the value identified in that section shall equal the subcontract amount for that work. Change Orders shall be listed separately. Schedule of Values shall also be submitted in Excel spreadsheet format."

9.3 APPLICATIONS FOR PAYMENT

Add the following Subparagraphs 9.3.1.3, 9.3.1.4 and 9.3.1.5:

9.3.1.3: All payment requests will require a 5% withheld amount on labor and materials as per payment request forms. This amount will represent a constant 5% on all monies requested from month to month, leaving a total of 5% withheld of final total at time of substantial completion. This amount shall remain retained until correct and complete execution of the Punch List and close-out documents.

9.3.1.4: No partial payment shall become due until the Contractor shall deliver to the Owner a receipt and release of all liens arising out of this Contract from each subcontractor and supplier, totaling the aggregate of all previous payments related to that section. (subcontractor/supplier lien waivers). In addition, submittal of Progress Photographs and review of accurate and complete Daily Log of Construction per Section 01 3000 for the work being considered shall be complete before any partial payment becomes due.

9.3.1.5: Applications shall be submitted in duplicate on original AIA forms.

9.3.2 Delete the last two sentences of Paragraph 9.3.2, and add the following sentence: "No payments will be made for down payments required to be paid by the Contractor to suppliers or other entities under agreement with the Contractor."

9.6 PROGRESS PAYMENTS

Add the following Subparagraph 9.6.1.1:

9.6.1.1: Payment shall be made within 35 days of submittal of correct Certificate for Payment as determined by the Architect. No interest will be paid for payments beyond 35 days.

9.6.2 Add the following sentence to the end of Paragraph 9.6.2: The Contractor shall pay all Subcontractors within ten days of the Contractor's receipt of payment (or as defined in the A201 General Conditions of the Contract, whichever is more restrictive) from the Owner for services provided by the subcontractor for which the Owner has paid the Contractor. The Contractor is to pay interest of 1-1/2 percent per month or any part of a month to the Subcontractor on any amount not paid on time to the Subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100 or more is \$10. For an unpaid balance of less than \$100, the Contractor shall pay the actual penalty due to the Subcontractor. A Subcontractor who prevails in a civil action to collect interest penalties from a Contractor must be awarded its costs and disbursements, including attorney's fees, [incurred in bringing the action](#).

9.8 SUBSTANTIAL COMPLETION

9.8.1 Add the following to the end of Paragraph 9.8.1: For portions of the Work to be considered Substantially Complete, the following items are to be complete for portions of the Work under consideration:

1. Final permit inspections
2. Certificates of Occupancy where they are required by the authority having jurisdiction
3. Divisions 27 and 28 Communications and Life Safety systems, including Fire Alarm, Public Address/Intercom systems, Classroom Sound Reinforcement systems, Surveillance systems and Access Control systems.

9.8.6 Add the following Paragraph 9.8.6: Consistent with Mn Statute 337.10, the following applies to retainage at Substantial Completion:

1. The Owner will release all retainage no later than 60 days after substantial completion, subject to the terms of this subdivision. If the Owner reduces the amount of retainage, the Contractor must reduce retainage for any Subcontractors at the same rate.
2. The Contractor must pay all remaining retainage to its Subcontractors no later than ten days after receiving payment of retainage, unless there is a dispute about the work under a subcontract. If there is a dispute about the work under a subcontract, the contractor must pay out retainage to any subcontractor whose work is not involved in the dispute and must provide a written statement detailing the amount and reason for the withholding to the affected subcontractor.
3. Upon written request of a subcontractor, the Owner shall notify the Subcontractor of a progress payment, retainage payment, or final payment made to the Contractor.
4. After substantial completion, an Owner may withhold no more than:
 - a) 250 percent of the cost to correct or complete work known at the time of Substantial Completion; and
 - b) one percent of the value of the contract or \$500, whichever is greater, pending completion and submission of all final paperwork by the Contractor or Subcontractor. For purposes of this subdivision, "final paperwork" means documents required to fulfill contractual obligations, including, but not limited to, operation manuals, payroll documents for projects subject to prevailing wage requirements, and the withholding exemption certificate required by section 270C.66.

If the Owner withholds payment under this paragraph, the Owner must promptly provide a written statement detailing the amount and basis of withholding to the contractor. The Owner and contractor must provide a copy of this statement to any subcontractor that requests it. Any amounts withheld under clause (1) must be paid within 60 days after completion of the work. Any amounts withheld under clause (2) must be paid within 60 days after submission of all final paperwork.
5. Withholding retainage for warranty work is prohibited. This provision does not waive any rights for warranty claims.
6. For a project funded with federal or state aid, the Owner is not required to pay that portion of the contract funded by federal or state aid until the federal or state aid payments have been received.
7. Nothing in this section requires payment for a portion of a contract that is not complete or for which an invoice has not been submitted.

9.10 FINAL COMPLETION AND FINAL PAYMENT

- 9.10.2 Add the following sentence to the end of Subparagraph 9.10.2: The following items shall also be submitted prior to final payment. All items are to be submitted in electronic format:
1. Completed Punch List signed by an officer of the firm.
 2. Consent of Surety to Final Payment - AIA G707
 3. Payroll records showing compliance with Minnesota Statute 177.41-44 regarding Prevailing Wage Rates for Commercial Construction
 4. Lien waivers for all previous payments to subcontractors consistent with the amounts indicated on Applications for Payment.

5. Warranties per Section 01740.
 6. Minnesota Dept. of Revenue IC 134 Withholding Tax Form for General Contractor and all Subcontractors.
 7. Progress photographs
 8. Other data specified in the Contract Documents
- 9.10.2.1 Add the following Paragraph 9.10.2.1:
- Construction Record Drawings:
Significant changes incorporated in the Project construction which differ from the original Contract Drawings shall be indicated on a set of Contract Drawings, and or shop drawings as appropriate.

ARTICLE 11 INSURANCE AND BONDS

11.1 CONTRACTOR'S LIABILITY INSURANCE

11.1.1: Add Clause 11.1.1.9 to Subparagraph 11.1.1:

11.1.1.9 Liability Insurance shall include all major divisions of coverage and be on a comprehensive basis including:

1. Premises-Operations.
2. Independent Contractors' Protective
3. Products and Completed Operations.
4. Personal Injury Liability with Employment Exclusion deleted.
5. Contractual - including special provision for Contractor's obligations under Paragraph 3.18.
6. Owned, non-owned and hired motor vehicles.
7. Broad Form Property Damage including Completed Operations.
8. Umbrella Excess Liability.

11.1.2 Add the following to subparagraph 11.1.2:

The insurance required by Subparagraph 11.1.1 shall be written for not less than the following, or greater if required by law:

1. Workmen's Compensation:
 - a) State: Statutory
 - b) Voluntary Compensation (by exempt entities): Same as State Worker's Compensation
 - c) Employer's Liability:

\$500,000	Each Occurrence
\$500,000	Disease, Policy Limit
\$500,000	Disease, Each Employee
 - f) Benefits required by union labor contracts: As Applicable
2. General Liability (including Premises/Operations; Independent Contractors' Protective; Products and Completed Operations; Broad Form Property Damage):
 - a) Bodily Injury and Property Damage (combined single limit)

\$1,000,000	Each Occurrence
\$2,000,000	Aggregate
 - b) Products and Completed Operations to be maintained for a minimum of 2 years after final payment and the Contractor shall continue to provide evidence of such coverage to the Owner on an annual basis during the aforementioned period.

- c) Property Damage Liability shall include coverage for the following hazards:
 - X (Explosion)
 - C (Collapse)
 - U (Underground)
- d) Contractual Liability (Hold Harmless Coverage)
Bodily Injury and Property Damage (Combined Single Limit)
 - \$1,000,000 Each Occurrence
 - \$2,000,000 Aggregate
- e) Personal Injury (with Employment Exclusion deleted, if applicable):
 - \$1,000,000 Each Occurrence
- 3. Umbrella Excess Liability:
 - \$2,000,000 over primary insurance to include auto, workers compensation, employees liability and the General Liability policies.
- 4. Automobile Liability (owned, non-owned, hired):
 - Bodily Injury and Property Damage (combined single limit)
 - \$1,000,000 Each Occurrence

NOTE: The state of Minnesota has a no-fault automobile insurance requirement. The Contractor shall be certain that coverage is provided which conforms to any specific stipulation in the law.

Add Clause 11.1.3.1 to Subparagraph 11.1.3

11.1.3.1 The Contractor shall furnish one copy of each Certificates of Insurance herein required for each copy of the Agreement which shall specifically set forth evidence of coverage required by the Contract Documents. The Contractor shall furnish to the Owner copies of endorsements that are subsequently issued amending coverage or limits.

Add subparagraph 11.1.4 as follows:

11.1.4 The Contractor shall not commence the work until he has obtained the required insurance, and such insurance has been approved by the Architect in writing. The Contractor shall submit Certificates of Insurance to the Architect in duplicate for the review and approval of the Owner. If this insurance is written on the Comprehensive General Liability policy form, the Certificates shall be AIA Document G705, Certificate of Insurance. If this insurance is written on a Commercial General Liability policy form, ACORD Form 25S will be acceptable.

Add subparagraph 11.1.5 as follows:

11.1.5 The Contractor shall name the Architect and the Owner and their agents and employees as Additional Insured on a primary basis on the Contractor's Comprehensive or Commercial General Liability, commercial auto, discontinued products, completed operations and umbrella/excess liability policies. These policies shall be endorsed to include these parties as additional insured and shall be indicated as such on the Certificate of Insurance. Being named as certificate holder only will not fulfill this requirement.

Add subparagraph 11.1.6 as follows:

11.1.6 Subcontractors Insurance: Contractors shall secure and maintain Certificates of Insurance from subcontractors.

11.3 PROPERTY INSURANCE

Modify Article 11.3 as follows:

11.3.1 Delete the first sentence of Subparagraph 11.3.1 and substitute:

The Contractor shall purchase and maintain, in a company or companies lawfully authorize to do business in the jurisdiction in which the Project is located, property insurance written on a builder's risk "all risk" or equivalent policy form in the amount of the Contract Sum, plus value of subsequent Contract modification, and cost of materials supplied or installed by others, comprising total value for the entire Project at the site on a replacement cost basis without optional deductibles.

Add to Subparagraph 11.3.1

The Contractor shall include the Owner, Architect, Subcontractors and Sub-subcontractors as additional insureds on the property insurance required by this Paragraph 11.3.1, and shall furnish to the Owner and Architect one copy of the Certificates of Insurance which shall specifically set forth evidence of coverage required by Paragraph 11.3. If the Owner is damaged by the failure of the Contractor to procure or maintain such insurance, then the Contractor shall be liable for all damages, injury, costs and expenses, including attorneys' fees, arising out of or resulting from the Contractor's failure to procure or maintain such insurance.

11.3.1.1 In the first sentence of Clause 11.3.1.1, delete the words "and Contractor's" and substitute the words "and Owner's".

11.3.1.1 In the first sentence of Clause 11.3.1.1, after the word "Architect's" add the words "and Owner's".

Substitute the word "Comprehensive" for the word "all-risk" and delete the word "falsework" from the first sentence.

11.3.1.2 Delete Clause 11.3.1.2 in its entirety.

11.3.1.3 Delete Clause 11.3.1.3 in its entirety.

11.3.2 Add Clauses 11.3.2.1 and 11.3.2.2 to Subparagraph 11.3.2 as follows:

- .1 Insurance Limits \$5,000,000
- .2 Objects insured: All air tanks, jacketed kettles, jacketed coffee urns, all pressure vessels subject to State Inspection, all hot water storage tanks, and all auxiliary piping.

Delete subparagraph 11.3.3 in its entirety.

11.3.4 Delete Subparagraph 11.3.4 in its entirety.

11.3.5 Delete Subparagraph 11.3.5 in its entirety

11.3.6. Delete Subparagraph 11.3.6 in its entirety and substitute:

Before an exposure to loss may occur, the Contractor shall file with the Owner 2 certified copies of the policy or policies providing property insurance required by this Paragraph 11.4, with all definitions, terms, exclusions and endorsements related to the Project and other insured areas. Each policy shall contain a provision that the policy will not be cancelled or allowed to expire, and that its limits will not be reduced, until at least 60 days prior written notice has been provided to the Owner.

11.3.7 Delete this paragraph in its entirety.

11.3.8 In Subparagraph 11.3.8, delete the first sentence and substitute the following:

A loss insured under the Contractor's property insurance required by Paragraph 11.3 as supplemented herein shall, at the discretion of the Owner, be adjusted by the Contractor as fiduciary and made payable to the Contractor as fiduciary for the insureds, as their interests may appear, subject to the requirements of any applicable mortgagee clause and Subparagraph 11.3.10 as supplemented herein.

11.3.9 In Subparagraph 11.3.9, delete "Owner" each time it appears and substitute the word "Contractor."

ARTICLE 12. UNCOVERING AND CORRECTION OR WORK

12.1 UNCOVERING OF WORK

12.1.1 In Subparagraph 12.1.1, add "or the Owner" after the word "Architect" the second time it occurs.

12.1.2 In the first sentence of Subparagraph 12.1.2, add "or the Owner" after the word "Architect" the second time it occurs.

12.2 CORRECTION OF WORK

12.2.2 In Subparagraph 12.2.2.1, after the words "Documents" where it appears, add "and all applicable laws, codes, ordinances, rules, regulations and industry standards."

Delete the last two sentences of Subparagraph 12.2.2.1

Delete Subparagraph 12.2.2.3 in its entirety.

ARTICLE 13 MISCELLANEOUS PROVISIONS

13.2 SUCCESSORS AND ASSIGNS

13.2.1 Add the following to subparagraph 13.2.1.

The Contractor shall also not assign any moneys due or to become due to the Contractor hereunder, without written notice to and written consent of the Owner.

13.5 TESTS AND INSPECTIONS

13.5.1 At the end of the second sentence in Subparagraph 13.5.1, add "and shall immediately provide copies of all results, and reports of such tests, inspections and approvals to both the Owner and the Architect.

In the third sentence in Subparagraph 13.5.1, after the word "Architect" add "and the Owner"

13.5.2 At the end of Subparagraph 13.5.2 add:

The Contractor shall immediately provide copies of all results, and reports of such tests, inspections and approvals to both the Owner and the Architect.

13.6 INTEREST

Delete Paragraph 13.6 in its entirety.

13.7 COMMENCEMENT OF STATUTORY LIMITATION PERIOD

13.7.1 Delete Subparagraph 13.7.1 in its entirety, and substitute:

As between the Owner and the Contractor, the applicable statute of limitations shall commence at such time as the party asserting a Claim or cause of action against the other party knew or should have known of the injury, damage, act or omission giving rise to any Claim or cause of action.

