

PROJECT MANUAL
VOLUME 1 OF 1



ANTINOZZI ASSOCIATES

ARCHITECTURE & INTERIORS

**Site Accessibility Improvements
The International School at Dundee
55 Florence Road
Greenwich, Connecticut**

**Greenwich Public Schools
September 22, 2021**

20029

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

SECTION 000110 - TABLE OF CONTENTS

DIVISION 0 - BIDDING DOCUMENTS, CONTRACTS AND CONDITIONS

00 01 01	COVER
00 01 10	TABLE OF CONTENTS
00 03 00	INVITATION TO BIDDERS (LETTER)
00 03 01	INSTRUCTIONS TO BIDDERS
00 03 10	EMPLOYEE BACKGROUND CHECK FORMS
00 04 00	BID FORM
00 04 10	CONTRACTOR'S QUALIFICATION STATEMENT
00 04 60	NON-COLLUSIVE AFFIDAVIT
00 04 61	PREVAILING WAGE SCHEDULE & BID PACKAGE
00 04 62	REFERENCES
00 04 72	FORM OF BID BOND
00 04 73	CERTIFICATE AS TO CORPORATE PRINCIPAL
00 04 74	PERFORMANCE MAINTENANCE AND PAYMENT BOND
00 04 81	INSURANCE PROCEDURE
00 04 82	INSURANCE REQUIREMENTS
00 04 83 A	SAMPLE ENDORSEMENT LETTER
00 04 83 B	A.M. BEST KEY RATING
00 04 83 C	AFFIRMATIVE ACTION COMPLIANCE AFFIDAVIT
00 04 84	SAMPLE CONTRACT
00 04 85	CONSENT OF SURETY
00 04 86	AFFIDAVIT FOR FINAL PAYMENT

DIVISION 1- GENERAL REQUIREMENTS

01 10 00	SUMMARY OF WORK
01 11 00	MILESTONE SCHEDULE
01 23 00	ALTERNATES
01 25 00	SUBSTITUTION PROCEDURES
01 26 00	CONTRACT MODIFICATION PROCEDURES
01 29 00	PAYMENT PROCEDURES
01 31 00	PROJECT MANAGEMENT & COORDINATION
01 33 00	SUBMITTAL PROCEDURES
01 40 00	QUALITY REQUIREMENTS
01 50 00	TEMPORARY FACILITIES AND CONTROLS
01 60 00	PRODUCT REQUIREMENTS
01 73 00	EXECUTION
01 73 29	CUTTING AND PATCHING
01 73 30	SELECTIVE DEMOLITION
01 77 00	CLOSEOUT PROCEDURES

REFER TO DRAWINGS FOR TECHNICAL SPECIFICATIONS

END OF SECTION 000110

GREENWICH PUBLIC SCHOOLS
Purchasing Department
290 Greenwich Avenue
Greenwich, Connecticut 06830
(203) 625-7411
Fax (203) 625-7677

EUGENE H. WATTS
Senior Buyer

January 4, 2022

Dear Sir/Madam:

You are invited to submit a bid for Site Accessibility Improvements at The International School of Dundee for the Greenwich Public School District. The attached bid specifications detail the requirements we are looking for.

Bidders are urged to read all documents carefully and fill out all information requested. Bids which are incomplete, obscure, or conditional, and which contain irregularities of any kind, will be subject to rejection for failure to comply strictly with these conditions.

Bids must be submitted on the schedule forms attached. All unit prices must be filled in and the **cost sheet must be the first page of the submitted bid**. Each bid must be submitted and clearly marked as (1) original and five (5) copies of the bid. Bidders must submit bids in a clear, concise and legible manner to permit proper evaluation of responsive bid. *The cost sheet must be the first page of the submitted bid*. Faxed or emailed bids will not be accepted however, hand delivered, mailed or overnight bids will be accepted Monday through Friday between the hours of 8:30am -12:00pm and 1:30 pm - 3:00pm at: Greenwich Public Schools 290 Greenwich Avenue Greenwich, CT 06831. **Late bids will not be accepted.**

The original bid and copies must be in a sealed envelope plainly marked with the Vendors name and address and the following information:

Site Accessibility Improvements at The International School of Dundee
Opening Date: 1/25/22
Opening Time: 10:00 AM
Bid Number: 2349-21

There is a Mandatory Walk-through (Mask required) at the location below:
International School of Dundee (Main Entrance)
55 Florence Road
Riverside, CT 06878
January 11, 2022 @ 3:30 p.m.

All responses are subject to change based on the status of the COVID 19 pandemic and Federal Ordinances.

In accordance with the Governor's current public meeting requirements and in order to limit the spread of COVID-19, the meeting for the Bid opening will be held remotely by

computer or by telephone in real time. The details to join the meeting remotely are as follows:

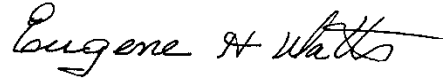
Dial-In by phone:

[\(US\)+1 307-622-9094](tel:(US)+1307-622-9094)

PIN: 626 979 552#

All Bidders and other interested people are invited to call in to hear Bid 2349-21 being read at 10:00 a.m.

Very truly yours,

A handwritten signature in black ink that reads "Eugene H. Watts". The signature is written in a cursive style with a horizontal line extending from the end of the name.

Eugene H. Watts

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

SECTION 000301 - INSTRUCTIONS TO BIDDERS**PART 1 - GENERAL**

1.1 The **Greenwich Public Schools**, Greenwich, CT, invites bid proposals for the following:

A. **Site Accessibility Improvements** for the Greenwich Public Schools at the following school:

The International School of Dundee: 55 Florence Road, Greenwich, CT 06878

1.2 BACKGROUND:

A. TOWN / DISTRICT: The Town of Greenwich is approximately 30 miles northeast of New York City and has a population of about 62,000 residents. The Greenwich Public Schools enjoy a national reputation for excellence and have strong support from the community. The fifteen public schools have an enrollment of 9,000 students and consists of eleven elementary schools (K-5), the middle schools (6-8), and one comprehensive high school (9-12).

B. ARCHITECT: Antinozzi Associates, P.C., 271 Fairfield Avenue, Bridgeport, CT 06604

1.3 SCHEDULE:

A. Bidding Documents Available:

1. Digital Viewing: Beginning at 12:00 PM on **January 4, 2022**, Project Specifications can be viewed at the Greenwich Public Schools website: **www.greenwichschools.org**

B. Pre-Bid Conference:

1. Date: **January 11, 2022**
2. Time: **3:30 PM**
3. Location: **The International School of Dundee**
4. Address: **55 Florence Road, Greenwich, CT 06878**
5. Mandatory: **Prospective bidders are required to attend. (Masks & Gloves required)**

C. Bid Due Date:

1. Sealed proposals will be received as indicated below, and at that time and place will be publicly opened and read aloud.
2. Date: **January 25, 2022**
3. Time: **10:00 AM local time**
4. Location: **District Offices**
5. Address: **GREENWICH PUBLIC SCHOOLS, 290 Greenwich Ave., Greenwich, Connecticut 06830, (203) 625-7411**
6. All bidders and other interested persons are invited to be present at the opening of this bid opening(s).

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

D. QUESTIONS:

1. Questions concerning this bid will be received by email only and directed to:
 - a. **bid_department@greenwich.k12.ct.us.**
2. In the subject line you must put **BID #2349-21, Site Accessibility Improvements – (ISD)**
3. All questions must be submitted no later than noon on **January 17, 2022.**
4. All answers to bidder's questions will be provided by written BID ADDENDUM by noon on **January 19, 2022.** It is the responsibility of all bidders to check **www.greenwichschools.org** for all current addenda up to 48 hours before the bid is due.
5. Failure to comply with these conditions will result in the bidder waiving his right to dispute the bid specifications and conditions.

1.4 BID SUBMISSION / REQUIREMENTS:

- A. Each bid shall be signed and accompanied by a bid security payable to the Town of Greenwich in the amount of ten (10%) of the bid and shall be in the form of a Bid Bond only as issued in the bid documents. Bid Bonds must use the Greenwich Public Schools Bid Bond Form (included within the bid documents), issued by a surety company listed on the current U.S. Dept of Treasury's Federal Register and be licensed to underwrite bonds in the State of Connecticut.
- B. Each bid shall be accompanied by a completed copy of the CONTRACTOR'S QUALIFICATION STATEMENT included in the bid documents. The Greenwich Public Schools reserves the right to request further information and/or supplemental information with respect to the QUALIFICATION STATEMENT at their sole discretion.
- C. Each bidder shall utilize the specified manufacturers. Should the contractor desire to substitute other articles, materials, apparatus, products or process, other than those specified or approved as equal, the contractor shall apply to the architect, in writing, for approval of such substitution. It should be noted that the bid shall not be based on a substituted article, material, apparatus, product or process. No substitution review shall take place prior to bid.
- D. Each form of the bid contains a section for alternates and for unit prices. All alternates prices must be completed with a dollar value. Blanks, "Not Applicable" (N/A), "No Effect", etc in these portions of the BID FORM shall be construed to indicate that the particular alternate shall be performed without increased to the contract price as they relate to the scope of the trade package.
- E. Unit prices which do not affect the work all the bidder's trade may be filled in "Not Applicable" or "(N/A)". "Not Applicable" or Blanks in these Bid Forms shall be construed to indicate that the unit price is not applicable as it relates to the scope of the trade package.
- F. TAX: No amount shall be added for the Connecticut sales tax or Federal tax. The Greenwich Public School system is exempt from the payment of taxes imposed by the Federal government and/or State of Connecticut. Taxes must not be included in the bid price.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

- G. **PERMIT FEES:** Greenwich Public Schools will secure the building permit(s) and upon award of the Contract they will be transferred to the awarded contractor / vendor. No cost should be included in the base bid for the building permit.
- H. **WAGES:** All work shall be done in accordance with applicable State statutes; conditions of Prevailing Wages shall apply where required by State of CT DAS, projects over \$100,000. Prevailing Wage Schedule provided herein is for demonstrable purposes only. It is the responsibility of the bidder / vendor to verify actual rates.
- I. **COLLUSION AMONG BIDDERS:**
1. More than one offer from an individual, firm, partnership, corporation, or association under the same or different name will be rejected. Reasonable grounds for believing that a bidder is interested in more than one bid for the work contemplated will cause rejection of all bids in which the bidder is interested. Any or all bidders will be rejected if there is any reason for believing that collusion exists among the bidders.
 2. Participants in such collusion may not be considered in the future offers for the same work. Each bidder, by submitting a bid, certifies that it is not part to any collusive action.
 3. Each bid shall be accompanied by a completely filled in and properly executed **Non- Collusive Affidavit**, provided.
- J. **EMPLOYMENT DISCRIMINATION BY CONTRACTOR PROHIBITED:** The successful bidder will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or nation origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The successful bidder agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provision of this nondiscrimination clause. The successful bidder in all solicitations or advertisements for employment, placed by or on behalf of the contractor, will state that such successful bidder in an EQUAL OPPORTUNITY EMPLOYER.
- K. **QUALIFICATIONS:** No qualifications to the bid are allowed. If bids are qualified, they may be deemed non-responsive and subsequently rejected.
- L. No Bidder may withdraw their Bid within 90 days after the actual date of Bid Opening.
- M. **COPIES:** Failure to submit a bid with four copies does not constitute a material defect.
- N. **BID EVALUATION:** A committee composed of various administrators will evaluate bids. The following criteria guidelines will be used in analyzing and evaluating this bid:
1. Conformance to the requirements of this bid, i.e. conformance to Terms, Conditions and Scope of Work.
 2. Proven skills and technical competence.
 3. Background of the firm.
 4. For Vendor firm, identification of all personnel who will have a principal responsibility.
 5. The Board of Education may consider proximity of the vendor's service as a factor in determining lowest responsible bid. Companies must be located within 60 miles of

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

the School District in order to submit a bid.

6. The Board of Education shall have the right to take such steps as it deems necessary to determine the ability of the bidder to perform the work and the bidder shall furnish the Board of Education with information and data for this purpose as the Board of Education may request. The right is reserved to reject any bid where, on investigation, the evidence or information submitted by such bidders does not satisfy the Board of Education that the bidder is qualified to carry out properly the terms of the Contract.
 7. Apparent low bidder agrees to submit the following Supplements to Greenwich Public Schools within 48 hours after submission of the Bid for consideration in award of the Contract:
 - a. Subcontractors; Include the names of all Subcontractors and the portions of the Work they will perform.
 - b. Cost Breakdown identifying the Bid Price/Sum segmented into portions as requested, broken down per school building. (Schedule of Values)
- O. AWARD: The Contract shall be awarded to the lowest responsible and qualified bidder, meaning the bidder whose bid is the lowest of those bidders possessing the skill, ability, and integrity necessary to faithfully perform the work based on objective criteria considering past performance and financial responsibility. In considering past performance, the Greenwich Public Schools shall evaluate the skill, ability, and integrity of bidders in terms of the bidders' fulfillment of contract obligations and all the bidders' experience or lack of experience with projects of similar size and scope. The Greenwich Public Schools reserves the right to consider as unqualified to do the work required by the bid documents any bidder that does not habitually perform with its own forces the major portion of the work involved in the bid documents. No contract will be awarded to any bidder who is at time of award not qualified under applicable regulations issued by the Secretary of Labor, United States of Department of Labor, or any applicable State and local laws and regulations.
- P. REJECTION: after review of all sectors, terms, and conditions, including price, Greenwich Public Schools reserves the right to reject any and all bids, or any part thereof, or waive defects in same.
- Q. Any bid may be withdrawn prior to the opening time and date. Any bids received after the specified time and date will not be considered.
- 1.5 BIDDER QUALIFICATIONS:
- A. Companies must be located within 60 miles of the School District in order to submit a bid.
 - B. Companies submitting a bid must be in business under the same corporate name for a minimum of five (5) years.
 - C. Contractor must have the resources to complete the scope of work for this project with a minimum of 50% of their own workforce.
 - D. Non-Connecticut Contractors: Pursuant to Connecticut General Statutes §12-430(7), as amended by Public Act No. 11-61, Section 66, a non-resident contractor shall comply with the State of Connecticut's bonding requirements.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

1.6 CONTRACT:

- A. SINGLE PRIME CONTRACT will be let for:
1. General Construction
 2. Bid awards must be approved by the Greenwich Public Schools. All contractors shall be required to execute the Greenwich Public Schools standard form of Contract and accompanying Payment & Performance Bonds without exception.
- B. LENGTH: This bid is for awarding the contract to cover the period outlined in the Milestone Schedule. Once this Bid is awarded, successful bidder must make arrangements to meet with Greenwich Public Schools as required. In the event that the work is not substantially complete on the date identified in the Milestone Schedule, liquidated damages will be in effect at \$500 per calendar day and if all work is not final complete as scheduled, the liquidated damages will increase to \$2,500 per calendar day.
- C. AWARD OF CONTRACT: The contract will be awarded by the Board of Education to a qualified firm or person at compensation determined to be fair and reasonable considering budgetary limitations, scope, complexity, and the nature of goods and/or services.
1. If there is a conflict between the Contract Agreement and the General Conditions, the Contract Agreement shall prevail.
 2. The successful bidder will produce for the Greenwich Public Schools review, a current financial statement, which will remain strictly confidential.
- D. The contractor shall simultaneously with the signing of the Contract, furnish the Town the executed Performance, Maintenance, and Payment Bond of a surety company authorized to do business the State of Connecticut, and acceptable to the Town, in the sum of all the full amount of the Contract Obligation in the form provided by the Town. The Performance Bond will not be required where the total estimated cost of labor and materials under the contract with respect to which such general bid is submitted is less than one hundred thousand dollars (\$100,000). Once a contract exceeds \$100,000 the bidder will be responsible for obtaining and paying for all bonds required by Greenwich Public Schools.
- E. Within 60 calendar days of award of the Contract, the contractor shall obtain Employee Background Checks as imposed by Section 2 of Public Act 16-67, which amended Connecticut General Statute 10-222c. Refer to attached forms following the Instructions to Bidders which must be completed for the Employee Background Checks.
- F. PAYMENTS: The Greenwich Public Schools reserves the right to provide payment in accordance with completion of services based on the Project Schedule.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.1 PROVISIONS:

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILTY IMPROVEMENTS**

- A. Consumption or use of alcohol and / or drugs is prohibited on school property. Any individual with alcohol or drugs will be removed from said property and will not be allowed to work on the project. Smoking is prohibited in all school buildings and on school grounds.
- B. Greenwich Public Schools reserves the right to reject any proposed subcontractor for reasonable cause.

