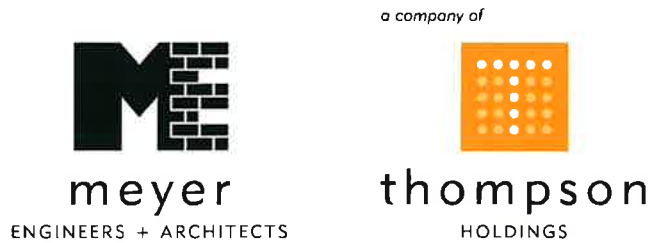


REGALA PARK DRAINAGE AND PARKING IMPROVEMENTS



MEYER ENGINEERS, LTD.
ENGINEER AND ARCHITECT
4937 Hearst Street, Suite 1B
Metairie, Louisiana 70001



OCTOBER 22, 2024

SECTION 00001: TABLE OF CONTENTS

| SECTION | TITLE | PAGE |
|---------|-------|------|
|---------|-------|------|

BIDDING AND CONTRACT REQUIREMENTS

| | | |
|--|-------------------------|-----|
| | Title Sheet | |
| | Table of Contents | |
| | Request for Quotes | 1 |
| | Information for Quoters | 2-5 |
| | Corporate Resolution | 6 |
| | Agreement | 7-8 |
| | Quote Sheet | 9 |

GENERAL SPECIFICATIONS

| | | |
|--------|--|-----|
| 01012 | Requests for Clarification or Interpretation | 1 |
| 01027 | Applications for Payment | 1-2 |
| 01050 | Field Engineering | 1-2 |
| 01050E | Construction Layout | 1 |
| 01200 | Project Meetings | 1-2 |
| 01330 | Submittal Procedures | 1-9 |
| 01330A | Submittal Transmittal | 1 |
| 01340 | Shop Drawings, Project Data, and Samples | 1-4 |
| 01380 | Construction Progress Photographs | 1-2 |
| 01505 | Mobilization | 1-2 |
| 01580 | Job Sign | 1-2 |
| 01720 | Project Record Documents | 1-2 |

TECHNICAL SPECIFICATIONS

| | | |
|-------|---------------------------|-----|
| 02111 | Clearing and Grubbing | 1-2 |
| 02210 | Grading | 1-5 |
| 02230 | Base Course | 1 |
| 02513 | Asphaltic Concrete Paving | 1 |
| 737 | Painted Traffic Striping | |

* * *



**ST. JOHN THE BAPTIST PARISH
PURCHASING & PROCUREMENT DEPARTMENT
1811 W. Airline Highway
LaPlace, LA 70068**

REQUEST FOR QUOTES

Quotes will be received until **10:00 AM local time on November 19, 2024**, at p.montz@stjohn-la.gov or at www.centralbidding.com for furnishing all supervision, labor, materials, equipment, etc., and performing all work necessary for:

REGALA PARK DRAINAGE AND PARKING IMPROVEMENTS

To be a valid delivery, Electronic Quotes must be delivered via emailed to p.montz@stjohn-la.gov or at www.centralbidding.com before **10:00 AM local time on November 19, 2024**.

Electronic Quotes submitted any other way to St. John the Baptist Parish will not be considered.

This project consists of furnishing all supervision, labor, equipment, materials, and other resources necessary to provide **REGALA PARK DRAINAGE AND PARKING IMPROVEMENTS**.

Contractors should hold a Louisiana Contractors License in **HIGHWAY, STREET AND BRIDGE CONSTRUCTION**.

Mandatory Pre-Quote Conference site visit will occur at Regala Gymnasium, 194 Regala Park Road, Reserve, LA 70084 at **10:00 AM local time on November 7, 2024**.

Equal Opportunity in Employment: All qualified applicants will receive consideration for employment without regard for race, color, religion, sex, or national origin. Quoters on this work will be required to comply with the President's Executive Order No. 11246, as amended. The requirements for quoters and contractors under this order are explained in the specifications.

FOR FURTHER INFORMATION CONCERNING THIS QUOTE, PLEASE CONTACT:

Peter Montz, Purchasing & Procurement Department
Phone: (985) 652-9569 E-mail: p.montz@stjohn-la.gov

**QUESTIONS AND COMMENTS MUST BE SUBMITTED NO LATER THAN 4:00 P.M. Local Time
November 12, 2024**

Publish:
St. John the Baptist Parish Web Page
Central Bidding

INFORMATION FOR QUOTERS

1. Receipt and Opening of Quotes: The **Parish of St. John the Baptist** (herein called the "Owner"), invites quotes on the form attached hereto. All blanks must be appropriately filled in. Electronic Quotes will be received until **10:00AM local time on November 19, 2024**, at p.montz@stjohn-la.gov or at www.centralbidding.com and clearly marked "**REGALA PARK DRAINAGE AND PARKING IMPROVEMENTS**".
2. Preparation of Quotes: Each quote must be submitted on the prescribed form. All blank spaces for prices must be filled in, in ink or typewritten, in both words and figures.
3. Subcontractors: The quoter is specifically advised that any person for or other party to whom it is proposed to award a subcontract under this contract must be acceptable to the Owner.
4. Prices: In the event of a discrepancy between the prices quoted in words and those quoted in figures in the quote, the words shall control. The prices are to include the furnishing of all materials, plant, equipment, tools, and all other facilities, and the performance of all labor and services necessary for proper completion of the work except as may be otherwise expressly provided in the contract documents.
5. Time of Completion and Liquidated Damages: Quoter must agree to provide the specified services for the project **NINETY (90)** consecutive calendar days after receipt of the Notice to Proceed. Thereafter Quoter must agree to pay as liquidated damages the sum of **FIVE HUNDRED (\$500.00)** for each consecutive calendar day thereafter until acceptance is hereinafter provided.
6. Conditions of Work: Each quoter must inform himself fully of the conditions relating to the construction of the project and the employment of labor thereon. Failure to do so will not relieve a successful quoter of his obligation to carry out the provisions of his contract. Insofar as possible the contractor, in carrying out the work, must employ such methods or means as will not cause any interruption of or interference with the work of any other contractor.
7. Laws and Regulations: The quoter's attention is directed to the fact that all applicable State laws, municipal ordinances and rules and regulations of authorities having jurisdiction over construction of the project shall apply to the contract throughout and will be deemed to be included in the contract the same as written herein in full.
8. Method of Award: The contract, if awarded, will be awarded to the lowest responsible quoter.
9. Obligation of Quoter: With the submitting of quotes, each quoter will be presumed is attesting to that they have inspected the site and have read and to be thoroughly familiar with the contract documents (including all addenda). The failure or omission of any quoter to examine any form, instrument or document shall in no way relieve any quoter from any obligation with respect to his quote.
10. Purchase Order: A Purchase Order will not be issued.
11. Agreement: Upon identification of the lowest responsible quoter the Agreement will be executed by all parties.

12. Notice to Proceed: A written notice to proceed will be issued by the Owner to the Contractor with the date on which the contract time will commence and on which Contractor shall start to perform the Contractor's obligation under the Contract Documents. Once mobilized, work shall continue until complete without interruption. Coordination with the **Peter Montz, Purchasing Director** is required before beginning work.
13. Corporate Resolution: All quotes received shall be accompanied by a corporate resolution identifying the signatory as an authorized signatory agent. An example corporate resolution follows the Instructions to Quoter.
14. Insurance
Quoter shall obtain, pay for and keep in force, at its own expense, minimum insurance effective in all localities where Consultant/Company may perform the work hereunder, with such carriers as shall be acceptable to Council:

A. **Commercial General Liability**, including:

1. Contractual liability assumed by this agreement
2. Owner's and Contractor's Protective Liability (if Contractor is a General Contractor) may be required.
3. Personal and advertising liability
4. Completed operations
5. Medical payments

The limits for "A" above shall not be less than:

1. \$2,000,000 each occurrence limit
2. \$2,000,000 products/completed operations limit
3. \$4,000,000 general aggregate limit
4. \$1,000,000 personal and advertising injury limit
5. \$50,000 fire damage limit
6. \$5,000 medical expense limit (desirable but not mandatory)

St. John the Baptist Parish Council will be NAMED as additional insured and WAIVER OF SUBROGATION in favor of St. John the Baptist Parish Council should be indicated on certificate.

Some contracts may require Protection and Indemnity coverage. This should be verified with Insurance Department/Legal Dept.

15. Security for Faithful Performance: Simultaneously with his delivery of the executed contract, the successful quoter shall furnish a surety bond or bonds as security for faithful performance of this contract and for the payment of all persons performing labor on the project under this contract and furnishing materials in connection with this contract. The surety on such bond or bonds shall be a duly authorized surety company satisfactory to the Owner. Only those surety companies currently on the U. S. Department of Treasury Financial Management Services list (Circular 570) of approved bonding companies will be accepted. The agent selling the bond must be currently licensed to do business in Louisiana. This will be verified by the Owner.

The successful quoter will be required to file a performance bond in the full amount (100-percent) of the contract price for the full period of the contract and a payment bond in the full amount (100-percent) of the contract price for the full period of the contract.

16. Obligation of Quoter: At the time of the opening of quotes, each quoter will be presumed to have inspected the site and to have read and to be thoroughly familiar with the plans and contract

documents (including all addenda). The failure or omission of any quoter to examine any form, instrument or document shall in no way relieve any quoter from any obligation with respect to his quote.

17. Hold Harmless: To the fullest extent permitted by law, Company/Consultant shall indemnify, hold harmless, and defend the Parish Council and all of its Agents and Employees, from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of the work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including loss of use resulting therefrom, but only to the extent caused in whole or in part by negligent acts or omissions of Company.
18. Non-assignability: No Company/Consultant shall assign any interest in this contract by assignment, transfer, or novation, without prior written consent of the Owner. This provision shall not be construed to prohibit the contractor from assigning his bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the Parish.
19. Exclusions: Pursuant to Louisiana Revised Statute 38:2227, Company must certify that he has not been convicted of or has not entered into a plea of guilty or nolo contendere to public bribery, corrupt influencing, extortion, money laundering or their equivalent Federal crimes. Consultant must further certify that he has not been convicted of or has not entered into a plea of guilty or nolo contendere to theft, identify theft, theft of a business record, false accounting, issuing worthless checks, bank fraud, forgery, contractors' misapplication of payments, malfeasance in office, or their equivalent Federal crimes within the five (5) years prior to submitting the proposal.
20. Disclosure: Company/Consultant must disclose whether it provides services or pays commissions to any employee or elected official of St. John the Baptist Parish. If so, company must disclose to whom services are provided and/or commissions are paid. Both positive and negative responses must be submitted.
21. E-Verify Program: NOT APPLICABLE
22. Invoices / Applications for Payments:

Applications for Payment will be processed by St. John the Baptist Parish.