13.8 Add the following paragraph 13.8.1:

The contractor shall enforce the following policy adopted by the school board regarding the use of tobacco on school premises:

All Anoka-Hennepin Independent School District 11 facilities, grounds and vehicles will be tobacco-free.

13.9 Add the following paragraph 13.9.1:

The contractor shall enforce the following policy adopted by the school board regarding the use of tobacco on school premises:

In compliance with the regulations implementing the Drug-Free Workplace Act of 1988, the Anoka-Hennepin School District certifies that it will provide a drug-free workplace.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace in the Anoka-Hennepin School District. Any employee violating this prohibition will be subject to disciplinary action up to and including termination of employment.

13.10 Add the following paragraph 13.10.1:

The contractor shall enforce the Policy on Weapons adopted by the school board. It is the policy of the Anoka-Hennepin School District to maintain a positive, safe and secure learning and working environment. Therefore, the District will not tolerate weapons as defined in this policy at any time on school property or in the school zone*, including district owned buildings and grounds; leased or rented facilities; school sponsored activities; field trips; school buses and other school vehicles; and school bus loading and unloading areas. Students and visitors may not possess, handle, transmit or use any weapons in any of the school environments listed above.

* School zone: The area surrounding school property to a distance of 300 feet or one city block, whichever distance is greater, beyond school property.

ARTICLE 14. TERMINATION OR SUSPENSION OF THE CONTRACT

14.1 TERMINATION BY THE CONTRACTOR

14.1.3 In Subparagraph 14.1.3, delete the word "seven" and substitute "fourteen".

In Subparagraph 14.1.3, after the word "executed" delete the remainder of the sentence, and substitute "provided that such work conforms with the Contract Documents and applicable laws, codes, ordinances, rules, regulations and industry standards."

Add Paragraph 14.4 to Article 14:

14.4 TERMINATION BY THE OWNER FOR CONVENIENCE

14.4.2.3 Delete Subparagraph 14.1.2.3 in its entirety and substitute:

Except for Work directed to be performed prior to the effective date of termination stated in the notice, terminate all existing Subcontractors, Sub-subcontractors or their agents or employees or any other persons performing portions of the Work under contract with the Contractor.

14.4.3 Delete subparagraph 14.4.3 in its entirety and substitute:

In case of termination for the Owner's convenience, the Contractor shall be entitled to receive payment from the Owner on the same basis provided in Subparagraph 14.1.3 as supplemented herein. However, if the Owner has incurred damages or loss as a result of the actions or omissions of the Contractor, Subcontractors, Sub-subcontractors, or anyone directly or indirectly employed by them or for whose acts they may be liable, the Owner shall be entitled to reduce any payments to the Contractor by the amount of any such damages or loss, and shall further be entitled to institute all legal and equitable proceedings against the Contractor to recover any remaining damages or loss resulting from such actions or omissions.

END OF DOCUMENT

WAGE RATE POLICY

PART 1 GENERAL

1.1 Wage Rate Requirements:

1. Because this Contract is being financed in part or in total with state funds, it must be compliant with School Board Policy and in accordance with Minnesota Statutes 177.41 through 177.43 regarding Prevailing Wage Rates for Construction Projects.
2. Minnesota Statutes 177.41-44, commonly known as The Little Davis-Bacon Act states "It is in the public interest that public buildings and other public works be constructed and maintained by the best means and highest quality of labor reasonably available, and that persons working on public works be compensated according to the real value of the services they perform. It is, therefore, declared to be the public policy of this State that wages of laborers, workmen, and mechanics engaged in State projects would be comparable to wages paid for similar work in the community as a whole".
3. The Commissioner of Labor and Industry shall determine the prevailing wage rates, prevailing hours of labor, and hourly basic rates of pay for all trades and occupations required in any construction project. Any wage determinations which are found not to be so promulgated do not relieve the Contractor from any responsibility for paying the prevailing wage rate of the trade in question. Additional classifications may develop between certifications by the Minnesota Department of Labor and Industry. Therefore, no inferences may be drawn from the omission of a classification which has local usage.
4. Any Contractor or Subcontractor awarded a contract with the School District that has an estimated cost of more than \$2,500 and only one trade or occupation is required to complete it, or a contract with an estimated cost of more than \$25,000 and more than one trade or occupation is required to complete it, must use the Prevailing Wage Rate to pay their employees. If an employer pays less than the prevailing wage, the Minnesota Department of Labor and Industry (DLI) requires the employer to pay back-wages to the worker to make up the difference. DLI can also require the employer to pay penalties for failure to comply with the prevailing wage law. Further, the State and School District will not be liable for increased labor costs, or errors or changes to the rates or classifications.
5. Contractor is solely responsible for enforcement of compliance with Wage Rate Determination Schedule for persons employed directly by Contractor and persons in the employ of its Subcontractors, including settlement of claims made by persons found to have received wages lower than rate classification included in said schedule.
6. Contractors and subcontractors must furnish completed prevailing wage certified payroll information to the following email address: Buildingsandgrounds@AHSCHOOLS.US and to Architect. Include Contractors' or Subcontractors' firm name and contract number or Purchase Order number on email subject line. This form must be furnished not more than 14 days after the end of each pay period, and with submittal of a Request for Payment for the following time period. The payrolls must contain all the data required by section 177.30. The contracting authority may examine all records relating to wages paid laborers or mechanics on work to which sections 177.41 to 177.44 apply Prevailing Wage Payroll Information form is found at <http://workplace.doli.state.mn.us/>.

1.2 PREVAILING WAGE RATE DETERMINATION

- A. A copy of the applicable Prevailing Wage Rate Determination Schedule can be obtained from:
Department of Labor and Industry
Prevailing Wage Section
443 Lafayette Road N
St. Paul, Minnesota 55155
(651) 284-5091
DOLI.PrevWage@state.mn.us

1.3 POSTING OF WAGE DETERMINATION SCHEDULES

- A. The Contractor shall post and maintain at least one (1) copy of the schedule of Prevailing Wage Determination Schedule in a conspicuous location on the construction site until substantial completion of the Project.

1.4 ENFORCEMENT AND COMPLIANCE

- A. Contractor is solely responsible for enforcement of compliance with Wage Rate Determination Schedule for persons employed directly by Contractor and persons in the employ of its Subcontractors, including settlement of claims made by persons found to have received wages lower than rate classification included in said schedule.

Contractors and subcontractors must furnish prevailing wage payroll information in Microsoft Office Excel format to the following email address: Buildingsandgrounds@AHSCHOOLS.US and to Architect. Include Contractor's or Subcontractors' firm name and contract or Purchase Order number on email subject line. This form must be furnished not more than 14 days after each pay period, and with submittal of a Request for Payment for the following time period. No other payroll forms will be accepted to meet this requirement. Prevailing Wage Payroll Information form is found at <http://workplace.doli.state.mn.us/> and at the end of this section.

Construction Type: Commercial**County Number: 02**

County Name: ANOKA

Effective: 2023-12-26

This project is covered by Minnesota prevailing wage statutes. Wage rates listed below are the minimum hourly rates to be paid on this project.

All hours worked in excess of eight (8) hours per day or forty (40) hours per week shall be paid at a rate of one and one half (1 1/2) times the basic hourly rate. *Note: Overtime pay after eight (8) hours on the project must be paid even if the worker does not exceed forty (40) hours in the work week.*

Violations should be reported to:

Department of Labor and Industry
Prevailing Wage Section
443 Lafayette Road N
St Paul, MN 55155
(651) 284-5091
DLI.PrevWage@state.mn.us

* Indicates that adjacent county rates were used for the labor class listed.

County: ANOKA (02)**LABOR CODE AND CLASS**

<u>EFFECT</u>	<u>BASIC</u>	<u>FRINGE</u>	<u>TOTAL</u>
<u>DATE</u>	<u>RATE</u>	<u>RATE</u>	<u>RATE</u>

LABORERS (101 - 112) (SPECIAL CRAFTS 701 - 730)

101	LABORER, COMMON (GENERAL LABOR WORK)	2023-12-26	41.66	23.74	65.40
		2024-05-01	43.39	24.24	67.63
102	LABORER, SKILLED (ASSISTING SKILLED CRAFT JOURNEYMAN)	2023-12-26	41.66	23.74	65.40
		2024-05-01	43.39	24.24	67.63
103	LABORER, LANDSCAPING (GARDENER, SOD LAYER AND NURSERY OPERATOR)	2023-12-26	28.29	20.41	48.70
		2024-05-01	30.04	21.16	51.20
104	FLAG PERSON	2023-12-26	41.66	23.74	65.40
		2024-05-01	43.39	24.24	67.63
105*	WATCH PERSON	2023-12-26	38.03	23.39	61.42
		2024-05-01	39.76	23.89	63.65
106*	BLASTER	2023-12-26	34.26	18.54	52.80
107	PIPELAYER (WATER, SEWER AND GAS)	2023-12-26	42.40	23.49	65.89
		2024-05-01	45.13	24.24	69.37
108*	TUNNEL MINER	2023-12-26	40.40	23.49	63.89
		2024-05-01	43.13	24.24	67.37
109	UNDERGROUND AND OPEN DITCH LABORER (EIGHT FEET BELOW STARTING GRADE LEVEL)	2023-12-26	40.40	23.49	63.89
		2024-05-01	43.13	24.24	67.37
110*	SURVEY FIELD TECHNICIAN (OPERATE TOTAL STATION, GPS RECEIVER, LEVEL, ROD OR RANGE POLES, STEEL TAPE MEASUREMENT; MARK AND DRIVE STAKES;	2023-12-26	41.66	23.74	65.40

HAND OR POWER DIGGING FOR AND IDENTIFICATION OF MARKERS OR MONUMENTS; PERFORM AND CHECK CALCULATIONS; REVIEW AND UNDERSTAND CONSTRUCTION PLANS AND LAND SURVEY MATERIALS). THIS CLASSIFICATION DOES NOT APPLY TO THE WORK PERFORMED ON A PREVAILING WAGE PROJECT BY A LAND SURVEYOR WHO IS LICENSED PURSUANT TO MINNESOTA STATUTES, SECTIONS 326.02 TO 326.15.

	2024-05-01	43.39	24.24	67.63
111* TRAFFIC CONTROL PERSON (TEMPORARY SIGNAGE)	2023-12-26	41.66	23.74	65.40
	2024-05-01	43.39	24.24	67.63

SPECIAL EQUIPMENT (201 - 204)

201* ARTICULATED HAULER	2023-12-26	46.99	25.20	72.19
202* BOOM TRUCK	2023-12-26	44.91	25.20	70.11
	2024-04-29	46.51	26.40	72.91
203 LANDSCAPING EQUIPMENT, INCLUDES HYDRO SEEDER OR MULCHER, SOD ROLLER, FARM TRACTOR WITH ATTACHMENT SPECIFICALLY SEEDING, SODDING, OR PLANT, AND TWO-FRAMED FORKLIFT (EXCLUDING FRONT, POSIT-TRACK, AND SKID STEER LOADERS), NO EARTHWORK OR GRADING FOR ELEVATIONS	2023-12-26	28.29	20.41	48.70
	2024-05-01	30.04	21.16	51.20
204 OFF-ROAD TRUCK	2023-12-26	41.73	22.85	64.58
205* PAVEMENT MARKING OR MARKING REMOVAL EQUIPMENT (ONE OR TWO PERSON OPERATORS); SELF-PROPELLED TRUCK OR TRAILER MOUNTED UNITS.	2023-12-26	37.05	19.39	56.44

HIGHWAY/HEAVY POWER EQUIPMENT OPERATOR

GROUP 2 *		2023-12-26	43.38	25.20	68.58
		2024-04-29	45.61	26.40	72.01
306	GRADER OR MOTOR PATROL				
308	TUGBOAT 100 H.P. AND OVER WHEN LICENSE REQUIRED (HIGHWAY AND HEAVY ONLY)				
GROUP 3		2023-12-26	42.81	25.20	68.01
		2024-04-29	45.01	26.40	71.41
309	ASPHALT BITUMINOUS STABILIZER PLANT				
310	CABLEWAY				
312	DERRICK (GUY OR STIFFLEG) (POWER)(SKIDS OR STATIONARY) (HIGHWAY AND HEAVY ONLY)				
314	DREDGE OR ENGINEERS, DREDGE (POWER) AND ENGINEER				
316	LOCOMOTIVE CRANE OPERATOR				
320	TANDEM SCRAPER				
322	TUGBOAT 100 H.P AND OVER (HIGHWAY AND HEAVY ONLY)				
GROUP 4		2023-12-26	42.49	25.20	67.69
		2024-04-29	44.67	26.40	71.07
323	AIR TRACK ROCK DRILL				
324	AUTOMATIC ROAD MACHINE (CMI OR SIMILAR) (HIGHWAY AND HEAVY ONLY)				
325	BACKFILLER OPERATOR				
327	BITUMINOUS ROLLERS, RUBBER TIERED OR STEEL DRUMMED (EIGHT TONS AND OVER)				
328	BITUMINOUS SPREADER AND FINISHING MACHINES (POWER), INCLUDING PAVERS, MACRO SURFACING AND MICRO SURFACING, OR SIMILAR TYPES (OPERATOR AND SCREED PERSON)				
329	BROKK OR R.T.C. REMOTE CONTROL OR SIMILAR TYPE WITH ALL ATTACHMENTS				
330	CAT CHALLENGER TRACTORS OR SIMILAR TYPES PULLING ROCK WAGONS, BULLDOZERS AND SCRAPERS				
331	CHIP HARVESTER AND TREE CUTTER				
332	CONCRETE DISTRIBUTOR AND SPREADER FINISHING MACHINE, LONGITUDINAL FLOAT, JOINT MACHINE, AND SPRAY MACHINE				
334	CONCRETE MOBIL (HIGHWAY AND HEAVY ONLY)				
335	CRUSHING PLANT (GRAVEL AND STONE) OR GRAVEL WASHING, CRUSHING AND SCREENING PLANT				
336	CURB MACHINE				
337	DIRECTIONAL BORING MACHINE				
338	DOPE MACHINE (PIPELINE)				
340	DUAL TRACTOR				

