

## DESIGN & CONSTRUCTION GUIDELINES

### DIVISION 01 GENERAL REQUIREMENTS (MINOR PROJECTS)

#### **DIVISION 01 GENERAL REQUIREMENTS**

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#### **SECTION 01 10 00 INSTRUCTIONS**

##### **1.1 DEVELOPMENT OF PROJECT SPECIFICATIONS**

[USF Design and Construction Guidelines \(DCG\)](#), including [Division 01 General Requirements](#), can be found at: [www.usf.edu/fm-dc](http://www.usf.edu/fm-dc) webpage under the [Guidelines and Standards](#) tab. The [Design Professional \(Architect/Engineer\)](#) is responsible to include the applicable [Division 01](#) (Major or Minor) sections in the Project Manual. The standard versions of [Division 01](#) written for the Design Professional and are not suitable for publication and are not to be referenced in a bid document.

##### **1.2 USF DESIGN & CONSTRUCTION GUIDELINES (USF-DCG)**

The following sections have been partially edited for use by the [Architect/Engineer \(A/E\)](#). The A/E is responsible to add, delete, and modify these as needed to prepare a [Project Edited Division 01](#) specifications, which will be reviewed by the [USF Project Manager \(USF-PM\)](#) as part of the 100% Owner Review submittal.

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END OF SECTION 01 10 00

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**SECTION 01 11 00 SUMMARY OF WORK****1.1 GENERAL DESCRIPTION**

The project requirements are described in the project documents, including plans, specifications, and district guidelines.

**1.2 WORK BY THE OWNER**

- A. The Owner may concurrently perform construction work at the project site. The Contractor is required to cooperate fully so as not to interfere with the work performed by the Owner under separate contracts. The work included being performed by the Owner is indicated elsewhere in these construction documents.
- B. When required by these documents, schedule and coordinate the work of the Owner's separate Contractors.
- C. Unless otherwise specified, the Owner will perform the necessary tasks to vacate work areas in advance of construction, including removal of furniture except where such work is specified to be performed by the Contractor. The Contractor is to allow three (3) days minimum, or as otherwise indicated in these documents, for Owner move-out at the beginning of each phase of construction. Contractor tasks during this period may not interfere with Owner move-out activities.

NOTE: Items to be removed from the construction area which require the use of tools are the responsibility of the Contractor. The Contractor is required to evaluate existing conditions and to include costs to remove, store and reinstall such items.

**1.3 WORK ON OTHER PROJECTS**

If work of other projects will be performed simultaneously with the work of this project, the Contractor is expected to cooperate with other contractors and with the Owner to avoid interference with each other's work.

**1.4 SCHEDULING THE WORK**

Job conditions which will affect phasing and scheduling of the work are described in these documents. Particular attention must be given to remodeling work in buildings which will remain in operation during remodeling. Examples of some problems that may be encountered are:

- A. MAINTENANCE OF INGRESS AND EGRESS: Temporary entrances and exits must meet code requirements.
- B. SECURITY: Areas which are being operated by the User/Occupant Group, must be secured from the construction area and vice versa.
- C. STORAGE: If adequate area is not available for storage of construction materials, adjust delivery schedule accordingly. The location of storage/staging areas on site must be approved by USF Facilities, and must be properly secured by the Contractor, and must be removed upon substantial acceptance.
- D. MAINTENANCE OF UTILITIES, LOW VOLTAGE & OTHER SERVICES: These requirements are set forth in [Section 011400 Work Restrictions and Scheduling](#).
- E. DUST CONTROL AND NOISE CONTROL: The location and general description of temporary partitions required for control of dust and noise are indicated on the drawings or, if not indicated, are to be proposed by the Contractor and submitted for approval.
- F. TEMPORARY PARTITIONS: The location and description of temporary partitions which are necessary to provide fire or smoke separation are indicated on the drawings or, if not indicated, are to be proposed by the Contractor and submitted for approval.
- G. PROTECTION FROM WATER AND MOISTURE: The Contractor is required to take the necessary precautions to avoid water/moisture intrusion into the building during construction, including condensation resulting from failure to maintain the integrity of the building envelope.

**1.5 ITEMS FURNISHED BY THE UNIVERSITY**

Items to be furnished by the University furnishes to be installed by the Contractor are described in these documents. The Contractor is required to submit a written request for delivery of the

materials sufficiently in advance to avoid delaying the work.

**1.6 WORK COVERED BY THE CONTRACT DOCUMENTS**

- A. PROJECT DESCRIPTION: As described in the Contract Documents.
- B. CONTRACT DOCUMENTS: Contract documents are defined in the General Conditions of the Contract; and include the Invitation to Bid (when applicable), the Construction Contract and associated Conditions, the purchase order, the drawings, the specifications, addenda issued prior to bid, and changes issued subsequent to award of the contract.
- C. PROJECT MANUAL: includes the bid requirements and forms, the contracting requirements and the specifications.
- D. TYPE & FORM OF CONTRACT: Except as otherwise indicated, all work under this Contract will be under a single prime Contract between the Owner and the Contractor. "Contractor" is used interchangeably to refer to any entity providing construction services under a prime contract, including a General Contractor, Construction Manager at Risk or Design/Build firm.

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END OF SECTION 01 11 00

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**SECTION 01 14 00 WORK RESTRICTIONS AND SCHEDULING****1.1 CONTRACTOR USE OF PREMISES**

- A. PREMISES: Use of the University's premises by Contractor will be limited to the area identified on the Construction Documents. Space for staging work and related operations of Contractor and Contractor's employees will be provided, subject to availability. Coordinate use of premises under direction of USF Facilities Management (USF-FM).
1. Turf areas may not be used for construction staging or storage without prior approval from the USF Project Manager (USF-PM). Such approval will not be granted solely for the contractor's convenience. Staging and storage is to be performed on pavement except in special circumstances as determined by the Owner.
  2. Any use of pavement for construction purposes, including worker parking, requires a permit issued by the USF Parking and Transportation Services (USF-PATS) Department. Applications may be submitted on the USF-PATS web page.
- B. PROTECTIVE BARRIER: Provide and erect before any work begins, and maintain during the progress of the Work, all necessary protective barriers, warning signals, signs and lights.
- C. AREA INSIDE OF CONSTRUCTION FENCE: The area inside of the construction fence is to be maintained by the contractor for the duration of construction and restored to the same or better condition at project completion. Contractor is responsible to trim along the fence line during construction as needed to maintain a neat appearance.
- D. AREA OUTSIDE OF CONSTRUCTION FENCE: Any work that must be done outside of the designated construction area or phase limit in order to accomplish the Work of the Project or Phase of the Project must be prior approved by the USF-PM.
- E. WORK HOURS: Contractor will have use of the work area Monday through Friday 8:00 AM to 5:00 PM unless otherwise noted. Work to be performed outside of these hours requires approval of the USF-PM and seventy-two (72) hour prior notice. Approval is strictly reserved for disruptive activities; and will not be granted solely for the Contractor's convenience. The Contractor shall not work at the project site on any day the University of South Florida is officially closed, unless the USF Police Department (USF-UPD) is made aware of such construction.
- F. PRESENCE OF SUPERINTENDENT: **Work may be performed and materials may be delivered to the job site only during times when the Construction Superintendent is present on site. The Construction Superintendent is defined as a direct employee of the Contractor. This role may not be delegated to a subcontractor.**
- G. JOBSITE COMMUNICATIONS: Construction Workers and delivery personnel are prohibited from communicating with staff and students at the work site. All communication is to be routed to the A/E or the USF-PM except in the event of an emergency.
- H. ELEVATORS: USF elevators shall not be used for construction purposes without permission of the USF-PM. When such use is allowed, the Contractor is required to provide protective pads to protect all surfaces of the elevator. Prior condition is to be documented and finishes are to be restored to like-new condition upon completion of the work.
- I. PUBLIC RESTROOMS: USF public restrooms shall not be used by construction personnel without prior USF-FM permission.

**1.2 WORK IN OCCUPIED AREAS**

- A. CAMPUS: The University will occupy the surrounding premises during the entire period of the Work of this Contract to conduct its normal operations. Cooperate with University in all construction operations to minimize conflict, and to facilitate University usage.
- B. WORK HOURS IN OCCUPIED AREAS: Work in areas which have not been vacated for construction are to be restored for use by the University prior to 7:00 AM the following weekday.
- C. TEMPORARY BARRIERS: Interior temporary barriers are required to separate the work area from the occupied areas of a building and shall be constructed using nominal 2 x 4 wood or 3- 5/8 inches metal studs with 1/2 inch plywood or gypsum wallboard on the occupied side. Barricades in exterior areas are to be weatherproof and sturdy, and designed to provide protection to staff/students, buildings, vehicles, landscaping and pavement. The Contractor is to propose an appropriate type of barricade based on individual project needs.