Itemized invoices for payment of these services shall be submitted to the Purchasing and Procurement Director for approval prior to routing to Accounts Payable. Construction invoices shall be submitted using the AIA Application and Certification for Payment AIA G702 and G703 forms unless otherwise determined.

St. John the Baptist Parish shall make progress payments on account of the Contract Price on the basis of CONTRACTOR's Applications for Payment as recommended by ENGINEER, as provided below. All such payments will be measured by the schedule of values established.

St. John the Baptist Parish shall retain the following percentages of each progress payment until payment is due under the terms and conditions governing retainage payment:

| CONTRACT AMOUNT | RETAINAGE |
|---------------------|-----------|
| \$0 - \$499,999.99 | 10% |
| \$500,000.00 – Over | 5% |

23. Substantial Completion

Substantial Completion shall be granted once the Parish, or its designated design consultant, identifies the project to be at the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. It is the responsibility of the Contractor to notify the Parish, and its designated design consultant, when the Contractor is of the opinion the project is substantially complete. Once determined the Work is identified as substantially complete a Certificate of Substantial Completion AIA G704 will be issued.

24. Changes

No additional changes, enhancements, or modifications to any contract resulting from this BID shall be made without the prior approval of PARISH. Any modifications to the provisions of this contract shall be in writing, signed by all parties and approved the required authorities.

Changes to the contract include any change in compensation; beginning/ ending date of the contract; scope of work; and/or Contractor change through the Assignment of Contract process. Any such changes, once approved, will result in the issuance of an amendment to the contract.

Change Orders shall be submitted using the Change Order AIA G701 form unless otherwise determined.

25. Site Visits: Site visit will occur immediately following the mandatory pre-quote conference. Contractors shall make every effort to attend the scheduled site visit to take any measurements and photographs needed to compile their bid. If additional site visits are needed contact Peter Montz (p.montz@stjohn-la.gov).”

**CORPORATE
RESOLUTION**

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF
_____, INCORPORATED.

AT THE MEETING OF DIRECTORS OF _____,
INCORPORATED, DULY NOTICED AND HELD ON _____, 20____,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED.
IT WAS:

RESOLVED. THAT _____, BE AND IS HEREBY APPOINTED,
CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-FACT OF THE
CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON BEHALF OF THIS
CORPORATION IN ALL NEGOTIATIONS, BIDDING, QUOTES, CONCERNS AND TRANSACTIONS
WITH THE PARISH OF ST. JOHN OR ANY OF ITS AGENCIES, DEPARTMENTS, EMPLOYEES OR
AGENTS, INCLUDING BUT NOT LIMITED TO THE EXECUTION OF ALL BIDS, QUOTES, PAPERS,
DOCUMENTS, AFFIDAVITS, BONDS, SURETIES, CONTRACTS AND ACTS AND TO RECEIVE
AND RECEIPT THEREFOR ALL PURCHASE ORDERS AND NOTICES ISSUED PURSUANT TO
THE PROVISIONS OF ANY SUCH BID, QUOTE, OR CONTRACT, THIS CORPORATION HEREBY
RATIFYING, APPROVING, CONFIRMING AND ACCEPTING EACH AND EVERY SUCH ACT
PERFORMED BY SAID AGENT AND ATTORNEY-IN-FACT.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE AND CORRECT
COPY OF AN EXCERPT OF THE MINUTES OF THE ABOVE DATED
MEETING OF THE BOARD OF DIRECTORS OF SAID CORPORATION, AND
THE SAME HAS NOT BE REVOKED OR RESCINDED.

SECRETARY-
TREASURER

DATE

AGREEMENT

THIS AGREEMENT, made this ___ day of _____ 2023, by and between **St. John the Baptist Parish, LA** herein called "Owner," acting herein through its Parish President, Jaclyn Hotard, and _____ Parish of _____, and State of _____, herein after called "Contractor."

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the OWNER, the CONTRACTOR hereby agrees with the OWNER to commence and complete the construction described as follows:

REGALA PARK DRAINAGE AND PARKING IMPROVEMENTS

Hereinafter called the project, for the sum of _____ Dollars (\$_____) and all extra work in connection therewith, under the terms as stated in the specifications and at his/her (its/their) own proper cost and expense to furnish all the materials, supplies, machinery, equipment, tools, superintendence, labor, insurance, and other accessories and services necessary to complete the said project in accordance with the specifications and contract documents.

Contractor hereby agrees to commence work under this contract on the date on the Purchase Order and to fully complete the project within **NINETY (90)** consecutive calendar days thereafter. The Contractor further agrees to pay, as Liquidated Damages, the sum of **FIVE HUNDRED (\$500.00)** dollars for each consecutive calendar day thereafter as hereinafter provided for herein.

The Contractor hereby agrees to perform work under this contract in accordance with the contract terms for FEMA Public Assistance Grant Funded or Assisted Projects for a non-federal entity (State agency or agency of a political subdivision of the State), which is attached as part of this agreement.

The OWNER agrees to pay the CONTRACTOR in current funds for the performance of the contract, subject to additions and deductions.

St. John the Baptist Parish shall retain the following percentages of each progress payment until payment is due under the terms and conditions governing retainage payment:

| <u>CONTRACT AMOUNT</u> | <u>RETAINAGE</u> |
|------------------------|------------------|
| \$0 - \$499,999.99 | 10% |
| \$500,000.00 - Over | 5% |

IN WITNESS WHEREOF, the parties to these presents have executed this contract in two (2) counterparts, each of which shall be deemed an original, in the year and day first above mentioned.

(Owner)

By _____

(Title)

(Contractor)

By _____

(Title)

(Address and Zip Code)

NOTE: Secretary of the Owner should attest. If Contractor is a corporation, Secretary should attest.

QUOTE SHEET

REGALA PARK DRAINAGE AND PARKING IMPROVEMENTS

FOR: St. John the Baptist Parish
1811 W. Airline Highway
LaPlace, LA 70068

We (I) certify that we (I) understand and agree to provide all labor, materials, tools, appliances, and facilities as required to perform all work and services for the execution and completion of the referenced project, all in strict accordance with the quote documents with the submittal of this QUOTE.

Quoters must acknowledge all addenda. The Quoter acknowledges receipt of the following number of **ADDENDA** #_____.

| Item No. | Description | Unit of Measure | Quantity | Unit Price | Extension |
|--------------------|---|-----------------|----------|------------|-----------|
| 1 | Regala Park Drainage and Parking Improvements | LS | 1 | \$ | \$ |
| TOTAL QUOTE | | | | | \$ |

NAME OF QUOTER: _____

CONTRACTOR LICENSE NUMBER (IF REQUIRED): _____

FEDERAL TAX IDENTIFICATION NUMBER: _____

ADDRESS OF QUOTER: _____

PHONE NO.: _____ **E-MAIL:** _____

NAME OF AUTHORIZED SIGNATORY OF QUOTER: _____

TITLE OF AUTHORIZED SIGNATORY OF QUOTER: _____

SIGNATURE OF AUTHORIZED SIGNATORY OF QUOTER** _____

SECTION 01012: REQUESTS FOR CLARIFICATION OR INTERPRETATION

- 1.1 Related Documents: The general provisions of the Contract, including the Conditions of the Contract, (General, Special and other Conditions, Division 0) and Division 1 as appropriate, apply to the Work specified in this Section.
- 1.2 Request For Information (RFI): The Contractor may, after exercising due diligence to locate required information, request from the Consultant clarification or interpretation of the requirements of the Contract Documents. The Consultant shall, with reasonable promptness, respond to such Contractor's requests for clarification or interpretation. However, if the information requested by the Contractor is apparent or reasonably inferable, the Contractor shall be responsible to the Client for all reasonable costs charged by the Consultant to the Client for the Additional Services required to provide such information.
- 1.3 Time: No additional Contract Time shall be allowed for RFI's relative to information that is available from field observations, is contained in the Contract Documents, or is reasonably inferable from them.
- 1.4 Submittals: RFI's may be submitted verbally or in writing. Each RFI will address one topic only.
- 1.5 Recordation: The Contractor will log each RFI received and send a copy to the Consultant monthly.

* * *

SECTION 01027: APPLICATIONS FOR PAYMENT

- 1.1 Related Documents: The general provisions of the Contract, including the Conditions of the Contract, (General, Special and other Conditions, Division 0) and Division 1 as appropriate, apply to the Work specified in this Section.
- 1.2 General: Submit Applications for Payment to A/E in accordance with the schedule established by Conditions of the Contract and Agreement Between Owner and Contractor.
- 1.3 Format and Data Required: Submit itemized applications typed on sheets with the same exact language on either AIA Document G702, Application and Certificate for Payment, and continuation sheets G703.
- 1.4 Preparation of Application for Each Progress Payment:
- A. Application Form:
 - 1. Fill in required information, including that for Change Orders executed prior to the date of submittal of application.
 - 2. Fill in summary of dollar values to agree with the respective totals indicated on the continuation sheets.
 - 3. Execute certification with the signature of a responsible officer of the contract firm.
 - B. Continuation Sheets:
 - 1. Fill in total list of all scheduled component items of Work, with item number and the scheduled dollar value for each item.
 - 2. Fill in the dollar value in each column for each scheduled line item when Work has been performed or products stored.
 - 3. List each Change Order executed prior to the Date of submission, at the end of the continuation sheets. List by Change Order Number, and description, as for an original component item of work.
 - C. A/E and Owner project numbers must appear on all documentation.
- 1.5 Substantiating Data for Progress Payments:
- A. When the Owner or the A/E requires substantiating data, Contractor shall submit suitable information, with a cover letter identifying
 - 1. Project.
 - 2. Application number and date.
 - 3. Detailed list of enclosures.
 - 4. For stored products:
 - a. Item number and identification as shown on application.
 - b. Description of specific material.
 - c. Copy of invoice showing project and amount.