341	ELEVATING GRADER
345	GPS REMOTE OPERATING OF EQUIPMENT
347	HYDRAULIC TREE PLANTER
348	LAUNCHER PERSON (TANKER PERSON OR PILOT LICENSE)
349	LOCOMOTIVE (HIGHWAY AND HEAVY ONLY)
350	MILLING, GRINDING, PLANNING, FINE GRADE, OR TRIMMER MACHINE
352	PAVEMENT BREAKER OR TAMPING MACHINE (POWER DRIVEN) MIGHTY MITE OR SIMILAR TYPE
354	PIPELINE WRAPPING, CLEANING OR BENDING MACHINE
356	POWER ACTUATED HORIZONTAL BORING MACHINE, OVER SIX INCHES
357	PUGMILL
359	RUBBER-TIRED FARM TRACTOR WITH BACKHOE INCLUDING ATTACHMENTS (HIGHWAY AND HEAVY ONLY)
360	SCRAPER
361	SELF-PROPELLED SOIL STABILIZER
362	SLIP FORM (POWER DRIVEN) (PAVING)
363	TIE TAMPER AND BALLAST MACHINE
365	TRACTOR, WHEEL TYPE, OVER 50 H.P. WITH PTO UNRELATED TO LANDSCAPING (HIGHWAY AND HEAVY ONLY)
367	TUB GRINDER, MORBARK, OR SIMILAR TYPE

GROUP 5 *	2023-12-26	39.33	25.20	64.53
	2024-04-29	41.36	26.40	67.76

370	BITUMINOUS ROLLER (UNDER EIGHT TONS)
371	CONCRETE SAW (MULTIPLE BLADE) (POWER OPERATED)
372	FORM TRENCH DIGGER (POWER)
375	HYDRAULIC LOG SPLITTER
376	LOADER (BARBER GREENE OR SIMILAR TYPE)
377	POST HOLE DRIVING MACHINE/POST HOLE AUGER
379	POWER ACTUATED JACK
381	SELF-PROPELLED CHIP SPREADER (FLAHERTY OR SIMILAR)
382	SHEEP FOOT COMPACTOR WITH BLADE. 200 H.P. AND OVER
383	SHOULDERING MACHINE (POWER) APSCO OR SIMILAR TYPE INCLUDING SELF-PROPELLED SAND AND CHIP SPREADER
384	STUMP CHIPPER AND TREE CHIPPER
385	TREE FARMER (MACHINE)

GROUP 6 *	2023-12-26	38.06	25.20	63.26
	2024-04-29	40.02	26.40	66.42

387	CAT, CHALLENGER, OR SIMILAR TYPE OF TRACTORS, WHEN PULLING DISK OR ROLLER
389	DREDGE DECK HAND

- 391 GRAVEL SCREENING PLANT (PORTABLE NOT CRUSHING OR WASHING)
- 393 LEVER PERSON
- 395 POWER SWEEPER
- 396 SHEEP FOOT ROLLER AND ROLLERS ON GRAVEL COMPACTION, INCLUDING VIBRATING ROLLERS
- 397 TRACTOR, WHEEL TYPE, OVER 50 H.P., UNRELATED TO LANDSCAPING

COMMERCIAL POWER EQUIPMENT OPERATOR

GROUP 1 *	2023-12-26	49.25	25.20	74.45
	2024-04-29	51.03	26.40	77.43

- 501 HELICOPTER PILOT (COMMERCIAL CONSTRUCTION ONLY)
- 502 TOWER CRANE 250 FEET AND OVER (COMMERCIAL CONSTRUCTION ONLY)
- 503 TRUCK CRAWLER CRANE WITH 200 FEET OF BOOM AND OVER, INCLUDING JIB (COMMERCIAL CONSTRUCTION ONLY)

GROUP 2	2023-12-26	48.88	25.20	74.08
	2024-04-29	50.64	26.40	77.04

- 504 CONCRETE PUMP WITH 50 METERS/164 FEET OF BOOM AND OVER (COMMERCIAL CONSTRUCTION ONLY)
- 505 PILE DRIVING WHEN THREE DRUMS IN USE (COMMERCIAL CONSTRUCTION ONLY)
- 506 TOWER CRANE 200 FEET AND OVER (COMMERCIAL CONSTRUCTION ONLY)
- 507 TRUCK OR CRAWLER CRANE WITH 150 FEET OF BOOM UP TO AND NOT INCLUDING 200 FEET, INCLUDING JIB (COMMERCIAL CONSTRUCTION ONLY)

GROUP 3	2023-12-26	47.35	25.20	72.55
	2024-04-29	49.05	26.40	75.45

- 508 ALL-TERRAIN VEHICLE CRANES (COMMERCIAL CONSTRUCTION ONLY)
- 509 CONCRETE PUMP 32-49 METERS/102-164 FEET (COMMERCIAL CONSTRUCTION ONLY)
- 510 DERRICK (GUY & STIFFLEG) (COMMERCIAL CONSTRUCTION ONLY)
- 511 STATIONARY TOWER CRANE UP TO 200 FEET
- 512 SELF-ERECTING TOWER CRANE 100 FEET AND OVER MEASURED FROM BOOM FOOT PIN (COMMERCIAL CONSTRUCTION ONLY)
- 513 TRAVELING TOWER CRANE (COMMERCIAL CONSTRUCTION ONLY)
- 514 TRUCK OR CRAWLER CRANE UP TO AND NOT INCLUDING 150 FEET OF BOOM, INCLUDING JIB (COMMERCIAL CONSTRUCTION ONLY)

GROUP 4 *	2023-12-26	46.99	25.20	72.19
	2024-04-29	48.68	26.40	75.08

515	CRAWLER BACKHOE INCLUDING ATTACHMENTS (COMMERCIAL CONSTRUCTION ONLY)
516	FIREPERSON, CHIEF BOILER LICENSE (COMMERCIAL CONSTRUCTION ONLY)
517	HOIST ENGINEER (THREE DRUMS OR MORE) (COMMERCIAL CONSTRUCTION ONLY)
518	LOCOMOTIVE (COMMERCIAL CONSTRUCTION ONLY)
519	OVERHEAD CRANE (INSIDE BUILDING PERIMETER) (COMMERCIAL CONSTRUCTION ONLY)
520	TRACTOR. BOOM TYPE (COMMERCIAL CONSTRUCTION ONLY)

GROUP 5	2023-12-26	44.91	25.20	70.11
	2024-04-29	46.51	26.40	72.91
521	AIR COMPRESSOR 450 CFM OR OVER (TWO OR MORE MACHINES) (COMMERCIAL CONSTRUCTION ONLY)			
522	CONCRETE MIXER (COMMERCIAL CONSTRUCTION ONLY)			
523	CONCRETE PUMP UP TO 31 METERS/101 FEET OF BOOM			
524	DRILL RIGS, HEAVY ROTARY OR CHURN OR CABLE DRILL WHEN USED FOR CAISSON FOR ELEVATOR OR BUILDING CONSTRUCTION (COMMERCIAL CONSTRUCTION ONLY)			
525	FORKLIFT (COMMERCIAL CONSTRUCTION ONLY)			
526	FRONT END, SKID STEER 1 C YD AND OVER			
527	HOIST ENGINEER (ONE OR TWO DRUMS) (COMMERCIAL CONSTRUCTION ONLY)			
528	MECHANIC-WELDER (ON POWER EQUIPMENT) (COMMERCIAL CONSTRUCTION ONLY)			
529	POWER PLANT (100 KW AND OVER OR MULTIPLES EQUAL TO 100KW AND OVER) (COMMERCIAL CONSTRUCTION ONLY)			
530	PUMP OPERATOR AND/OR CONVEYOR (TWO OR MORE MACHINES) (COMMERCIAL CONSTRUCTION ONLY)			
531	SELF-ERECTING TOWER CRANE UNDER 100 FEET MEASURED FROM BOOM FOOT PIN (COMMERCIAL CONSTRUCTION ONLY)			
532	STRADDLE CARRIER (COMMERCIAL CONSTRUCTION ONLY)			
533	TRACTOR OVER D2 (COMMERCIAL CONSTRUCTION ONLY)			
534	WELL POINT PUMP (COMMERCIAL CONSTRUCTION ONLY)			

GROUP 6 *	2023-12-26	43.28	25.20	68.48
	2024-04-29	44.82	26.40	71.22
535	CONCRETE BATCH PLANT (COMMERCIAL CONSTRUCTION ONLY)			
536	FIREPERSON, FIRST CLASS BOILER LICENSE (COMMERCIAL CONSTRUCTION ONLY)			
537	FRONT END, SKID STEER UP TO 1 C YD			
538	GUNITE MACHINE (COMMERCIAL CONSTRUCTION ONLY)			
539	TRACTOR OPERATOR D2 OR SIMILAR SIZE (COMMERCIAL CONSTRUCTION ONLY)			
540	TRENCHING MACHINE (SEWER, WATER, GAS) EXCLUDES WALK BEHIND TRENCHER			

GROUP 7	2023-12-26	42.06	25.20	67.26
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		2024-04-29	43.55	26.40	69.95
541	AIR COMPRESSOR 600 CFM OR OVER (COMMERCIAL CONSTRUCTION ONLY)				
542	BRAKEPERSON (COMMERCIAL CONSTRUCTION ONLY)				
543	CONCRETE PUMP/PUMPCRETE OR COMPLACO TYPE (COMMERCIAL CONSTRUCTION ONLY)				
544	FIREPERSON, TEMPORARY HEAT SECOND CLASS BOILER LICENSE (COMMERCIAL CONSTRUCTION ONLY)				
545	OILER (POWER SHOVEL, CRANE, TRUCK CRANE, DRAGLINE, CRUSHERS AND MILLING MACHINES, OR OTHER SIMILAR POWER EQUIPMENT) (COMMERCIAL CONSTRUCTION ONLY)				
546	PICK UP SWEEPER (ONE CUBIC YARD HOPPER CAPACITY) (COMMERCIAL CONSTRUCTION ONLY)				
547	PUMP AND/OR CONVEYOR (COMMERCIAL CONSTRUCTION ONLY)				

GROUP 8 *		2023-12-26	39.88	25.20	65.08
		2024-04-29	41.28	26.40	67.68
548	ELEVATOR OPERATOR (COMMERCIAL CONSTRUCTION ONLY)				
549	GREASER (COMMERCIAL CONSTRUCTION ONLY)				
550	MECHANICAL SPACE HEATER (TEMPORARY HEAT NO BOILER LICENSE REQUIRED) (COMMERCIAL CONSTRUCTION ONLY)				

TRUCK DRIVERS

GROUP 1		2023-12-26	32.85	9.02	41.87
601	MECHANIC . WELDER				
602	TRACTOR TRAILER DRIVER				
603	TRUCK DRIVER (HAULING MACHINERY INCLUDING OPERATION OF HAND AND POWER OPERATED WINCHES)				

GROUP 2 *		2023-12-26	36.43	22.70	59.13
		2024-05-01	38.39	23.70	62.09
604	FOUR OR MORE AXLE UNIT, STRAIGHT BODY TRUCK				

GROUP 3		2023-12-26	22.50	6.50	29.00
605	BITUMINOUS DISTRIBUTOR DRIVER				
606	BITUMINOUS DISTRIBUTOR (ONE PERSON OPERATION)				
607	THREE AXLE UNITS				

GROUP 4 *		2023-12-26	28.00	9.56	37.56
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608 BITUMINOUS DISTRIBUTOR SPRAY OPERATOR (REAR AND OILER)
 609 DUMP PERSON
 610 GREASER
 611 PILOT CAR DRIVER
 612 RUBBER-TIRED, SELF-PROPELLED PACKER UNDER 8 TONS
 613 TWO AXLE UNIT
 614 SLURRY OPERATOR
 615 TANK TRUCK HELPER (GAS, OIL, ROAD OIL, AND WATER)
 616 TRACTOR OPERATOR, UNDER 50 H.P.

SPECIAL CRAFTS

701	HEATING AND FROST INSULATORS	2023-12-26	49.04	31.70	80.74
702	BOILERMAKERS	2023-12-26	44.37	30.55	74.92
		2024-01-01	46.00	31.93	77.93
703	BRICKLAYERS	2023-12-26	45.47	25.76	71.23
		2024-05-01	48.51	25.76	74.27
704	CARPENTERS	2023-12-26	43.94	27.89	71.83
		2024-04-29	46.49	27.89	74.38
705	CARPET LAYERS (LINOLEUM)	2023-12-26	43.65	25.53	69.18
		2024-04-29	46.20	25.53	71.73
706	CEMENT MASONS	2023-12-26	46.46	23.47	69.93
		2024-04-29	49.21	23.47	72.68
707	ELECTRICIANS	2023-12-26	52.00	32.80	84.80
708	ELEVATOR CONSTRUCTORS	2023-12-26	57.49	43.71	101.20
		2024-01-01	59.95	44.53	104.48

709	GLAZIERS	2023-12-26	46.73	25.50	72.23
		2024-06-03	49.73	25.50	75.23
710	LATHERS	2023-12-26	45.40	25.40	70.80
		2024-04-29	47.95	25.40	73.35
712	IRONWORKERS	2023-12-26	43.00	34.11	77.11
		2024-04-28	46.00	34.11	80.11
714	MILLWRIGHT	2023-12-26	41.70	31.81	73.51
715	PAINTERS (INCLUDING HAND BRUSHED, HAND SPRAYED, AND THE TAPING OF PAVEMENT MARKINGS)	2023-12-26	42.40	26.49	68.89
		2024-04-29	44.70	26.49	71.19
716*	PILEDRIIVER (INCLUDING VIBRATORY DRIVER OR EXTRACTOR FOR PILING AND SHEETING OPERATIONS)	2023-12-26	43.53	27.91	71.44
		2024-05-01	47.03	27.91	74.94
717	PIPEFITTERS . STEAMFITTERS	2023-12-26	52.48	34.76	87.24
		2024-05-01	55.68	34.76	90.44
718	PLASTERERS	2023-12-26	45.98	23.99	69.97
		2024-06-01	48.78	23.99	72.77
719	PLUMBERS	2023-12-26	52.98	30.72	83.70
720	ROOFER	2023-12-26	44.65	21.89	66.54
		2024-05-06	46.65	21.89	68.54

		2024-11-04	48.65	21.89	70.54
721	SHEET METAL WORKERS	2023-12-26	50.46	33.32	83.78
722	SPRINKLER FITTERS	2023-12-26	51.26	34.10	85.36
723*	TERRAZZO WORKERS	2023-12-26	45.32	22.29	67.61
724	TILE SETTERS	2023-12-26	40.83	29.15	69.98
		2024-04-29	43.43	29.15	72.58
725*	TILE FINISHERS	2023-12-26	33.53	23.32	56.85
		2024-04-29	35.61	23.32	58.93
726	DRYWALL TAPER	2023-12-26	40.12	28.08	68.20
		2024-04-29	42.86	28.08	70.94
727	WIRING SYSTEM TECHNICIAN	2023-12-26	44.61	20.16	64.77
728	WIRING SYSTEMS INSTALLER	2023-12-26	31.25	16.34	47.59
729	ASBESTOS ABATEMENT WORKER	2023-12-26	37.63	23.36	60.99
		2024-01-01	39.86	24.11	63.97
730	SIGN ERECTOR	2023-12-26	32.37	19.40	51.77
		2024-06-01	34.12	19.40	53.52

END OF SECTION 007310

PROJECT MANAGEMENT AND COORDINATION

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Preconstruction meeting.
- B. Progress meetings
- C. Progress photographs.
- E. Submittals
- F. Daily Log of Construction

1.2 RELATED REQUIREMENTS

- A. Section 01 1000 - Summary: Stages of the Work, Work covered by each contract, occupancy.
- B. Section 01 7000 - Execution and Closeout Requirements: Additional Close-out requirements.