- D. **EGRESS & ACCESS ROUTES:** If the Contractor prepares for closure of a corridor, sidewalk, egress route, etc. that provides necessary access to other floor areas; Contractor shall make provisions for alternative access to such other nearby areas which are acceptable to the USF-PM. Keep all corridors, walkways, emergency exits, gates, and ramps free of obstructions, tools, equipment, and debris. Provide temporary directional signage when necessary.
- E. **COMMON AREAS:** The Contractor will not interrupt access, or interfere with the use of any facility, road, sidewalk, common area or parking area outside of the area of construction, except as permitted by the Owner.

### 1.3 DISRUPTIVE WORK

- A. The Contractor is required to plan the work so to avoid disrupting the University's operations. The Contractor will schedule the work with the input of the USF-PM. Contractor requests to work on weekends and holidays will be accommodated at USF's discretion.
- B. Disruptive activities include those which generate odor, vibration, dust or noise which can be heard in adjacent buildings.
- C. The Contractor will not interrupt power, lighting, low voltage systems, safety systems, and plumbing, telephone, or HVAC services in an occupied facility without advance written Owner approval.
- D. Where it is not possible to complete certain mechanical and electrical services to make the work complete and ready for occupancy, temporary services may be approved to allow for occupancy by the Owner at the earliest possible date.
- E. **STUDENT AREAS:** No disruptive work is permitted between 10 PM and 10:00 AM in student residential areas.

### 1.4 PROTECTION OF WORK AND ADJACENT PROPERTY

- A. Buildings and adjacent areas may be subject to damage due to construction operations. At the completion of the project, the Contractor shall restore existing buildings, landscaping, turf, parking facilities, sidewalks, etc., to the same or better condition as prior to the start of the work.
- B. In addition to requirements of the General Conditions of the Contract for Construction, the Contractor shall provide the following before starting construction:
  - 1. Provide coverings over inlets, area drains, drywells, etc. to prevent soil and construction debris from running into the storm system. In the event of a failure of a covering, the Contractor is required to clean the affected piping and structures.
  - 2. Provide protection from rain, wind, and extreme temperatures to protect new work, materials, equipment, fixtures, and adjacent areas from damage.
  - 3. Provide protection against stormwater back-ups when the storm system is affected by the work. Maintain flows as needed to avoid damage to the work and to surrounding areas.
  - 4. Provide temporary protection around openings through and at floors, roofs and other openings.
  - 5. Per the [Florida Trench Safety Act, Section 553.60-64, F.S.](#); provide and maintain proper shoring and bracing for excavations to prevent collapse or other damage until they can be properly backfilled upon completion of the new work.

### 1.5 SCHEDULING

- A. Detailed construction scheduling is the responsibility of the Contractor. Schedules are to be updated and distributed to the Design Professional (Architect/Engineer) and USF-PM bi-weekly. An updated schedule is to be provided with each application for payment.
- B. Provide schedules in CPM format in accordance with the Construction Contract. For less complex projects, a Gantt Chart may be used if approved by the USF-PM.

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END OF SECTION 01 14 00

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**SECTION 01 21 00 ALLOWANCES****1.6 GENERAL**

Allowances provide funding for corrective work that cannot be accurately quantified prior to bid, typically due to hidden conditions.

**1.7 SUMMARY**

- A. This section includes administrative and procedural requirements governing the use of allowances.
- B. Allowance amounts are included in the Base Bid.
- C. Allowance amounts are to be entered on the Bid Form in the space provided.
- D. Types of allowances may include the following:
  1. Contingency Allowance
  2. Unit Cost Allowances

**1.8 CONTINGENCY ALLOWANCE**

- A. **CONTRACTOR'S CONTINGENCY:** Contractor's Construction Contingency is a Lump Sum allowance included in the construction contract sum (typically established on the Bid Form) for use by the Contractor for unforeseen conditions. Use of Contractor's Construction Contingency require Owner review and concurrence; however, Owner shall not unreasonably deny Contractor's use of its Construction Contingency.
- B. **OWNER'S CONTINGENCY:** Owner's Contingency is typically excluded from the construction contract and remains confidential. If included in the construction contract, a Lump Sum amount which is established for the Owner's discretionary use. Owner's Contingency may include a combination or separate construction and design contingencies.
  1. Owner's Construction Contingency: An amount set aside to cover any unexpected costs that are result of unforeseen construction conditions that are not the fault of the Contractor.
  2. Owner's Design Contingency: An amount ser aside by the Owner to cover unexpected costs for unforeseen design changes that are not the fault of the Architect/Engineer (A/E).

**1.9 UNIT COST ALLOWANCES**

- A. Unit Cost Allowances are total amount for a specific unit of work when the extent of such work is hidden and cannot be determined prior to bid. Bidders are to establish a total allowance amount for the estimated quantity set forth in this Section with the understanding that the final cost will be calculated using the original unit cost multiplied by the actual quantity of work.
- B. Unit Cost Allowances are to include all costs necessary to accomplish the work in accordance with the Contract Documents, including equipment, materials, tax, labor, overhead, profit, insurance, supervision, shipping and freight, storage and protection, close out documentation, warranty, and any other incidental costs necessary to complete the work.
- C. Unit Cost Allowances, if accepted, are binding for the duration of the Construction Contract.
- D. As soon as possible after starting the Work, the Contractor is to establish the extent of the work to be funded with the unit cost allowances.
  1. Proceed with the work only after the A/E has issued written approval. The approval will be based on the A/E's verification of the quantity of work to be performed. Approval may be issued in phases, as the work progresses, and as existing hidden conditions are revealed.
  2. During construction, provide photographs sufficient to document the quantity and extent of the work performed under the Unit Cost Allowance.

**1.10 SUBMITTAL REQUIREMENTS FOR ALLOWANCE ITEMS**

- A. Provide shop drawings, product data, samples and other submittals for work performed under allowance pricing in the same manner as other work performed under this Contract.
- B. Prior to beginning the work, submit inspection request(s) to the A/E to verify the extent of work to be performed under Unit Cost Allowances.
- C. Submit photographs at regular intervals, sufficient to document quantities of materials replaced

under Unit Cost Allowances.

- D. Upon completion of the work performed under Unit Cost Allowances, submit documentation of actual quantities installed, including delivery tickets, photographs, invoices, inspection reports and other documentation sufficient to document the actual quantity of work performed.

**1.11 COORDINATION**

- A. Coordinate work performed under allowance pricing with other trades.
- B. Update the project schedule as needed to accurately reflect the time allocated to performing the work. Scheduling requirements are specified elsewhere in these documents.

**1.12 ADJUSTMENT OF ALLOWANCES**

- A. CONTINGENCY ALLOWANCE: Expenditures from contingency allowances require written Owner approval in advance of any work being performed.
- B. UNIT COST ALLOWANCES:
  - 1. Expenditures require written approval by the Owner based on the Design Professional’s verification of the actual quantity of work performed.
  - 2. Upon completion of the work, the allowance amount will be adjusted by Change Order. The amount of the adjustment will be based on a unit cost calculated from the original allowance.
  - 3. The Owner reserves the right to establish the fair value of the work by other means, in accordance with the General Conditions of the Contract.
- C. Upon completion of the work, refund unspent allowances to the Owner by Change Order.

**1.13 GENERAL**

- A. Requirements for work performed under allowance pricing are identical to the requirements for work performed under the base scope of the Project, as specified elsewhere in these documents.
- B. Coordinate materials and their installation with related materials and installations to ensure that each allowance item is completely integrated and interfaced with related work.
- C. Document the extent of the allowance work on the red-marked field drawings, for incorporation into the final Record Documents.