- d. Location of material.
 - e. Copy of paid invoice will be required for following pay request.
- B. Submit one copy of data and cover letter for each copy of application. If applicable to project, a duplicate original and one (1) copy of tickets are required for sand, asphalt concrete and granular materials.
- C. Submit Record Drawings for review by A/E. A/E will return Record Drawings after review.

1.6 Preparation of Application for Final Payment:

- A. Fill in Application form as specified for progress payments.
- B. Use continuation sheet for presenting the final statement of accounting as specified.

1.7 Submittal Procedure:

- A. Submit Applications for Payment to A/E at the times stipulated in the Conditions of the Contract.
- B. Contractor must submit a Project Schedule with each Application for Payment. The Project Schedule must be up to date and included in each and every Application for Payment submittal. Each schedule shall indicate the original schedule with the current schedule immediately below it.
- C. When A/E finds the Application properly completed and correct, he will transmit a certificate for payment to Owner, with a copy to Contractor.

1.8 Notarized:

- A. All applications for payment shall be notarized.

* * *

SECTION 01050: FIELD ENGINEERING

PART 1: GENERAL

- 1.1 Related Documents: The general provisions of the Contract, including the Conditions of the Contract (General, Supplementary, and other Conditions, Division 0) and Division 1 as appropriate, apply to the Work specified in this Section.
- 1.2 General:
- A. Provide and pay for field engineering services and survey work required in execution of the Project.
 - B. Owner's Representative will identify existing control points indicated on the Drawings, as required.
- 1.3 Qualifications of Surveyor: Qualified Louisiana registered land surveyor, acceptable to Contractor and Owner.
- 1.4 Survey Reference Points:
- A. Existing basic horizontal and vertical control points for the Project are those designated on Drawings.
 - B. Locate and protect control points prior to starting work, and preserve all permanent reference points during construction.
 - 1. Make no changes or relocations without prior written notice to A/E.
 - 2. Report to A/E when any reference point is lost or destroyed, or requires relocation because of necessary changes in grades or locations.
 - 3. Require surveyor to replace Project control points which may be lost or destroyed. Establish replacements based on original survey control.
- 1.5 Project Survey Requirements:
- A. Establish survey control points as indicated on the Drawings. Record locations, with horizontal and vertical data, on Project Record Documents.
 - B. Establish lines and levels, locate and lay out, by instrumentation and similar appropriate means, Project baselines, batter boards for structures, sleeve locations. Provide markers as indicated on Drawings.
 - C. From time to time, verify layouts by the same methods.
- 1.6 Records: Maintain a complete, accurate log of all control and survey work as it progresses.

1.7

Submittals:

- A. Submit name and address of Surveyor to A/E.
- B. On request of A/E, submit documentation to verify accuracy of field engineering work.
- C. Include all survey and field engineering work as part of Project Record Documents.

1.8

Slab elevation shall be as indicated on the contract drawings. After the slab has been poured the contractor shall hire and pay for a registered surveyor, licensed to practice in the State of Louisiana to verify that the slab elevation of the building is as the elevation noted on the drawings. Surveyor shall submit five (5) certified benchmark certificates with a live signature and seal by said registered surveyor, licensed to practice in the State of Louisiana, certifying that the actual slab elevation is as noted on the contract drawings.

* * *

SECTION 01050E: CONSTRUCTION LAYOUT

PART 1: SCOPE OF WORK

The contractor will be responsible for establishing all lines and grades and staking out all work on this project from controls provided by the Engineer.

PART 2: GENERAL

Benchmarks and survey line control points are provided as shown on the plans for vertical and horizontal control. The contractor shall employ sufficient qualified and engineering personnel experienced in layout and construction of highways to correctly establish, keep complete and comprehensive notebook records of all lines and grades necessary during various operations, from initial layouts to final acceptance as the work progresses. The contractor is accordingly liable for the accuracy of the initial layout, along with all subsuent alignment and elevations during his construction operations. He shall, at his own expense, rebuild, restore, repair and make good any members or portions of the work found to be incorrectly positioned, either horizontally or vertically at any time before final acceptance.

Number notebooks for complete and comprehensive recording of all lines and grades will be provided to the Engineer and shall be properly indexed and cross referenced by the contractor for submittal with final estimates.

The Engineer may, at his option, make either spot or complete checks on all construction alignment and grades to determine the correctness of the survey work; however, these checks by the Engineer will not relieve the contractor of his responsibility for constructing the work in the positions and to the elevations shown on the plans or approved revisions thereto. All measurements for determination of pay quantities will be made by the Engineer.

PART 3: MATERIALS - NONE

* * *

SECTION 01200: PROJECT MEETINGS

- 1.1 Related Documents: The general provisions of the Contract, including the Conditions of the Contract (General, Special and other Conditions, Division 0) and Division 1 as appropriate, apply to the Work specified in this Section.
- 1.2 General: This section covers project meetings required for the project.
- 1.3 Description:
- A. The General Contractor shall coordinate the scheduling and administer the pre-construction meeting, periodic progress meetings, and specially called meetings throughout the progress of the work.
 - 1. Prepare agenda for meetings.
 - 2. Distribute written notice of each meeting four days in advance of meeting date.
 - 3. Make physical arrangements for meetings.
 - 4. Preside at meetings.
 - 5. Record the minutes; include all significant proceedings and decisions.
 - 6. Reproduce and distribute copies of minutes within three working days after each meeting.
 - B. Representatives of contractors, subcontractors, and suppliers attending the meetings shall be qualified and authorized to act on behalf of the entity each represents.
- 1.4 Pre-Construction Meeting:
- A. Schedule pre-construction meeting prior to beginning on-site construction.
 - B. Location: Project site or other location as coordinated with A/E and Owner.
 - C. Attendance:
 - 1. Owner's Representative.
 - 2. A/E
 - 3. Resident project representative, if applicable.
 - 4. Contractor's Superintendent.
 - 5. Major subcontractors.
 - 6. Major suppliers.
 - 7. Others as appropriate.
 - D. Suggested Agenda:
 - 1. Distribution and discussion of list of major subcontractors and suppliers.
 - 2. Projected construction schedules.
 - 3. Critical work sequencing.
 - 4. Major Equipment deliveries and priorities.
 - 5. Project coordination and designation of responsible personnel.

6. Procedures and processing of field decisions, proposal requests, submittals, Change Orders, Applications for Payment.
7. Adequacy of distribution of Contract Documents.
8. Procedures for maintaining Record Documents.
9. Use of premises: office, work, and storage areas; Owner's requirements.
10. Construction facilities, controls, and construction aids.
11. Temporary utilities.
12. Safety and first-aid procedures.
13. Security procedures.
14. Housekeeping procedures.

1.5

Progress Meetings:

- A. The General Contractor shall schedule regular periodic meetings, as required. Hold called meetings as required by progress of work.
- B. Location of Meetings: The project field office of the Contractor.
- C. Attendance: A/E, Owner's Representative, subcontractors, and suppliers as appropriate to the agenda, others as required.
- D. Suggested Agenda:
 1. Review, approval of minutes of previous meeting.
 2. Review of work progress since previous meeting.
 3. Field observations, problems, conflicts.
 4. Problems which impede Construction Schedule.
 5. Review off-site fabrication, delivery schedules.
 6. Corrective measures and procedures to regain projected schedule.
 7. Revisions to Construction Schedule.
 8. Plan progress, schedule, during succeeding work period.
 9. Coordination of schedules.
 10. Review submittal schedules; expedite as required.
 11. Maintenance of quality standards.
 12. Review proposed changes for effect on Construction Schedule, completion date.
 13. Other business.

* * *

SECTION 01330 - SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS:

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY:

- A. Section includes requirements for the submittal schedule and administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other submittals.

1.3 DEFINITIONS:

- A. Action Submittals: Written and graphic information and physical samples that require A/E's responsive action. Action submittals, as they are implied are those submittals indicated in individual Specification Sections.
- B. Informational Submittals: Written and graphic information and physical samples that do not require Architect's responsive action. Submittals may be rejected for not complying with requirements. Informational submittals, as they are implied are those submittals indicated in individual Specification Sections.
- C. Portable Document Format (PDF): An open standard file format licensed by Adobe Systems used for representing documents in a device-independent and display resolution-independent fixed-layout document format.

1.4 ACTION SUBMITTALS:

- A. Submittal Schedule: Submit a schedule of submittals, arranged in chronological order by dates required by construction schedule. Include time required for review, ordering, manufacturing, fabrication, and delivery when establishing dates. Include additional time required for making corrections or modifications to submittals noted by the A/E and additional time for handling and reviewing submittals required by those corrections.
 - 1. Coordinate submittal schedule with list of subcontracts, the schedule of values, and Contractor's construction schedule.
 - 2. Initial Submittal: Submit concurrently with start-up construction schedule. Include submittals required during the first 60 days of construction. List those submittals required to maintain orderly progress of the Work those required early because of long lead time for manufacture or fabrication, and all submittals that require color/material selections.
 - 3. Final Submittal: Submit concurrently with the first complete submittal of Contractor's construction schedule.
 - a) Submit revised submittal schedule to reflect changes in current status and timing for submittals.
 - 4. Format: Arrange the following information in a tabular format:
 - a) Scheduled date for first submittal.

- b) Specification Section number and title.
- c) Submittal category: Action, informational.
- d) Name of subcontractor.
- e) Description of the Work covered.
- f) Scheduled date for A/E's final release or approval.

1.5

SUBMITTAL ADMINISTRATIVE REQUIREMENTS:

- A. A/E's Digital Data Files: Electronic copies of CAD Drawings of the Contract Drawings will not be provided by A/E for Contractor's use in preparing submittals.
- B. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
 - 1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
 - 2. Submit all submittal items required for each Specification Section concurrently unless partial submittals for portions of the Work are indicated on approved submittal schedule.
 - 3. Submit action submittals and informational submittals required by the same Specification Section as separate packages under separate transmittals.
 - 4. Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination.
- C. A/E reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
- D. Processing Time: Allow time for submittal review, including time for resubmittals, as follows. Time for review shall commence on A/E receipt of submittal. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.
 - 1. Initial Review: Allow fifteen (15) days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. A/E will advise Contractor when a submittal being processed must be delayed for coordination.
 - 2. Intermediate Review: If intermediate submittal is necessary, process it in same manner as initial submittal.
 - 3. Resubmittal Review: Allow fifteen (15) days for review of each resubmittal.
- E. Identification and Information: Place a permanent label or title block on each paper copy submittal item for identification.
 - 1. Indicate name of firm or entity that prepared each submittal on label or title block.
 - 2. Provide a space approximately 6 by 8 inches on label or beside title block to record Contractor's review and approval markings and action taken by A/E.
 - 3. Include the following information for processing and recording action taken:
 - a) Project name.
 - b) Date.