1.3 PROJECT COORDINATION

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.1 PRECONSTRUCTION MEETING

- A. Architect will schedule a meeting after Notice of Award.
- B. Attendance Required:
 - 1. Owner.
 - 2. Architect.
 - 3. Contractor.
 - 4. Sub-contractors of major trades, including as a minimum all those whose work consists of at least five percent (5%) of the contract amount.
- C. Agenda:
 - A. Contract
 - B. Procedure
 - 1. PreConstruction Submittals:
 - a. Insurance Certificates
 - b. Payment and Performance Bonds
 - c. Schedule of Values
 - d. Subcontractor/Supplier List
 - e. Construction Schedule
 - f. Submittal Schedule
 - 2. Permit
 - a. Review by responsible jurisdiction
 - b. Watershed District
 - c. MnDLI Plumbing
 - d. MetCouncil SAC
 - 3. Communication
 - 4. Submittals – reviewed and stamped by GC, note any deviations from documents
 - 5. Contract Time (01 1000)
 - a. Construction start
 - b. Substantial Completion
 - c. Final date of work on site
 - d. Final Completion (close-outs, etc.)
 - 6. Applications for Payment/Lien Waivers/Payroll Reports/Daily Job Logs

- 7. Changes (ASI/C.O. G701)
- 8. Closeouts (01 7700)
- C. Coordination
 - 1. Access/use of premises
 - a. Site and Building access
 - b. Weekly job progress meetings
 - c. Other work by Owner (hazardous materials removal)
 - d. Firestopping requirements
- D. Schedule

- D. Contractor shall record minutes and distribute copies within one week after meeting to participants, with copies to Architect, Owner, participants, and those affected by decisions made.

3.4 PROGRESS MEETINGS

- A. Weekly jobsite progress meetings will occur at a time determined by the Owner throughout progress of the Work until completion of all work on site and submittal of all Close-Out materials.
- B. Make arrangements for meetings, prepare agenda with copies for participants, prepare and distribute minutes of meetings recording discussions, decisions and tasks assigned.
- C. Attendance Required: Project Manager, Job superintendent, Owner, Architect, and major Subcontractors (HVAC, Plumbing, Electrical, etc.) and suppliers as appropriate to agenda topics for each meeting.
- D. Agenda:
 - 1. Review of construction progress from previous week, expected progress during the current week and anticipated progress during the following week.
 - 2. Review of RFI's, ASI's and status of submittals.
 - 3. Field observations, issues, and decisions.
 - 4. Review minutes of previous meetings.
 - 5. Overall progress schedule.
 - 6. Other business relating to Work.
- E. Record minutes and distribute copies within five business days after meeting to participants, with copies to Architect, Owner, participants, and those affected by decisions made.
- F. Present Daily Log of Construction for review at each Job Progress Meeting.
- G. Meetings are to begin with Preconstruction and will continue on a weekly basis until all close-outs are approved.

3.5 CONSTRUCTION PROGRESS SCHEDULES

- A. Within 10 days after date of the Agreement, submit preliminary schedule defining planned operations for the Work.
 - 1. Division 27 and Division 28 work shall be individual items on the schedule, with interim completion dates included in the schedules and updated each time the schedule is updated.**
- B. If preliminary schedule requires revision after review, submit revised schedule within 10 days.
- C. **Updated schedules shall be provided at a minimum of once every three months.**

3.6 PROGRESS PHOTOGRAPHS

- A. Provide photographs of site and construction throughout progress of Work.
- B. In addition to periodic, recurring views, take photographs of each of the following events:
 - 1. Completion of any roofing removal or exterior wall demolition if included.
 - 2. Final completion, minimum of ten (10) photos.

- C. Take photographs as evidence of existing project conditions as follows:
 - 1. Existing views: 10 min.
- D. Views:
 - 1. Provide non-aerial photographs from four cardinal views of job site at each specified time, until Date of Substantial Completion.
 - 2. Provide photographs documenting specific locations or complex installations not visible in photographs from four cardinal views.
- E. Frequency of photographs
 - 1. Photographs shall record progress at intervals of 1 week maximum.
- F. Digital Photographs: 24 bit color, minimum resolution of 1024 by 768, in JPG format; provide files unaltered by photo editing software.
 - 1. Delivery Medium: Via email, Dropbox or USB drive.
 - 2. File Naming: Include project identification, date and time of view, and view identification.
- G. Submittal of Progress Photographs
 - 1. Progress photos shall be submitted electronically on or before the 10th day of each month. Photos included shall include those taken during the previous month.

3.7 SUBMITTALS FOR REVIEW

- A. When the following are specified in individual sections, submit them for review:
 - 1. Product data.
 - 2. Shop drawings.
 - 3. Samples for selection.
 - 4. Samples for verification.
- B. Submit to Architect for review for the limited purpose of checking for conformance with information given and the design concept expressed in the contract documents.
- C. Samples will be reviewed only for aesthetic, color, or finish selection.
- D. After review, provide copies and distribute in accordance with SUBMITTAL PROCEDURES article below and for record documents purposes described in Section 01 7700 - CLOSEOUT.

3.8 SUBMITTALS FOR INFORMATION

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

3.9 NUMBER OF COPIES OF SUBMITTALS

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

3.10 SUBMITTAL PROCEDURES

- A. Within 20 calendar days of the execution of the Agreement, and prior to the start of construction, provide a schedule of submittals, including each submittal required in the documents, the date

they will be issued to the Architect and the date response is needed. Update the schedule at least monthly until all submittals have been fully and successfully processed.

- B. Identify Project, Contractor, Subcontractor or supplier; pertinent drawing and detail number, and specification section number, as appropriate on each copy.
- C. Apply Contractor's stamp, signed or initialed certifying that review, approval, verification of Products required, field dimensions, adjacent construction Work, and coordination of information is in accordance with the requirements of the Work and Contract Documents.
- D. Deliver submittals to the Architect via electronic delivery.
- E. Schedule submittals to expedite the Project, and coordinate submission of related items.
- F. For each submittal for review, allow 7 days excluding delivery time to and from the Contractor. No submittal shall include review periods of less than 7 days.**
- G. Identify variations from Contract Documents and Product or system limitations that may be detrimental to successful performance of the completed Work.
- H. Provide space for Contractor and Architect review stamps.
- I. When revised for resubmission, identify all changes made since previous submission.
- J. Distribute reviewed submittals as appropriate. Instruct parties to promptly report any inability to comply with requirements.
- K. Submittals not requested will not be recognized or processed.

3.11 DAILY LOG OF CONSTRUCTION

- A. A Daily Log of Construction shall be maintained on paper or electronic format developed specifically as a Daily Log of Construction.
- B. The daily log shall be presented for review at each job progress meeting, and will be reviewed prior to approval of monthly applications for payment.
- C. The Daily Log shall identify each of the following for each day work is performed on the project:
 - 1. Date
 - 2. **Names and trades of each worker on site, identified by employee's name, employer's name and trade.**
 - 3. Description of all materials delivered.
 - 4. Names and associations of all official visitors present on the jobsite (inspectors, Architects, Owner's Representatives, etc.)
 - 5. General description of work performed
 - 6. Weather

END OF SECTION

ABBREVIATIONS

@ At (the rate of)
 & And
 " Inch; Ditto (which means "same as above")
 # Number. or Pound
 [circle with diagonal slash through it] Diameter,
 Round, Phase

A: Area, Ampere; Acre; Alcove; Compressed Air
 Line
 AB: Anchor Bolt; Asbestos Board
 ABV: Above
 AC: Air Conditioning, Alternating Current,
 Acoustical
 ACC: Access
 ACF: Architectural Concrete Finish
 ACFL: Access Floor
 ACI: American Concrete Institute
 ACL: Across the Line
 ACOUST: Acoustical
 ACPL: Acoustical Plaster
 ACR: Acrylic
 ACST: Acoustic
 ACT: Acoustical Tile; Actual
 AD: Access Door, Area Drain
 ADA: Americans with Disabilities Act of 1992
 ADAAG: Americans with Disabilities Act
 Architectural Guidelines
 ADD: Addendum; Addition
 ADDL: Additional
 ADH: Adhesive
 ADJ: Adjust, Adjustable, Adjacent
 AF: Above the Floor
 AFF: Above Finished Floor
 AGA: American Gas Association
 AGG: Aggregate
 AGGR: Aggregate
 AIA: American Institute of Architects, American
 Insurance Association
 AIC: Amperes Interrupting Circuit
 AIEE: American Institute of Electrical Engineers
 AISC: American Institute of Steel Construction
 AL: Aluminum
 ALM: Alarm
 ALT: Alternate, Alteration; Altitude
 ALUM: Aluminum
 ALS: Acrylic Latex Sealant
 AMB: Ambient
 AMP: Ampere, Ampacity
 AMPY: Ampere
 AMT: Amount
 AN: Anode
 ANCH: Anchor, Anchorage
 ANN: Annunciator

ANOD: Anodized
 ANT: Antenna
 AP: Access Panel
 APPD: Approved
 APPROX: Approximate
 APRVD: Approved
 APT: Apartment
 APX: Approximate
 AR: Acid Resisting
 ARCH: Architect, Architectural
 ARS: Asbestos Roof Shingles
 AS: Acoustic Sealant
 ASB: Asbestos
 ASC: Above Suspended Ceiling
 ASCE: American Society of Civil Engineers
 ASME: American Society of Mechanical
 Engineers
 ASPH: Asphalt
 ASSEM: Assemble
 ASSOC: Association; Associate
 ASSY: Assembly
 ASTM: American Society for Testing and
 Materials
 AT: Acoustical Tile; Asphalt Tile
 ATC: Acoustical Tile Ceiling
 ATTEN: Attenuation
 ATM: Automatic Teller Machine; Atmospheric
 AUTH: Authorized
 AUTO: Automatic
 AVG: Average
 AW: Acid Waste
 AWG: American Wire Gauge
 AWM: Automatic Washing Machine
 AWS: American Welding Society
 AWWA: American Water Works Association
 AX: Axis

B: Boiler, Bathroom, Bidet
 B TO B: Back to Back
 B & B: Balled and Burlapped, Bell and Bell
 B & F: Bell and Flange
 B & S: Bell and Spigot, Brown & Sharp
 B/: Bottom (of)
 BBD: Bulletin Board
 BA: Bulb Angle
 BAL: Balance, Ballast
 BAF: Baffle
 BB: Buffalo Box, Ball Bearing,, Bulletin Board
 BBL: Barrel

BBLK: BURNISHED CONCRETE BLOCK
 BC: Broom Closet
 BD: Board, Blow Down (pipe)

BDL: Bundle	C: Courses, Curb, Channel, Degrees Celsius,
BDY: Boundary	Clock Outlet, Calcimine
BDRM: Bedroom	C/C: Center to Center
BEL: Below	C TO C: Center to Center
BET: Between	CA: Compressed Air
BETW: Between	CAB: Cabinet
BEV: Bevel	CAD: Cadmium, Computer-Aided Drafting
BF: Board Foot, Back Face, Bottom Face, Both	CAIS: Caisson
Faces, Boiler Feed	CAP: Capacity
BG: Bag (e.g., of cement)	CAR: Carpet
BHP: Brake Horsepower	CARP: Carpenter
BHD: Bulkhead	CAT: Catalog
BIT: Bituminous	CAV: Cavity
BJF: Bituminous Joint Filler	CB: Catch Basin, Concrete Block,
BKR: Breaker	Cast Brass, Coal Bin
BL: Base Line, Building Line, Block	CBL: Concrete Block
BLDG: Building	CBX: Cast Box Strike
BLK: Block	CC: Cubic Centimeter
BLKG: Blocking	CCT: Circuit
BLO: Blower	CCW: Counter Clockwise
BLR: Boiler	CCTV: Closed Circuit TV
BLT: Borrowed Lite, Bullet Tips (Hinges)	CD: Cold Drawn, Cadmium
BLT-IN: Built-In	CDS: Cold Drawn Steel
BM: Beam, Bench Mark	CEL: Cellar
BMT: Butyl Mastic Tape Sealant	CEM: Cement
BN: Bullnose	CEM AB: Cement Asbestos Board
BNDG: Bending (re-bars)	Cem P: Cement Water Paint
BNT: Bent	CER: Ceramic
BO: Blow Off	CF: Cubic Feet
BOT: Bottom	CFL: Counterflashing
BP: Base Plate, Blueprint, Bypass	CFM: Cubic Feet per Minute
BPL: Bearing Plate	CFS: Cubic Feet per Second
BR: Bedroom, Brick, Brass, Boiler Room Branch	CFT: Cubic Foot
BRDG: Bridge, Bridging	CG: Corner Guard
BRG: Bearing	CH: Coat Hook
BRK: Brick	CHB: Chalk Board
BRKR: Breaker	CHR: Chilled Water Return
BRKT: Bracket	CHAM: Chamfer
BRS: Butyl Rubber Sealant, Brass	CHAN: Channel
BRZ: Bronze	CHBD: Chalkboard
BRZG: Brazing	CHS: Chilled Water Supply
BS: Both Sides, Backset, Bluestone	C.I.: Cast Iron
BSMT: Basement	CI: Cast Iron
BT: Bathtub, Bolt	CIN BL: Cinder Block
BTR: Better	CIP: Cast Iron Pipe, Cast-in-Place
BTU: British Thermal Units	CIR: Circle, Circular, Circuit
BTUH: British Thermal Units per Hour	CIRC: Circumference
BUR: Built-up Roof	CISP: Cast Iron Soil/sewer Pipe
BUZ: Buzzer	CITG: Clear Insulating Tempered Glass
BV: Butterfly Valve	CJ: Control Joint
BVL: Bevelled	CJF: Cork Joint Filler
BW: Both Ways	CK: Caulking
BWV: Back Water Valve	CKT: Circuit
BYP: By Pass	CL: Centerline, Clearance, Closing, Closure,
	Class, Closet
	CLG: Ceiling
	CLKG: Caulking