**SCHEDULE OF UNIT COSTS**

**Unit Cost No. 01:** use table format to describe the work item, assign the estimated quantity, and identify the total cost, example below:

Description	Quantity	Unit Cost	Total Cost
Replace deteriorated 2x6 wood blocking at roof edge	100 LF	\$3.00/LF	\$300.00

*[Note to Design Professional; ensure that all materials and execution requirements are specified elsewhere, such as fastener types, fastening patterns, preparation for painting, painting, etc.]*

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END OF SECTION 01 21 00

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**SECTION 01 23 00 ALTERNATES****1.1 SUMMARY**

- A. This section includes procedural requirements governing alternates to the base bid.
- B. Alternate pricing will be required for specific work that may be added to or deducted from the base bid amount if the Owner accepts the corresponding change.
- C. Each alternate bid is to include all costs necessary to accomplish the work in accordance with these contract documents, including equipment, materials, tax, labor, overhead, profit, insurance, supervision, shipping and freight, storage and protection, close out documentation, warranty, and any other incidental costs necessary to complete the work.
- D. The cost or credit for each alternate is the net adjustment to the Contract Sum to incorporate the work of the alternate into the Contract. No other adjustments are made to the Contract Sum.
- E. Alternates described in this section are to be incorporated into the Work only if accepted by the Owner and included in the Contract Sum.

**1.2 PROCESS**

- A. The bidders are required to enter an amount for each alternate on the Bid Form. Failure to enter alternate pricing may result in disqualification of the bid.
- B. Alternate pricing will be used by the Owner to evaluate the bids. Any combination of alternates and base bid may be used to establish the winning bid.
- C. Parties may agree to defer consideration of the alternate bids for later incorporation into the Contract by Change Order. Upon acceptance of a deferred alternate, the Contractor is to update the project schedule and schedule of values to accurately reflect the added or deleted work.

**1.3 SUBMITTALS**

- A. Provide shop drawings, product data, samples and other submittals as required for alternate work in the same manner as other work performed under this contract.

**1.4 REQUIREMENTS**

- A. Requirements for work performed under alternate pricing are identical to the requirements for work performed under the base scope of the Project, as specified herein.
- B. Coordinate materials and their installation with related materials and installations to ensure that the work of the alternate is completely integrated and interfaced with related work.
- C. Record the alternate work on the red-marked field drawings.

**SCHEDULE OF ALTERNATES**

**Alternate No. 01:** [detailed description, referring to other sections where appropriate]

*[Note to Design Professional; ensure that all materials and execution requirements are specified elsewhere, such as fastener types, fastening patterns, preparation for painting, painting, etc.]*

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END OF SECTION 01 23 00



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**SECTION 01 26 00 CHANGES & CLARIFICATIONS****1.1 SUMMARY**

This section includes procedural requirements governing contract changes and clarifications.

**1.2 CLARIFICATIONS**

- A. DEFINITION: Clarification consists of additional information which further defines, or which resolves conflicting information within the Contract Documents. The A/E will issue clarifications to the contract documents by one of the following means:
1. Architect's Supplemental Instructions (ASI)
  2. Written response included in the Contractors Request for Information/Interpretation (RFI) form.
- B. Clarifications, by definition, do not modify the Owner's Contract Documents.

Note: CSI convention assigns terms Request for Information for use in procurement phase and Request for Interpretation in construction phase. Both terms may be used interchangeably.

**1.3 CHANGES**

- A. CHANGES TO THE CONTRACT DOCUMENTS: Changes subsequent to the Award of Contract will be issued via one of the following means and are valid only when approved by the Owner:
1. Change Order for changes which modify contract documents (USF-FM does not approve use of Change Directives for USF projects)
  2. Use MPG-Exhibit D (Minor Projects Change Order) form or alternate Change Order form approved by Owner.
  3. Other written means as agreed.
- B. Changes made by any other means are invalid unless expressly approved by the Owner in writing, including but not limited to the following:
1. Annotations by the A/E on submittals and shop drawings
  2. Approval by the A/E of submittals and shop drawings which do not conform with the requirements of the Owner's Contract Documents
  3. Response to a Contractor's Request for Information (RFI)
  4. Field directive or field report
  5. Verbal directive or verbal approval of proposed change
  6. Architect's Supplemental Instruction (ASI)
- C. Changes are to be incorporated into the Contractor-maintained jobsite record set and the A/E issued Record Documents.

**1.4 PROCESS**

- A. CONTRACTOR INITIATED CHANGES:
1. Upon discovery that a clarification or change is needed to proceed with the work, the Contractor is required to submit a Request for Information (RFI) to the A/E. RFIs and attachments are to be submitted as a SINGLE PDF document, via e-mail. Requests for information are to include the following.
    - a. Date, Project Name, Project Number, RFI number
    - b. Requestor's name
    - c. Originating party, if applicable - subcontractor or supplier
    - d. Date by when the response is needed to avoid a delay to a critical path task. The RFI must be submitted a minimum of seven (7) calendar days prior to the response-needed date.
    - e. Applicable reference details and drawing sheet numbers, specification sections, and/or construction submittals as appropriate to convey the request.
    - f. Sketches, photos, and other information as appropriate.
    - g. The Contractors proposed solution.
    - h. A statement as to whether the Contractor's proposed solution will impact the construction cost or schedule.

2. Design Professional's Action: upon evaluation, the A/E will determine whether the Contractor's proposed solution is acceptable or will issue an alternate solution.
  3. In the event that the RFI response involves a change to the Contract, and such change may impact the construction cost or schedule, the A/E will issue the RFI response to the Contractor along with a Proposal Request (PR).
- B. OWNER INITIATED:
1. The Owner may elect to change the Work as provided for in the General Conditions of the Construction Agreement, with the Contract sum being adjusted accordingly.
  2. Upon request by the Owner, the A/E will issue a Proposal Request to the Contractor to establish the impact of the proposed change, if any, on the Contract sum and project schedule.

## 1.5 PROPOSAL REQUESTS

- A. The Contractor is required to submit a Change Order Proposal within seven (7) calendar days of issuance of a Proposal Request.
- B. Change Order Proposals are to include the following minimum information:
1. Summary of costs, broken down into general costs and by trade
  2. Detailed breakdown as described in the General Conditions of the Construction Agreement
  3. Supporting proposals from subcontractors and suppliers
  4. Schedule impact as supported by a schedule showing the effect of the change on critical path tasks
- C. Unless the response time is extended by the Owner, the Contractor's failure to provide a proposal within seven (7) calendar days of receipt of a Proposal Request will indicate the Contractor's acceptance of the Design Professional's estimated value of the change.
- D. In the event that the Contractor and the Owner do not agree on the cost and/or schedule impact of a proposed change, or when sufficient documentation cannot be provided within seven (7) days, the Owner may issue written direction to implement the change based on the Design Professional's estimate of the cost and/or schedule impact. Upon completion of the work, the Contractor may appeal the value as estimated by the A/E by following the procedures described in the General Conditions of the Construction Agreement.

## 1.6 CHANGE ORDERS and OWNER CONTINGENCY AUTHORIZATION

- A. CHANGE ORDER:
1. The A/E will prepare and issue Change Orders to the Contractor for execution and transmittal to the Owner.
  2. In the event that the Contractor fails to execute and transmit the Change Order to the Owner within ten (10) days, the Owner may elect to process the Change Order in accordance with the General Conditions of the Construction Agreement.
  3. Change Orders are to include, at a minimum, the following:
    - a. Description of the change
    - b. Time extension, if appropriate, associated with the change
    - c. Back-up documentation for each item.
- B. EMERGENCY FIELD CHANGE ORDER:
1. The Owner may direct changes to the Work in the case of an emergency in accordance with the terms of the Construction Agreement. Such Emergency Field Change Orders shall be issued on the Owner's form and will include an estimated adjustment in the Contract Sum and Time to the extent that the adjustment can be estimated at that time.
  2. Emergency Field Change Orders are effective immediately upon issuance. The conditions of the Construction Agreement provide for detailed documentation and accounting of costs as the work progresses.
  3. Emergency Field Change Orders will be processed by standard Change Order at such time that the final adjustment is determined.
- C. OWNER CONTINGENCY AUTHORIZATION:
1. The Owner may issue written authorization to make changes to the Work which will be funded with the Owner Contingency allowance.
  2. When the dollar value of a change is based on a not-to-exceed estimate in lieu of a lump

sum proposal, the Contractor is required to provide detailed documentation and accounting of costs upon completion of the work in order to establish the final value. Failure to provide detailed documentation of cost within thirty (30) days after completion of the work indicates that the Contractor will accept the A/E's estimate of the final value.