- c) Name of Construction Manager.
 - d) Name of Contractor.
 - e) Name of subcontractor.
 - f) Name of supplier.
 - g) Name of manufacturer.
 - h) Revise first subparagraph below to suit Project and office practice.
 - i) Number and title of appropriate Specification Section.
 - j) Drawing number and detail references, as appropriate.
 - k) Location(s) where product is to be installed, as appropriate.
 - l) Other necessary identification.
- F. Additional Paper Copies: Unless additional copies are required for final submittal, and unless A/E observes noncompliance with provisions in the Contract Documents, initial submittal may serve as final submittal.
1. Submit one copy of submittal to concurrent reviewer in addition to specified number of copies to A/E.
- G. Transmittal: Assemble each submittal individually and appropriately for transmittal and handling. Transmit each submittal using a transmittal form. A/E will return submittals, without review, received from sources other than Contractor.
1. Transmittal Form: Use Submittal Transmittal form included in Project Manual.
 - a) Project name.
 - b) Date.
 - c) Destination (To:).
 - d) Source (From:).
 - e) Names of subcontractor, manufacturer, and supplier.
 - f) Category and type of submittal.
 - g) Submittal purpose and description.
 - h) Specification Section number and title.
 - i) Indication of full or partial submittal.
 - j) Drawing number and detail references, as appropriate.
 - k) Transmittal number.
 - l) Remarks.
 - m) Signature of transmitter.
 2. On an attached separate sheet, prepared on Contractor's letterhead, record relevant information, requests for data, revisions other than those requested by A/E on previous submittals, and deviations from requirements in the Contract Documents, including minor variations and limitations. Include same identification information as related submittal.
- H. Resubmittals:
1. Make resubmittals in same form and number of copies as initial submittal.
 - a) Note date and content of previous submittal.
 - b) Note date and content of revision in label or title block and clearly indicate extent of revision.
 - c) Resubmit submittals until they are marked with approval notation from A/E's action stamp.

- I. Shop Drawings: Revise initial drawings as required and resubmit as specified for initial submittal. Indicate on drawings any changes which have been made other than those requested by A/E.
- J. Project Data and Samples: Submit new datum and samples as required for initial submittal.
- K. Contractor shall accept full responsibility for the completeness of each submission, and, in the case of a resubmission, shall verify that all exceptions previously noted by A/E have been taken into account. In the event that more than one (1) resubmission is required because of failure of Contractor to account for exceptions previously noted, Contractor shall reimburse the Owner for the charges of the A/E for review of the additional resubmissions.
- L. Any need for more than one (1) resubmission, or any other delay in obtaining A/E's review of submittals, will not entitle Contractor an extension of the Contract Time unless delay of the Work is directly caused by a change in the Work authorized by a Change Order or by failure of A/E to return any submittal within a reasonable time after its receipt in A/E's office.
- M. When the drawings and data are returned marked SUBMIT SPECIFIED ITEM the Contractor shall do so. When the drawings and data are returned marked REVISE AND RESUBMIT, the corrections shall be made as noted thereon and as instructed by the A/E and the required number of corrected copies (or one corrected reproducible copy) resubmitted.
- I. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.
- J. Use for Construction: Use only final submittals that are marked with approval notation from A/E's action stamp.

PART 2 - PRODUCTS

2.1 SUBMITTAL PROCEDURES:

- A. General Submittal Procedure Requirements: Prepare and submit submittals required by individual Specification Sections. Types of submittals are indicated in individual Specification Sections.
 - 1. Action Submittals: Submit five (5) paper copies of each submittal, unless otherwise indicated. A/E will return two (2) copies.
 - 2. Informational Submittals: Submit two (2) paper copies of each submittal, unless otherwise indicated. A/E will not return copies.
 - 3. Closeout Submittals and Maintenance Material Submittals: Comply with requirements specified in Division 1 Section "Closeout Procedures."
 - 4. Certificates and Certifications Submittals: Provide a statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity.

- a) Provide a notarized statement on original paper copy certificates and certifications where indicated.
 - 5. Test and Inspection Reports Submittals: Comply with requirements specified in Division 1 Section "Quality Requirements."
- B. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
 - 1. If information must be specially prepared for submittal because standard published data are not suitable for use, submit as Shop Drawings, not as Product Data.
 - 2. Mark each copy of each submittal to show which products and options are applicable.
 - 3. Include the following information, as applicable:
 - a) Manufacturer's catalog cuts.
 - b) Manufacturer's product specifications.
 - c) Standard color charts, unless otherwise specified. (printed copies are not acceptable)
 - d) Statement of compliance with specified referenced standards.
 - e) Testing by recognized testing agency.
 - f) Application of testing agency labels and seals.
 - g) Notation of coordination requirements.
 - h) Availability and delivery time information.
 - 4. For equipment, include the following in addition to the above, as applicable:
 - a) Wiring diagrams showing factory-installed wiring.
 - b) Printed performance curves.
 - c) Operational range diagrams.
 - d) Clearances required to other construction, if not indicated on accompanying Shop Drawings.
 - 5. Submit Product Data before or concurrent with Samples.
 - 6. Submit Product Data in the following format:
 - a) PDF electronic file.
 - b) Five (5) paper copies of Product Data, unless otherwise indicated. A/E will return two (2) copies.
- C. Shop Drawings (Action Submittal): Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data.
 - 1. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
 - a) Identification of products.
 - b) Schedules.
 - c) Compliance with specified standards.
 - d) Notation of coordination requirements.
 - e) Notation of dimensions established by field measurement.
 - f) Relationship and attachment to adjoining construction clearly indicated.
 - g) Seal and signature of professional engineer if specified.
 - 2. Sheet Size: Except for templates, patterns, and similar full-size drawings, submit Shop Drawings on sheets at least 8-1/2 by 11

inches (215 by 280 mm) but no larger than 30 by 42 inches (750 by 1067 mm).

3. Submit Shop Drawings in the following format:
 - a) Five (5) opaque copies of each submittal. A/E will retain two (2) copies; remainder will be returned.
- D. Samples: Submit Samples for review of kind, color, pattern, and texture for a check of these characteristics with other elements and for a comparison of these characteristics between submittal and actual component as delivered and installed.
 1. Transmit Samples that contain multiple, related components such as accessories together in one submittal package.
 2. Identification: Attach label on unexposed side of Samples that includes the following:
 - a) Generic description of Sample.
 - b) Product name and name of manufacturer.
 - c) Sample source.
 - d) Number and title of applicable Specification Section.
 3. Disposition: Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.
 4. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available.
 - a) Number of Samples: Submit one (1) full set(s) of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. A/E will return submittal without options selected. Once all submittals requiring color/material selections are submitted, the A/E will make selections per Owners approval. Upon Owners approval A/E will provide a finish selection schedule to Contractor indicating selected finishes.
 5. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from same material to be used for the Work, cured and finished in manner specified, and physically identical with material or product proposed for use, and that show full range of color and texture variations expected. Samples include, but are not limited to, the following: partial sections of manufactured or fabricated components; small cuts or containers of materials; complete units of repetitively used materials; swatches showing color, texture, and pattern; color range sets; and components used for independent testing and inspection.
 - a) Number of Samples: Submit one (1) set of Samples. A/E will retain one (1) Sample set when deemed necessary, until the completion of construction. Contractor must indicate if sample needs to be returned prior to construction completion.
 - 1) Submit a single Sample where assembly details, workmanship, fabrication techniques, connections,

operation, and other similar characteristics are to be demonstrated.

- 2) If variation in color, pattern, texture, or other characteristic is inherent in material or product represented by a Sample, submit at least three (3) sets of paired units that show approximate limits of variations.
- E. Contractor's Construction Schedule: Comply with requirements specified.
 - F. Application for Payment: Comply with requirements specified in General Conditions and Division 1 Section "Payment Procedures."
 - G. Schedule of Values: Comply with requirements specified in General Conditions and Division 1 Section "Payment Procedures."
 - H. Material Certificates: Submit written statements on manufacturer's letterhead certifying that material complies with requirements in the Contract Documents.
 - I. Material Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements in the Contract Documents.
 - J. Product Test Reports: Submit written reports indicating current product produced by manufacturer complies with requirements in the Contract Documents. Base reports on evaluation of tests performed by manufacturer and witnessed by a qualified testing agency, or on comprehensive tests performed by a qualified testing agency.
 - K. Research Reports: Submit written evidence that product complies with the current version of International Building Code. Include the following information:
 1. Name of evaluation organization.
 2. Date of evaluation.
 3. Time period when report is in effect.
 4. Product and manufacturers' names.
 5. Description of product.
 6. Test procedures and results.
 7. Limitations of use.
 - L. Schedule of Tests and Inspections: Comply with requirements specified in Division 1 Section "Quality Requirements."
 - M. Preconstruction Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements in the Contract Documents.
 - N. Compatibility Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for primers and substrate preparation needed for adhesion.
 - O. Field Test Reports: Submit reports indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements in the Contract Documents.

- P. Maintenance Data: Comply with requirements specified in Division 1 Section "Operation and Maintenance Data."
- Q. Design Data: Prepare and submit written and graphic information, including, but not limited to, performance and design criteria, list of applicable codes and regulations, and calculations. Include list of assumptions and other performance and design criteria and a summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Include page numbers.

2.2 DELEGATED-DESIGN SERVICES:

- A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.
 - 1. If criteria indicated are not sufficient to perform services or certification required, submit a written request for additional information to A/E.
- B. Delegated-Design Services Certification: In addition to Shop Drawings, Product Data, and other required submittals, submit three (3) paper copies of certificate, signed and sealed by the responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by a design professional.
 - 1. Indicate that products and systems comply with performance and design criteria in the Contract Documents. Include list of codes, loads, and other factors used in performing these services.
- C. Design professional must be licensed in the State of Louisiana.