CLH: Clothes Line Hook	Commercial Standard
CLL: Contract Limit Line	CSG: Casing
CLO: Closet	CSK: Countersink
CLP: Clamp	CSMT: Casement
CLR: Clear	CSN: Caisson
CLR OPG: Clear Opening	CSS: Countersunk Screw
CLS: Closure	CSTG: Casting
CM: Circular Mil (1/1000 inch),	CT: Ceramic Tile, Cork Tile,
Center Matched	Cone Tip (hinges)
CMP: Corrugated Metal Pipe	CTD: Coated
CMT: Ceramic Mosaic Tile	CTR: Center, Counter
CMU: Concrete Masonry Unit	CTSC: Communications Systems Terminal
CMUP: Concrete Masonry Unit Painted	Cabinet
CND: Condition, Conduit	CTSK: Countersunk
CNDS: Condensate	CTWT: Counterweight
CNTR: Center, Counter	CU: Copper, Cubic, Coefficient of Utilization
CNVR: Conveyor	CU. FT.: Cubic Feet
COAX: Coaxial	CU. YD.: Cubic Yard
C.O.: Cased Opening	CUR: Current
CO: Company, Cleanout, Cased Opening, Cut	CV: Check Valve
Out	CW: Clockwise, Cold Water
COD: Cleanout Door	CWP: Circulating Water Pump
CO & DP: Cleanout & Deck Plate	CWR: Condensate Waste Return
COEF: Coefficient	CWS: Condensate Waste Supply
COL: Column	CY: Cubic Yard, Cycle
COM: Common	CYL: Cylinder
COMB: Combination, Combustion	CYL L: Cylinder Lock
COML: Commercial	
COMM ED: Commonwealth Edison	D: Deep, Depth, Drop, Drain
COMP: Composition, Compressed	D & M: Dressed & Matched
COMPO: Composition	DA: Double Acting
COMPT: Compartment	DB: Decibel
CON: Construction	DBL: Double
CONC: Concrete	DBT: Drybulb Temperature
CONCP: Concrete Painted	DC: Direct Current
COND: Condenser, Conduit	DCV: Detector Check Valve
CONN: Connection	DD: Driveway Drain, Deck Drain
CONST: Construction	DEG: Degree
CONSTR: Construction	DEGC: Degree Celcius
CONT: Continuous, Continue, Control	DEGF: Degree Fahrenheit
CONTR: Contractor	DEM: Demolish
CONV: Convect, Convenience	DEMO: Demolition
COP: Copper	DEP: Dressed
COR: Corner, Corridor	DEPT: Department
CORR: Corridor, Corrugate	DET: Detail
COV: Cover	DF: Drinking Fountain
CP: Cathodic Protection, Clothes	DH: Double Hung
Pole, Cesspool	DIAG: Diagonal
CPE: Chlorinated Polyethylene	DIA: Diameter
CPL: Cement Plaster	DIAM: Diameter
CPP: Cement Plaster Painted	DIFF: Diffuser
CPR: Copper	DIM: Dimension
CPT: Carpet	DISL: Disposal
CR: Chromium (plated), Curtain Rod	DISP: Dispenser
CRPT: Carpet	DIV: Division
CRS: Course, Cold Rolled Steel	DL: Dead Load
CS: Countersink, Cast Steel, Cast Stone,	

DMH: Drop Manhole
DMT: Demountable
DN: Down
DO: Ditto, or Door Opening
DP: Dampproofing, Dew Point, Distribution Panel
DPDT: Double Pole Double Throw
DPST: Double Pole Single Throw
DPR: Damper
DR: Door, Drain, Dining Room
DRBD: Drainboard
DS: Downspout, Disconnect Switch, Door Switch
DSP: Dry Standpipe
DT: Drain Tile
DTL: Detail
DVTL: Dovetail
DW: Dumbwaiter, Distilled Water
DWG: Drawing
DWGS: Drawings
DWL: Dowel
DWP: Drywall, Painted
DWR: Drawer
DS: Downspout
DSP: Dry Standpipe
DX: Direct Expansion, Duplex

E: East, Enamel, Exhaust
E TO E: End to End
EA: Each
EB: Expansion Bolt
EC: Exposed Construction
ECC: Eccentric
ECP: Exposed Construction Painted
EDR: Equivalent Direct Radiation
EE: Each End
EF: Each Face
EFTS: Expanding Foam Tape Sealant
EG: Edge Grain
EIFS: Exterior Insulation and Finish System
EJ: Expansion Joint
EJECT: Ejector
EL: Elevation, Elevator
ELB: Elbow
ELEC: Electrical
ELECT: Electrical
ELEV: Elevator, Elevation
ELP: Emergency Lighting Panel
EM: Emergency
EMER: Emergency
ENAM: Enamel
ENCL: Enclosure
ENG: Engineer
ENGR: Engineer
ENJF: Expanded Neoprene Joint Filler
ENT: Entrance

ENTR: Entrance
EP: Electrical Panelboard, Explosion Proof
EPDM: Ethylene Propylene Diene Monomer
EPJF: Expanded Polyethelene Joint Filler
EQ: Equal
EQP: Equipment
EQPT: Equipment
EQUIP: Equipment
ERP: Emergency Receptacle Panel
ESC: Escalator
EST: Estimate
EVAP: Evaporator
EW: Each Way
EWC: Electric Water Cooler
EW & C: Electric Wiring and Communication
EWH: Electric Water Heater
EX: Exposed Construction, Exit, Existing
EXC: Excavate
EXCAV: Excavate
EXEC: Executive
EXG: Existing
EXH: Exhaust
EXH AIR: Exhaust Air
EXIST: Existing
EXP: Expansion, Exposed
EXPN: Expansion
EXPP: Existing Patched and Painted
EXS: Extra Strong
EXT: Exterior, Extinguish
EXTR: Extrude

F: Degrees Fahrenheit, Fuse
F TO F: Face to Face
FA: Fire Alarm, Fresh Air
FAB: Fabricate
FABR: Fabricate
FACP: Fire Alarm Control Panel
FAG: Fire Alarm Gong
FAO: Finish All Over
FAR: Floor Area Ratio
FAST: Fastener, Fasten
FB: Flat Bar, Face Brick, Floor Box
FBD: Fiberboard
FBM: Foot Board Measure
FBP: Fabric Panel
FBRK: Fire Brick
FC: File Cabinet, Foot Candle, Fault Current
FD: Floor drain
FDC: Fire Department Connection
FDN: Foundation
FDTN: Foundation
FE: Fire Extinguisher
FEC: Fire Extinguisher Cabinet
FF: Far Face, Finished Floor, Factory Finish
FFE: Finished Floor Elevation
FF&E: Fixtures, Furnishings & Equipment

FFL: Finished Floor Line
 FGL: Fiberglass
 FGR: Fiberglass reinforced
 FH: Flat Head, Fire Hose
 FHC: Fire Hose Cabinet
 FHMS: Flat head machine screw
 FHR: Fire Hose Rack
 FHS: Fire Hose Station
 FHWS: Flat Head Wood Screw
 FHY: Fire Hydrant
 FIL: Fillet
 FIN: Finish, finished
 FITG: Fitting
 FIX: Fixture
 FIXT: Fixture
 FL: Floor, Fire Line
 FLASH: Flashing
 FLG: Flooring
 FLEX: Flexible
 FLG: Flange, Flashing, Flooring
 FLR: Floor
 FLUOR: Fluorescent
 FLX: Flexible
 FM: Fire Main, Factory Mutual Company
 FND: Feminine Napkin Dispenser, Foundation
 FO: Finished Opening
 FOB: Free On Board
 FOC: Face of Concrete
 FOF: Face of Finish
 FOS: Face of Studs
 FP: Fireproof
 FPL: Fireplace
 FPM: Feet per minute
 FPRF: Fireproof
 FPS: Feet per Second
 FR: Frame, Front, Fire Riser
 FRG: Forged
 FRM: Frame
 FRPF: Fireproof
 FRT: Fire Retardant
 FS: Full Size, Far Side, Federal Standards,
 Fused Switch, Floor Sink
 FSCW: Flush Solid Core Wood
 FT: Foot, Feet, Fully Tempered
 FTG: Footing, Fitting
 FUR: Furred
 FURN: Furnish, Furniture
 FURR: Furring
 FUT: Future
 FVC: Fire Valve Cabinet

 G: Gas, Girder, Gutter, Gram
 GA: Gauge, Gage
 GAGE: Gauge
 GAL: Gallon
 GALV: Galvanized

GB: Grab Bar, Glass Block, Gypsum Board
 GC: General Contractor
 GCMU: Glazed Concrete Masonry Unit
 GD: Guard, Grade, Gutter Drain
 GEN: General, Generator
 GENL: General
 GF: Ground Face
 GFCI: Ground Fault Circuit Interrupted
 GFI: Ground Fault Interrupted
 GFRC: Glass Fiber Reinforced Concrete
 GI: Galvanized Iron
 GKT: Gasket
 GL: Glass
 GL BLK: Glass Block
 GLB: Glass Block
 GLVA: Globe Valve
 GLZ: Glaze
 GMU: Glazed Masonry Unit
 GND: Ground
 GOVT: Government
 GP: Galvanized Pipe
 GPDW: Gypsum Drywall
 GPH: Gallons Per Hour
 GPL: Gypsum Lath
 GPM: Gallons Per Minute
 GPP: Gypsum Plaster Painted
 GPPL: Gypsum Plaster
 GPS: Gallons Per Second
 GR: Grade, Grille, Granite
 GRAN: Granular, Granite
 GRND: Ground
 GRTG: Grating
 GSS: Galvanized Sheet Steel
 GSU: Glazed Structural Unit
 GT: Grout
 GV: Galvanized
 GVA: Gate Valve
 GVL: Gravel
 GYP: Gypsum
 GYP BD: Gypsum Board

 H: High
 HA: Hectare
 HB: Hose Bib
 HBD: Hardboard
 HC: Hollow Core, Handicapped (better called
 Accessible")
 HCT: Hollow Clay Tile
 HD: Head, Heavy Duty
 HDCP: Handicapped (better called "Accessible")
 HDN: Harden
 HDR: Header
 HDW: Hardware
 HDWD: Hardwood
 HDWE: Hardware
 HEX: Hexagonal

HGR: Hanger
 HGT: Height
 HH: Handhole
 HHMB: Hex Head Machine Bolt
 HID: High Intensity Discharge
 HK: Hook or Hooks
 HKD: Hooked (re-bars)
 HL: Hydrant Line
 HM: Hollow Metal
 HMP: Hollow Metal, Painted
 HNCG: Hollow Neoprene Compression Gasket
 HOR: Horizontal
 HORIZ: Horizontal
 HOSP: Hospital
 HP: High Point, High Pressure, Horse Power
 HPS: High Pressure Sodium, High Pressure Steam
 HR: Hour
 HRS: Hot Rolled Steel, Hours
 HS: Heat Strengthened
 HSG: Housing
 HT: Height, Heat, High Tension Duct
 HTG: Heating
 HTR: Heater
 HTW: High Temperature Water
 HV: High Voltage
 HVAC: Heating, Ventilating & Air Conditioning
 HVY: Heavy
 HW: Hot Water, Heavy Wall
 HWC: Hot Water Circulating, Heavy Wall Conduit
 HWD: Hardwood
 HWH: Hot Water Heater
 HWR: Hot Water Recirculating Return
 HWS: Hot Water Supply
 HWY: Highway
 HYD: Hydraulic
 HYDRO: Hydrostatic
 HZ: Hertz (Cycles Per Second)

I: Iron, Current (electrical)
 IBV: Indicating Butterfly Valve
 IC: Interrupting Capacity
 ID: Inside Diameter
 IE: Invert Elevation
 ILK: Interlock
 IMH: Inlet Manhole
 IN: Inch
 INC: Incandescent
 INCAND: Incandescent
 INCIN: Incinerator
 INCL: Incline, Include
 INCR: Increase
 INFO: Information
 INS: Insulate, Insulation
 INSP: Inspect

INSTL: Install
 INSUL: Insulation
 INT: Interior, Internal
 INTERM: Intermediate
 INTM: Intermediate
 INV: Invert
 IP: Iron Pipe
 IPS: Iron Pipe Size
 IW: Indirect Waste
 IWB: Interactive White Board

J: Joist
 J-BOX: Junction Box
 JAN: Janitor
 JB: Junction Box
 JC: Janitor's Closet
 JCT: Junction
 JF: Joint Filler
 JST: Joist
 JT: Joint

K: Kilopound (1000 pounds), Kelvin (temperature)
 KAL: Kalamein
 KCP: Keene's Cement Plaster
 KG: Kilogram
 KIP: Kilopound (1000 pounds)
 KIT: Kitchen
 KM: Kilometer
 KO: Knockout
 KP: Kickplate
 KPL: Kickplate
 KS: Kitchen Sink
 KVA: Kilovolt-Ampere
 KW: Kilowatt
 KWH: Kilowatt Hour
 KWHR: Kilowatt Hour

L: Angle, Left, Length, Lighting Panel, Long, Line
 LA: Landscape Architect, Lightning Arrester
 LAB: Laboratory, Labor
 LAD: Ladder
 LAM: Laminate, Laminated
 LAT: Lateral
 LAV: Lavatory
 LB: Pound (weight), Lag Bolt
 LBL: Label
 LBR: Lumber
 LC: Light Control, Lead Covered
 LCD: Liquid Crystal Diode
 LCL: Linen Closet
 LCM: Lead Coated Metal
 LD: Leader Drain
 LH: Left Hand

LIB: Library
 LIBR: Library
 LIN: Linear
 LINO: Linoleum
 LIQ: Liquid
 LKR: Locker
 LL: Live Load
 LMS: Limestone
 LN: Length
 LNDG: Landing
 LNTL: Lintel
 LOC: Locate
 LOCS: Locations
 LP: Low Point, Low Pressure, Lighting Panel, Light Proof
 LPS: Low Pressure Sodium, Low Pressure Steam
 LR: Living Room
 LS: Limestone, Loud Speaker
 LT: Light, Low Tension Duct, Laundry Tray
 LTG: Lighting
 LTL: Lintel
 LT WT: Lightweight
 LV: Low Voltage
 LVR: Louver
 LW: Light Weight
 LWC: Light Weight Concrete
 LWDP: Louvered Wood Door, Painted