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END OF SECTION 01 26 00

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**SECTION 01 29 00 PAYMENT PROCEDURES****1.1 SUMMARY**

- A. This section includes administrative and procedural requirements governing the preparation and processing of Applications for Payment.
- B. Payments will be made for work in place and, in some cases, for materials stored on site.
- C. Application for Payment: The term as used herein includes the following:
  - 1. MPG-Exhibit E (Certificate of Contract Progress & Payment) or the latest version OR AIA G702 (Application & Certificate for Payment), when approved by the Owner.
  - 2. The latest AIA G703 (Schedule of Values) OR alternate form incorporating essential features of AIA G703, when approved by the Owner.
  - 3. Supporting documentation specified herein.
- D. Schedule of Values: A breakdown furnished by the Contractor allocating the Contract Sum to various portions of the Work and used as the basis for reviewing the Contractors Applications for Payment.

**1.2 APPLICATIONS FOR PAYMENT**

- A. Each progressive Application for Payment shall be consistent with previous Applications and shall accurately reflect previous payments. The initial Application for Payment, Application for Payment following Substantial Completion, and the Final Application for Payment invoke additional requirements as specified herein.
- B. Submittal Requirements:
  - 1. Certification Page (MPG-Exhibit E or AIA 702):
    - a. Complete every entry on form.
    - b. Notarize and execute by a person authorized to sign legal documents on behalf of the Contractor
    - c. Entries shall match the data on the Schedule of Values and shall coordinate with the construction schedule where applicable.
    - d. Approved Change Orders shall be shown and accounted for. Pending and proposed change orders are **not** to be shown and, if shown, will delay processing.
  - 2. Supporting documentation:
    - a. Schedule of Values, as described in detail elsewhere in this Section.
    - b. For materials stored on site: proof of bonded and insured storage facility; and inspection report from the A/E verifying material, quantity, and proper protection of the materials for which payment is requested. The contractor is required to pay all costs for inspection and verification of stored materials.
    - c. Subcontractor pay applications.
    - d. Updated construction schedule in the format specified in these documents.
    - e. Other supporting documents as listed below and as may be reasonably required by the A/E or Owner.
  - 3. Submit a complete and notarized copy of each Pay Application and back up documentation to the A/E.
- C. Retainage shall be held and released in accordance with the General Conditions of the Contractor's Agreement. Failure by the Contractor to properly account for retainage may result in delayed processing of the Application for Payment. In the event of over-billing, the corrective adjustment is to be made on the Pay Application immediately following.
  - 1. Retainage will be maintained at 5% of contract value placed.
  - 2. Contractor may request reduction of retainage at 50% construction progress. Approval is at sole Owner discretion; and shall not unreasonably deny reduction of retainage.
- D. Initial Application for Payment: In addition to the above requirements, include the following:
  - 1. List of subcontractors
  - 2. Construction schedule in the format required in these Contract Documents
  - 3. Schedule for Submittals
- E. Application for Payment following Substantial Completion: In addition to the above supporting documentation, submit an accounting statement itemizing all changes to the Contract Sum.

- F. Final Application for Payment: include the following:
1. Updated schedule of values showing all approved changes to the Contract Sum.
  2. Written notice signed by the A/E verifying that all contractual obligations have been satisfied, including but not limited to completion of work on site and satisfaction of close out requirements.
  3. Final Consent of Surety, when required by these documents.
  4. Final and Unconditional Subcontractor releases, when required by these documents.
  5. Evidence that all claims have been settled.

Note: in the event that the Final Application for Payment is received by the Owner before all project close out requirements have been met, including receipt of acceptable close out documents, the Pay Application will be returned without action.

### 1.3 SCHEDULE OF VALUES - FORMAT AND CONTENT

- A. AIA G703 or alternate, approved Schedule of Values:
1. Project Name and Project Number
  2. Name of Design Professional
  3. Name of Contractor
  4. Date of Submittal
  5. Date range covered by the Application for Payment
- B. Break down costs as follows:
1. FOR CM PROJECTS:
    - a. Provide a subcontract-based schedule of values showing the actual approved subcontract value with detailed breakdown. Itemize sub-change orders and their funding source as the work progresses. Request specific format requirements from the USF-PM.
    - b. List the buy-out balance (unawarded GMP dollars) as a lump sum balance, which will diminish as subcontracts are awarded.
    - c. List the Owner and Contractor contingency each as a line item, showing an itemized accounting of expenditures from each account.
    - d. List the General Conditions Staff cost as a single line item.
    - e. List the approved CM fee as a single line item.
    - f. List Reimbursable items individually
    - g. List mobilization, bond cost and similar items as individual line items
    - h. Provide back up for each item invoiced, in the form of invoices, subcontractor pay applications, etc.
  2. FOR ALL OTHER PROJECTS:
    - a. Use the Project Manual table of contents as a guide to establish the line items for the Schedule of Values. Provide a section on the Schedule of Values for each specification section or subcontract.
    - b. Further break down each section into specific items of work which may not progress concurrently and for which progress payments will be requested.
    - c. Each item in the Schedule of Values shall be complete, including a proportionate share of general costs for each item, such as supervision, overhead, profit, and other general costs.

Note: general cost items are to be shown as separate line items in the schedule of values when those items will be invoiced separately, such as costs for temporary facilities and surety bonds.
- C. Each section of the Schedule of values is to show the following minimum level of breakdown to the extent that these apply to the specific item:
1. Mobilization
  2. Cost of producing engineered signed/sealed drawings and calculations, when required by these specifications (delegated design)
  3. Materials
  4. Labor
  5. Equipment rental

6. Change Orders and directives
- D. Round off amounts to whole dollars before entering amounts into the Schedule of Values and before calculating the total. Do not enter and then hide cents. The total of the displayed scheduled values shall equal the Contract Sum.
  - E. In addition to work completed during the period covered by the Pay Application, show as completed any work invoiced under previous pay applications, whether payment has been received or not.
  - F. Invoice only for work completed as of the end date of the Application for Payment period.
  - G. Show all approved Change Orders and directives issued before the end date of the Application for Payment period, whether these are being invoiced or not. Do not show proposed or pending change orders on the pay application as processing will be delayed.
  - H. Provide a separate line item in the Schedule of Values for each allowance; and itemize each approved adjustment to each allowance.
  - I. Record change orders and directives on the next Schedule of Values following issuance of the change order or directive.

**1.4 SUBMITTAL TO DESIGN PROFESSIONAL:**

- A. Schedule a meeting time to review the work in place with the A/E, concurrently with reviewing the application for payment.
- B. In accordance with the Architect/Engineer's Agreement with the Owner, after appropriate observation of the progress of the work, the A/E shall certify to the Owner the amount due and shall forward the Application for Payment and supporting documents to the Owner for processing. If the A/E is unable to certify all or portions of the amount requested due to the absence or lack of supporting evidence, the A/E shall advise the Contractor of the deficiency. If the deficiency is not corrected at the end of three (3) days, the A/E may either certify the remaining properly supported amounts to which the Contractor is entitled, or return the application for payment to the Contractor for revision along with a written explanation.
- C. Payments may be withheld or reduced for reasons cited in the General Conditions of the Contractor's Agreement.
- D. The A/E will take appropriate action to process the Pay Application within seven (7) days of receipt.

**1.5 PROCESSING OF PAYMENTS:**

The Owner will process and release amounts due within thirty (30) days after receipt of the certified Pay Application.

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END OF SECTION 01 29 00

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**SECTION 01 31 19 PROJECT MEETINGS****1.1 PRE-CONSTRUCTION MEETING**

The Contractor shall schedule the preconstruction meeting and shall furnish an agenda to the invitees in advance of the scheduled meeting. The meeting will be attended by the USF-PM, A/E, Contractor, and selected subcontractors as identified by the Contractor. Other attendees may include representatives of the User Group (UG), USF facilities staff, and Owner direct contracted vendors and contractors. Among items to be discussed are provisions specified in this division of the specifications.

**1.2 PROGRESS MEETING**

The Contractor shall schedule a weekly progress meeting with the A/E and the USF-PM and shall furnish an agenda for each meeting. Meetings shall be held on the same day and hour of the week for the duration of the construction period. Notes shall be taken by the Contractor on discussions and decisions made at each meeting. The Contractor shall distribute typed copies of the Meeting Minutes to the USF-PM and attendees.

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END OF SECTION 01 31 19

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**SECTION 01 32 00 SUBMITTALS & DOCUMENTATION****1.1 CONSTRUCTION SCHEDULE SUBMITTAL**

Immediately following contract award, the Contractor shall prepare and distribute a construction schedule covering all divisions of the work. The schedule shall be broken down in sufficient detail to allow proper coordination of all trades in each division of the work.