PART 3 - EXECUTION

3.1 CONTRACTOR'S REVIEW:

- A. Action and Informational Submittals: Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to A/E.
- B. Project Closeout and Maintenance/Material Submittals: Refer to requirements in Division 1 Section "Closeout Procedures."
- C. Approval Stamp: Stamp each submittal with a uniform, approval stamp. Include Project name and location, submittal number, Specification Section title and number, name of reviewer, date of Contractor's approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.

3.2 A/E'S ACTION:

- A. General: A/E will not review submittals that do not bear Contractor's approval stamp and will return them without action. Additionally, if during review the A/E determines that the Contractor has not sufficiently reviewed the submittal the A/E shall return the submittal to the Contractor without any action for a more complete and adequate review by the Contractor.

- B. Shop Drawings (Action Submittals): A/E will review each submittal for general compliance, and return it. A/E will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action.
1. Review submittals with reasonable promptness.
 2. Review for a design concept of project and information given in Contract Documents.
 3. Review of a separate item does not constitute review of an assembly in which the item functions.
 4. Affix stamp and initials or signature certifying to review of submittal.
 5. Return reproducible Shop Drawings and other submittals to Contractor for distribution, or for resubmission. Contractor is responsible for obtaining the number of opaque prints from the reproducible shop drawing as necessary for distribution.
 6. The Design Professional shall review Contractor submittals, such as shop drawings, product data, samples and other data, as required by the Design Professional, but only for the limited purpose of checking for conformance with the design conception and the information expressed in the contract documents. This review shall not include review of the accuracy or completeness of details, such as quantities, dimensions, weights or gauges, fabrication processes, construction means or methods, coordination of the work with other trades or construction safety precautions, all of which are the sole responsibility of the Contractor. The Design Professional's review shall be conducted with reasonable promptness while allowing sufficient time in the Design Professional's judgement to permit an adequate review. Review of a specific item shall not indicate that the Design Professional has reviewed the entire assembly of which the item is a component. The Design Professional shall not be responsible for any deviations of the contract documents not brought to the attention of the Design Professional in writing by the Contractor. The Design Professional shall not be required to review partial submissions or those for which submissions or correlated items have not been received.
- C. Informational Submittals: A/E will review each submittal and will not return it, or will return it if it does not comply with requirements. A/E will forward each submittal to appropriate party.
- D. Partial submittals prepared for a portion of the Work will be reviewed when use of partial submittals has received prior approval from A/E.
- E. Incomplete submittals are not acceptable, will be considered nonresponsive, and will be returned without review.
- F. Submittals not required by the Contract Documents may not be reviewed and may be discarded.

* * *



SUBMITTAL TRANSMITTAL

Project: _____ Date: _____
A/E Project Number: _____

TRANSMITTAL A To (Contractor): _____ Date: _____ Submittal No. _____
From (Subcontractor): _____ By: _____ [] Resubmission

Table with 4 columns: Qty., Reference / Number, Title / Description / Manufacturer, Spec. Section Title and Paragraph / Drawing Detail Reference

- Submitted for review and approval
Resubmitted for review and approval
Complies with contract requirements
Will be available to meet construction schedule
A/E review time included in construction schedule
Substitution involved - Substitution request attached
If substitution involved, submission includes point-by-point comparative data or preliminary details
Items included in submission will be ordered immediately upon receipt of approval

Other remarks on above submission: [] One copy retained by sender

TRANSMITTAL B To (A/E): _____ Attn: _____ Date Rec'd by Contractor: _____
From (Contractor): _____ By: _____ Date Trnsmt'd by Contractor: _____

- Approved
Approved as noted
Revise / Resubmit
Rejected / Resubmit

Other remarks on above submission: [] One copy retained by sender

TRANSMITTAL C To (Contractor): _____ Attn: _____ Date Rec'd by A/E: _____
From (A/E): _____ [] Other By: _____ Date Trnsmt'd by A/E: _____

- Approved
Approved as noted
Not subject to review
No action required
Revise / Resubmit
Rejected / Resubmit
Approved as noted / Resubmit
Provide file copy with corrections identified
Sepia copies only returned
Point-by-point comparative data required to complete approval process
Submission Incomplete / Resubmit

Other remarks on above submission: [] One copy retained by sender

TRANSMITTAL D To (Subcontractor): _____ Attn: _____ Date Rec'd by Contractor: _____
From (Contractor): _____ By: _____ Date Trnsmt'd by Contractor: _____

Copies: [] Owner [] Consultants [] _____ [] _____ [] _____ [] One copy retained by sender

SECTION 01340: SHOP DRAWINGS, PROJECT DATA, AND SAMPLES

- 1.1 Related Documents: The general provisions of the Contract, including the Conditions of the Contract (General, Special, and other Conditions, Division 0) and Division 1 as appropriate, apply to the Work specified in this Section. No requirements of the Supplementary or Special Conditions shall be superseded by this Section but format of submittals shall be as follows.
- 1.2 General:
- A. Submit, to the A/E, shop drawings, project data, and samples required by specification sections.
 - B. Prepare and submit, with Construction Schedule, a separate schedule listing dates for submission and date reviewed shop drawings, project data, and samples will be needed for each product.
- 1.3 Shop Drawings: Original drawings, prepared by Contractor, Subcontractor, Supplier, or Distributor, which illustrate some portion of the Work; showing fabrication, layout, setting, or erection details.
- A. Prepared by a qualified detailer.
 - B. Identify details by reference to sheet and detail numbers shown on Contract Drawings.
 - C. Maximum Sheet Size: 24" x 36".
 - D. Submit three (3) copies of each submittal.
- 1.4 Manufacturer's Literature, Project Data:
- A. Manufacturer's standard schematic drawings.
 - 1. Modify drawings to delete information to provide additional information applicable to project.
 - 2. Supplement standard information to provide additional information applicable to project.
 - B. Manufacturer's catalog sheets, brochures, diagrams, schedules, performance charts, illustrations, and other standard descriptive data.
 - 1. Clearly mark each copy to identify pertinent materials, products, or models.
 - 2. Show dimensions and clearances required.
 - 3. Show performance characteristics and capacities.
 - 4. Show wiring diagrams and control.
- 1.5 Samples: Physical examples to illustrate materials, equipment, or workmanship, and to establish standards by which completed work is judged.
- A. Office samples: Of sufficient size and quantity to clearly illustrate:
 - 1. Functional characteristics of product or material, with integrally related parts and attachment devices.
 - 2. Full range of color samples.
 - B. Field Samples and Mock-Ups.
 - 1. Erect at project site at location acceptable to A/E.

2. Construct each sample or mock-up complete, including work of all trades required in finished work.

1.6 Contractor Responsibilities:

- A. Contractor shall submit a schedule of the submittals needed prior to construction.
- B. Contractor shall review each submittal, project data, and samples and verify in writing to the A/E that each submittal conforms with the contract documents prior to submitting. Contractor shall list any deviations from that specified and in addition, shall cause a specific notation to be made on each shop drawing and sample submitted to the A/E for review and approval of each such variation.
- C. Verify field measurements, field construction criteria, catalog numbers, and similar data.
- D. Coordinate each submittal with requirements of Work and of Contract Documents.
- E. Contractor's responsibility for errors and omissions in submittals is not relieved by A/E's review of submittals.
- F. Contractor's responsibility for deviations in submittals from requirements of Contract Documents is not relieved by A/E's review of submittals, unless A/E gives written acceptance of specific deviations.
- G. Begin no work which requires submittals until return of submittals with A/E's stamp and initials or signature indicating review.
- H. After A/E's review, distribute copies.
- I. Contractor shall direct specific attention, in writing, to the A/E of the failure to receive reviewed submittals after a reasonable time and shall denote consequences of an excessive review period with regard to the progress of work.

1.7 Submission Requirement:

- A. Schedule submissions at least 21 days before dates reviewed submittals will be needed.
- B. Shop Drawings: Submit three (3) of each submittal.
- C. Manufacturer's Literature: Number of copies of Project Datum which Contractor requires for distribution plus 2 copies which will be retained by A/E, plus one (1) copy retained by the Consulting A/E for mechanical or electrical submittals.
- D. Submit number of Samples specified in each of specification sections.
- E. Accompany submittals with transmittal letter containing: date; project title and number; Contractor's name and address; the number of each Shop Drawings, Project Datum, and Sample submitted; notification of deviations from Contract Documents; other pertinent data.
- F. Submittals shall include:
 1. Date and revision dates.
 2. Project title, A/E Project number, and Owner's Project number, if any.

3. The names of: A/E; Contractor; Subcontractor; Supplier; Manufacturer.
4. Identification of product or material.
5. Relation to adjacent structure or materials.
6. Field dimensions, clearly identified as such.
7. Applicable standards, such as ASTM number or Federal Specification.
8. A blank space, 8" x 8" for the A/E's stamp.
9. Identification of deviations from Contract Documents.
10. Contractor's stamp, initialed or signed, certifying to review of submittal, verification of field measurements, and compliance with Contract Documents.
11. Applicable standards, such as ASTM number or Federal Specification number.

1.8 Resubmission Requirements:

- A. Shop Drawings: Revise initial drawings as required and resubmit as specified for initial submittal. Indicate on drawings any changes which have been made other than those requested by A/E.
- B. Project Data and Samples: Submit new datum and samples as required for initial submittal.
- C. Contractor shall accept full responsibility for the completeness of each submission, and, in the case of a resubmission, shall verify that all exceptions previously noted by A/E have been taken into account. In the event that more than one resubmission is required because of failure of Contractor to account for exceptions previously noted, Contractor shall reimburse Owner for the charges of A/E for review of the additional resubmissions.
- D. Any need for more than one resubmission, or any other delay in obtaining A/E's review of submittals, will not entitle Contractor an extension of the Contract Time unless delay of the Work is directly caused by a change in the Work authorized by a Change Order or by failure of A/E to return any submittal within a reasonable time after its receipt in A/E's office.
- E. When the drawings and data are returned marked SUBMIT SPECIFIED ITEM the Contractor shall do so. When the drawings and data are returned marked REVISE AND RESUBMIT, the corrections shall be made as noted thereon and as instructed by the A/E and nine corrected copies (or one corrected reproducible copy) resubmitted.