M: Meter, Motor, Thousand (brick), Bending Moment
 MACH: Machine
 MAINT: Maintenance
 MAN; Manual
 MAR: Marble
 MARB: Marble
 MAS: Masonry
 MAT: Material
 MATL: Material
 MAX: Maximum
 MB: Mail Box, Machine Bolt, Mop Basin
 MC: Medicine Cabinet, Mineral Core
 MCC: Motor Control Center
 MCM: Thousand Circular Mills (electrical wire size)
 ME: Mechanical Engineer
 MECH: Mechanical
 MED: Medium
 MED CAB: Medicine Cabinet
 MEMB: Membrane
 MERC: Mercury Vapor
 MET: Metal
 MEZZ: Mezzanine
 MFD: Manufactured, Metal Floor Deck
 MFG: Manufacturer, Manufacturing

MFR: Manufacture, Manufacturer
 MH: Manhole
 MHO: Magnetic Hold-Open
 MI: Malleable Iron, Miles
 MIKE: Microphone
 MIN: Minimum
 MIR: Mirror
 MISC: Miscellaneous
 MK: Mark
 ML&P: Metal Lath & Plaster
 MLD: Molding
 MLDG: Molding
 MM: Millimeter
 MMB: Membrane
 MO: Masonry Opening
 MOD: Module
 MONO: Monolithic
 MOV: Movable
 MP: Metal Acoustal Panel
 MPS: Medium Pressure Steam
 MR: Mop Receptor
 MRD: Metal Roof Deck
 MT: Mount, Mounted
 MTD: Mounted
 MTL: Material, Metal
 MTR: Motor
 MUL: Mullion
 MULL: Mullion
 MV: Mercury Vapor
 MWP: Maximum Working Pressure
 MWK: Millwork

N: North, Nitrogen
 NAP: Napkin
 NAT: Natural
 NATL: Natural
 NB: "Nota Bene" Latin phrase for "Take Special Note"
 NC: Normally Closed, Noise Criteria
 NEC: National Electrical Code
 NEUT: Neutral
 NF: Near Face
 NFWH: Non-freeze Wall Hydrant
 NI: Nickel
 NIC: Not In Contract
 NK: Neck
 NMT: Non-Metallic
 NO: Number, Normally Open
 NOM: Nominal
 NR: Noise Reduction
 NRC: Noise Reduction Coefficient
 NRP: Non-Removable Pin
 NRS: Non Rising Steam Valve
 NS: Near Side
 NTS: Not To Scale

O: Oxygen	PKG: Parking
O TO O: Out to Out	PKWY: Parkway
OA: Outside Air, Overall	PL: Plate, Plan, Property Line, Plastic Laminate, Plastic
OB: Obscure	PLAS: Plaster, Plastic
OBS: Obscure	PLAS LAM: Plastic Laminate
OC: On Center	PLBG: Plumbing
OD: Outside Diameter	PLF: Pounds Per Lineal Foot
OF: Outside Face	PLG: Plumbing
OFF: Office	PLMBG: Plumbing
OH: Overhead	PLTF: Platform
OHD: Overhead Door	PLWD: Plywood
OHMS: Oval Head Machine Screw	PLYWD: Plywood
OHWS: Oval Head Wood Screw	PLUMB: Plumbing
OI: Ornamental Iron	PNEU: Pneumatic
OP: Opaque	PNL: Panel
OPG: Opening	PNT: Paint
OPNG: Opening	POL: Polish, Polished
OPP: Opposite	PORC: Porcelain
OPP H: Opposite Hand	PORT: Portable
OR: Outside Radius	POT W: Potable Water
ORN: Ornamental	PP: Plaster, Painted, Power Panel, Precast Panel
OSD Open Sight Drain	PR: Pair
OS&Y: Outside Screw & Yoke (valve)	PRC: Precast
OUT: Outlet	PRCST: Precast
OVFL: Overflow	PRE: Prefinished
OW: Open Waste	PREFAB: Prefabricated
OZ: Ounce	PRES: Pressure
	PRESS: Pressure
P. CONC.: Polished Concrete	PRF: Preformed
P: Pitch, Power Panel, Paint	PRFMD: Preformed
P. LAM: Plastic Laminate	PRI: Primary
P SL: Pipe Sleeve	PRMLD: Premolded
PA: Public Address	PROT: Protection, Protective
PAF: Powder Actuated Fasteners	PRSTR: Prestressed
PAR: Parallel	PRTN: Partition
PARTN: Partition	PRV: Pressure Reducing Valve
PASS: Passage, Passenger	PS: Plumbing Stack
PB: Pull Box, Push Button, Panic Bar	PSC: Prestressed Concrete
PBD: Particle Board	PSF: Pounds per square foot
PBMT: Preshimmed Butyl Mastic Sealant Tape	PSI: Pounds per square inch
PB STA: Push Button Station	PSIG: Pounds per square inch gage
PC: Pull Chain, Piece, Precast Concrete	PT: Paint, Point, Part, Potential Transformer
PCF: Pounds per cubic foot	PTC: Post-Tensioned Concrete
PCPL: Portland Cement Plaster	PTD: Painted, Paper Towel Dispenser
PD: Pump Discharge, Plaza Drain	PTD/R: Combination Paper Towel Dispenser/Receptacle
PDP: Paneled Door, Painted	PTN: Partition
PE: Porcelain Enamel, Professional Engineer	PTR: Paper Towel Receptacle
PED: Pedestal, Pedestrian	PV: Paving
PERF: Perforate, Performance	PVC: Polyvinyl Chloride
PERIM: Perimeter	PVF: Polyvinylidene Finish
PERP: Perpendicular	PVG: Paving
PFN: Prefinished	PVMT: Pavement
PG: Pressure Gauge	PVT: Private
PH: Phase, Preheat, Phone	
PIV: Pivoted, Post Indicator Valve	
PJF: Preformed Joint Filler	

PW: Pass Window

PWR: Power

QUAL: Quality

QUANT: Quantity

QT: Quarry Tile, Quart

QTR: Quarter

QTY: Quantity

R: Riser, Radius, Resistance, Relay Panel

R & S: Rod and Shelf

RA: Return Air, Registered Architect

RAD: Radius, Radiator

RADN: Radian

RB: Rubber, Rubber Base, Resilient Base

RBC: Rubber Base (Coved),

Rubberized Bituminous Compound

RBS: Rubber Base (Straight)

RBT: Rabbet

RCF: Raised Computer Floor

RCP: Reflected Ceiling Plan, Reinforced
Concrete PipeRD: Roof Drain, Round, Receptacle Distribution
Panel

REBAR: Reinforcing Bar

REC: Receiver

RECEP: Receptacle

RECP: Receptacle

RED: Reducer

REF: Refer, Reference, Refrigerator

REFL: Reflected, Reflector

REFR: Refrigerate, Refrigerator

REG: Register, Regular

REINF: Reinforcement, or Reinforce

REM: Remove, Removable

REQ: Require, Required

REQD: Required

RES: Resilient

RESIL: Resilient

REST: Resistance

RET: Return, Retaining

RETG: Retaining

REV: Reverse, Revise, Revision

REV DR: Revolving Door

RF: Roof

RFG: Roofing

RGTR: Register

RGH: Rough

RGH OPNG: Rough Opening

RH: Right Hand, Reheat, Relative Humidity

RHC: Reheat Coil

RHMS: Round Head Machine Screw

RHR: Right Hand Reverse, Reheater

RHWS: Round Head Wood Screw

RL: Roof Ladder

RM: Room

RMV: Remove

RN: Riser Nipple

RO: Rough Opening

ROB: Rod Out Basin

ROW: Right of Way

RPM: Revolutions Per Minute

RPT: Repeat (like "Ditto")

RR: Railroad

RT: Rubber Tile, Right

RTR/RR Rubber Tread/Rubber Riser

RVS: Reverse Side

RVT: Rivet

RW: Redwood

RWC: Rain Water Conductor

RWD: Redwood

RWL: Rain Water Leader

S: South, Sealant, Supply, Sink

S4S: Surfaced 4 Sides

S&M: Surfaced & Matched

S&S: Stained & Sealed

S&V: Stain & Varnish

SACT: Suspended Acoustical Tile

SALV: Salvage

SAN: Sanitary

SB: Setting Basin, Splash Block

SC: Solid Core, Short Circuit, Self Closing, Sill
Cock

SCD: Seat Cover Dispenser

SCFT: Structural Clay Facing Tile

SCH: Schedule

SCHED: Schedule

SCR: Screen

SCUP: Scupper

SCWD: Solid Core Wood

SD: Soap Dispenser

SE: Structural Engineer

SEAL: Sealant

SEC: Second, Section, Secondary, Security
System

SECT: Section

SECY: Secretary

SED: Sewage Ejector Discharge

SEL: Select

SERV: Service

SEV: Sewage Ejector Vent

SF: Square Foot

SFGL: Safety Glass

SGG: Structural Glazing Gasket

SGS: Silicone Glazing Sealant

SH: Shelf, Sheet, Shower

SHR: Shower

SHT: Sheet

SHTH: Sheathing

SHTHG: Sheathing

SHWR: Shower

SIG: Signal	SUPP: Supplementary, Supplement
SIM: Similar	SUPT: Superintendent
SJS: Silicone Joint Sealant	SUR: Surface
SK: Sink	SUSP: Suspended, Suspend
SKL: Skylight	SV: Safety Relief Valve
SL: Siamese Line	SW: Switch
SLOT: Slotted	SWBD: Switchboard
SLV: Sleeve	SWGR: Switchgear
SND: Sanitary Napkin Dispenser	SY: Square Yard
SNGG: Sponge Neoprene Glazing Gasket	SYM: Symmetrical
SNR: Sanitary Napkin Receptacle	SYN: Synthetic
SNT: Sealant	SYS: System
SP: Soil Pipe, Standpipe, Soundproof, Single Pole	
SPC: Spacer	T: Tread, Thermostat, Tee
SPD: Sump Pump Discharge	T/: Top
SPDT: Single Pole Double Throw	T&B: Top and Bottom
SPEC: Specification, Specifications	T&G: Tongue & Groove
SPECS: Specifications	T&P: Temperature & Pressure Relief Valve
SPK: Speaker	TAN: Tangent
SPL: Special	TB: Towel Bar
SPLR: Sprinkler	TC: Top of Curb, Terracotta
SPM: Sprinkler Main	TCLO: Telephone Closet
SPP: Skim Coat Plaster Painted	TCS: Terne Coated Stainless Steel
SPST: Single Pole Single Throw	TD: Trench Drain
SQ: Square	TEL: Telephone
SS: Stainless Steel, Set Screw, Soil Stack, Service Sink, Slop Sink	TEL CL: Telephone Closet
SSD: Sub-soil Drain	TEMP: Temporary, Tempered, Temperature
SSGS: Silicone Structural Glazing Sealant	TEN: Tenant
SSK: Service Sink	TER: Terrazzo
SSS: Silicone Sanitary Sealant	TERR: Terrazzo
SST: Stainless Steel	TERM: Terminal
ST: Straight, Storm Water	TGL: Toggle
STA: Station	TH: Thermostat
STC: Sound Transmission Class	THK: Thick, Thickness
STD: Standard	THKNS: Thickness
STG: Storage, Seating	THR: Threshold
STGG: Structural Glazing Gasket	THRESH: Threshold
STGR: Stagger	THRM: Thermal
STIFF: Stiffener	THRMST: Thermostat
STK: Stack	THRU: Through
STL: Steel	TKBD: Tackboard
STM: Steam	TL: Twist Lock (receptacle)
STO: Storage	TLT: Toilet
STOR: Storage	TOL: Tolerance
STP: Standard Temperature & Pressure, Standpipe	TP: Top of Pavement
STR: Straight (re-bars), Strainer, Structural, Starter	TPD: Toilet paper Dispenser
STRL: Structural	TPH: Toilet Paper Holder
STRT: Straight	TPTN: Toilet Partition
STRUC: Structural	TR: Tread, Transom
STRUCT: Structural	TRANS: Transformer, Translucent
ST W: Storm Water	TRAV: Travertine
STWY: Stairway	TRD: Tread
SUCT: Suction	TS: Time Switch
	TSL: Top of Slab
	TST: Top of Steel
	TSTAT: Thermostat

TT: Terrazzo Tile, Traffic Topping
TTC: Telephone Terminal Closet
TV: Television
TW: Top of Wall, Thin Wall (conduit), Tempered Water
TYP: Typical
TZ: Terrazzo

UC: Undercut
UH: Unit Heater
UL: Underwriters' Laboratories
UNEX: Unexcavated
UNEXC: Unexcavated
UNF: Unfinished
UNFIN: Unfinished
UNO: Unless Noted Otherwise
UON: Unless Otherwise Noted
UP: Unpainted
UR: Urinal
USG: United States Gauge, United States Gypsum Company
USS: United States Standard
UT: Utility

V: Volt, Valve, Vinyl, Vent, Ventilator
VA: Volt Ampere
VAC: Vacuum
VACBR: Vacuum Breaker
VAR: Varnish, Varies
VAT: Vinyl Asbestos Tile
VB: Vapor Barrier, Valve Box, Vinyl Base, Vacuum Breaker
VBC: Vinyl Base (Coved)
VBS: Vinyl Base (Straight)
VC: Varnished Cambric
VCP: Vitrified Clay Pipe
VCT: Vinyl Composition Tile
VENT: Ventilate, Ventilator
VERT: Vertical
VEST: Vestibule
VF: Vinyl Fabric
VFGT: Vinyl Foam Glazing Tape
VIF: Verify In the Field
VIN: Vinyl
VIT: Vitreous
VLT: Vault
VNR: Veneer
VOL: Volume
VP: Vapor Proof, Vent Pipe

VR: Vapor Retarder, Vacuum Return, Vertical Riser
VRM: Vermiculite
VS: Vent Stack
VT: Vinyl Tile
VTR: Vent Through Roof
VWC: Vinyl Wall Covering

W: West, Width, Wide, Watt, Waste, Water, Water Main
W/: With
W/O: Without
W&M: Washburn & Moen Gauge
WAINS: Wainscot
WB: Wood Base
WC: Watercloset
WD: Wood
WDP: Wood, Painted
WDSS: Wood, Stained & Sealed
WDW: Window
WF: Wide Flange (structural steel)
WFS: Water Flow Switch
WG: Wired Glass
WGL: Wire-Glass
WH: Water Heater, Wall Hung, Wall Hydrant
WI: Wrought Iron
WIN: Window
WM: Wire Mesh, Water Meter
WP: Waterproof, Working Point, Working Pressure, Weatherproof
WPR: Waterproofing
WPT: Working Point
WR: Water Resistant, Water Repellant, Waste Receptacle
WRSTP: Weatherstripping
WS: Weatherstripping, Water Stop
WSCT: Wainscot
WT: Weight, Water Table, Watertight
WVNR: Wood Veneer
WW: Window Wall
WWF: Welded Wire Fabric

XH: Extra Heavy
X HVY: Extra Heavy
X STR: Extra Strong

YD: Yard
YR: Year

END OF ABBREVIATIONS

TEMPORARY FACILITIES AND CONTROLS

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Temporary utilities
- B. Temporary sanitary facilities.
- C. Barriers, enclosures, and fencing.
- D. Vehicular access and parking.
- E. Waste removal facilities and services.
- F. Field offices

1.2 RELATED REQUIREMENTS

- A. Section 01 1000 Summary of Work: Contractor use of premises

1.3 QUALITY ASSURANCE

- A. Comply with industry standards and applicable laws and regulations of authorities having jurisdiction.