END OF SECTION 00 0301

APPLICANT BACKGROUND CHECK FORM
("Form A-1")

Directions: Each local or regional board of education, governing council of a state or local charter school, and interdistrict magnet school operator is required by Connecticut law to obtain the information requested in this form from any applicant who applies for a position of employment with such local or regional board of education, council, or operator, if the position for which the applicant is applying would cause the applicant to have direct student contact. No local or regional board of education, council, or operator may employ an applicant for a position involving direct student contact who does not provide the information requested in this form. Accordingly, please complete this form and return it to [CONTACT PERSON] promptly so that your application may be processed.

Section A -- Current and Former Employers

Directions: Each local or regional board of education, governing council of a state or local charter school, and interdistrict magnet school operator is required by Connecticut law to conduct a review of your employment history with each of your current or former employers if: (a) such current or former employer was a local or regional board of education, governing council of a state or local charter school, or interdistrict magnet school operator, or (b) such employment otherwise caused you to have contact with children. Such review must be conducted using the State of Connecticut Educational Employer Verification Form ("Form A-2"), attached to this form.

Accordingly, please complete the table below (using an additional sheet of paper as needed), and then sign at the bottom of this section. For each employer listed in the table below, please complete Section 1 of Form A-2, using a separate Form A-2 for each employer. Please return the completed Form A-2(s) to [CONTACT PERSON] promptly so that your application may be processed.

<u>Employer Name</u>	<u>Employer Address</u>	<u>Employer Telephone #</u>

By signing below, I am affirming that the information provided above is true and correct. I understand that if I knowingly provide false information or knowingly fail to disclose the information requested herein, I shall be subject to discipline by [BOARD/COUNCIL/OPERATOR] that may include (1) denial of employment or (2) termination of my employment contract, in accordance with the provisions of Connecticut General Statutes Section 10-151.

Employee Signature: _____

Date: _____

Directions for School District/Entity Considering Applicant for Employment: Each local or regional board of education, governing council of a state or local charter school or an interdistrict magnet school operator is required to obtain the information listed on this form from ALL current or former employer(s) of the applicant if such employer was a local or regional board of education, a governing council of a state or local charter school, an interdistrict magnet school operator or if the employment caused the applicant to have contact with children. Applicants are required under the law to provide a prospective employer with the name, address and telephone number of all current or former employers that meet the above criteria. Information may be collected either through a written communication or telephonically.

Directions for Current/Previous Employer: The applicant listed below is under consideration for a position with the school/district listed below in Section 2. The individual identified below has reported current/previous employment with your organization or contractual services with your organization in a position in which he/she had contact with children. As required by Connecticut General Statutes Section 10-222c, as amended by Public Act 16-67, please provide the information requested in Section 3. In accordance with the provisions of Public Act 16-67, you are required to respond to this request within five business days.

Section 1 – To be completed by the Applicant

Name of applicant	
Former name(s) (if applicable)	
Street address	
City, State, Zip Code	
Approximate dates of employment with employer listed in Section 3 of this form	
Position held with employer listed in Section 3 of this form	

Section 2 – To be completed by the Prospective Employer

Name of prospective employer	
Street address of prospective employer	
City, State, Zip Code	
Contact person	
Telephone number/email address	

Section 3 – To be completed by the Current/Former Employer

Name of employer	
Date of receipt of this notice	
Date of employment of above named applicant	
Contact person	
Telephone number/email address	

To your knowledge, has the Applicant ever:

Yes ☐ No ☐ Been the subject of an allegation of abuse or neglect or sexual misconduct for which there is an investigation currently pending with any current or prior employer, state agency or municipal police department or which has been substantiated?

Yes ☐ No ☐ Been disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct?

Yes ☐ No ☐ Had a professional or occupational license, certificate, authorization or permit suspended or revoked or ever surrendered such a license, certificate, authorization or permit while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct?

Signature of Superintendent or HR Director

Date

Return all completed information to the Prospective Employer listed in Section 2 of this form.

NOTES:

The terms provided below are currently defined in state law as follows. Please note that statutes may be amended from time to time.

Sexual Misconduct – “any verbal, nonverbal, written or electronic communication, or any other act directed toward or with a student that is designed to establish a sexual relationship with the student, including a sexual invitation, dating or soliciting a date, engaging in sexual dialog, making sexually suggestive comments, self-disclosure or physical exposure of a sexual or erotic nature and any other sexual, indecent or erotic contact with a student.” Connecticut General Statutes § 10-222c(k).

Abuse or neglect – “abuse or neglect as described in Section 46b-120, and includes any violation of Sections 53a-70, 53a-70a, 53a-71, 53a-72a, 53a-72b or 53a-73a.” Connecticut General Statutes § 10-222c(k).

Section B

Directions: Please review the information in this Section B, and then indicate your agreement with the Information by signing below.

1. I hereby consent to and authorize disclosure of the following information, and release of related records, by the employers listed in Section A of this form (together the "Employers" and individually an "Employer"):
 - a. The dates of my employment with the Employer.
 - b. A statement as to whether the Employer has knowledge that I:
 - i. was the subject of an allegation of abuse or neglect or sexual misconduct for which there is an investigation pending with any employer, state agency, or municipal police department, or which has been substantiated;
 - ii. was disciplined or asked to resign from employment, or resigned from or otherwise separated from any employment, while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct; or
 - iii. have ever had a professional or occupational license, certificate, authorization, or permit suspended or revoked, or have ever surrendered such a license, certificate, authorization, or permit, while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct.
 - c. More information concerning any response made by any Employer to the request for information and records described in parts (a) and (b) of this Section B.1 of this form.
2. I hereby consent to and authorize disclosure of the following information, and release of related records, by the Department of Education (the "Department"):
 - a. Information concerning my eligibility status for employment.
 - b. A statement as to whether the Department has knowledge that a finding has been substantiated by the Department of Children and Families pursuant to Conn. Gen. Stat. § 17a-101g of abuse or neglect or of sexual misconduct against me, and any information concerning such a finding.
 - c. A statement as to whether the Department has received notification that I have been convicted of a crime or of criminal charges pending against me, and any information concerning such charges.
3. I hereby release the Employers and the Department from liability that may arise from the disclosure or release of records which I have authorized and to which I have consented in Sections B.1 and B.2 of this form.

Employee Signature: _____

Date: _____

Section C

Directions: Please answer the questions below in their entirety, and then sign below. For purposes of these questions, the following definitions apply:

- "Sexual misconduct" means any verbal, nonverbal, written, or electronic communication, or any other act directed toward or with a student that is designed to establish a sexual relationship with the student, including a sexual invitation, dating, or soliciting a date, engaging in sexual dialog, making sexually suggestive comments, self-disclosure, or physical exposure of a sexual or erotic nature, and any other sexual, indecent, or erotic contact with a student.
- "Abuse or neglect" means abuse or neglect as described in Conn. Gen. Stat. § 46b-120, and includes any violation of Conn. Gen. Stat. § 53a-70 (sexual assault in the first degree), § 53a-70a (aggravated sexual assault in the first degree), § 53a-71 (sexual assault in the second degree), § 53a-72a (sexual assault in the third degree), § 53a-72b (sexual assault in the third degree with a firearm), or § 53a-73a (sexual assault in the fourth degree).

Y N Have you ever been the subject of an abuse or neglect or sexual misconduct
☐ investigation by any employer, state agency, or municipal police department (answer
"no" if the investigation resulted in a finding that all allegations were unsubstantiated)?

Y N Have you ever been disciplined or asked to resign from employment or resigned from or
☐ otherwise separated from any employment while an allegation of abuse or neglect was
pending or under investigation by the Department of Children and Families ("DCF"), or
an allegation of sexual misconduct was pending or under investigation or due to an
allegation substantiated pursuant to Conn. Gen. Stat. § 17a-101g of abuse or neglect,
or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct?

Y N Have you ever had a professional or occupational license or certificate suspended or
☐ revoked, or have you ever surrendered such a license or certificate while an allegation
of abuse or neglect was pending or under investigation by DCF or an investigation of
sexual misconduct was pending or under investigation, or due to an allegation
substantiated by DCF of abuse or neglect or of sexual misconduct, or a conviction for
abuse or neglect or sexual misconduct?

Y N Have you ever been convicted of a crime (answer "no" if you have been the subject of
☐ any arrest, criminal charge, or conviction, the records of which have been erased)?

Y N
☐ Are criminal charges pending against you?

Y N Are you disqualified from employment with [NAME OF
☐ BOARD/COUNCIL/OPERATOR]?
☐

By signing below, I am affirming that the information provided above is true and correct. I understand that if I knowingly provide false information or knowingly fail to disclose the information requested herein, I shall be subject to discipline by the [BOARD/COUNCIL/OPERATOR] that may include (1) denial of employment or (2) termination of my employment contract, in accordance with the provisions of Connecticut General Statutes Section 10-151.

Employee Signature: _____

Date: _____

ACKNOWLEDGEMENTS REGARDING OFFER OF EMPLOYMENT
("Form A-3")

Please sign and return one copy of this form to [CONTACT PERSON]. An additional copy is enclosed for your reference.

1. I hereby acknowledge and confirm that my employment with the [BOARD/COUNCIL/OPERATOR] is on a temporary basis for a period not to exceed ninety (90) days, pending a review by the [BOARD/COUNCIL/OPERATOR] of (a) the information I provided in the attached Employee Background Form ("Form A-1"), and (b) information and records provided by the employers listed in Section A of Form A-1 and the Department of Education, the disclosure and release of which I have authorized and to which I have consented in Section B of Form A-1.
2. I understand and acknowledge that I must submit to a records check of the Department of Children and Families child abuse and neglect registry established pursuant to Conn. Gen. Stat. § 17a-101k before I may be hired by the [BOARD/COUNCIL/OPERATOR]. I further understand and acknowledge that, if warranted by the results of this records check and any additional information I may provide in response to the results of such check, the [BOARD/COUNCIL/OPERATOR] shall terminate my employment.
3. I understand and acknowledge that I must submit to state and national criminal history records checks within thirty (30) days from the date of my employment with the [BOARD/COUNCIL/OPERATOR]. I further understand and acknowledge that decisions regarding the effect of a conviction on my further employment with the [BOARD/COUNCIL/OPERATOR] will be made on a case-by-case basis. I further understand and acknowledge that if the [BOARD/COUNCIL/OPERATOR] receives notice of a conviction of a crime which I have not previously disclosed to the [BOARD/COUNCIL/OPERATOR], the [BOARD/COUNCIL/OPERATOR] may terminate my employment contract in accordance with the provisions of Conn. Gen. Stat. § 10-151.
4. I understand and acknowledge that if I knowingly provide false information or knowingly fail to disclose the information requested in Form A-1, I shall be subject to discipline by the [BOARD/COUNCIL/OPERATOR] that may include (a) denial of employment or (b) termination of my employment contract in accordance with the provisions of Conn. Gen. Stat. § 10-151.

Signature _____

Date _____

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

SECTION 000400 BID FORM

********(This Bid Form must be at the top of your bid submission documents.)********

SITE ACCESSIBILITY IMPROVEMENTS – THE INTERNATIONAL SCHOOL OF DUNDEE

The undersigned hereby proposes to furnish all labor, materials, devices, appliances, supplies, equipment, services and other facilities necessary to complete all of the work of the above referenced Contract, as required by, and in accordance with, the provisions of the Instructions to Bidders, the Conditions of the Contract, the Drawings and Specifications, all as prepared by Antinozzi Associates, P.C., and dated **September 22, 2021**; and that, if this Proposal is accepted, the Undersigned agrees to enter into an Agreement with the Owner to perform this work for the sum(s) as follows:

SUBMITTED BY: _____

Bidder's Full Name _____

Address _____

City, _____ State, _____ Zip _____

1.1 BASE BID: THE INTERNATIONAL SCHOOL OF DUNDEE

- A. **BASE BID:** The Base Bid of this proposal for all work required by the Contract Documents for **Site Accessibility Improvements at The International School of Dundee** and Related Work:

_____ (\$ _____) DOLLARS

1.2 ACCEPTANCE:

- A. If this bid is accepted by Greenwich Public Schools within the time period stated above, we will:
1. Execute the Agreement within seven days of receipt of Notice of Award.
 2. Furnish the required bonds within seven days of receipt of Notice of Award.
- B. If this bid is accepted within the time stated, and we fail to commence the Work or we fail to provide the required Bond(s), the security deposit shall be forfeited as damages to

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

Greenwich Public Schools by reason of our failure, limited in amount to the lesser of the face value of the security deposit or the difference between this bid and the bid upon which a Contract is signed.

1.3 CONTRACT TIME:

- A. The Undersigned agrees in the Base Bid to complete the work as per the Milestone Schedule provided in the Specifications.

1.4 ADDENDA:

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

1. Addendum# _____ Date _____.
2. Addendum# _____ Date _____.
3. Addendum# _____ Date _____.
4. Addendum# _____ Date _____.
5. Addendum# _____ Date _____.

1.5 BIDDER'S FURTHER AFFIRMATION AND DECLARATION

- A. The above name bidder and should this bid be a joint bid each party thereto, further affirm and declares;
1. That said bidder is of lawful age and the only one interested in this bid; and that no other person, firm or corporation, except those herein above names has any interest in this bid or in the contract proposed to be entered into.
 2. That said bidder is not in arrears to the Greenwich Public School upon debt or contract, and is not a defaulter, as surety or otherwise upon any obligation to the Greenwich Public Schools.
 3. That no member of the Greenwich Public Schools or any officer or employee of the Greenwich Public School or person whose salary is payable in whole or in part from the School District treasury, or the spouse of any foregoing is or shall be or become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise, in this bid, or in the performance of the Contract, or in the supplies, materials or equipment and work or labor to which it relates, or in any portion of the profits thereof.
 4. That he/she has carefully examined the site of the work and that, from his / her own investigations, he/ she has satisfied him/ herself as to the nature and location of the work, and character, quality and quantity of material, and all difficulties likely to be encountered, the kind and extent of equipment and other facilities needed for the performance of the work, the general and local conditions, and all other items

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

which may, in any way, effect the work or its performance.