**1.2 PRE-CONSTRUCTION PHOTOGRAPHS**

- A. The Contractor is required to thoroughly document existing conditions in the area of work prior to starting demolition or new construction and renovation activities. Digital images shall be identified with project name, date taken, and exact location or direction of view. Photographs are to be submitted electronically to the USF-PM and Design Professional.
- B. Contractor is to photograph existing damage within the construction area, such as cracked sidewalks, marred finishes, discolored surfaces and the like. Contractor will be responsible to correct damage, which is discovered upon completion of the project, if such damage could have reasonably resulted from construction activities, if such damage was not properly documented prior to starting work.

**1.3 SUBMITTALS AND SAMPLES**

- A. Submittals and samples are to be provided as specified in individual sections.
- B. The Contractor is required to review submittals of subcontractors and to indicate corrections by hand-marking the documents. Contractor's review stamp is to be provided on the cover page of the submittal.
- C. Submittals are to be sent via e-mail in .pdf format to the A/E and are to include a cover sheet provided by the Design Professional.
- D. The Contractor will log submittals and will distribute copies of the updated submittal log at each Owner/Architect/Contractor (OAC) meeting for review. Log is to show each submittal and re-submittal and the dates received and sent.
- E. The A/E will review and act on submittals within seven (7) days of receipt. In the event that the A/E requests additional information or clarification, the 7-day review period restarts when sufficient information is received by the A/E. Such additional information and clarifications are to be provided in writing.
- F. Samples for the selection of colors and textures are to be provided in the size and color/texture range indicated in the individual sections. If color range is not specified, Contractor is to provide samples in the full range of available colors/textures.
- G. Samples for ornamental work which include custom artwork or design work: the design and all associated rights shall become the property of USF after the ornamental work has been installed.

**1.4 CERTIFICATION REQUIRED FROM SUPPLIERS AND INSTALLERS**

To assure quality materials and workmanship, the Contractor is to provide Certifications, Test Reports, and other information as specified in the USF standard [Division 1](#), in addition to such documents as may be specified within individual sections of this Project Manual.

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END OF SECTION 01 32 00



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**SECTION 01 35 00 HAZARDOUS MATERIALS**

- 1.1 Known hazardous materials have been identified in a report provided with these Construction Documents. When such materials will be disturbed by the work of the contract, USF will undertake abatement in advance of the start of work.
- 1.2 The Contractor shall notify the USF-PM immediately upon discovery of suspected hazardous materials within the construction area such as asbestos, mercury, flammable fuels, explosive chemicals, etc. Refer to the USF Environmental Health and Safety (USF-EHS) standards.
- 1.3 For suspect materials encountered during construction, the Contractor may be required to retain the services of qualified testing agencies to identify hazards and recommend appropriate action. Such testing services, if required, will be provided under a change order.

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END OF SECTION 01 35 00

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**SECTION 01 35 53 SECURITY PROCEDURES**
**1.1 SECURITY**

- A. **UNIVERSITY POLICE DEPARTMENT:** Any construction site located on any of the University of South Florida campuses fall under the jurisdiction of the USF Police Department (USF-UPD). Any incident requiring police service should be reported immediately to the USF-UPD or 911 (for emergencies).

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USF-UPD non-emergency phone numbers

Tampa Campus	(813) 974-2628
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St Petersburg Campus	(727) 873-4444
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Sarasota Manatee Campus	(941) 487-4210
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1. USF-UPD officers are state certified law enforcement officers and as such are authorized to take appropriate search actions as may be dictated by the specific probable cause and necessary in the judgment of the officer.
  2. The University may seize items that may pose a danger to the safety and security of faculty, staff, or students.
- B. **CONSTRUCTION SITE SECURITY:** Contractor shall be responsible for jobsite security. Contractor shall supply all locks and chains. USF may provide one USF Master Lock for accessibility.
1. Restrict the access of all persons entering the construction area to the agreed upon access route and to the actual site of the Work.
  2. Restrict activities of workers to authorized areas. Workers shall not mingle in student or public areas.
  3. Provide USF-PM with keys to all construction gates and building entrances.
  4. Post project contact list, to include 24-hour telephone numbers, for all key project staff members. Post list at major access points to the project site(s) and outside at the project office. Update as necessary.

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END OF SECTION 01 35 53

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**SECTION 01 41 00 BUILDING CODE ADMINISTRATION & REGULATORY REQUIREMENTS****1.1 CODES AND REGULATIONS**

- A. Representative Regulatory Requirements that are commonly used for USF projects are listed below. This list is not to be considered all-inclusive of codes and regulations that may apply. The Contractor shall comply with all pertinent codes, standards, regulations and laws.
1. Current edition of the Florida Building Codes in effect at time of permitting.
  2. Current editions Florida Fire Prevention Code in effect at time of permitting.
  3. Florida Elevator Safety Code, As currently adopted
  4. State Trench Safety Act, F.S. 553.60-64.
  5. OSHA Regulations (Title 29, Code of Federal Regulations).
- B. The University of South Florida is a member of Sunshine State One-Call of Florida, Inc. (SSOCOF), Sunshine 811. All excavation work shall be preceded by contacting Sunshine 811, 48-hours prior to actual excavation work. Comply with F.S. Chapter 556, Underground Facility Damage Prevention and Safety Act.
- C. University of South Florida, Facilities Management-Operations (FM-OPS) responds to "Dig Permit" requests. Contact FM-OPS for approval and coordination of all utilities locate, outages and time-in.

**1.2 USF BUILDING CODE ADMINISTRATION PROGRAM**

- A. **PURPOSE:** The purpose of this Program is to implement Building Code Administration for the University of South Florida Capital Improvement Program. Such regulated practice of building code compliance is necessary, in the interest of public health and safety, which shall be provided through compliance of all adopted codes and standards. The Program is administered by the Building Code Administrator (BCA) through documents reviews and construction inspections.
- B. **AUTHORITY:** USF Building Code Administration Program is established under USF Policy 6-019, USF Building Code Administration Program, as required by Florida Statutes and Board of Governors Regulation.
- C. **POLICY:** Florida law and regulations require that all new buildings constructed and modifications to existing buildings be reviewed and inspected for compliance with adopted codes and standards. The policy requires that all Contractors undertaking construction, repair, or renovations/remodeling obtain a building permit. Permitted work requires inspection and certification for occupancy or re-occupancy.
- D. **PROCESS**
1. The A/E prepares construction documents in accordance with applicable Codes.
  2. The BCA reviews such documents for code compliance and returns written comments, if any, within twenty-one (21) days.
  3. The Contractor submits an application for a building permit, with the proper fee.
  4. The BCA reviews the application and issues a Permit, if all application is complete.
  6. The Contractor requests and the BCA performs code inspections. The Contractor is required to be present at code inspections.
  7. When construction is substantially complete, as determined by the USF-PM and A/E, Contractor will request a final code inspection. Within 48 hours of receipt of the inspection request, the BCA will inspect the work. Immediately upon inspecting, the Inspector will inform the USF-PM of any work that remains to be corrected prior to occupancy or re-occupancy of the construction area.
- E. **RESPONSIBILITIES**
1. A construction Permit must be issued by the BCA prior to start of any construction activity. Only the BCA has the authority to determine whether the scope of work requires a Permit. Only the BCA has the authority to authorize the early start of work pending the issue of a Permit. The BCA issues the Permit directly to the Contractor.
  2. Prior to start of any construction activity, including, but not limited to; site development, site fencing, demolition, wall construction etc., an application for Permit must be made by the

- Contractor to the Building Code Administration office.
3. Upon receipt of a Notice to Proceed or Purchase Order the Contractor is solely responsible to ascertain the status of the Permit application. Work on site shall not begin until the Permit or authorization to start work in advance of the Permit has been issued by the BCA.
  4. The Contractor is required to apply for and pay the Permit fee prior to issuance of the permit. The BCA has the authority to approve the start of Work prior to issuance of a permit; however, under no circumstances can Work begin on site without the application for permit and approval of the BCA to start the Work.
  5. The BCA may levy a fine of double the application fee when Work is started without approval of the BCA.

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END OF SECTION 01 41 00

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**SECTION 01 45 0 QUALITY CONTROL****1.1 CONSTRUCTION DOCUMENTS - CONFLICTING REQUIREMENTS**

- A. Referenced Standards: If compliance with more than one standard is specified and the standards establish different or conflicting requirements for minimum quantities or quality levels, comply with the greater quantity or more stringent standard of quality. When the requirements of standards differ, but otherwise appear to be equivalent, defer to the A/E for a decision before proceeding with the Work.
- B. Specified Requirements: If the plans and specifications cite different or conflicting requirements for minimum quantities or quality levels, comply with the greater quantity or more stringent standard of quality. When the requirements of the documents differ, but otherwise appear to be equivalent, defer to the A/E for a decision before proceeding with the Work.