1.4 UTILITIES

- A. At no time during the course of construction may existing services or utilities affecting other buildings or sites be compromised or eliminated for any duration except as expressly permitted on an individual basis by the Owner. Requests for temporary shut-down of services must be presented a minimum of 72 hours prior to the event. For all shut-downs during operating hours and where deemed necessary by the Owner, alternate services are to be provided at the expense of the Contractor.

1.5 TEMPORARY SANITARY FACILITIES

- A. Existing facilities within the space may be used as long as it is maintained in clean, undamaged condition. Restrooms shall be cleaned on a weekly basis or more depending on need. Any damage is to be repaired immediately by the Contractor.
- B. Maintain in clean and sanitary condition.

1.6 BARRIERS

- A. Provide barriers to prevent unauthorized entry to construction areas, to prevent access to areas that could be hazardous to workers or the public, to allow for owner's use of site and to protect existing facilities and adjacent properties from damage from construction operations and demolition.
- C. Protect non-owned vehicular traffic, stored materials, site, and structures from damage.
- D. The Contractor shall at all times provide safe and satisfactory means for the workers, the Architect/Engineer and Owner's inspection of the work.

1.7 EXISTING BUILDING EGRESS

- A. The existing adjacent building will be occupied throughout the Project duration. Life-safety and exiting systems must be maintained throughout the duration of the Project. If Work is to take place near required exit doors, full egress must be maintained as required based on the Occupancy of the building during times of that portion of the Work.

1.8 CONTINUITY OF UTILITY SERVICES

- A. The Work shall be executed in such a way as to maintain uncompromised continuity of all utility services to the adjacent existing building and property.

1.9 VEHICULAR ACCESS AND PARKING

- A. Coordinate access and haul routes with Owner.
- B. Provide and maintain access to fire hydrants, free of obstructions.

1.10 WASTE REMOVAL

- A. Provide waste removal facilities and services as required to maintain the site in clean and orderly condition.
- B. Dumpsters will not be allowed on the street. Provide containers with lids. Remove trash from site periodically.
- C. If materials to be recycled or re-used on the project must be stored on-site, provide suitable non-combustible containers; locate containers holding flammable material outside the structure unless otherwise approved by the authorities having jurisdiction.

1.11 MAINTENANCE OF CONSTRUCTION AREA

- A. Maintain the construction site and project area to prevent the impact of weather. Snow removal and other maintenance needs within the project area and construction site are the responsibility of the Contractor.

1.12 REMOVAL OF UTILITIES, FACILITIES, AND CONTROLS

- A. Remove temporary utilities, equipment, facilities, materials, prior to Substantial Completion inspection.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

PRODUCT REQUIREMENTS

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. General product requirements.
- B. Existing products.
- C. Transportation, handling, storage and protection.
- D. Product option requirements.

1.2 NOT USED

1.3 NOT USED

1.4 NOT USED

PART 2 PRODUCTS

2.1 EXISTING PRODUCTS

- A. Unforeseen historic items encountered remain the property of the Owner; notify Owner promptly upon discovery; protect, remove, handle, and store as directed by Owner.

2.2 NOT USED

2.3 PRODUCT OPTIONS

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

2.4 MAINTENANCE MATERIALS

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

PART 3 EXECUTION

3.1 SUBSTITUTION PROCEDURES

- A. Architect will consider requests for substitutions only within 30 days after date of Agreement.
- B. Substitutions after award of contract may be considered only when a product becomes unavailable through no fault of the Contractor.
- C. Document each request with complete data substantiating compliance of proposed substitution with Contract Documents.
- D. A request for substitution constitutes a representation that the submitter:
 - 1. Has investigated proposed product and determined that it meets or exceeds the quality level of the specified product.
 - 2. Will provide the same warranty for the substitution as for the specified product.
 - 3. Will coordinate installation and make changes to other Work that may be required for the Work to be complete with no additional cost to Owner.
 - 4. Waives claims for additional costs or time extension that may subsequently become apparent.
 - 5. Will reimburse Owner and Architect for review or redesign services associated with re-

approval by authorities.

- E. Substitutions will not be considered when they are indicated or implied on shop drawing or product data submittals, without separate written request, or when acceptance will require revision to the Contract Documents.
- F. Whenever any article or any material is specified by a reference to a name of any manufacturer or dealer, or by specific reference to catalogues of any manufacture or dealer, intent is to establish a standard of excellence which the Architect/Engineer and Owner have determined upon as requisite and necessary for this project, and subject only therefore to such modifications as the Architect/Engineer and Owner may make in accordance with the procedure given in this article. It is therefore mandatory and binding upon bidders to abide within the limits of the restrictions imposed.
- G. Where words "or equal", "as selected", "approved", "approved make", "alternate", or other synonymous terms are used in reference to material, quality, methods or apparatus in lieu of or in addition to other specific references, it is to be distinctly understood that approval of any such substitutions is vested in the Architect/Engineer whose decision shall be final.

3.2 TRANSPORTATION AND HANDLING

- A. Coordinate schedule of product delivery to designated prepared areas in order to minimize site storage time and potential damage to stored materials.
- B. Transport and handle products in accordance with manufacturer's instructions.
- C. Transport materials in covered trucks to prevent contamination of product and littering of surrounding areas.
- D. Promptly inspect shipments to ensure that products comply with requirements, quantities are correct, and products are undamaged.
- E. Provide equipment and personnel to handle products by methods to prevent soiling, disfigurement, or damage.
- F. Arrange for the return of packing materials, such as wood pallets, where economically feasible.

3.3 STORAGE AND PROTECTION

- A. Designate receiving/storage areas for incoming products so that they are delivered according to installation schedule and placed convenient to work area in order to minimize waste due to excessive materials handling and misapplication.
- B. Store and protect products in accordance with manufacturers' instructions.
- C. Store with seals and labels intact and legible.
- D. Store sensitive products in weather tight, climate controlled, enclosures in an environment favorable to product.
- E. Cover products subject to deterioration with impervious sheet covering. Provide ventilation to prevent condensation and degradation of products.
- F. Store loose granular materials on solid flat surfaces in a well-drained area. Prevent mixing with foreign matter.
- G. Prevent contact with material that may cause corrosion, discoloration, or staining.
- H. Provide equipment and personnel to store products by methods to prevent soiling, disfigurement, or damage.
- I. Arrange storage of products to permit access for inspection. Periodically inspect to verify products are undamaged and are maintained in acceptable condition.

- J. The Contractor and each subcontractor shall be responsible for and shall take such precautions as are necessary to adequately protect from damage or deterioration and to safeguard from theft or pilferage all materials, tools and equipment pertaining to the Contractor's work which are on site of building, whether stored or incorporated in the structure.

END OF SECTION

CLEANING

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Cleaning during construction.
- B. Final Cleaning.

1.2 RELATED REQUIREMENTS

- A. Individual Product Sections: Specific requirements for cleaning and protection.

PART 2 PRODUCTS

2.1 CLEANING MATERIALS

- A. Use only cleaning materials recommended by manufacturer of surface to be cleaned.

PART 3 EXECUTION

3.1 DURING CONSTRUCTION

- A. From the time work is begun until the Contract is completed, the Contractor shall have care, custody and control of the premises, subject to rights of the Owner. The Contractor shall maintain all of the work areas on the premises in first-class condition during term of operations under this Contract. The Contractor shall be responsible for his/her debris and waste and shall not allow rubbish or waste material to accumulate on or about the premises.
- B. Collect and remove waste materials, debris, and trash/rubbish from site periodically and dispose off-site; do not burn or bury
- C. Do not throw waste material and rubbish down from upper levels.
- D. Hammer in or bend over flush with the wood protruding nails in boards, planks, timbers, etc before disposing of them.
- E. Dispose of hazardous wastes in accordance with applicable laws and regulations.
- F. Promptly remove from the work area all waste materials and rubbish resulting from the performance of the work. Clean up on a day-to-day basis throughout the construction period.
- G. Broom and vacuum clean interior areas prior to start of surface finishing, and continue cleaning to eliminate dust.
- H. Perform continuous clean-up of flammable debris to prevent accumulation.
- I. Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, prior to enclosing the space.

3.2 FINAL CLEANING

- A. At Completion of the Work promptly remove tools, equipment, machinery, and surplus materials from the Project site.
- B. The Work shall be maintained in a clean condition until the Architect determines that the Project is substantially complete.

END OF SECTION

CLOSEOUT PROCEDURES

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Closeout procedures, except payment procedures.
- B. General requirements for maintenance service.
- C. Project Record Documents.
- D. Warranties.
- E. Progress Photos
- F. Daily Log of Construction
- G. Documentation of all project RFI's, ASI's and reviewed Submittals
- H. Submittal of all Lien waivers from Contractor, all Subcontractors and Suppliers
- I. Submittal of IC-134's from Contractor and Subcontractors
- J. Submittal of Payroll Reports from Contractor and all Subcontractors

1.2 RELATED REQUIREMENTS

- A. Section 01 3000 - Administrative Requirements: Submittals procedures.
- B. Individual Product Sections: Warranties required for specific products or Work.

1.3 SUBMITTALS

- A. All submittals are to be provided in two sets of bound paper copies (plus a warranty binder) and one electronic copy. Submit electronic files via USB drive, Dropbox or Google Drive link. Electronic files are to be organized in subfolders for each Division, with a separate subfolder for the general contractor items. Provide submittal checklist (Paragraph 3.7) checked to indicate each item provided.

Paper copies are to be provided in 3 ring binders labeled on the front **and on the binding end**.

Electronic submittals shall not include any single pdf of more than 50 pages.

- B. Warranties
 - 1. Obtain electronic and original copies of warranties and bonds, executed by responsible Subcontractors, suppliers, and manufacturers, within 30 days after completion of the applicable item of work. Except for items put into use with Owner's permission, leave date of beginning of time of warranty until the Date of Substantial completion is determined.
 - 2. For equipment or component parts of equipment put into service during construction with Owner's permission, submit documents within 10 days after acceptance.
 - 3. Make other submittals within 10 days after Date of Substantial Completion, prior to final Application for Payment.
 - 4. For items of Work for which acceptance is delayed beyond Date of Substantial Completion, submit within 10 days after acceptance, listing the date of acceptance as the beginning of the warranty period.
- D. Record Submittals: Provide electronic copies of submittals (shop drawings, product data, etc.) as approved during the project. Submittals shall include, all approved documents, shop drawings, color and finish selections, etc.
- E. Punch Lists: Provide electronic copies of the all completed punch lists (General construction, mechanical, electrical and civil) signed by the general contractor, with each item initialed by the general contractor indicating that each item has been verified as corrected.

- F. Inspection Certificates: Submit scans of certification certificates, properly executed by the various authorities having jurisdiction, which indicate that the Work, various items of equipment and systems have been inspected and are approved for occupancy, operation and permanent use.
- G. Evidence of Payment: Submit Contractor's Affidavit of Payment of Debts and Claims, AIA Document G706 in electronic and original form.
- H. Release of Liens: Submit Contractor's Affidavit of Release of Liens, AIA Document G706A in electronic and original form
- I. Consent of Surety for Final Payment: Submit Consent of Surety Company to Final Payment, AIA Document G707 in electronic and original form.
- J. For Contractor and each subcontractor submit Form IC-134, Minnesota Department of Revenue Withholding Affidavit for Contractors per Minnesota Statutes 290.92 and 290.97, certified by Minnesota Department of Revenue in electronic form.
- K. Payroll records showing compliance with Minnesota State Statute 177.41-44 regarding Prevailing Wage Rates for Commercial Construction in electronic form.
- L. Lien waivers for all previous payments to subcontractors, consistent with the amounts indicated on Applications for Payment in electronic form.
- M. Progress Photos for duration of project (See 03 3000).
- N. Daily Log of Construction: electronic scans and paper prints, including names and trades of all individuals on site each day of work (See 01 3000).
- OP. Project Record Documents: Submit electronic (scanned) documents (drawings and Project Manual) describing deviations from or clarifications to the documents due to specific on-site conditions and describing any Addenda and/or Change Orders.
- P. Requests for Information: Submit electronic copies of all Requests for Information (RFI's), including all official responses and back-up documentation.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.1 CLOSEOUT PROCEDURES

- A. Make submittals that are required by governing or other authorities in the format such authorities may require.
 - 1. Provide copies to Architect and Owner.
- B. Notify Architect when work is considered ready for Substantial Completion review.
 - 1. Submit written certification that Contract Documents have been reviewed, work has been inspected, and that work is complete in accordance with Contract Documents and ready for Architect's review.
 - 2. If Contractor is aware of any items that are incomplete or are not in conformance with the Documents, those items shall be provided in written form to the Architect.
 - 3. The Architect and Engineers will review the Work and provide a Punch List of items identified during the review as incomplete or inconsistent with the Documents. This list may not be comprehensive of incomplete or unacceptable items and does will not relieve the Contractor of responsibility complete the project in full conformance with the Documents.

4. The Contractor shall correct items of work listed in Punch Lists and executed Certificates of Substantial Completion within 30 calendar days of the date of Substantial Completion and provide a copy of the punch list signed by an Owner/Officer of the General Contractor organization, and initialing each individual item, signifying they are personally aware that each item has been completed in conformance with the Documents.

- C. NOT USED
- D. Notify Architect when work is considered finally complete.
- E. Complete items of work determined by Architect's final inspection.

END OF SECTION

DEMOLITION

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Demolition of building and site elements shown for removal.
- B. All demolition of materials, surfaces, finishes, ceilings, floors, walls, equipment, etc.
- C. Removal of all furniture, cabinets, etc. within all rooms.
- E. Removal of systems, equipment, devices, etc.