5. That if a corporation, this bid or proposal containing the Non-Collusive Binding Certification and the foregoing Affirmation and Declaration has been authorized by the Board of Directors of such Corporation, which authorization includes the signing and submission of this bid or proposal and the inclusion therein of the said Certificate of Non-Collusion and Affirmation and Declaration as the Act and Deeds of the Corporation.

1.6 BID FORM SIGNATURE(S)

Signature Corporate Seal

Company Name:_____

was hereunto affixed in the presence of:

Subscribed and sworn before me this day of _____ 2022

Notary Public:_____

My Commission Expire:_____

END OF SECTION 000400

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

SECTION 000410 - CONTRACTOR'S QUALIFICATION STATEMENT

With the submittal of the Bid Proposal Form (Section 00 0400), the bidder shall attach this Contractor's Qualification Statement and shall answer the Questions herein. Failure to answer these questions in full may be cause for rejection of the bidder's proposal. **If more space is needed, please attach other sheets with reference to subject paragraph.**

The Board of Education reserves the right to consider, but not limited to, the financial responsibility, experience and reputation in the construction industry, as well as the specific qualifications listed below and elsewhere in this document in considering bids and awarding the contract. The Board of Education reserves the right to waive any informalities if, at its discretion the interest of the Greenwich Public Schools will be better served.

The Undersigned certifies under oath that the information provided herein is true and sufficiently complete so as not to be misleading.

SUBMITTED TO: **Greenwich Public Schools**

ADDRESS: **290 Greenwich Avenue, Greenwich, CT 06830**

SUBMITTED BY: Corporation

NAME Partnership

ADDRESS: Individual

PRINCIPAL OFFICE Other

NAME OF PROJECT: **The International School of Dundee: Site Accessibilty Improvements**

TYPE OF WORK (file separate for each Classification of Work)

_____ General Construction

_____ HVAC

_____ Plumbing

_____ Electrical

_____ Other

1.1 ORGANIZATION

- A. How many years has your organization been in business as a Contractor?
- B. How many years has your organization been in business under its present business name?
 - 1. Under what other or former names has your organization operated?
- C. What is the firm's bonding range?
 - 1. Single
 - 2. Aggregate
- D. If your organization is a corporation, answer the following:
 - 1. Date of Incorporation:
 - 2. State of Incorporation:
 - 3. President's name:
 - 4. Vice-president's name(s):
 - 5. Secretary's name:
 - 6. Treasurer's name:
- E. If your organization is a partnership, answer the following:
 - 1. Date of organization:
 - 2. Type of partnership (if applicable):
 - 3. Name(s) of general partner(s):
- F. If your organization is individually owned, answer the following:
 - 1. Date of organization:
 - 2. Name of owner:
- G. If the form of your organization is individually owned, answer the following:
 - 1. If the form of your organization is other than those listed above, describe it and name the principals:

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

1.2 OWNERSHIP, MANAGEMENT, AFFILIATION

- A. Identify each person who is or has been within the past five years, an owner of 5.0% or more of the firm's shares, one of the five largest shareholders, a director, an officer, a partner or the proprietor, or a managerial employee.

First Name	MI	Last Name	DOB	% Owned	Director Y or N	Officer Y or N	Title	Partner Y or N

- B. Joint Ventures: Provide information for all firms involved. Fill in name, % owned, office held; indicate by Y or N whether director, officer, partner and title.

First Name	MI	Last Name	DOB	% Owned	Director Y or N	Officer Y or N	Title	Partner Y or N

- C. Identify any other firms in which now or in the past five years, the firm or any of the individuals listed in questions 1.2.A and 1.2.B above, either owned or owns 5.0% or more of the shares of or was or is one of the five largest shareholders, a director, an officer, a partner or a proprietor of said other firm. _____ Yes, list below _____ No

Federal ID No.	% Owned	Firm/Company Name: Position	Company Address

- D. Has the firm or any firm listed in response to questions above defaulted or been terminated and its surety called upon to complete, any contract awarded within the past five years (

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

) Yes, () No. If yes, give date(s), agency(ies)/owner(s), project(s), contract numbers, and describe including the result:

E. List below any projects performed by the bidder in the past five (5) years on which any of the following events occurred:

1. Were any extension of time requested by the contractor, and were such requests granted?
2. Was litigation and/or arbitration commenced by either the Owner or the bidder as a result of the work of the project performed by the bidder?
3. Were any liens filed on the project by subcontractors or material suppliers of the bidder?
4. Did the bidder make any claims for extra work on the project, and did said claim result in a change order?

<u>Project</u>	<u>Type of Event</u>	<u>Name/Address of Owner</u>	<u>Name & Phone # of Contact Person at Owner</u>
----------------	----------------------	------------------------------	--

F. For **all** contracts within the past five years: (a) List all liens or claims over \$25,000 filed against the firm and remaining undischarged or unsatisfied for more than 90 days; and (b) list and describe all liquidated damages assessed.

1.3 FINANCIAL INFORMATION

A. Provide a copy of the firm's most recent annual financial statement.

1.4 OTHER INFORMATION

A. Within the past five years has the firm, any affiliate, any predecessor company or entity or any person identified in questions number 1.1 through 1.2 above been the subject of any of the following: (Respond to each question and describe in detail the circumstances of each affirmative answer: (Attach additional pages if necessary).

1. A judgment of conviction for any business-related conduct constituting a crime under state or federal law. No _____ Yes _____
2. A criminal investigation or indictment for any business-related conduct constituting a crime under state or federal law? No _____ Yes _____
3. An order of protection filed against an officer or employee prohibiting access to jobsite(s) or prohibiting contact with any staff of any owner? No _____ Yes _____
4. A grant of immunity for any business-related conduct constituting a crime under state and federal law? No _____ Yes _____

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

5. A federal or state suspension or debarment? No_____ Yes_____
6. A rejection of any bid for lack of qualifications, responsibility or because of the submission of an informal, non-responsive or incomplete bid? No_____ Yes_____
7. A rejection of any proposed subcontract for lack of qualifications, responsibility or because of the submission of an informal, non-responsive or incomplete bid? No_____ Yes_____
8. A denial or revocation of prequalification? No_____ Yes_____
9. A voluntary exclusion from bidding/contracting agreement? No_____ Yes_____
10. Any administrative proceeding or civil action seeking specific performance or restitution in connection with any public works contract except any disputed work proceeding? No_____ Yes_____
11. An OSHA Citation and Notification of Penalty containing a violation classified as serious? No_____ Yes_____
12. An OSHA Citation or Notification of Penalty containing a violation classified as willful? No_____ Yes_____
13. A prevailing wage or supplement payment violation? No_____ Yes_____
14. A State Labor Law violation deemed willful? No_____ Yes_____
15. Any other federal or state Citations, Notices, violation orders, pending administrative hearings or proceedings or determinations of a violation of any labor law or regulation? No_____ Yes_____
16. Any criminal investigation, felony indictment or conviction concerning formation of or any business association with, an allegedly false or fraudulent women's, minority or disadvantaged business enterprise? No_____ Yes_____
17. Any denial, decertification, revocation or forfeiture of Women's Business Enterprise, Minority Business Enterprise or Disadvantaged Business Enterprise status? No_____ Yes_____
18. Rejection of a low bid on a State contract for failure to

m

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

meet statutory affirmative action M/WBE requirements? No_____ Yes_____

19. A consent order with the CT Department of Environmental Protection or a federal, state or local government enforcement determination involving a violation of federal or state environmental laws? No_____ Yes_____

20. Any bankruptcy proceeding? No_____ Yes_____

21. Any suspension or revocation of any business or professional license? No_____ Yes_____

22. Any citations, notices, violation orders, pending administrative hearings or proceedings or determinations for violation of: No_____ Yes_____

a. Federal, state or local health laws, rules or regulations . No_____ Yes_____

b. Federal, state or local environmental laws, rules and regulations. No_____ Yes_____

c. Unemployment insurance or workers compensation coverage or claim requirements. No_____ Yes_____

d. ERISA (Employee Retirement Income Security Act). No_____ Yes_____

e. Federal, state or local human rights laws. No_____ Yes_____

f. Federal or state security laws. No_____ Yes_____

g. Withdrawal or an agreement to withdraw a bid submitted to a public owner or a request by a public owner to withdraw a bid? No_____ Yes_____

B. During the five year period preceding the submissions of this bid, has the bidder been named as a part in any lawsuit in an action involving a claim for personal injury or wrongful death arising from performance of work related to any project in which it has been engaged? If the answer to this question is yes, list all such lawsuits, the index number associated with said suit and the status of the lawsuit at the time of the submission of this bid.

No_____ Yes_____

C. During the five year period preceding the submission of this bid, has the bidder been the subject of proceedings before the Department of Labor for alleged violations of the Labor Law as it relates to the payment of prevailing wages and/or supplemental payment requirements? If the answer to this question is yes, please list each such instance of the commencement of a Department of Labor proceeding, for which project such proceeding was commenced, and the status of the proceeding at the time of the submission of this bid.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

No _____ Yes _____

- D. During the five year period preceding the bidder's submission of this bid, has the bidder been the subject of proceedings involving allegations that it violated the Worker's Compensation Law including but not limited to the failure to provide proof of worker's compensation or disability coverage and/or any lapses thereof. If the answer to this question is yes, list such instance of violation and the status of the claimed violation at the time of disposition of this bid.

No _____ Yes _____

- E. Has the bidder, its officers, directors, owner and/or managerial employees been convicted of a crime or been the subject of a criminal indictment during the five years preceding the submission of this bid? If the answer to this question is yes, list the name of the individual convicted or indicted the charge against the individual and the date of disposition of the charge.

No _____ Yes _____

- F. During the five year period preceding the bidder's submission of this bid, has the bidder been charged with and/or found guilty of any violations of federal, state, or municipal environmental and/or health laws, codes, rules and/or regulations. If the answer to this question is yes, list the nature of the charge against the bidder, the date of the charge, and the status of the charge at the time of the submission of this bid.

No _____ Yes _____

- G. Has the bidder ever defaulted or had its surety called upon to complete any contract awarded within the past five years. If the answer to this question is yes, list the projects, the dates and the nature of the termination (convenience, suspension, for cause).

No _____ Yes _____

- H. Has any officer or partner of the bidder's organization ever defaulted or had its surety called upon to complete any contract awarded within the past five years or been an officer or partner of some other organization that has been terminated from a project by an owner? If yes, state

No _____ Yes _____

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

Name of
Individual(s)

Name of
Organization(s)

Reason(s)

1.5 LICENSING

- A. List jurisdictions and trade categories in which your organization is legally qualified to do business, and indicate registration of license numbers, if applicable.
- B. List jurisdictions in which your organization's partnership or trade name is filed:
- C. Has any director, officer, owner or managerial employee had any professional license suspended or revoked? If the answer is yes, list the name of the individual, the professional license he/she formally had, whether the license was revoked or suspended and the date of the revocation or suspension

No_____Yes_____

1.6 EXPERIENCE

- A. List the categories of work that your organization will perform with its own forces:
- B. Claims and Suits. (If the answer of any of the questions below is yes, please attach details.)
 - 1. Have you or has any director, officer, owner or managerial employee ever failed to complete any work awarded to them? If yes, list the project(s) the date(s) and the reason(s) for the failure to complete. No_____Yes_____
 - 2. Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers? No_____Yes_____
 - 3. Has your organization filed any law suits or requested arbitration with regard to construction contracts within the last five years? No_____Yes_____
- C. Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please attach details.) No_____Yes_____
- D. On a separate sheet, list **all** similar construction projects your organization has in progress or completed, giving the name of project, owner, architect, contract amount, percent complete and scheduled completion date.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

1. State total worth of work in progress and under contract:
- E. On a separate sheet, list **all** projects, not listed above, that your organization has completed or in progress in the past five years, giving the name of the project, owner, architect, contract amount, date of completion and percentage of the cost of the work performed with your own forces.
 1. State average annual amount of construction work performed during the past five years:
- F. On a separate sheet, list the construction experience and present commitment of the key individuals of your organization.

1.7 REFERENCES

- A. Trade reference:
- B. Bank references:
- C. Surety:
 1. Name of present bonding company:
 2. Name and address of agent:
 3. Name or previous bonding company:

1.8 CERTIFICATION

- A. The undersigned recognizes that this questionnaire is submitted for the purpose of the Greenwich Public Schools (Owner) to award a contract or approve a subcontract; acknowledges that the Owner may in its discretion, by means which it may choose, determine the truth and accuracy of all statements made herein; acknowledge that intentional submission of false or misleading information may constitute a felony, or a misdemeanor, and may also be punishable by a fine or imprisonment; and states that the information submitted in this questionnaire and any attached pages is true, accurate and complete.

Dated at this day of _____

Name of Organization:

By:

Title:

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBLTY IMPROVEMENTS**

SWORN AND SUBSCRIBED TO BEFORE ME, A NOTARY PUBLIC, IN AND FOR

THE COUNTY OF _____ AND THE STATE OF _____

THIS _____ DAY OF _____, 2022

**NOTARY
PUBLIC**

MY COMMISSION EXPIRES _____

END OF SECTION 000410

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

SECTION 000460 - NON-COLLUSIVE AFFIDAVIT

**GREENWICH PUBLIC SCHOOLS
290 GREENWICH AVE
GREENWICH, CONNECTICUT**

State of _____:

County of _____:s.s.

I state that I am the _____ of _____
(TITLE) (NAME OF MY FIRM)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

- (1) The price(s) and amount of this bid have been arrived at independently and without consultation communication or agreement with any other contractor, bidder/proposer or potential bidder/proposer.
- (2) Neither the price(s) nor the amount of this BID/RFP, and neither the approximate price(s) nor approximate amount of this BID/RFP, have been disclosed to any other firm or person who is a bidder/proposer or potential bidder/proposer, and they will not be disclosed before BID/RFP opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding/proposing on this contract, or to submit a bid/proposal higher than this BID/RFP, or to submit any intentionally high or noncompetitive BID/RFP or other form of complementary BID/RFP.
- (4) I fully understand that more than one offer from an individual, firm partnership; corporation or association under the same or different name will be rejected. Reasonable grounds for believing that a bidder/proposer is interested in more than one BID/RFP for the work contemplated may cause rejection of all BID/RFP in which the bidder/proposer is interested. Any or all bidders/proposers will be rejected if there is any reason for believing that collusion exists among the bidders/proposers. Participants in such collusion may not be considered in the future offers for the same work. Each bidder/proposer by submitting a bid/proposal certifies that it is not a part to any collusive action.
- (5) The BID/RFP of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid/proposal.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

- (6) _____ its affiliates, subsidiaries, officers, directors (NAME OF MY FIRM)

and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding/proposing on any public contract, except as follows:

state that _____ understands and acknowledges that the above
(NAME OF MY FIRM)

representations are material and important, and will be relied on by Greenwich Public Schools in awarding the bid/proposal for which this is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Greenwich Public Schools of the true facts relating to the submission of BID/RFP for this contract.