1.9 Distribution of Submittals after Review:

- A. Distribute copies of Shop Drawings and Project Datum which carry A/E stamp to:
 1. Contractor's file
 2. Job site file
 3. Record Documents file
 4. Subcontractors

- 5. Supplier or fabricator
- 6. Other affected Contractors
- B. Distribute samples as directed.

1.10

A/E's Duties:

- A. Review submittals with reasonable promptness.
- B. Review for design concept of project and information given in Contract Documents.
- C. Review of separate item does not constitute review of an assembly in which item functions.
- D. Affix stamp and initials or signature certifying to review of submittal.
- E. Return sepia of Shop Drawings and other submittals to Contractor for distribution, or for resubmission. Contractor is responsible obtaining number of opaque prints from sepia necessary for distribution.
- F. The Design Professional shall review Contractor submittals, such as shop drawings, product data, samples and other data, as required by the Design Professional, but only for the limited purpose of checking for conformance with the design conception and the information expressed in the contract documents. This review shall not include review of the accuracy or completeness of details, such as quantities, dimensions, weights or gauges, fabrication processes, construction means or methods, coordination of the work with other trades or construction safety precautions, all of which are the sole responsibility of the Contractor. The Design Professional's review shall be conducted with reasonable promptness while allowing sufficient time in the Design Professional's judgement to permit adequate review. Review of a specific item shall not indicate that the Design Professional has reviewed the entire assembly of which the item is a component. The Design Professional shall not be responsible for any deviations for the contract documents not brought to the attention of the Design Professional in writing by the Contractor. The Design Professional shall not be required to review partial submissions or those for which submissions or correlated items have not been received.

* * *

SECTION 01380: CONSTRUCTION PROGRESS PHOTOGRAPHS

- 1.1 Related Documents: The general provisions of the Contract, including the Conditions of the Contract (General, Supplementary, and other Conditions, Division 0) and Division 1 as appropriate, apply to the Work specified in this Section.
- 1.2 General: Provide and transmit to A/E, periodically as specified below, photographs adequate to show construction progress.
- 1.3 Construction Progress Photographs:
- A. General: All photographs shall be produced by a professional photographer acceptable to A/E. CD's of the photos shall be marked with the name and number of the contract, name of Contractor, and/or Sub-Contractor, description and location of view and date photographed. All photography shall be at the Contractor's expense. A/E shall transmit one copy of each photograph and CD to Owner.
 - B. Number required per submittal: At least two different views of typical construction.
 - C. Schedule:
 - 1. Prior to beginning of work. Existing conditions.
 - 2. Deliver two (2) sets of CD's to A/E with each Application for Payment.
 - 3. Prior to final inspection.
 - D. Direction of view/vantage points: As directed by A/E.
- 1.4 Prints:
- A. Photographs shall be sharp, clearly showing all details.
 - B. Full color prints of each view.
 - C. Printed on plain white paper with the photos on CD.
 - D. Size: 8 x 10 inch
 - E. Paper and single weight, white base.
- 1.5 CD:
- A. CD of the pictures shall be transmitted to the A/E at the time the pictures are transmitted.
- 1.6 Technique for Still Photographs:
- A. Factual presentation
 - B. Correct exposure and focus.
 - 1. High resolution and sharpness.
 - 2. Maximum depth-of-field.
 - 3. Minimum distortion.

1.7

Views Required for Still Photographs

- A. Contractor shall photograph from locations to adequately illustrate condition of construction and state of progress. Consult with A/E at each period of photography for instructions concerning views required.
- B. In addition, the Contractor shall photograph the sites of each major portion of the work prior to the beginning of work at each site. Views shall be as required by the A/E. In addition, the same sites shall be photographed utilizing the same views at the completion of construction.
- C. The Contractor shall also inspect and photograph any structure within 100 feet of each construction site prior to beginning of work. Photographs of any existing damaged areas shall be taken.

* * *

SECTION 01505: MOBILIZATION

PART 1: GENERAL

- 1.1 Related Documents: The general provisions of the Contract, including the Conditions of the Contract (General, Supplementary, and other Conditions, Division 0, Supplemental Conditions) and Division 1 as appropriate, apply to the Work specified in this Section.
- 1.2 Description: This work consists of preparatory work and operations, including, but not limited to, those necessary for the movement of personnel, equipment, supplies, and incidentals to the project site; for the establishment of all offices, buildings, and other facilities necessary for work in the Project, and the costs of bonds and insurance, and for all other work and operations which must be performed, or costs incurred for mobilization, prior to beginning work on the various construction times on the Project.
- 1.3 Materials:
- A. The Contractor shall furnish all materials, supplies, and incidentals for this item.
 - B. These materials, supplies and incidentals will not be considered as a part of the various items of the completed contract.
- 1.4 Basis of Payment:
- A. All preconstruction expenses incurred by the Contractor in connection with mobilization will be considered incidental to the Work and no direct payment will be made therefore.
 - B. Mobilization will be paid for at the contract lump sum price by partial payments in accordance with the following schedule:
 - 1. When the first partial estimate is earned and submitted for payment, 25 per cent of the amount bid for mobilization will be paid.
 - 2. When 10 per cent of the original contract amount is earned, an additional 25 per cent of the amount bid for mobilization will be paid.
 - 3. When 25 per cent of the original contract amount is earned, an additional 25 per cent of the amount bid for mobilization will be paid.
 - 4. When 50 percent or more of the original contract amount is earned, the final 25 per cent of the amount bid for mobilization will be paid.
 - C. In the event this contract is cancelled by the Owner, the Contractor will be paid for the actual cost incurred for mobilization at the time of cancellation, which cost will not exceed the total amount bid under the mobilization item.

- D. Nothing herein shall be construed to limit or preclude partial payments otherwise provided by the Contract.

1.4

Method of Measurement:

- A. The Contract Bid Price is limited to an amount up to a maximum of 10 percent of the Contractor's total bid including this item.
- B. This item will be measured by lump sum, acceptably performed. When the quantities of work vary or there is extra work or force account work or there are eliminated items, these conditions will not be related to this item and any additional cost of mobilization that may be necessary for the added item of work will be included in the price agreed upon for the added item.

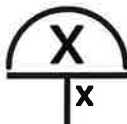
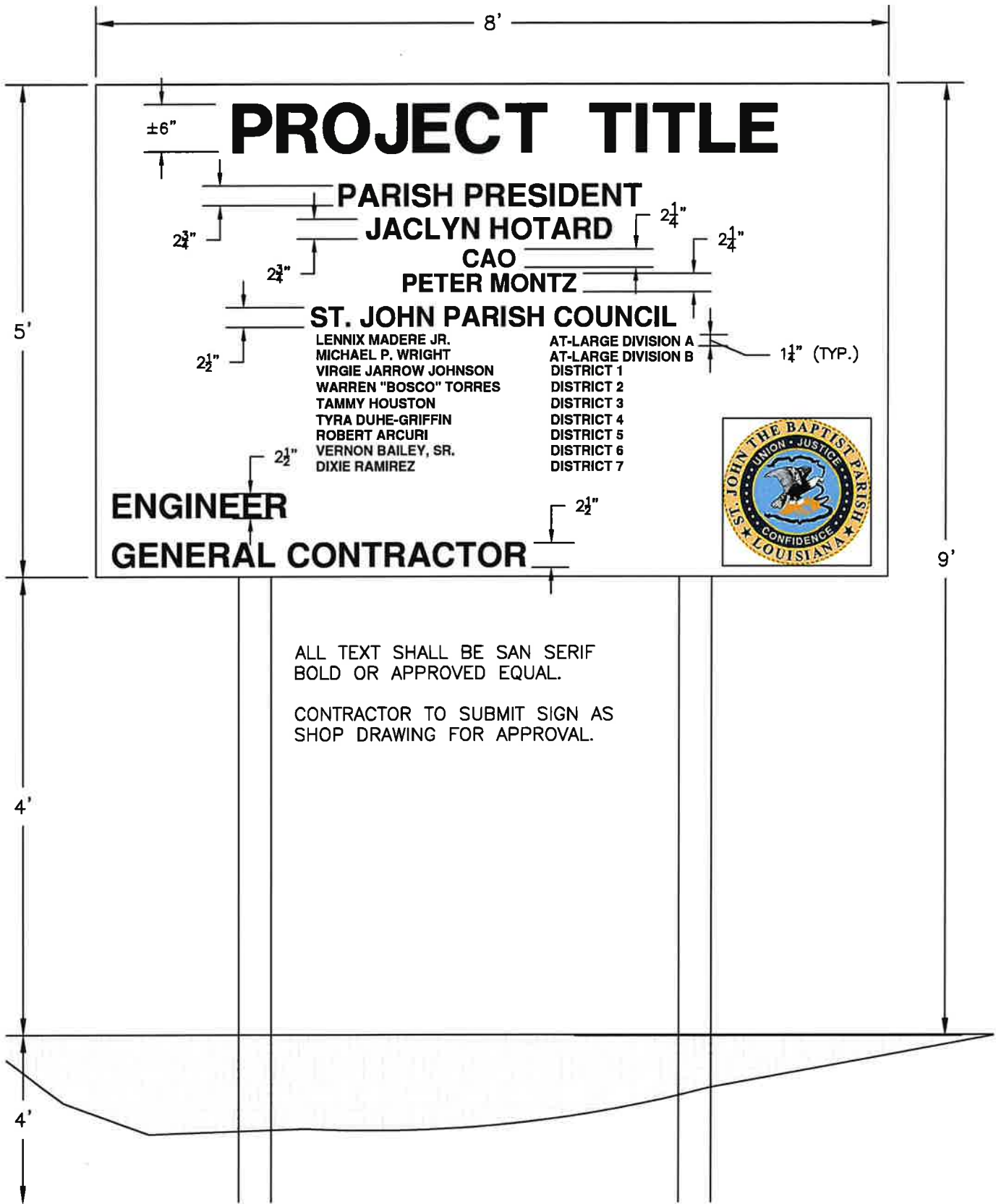
* * *