1.2 RELATED REQUIREMENTS

- A. Section 01 1000 - Summary: Limitations on Contractor's use of site and premises.

1.3 REFERENCE STANDARDS

- A. 29 CFR 1926 - U.S. Occupational Safety and Health Standards; current edition.
- B. NFPA 241 - Standard for Safeguarding Construction, Alteration, and Demolition Operations; 2004.

1.4 NOT USED

1.5 QUALITY ASSURANCE

- A. Demolition Firm Qualifications: Company specializing in the type of work required.
 - 1. Minimum of 5 years of documented experience.

PART 2 PRODUCTS

PART 3 EXECUTION

3.1 GENERAL PROCEDURES AND PROJECT CONDITIONS

- A. Comply with applicable codes and regulations for demolition operations and safety of adjacent structures and the public.
 - 1. Obtain required permits.
 - 2. Comply with applicable requirements of NFPA 241.
 - 3. Use of explosives is not permitted.
 - 4. Take precautions to prevent catastrophic or uncontrolled collapse of structures to be removed; do not allow worker or public access within range of potential collapse of unstable structures.
 - 5. Provide, erect, and maintain temporary barriers and security devices.
 - 6. Use physical barriers to prevent access to areas that could be hazardous to workers or the public.
 - 7. Conduct operations to minimize effects on and interference with adjacent structures and occupants.
 - 8. Do not close or obstruct roadways or sidewalks without permit.
- B. Do not begin removal until receipt of notification to proceed from Owner.
- C. Do not begin removal until built elements to be salvaged or relocated have been removed.
- E. Minimize production of dust due to demolition operations; do not use water if that will result in ice, flooding, sedimentation of public waterways or storm sewers, or other pollution.
- F. If hazardous materials are discovered during removal operations, stop work and notify Architect and Owner; hazardous materials include regulated asbestos containing materials, lead, PCB's, and mercury.

- G. Perform demolition in a manner that maximizes salvage and recycling of materials.
 - 1. Comply with requirements of Section 01 7420 - Waste Management and Recycling.
 - 2. Dismantle existing construction and separate materials.
 - 3. Set aside reusable, recyclable, and salvageable materials; store and deliver to collection point or point of reuse.

3.2 EXISTING UTILITIES

- A. Coordinate work with Owner; notify before starting work and comply with their requirements; obtain required permits.
- B. Protect existing utilities to remain from damage.
- C. Do not disrupt public utilities without permit from authority having jurisdiction.
- D. Do not close, shut off, or disrupt existing life safety systems that are in use without at least 7 days prior written notification to Owner.
- E. Do not close, shut off, or disrupt existing utility branches that serve other properties.
- F. Locate and mark utilities; mark using highly visible tags or flags, with identification of utility type; protect from damage due to subsequent construction, using substantial barricades if necessary.
- G. Remove exposed piping, valves, meters, equipment, supports, and foundations of disconnected and abandoned utilities.
- H. Prepare building demolition areas by disconnecting and capping utilities outside the demolition zone; identify and mark utilities to be subsequently reconnected, in same manner as other utilities to remain.

3.3 SELECTIVE DEMOLITION FOR ALTERATIONS

- A. Drawings showing existing construction and utilities are based on existing record documents only.
 - 1. Verify that construction and utility arrangements are as shown.
 - 2. Report discrepancies to Architect before disturbing existing installation.
 - 3. Beginning of demolition work constitutes acceptance of existing conditions that would be apparent upon examination prior to starting demolition.
- E. Services (Including but not limited to HVAC, Plumbing, Fire Protection, Electrical, and Telecommunications): Remove existing systems and equipment as indicated.
 - 1. See Section 01 1000 for other limitations on outages and required notifications.
 - 2. Verify that abandoned services serve only abandoned facilities before removal.
 - 3. Remove abandoned pipe, ducts, conduits, and equipment, including those above accessible ceilings; remove back to source of supply.

3.4 DEBRIS AND WASTE REMOVAL

- A. Remove debris, junk, and trash from site on a daily basis.
- B. Remove from site all materials not to be reused on site.
- C. Leave site in clean condition.
- D. Clean up spillage and wind-blown debris.

END OF SECTION

PART 1 GENERAL**1.1 SECTION INCLUDES**

- A. Removal of topsoil.
- B. Rough grading.
- C. Finish grading.

1.2 NOT USED**1.3 SUBMITTALS**

- A. Project Record Documents: Accurately record actual locations of utilities remaining by horizontal dimensions, elevations or inverts, and slope gradients.

1.04 QUALITY ASSURANCE

- A. Perform Work in accordance with State of Minnesota, Highway Department standards.

PART 2 PRODUCTS**2.01 MATERIALS****A. Topsoil:**

Topsoil: Topsoil salvaged from on-site can be re-used. If additional materials are required, the topsoil shall be new and imported material. The topsoil, whether it is new or salvaged, should be screened and pulverized. The topsoil should be dry and ready to be fine graded.

Imported topsoil shall consist of sandy loam soil, reasonably free of clay lumps, stones, and other objects over 1 inch in diameter, without weeds, roots and other objectionable material and shall meet the requirements of MNDOT Section 3877 for Select Topsoil materials.

	Minimum	Maximum
Material passing #10 sieve	90%	---
Clay	5%	30%
Silt	10%	70%
Sand and gravel	20%	70%
Organic matter	3%	20%
pH	6.1	7.5

- B. Other Fill Materials: Naturally or artificially graded mixture of natural or crushed gravel, stone, and/or sand. See Aggregates Section for additional information and requirements.

PART 3 EXECUTION**3.01 EXAMINATION**

- A. Verify that survey bench mark and intended elevations for the Work are as indicated.

3.02 PREPARATION

- A. Identify required lines, levels, contours, and datum.
- B. Stake and flag locations of known utilities.
- C. Locate, identify, and protect from damage above- and below-grade utilities to remain.
- D. Notify utility company to remove and relocate utilities.
- E. Protect site features to remain, including but not limited to bench marks, survey control points, existing structures, fences, sidewalks, paving, and curbs, from damage by grading equipment and vehicular traffic.
- F. Protect plants and other features to remain as a portion of final landscaping.

3.03 ROUGH GRADING

- A. Remove topsoil from areas to be further excavated, re-landscaped, or re-graded, without mixing with foreign materials.
- B. Do not remove topsoil when wet.
- C. Remove subsoil from areas to be further excavated, re-landscaped, or re-graded.

- D. Do not remove wet subsoil, unless it is subsequently processed to obtain optimum moisture content.
- E. When excavating through roots, perform work by hand and cut roots with sharp axe.
- F. Stability: Replace damaged or displaced subsoil to same requirements as for specified fill.

3.04 SOIL REMOVAL

- A. Stockpile topsoil to be re-used on site; remove remainder from site.
- B. Stockpile subsoil to be re-used on site; remove remainder from site.
- C. Stockpiles: Use areas designated on site; pile depth not to exceed 8 feet; protect from erosion.

3.05 FINISH GRADING

- A. Before Finish Grading:
 - 1. Verify subgrade has been contoured and compacted.
- B. Remove debris, roots, branches, stones, in excess of 1/2 inch in size.
- C. In areas where vehicles or equipment have compacted soil, scarify surface to depth of 3 inches.
- D. Place topsoil in areas where seeding is to be placed.
- E. Place topsoil to thickness as required to accommodate the seeding.
- F. Place topsoil during dry weather.
- G. Remove roots, weeds, rocks, and foreign material while spreading.
- H. Near plants spread topsoil manually to prevent damage.
- I. Fine grade topsoil to eliminate uneven areas and low spots. Maintain profiles and contour of subgrade.
- J. Lightly compact placed topsoil.

3.06 REPAIR AND RESTORATION

- A. Existing Facilities, Utilities, and Site Features to Remain: If damaged due to this work, repair or replace to original condition.
- B. Other Existing Vegetation to Remain: If damaged due to this work, replace with vegetation of equivalent species and size.

3.07 CLEANING

- A. Remove unused stockpiled topsoil and subsoil. Grade stockpile area to prevent standing water.
- B. Leave site clean and raked, ready to receive landscaping.

END OF SECTION

PART 1 GENERAL**1.1 SECTION INCLUDES**

- A. Preparation of subsoil.
- B. Placing topsoil.
- C. Seeding, mulching and fertilizer.
- D. Maintenance.

1.2 RELATED REQUIREMENTS

- A. Section 31 2200 - Grading: Topsoil material.
- B. Section 31 2200 - Grading: Preparation of subsoil and placement of topsoil in preparation for the work of this section.

1.3 DEFINITIONS

- A. Weeds: Include Dandelion, Jimsonweed, Quackgrass, Horsetail, Morning Glory, Rush Grass, Mustard, Lambsquarter, Chickweed, Cress, Crabgrass, Canadian Thistle, Nutgrass, Poison Oak, Blackberry, Tansy Ragwort, Bermuda Grass, Johnson Grass, Poison Ivy, Nut Sedge, Nimble Will, Bindweed, Bent Grass, Wild Garlic, Perennial Sorrel, and Brome Grass.

1.4 REGULATORY REQUIREMENTS

- A. Comply with regulatory agencies for fertilizer and herbicide composition.
- B. Provide certificate of compliance from authority having jurisdiction indicating approval of seed mixture.

1.5 DELIVERY, STORAGE, AND HANDLING

- A. Deliver grass seed mixture in sealed containers. Seed in damaged packaging is not acceptable. Deliver seed mixture in containers showing percentage of seed mix, year of production, net weight, date of packaging, and location of packaging.
- B. Deliver fertilizer in waterproof bags showing weight, chemical analysis, and name of manufacturer.

PART 2 PRODUCTS**2.1 SEED MIXTURE**

- A.** State-certified seed of the latest season's crop. Deliver in original sealed packages bearing the producer's guaranteed analysis for percentages of mixtures, purity, germination, weed and seed content, and inert material. Label the packages in conformance with the U.S. Department of Agriculture rules and regulations under the Federal Seed Act and applicable state seed laws. On-site seed mixing shall be done only in the presence of the Engineer.
- B.** The origin shall be clearly identified on the seed label for all seed types, including native forbs.
- C.** The seed mix or species to be furnished and used shall be a uniform blend. MN/DOT seed mixture 22-111 can be used for temporary stabilization of slopes and grading areas during construction. MNDOT seed mixture 33-261 should be used in areas of the detention basin located between the normal water level and the crest. Seed mixture in lawn areas shall be suitable for sandy soils with Park Kentucky Bluegrass: 15%, Tall Turf Type Fescue: 40%, Creeping Red: 20%, Perennial Ryegrass: 15%, and Annual Ryegrass: 10%.
- D.** Protect the seed from moisture from the time of delivery until the time it is used. Wet or moldy seed shall not be used.

2.2 SOIL MATERIALS

- A. Topsoil: Fertile, agricultural soil, typical for locality, capable of sustaining vigorous plant growth, taken from drained site; free of subsoil, clay or impurities, plants, weeds and roots; pH value of minimum 5.4 and maximum 7.0.

2.3 ACCESSORIES

- A. Fertilizer: ; recommended for grass, with fifty percent of the elements derived from organic sources; of proportion necessary to eliminate any deficiencies of topsoil, as indicated by analysis.
- B. Water: Clean, fresh and free of substances or matter that could inhibit vigorous growth of grass.
- C. Erosion Control Fabric:
 - A. North American Green SC150BN.
 - 1. Material Data Requirements:
 - Top net: Woven, 100% biodegradable, natural organic fiber, 9.3 lbs./ 1,000 sq. ft
 - Bottom net: Woven, 100% biodegradable, natural organic fiber, 9.3 lbs./ 1,000 sq. ft
 - Matrix: 70% Straw at 0.35 lbs./ square yard
 - 30% coconut at 0.15 lbs./ square yard
 - Thread: Biodegradable
- B. Approved equal - MN/DOT 3885 Category 4, Type Straw/Coconut 2S

PART 3 EXECUTION

3.1 EXAMINATION

- A. Verify that prepared soil base is ready to receive the work of this Section.

3.2 PREPARATION

- A. Prepare subgrade in accordance with Section 31 2200.
- B. Place topsoil in accordance with Section 31 2200.

3.3 FERTILIZING

- A. Apply fertilizer in accordance with manufacturer's instructions.
- B. Apply after smooth raking of topsoil and prior to roller compaction.
- C. Do not apply fertilizer at same time or with same machine as will be used to apply seed.
- D. Mix thoroughly into upper 2 inches of topsoil.
- E. Lightly water to aid the dissipation of fertilizer.

3.4 SEEDING

- A. Apply seed at a rate recommended by the manufacturer for the location, topsoil, etc. evenly in two intersecting directions. Rake in lightly.
- B. Do not seed areas in excess of that which can be mulched on same day.
- C. Do not sow immediately following rain, when ground is too dry, or during windy periods.
- D. Immediately following seeding and compacting, apply mulch to a thickness of 1/8 inches. Maintain clear of shrubs and trees.
- E. Apply water with a fine spray immediately after each area has been mulched. Saturate to 4

inches of soil.

- F. Following germination, immediately re-seed areas without germinated seeds that are larger than 4 by 4 inches.

3.5 PROTECTION

- A. Identify seeded areas with stakes and string around area periphery.
- B. Cover seeded slopes where grade is 4 inches per foot or greater with erosion fabric. Roll fabric onto slopes without stretching or pulling.
- C. Lay fabric smoothly on surface, bury top end of each section in 6 inch deep excavated topsoil trench. Provide 12 inch overlap of adjacent rolls. Backfill trench and rake smooth, level with adjacent soil.
- D. Secure outside edges and overlaps at 36 inch intervals with stakes.
- E. Lightly dress slopes with topsoil to ensure close contact between fabric and soil.

3.6 MAINTENANCE

- A. Maintain seeded areas immediately after placement until grass is well established and exhibits a vigorous growing condition.
- B. Mow grass at regular intervals to maintain at a maximum height of 2-1/2 inches. Do not cut more than 1/3 of grass blade at any one mowing.
- C. Neatly trim edges and hand clip where necessary.
- D. Immediately remove clippings after mowing and trimming.
- E. Water to prevent grass and soil from drying out.
- F. Roll surface to remove minor depressions or irregularities.
- G. Control growth of weeds. Apply herbicides in accordance with manufacturer's instructions. Remedy damage resulting from improper use of herbicides.
- H. Immediately reseed areas that show bare spots.
- I. Protect seeded areas with warning signs during maintenance period.

END OF SECTION