- (7) I agree deliver all services on the date and time agreed on by

_____ and the
(NAME OF MY FIRM)

Greenwich Board of Education. Furthermore, there will not be any cancellations to the Board of Education. If a bidder/proposer submits a bid/proposal on any item he/she will be responsible for delivering that item at the bid/proposal cost, in accordance with the attached above specifications, which were submitted with this bid/proposal and upon which the bid/proposal was made.

- (8) In submitting this bid/proposal, the undersigned declares that this is made without any connection with any persons making another bid/proposal on the same contract; that the bid/proposal is in all respects fair and without collusion, fraud or mental reservation; and that no official of the Town, or any person in the employ of the Town, is directly or indirectly interested in said bid/proposal or in the supplies or work to which it relates, or in any portion of the profits thereof.
- (9) In submitting this bid, the undersigned further declares that it has not, and will not, induce or attempt to induce any Town of Greenwich employee or officer to violate the Greenwich Code of Ethics in connection with its offer to provide goods or services under, or otherwise in the performance of such contract.
- (10) The undersigned further understands that the above declarations are material representations to the Town of Greenwich made as a condition to the acceptance of the bid/proposal. If found to be false, the Town of Greenwich retains the right to reject said bid/proposal and rescind any resultant contract and/or purchase order and notify the undersigned accordingly, thereby declaring as void said bid/proposal and contract or purchase order.
- (11) The Greenwich Code of Ethics can be found at **www.greenwichct.org** Code of Ethics stated as follows:

A. DEFINITIONS.

1. Indirect interest, without limiting its generality, shall mean and include the interest of any subcontractor in any prime contract with the Town and the interest of any person or his immediate family in any corporation, firm or partnership which as a direct or

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

indirect interest in any transaction with the Town.

2. Substantial financial interest shall mean any financial interest, direct or indirect, which is more than nominal and which is not common to the interest of other citizens of the Town.
3. Town Officer shall mean and include any official, commission, committee, legislative body or other agency of the Town.
4. Transaction shall mean and include the offer, sale or furnishing of any real or personal property, material, supplies otherwise, for the use and benefit of the Town for a valuable consideration, excepting the services of any person as a Town Officer.

B. GIFTS AND FAVORS. No Town Officer or his immediate family shall accept any valuable gift, things, favor, loan or promise which might tend to influence the performance or non- performance of his official duties.

C. IMPROPER INFLUENCE. No Town Officer having a substantial financial interest in any transaction with the Town or in any action to be taken by the Town shall use his office to exert his influence or to vote on such transaction or action.

By signing this proposal the proposer understands and agrees to the attached terms, conditions, and specifications, including Collusion among Proposers. Employment Discrimination by the Contractor Prohibited.

VENDOR INFORMATION: (Please print the following)

Vendor Name

Address

Telephone

Fax #

E-MAIL

WEB SITE

PRINTED NAME & SIGNATURE

TITLE

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBLTY IMPROVEMENTS**

SWORN AND SUBSCRIBED TO BEFORE ME, A NOTARY PUBLIC, IN AND FOR

THE COUNTY OF _____ AND THE STATE OF _____

THIS _____ DAY OF _____, 2022

NOTARY
PUBLIC

MY COMMISSION EXPIRES _____

END OF SECTION 000460

**Minimum Rates and Classifications for
Heavy/Highway Construction**

ID#: 21-29951

**Connecticut Department of Labor
Wage and Workplace Standards Division**

By virtue of the authority vested in the Labor Commissioner under provisions of Section 31-53 of the General Statutes of Connecticut, as amended, the following are declared to be the prevailing rates and welfare payments and will apply only where the contract is advertised for bid within 20 days of the date on which the rates are established. Any contractor or subcontractor not obligated by agreement to pay to the welfare and pension fund shall pay this amount to each employee as part of his/her hourly wages.

Project Number: Greenwich

Project Town: Greenwich

State#: Greenwich

FAP#: Greenwich

Project: Site Accessibility Improvements (International School at Dundee) (Greenwich)

CLASSIFICATION	Hourly Rate	Benefits
1) Boilermaker	33.79	34% + 8.96
1a) Bricklayer, Cement Masons, Cement Finishers, Plasterers, Stone Masons	36.45	34.44
2) Carpenters, Piledrivermen	35.57	25.65
2a) Diver Tenders	35.57	25.65
3) Divers	44.03	25.65
03a) Millwrights	35.64	26.49
4) Painters: (Bridge Construction) Brush, Roller, Blasting (Sand, Water, etc.), Spray	54.0	22.90
4a) Painters: Brush and Roller	36.42	22.90
4b) Painters: Spray Only	39.42	22.90
4c) Painters: Steel Only	38.42	22.90
4d) Painters: Blast and Spray	39.42	22.90
4e) Painters: Tanks, Tower and Swing	38.42	22.90

Project: Site Accessibility Improvements (International School at Dundee) (Greenwich)

5) Electrician (Trade License required: E-1,2 L-5,6 C-5,6 T-1,2 L-1,2 V-1,2,7,8,9)	41.0	36.74
6) Ironworkers: Ornamental, Reinforcing, Structural, and Precast Concrete Erection	38.17	38.02 + a
7) Plumbers (Trade License required: (P-1,2,6,7,8,9 J-1,2,3,4 SP-1,2) and Pipefitters (Including HVAC Work) (Trade License required: S-1,2,3,4,5,6,7,8 B-1,2,3,4 D-1,2,3,4 G-1, G-2, G-8, G-9)	45.83	33.50
----LABORERS-----		
8) Group 1: Laborer (Unskilled), Common or General, acetylene burner, concrete specialist	31.5	23.25
9) Group 2: Chain saw operators, fence and guard rail erectors, pneumatic tool operators, powdermen	31.75	23.25
10) Group 3: Pipelayers	32.0	23.25
11) Group 4: Jackhammer/Pavement breaker (handheld); mason tenders (cement/concrete), catch basin builders, asphalt rakers, air track operators, block paver, curb setter and forklift operators	32.0	23.25
12) Group 5: Toxic waste removal (non-mechanical systems)	33.5	23.25
13) Group 6: Blasters	33.25	23.25
Group 7: Asbestos/lead removal, non-mechanical systems (does not include leaded joint pipe)	32.5	23.25
Group 8: Traffic control signalmen	18.0	23.25
Group 9: Hydraulic Drills	32.25	23.25
----LABORERS (TUNNEL CONSTRUCTION, FREE AIR). Shield Drive and Liner Plate Tunnels in Free Air.----		
13a) Miners, Motormen, Mucking Machine Operators, Nozzle Men, Grout Men, Shaft & Tunnel Steel & Rodmen, Shield & Erector, Arm Operator, Cable Tenders	33.73	23.25 + a
13b) Brakemen, Trackmen	32.76	23.25 + a
----CLEANING, CONCRETE AND CAULKING TUNNEL----		

14) Concrete Workers, Form Movers, and Strippers	32.76	23.25 + a
15) Form Erectors	33.09	23.25 + a
----ROCK SHAFT LINING, CONCRETE, LINING OF SAME AND TUNNEL IN FREE AIR:----		
16) Brakemen, Trackmen, Tunnel Laborers, Shaft Laborers	32.76	23.25 + a
17) Laborers Topside, Cage Tenders, Bellman	32.65	23.25 + a
18) Miners	33.73	23.25 + a
----TUNNELS, CAISSON AND CYLINDER WORK IN COMPRESSED AIR: ----		
18a) Blaster	40.22	23.25 + a
19) Brakemen, Trackmen, Groutman, Laborers, Outside Lock Tender, Gauge Tenders	40.02	23.25 + a
20) Change House Attendants, Powder Watchmen, Top on Iron Bolts	38.04	23.25 + a
21) Mucking Machine Operator	40.81	23.25 + a
----TRUCK DRIVERS----(*see note below)		
Two axle trucks	30.16	27.16 + a
Three axle trucks; two axle ready mix	30.27	27.16 + a
Three axle ready mix	30.33	27.16 + a
Four axle trucks, heavy duty trailer (up to 40 tons)	30.39	27.16 + a
Four axle ready-mix	30.44	27.16 + a
Heavy duty trailer (40 tons and over)	30.66	27.16 + a

Specialized earth moving equipment other than conventional type on-the road trucks and semi-trailer (including Euclids)	30.44	27.16 + a
---	-------	-----------

----POWER EQUIPMENT OPERATORS----

Group 1: Crane handling or erecting structural steel or stone, hoisting engineer (2 drums or over), front end loader (7 cubic yards or over), Work Boat 26 ft. & Over, Tunnel Boring Machines. (Trade License Required)	43.88	25.80 + a
Group 2: Cranes (100 ton rate capacity and over); Excavator over 2 cubic yards; Piledriver (\$3.00 premium when operator controls hammer); Bauer Drill/Caisson. (Trade License Required)	43.53	25.80 + a
Group 3: Excavator/Backhoe under 2 cubic yards; Cranes (under 100 ton rated capacity), Gradall; Master Mechanic; Hoisting Engineer (all types of equipment where a drum and cable are used to hoist or drag material regardless of motive power of operation), Rubber Tire Excavator (Drott-1085 or similar); Grader Operator; Bulldozer Fine Grade (slopes, shaping, laser or GPS, etc.). (Trade License Required)	42.72	25.80 + a
Group 4: Trenching Machines; Lighter Derrick; Concrete Finishing Machine; CMI Machine or Similar; Koehring Loader (Skooper)	42.3	25.80 + a
Group 5: Specialty Railroad Equipment; Asphalt Paver; Asphalt Spreader; Asphalt Reclaiming Machine; Line Grinder; Concrete Pumps; Drills with Self Contained Power Units; Boring Machine; Post Hole Digger; Auger; Pounder; Well Digger; Milling Machine (over 24	41.65	25.80 + a
Group 5 continued: Side Boom; Combination Hoe and Loader; Directional Driller.	41.65	25.80 + a
Group 6: Front End Loader (3 up to 7 cubic yards); Bulldozer (rough grade dozer).	41.31	25.80 + a
Group 7: Asphalt Roller; Concrete Saws and Cutters (ride on types); Vermeer Concrete Cutter; Stump Grinder; Scraper; Snooper; Skidder; Milling Machine (24	40.94	25.80 + a
Group 8: Mechanic, Grease Truck Operator, Hydroblaster, Barrier Mover, Power Stone Spreader; Welder; Work Boat under 26 ft.; Transfer Machine.	40.51	25.80 + a
Group 9: Front End Loader (under 3 cubic yards), Skid Steer Loader regardless of attachments (Bobcat or Similar); Fork Lift, Power Chipper; Landscape Equipment (including hydroseeder).	40.04	25.80 + a
Group 10: Vibratory Hammer, Ice Machine, Diesel and Air Hammer, etc.	37.81	25.80 + a
Group 11: Conveyor, Earth Roller; Power Pavement Breaker (whiphammer), Robot Demolition Equipment.	37.81	25.80 + a
Group 12: Wellpoint Operator.	37.74	25.80 + a

Group 13: Compressor Battery Operator.	37.11	25.80 + a
Group 14: Elevator Operator; Tow Motor Operator (Solid Tire No Rough Terrain).	35.87	25.80 + a
Group 15: Generator Operator; Compressor Operator; Pump Operator; Welding Machine Operator; Heater Operator.	35.43	25.80 + a
Group 16: Maintenance Engineer/Oiler	34.72	25.80 + a
Group 17: Portable asphalt plant operator; portable crusher plant operator; portable concrete plant operator.	39.42	25.80 + a
Group 18: Power Safety Boat; Vacuum Truck; Zim Mixer; Sweeper; (minimum for any job requiring CDL license).	36.77	25.80 + a

****NOTE: SEE BELOW**

----LINE CONSTRUCTION----(Railroad Construction and Maintenance)---

-

20) Lineman, Cable Splicer, Technician	48.19	6.5% + 22.00
21) Heavy Equipment Operator	42.26	6.5% + 19.88
22) Equipment Operator, Tractor Trailer Driver, Material Men	40.96	6.5% + 19.21
23) Driver Groundmen	26.5	6.5% + 9.00
23a) Truck Driver	40.96	6.5% + 17.76

----LINE CONSTRUCTION----

24) Driver Groundmen	30.92	6.5% + 9.70
25) Groundmen	22.67	6.5% + 6.20
26) Heavy Equipment Operators	37.1	6.5% + 10.70
27) Linemen, Cable Splicers, Dynamite Men	41.22	6.5% + 12.20

28) Material Men, Tractor Trailer Drivers, Equipment Operators	35.04	6.5% + 10.45
--	-------	--------------

Project: Site Accessibility Improvements (International School at Dundee) (Greenwich)

Welders: Rate for craft to which welding is incidental.

*Note: Hazardous waste removal work receives additional \$1.25 per hour for truck drivers.

**Note: Hazardous waste premium \$3.00 per hour over classified rate

ALL Cranes: When crane operator is operating equipment that requires a fully licensed crane operator to operate he receives an extra \$4.00 premium in addition to the hourly wage rate and benefit contributions:

- 1) Crane handling or erecting structural steel or stone; hoisting engineer (2 drums or over)**
- 2) Cranes (100 ton rated capacity and over) Bauer Drill/Caisson**
- 3) Cranes (under 100 ton rated capacity)**

Crane with 150 ft. boom (including jib) - \$1.50 extra

Crane with 200 ft. boom (including jib) - \$2.50 extra

Crane with 250 ft. boom (including jib) - \$5.00 extra

Crane with 300 ft. boom (including jib) - \$7.00 extra

Crane with 400 ft. boom (including jib) - \$10.00 extra

All classifications that indicate a percentage of the fringe benefits must be calculated at the percentage rate times the "base hourly rate".

Apprentices duly registered under the Commissioner of Labor's regulations on "Work Training Standards for Apprenticeship and Training Programs" Section 31-51-d-1 to 12, are allowed to be paid the appropriate percentage of the prevailing journeymen hourly base and the full fringe benefit rate, providing the work site ratio shall not be less than one full-time journeyman instructing and supervising the work of each apprentice in a specific trade.

~~Connecticut General Statute Section 31-55a: Annual Adjustments to wage rates by contractors doing

The Prevailing wage rates applicable to this project are subject to annual adjustments each July 1st for the duration of the project.

Each contractor shall pay the annual adjusted prevailing wage rate that is in effect each July 1st, as posted by the Department of Labor.

It is the contractor's responsibility to obtain the annual adjusted prevailing wage rate increases directly from the Department of Labor's website.

The annual adjustments will be posted on the Department of Labor's Web page: www.ct.gov/dol. For those without internet access, please contact the division listed below.

The Department of Labor will continue to issue the initial prevailing wage rate schedule to the Contracting Agency for the project.

All subsequent annual adjustments will be posted on our Web Site for contractor access.