**1.2 REPORTS AND DOCUMENTS**

- A. Where specified: Manufacturer's Technical Representative's Field Reports shall include the following:
  - 1. Name, address and telephone number of the technical representative making report.
  - 2. Statement on condition of substrates and their acceptability for installation of product.
  - 3. Statement that products at Project site comply with requirements.
  - 4. Summary of installation procedures being followed whether they comply with requirements and, if not, what corrective action was taken.
  - 5. Results of operational and other tests and a statement of whether observed performance complies with requirements.
  - 6. Statement whether conditions, products, and installation will affect warranty.
- B. Other required items indicated in individual Specification Sections.

**1.3 QUALITY ASSURANCE**

- A. Qualifications below establish the minimum qualification levels required. Additional requirements are specified in individual Specification Sections.
  - 1. Fabricator Qualifications: A firm experienced in producing products similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.
  - 2. Installer Qualifications: A firm or individual experienced in installing, erecting, or assembling work similar in material, design, and extent to that indicated for this Project, whose work has resulted in construction with a record of successful in-service performance.
  - 3. Testing Agency Qualifications: An NRTL, an NVLAP, or an independent agency with the experience and capability to conduct testing and inspecting indicated, as documented according to ASTM E 329; and with additional qualifications specified in individual Sections.

**1.4 QUALITY CONTROL**

- A. Owner Responsibilities: Where testing services and inspection services are specifically indicated as the Owner's responsibility, Owner will engage a qualified testing agency or third-party inspector to perform these services.
  - 1. Owner will furnish Contractor with contact information for the testing agencies and inspection provider.
  - 2. The Contractor is responsible to coordinate directly with the Owner to schedule testing and inspections. Payment for these services will be made by the Owner.
  - 3. Costs for retesting and reinspection of construction that replaces or is necessitated by work that failed to comply with the Contract Documents will be charged to Contractor, and the Contract Sum will be adjusted by Change Order.
- B. Design Professional Responsibilities: basic services include the following:
  - 1. Design Professional and each sub-consultant shall observe the Work at appropriate intervals and shall exercise due diligence to safeguard the Owner's interests.
  - 2. Work shall be inspected by the design professional before it is covered up.
  - 3. Design Professional shall distribute field reports to the Owner and Contractor within seven

(7) days of each observation. Field Reports will note defects, deficiencies, noncompliance with the Contract Documents and/or unsatisfactory workmanship.

- C. **Contractor Responsibilities:** Tests and inspections not explicitly assigned to Owner are Contractor's responsibility. Perform additional quality-control activities required to verify that the Work complies with requirements, whether specified or not.
1. **Testing:** Where testing services are specified, engage a qualified testing agency to perform these services.
  2. **Manufacturer's Field Services:** Where indicated, engage a factory-authorized service representative to inspect field-assembled components and equipment installation, including service connections. Report results in writing.
  3. **Manufacturer's Technical Services:** Where indicated, engage a manufacturer's technical representative to observe and inspect the Work, including participation in preinstallation conferences, examination of substrates and conditions, verification of materials, observation of Installation, inspection of completed Work, and reporting.
  4. **Retesting/Reinspection:** Provide and pay for retesting and reinspection for construction that replaced Work which failed to comply with the Contract Documents.
  5. **Testing Agency Responsibilities:**
    - a. Notify A/E and Contractor promptly of irregularities or deficiencies observed in the Work during performance of its services.
    - b. Determine the location from which test samples will be taken and in which in-situ tests are conducted.
    - c. Conduct and interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from requirements.
    - d. Submit a certified written report of each test, inspection, and similar quality-control service through Contractor.
    - e. The Testing Agency may not: release, revoke, alter, or increase the requirements of the Contract, or approve/accept any portion of the Work.
    - f. Do not perform any duties of Contractor.
  6. **Coordination:** Coordinate sequence of activities to accommodate required quality assurance and quality control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspecting.

## 1.5 TESTING AND INSPECTION LOG

**Testing and Inspection Log:** Prepare and maintain a record of tests and inspections. Provide access to testing and inspection log for Architect's reference.

## 1.6 REPAIR AND PROTECTION

**General:** On completion of testing, inspecting, sample taking, and similar services, repair damaged construction and restore substrates and finishes. Repair and protection are Contractor's responsibility, regardless of the assignment of responsibility for quality-control

## 1.7 SERVICES BY INDEPENDENT SPECIALIST AGENCIES

Unless expressly exempted by the USF-FM, including but not limited to the following services, shall be performed by qualified independent testing agencies:

- A. Soils compaction tests.
- B. Concrete and grout sampling and tests.
- C. Weld Testing
- D. HVAC Systems testing
- E. Testing and Certification of communications systems.
- F. Testing of signaling systems.
- G. Testing of fire protection equipment and alarm system.

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END OF SECTION 01 45 00

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**SECTION 01 51 00 TEMPORARY UTILITIES, CONTROLS, FACILITIES & SIGNAGE****1.1 TEMPORARY UTILITIES**

- A. General: Contractors is required to arrange, coordinate for and pay for all temporary utilities required for execution of the work.
- B. Utility Company Installations: The Contractor is required to submit the proposed routing for temporary utilities to the A/E and USF-PM for review and approval.
- C. Connection to Existing Utilities: If connections to University utilities are permitted, the A/E shall obtain drawings of existing utilities and shall consult the USF-PM regarding services available and points of connections to services. All services shall be metered through meters furnished by the contractors and the University shall be reimbursed for water, fuel, chilled and hot water, and power consumed.
- D. Duration of Services: The Contractor is responsible for providing continuous utility services until date of Substantial Completion, including operation of permanent equipment and services.

**1.2 NOISE AND DUST CONTROL:**

- A. Erect barriers as needed to contain fumes and dust to the construction area.
- B. See Work Restrictions section for requirements related to disruptive activities.
- C. Install adequate filters to prevent distribution of dust if HVAC systems are used during construction.

**1.3 WATER AND MOISTURE CONTROL**

The Contractor shall:

- A. Prevent water intrusion and condensation in the building during construction. If water intrusion does occur, the Contractor shall take steps to immediately remove water/moisture and to prevent reoccurrence, including dehumidification.
- B. Prevent entrapment of moisture with construction materials and components of construction.
- C. Remove porous materials which are damaged due to water/moisture prior to growth of mold.
- D. Respond immediately to conditions that provide a suitable environment for the growth of mold.
- E. When dry-out operations are performed and the affected materials remain in place, the Contractor is to arrange and pay for periodic inspections by a qualified consultant as recommended by the USF-EHS Department. If mold is observed, the contractor shall be responsible to retain a qualified agency to treat mold. Treatment can include application of an agent, encapsulation and/or removal of material, suspect or damaged.

**1.4 SITE DRAINAGE**

The Contractor shall provide temporary drainage trenches, drains, sumps, pumps, or other items required to afford satisfactory working conditions for the execution and completion of the work of all contractors and to protect all work. Water shall be diverted to or shall be pumped from the work areas without causing a nuisance to surrounding areas or potential regulatory non-compliance.

**1.5 FIELD OFFICES AND OTHER TEMPORARY STRUCTURES:**

- A. Field Offices, when required, shall be provided and maintained by the Contractor in a clean, weathertight condition. All expenses shall be borne by the contractor.
- B. Temporary storage facilities, when required: Contractor shall provide suitable weather tight storage units of sufficient size to hold materials required on the site at one time, for storage of materials which might be damaged by the weather. Outdoor storage of materials shall be confined to the areas within the construction fence and not under the canopies of trees.
- C. Construction Stairs: Scaffold stairs are to be provided by the Contractor for projects requiring roof access except when a roof hatch is available.

**1.6 TEMPORARY BARRIERS AND FENCING**

- A. Barriers for Excavation of Utilities: 40-inch high mesh safety fencing, on 2x4 posts, a minimum of 48-inches from excavation. Caution tape alone is not acceptable. Provide 2x4 top rail where excavations/trenches cross or run adjacent to pedestrian/bicycle pathways.