SECTION 01580: JOB SIGN

- 1.1 Related Documents: The general provisions of the Contract, including the Conditions of the Contract (General, Supplementary, and other Conditions, Division 0) and Division 1 as appropriate, apply to the Work specified in this Section.
- 1.2 General:
- A. Comply with Federal, State, and Local codes and regulations and with utility company requirements.
 - B. Materials may be new or used, but must be adequate in capacity for the required usage, must not create unsafe conditions, and must not violate requirements of applicable codes and standards.
- 1.3 Job Conditions: Install, maintain and protect sign in a manner and at location which will be safe, non-hazardous, and protective of persons and property, and free of deleterious effects.
- 1.4 Job Sign:
- A. Construct and maintain job sign as detailed. All lumber shall be treated pine. Signs shall be 3/4 inch thick exterior grade plywood with "B" or better face.
 - B. See Project Manual Title Sheet for text of Project Title and Owner's Name(s). Consult A/E for specific requirements within seven (7) days of execution of contract.
 - C. Locate one (1) job sign where directed by A/E at the site.
 - D. Lettering and layout on sign shall be done by a professional sign painter. (Helvetica Style).
 - E. 4 x 4 Treated Pine Posts. Brace as required.
 - F. Job Sign shall be painted with first coat primer, with second and third coats exterior semi-gloss enamel, as per Painting Specification Section. Colors as selected by A/E.
 - G. Job Sign shall be erected within two weeks of Notice to Proceed and shall be maintained through duration of project.
 - H. At his option, Contractor may provide and maintain a separate job sign, approved by the A/E, for listing of subcontractors. If approved, paint by professional sign painter in identical colors as project sign.
 - I. Do not allow other signs or advertisements at or near the project site.
- 1.5 Removal:
- A. Completely remove temporary materials and equipment at completion of job or when notified by A/E. Clean and repair damage caused by temporary installations or use of temporary facilities.
 - B. Restore existing facilities used for temporary services to specified, or to original condition.
 - C. Restore any permanent facilities used for temporary services to specified condition.

SECTION 01580: JOB SIGN

- 1.1 Related Documents: The general provisions of the Contract, including the Conditions of the Contract (General, Supplementary, and other Conditions, Division 0) and Division 1 as appropriate, apply to the Work specified in this Section.
- 1.2 General:
- A. Comply with Federal, State, and Local codes and regulations and with utility company requirements.
 - B. Materials may be new or used, but must be adequate in capacity for the required usage, must not create unsafe conditions, and must not violate requirements of applicable codes and standards.
- 1.3 Job Conditions: Install, maintain and protect sign in a manner and at location which will be safe, non-hazardous, and protective of persons and property, and free of deleterious effects.
- 1.4 Job Sign:
- A. Construct and maintain job sign as detailed. All lumber shall be treated pine. Signs shall be 3/4 inch thick exterior grade plywood with "B" or better face.
 - B. See Project Manual Title Sheet for text of Project Title and Owner's Name(s). Consult A/E for specific requirements within seven (7) days of execution of contract.
 - C. Locate one (1) job sign where directed by A/E at the site.
 - D. Lettering and layout on sign shall be done by a professional sign painter. (Helvetica Style).
 - E. 4 x 4 Treated Pine Posts. Brace as required.
 - F. Job Sign shall be painted with first coat primer, with second and third coats exterior semi-gloss enamel, as per Painting Specification Section. Colors as selected by A/E.
 - 1. Contractor may use a printed corrugated plastic sign mounted to 3/4" plywood.
 - 2. Sign must be maintained throughout construction.
 - G. Job Sign shall be erected within two weeks of Notice to Proceed and shall be maintained through duration of project.
 - H. At his option, Contractor may provide and maintain a separate job sign, approved by the A/E, for listing of subcontractors. If approved, paint by professional sign painter in identical colors as project sign.
 - I. Do not allow other signs or advertisements at or near the project site.
- 1.5 Removal:
- A. Completely remove temporary materials and equipment at completion of job or when notified by A/E. Clean and repair damage caused by temporary installations or use of temporary facilities.
 - B. Restore existing facilities used for temporary services to specified, or to original condition.
 - C. Restore any permanent facilities used for temporary services to specified condition.



JOB SIGN DETAIL

NTS.

SECTION 01720: PROJECT RECORD DOCUMENTS

- 1.1 Related Documents: The general provisions of the Contract, including the Conditions of the Contract (General, Supplementary and other Conditions, Division 0) and Division 1 as appropriate, apply to the Work specified in this Section.
- 1.2 General: Maintenance of Documents:
- A. Maintain at job site one copy of: Contract Drawings; Specifications; Addenda; Reviewed Shop Drawings; Change Orders; Other Modifications to Contract; Field Test Records. Also keep Louisiana State Fire Marshall's approved contract documents in temporary field office; documents furnished to Contractor by A/E or Owner.
 - B. Store documents in temporary field office, apart from documents used for construction.
 - C. Provide files and racks for storage of documents.
 - D. Maintain documents in clean, dry, legible condition.
 - E. Do not use record documents for construction purposes.
 - F. Make documents available at all times for inspection by A/E and Owner.
- 1.3 Marking Devices: Provide felt waterproof marking pens for all markings.
- 1.4 Recording:
- A. Label each document "PROJECT RECORD" in printed letters.
 - B. Keep record documents current.
 - C. Do not permanently conceal any work until required information has been recorded.
 - D. Project Record Drawings: Legibly mark Contract Drawings to record actual construction:
 - 1. Horizontal and vertical location of underground utilities and appurtenances referenced to permanent surface improvements. Locate underground bends, cleanouts, connections, branches, valves, cut-offs or stops, end of sewers, etc. by offset distances from buildings only. Note all invert elevations of the storm and sanitary sewer systems.
 - 2. Location of new and/or relocated internal utilities and appurtenances concealed in construction referenced to visible and accessible features of structure.
 - 3. Field changes of dimension and detail.
 - 4. Changes made by Change Order or Field Order.
 - 5. Details not on original Contract Drawings.
 - E. Specifications and Addenda: Legibly mark each Section to record:
 - 1. Manufacturer, trade name, catalog number, and Supplier of each Product and item of equipment actually installed.
 - 2. Changes made by Change Order or Field Order.

- F. Shop Drawings: Maintain as record documents; legibly annotate drawings to record any changes made after review.

1.5

Submittal:

- A. Prior to each pay request, present project record documents for review by A/E. Documents shall be annotated as required herein to include those portions of work of which payment is requested. Failure to have properly maintained Project Documents will be considered as incomplete work.
- B. At Contract close-out, deliver record documents to A/E. Provide 2 copies of the Project Record Drawings; 1 copy of other required record documents.
- C. Accompany submittal with transmittal letter containing:
 - 1. Date
 - 2. Project title and number.
 - 3. Contractor's name and address.
 - 4. Title and number of each record document.
 - 5. Signature of Contractor or his authorized representative.

* * *

SECTION 02111: CLEARING AND GRUBBING

PART 1: GENERAL

- 1.1 Related Documents: The general provisions of the Contract, including the Conditions of the Contract (General, Supplementary, and other Conditions, Division 0) and Division 1 as appropriate, apply to the Work specified in this Section.
- 1.2 Scope of Work: Furnish all labor, materials, equipment, and incidentals required for clearing, grubbing, removing, and disposing of vegetation and debris within the limits of construction.
- 1.3 Rules and Regulations:
- A. State and local code requirements shall control the disposal of trees and shrubs.
 - B. The Contractor's attention is directed to any Soil Erosion and Sediment Control Ordinances in force by the local governing body. The Contractor shall comply with all existing ordinances.
- 1.4 Protection: Protect trees and shrubs, streets, roads, adjacent property, survey markers, and other features to remain throughout the Work.

PART 2: PRODUCTS

- 2.1 Materials: At the Contractor's option.

PART 3: EXECUTION

- 3.1 Clearing:
- A. Limits of clearing shall be as indicated on the Drawings or if not indicated, as directed by the A/E.
 - B. Remove trees, saplings, shrubs, bushes, vines, and undergrowth within the limits of clearing.
 - C. If shown on drawings, selectively clear certain areas. A/E, in company of Contractor, will select trees to remain in these areas. If necessary to save selected trees, modify utility lines, walk, fence, etc. slightly from positions indicated; verify all with A/E.
 - D. Remove stumps to a depth of 8 inches minimum below ground elevation.
 - E. Carefully and cleanly cut roots and branches of trees to remain, where such roots and branches obstruct new construction.
- 3.2 Grubbing:
- A. Limits of grubbing shall coincide with the limits of clearing.

- B. Remove all stumps, roots over 4 inches in diameter, and matted roots within the limits of grubbing to the following depths.
1. Footings, 18 inches.
 2. Paving and slabs, 12 inches.
 3. Lawn Areas, 8 inches.
 4. In the case of footings, slabs, or other construction on fills, the greater depth shall apply.

3.3 Damage: Promptly repair damage caused to adjacent facilities by clearing and grubbing operations as directed by the A/E at no cost to the Owner.

3.4 Disposal: Burning of materials on the site will not be permitted. Remove material from the site daily as it accumulates.

* * *

SECTION 02210: GRADING

PART 1: GENERAL

- 1.1 Related Documents: The general provisions of the Contract, including the Conditions of the Contract (General, Supplementary, and other Conditions, Division 0) and Division 1 as appropriate, apply to the Work specified in this Section.
- 1.2 Scope of Work: Furnish all materials, labor and equipment for the installation of fill, grading, excavation, compacting, disposal of surplus materials and restoration of existing surfaces as indicated on the Drawings or specified elsewhere herein. Provide all necessary supplementary items for a complete installation intended by documents.
- 1.3 Protection:
- A. Maintain carefully all benchmarks, monuments, and other reference points. If disturbed or destroyed, replace as directed. If found at variance with the Drawings, notify the A/E before proceeding to lie out Work.
 - B. Protect as may be necessary any existing vegetation, trees, or the like immediately adjacent to the limits of Work which are not stated or directed to be removed. Any such damaged plant shall be replaced at no cost to Owner with like species and size.
 - C. In the event any excavation must be made immediately adjacent to the existing portion of buildings, covered walks or other Work, which is to remain, thoroughly crib and shore. Any settling or damage to that portion of the existing Work which is to remain, as a direct result of excavation Work, will be the responsibility of Contractor who shall repair the damage at no cost to Owner.
 - D. Restore all existing curbs and paving damaged in performance of this Work without extra cost to Owner in the manner prescribed by authorities having jurisdiction.
 - E. Protect all existing fencing and other work to remain, from damage. If damaged, restore or replace at no additional cost to Owner.
 - F. Where trees are to be left in place in areas to be graded, adequately protect from damage. Natural surface of ground shall be left undisturbed to the drip line of the existing trees.
- 1.4 Existing Utilities:
- A. Follow rules and regulations of the authority having jurisdiction in executing all Work under this article. Adequately protect active utilities shown on the Drawings from damage and remove or relocate only as indicated or specified. Where active utilities are encountered, but are not shown on the Drawings, advise the A/E.