Contracting Agencies are under no obligation pursuant to State labor law to pay any increase due to the annual adjustment provision.

Effective October 1, 2005 - Public Act 05-50: any person performing the work of any mechanic, laborer, or worker shall be paid prevailing wage

All Person who perform work ON SITE must be paid prevailing wage for the appropriate mechanic, laborer, or worker classification.

All certified payrolls must list the hours worked and wages paid to All Persons who perform work ON SITE regardless of their ownership i.e.: (Owners, Corporate Officers, LLC Members, Independent Contractors, et. al)

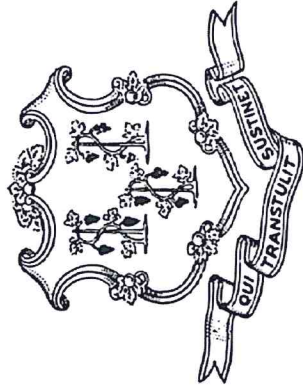
Reporting and payment of wages is required regardless of any contractual relationship alleged to exist between the contractor and such person.

As of: December 22, 2021

Project: Site Accessibility Improvements (International School at Dundee) (Greenwich)

~~Unlisted classifications needed for work not included within the scope of the classifications listed may be added after award only as provided in the labor standards contract clause (29 CFR 5.5 (a) (1) (ii)).

Please direct any questions which you may have pertaining to classification of work and payment of prevailing wages to the Wage and Workplace Standards Division, telephone (860)263-6790.



THIS IS A PUBLIC WORKS PROJECT

Covered by the

PREVAILING WAGE LAW

CT General Statutes Section 31-53

**If you have QUESTIONS regarding your wages
CALL (860) 263-6790**

Section 31-55 of the CT State Statutes requires every contractor or subcontractor performing work for the state to post in a prominent place the prevailing wages as determined by the Labor Commissioner.

Sec. 31-53b. Construction safety and health course. New miner training program. Proof of completion required for mechanics, laborers and workers on public works projects. Enforcement. Regulations. Exceptions. (a) Each contract for a public works project entered into on or after July 1, 2009, by the state or any of its agents, or by any political subdivision of the state or any of its agents, described in subsection (g) of section 31-53, shall contain a provision requiring that each contractor furnish proof with the weekly certified payroll form for the first week each employee begins work on such project that any person performing the work of a mechanic, laborer or worker pursuant to the classifications of labor under section 31-53 on such public works project, pursuant to such contract, has completed a course of at least ten hours in duration in construction safety and health approved by the federal Occupational Safety and Health Administration or, has completed a new miner training program approved by the Federal Mine Safety and Health Administration in accordance with 30 CFR 48 or, in the case of telecommunications employees, has completed at least ten hours of training in accordance with 29 CFR 1910.268.

(b) Any person required to complete a course or program under subsection (a) of this section who has not completed the course or program shall be subject to removal from the worksite if the person does not provide documentation of having completed such course or program by the fifteenth day after the date the person is found to be in noncompliance. The Labor Commissioner or said commissioner's designee shall enforce this section.

(c) Not later than January 1, 2009, the Labor Commissioner shall adopt regulations, in accordance with the provisions of chapter 54, to implement the provisions of subsections (a) and (b) of this section. Such regulations shall require that the ten-hour construction safety and health courses required under subsection (a) of this section be conducted in accordance with federal Occupational Safety and Health Administration Training Institute standards, or in accordance with Federal Mine Safety and Health Administration Standards or in accordance with 29 CFR 1910.268, as appropriate. The Labor Commissioner shall accept as sufficient proof of compliance with the provisions of subsection (a) or (b) of this section a student course completion card issued by the federal Occupational Safety and Health Administration Training Institute, or such other proof of compliance said commissioner deems appropriate, dated no earlier than five years before the commencement date of such public works project.

(d) This section shall not apply to employees of public service companies, as defined in section 16-1, or drivers of commercial motor vehicles driving the vehicle on the public works project and delivering or picking up cargo from public works projects provided they perform no labor relating to the project other than the loading and unloading of their cargo.

(P.A. 06-175, S. 1; P.A. 08-83, S. 1.)

History: P.A. 08-83 amended Subsec. (a) by making provisions applicable to public works project contracts entered into on or after July 1, 2009, replacing provision re total cost of work with reference to Sec. 31-53(g), requiring proof in certified payroll form that new mechanic, laborer or worker has completed a 10-hour or more construction safety course and adding provision re new miner training program, amended Subsec. (b) by substituting "person" for "employee" and adding "or program", amended Subsec. (c) by adding "or in accordance with Federal Mine Safety and Health Administration Standards" and setting new deadline of January 1, 2009, deleted former Subsec. (d) re "public building", added new Subsec. (d) re exemptions for public service company employees and delivery drivers who perform no labor other than delivery and made conforming and technical changes, effective January 1, 2009.

Informational Bulletin

THE 10-HOUR OSHA CONSTRUCTION SAFETY AND HEALTH COURSE

(applicable to public building contracts entered into *on or after July 1, 2007*, where the total cost of all work to be performed is at least \$100,000)

- (1) This requirement was created by Public Act No. 06-175, which is codified in Section 31-53b of the Connecticut General Statutes (pertaining to the prevailing wage statutes);
- (2) The course is required for public building construction contracts (projects funded in whole or in part by the state or any political subdivision of the state) entered into on or after July 1, 2007;
- (3) It is required of private employees (not state or municipal employees) and apprentices who perform manual labor for a general contractor or subcontractor on a public building project where the total cost of all work to be performed is at least \$100,000;
- (4) The ten-hour construction course pertains to the ten-hour Outreach Course conducted in accordance with federal OSHA Training Institute standards, and, for telecommunications workers, a ten-hour training course conducted in accordance with federal OSHA standard, 29 CFR 1910.268;
- (5) The internet website for the federal OSHA Training Institute is http://www.osha.gov/fso/ote/training/edcenters/fact_sheet.html;
- (6) The statutory language leaves it to the contractor and its employees to determine who pays for the cost of the ten-hour Outreach Course;
- (7) Within 30 days of receiving a contract award, a general contractor must furnish proof to the Labor Commissioner that all employees and apprentices performing manual labor on the project will have completed such a course;
- (8) Proof of completion may be demonstrated through either: (a) the presentation of a *bona fide* student course completion card issued by the federal OSHA Training Institute; *or* (2) the presentation of documentation provided to an employee by a trainer certified by the Institute pending the actual issuance of the completion card;
- (9) Any card with an issuance date more than 5 years prior to the commencement date of the construction project shall not constitute proof of compliance;

- (10) Each employer shall affix a copy of the construction safety course completion card to the certified payroll submitted to the contracting agency in accordance with Conn. Gen. Stat. § 31-53(f) on which such employee's name first appears;
- (11) Any employee found to be in non-compliance shall be subject to removal from the worksite if such employee does not provide satisfactory proof of course completion to the Labor Commissioner by the fifteenth day after the date the employee is determined to be in noncompliance;
- (12) Any such employee who is determined to be in noncompliance may continue to work on a public building construction project for a maximum of fourteen consecutive calendar days while bringing his or her status into compliance;
- (13) The Labor Commissioner may make complaint to the prosecuting authorities regarding any employer or agent of the employer, or officer or agent of the corporation who files a false certified payroll with respect to the status of an employee who is performing manual labor on a public building construction project;
- (14) The statute provides the minimum standards required for the completion of a safety course by manual laborers on public construction contracts; any contractor can exceed these minimum requirements; and
- (15) Regulations clarifying the statute are currently in the regulatory process, and shall be posted on the CTDOL website as soon as they are adopted in final form.
- (16) Any questions regarding this statute may be directed to the Wage and Workplace Standards Division of the Connecticut Labor Department via the internet website of <http://www.ctdol.state.ct.us/wgwkstnd/wgemenu.htm>; or by telephone at (860)263-6790.

THE ABOVE INFORMATION IS PROVIDED EXCLUSIVELY AS AN EDUCATIONAL RESOURCE, AND IS NOT INTENDED AS A SUBSTITUTE FOR LEGAL INTERPRETATIONS WHICH MAY ULTIMATELY ARISE CONCERNING THE CONSTRUCTION OF THE STATUTE OR THE REGULATIONS.

November 29, 2006

Notice
To All Mason Contractors and Interested Parties
Regarding Construction Pursuant to Section 31-53 of the
Connecticut General Statutes (Prevailing Wage)

The Connecticut Labor Department Wage and Workplace Standards Division is empowered to enforce the prevailing wage rates on projects covered by the above referenced statute.

Over the past few years the Division has withheld enforcement of the rate in effect for workers who operate a forklift on a prevailing wage rate project due to a potential jurisdictional dispute.

The rate listed in the schedules and in our Occupational Bulletin (see enclosed) has been as follows:

Forklift Operator:

- **Laborers (Group 4) Mason Tenders** - operates forklift solely to assist a mason to a maximum height of nine feet only.
- **Power Equipment Operator (Group 9)** - operates forklift to assist any trade and to assist a mason to a height over nine feet.

The U.S. Labor Department conducted a survey of rates in Connecticut but it has not been published and the rate in effect remains as outlined in the above Occupational Bulletin.

Since this is a classification matter and not one of jurisdiction, effective January 1, 2007 the Connecticut Labor Department will enforce the rate on each schedule in accordance with our statutory authority.

Your cooperation in filing appropriate and accurate certified payrolls is appreciated.

STATUTE 31-55a

- SPECIAL NOTICE -

To: All State and Political Subdivisions, Their Agents, and Contractors

Connecticut General Statute 31-55a - Annual adjustments to wage rates by contractors doing state work.

Each contractor that is awarded a contract on or after October 1, 2002, for (1) the construction of a state highway or bridge that falls under the provisions of section 31-54 of the general statutes, or (2) the construction, remodeling, refinishing, refurbishing, rehabilitation, alteration or repair of any public works project that falls under the provisions of section 31-53 of the general statutes shall contact the Labor Commissioner on or before July first of each year, for the duration of such contract, to ascertain the prevailing rate of wages on an hourly basis and the amount of payment or contributions paid or payable on behalf of each mechanic, laborer or worker employed upon the work contracted to be done, and shall make any necessary adjustments to such prevailing rate of wages and such payment or contributions paid or payable on behalf of each such employee, effective each July first.

- The prevailing wage rates applicable to any contract or subcontract awarded on or after October 1, 2002 are subject to annual adjustments each July 1st for the duration of any project which was originally advertised for bids on or after October 1, 2002.
- Each contractor affected by the above requirement shall pay the annual adjusted prevailing wage rate that is in effect each July 1st, as posted by the Department of Labor.
- It is the **contractor's** responsibility to obtain the annual adjusted prevailing wage rate increases directly from the Department of Labor's Web Site. The annual adjustments will be posted on the Department of Labor Web page: www.ctdol.state.ct.us. For those without internet access, please contact the division listed below.
- The Department of Labor will continue to issue the initial prevailing wage rate schedule to the Contracting Agency for the project. All subsequent annual adjustments will be posted on our Web Site for contractor access.

Any questions should be directed to the Contract Compliance Unit, Wage and Workplace Standards Division, Connecticut Department of Labor, 200 Folly Brook Blvd., Wethersfield, CT 06109 at (860)263-6790.

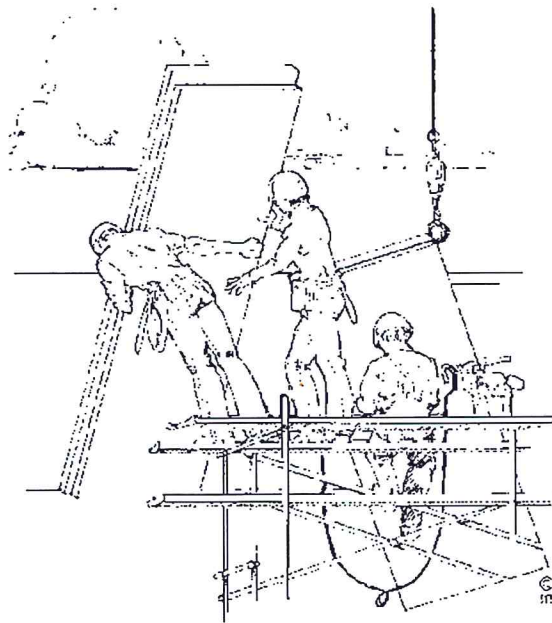
~NOTICE~

TO ALL CONTRACTING AGENCIES

Please be advised that Connecticut General Statutes Section 31-53, requires the contracting agency to certify to the Department of Labor, the total dollar amount of work to be done in connection with such public works project, regardless of whether such project consists of one or more contracts.

Please find the attached "Contracting Agency Certification Form" to be completed and returned to the Department of Labor, Wage and Workplace Standards Division, Public Contract Compliance Unit.

 Inquiries can be directed to (860)263-6543.



CONNECTICUT DEPARTMENT OF LABOR
WAGE AND WORKPLACE STANDARDS DIVISION
CONTRACT COMPLIANCE UNIT

CONTRACTING AGENCY CERTIFICATION FORM

I, _____, acting in my official capacity as _____,
authorized representative title

for _____, located at _____,
contracting agency address

do hereby certify that the total dollar amount of work to be done in connection with

_____, located at _____,
project name and number address

shall be \$_____, which includes all work, regardless of whether such project

consists of one or more contracts.

CONTRACTOR INFORMATION

Name: _____

Address: _____

Authorized Representative: _____

Approximate Starting Date: _____

Approximate Completion Date: _____

Signature

Date

Return To: Connecticut Department of Labor
Wage & Workplace Standards Division
Contract Compliance Unit
200 Folly Brook Blvd.
Wethersfield, CT 06109

Date Issued: _____

CONNECTICUT DEPARTMENT OF LABOR
WAGE AND WORKPLACE STANDARDS DIVISION

CONTRACTORS WAGE CERTIFICATION FORM
Construction Manager at Risk/General Contractor/Prime Contractor

I, _____ of _____
Officer, Owner, Authorized Rep. Company Name

do hereby certify that the _____
Company Name

Street

City

and all of its subcontractors will pay all workers on the

Project Name and Number

Street and City

the wages as listed in the schedule of prevailing rates required for such project (a copy of which is attached hereto).

Signed

Subscribed and sworn to before me this _____ day of _____, _____.

Notary Public

Return to:

Connecticut Department of Labor
Wage & Workplace Standards Division
200 Folly Brook Blvd.
Wethersfield, CT 06109

Rate Schedule Issued (Date): _____

[New] In accordance with Section 31-53b(a) of the C.G.S. each contractor shall provide a copy of the OSHA 10 Hour Construction Safety and Health Card for each employee, to be attached to the first certified payroll on the project.