- B. Construction Fence: Provide 6 feet high chain link fence around the construction site and around staging/storage areas. Fence location shall be as shown on the construction drawings or as approved by the Owner. Refer to the Work Restrictions & Scheduling section for approved locations for staging/storage.
  - 1. Provide green wind screen.
  - 2. Turn fence fabric so that barbed edge is at bottom. Turn wire ties so that cut ends face inward, towards the construction area.
  - 3. Provide "No Trespassing" signs, which meet OSHA requirements, shall be specified.
  - 4. Leave fence in place until the project or phase has achieved Substantial Acceptance.
- C. Tree Barricades: Provide 40-inch high mesh safety fencing, on 2x4 posts and top rail, at canopy drip line. At his own expense, the Contractor will be required to replace safety fencing with wood post and rail barricade if construction activities occur within the drip line of the canopy.

#### 1.7 TEMPORARY SECURITY MEASURES

- A. Building Security: During construction, one exterior door of any enclosed structure shall be provided with a lockset with security core. The Contractor shall obtain security core from and return same to the USF-PM.
- B. Gates and Temporary Doors: gates and temporary doors into the Construction Area shall always be kept locked by the Contractor. All gates and temporary doors shall be double locked with a USF security padlock and the contractor's padlock in a manner that will allow access by unlocking either padlock.

#### 1.8 TEMPORARY SIGNAGE

The following signs are to be provided on the outside perimeter of the construction area:

- A. Traffic Signs: See [Section 015500 Vehicular Access, Parking and Traffic](#).
- B. No Trespassing Signs
- C. Contractor Safety Signs: When required, OSHA, NFPA, and DOT safety signs.
- D. Construction Site Entry Sign: the name of the Contractor & emergency phone number in letters no larger than 6 inches height, and the words: "Construction Entry".

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END OF SECTION 01 51 00



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**SECTION 01 55 00 VEHICULAR ACCESS, PARKING, & TRAFFIC CONTROL****1.1 ACCESS TO WORK SITE**

Refer to the [Section 011400 Work Restrictions & Scheduling](#). Existing parking lots, driveways and roads may be used for construction access and staging with advance approval and permitting.

**1.2 PROTECTION AND RESTORATION OF USF TRANSPORTATION FACILITIES**

- A. Provide adequate protection for curbs and sidewalks over which trucks and equipment pass to reach the project site(s). Record and provide photographic documentation of existing conditions prior to mobilization. Repair damaged areas to like-new condition or replace damaged section from joint to joint at no cost to the Owner.
- B. Contractor is required to remove mud and spillage from paved areas without delay. Failure to clean pavement promptly could result in streets being cleaned by the University or other public agency at the Contractor's expense.
- C. Damage to roads, sidewalks, parking lots, lawns, or other facilities on University property, resulting from hauling, storage of materials, or other activities in connection with the work, shall be repaired or replaced, at no expense to the University, by the Contractor causing the damage. Repairs or replacement shall be made to the satisfaction of the University unit responsible for maintenance of the damaged item (i.e., [USF Parking and Transportation Services \(USF-PATS\)](#) for parking lots).

**1.3 CONSTRUCTION PARKING**

- A. Parking permits are required for all personnel and business vehicles.
- B. Do not permit such vehicles to park on any street or other area of the University's property except in the area(s) so designated by the USF-PM and as approved by the USF-PATS.
- C. Secure all required Parking Decals and/or permits as required by the USF-PATS.
- D. No off-site parking will be provided as part of this contract, except as provided by permit in designated University parking areas.

**1.4 TRAFFIC**

- A. Maintenance of Traffic Flow
  - 1. Planning: The USF-UPD must be notified at least two (2) weeks in advance of any work which will affect traffic flow. The Contractor is required to coordinate a field inspection with the A/E, the USF-PM, and the Contractor's field staff prior to performing any work which would affect normal traffic patterns.
  - 2. Any proposed plan for rerouting of traffic shall be approved by the USF-UPD and the USF-PM.
- B. Interruption of Traffic Flow: The Contractor whose work requires interruption of traffic, is required to post signs in all affected areas, in sufficient numbers and with appropriate messages, to warn motorists entering the construction zone. Contractor must make special consideration to accommodate USF's students, staff, and faculty with disabilities. Temporary signs shall comply with the standards of the Florida Department of Transportation. Temporary lanes shall be well marked, and obstructions, barriers, lane changes, or detours shall be indicated by appropriate signage at each point of potential confusion, as well as at each change in direction of a temporary route. USF-UPD shall be notified in advance of the anticipated time of return to normal traffic patterns. Upon completion of construction affecting streets or traffic flow, but before temporary control devices and lane markings are removed, the area shall be restored to receive traffic in the normal pattern. The USF-UPD shall be notified of the actual time of completion of restoration.
- C. Provisions for Special Duty Police Officers: If it is evident that traffic will become hazardous or restricted in any manner, uniformed special duty police officers must be provided by and at the contractor's expense. Such services must be requested at least two (2) weeks in advance.

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END OF SECTION 01 55 00

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**SECTION 01 78 00 CLOSE OUT & INSPECTION PROCEDURES****1.1 SECTION INCLUDES:**

Substantial Completion and Occupancy procedures  
Final Completion procedures  
Final cleaning procedures  
Close Out Documents and procedures

**1.2 RELATED REQUIREMENTS:**

- A. Refer to [Section 014100 Building Code Administration & Regulatory Requirements](#) for Code Inspection Procedures.
- B. Refer to the Construction Contract Terms and Conditions for general requirements related to Contract Close Out.
- C. Refer to individual sections for specific requirements related to Contract Close Out.
- D. Refer to individual sections for additional requirements, such as extra stock requirements.

**1.3 SUBSTANTIAL COMPLETION PROCEDURES**

To achieve Substantial Completion status, the Project must be complete and useable for its intended purpose, including fully functioning mechanical, electrical, plumbing, communication, and other systems. Each component and system must be complete to the extent which will allow the Contractor and A/E to generate a list of specific deficiencies (Punch List).

**A. Substantial Completion Inspection:**

1. Pre-Inspection Tasks: prior to requesting the Substantial Completion Inspection, complete the following, as applicable:
  - a. Startup and testing of systems and equipment
  - b. Replacement of lamps and HVAC filters used during construction
  - c. Removal of temporary facilities and temporary utilities from the jobsite
  - d. Final cleaning
  - e. Touchup painting
2. Submittals: A minimum of five (5) business days prior to the requested Substantial Completion Inspection date, submit the following to the Design Professional:
  - a. Statement that work is complete, and request for inspection
  - b. Contractor's Punch List, as described in this Section
  - c. Water system bacteriological test result, if applicable
  - d. Fire alarm system certification, if applicable
3. Scheduling:
  - a. Upon receipt of the above, the A/E will either notify the Owner that the Project, in their professional opinion, is ready for inspection or will advise the Contractor of unfulfilled requirements.
  - b. When the Project is deemed ready for inspection, the A/E and Contractor will agree on a mutually acceptable date and time for the inspection and will notify the USF-PM a minimum of seven (7) days prior to the inspection date.
  - c. The appropriate Subcontractors, as determined by the General Contractor, shall be present at the Substantial Completion inspection to demonstrate operation of systems to A/E and Owner.
  - d. In the event that the Contractor has not met the requirements to achieve Substantial Completion status, reinspection is to be requested in accordance with the same procedures described above. Costs associated with reinspection will be borne by the Contractor.

**B. Substantial Completion Acceptance:**

1. When the A/E has determined that the Work is Substantially Complete and that the Project is ready for occupancy, the A/E will issue the Certificate of Substantial Completion with Punch List attached and Certificate of Occupancy.

Note: should any systems or areas of the Project be excluded from the Acceptance, those systems/areas shall be clearly noted on the Certificate and on the Punch List as "excluded". It is the responsibility of the A/E to ensure that those systems/areas are

inspected following the same procedures above and documented on a separate Certificate of Substantial Completion prior to issuance of the Certificate of Final Inspection.

2. Owner Occupancy: Beginning at Substantial Completion, the Owner will occupy and use the completed areas and access will be controlled by USF Staff. The Contractor is required to schedule punch list work so as to avoid disrupting Owner's operations.
- C. Contractor's Punch List:
  1. The Contractor's Punch List is to encompass the entire project including but not limited to: new construction, remodeled and renovated areas, exterior building work, sitework, and close out requirements.
  2. Areas, systems and components of the Work which are incomplete are to be simply noted as "not ready" to call attention to the fact that a separate inspection is required when the item is complete.
  3. Organization and format of Contractor's Punch List:
    - a. Submit Punch List to the A/E in MS Excel format.
    - b. List items under their respective room numbers, and list each area affected by construction, including exterior areas. Describe each item needing correction in sufficient detail. If necessary, list areas disturbed by construction operations that are outside the limits of construction.
- D. Beneficial Occupancy: The Owner reserves the right to occupy completed areas of the project prior to Substantial Completion, provided that such occupancy does not interfere with completion of the work. Such occupancy shall not constitute acceptance of the work.