- B. Locate existing underground utilities in areas of work. If utilities are to remain in place, provide adequate means of support and protection during earthwork operations.
- C. Should uncharted, or incorrectly charted, piping or other utilities be encountered during excavation, consult utility owner immediately for directions. Cooperate with Owner and utility companies in keeping respective services and facilities operation. Repair damaged utilities to satisfaction of utility owner.
- D. Do not interrupt existing utilities serving facilities occupied and used by Owner or others, except when permitted in writing by A/E and then only after acceptable temporary utility services have been provided.
- E. Provide minimum of 48-hour notice to A/E, and receive written notice to proceed before interrupting any utility. Contractor shall be responsible for notifying applicable agency.
- F. Demolish and completely remove from site existing underground utilities indicated to be removed. Coordinate with utility companies for shut-off of services if lines are active.
- G. Remove, plug or cap inactive and abandoned utilities encountered in excavating and grading operations as directed.

1.5 Compaction Standards:

- A. Densities: Required densities of compaction are expressed hereinafter in terms of percentages. Such terms shall mean percentages of maximum density at optimum moisture content, as determined and controlled in accordance with the American Society of Testing and Materials, "Standard Test Methods for Moisture - Density Relationships of Soils and Soil - Aggregate Mixtures" using 5.5 lb. (2.49 kg) Rammer and 12 inch (305mm) Drop.
- B. Field density determinations shall be made at locations as directed by the A/E.
- C. If tests indicate insufficient density, compact as required and have additional testing performed until required densities are met. The Contractor shall pay for all such additional testing.

1.6 Quality Assurance:

- A. Testing Agency: In-place soil compaction tests to be performed by the designated testing laboratory.
- B. Reference Standards:
 - 1. Granular Material Reference Standards:
 - a. American Society for Testing and Materials (ASTM) D698-78, Moisture-Density Relations of "Soils Using 5.5-lb. (2.49-kg) Hammer and 12-in. (305-mm) Drop.
 - b. ASTM D 2487, Classification of Soils for Engineering Purpose.
 - 2. Bedding Material Reference Standards:
 - a. American Society for Testing and Materials (ASTM) D4253 for Moisture-Density Relations.

- b. ASTM D4254 for calculation of relative density.
- C. Contractor is responsible for the payment of all retests.

1.7 Job Conditions: Existing conditions are generally shown on the Drawings. Contractor shall visit the site, familiarize himself with actual conditions and verify existing conditions in the field. The Contractor is required to accept actual conditions at the site and do the Work specified without additional compensation for possible variation from grades and conditions shown, whether surface or sub-surface.

PART 2: PRODUCTS

2.1 Granular Material: Fill shall be AASHTO A-2-4 or better or clean sand well graded from fine to coarse, free of debris, organic or other deleterious matter and approved by A/E. A/E shall approve all fill materials. Legally remove from site, stockpile on site, or waste over lawn areas as directed any material found unsuitable by A/E.

2.2 Topsoil: For final grading of areas adjacent to structure, use existing. Provide topsoil from off-site borrows when on-site topsoil:

- A. Is not sufficient to complete the work.
- B. Does not meet the requirements set forth below, or
- C. Is deemed unsuitable by A/E.

Topsoil shall be free from slag, cinders, stones, lumps of soil, sticks, trash or other material over 1-1/2 inches diameter. Topsoil shall be free from viable plants and plant parts. Topsoil shall also be free from debris, noxious weeds, toxic substances, or other materials harmful to plant growth. Topsoil shall have a minimum PI of 4, a maximum PI of 12, a pH of 5.5-8.0, a minimum organic content of 2%, and shall be capable of supporting adequate vegetation. Pump sand may not be used for topsoil under any circumstances.

PART 3: EXECUTION

3.1 Preparation:

- A. Lay out and maintain grade stakes as required. Reference layout work to base lines, property lines, easements, and/or rights-of-way as indicated.
- B. Where new grades tie into existing grades, verify existing grades. If existing conditions are at variance with the Drawings, notify A/E before proceeding with the Work and make adjustments only as directed by the A/E.
- C. The Contractor shall verify that preceding work affecting work of this section has been satisfactorily completed.
- D. Correct conditions adversely affecting work of this section.

- 3.2 Stripping and Stockpiling of Topsoil: Carry out this Work when dry weather exists and the topsoil is reasonably loose and dry. Remove topsoil a minimum of four (4") inches to remove all vegetation, roots, and foreign matter, from areas to receive fill. Pile topsoil in designated or approved locations where it will not interfere with construction operations. Stockpiles shall be of such size and shape as will keep loss of topsoil by erosion and wind to a minimum.
- 3.3 Disposal of Materials:
- A. Excavated material shall be stacked without excessive surcharge on the excavation or obstructing free access to street, drives, walks, utility appurtenances, and private property. Excessive inconvenience to traffic and adjacent property owners shall not be allowed. Excavated material shall be segregated for use in topsoil as specified below.
 - B. All excavated material which is either unsuitable for topsoil or which will not be used for topsoil in the same location shall be legally removed from the site by the Contractor.
- 3.4 Excavation:
- A. Excavated areas shall be cleared of all debris, water, slush, muck, and soft or loose earth and shall be conditioned to the entire satisfaction of the A/E.
 - B. All material excavated shall be placed so as to minimize interference with public travel and to permit proper access for inspection of the work.
 - C. Stumps, roots, and logs, which are encountered within the excavated area, shall be cut to a depth of one (1') foot below the required excavation. The Contractor shall fill this excavated space with granular material.
 - D. The Contractor shall probe one (1') foot below the established bottom on the excavation. If this probing discovers any stump, roots, logs, etc., the Contractor shall cut them out just as if they had been visible in the trench.
 - E. Blasting will not be allowed for the removal of stumps.
- 3.5 Site Grading:
- A. Execute all Work in an orderly and careful manner with due consideration for any and all surroundings areas and planting which are to remain. Periodically water as required to allay dust and dirt. Protect any adjacent property and improvements from damage and replace any portions damaged through this operation.
 - B. Finish grade all areas affected by Work of this project. Accomplish proper and positive surface drainage with no areas that pond water. Provide a sloping earth berm around all construction of this project and swales as required for positive drainage.

- C. Do all cutting, filling, compaction of fills, and rough grading to bring the entire project area outside of construction to grades indicated on the Drawings and as required to provide proper and positive drainage away from construction.
- D. Where fill is required to rise the existing grades outside of construction to the new elevation required or indicated, place and compact such fill as specified.
- E. Remove all debris subject to termite attack, rot, or corrosion, and all other deleterious materials from areas to be filled. The moisture content of the loosened material shall be such that it will readily bond with the first layer of fill material.
- F. Place the material in successive horizontal layers in loose depth for the full width of the cross section. Deposit fill in layers not more than nine (9") inches thick under lawn and planted areas. If necessary, moisten soil, or allow to dry to the correct moisture content, before compaction. Do not deposit any fill on a subgrade that is muddy, frozen, or that contains frost.
- G. Compact fills under lawns and planting areas to 95% density unless otherwise specified.

3.6 Distribution of Topsoil: Spread stockpiled topsoil that is acceptable to A/E to a depth of four (4") inches over open graded areas to be planted with grass, seeded, or where required elsewhere. After topsoil is spread, remove all hard lumps of clay, stones over one (1") inch in diameter, roots, limbs, and other deleterious matter, which would be harmful, or prevent proper establishment or maintenance of lawn and planting areas.

3.7 Field Quality Control:

- A. Rough grading of all areas within the project, including excavated and filled sections and adjacent transition areas, shall be reasonably smooth, compacted, and free from irregular surface changes.
- B. Finish all swales and gutters to drain readily, unless otherwise indicated; evenly slope the grade to provide drainage toward public drainage system or as indicated elsewhere at a grade not less than 1/2" to 3/4" per foot or more than two (2") inches per foot.
- C. Tolerances of topsoil shall be within 1/2" of grades required.

3.8 Repair: Where any existing lawn areas are damaged, rutted, or otherwise disturbed, repair to original condition.

3.9 Disposal: Burning of materials on the site will not be permitted. Legally remove rubbish and debris from the site as it accumulates.

* * *

SECTION 02230: BASE COURSE

PART 1: SCOPE OF WORK

This work consists of furnishing and placing base course for the roadway and/or parking lots.

PART 2: GENERAL

All work shall be in accordance with the requirements of Section 302 of the Louisiana Standard Specifications for Roads and Bridges, 2016 Edition.

PART 3: MATERIALS

Base Course shall be stone as per Section 302 of the Louisiana Standard Specifications for Roads and Bridges, 2016 Edition.

SECTION 02513: ASPHALTIC CONCRETE PAVING

PART 1: SCOPE OF WORK

The work done under this section includes the furnishing of all labor, materials, equipment, and services necessary to complete all asphaltic concrete paving work.

PART 2: GENERAL

All work shall be in accordance with the requirements of Section 502 of the Louisiana Standard Specifications for Roads and Bridges, 2016 Edition, as amended.

PART 3: MATERIALS

Material shall be in accordance with the requirements of Section 502 of the Louisiana Standard Specifications for Roads and Bridges, 2016 Edition, as amended. Asphalt shall be Type 3 Mix. Asphalt Cement Grade AC 30 shall be used, except as otherwise specified.

* * *

DIVISION II
TECHNICAL SPECIFICATIONS
SECTION 737
"PAINTED TRAFFIC STRIPING"

PART 1: DESCRIPTION:

All work shall be in accordance with the requirements of Section 737 of the Louisiana Standard Specifications for Roads and Bridges, 2016 Edition, as amended.

PART 2: MATERIALS:

Material shall be in accordance with the requirements of Section 737 of the Louisiana Standard Specifications for Roads and Bridges, 2016 Edition, as amended.

* * *