In accordance with Connecticut General Statutes, 31-53 Certified Payrolls with a statement of compliance shall be submitted monthly to the contracting agency.										PAYROLL CERTIFICATION FOR PUBLIC WORKS PROJECTS										Connecticut Department of Labor Wage and Workplace Standards Division 200 Folly Brook Blvd. Wethersfield, CT 06109									
CONTRACTOR NAME AND ADDRESS:										SUBCONTRACTOR NAME & ADDRESS										WORKER'S COMPENSATION INSURANCE CARRIER									
PAYROLL NUMBER										PROJECT NAME & ADDRESS										POLICY # EFFECTIVE DATE: EXPIRATION DATE:									
PERSON/WORKER, ADDRESS and SECTION										APPR. RATE MALE/FEMALE AND RACE*										WEEKLY PAYROLL									
WORK CLASSIFICATION										DAY AND DATE										TOTAL DEDUCTIONS									
Trade License Type & Number - OSHA 10 Certification Number										S M T W TH F S										FICA WITH-HOLDING									
HOURS WORKED EACH DAY										Total ST Hours										GROSS PAY FOR ALL WORK PERFORMED THIS WEEK									
1										1										FEDERAL STATE									
2										2										LIST OTHER									
3										3										GROSS PAY FOR THIS PREVAILING RATE JOB									
4										4										CHECK # AND NET PAY									
5										5																			
6										6																			
7										7																			
8										8																			
9										9																			
10										10																			
11										11																			
12										12																			
13										13																			
14										14																			
15										15																			
16										16																			
17										17																			
18										18																			
19										19																			
20										20																			
21										21																			
22										22																			
23										23																			
24										24																			
25										25																			
26										26																			
27										27																			
28										28																			
29										29																			
30										30																			
31										31																			
32										32																			
33										33																			
34										34																			
35										35																			
36										36																			
37										37																			
38										38																			
39										39																			
40										40																			
41										41																			
42										42																			
43										43																			
44										44																			
45										45																			
46										46																			
47										47																			
48										48																			
49										49																			
50										50																			
51										51																			
52										52																			
53										53																			
54										54																			
55										55																			
56										56																			
57										57																			
58										58																			
59										59																			
60										60																			
61										61																			
62										62																			
63										63																			
64										64																			
65										65																			
66										66																			
67										67																			
68										68																			
69										69																			
70										70																			
71										71																			
72										72																			
73										73																			
74										74																			
75										75																			
76										76																			
77										77																			
78										78																			
79										79																			
80										80																			
81										81																			
82										82																			
83										83																			
84										84																			
85										85																			
86										86																			
87										87																			
88										88																			
89										89																			
90										90																			
91										91																			
92										92																			
93										93																			
94										94																			
95										95																			
96										96																			
97										97																			
98										98																			
99										99																			
100										100																			
101										101																			
102										102																			
103										103																			
104										104																			
105										105																			
106										106																			
107										107																			
108										108																			
109										109																			
110										110																			
111										111																			
112										112																			
113										113																			
114										114																			
115										115																			
116										116																			
117										117																			
118										118																			
119										119																			
120										120																			
121										121																			
122										122																			
123										123																			
124										124																			
125										125																			
126										126																			
127										127																			
128										128																			
129										129																			
130										130																			
131										131																			
132										132																			
133										133																			
134										134																			
135										135																			
136										136																			
137										137																			
138										138																			
139										139																			
140										140																			
141										141																			
142										142																			
143										143																			
144										144																			
145										145																			
146										146																			
147										147																			
148										148																			
149										149																			
150										150																			
151										151																			
152										152																			
153										153																			
154										154																			
155										155																			
156										156																			
157										157																			
158										158																			
159										159																			
160										160																			
161										161																			
162										162																			
163										163																			
164										164																			
165										165																			
166										166																			
167										167																			
168										168																			
169										169																			
170										170																			
171										171																			
172										172																			
173										173																			
174										174																			
175										175																			
176										176																			
177										177																			
178										178																			
179										179																			
180										180																			
181										181																			
182										182																			
183										183																			
184										184																			
185										185																			
186										186																			
187										187																			
188										188																			
189										189																			
190										190																			
191										191																			
192										192																			
193										193																			
194										194																			
195										195																			
196										196																			
197										197																			
198										198																			
199										199																			
200										200																			
201										201																			
202										202																			
203										203																			
204										204																			
205										205																			
206										206																			
207										207																			
208										208																			
209										209																			
210										210																			
211										211																			
212										212																			
213										213																			
214										214																			
215										215																			
216										216																			
217										217																			
218										218																			
219										219																			
220										220																			
221										221																			
222										222																			
223										223																			
224										224																			
225										225																			
226										226																			
227										227																			
228										228																			
229										229																			
230										230																			
231										231																			
232										232																			
233										233																			
234										234																			
235										235																			
236										236																			
237										237																			
238										238																			
239										239																			
240										240																			
241										241																			
242										242																			
243										243																			
244										244																			
245										245																			
246										246																			
247										247																			
248										248																			
249										249																			
250										250																			
251										251																			
252										252																			
253										253																			
254										254																			
255										255																			
256										256																			
257										257																			
258										258																			
259										259																			
260										260																			
261										261																			
262										262																			
263										263																			
264										264																			
265										265																			
266										266																			
267										267																			
268										268																			
269										269																			
270										270																			
271										271																			
272										272																			
273										273																			
274										274																			
275										275																			
276										276																			
277										277																			
278										278																			
279										279																			
280										280																			
281										281																			
282										282																			
283										283																			
284										284																			
285										285																			
286										286																			
287										287																			
288										288																			
289										289																			
290										290																			
291										291																			
292										292																			
293										293																			
294										294																			
295										295																			
296										296																			
297										297																			
298										298																			
299										299																			
300										300																			
301										301																			
302										302																			
303										303																			
304										304																			
305										305																			
306										306																			
307										307																			
308										308																			
309										309																			
310										310																			
311										311																			
312										312																			
313										313																			
314										314																			
315										315																			
316										316																			
317										317																			
318										318																			
319										319																			
320										320																			
321										321																			
322										322																			
323										323																			
324										324																			
325										325																			
326										326																			
327										327																			
328										328																			
329										329																			
330										330																			
331										331																			
332										332																			
333										333																			
334										334																			

***FRINGE BENEFITS EXPLANATION (P):**

Bona fide benefits paid to approved plans, funds or programs, except those required by Federal or State Law (unemployment tax, worker's compensation, income taxes, etc.).

Please specify the type of benefits provided:

- 1) Medical or hospital care _____ 4) Disability _____
2) Pension or retirement _____ 5) Vacation, holiday _____
3) Life Insurance _____ 6) Other (please specify) _____

CERTIFIED STATEMENT OF COMPLIANCE

For the week ending date of _____,

I, _____ of _____, (hereafter known as

Employer) in my capacity as _____ (title) do hereby certify and state:

Section A:

1. All persons employed on said project have been paid the full weekly wages earned by them during the week in accordance with Connecticut General Statutes, section 31-53, as amended. Further, I hereby certify and state the following:

- a) The records submitted are true and accurate;
- b) The rate of wages paid to each mechanic, laborer or workman and the amount of payment or contributions paid or payable on behalf of each such person to any employee welfare fund, as defined in Connecticut General Statutes, section 31-53 (h), are not less than the prevailing rate of wages and the amount of payment or contributions paid or payable on behalf of each such person to any employee welfare fund, as determined by the Labor Commissioner pursuant to subsection Connecticut General Statutes, section 31-53 (d), and said wages and benefits are not less than those which may also be required by contract;
- c) The Employer has complied with all of the provisions in Connecticut General Statutes, section 31-53 (and Section 31-54 if applicable for state highway construction);
- d) Each such person is covered by a worker's compensation insurance policy for the duration of his employment which proof of coverage has been provided to the contracting agency;
- e) The Employer does not receive kickbacks, which means any money, fee, commission, credit, gift, gratuity, thing of value, or compensation of any kind which is provided directly or indirectly, to any prime contractor, prime contractor employee, subcontractor, or subcontractor employee for the purpose of improperly obtaining or rewarding favorable treatment in connection with a prime contract or in connection with a prime contractor in connection with a subcontractor relating to a prime contractor; and
- f) The Employer is aware that filing a certified payroll which he knows to be false is a class D felony for which the employer may be fined up to five thousand dollars, imprisoned for up to five years or both.

2. OSHA~The employer shall affix a copy of the construction safety course, program or training completion document to the certified payroll required to be submitted to the contracting agency for this project on which such persons name first appears.

(Signature) (Title) Submitted on (Date)

*****THIS IS A PUBLIC DOCUMENT***
DO NOT INCLUDE SOCIAL SECURITY NUMBERS**

***FRINGE BENEFITS EXPLANATION (P):**

Bona fide benefits paid to approved plans, funds or programs, except those required by Federal or State Law (unemployment tax, worker's compensation, income taxes, etc.).

Please specify the type of benefits provided:

- 1) Medical or hospital care Blue Cross 4) Disability _____
2) Pension or retirement _____ 5) Vacation, holiday _____
3) Life Insurance Utopia 6) Other (please specify) _____

CERTIFIED STATEMENT OF COMPLIANCE

For the week ending date of 9/26/09.

I, Robert Craft of XYZ Corporation, (hereafter known as Employer) in my capacity as Owner (title) do hereby certify and state:

Section A:

1. All persons employed on said project have been paid the full weekly wages earned by them during the week in accordance with Connecticut General Statutes, section 31-53, as amended. Further, I hereby certify and state the following:

- a) The records submitted are true and accurate;
- b) The rate of wages paid to each mechanic, laborer or workman and the amount of payment or contributions paid or payable on behalf of each such employee to any employee welfare fund, as defined in Connecticut General Statutes, section 31-53 (h), are not less than the prevailing rate of wages and the amount of payment or contributions paid or payable on behalf of each such employee to any employee welfare fund, as determined by the Labor Commissioner pursuant to subsection Connecticut General Statutes, section 31-53 (d), and said wages and benefits are not less than those which may also be required by contract;
- c) The Employer has complied with all of the provisions in Connecticut General Statutes, section 31-53 (and Section 31-54 if applicable for state highway construction);
- d) Each such employee of the Employer is covered by a worker's compensation insurance policy for the duration of his employment which proof of coverage has been provided to the contracting agency;
- e) The Employer does not receive kickbacks, which means any money, fee, commission, credit, gift, gratuity, thing of value, or compensation of any kind which is provided directly or indirectly, to any prime contractor, prime contractor employee, subcontractor, or subcontractor employee for the purpose of improperly obtaining or rewarding favorable treatment in connection with a prime contract or in connection with a prime contractor in connection with a subcontractor relating to a prime contractor; and
- f) The Employer is aware that filing a certified payroll which he knows to be false is a class D felony for which the employer may be fined up to five thousand dollars, imprisoned for up to five years or both.

2. OSHA-The employer shall affix a copy of the construction safety course, program or training completion document to the certified payroll required to be submitted to the contracting agency for this project on which such employee's name first appears.

Robert Craft owner 10/2/09
(Signature) (Title) Submitted on (Date)

Section B: Applies to CONNDOT Projects ONLY

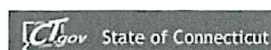
That pursuant to CONNDOT contract requirements for reporting purposes only, all employees listed under Section B who performed work on this project are not covered under the prevailing wage requirements defined in Connecticut General Statutes Section 31-53.

Robert Craft owner 10/2/09
(Signature) (Title) Submitted on (Date)

Note: CTDOL will assume all hours worked were performed under Section A unless clearly delineated as Section B WWS-CPI as such. Should an employee perform work under both Section A and Section B, the hours worked and wages paid must be segregated for reporting purposes.

THIS IS A PUBLIC DOCUMENT

DO NOT INCLUDE SOCIAL SECURITY NUMBERS



Governor Dannel P. Malloy

Search



CONNECTICUT DEPARTMENT OF LABOR

[Home](#)[About Us](#)[FAQ](#)[News and Notices](#)[Contact Us](#)[Unemployment Benefits On-Line](#)[Job Seekers](#)[Employers](#)[Labor Market Information](#)[Directions/Office Information](#)[Employee Complaint Forms](#)[Employer Forms](#)[Laws/Legislation](#)[Manuals and Publications](#)[Compliance Assistance](#)[Prevailing Wages](#)[Standard Wage Rates](#)[Workplace Standards](#)[Employment of Minors](#)[FMLA](#)[Joint Enforcement](#)[Commission For Worker
Misclassification \(JEC\)](#)[Stop Work Orders](#)[Reports of Activities](#)[FAQs](#)[Newsroom](#)[Contact Us](#)**OCCUPATIONAL CLASSIFICATION BULLETIN**

The Connecticut Department of Labor has the responsibility to properly determine "job classification" on prevailing wage projects covered under C.G.S. Section 31-53.

Note: This information is intended to provide a sample of some occupational classifications for guidance purposes only. It is not an all-inclusive list of each occupation's duties. This list is being provided only to highlight some areas where a contractor may be unclear regarding the proper classification.

Below are additional clarifications of specific job duties performed for certain classifications:

- **ASBESTOS WORKERS**

- Applies all insulating materials, protective coverings, coatings and finishes to all types of mechanical systems.

- **ASBESTOS INSULATOR**

- Handle, install apply, fabricate, distribute, prepare, alter, repair, dismantle, heat and frost insulation, including penetration and fire stopping work on all penetration fire stop systems.

- **BOILERMAKERS**

- Erects hydro plants, incomplete vessels, steel stacks, storage tanks for water, fuel, etc. Builds incomplete boilers, repairs heat exchanges and steam generators.

- **BRICKLAYERS, CEMENT MASONS, CEMENT FINISHERS, MARBLE MASONS, PLASTERERS, STONE MASONS, PLASTERERS. STONE MASONS, TERRAZZO WORKERS, TILE SETTERS**

- Lays building materials such as brick, structural tile and concrete cinder, glass, gypsum, terra cotta block. Cuts, tools and sets marble, sets stone, finishes concrete, applies decorative steel, aluminum and plastic tile, applies cements, sand, pigment and marble chips to floors, stairways, etc.

- **CARPENTERS, MILLWRIGHTS. PILEDRIVERMEN. LATHERS. RESILIENT FLOOR LAYERS, DOCK BUILDERS, DIKERS, DIVER TENDERS**

- Constructs, erects, installs and repairs structures and fixtures of wood, plywood and wallboard. Installs, assembles, dismantles, moves industrial machinery. Drives piling into ground to provide foundations for structures such as buildings and bridges, retaining walls for earth embankments, such as cofferdams. Fastens wooden, metal or rockboard lath to walls, ceilings and partitions of buildings, acoustical tile layer, concrete form builder. Applies firestopping materials on fire resistive joint systems only. Installation of curtain/window walls only where attached to wood or metal studs. Installation of insulated material of all types whether blown, nailed or attached in other ways to walls, ceilings and floors of buildings. Assembly and installation of modular furniture/furniture systems. Free-standing furniture is not covered. This includes free standing: student chairs, study top desks, book box desks, computer furniture, dictionary stand, atlas stand, wood shelving, two-position information access station, file cabinets, storage cabinets, tables, etc.

- **CLEANING LABORER**

- The clean up of any construction debris and the general cleaning, including sweeping, wash down, mopping, wiping of the construction facility, washing, polishing, dusting, etc., prior to the issuance of a certificate of occupancy falls under the *Labor classification*.