#### 1.4 FINAL COMPLETION PROCEDURES

To achieve Final Completion status, all contractual obligations must be 100% complete, including the submittal of Close Out Documents and resolution of accounting issues.

- A. Final Completion Inspection
  1. Prior to the requested Final Completion Inspection date, the Contractor is required to submit the following:
    - a. Statement that all work on site is complete.
    - b. Close Out Documents.
    - c. Specified extra stock materials.
  2. Scheduling:
    - a. Upon receipt of the above, the A/E will either notify the Owner that the Project, in their professional opinion, is ready for inspection or will advise the Contractor of unfulfilled requirements.
    - b. When the Project is deemed ready for inspection, the A/E and Contractor will agree on a mutually acceptable date and time for the inspection and will notify the Facilities Operations representative a minimum of seven (7) days prior to the inspection date.
    - c. In the event the Contractor has not met the requirements to achieve Final Completion status, reinspection is to be requested in accordance with the same procedures described above. Costs associated with reinspection will be borne by the Contractor.
  3. Close Out Documents:
    - a. Submit the documents and perform the related tasks listed on the attached standard Close Out Document Checklist.
    - b. Review the individual specification sections carefully and submit any additional Project-specific Close Out documents and extra stock, and perform any additional Owner Training, whether listed or not on the attached Close Out Document standard checklist.
- B. Final Completion Acceptance: When the A/E has determined that the work has achieved Final Completion status, the A/E will issue the Certificate of Final Inspection within seven (7) days of the Final Completion Inspection date.

#### 1.5 FINAL CLEANING

- A. Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance

- program. Comply with manufacturer's written instructions.
- B. Complete the following cleaning operations before requesting inspection for Substantial Completion for entire Project or for a designated portion of the Project.
1. Clean Project grounds in areas disturbed by construction activities, including landscape areas, of rubbish, waste material, litter, and other foreign substances.
  2. Sweep paved areas broom clean. Remove spills, stains, and other foreign deposits.
  3. Use magnetic sweeper to remove all construction debris from grounds. Do not install sod and do not release paved areas to the Owner until all areas have been cleaned. Call for inspection of fine graded and raked areas prior to installing sod.
  4. Clean exposed exterior and interior hard-surfaced finishes to be free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
  5. Clean concrete and masonry surfaces of excess mortar, grout, and splatter. Final appearance is to show no evidence of stains or the cleaning process.
  6. Clean metal railings, flashings and trim work affected by construction. Final appearance is to be like-new.
  7. Sweep concrete floors broom clean in unoccupied spaces.
  8. Vacuum floors, removing debris. Clean in accordance with manufacturer's instructions to restore finishes damaged by construction.
  9. Clean transparent materials streak-free, including mirrors. Remove glazing compounds and other noticeable, vision-obscuring materials.
  10. Remove labels that are not permanent.
  11. Wipe surfaces of mechanical and electrical equipment and similar equipment.
  12. Clean plumbing fixtures to a sanitary condition, free of stains.
  13. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.
  14. Clean light fixtures, lamps, globes, and reflectors to function with full efficiency.

## 1.6 CLOSE OUT DOCUMENTS

### A. Closeout Responsibilities & Submittal Requirements:

1. Contractor's Responsibilities: The Contractor shall maintain at the construction site a set of printed Construction Documents (drawings and specifications) for the purpose of documenting, with a red pencil or red ink pen, any variances from the construction documents. At the completion of construction, the Contractor's printed red-lined documents shall be submitted to the A/E.
2. Design Professional's Responsibilities: After final acceptance of the project, the A/E shall revise the Construction Drawings and Specifications to accurately record all changes noted in the Contractor's red-lined set, all addenda, all executed alternates, all options selected, and any other change to the original documents. Such revised set of construction documents shall be known and noted as the "RECORD DOCUMENTS" (drawings and specifications).
3. Submit Record Documents to the USF-PM in .pdf format for review and approval. If any changes were not properly recorded, the Consultant will make the corrections and submit a final set of Record Documents, as follows: One set of prints (drawings and specifications), and electronic files (CAD drawings and specifications in .dwg and .pdf files). Note that Specifications shall be also modified by accurately recording any changes and selections made during construction.

### B. Operation and Maintenance Manuals:

1. Requirements for O&M Data is stipulated in the appropriate sections of the specifications. The items listed in the attached checklist are to be provided in .pdf format, unless otherwise noted, to the USF-PM in order to achieve Final Completion status.
2. Format: Manuals shall consist of manufacturers' operation instructions and maintenance data, shop drawings or catalog cuts, and other data listed herein; all bound into a single BOOKMARKED .pdf document for EACH ITEM for which an O&M Manual is specified to be provided. Material shall be assembled as follows:
  - a. Page 1: Project Name, Name of Contractor, Name of Installer, and Name of

Manufacturer.

- b. Page 2: Table of Contents
- c. Page 3: Overall description of the equipment or system
- d. Written description of system contents, where equipment is located in building, how each part functions individually and how system works as a whole, concluded with a list of items requiring service and the service needed or reference to the manufacturer's data in the binder which describes proper service.
- e. A copy of each shop drawing, stamped by the A/E.
- f. Manufacturer's operating instructions with an index at the beginning of the section.
- g. A list of all equipment incorporated into job, supplier's name and address.
- h. Appendix: Close Out Document Checklist.

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END OF SECTION 01 78 00

**DIVISION 01 GENERAL REQUIREMENTS (MINOR PROJECTS)  
APPENDIX: CONTRACTOR'S CLOSE-OUT DOCUMENT CHECKLIST**

**CONTRACTOR'S CLOSE-OUT DOCUMENTS**

The Contractor is required to submit a .pdf copy of the documents listed below to the A/E. Complete documents must be submitted to achieve Final Completion status. The A/E will review and compile a list of deficiencies, if any, and forward the documents to the USF-PM for review.

**A Prior to SUBSTANTIAL COMPLETION** Contractor to submit the following to the A/E:

Item
<input type="checkbox"/> Red-lined field drawings, project manual for Design Professional's use in preparing Record Document
<input type="checkbox"/> Fire Alarm Certification
<input type="checkbox"/> Water system bacteriological test results
<input type="checkbox"/> As-built survey, if applicable, signed / sealed in .dwg and .pdf files

**B Prior to FINAL COMPLETION** Contractor to submit the following to the A/E:

Item
<input type="checkbox"/> Light Fixture list, including manufacturer name and model #
<input type="checkbox"/> List of subcontractors including telephone numbers and contact names
<input type="checkbox"/> Receipt showing quantities of the specified extra stock materials, signed by recipient
<input type="checkbox"/> Test and Balance Report with Design Professional's approval letter
<input type="checkbox"/> Updated Sequence of Operations if HVAC system is modified.
<input type="checkbox"/> Updated UL Master Label if lightning protection system is modified.

**Warranties, Test Results and Certifications:**

<input type="checkbox"/> Roof Bond with <b>building number(s) printed</b> , commencing on the date of Substantial Completion
<input type="checkbox"/> Specified extended warranties, dated to commence at Substantial Completion
<input type="checkbox"/> Others as specified (list: )

**Operation and Maintenance Manuals**

<input type="checkbox"/> Electrical systems, including switchgear, panelboards, surge suppression, etc.
<input type="checkbox"/> HVAC equipment
<input type="checkbox"/> Other equipment as specified (list: )

**Accounting Data:**

<input type="checkbox"/> For Bonded Projects: Original Consent of Surety to final payment
<input type="checkbox"/> Documentation of cost of changes implemented on a not-to-exceed basis, if not previously submitted
<input type="checkbox"/> For CM Projects – complete accounting of project costs, with required back-up.

**C A/E CLOSE-OUT DOCUMENTS** Listed here for convenience.

Record Drawings in .pdf and .dwg format, meeting USF CAD standards	_____
Submittals and shop drawings with Design Professional's approval stamp	_____
Requests for Information (RFIs) issued by the Contractor, including attachments	_____
Certificate of Substantial Completion (AIA version)	_____
Certificate of Contract Completion (USF version)	_____