- **DELIVERY PERSONNEL**

- If delivery of supplies/building materials is to one common point and stockpiled there, prevailing wages are not required. If the delivery personnel are involved in the distribution of the material to multiple locations within the construction site then they would have to be paid prevailing wages for the type of work performed: laborer, equipment operator, electrician, ironworker, plumber, etc.

- An example of this would be where delivery of drywall is made to a building and the delivery personnel distribute the drywall from one "stockpile" location to further sub-locations on each floor. Distribution of material around a construction site is the job of a laborer/tradesman and not a delivery personnel.
- **ELECTRICIANS**
 - Install, erect, maintenance, alteration or repair of any wire, cable, conduit, etc., which generates, transforms, transmits or uses electrical energy for light, heat, power or other purposes, including the installation or maintenance of telecommunication, LAN wiring or computer equipment, and low voltage wiring. ***License required per Connecticut General Statutes: E-1,2 L-5,6 C-5,6 T-1,2 L-1,2 V-1,2,7,8,9.**
- **ELEVATOR CONSTRUCTORS**
 - Install, erect, maintenance and repair of all types of elevators, escalators, dumb waiters and moving walks. ***License required by Connecticut General Statutes: R-1,2,5,6.**
- **FORK LIFT OPERATOR**
 - Laborers Group 4) Mason Tenders - operates forklift solely to assist a mason to a maximum height of nine (9) feet only.
 - Power Equipment Operator Group 9 - operates forklift to assist any trade, and to assist a mason to a height over nine (9) feet.
- **GLAZIERS**
 - Glazing wood and metal sash, doors, partitions, and 2 story aluminum storefronts. Installs glass windows, skylights, store fronts and display cases or surfaces such as building fronts, interior walls, ceilings and table tops and metal store fronts. Installation of aluminum window walls and curtain walls is the "joint" work of glaziers and ironworkers which requires either a blended rate or equal composite workforce.
- **IRONWORKERS**
 - Erection, installation and placement of structural steel, precast concrete, miscellaneous iron, ornamental iron, metal curtain wall, rigging and reinforcing steel. Handling, sorting, and installation of reinforcing steel (rebar). Metal bridge rail (traffic), metal bridge handrail, and decorative security fence installation. Installation of aluminum window walls and curtain walls is the "joint" work of glaziers and ironworkers which requires either a blended rate or equal composite workforce. Insulated metal and insulated composite panels are still installed by the Ironworker.
- **INSULATOR**
 - Installing fire stopping systems/materials for "Penetration Firestop Systems": transit to cables, electrical conduits, insulated pipes, sprinkler pipe penetrations, ductwork behind radiation, electrical cable trays, fire rated pipe penetrations, natural polypropylene, HVAC ducts, plumbing bare metal, telephone and communication wires, and boiler room ceilings. Past practice using the applicable licensed trades, Plumber, Sheet Metal, Sprinkler Fitter, and Electrician, is not inconsistent with the Insulator classification and would be permitted.
- **LABORERS**
 - Acetylene burners, asphalt rakers, chain saw operators, concrete and power buggy operator, concrete saw operator, fence and guard rail erector (except metal bridge rail (traffic), metal bridge handrail, and decorative security fence installation.), hand operated concrete vibrator operator, mason tenders, pipelayers (installation of storm drainage or sewage lines on the street only), pneumatic drill operator, pneumatic gas and electric drill operator, powermen and wagon drill operator, air track operator, block paver, curb setters, blasters, concrete spreaders.
- **PAINTERS**
 - Maintenance, preparation, cleaning, blasting (water and sand, etc.), painting or application of any protective coatings of every description on all bridges and appurtenances of highways, roadways, and railroads. Painting, decorating, hardwood finishing, paper hanging, sign writing, scenic art work and drywall hanging+ for any and all types of building and residential work.
- **LEAD PAINT REMOVAL**
 - Painter's Rate
 1. Removal of lead paint from bridges.
 2. Removal of lead paint as preparation of any surface to be repainted.
 3. Where removal is on a Demolition project prior to reconstruction.
 - Laborer's Rate
 1. Removal of lead paint from any surface NOT to be repainted.
 2. Where removal is on a *TOTAL* Demolition project only.
- **PLUMBERS AND PIPEFITTERS**
 - Installation, repair, replacement, alteration or maintenance of all plumbing, heating, cooling and piping. ***License required per Connecticut General Statutes: P-1,2,6,7,8,9 J-1,2,3,4 SP-1,2 S-1,2,3,4,5,6,7,8 B-1,2,3,4 D-1,2,3,4.**
- **POWER EQUIPMENT OPERATORS**
 - Operates several types of power construction equipment such as compressors, pumps, hoists, derricks, cranes, shovels, tractors, scrapers or motor graders, etc. Repairs and maintains equipment. ***License required, crane operators only, per Connecticut General Statutes.**

- **ROOFERS**

- Covers roofs with composition shingles or sheets, wood shingles, slate or asphalt and gravel to waterproof roofs, including preparation of surface. (tear-off and/or removal of any type of roofing and/or clean-up of any and all areas where a roof is to be relaid)

- **SHEETMETAL WORKERS**

- Fabricate, assemble, install and repairs sheetmetal products and equipment in such areas as ventilation, air-conditioning, warm air heating, restaurant equipment, architectural sheet metal work, sheetmetal roofing, and aluminum gutters. Fabrication, handling, assembling, erecting, altering, repairing, etc. of coated metal material panels and composite metal material panels when used on building exteriors and interiors as soffits, fascia, louvers, partitions, wall panel siding, canopies, cornice, column covers, awnings, beam covers, cladding, sun shades, lighting troughs, spires, ornamental roofing, metal ceilings, mansards, copings, ornamental and ventilation hoods, vertical and horizontal siding panels, trim, etc. The sheet metal classification also applies to the vast variety of coated metal material panels and composite metal material panels that have evolved over the years as an alternative to conventional ferrous and non-ferrous metals like steel, iron, tin, copper, brass, bronze, aluminum, etc. Insulated metal and insulated composite panels are still installed by the Iron Worker. Fabrication, handling, assembling, erecting, altering, repairing, etc. of architectural metal roof, standing seam roof, composite metal roof, metal and composite bathroom/toilet partitions, aluminum gutters, metal and composite lockers and shelving, kitchen equipment, and walk-in coolers.

- **SPRINKLER FITTERS**

- Installation, alteration, maintenance and repair of fire protection sprinkler systems. ***License required per Connecticut General Statutes: F-1,2,3,4.**

- **TILE MARBLE AND TERRAZZO FINISHERS**

- Assists and tends the tile setter, marble mason and terrazzo worker in the performance of their duties.

- **TRUCK DRIVERS**

- **Definitions:**

- 1) "Site of the work" (29 Code of Federal Regulations (CFR) 5.2(l)(b) is the physical place or places where the building or work called for in the contract will remain and any other site where a significant portion of the building or work is constructed, provided that such site is established specifically for the performance of the contract or project;
 - (a) Except as provided in paragraph (l) (3) of this section, job headquarters, tool yards, batch plants, borrow pits, etc. are part of the "site of the work"; provided they are dedicated exclusively, or nearly so, to the performance of the contract or project, and provided they are adjacent to "the site of work" as defined in paragraph (e)(1) of this section;
 - (b) Not included in the "site of the work" are permanent home offices, branch plant establishments, fabrication plants, tool yards etc. of a contractor or subcontractor whose location and continuance in operation are determined wholly without regard to a particular State or political subdivision contract or uncertain and indefinite periods of time involved of a few seconds or minutes duration and where the failure to count such time is due to consideration justified by industrial realities (29 CFR 785.47)
- 2) "Engaged to wait" is waiting time that belongs to and is controlled by the employer which is an integral part of the job and is therefore compensable as hours worked. (29 CFR 785.15)
- 3) "Waiting to be engaged" is waiting time that an employee can use effectively for their own purpose and is not compensable as hours worked. (29 CFR 785.16)
- 4) "De Minimus" is a rule that recognizes that unsubstantial or insignificant periods of time which cannot as a practical administrative matter be precisely recorded for payroll purposes, may be disregarded. This rule applies only where there are uncertain and indefinite periods of time involved of a short duration and where the failure to count such time is due to consideration justified by worksite realities. For example, with respect to truck drivers on prevailing wage sites, this is typically less than 15 minutes at a time.

- **Coverage of Truck Drivers on State or Political subdivision Prevailing Wage Projects**

- Truck drivers are covered for payroll purposes under the following conditions:
 - Truck Drivers for time spent working on the site of the work.
 - Truck Drivers for time spent loading and/or unloading materials and supplies on the site of the work, if such time is not de minimus
 - Truck drivers transporting materials or supplies between a facility that is deemed part of the site of the work and the actual construction site.
 - Truck drivers transporting portions of the building or work between a site established specifically for the performance of the contract or project where a significant portion of such building or work is constructed and the physical places where the building or work outlined in the contract will remain.

For example: Truck drivers delivering asphalt are covered under prevailing wage while "engaged to wait" on the site and when directly involved in the paving operation, provided the total time is not "de minimus"

- Truck Drivers are not covered in the following instances:

- Material delivery truck drivers while off “the site of the work”
- Truck Drivers traveling between a prevailing wage job and a commercial supply facility while they are off the “site of the work”
- Truck drivers whose time spent on the “site of the work” is de minimus, such as under 15 minutes at a time, merely to drop off materials or supplies, including asphalt.

These guidelines are similar to U.S. Labor Department policies. The application of these guidelines may be subject to review based on factual considerations on a case by case basis.

For example:

- Material men and deliverymen are not covered under prevailing wage as long as they are not directly involved in the construction process. If, they unload the material, they would then be covered by prevailing wage for the classification they are performing work in: laborer, equipment operator, etc.
- Hauling material off site is not covered provided they are not dumping it at a location outlined above.
- Driving a truck on site and moving equipment or materials on site would be considered covered work, as this is part of the construction process.

Any questions regarding the proper classification should be directed to:

*Public Contract Compliance Unit
Wage and Workplace Standards Division
Connecticut Department of Labor
200 Folly Brook Blvd, Wethersfield, CT 06109
(860) 263-6543*

200 Folly Brook Boulevard, Wethersfield, CT 06109 / Phone: 860-263-6000
Home | CT.gov Home | Send Feedback<%end if%><%if cbool (request.Cookies(Application("HOME_NAME"))("AA"))=true and request.Cookies(Application("HOME_NAME"))("CA")<>"CF83CBC7" then call Session.WriteString(" | Admin") end if%>
State of Connecticut [Disclaimer](#) and [Privacy Policy](#). Copyright © 2002 - 2015 State of Connecticut



Connecticut Department of Labor
Wage and Workplace Standards Division
FOOTNOTES

- ⇒ Please Note: If the “Benefits” listed on the schedule for the following occupations includes a letter(s) (+ a or + a+b for instance), refer to the information below.

Benefits to be paid at the appropriate prevailing wage rate for the listed occupation.

If the “Benefits” section for the occupation lists only a dollar amount, disregard the information below.

Bricklayers, Cement Masons, Cement Finishers, Concrete Finishers, Stone Masons
(Building Construction) and
(Residential- Hartford, Middlesex, New Haven, New London and Tolland Counties)

- a. Paid Holiday: Employees shall receive 4 hours for Christmas Eve holiday provided the employee works the regularly scheduled day before and after the holiday. Employers may schedule work on Christmas Eve and employees shall receive pay for actual hours worked in addition to holiday pay.

Elevator Constructors: Mechanics

- a. Paid Holidays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Veterans’ Day, Thanksgiving Day, Christmas Day, plus the Friday after Thanksgiving.
- b. Vacation: Employer contributes 8% of basic hourly rate for 5 years or more of service or 6% of basic hourly rate for 6 months to 5 years of service as vacation pay credit.

Glaziers

- a. Paid Holidays: Labor Day and Christmas Day.

Power Equipment Operators
(Heavy and Highway Construction & Building Construction)

- a. Paid Holidays: New Year’s Day, Good Friday, Memorial day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day, provided the employee works 3 days during the week in which the holiday falls, if scheduled, and if scheduled, the working day before and the working day after the holiday. Holidays falling on Saturday may be observed on Saturday, or if the employer so elects, on the preceding Friday.

Ironworkers

- a. Paid Holiday: Labor Day provided employee has been on the payroll for the 5 consecutive work days prior to Labor Day.

Laborers (Tunnel Construction)

- a. Paid Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. No employee shall be eligible for holiday pay when he fails, without cause, to work the regular work day preceding the holiday or the regular work day following the holiday.

Roofers

- a. Paid Holidays: July 4th, Labor Day, and Christmas Day provided the employee is employed 15 days prior to the holiday.

Sprinkler Fitters

- a. Paid Holidays: Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day, provided the employee has been in the employment of a contractor 20 working days prior to any such paid holiday.

Truck Drivers

(Heavy and Highway Construction & Building Construction)

- a. Paid Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas day, and Good Friday, provided the employee has at least 31 calendar days of service and works the last scheduled day before and the first scheduled day after the holiday, unless excused.

Important Information:

For use with Building, Heavy/Highway, and Residential

Welders: Rate for craft to which welding is incidental.

*Note: Hazardous waste removal work receives additional \$1.25 per hour for truck drivers.

**Note: Hazardous waste premium \$3.00 per hour over classified rate.

ALL Cranes: When crane operator is operating equipment that requires a fully licensed crane operator to operate he receives an extra \$4.00 premium in addition to the hourly wage rate and benefit contributions:

- 1) Crane handling or erecting structural steel or stone; hoisting engineer (2 drums or over)
- 2) Cranes (100 ton rated capacity and over) Bauer Drill/Caisson
- 3) Cranes (under 100 ton rated capacity)

Crane with boom including jib, 150 feet - \$1.50 extra.

Crane with boom including jib, 200 feet - \$2.50 extra.

Crane with boom including jib, 250 feet - \$5.00 extra.

Crane with boom including jib, 300 feet - \$7.00 extra.

Crane with boom including jib, 400 feet - \$10.00 extra.

All classifications that indicate a percentage of the fringe benefits must be calculated at the percentage rate times the "base hourly rate".

- Apprentices duly registered under the Commissioner of Labor's regulations on "Work Training Standards for Apprenticeship and Training Programs" Section 31-51-d-1 to 12, are allowed to be paid the appropriate percentage of the prevailing journeymen hourly base and the full fringe benefit rate, providing the work site ratio shall not be less than one full-time journeyman instructing and supervising the work of one apprentice in a specific trade.

Connecticut General Statute Section 31-55a: Annual Adjustments to wage rates by contractors doing state work

- The Prevailing wage rates applicable to this project are subject to annual adjustments each July 1st for the duration of the project.
- Each contractor shall pay the annual adjusted prevailing wage rate that is in effect each July 1st, as posted by the Department of Labor.
- It is the contractor's responsibility to obtain the annual adjusted prevailing wage rate increases directly from the Department of Labor's website.
- The annual adjustments will be posted on the Department of Labor's Web page: www.ctdol.state.ct.us.
- The Department of Labor will continue to issue the initial prevailing wage rate schedule to the Contracting Agency for the project.
- All subsequent annual adjustments will be posted on our Web Site for contractor access.

Effective October 1, 2005 - Public Act 05-50: any person performing the work of any mechanic, laborer, or worker shall be paid prevailing wage.

- All Persons who perform work ON SITE must be paid prevailing wage for the appropriate mechanic, laborer, or worker classification.
- All certified payrolls must list the hours worked and wages paid to All Persons who perform work ON SITE regardless of their ownership i.e.: (Owners, Corporate Officers, LLC Members, Independent Contractors, et. al)
- Reporting and payment of wages is required regardless of any contractual relationship alleged to exist between the contractor and such person.

Unlisted classifications needed for work not included within the scope of the classifications listed may be added after award only as provided in the labor standards contract clause (29 CFR 5.5 (a) (1) (ii)).

Please direct any questions which you may have pertaining to classification of work and payment of prevailing wages to the Wage and Workplace Standards Division, telephone (860)263-6790.

SECTION 000462 - REFERENCES

List at least five (5) references for similar projects in size, scope, and complexity, within Connecticut and / or New York.

THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH YOUR BID.

- 1) Client _____
Project Address _____
Approximate \$ Value _____ Date: Started _____ Completed _____
Contact: Name _____ Telephone # _____

- 2) Client _____
Project Address _____
Approximate \$ Value _____ Date: Started _____ Completed _____
Contact: Name _____ Telephone # _____

- 3) Client _____
Project Address _____
Approximate \$ Value _____ Date: Started _____ Completed _____
Contact: Name _____ Telephone # _____

- 4) Client _____
Project Address _____
Approximate \$ Value _____ Date: Started _____ Completed _____
Contact: Name _____ Telephone # _____

- 5) Client _____
Project Address _____
Approximate \$ Value _____ Date: Started _____ Completed _____
Contact: Name _____ Telephone # _____

END OF SECTION 000462

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

SECTION 000472 – FORM OF BID BOND

TOWN OF GREENWICH, CONNECTICUT
BID BOND

Date Bond Executed

Principal

Surety

Penal Sum of Bond (express in words and figures)

Date of Bid

KNOW ALL MEN BY THESE PRESENTS, that we, the principal and surety above named, are held and firmly bound unto the Town of Greenwich, Connecticut, in the penal sum of the amount stated above, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents, THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the principal has submitted the accompanying bid, dated as shown above for _____.

(name of bid)

NOW THEREFORE, if the principal shall not withdraw said bid within the period specified therein after the opening of the same, or if no period be specified, within sixty (60) days after said opening, and shall within the period specified therefor, or if no period specified, within ten (10) days after the prescribed forms are presented to him for signature, execute such further contractual documents, if any, as may be required by the term of the Bid as accepted, and give bonds with good and sufficient surety or sureties as may be required, for the faithful performance and proper fulfillment of the resulting contract, and for the protection of all person supplying labor and material in the prosecution of the work provided for in such contract or in the event of the withdrawal of said bid within the period

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

specified, or the failure to enter into such contract and give such bonds within the time specified, if the principal shall pay the Town of Greenwich, Connecticut, the difference between the amount specified in said bid and the amount for which said Town may procure the required work, supplies, and services, if the latter amount be in excess of the former, then the above obligation shall be void and of no effect, otherwise to remain in full force and virtue.

IN WITNESS WHEREOF the above bounden parties have executed this instrument under their several seals on the date indicated above. The name and corporate seal (if applicable) of each corporate party being hereto affixed:

Name of Partnership

_____(SEAL)

Business Address

Partner- (Hereunto Duly Authorized)

IN THE PRESENCE OF:

WITNESS

INDIVIDUAL PRINCIPAL

1. _____ AS TO _____ (SEAL)

2. _____ AS TO _____ (SEAL)

3. _____ AS TO _____ (SEAL)

4. _____ AS TO _____ (SEAL)

CORPORATE/ LLC PRINCIPAL

WITNESS

BUSINESS ADDRESS

AFFIX
CORPORATE
SEAL

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILTY IMPROVEMENTS**

BY- (HEREUNTO DULY AUTHORIZED)

TITLE

CORPORATE/ LLC PRINCIPAL

WITNESS

BUSINESS ADDRESS AFFIX
CORPORATE
SEAL

BY- (HEREUNTO DULY AUTHORIZED)

TITLE

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

SECTION 000473 - CERTIFICATE AS TO CORPORATE PRINCIPAL

CERTIFICATE AS TO CORPORATE PRINCIPAL

I, _____, certify that I am the
_____ of the corporation named as principal in the within bond;
that _____, who signed said bond on behalf of the principal, was
then _____ of the corporation; that I know his signature, and his signature
thereto is genuine; and that said bond was duly signed, sealed and attested for and in behalf of said
corporation by authority of its governing body.

(Corporate Seal)

END OF SECTION 000473

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILTY IMPROVEMENTS**

SECTION 000474 – PERFORMANCE, MAINTENANCE AND PAYMENT BOND

BOND NO. _____ **CONTRACT NO.** _____

KNOW ALL MEN BY THESE PRESENTS. That we _____

_____, as Principal, and _____

a corporation organized under the laws of the State of _____ and authorized to do business in the State of Connecticut as Surety, for holden and firmly bound jointly and severally unto the Town of Greenwich, Connecticut, herein referred to as the Town, the territorial corporation located in the County of Fairfield, in the penal sum of

_____ Dollars (\$ _____),

to be paid to it or its certain attorney, successors or assigns, to which payment well and truly to be made, we the said Obligors do bind ourselves, and each of us, our heirs, executors, administrators, and successors firmly by these presents.

IN WITNESS WHEREOF we have hereunto set for cause to be set our respective hands, names and seals this

_____ day of _____, 20____

The condition of this obligation is such, that whereas the above named Principal has entered into a certain written contract with the Town of Greenwich, Connecticut, dated the

_____ day of _____, 20____

NOW, THEREFORE, if the said Principal shall well and faithfully perform said contract according to its provisions, and fully indemnify and save harmless the Town from all costs and damages which the Town may suffer by reason of failure so to do, and shall pay for all equipment, appurtenances, materials and labor furnished, used or employed in the execution of said contract, and shall indemnify and save harmless the Town from all suits or claims of any nature or description against the Town by reason of any injuries or damages sustained by any person or persons on account of any act or omission of said Principal, his servants or agents, or his subcontractors in the construction of the work or in guarding the work, or on account of the use of faulty or improper materials, or by reason of claims under the Workmen's Compensation Laws or other laws by any employee of the Principal or his subcontractors, or by reason of the use of patented material, machinery, device, equipment, process, method of construction or design in any way involved in the work, and shall indemnify the Town against such defective workmanship, material and equipment as may be discovered within one (1) year after completion and final acceptance of the work, and shall make good in such defective workmanship and material as may be discovered within said period of one (1) year, then the obligation shall be void, otherwise to remain in full force and effect.

The Surety hereby stipulates and agrees that any modifications, omissions or additions in or to the terms of the aforesaid contract, or in or to the plans or specifications therefor, or any extension of time, shall in no wise affect the obligation of the Surety under this bond, the surety hereby waiving any and all right to any notice of any such modifications, omissions, changes, additions or extensions.

Contractor Name: _____ By: _____

Surety Name: _____ By: _____

END OF SECTION 000474

SECTION 000481 - INSURANCE PROCEDURE

PLEASE NOTE:

THIS PAGE MUST BE RETURNED WITH YOUR BID/PROPOSAL. FAILURE TO DO SO MAY RESULT IN YOUR BID/PROPOSAL BEING REJECTED.

Please take the insurance requirements of the Contract to your agent/broker immediately upon receipt of the bid documents to determine your existing coverage and any costs for new or additional coverage required for the work noted in this Request for Bid/Proposal. Any bids/proposals with deficient insurance requirements will be rejected. The firm who is awarded the Bid/Proposal must return the contract, agent/broker and insurance form within two (2) weeks from the date on the award letter.

PLEASE CHECK THE APPROPRIATE BOX**YES****NO**

1. General Liability \$3,000,000.00

Includes minimum coverages for combined bodily injury and property damage liability of \$2,000,000 general aggregate and \$1,000,000 per occurrence.

2. Automobile Liability \$1,000,000.00

3. Excess Liability \$5,000,000.00

4. Worker's Compensation and Employer's Liability

5. Ability to Return Contract and Insurance Documents Within Two (2) Weeks

6. Able to Provide the Town with Thirty (30) Days Prior Written Notice of Cancellation

STATEMENT OF VENDOR:

I have read the insurance requirements for this work and have taken the documentation to my insurance agent/broker. The bid/proposal cost reflects any additional costs relating to insurance requirements for this work.

Signature

Date

Contract

END OF SECTION 000481

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

SECTION 000482 – INSURANCE REQUIREMENTS

Insurance Requirements: Before starting and until final completion and acceptance of the work called for in the Contract and expiration of the guarantee period provided for in the Contract, the Contractor and its subcontractors, if any, shall procure and maintain insurance of the types and amounts checked in paragraphs A through F below for all Contract operations.

- ☒ A. General Liability, with minimum coverages for combined bodily injury and property damage liability of \$2,000,000 general aggregate, \$1,000,000 per occurrence including:
- ☒ 1. Commercial General Liability.
☒ 2. Town as additional insured.
☐ 3. Owners and Contractors Protective Liability (separate policy in the name of the Town).
- ☒ B. Comprehensive Automobile Liability, with minimum coverages of \$1,000,000 combined single limit for bodily injury and property damage, including, where applicable, coverage for any vehicle, all owned vehicles, scheduled vehicles, hired vehicles, non-owned vehicles and garage liability.
- ☒ C. Excess Liability, with minimum coverage of \$5,000,000 in umbrella form, or such other form as approved by Town Department Head and Risk Management Director.
- ☒ D. Workers' Compensation and Employer's Liability, with minimum coverages as provided by Connecticut State Statutes.
- ☐ E. Professional Liability (for design and other professionals for Errors and Omissions), with minimum coverage of \$1,000,000. If the policy is on a claims-made basis, coverage shall be continually renewed or extended for three (3) years after work is completed under the Contract.
- ☐ F. Other (Builder's Risk, etc.):_____.
- ☒ G. **CERTIFICATE HOLDER: TOWN OF GREENWICH**
ATTN: BOARD OF EDUCATION. (Also fill in on ACORD Certificate of Insurance)
101 Field Point Road, Greenwich, CT 06830.

The **Acord certificate of insurance form** must be executed by your insurance agent/broker and returned to this office. The most current Acord form should be used for insurance documentation purposes. Company name and address must conform on all documents including insurance documentation. It is required that the agent/broker note the individual insurance companies providing coverage, rather than the insurance group, on the Acord form. The Contract number (provided to the awarded Contractor), project name and a brief description must be inserted in the "Description of Operations" field. It must be confirmed on the Acord Form that the Town of Greenwich is endorsed as an additional insured by having the appropriate box checked off and stating such in the "Description of Operations" field. **A letter from the awarded vendor's agent/broker certifying that the Town of Greenwich has been endorsed onto the general liability policy as an additional insured is also mandatory.** This letter must follow exactly the format provided by the Purchasing Department and must be signed by the same individual authorized representative who signed the Acord form, both of which must be signed with original ink "wet" signatures. If the

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

insurance coverage required is provided on more than one Acord certificate of insurance, then additional agent/broker letters are also required. Contract development will begin upon receipt of complete, correct insurance documentation.

The Contractor shall be responsible for maintaining the above insurance coverages in force to secure all of the Contractor's obligations under the Contract with an insurance company or companies with an AM Best Rating of A:VII or better, licensed to write such insurance in Connecticut and acceptable to the Risk Manager, Town of Greenwich. For excess liability only, non-admitted insurers are acceptable, provided they are permitted to do business through Connecticut excess line brokers per listing on the current list of Licensed Insurance Companies, Approved Reinsurers, Surplus Lines Insurers and Risk Retention Groups issued by the State of Connecticut Insurance Department.

END OF SECTION 000482

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

SECTION 000483A – SAMPLE ENDORSEMENT LETTER

**AGENT/BROKER
(LETTERHEAD)**

(Date)

Eugene H. Watts, Senior Buyer
Purchasing Department
Town of Greenwich/Board of Education
290 Greenwich Avenue – Havemeyer Building
Greenwich, CT 06830

Re: Company
 Town of Greenwich/Board of Education / Contract # XXXX
 Project Name

Dear Mr. Watts:

The undersigned hereby certifies as follows:

- (1) I am a duly licensed insurance agent under the laws of the State of **[insert State]** and an authorized representative of all companies affording coverage under the Acord form submitted herewith;
- (2) The Town of Greenwich has been endorsed as an additional insured under the general liability policy no. [insert policy number], issued by **[insert company affording coverage]** to **[name of insured]**;
- (3) The general liability policy referenced in paragraph (2) above meets or exceeds the coverage in Commercial General Liability ISO form CG 00 01 10 01, including contractual liability;
- (4) The policies listed in the Acord form submitted to the Town of Greenwich in connection with the above-referenced contract have been issued to the insured in the amounts stated and for the periods indicated in the Acord form; and
- (5) The Town of Greenwich shall be given thirty (30) days prior written notice of cancellation, lapse or restrictive amendment (except ten days notice of nonpayment) of the policies listed in the Acord form.

Sincerely,

Authorized Representative for all companies listed in the Acord form

END OF SECTION 000483A

000483B – A.M. BEST KEY RATING GUIDE FORM

The following insurance companies are licensed in the State of Connecticut per the 2011 edition of the **A.M. Best Key Rating Guide for Property and Casualty**,

1. Company Name: _____
a) Page Number: _____
b) Rating is: _____

2. Company Name: _____
a) Page Number: _____
b) Rating is: _____

3. Company Name: _____
a) Page Number: _____
b) Rating is: _____

4. Company Name: _____
a) Page Number: _____
b) Rating is: _____

5. Company Name: _____
a) Page Number: _____
b) Rating is: _____

6. Company Name: _____
a) Page Number: _____
b) Rating is: _____

END OF SECTION 000483B

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

SECTION 000483C - AFFIRMATIVE ACTION COMPLIANCE AFFIDAVIT

**COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES
CONTRACT COMPLIANCE REGULATIONS NOTIFICATION TO
BIDDERS**

AFFIRMATIVE ACTION COMPLIANCE AFFIDAVIT

The contract to be awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes; and, when the awarding agency is the State, Sections 46a-71(d) and 46a-81i(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 46a-68j-21 through 43 of the Regulations of Connecticut State Agencies, which establish a procedure for awarding all contracts covered by Sections 4a-60 and 46a-71(d) of the Connecticut General Statutes. According to Section 46a-68j-30(9) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to "aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials." "Minority business enterprise" is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: "(1) Who are active in daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of Section 32-9n." "Minority" groups are defined in Section 32-9n of the Connecticut General Statutes as "(1) Black Americans . . . (2) Hispanic Americans . . . (3) persons who have origins in the Iberian Peninsula . . . (4) Women . . . (5) Asian Pacific Americans and Pacific Islanders; (6) American Indians . . ." An individual with a disability is also a minority business enterprise as provided by Section 4a-60g of the Connecticut General Statutes. The above definitions apply to the contract compliance requirements by virtue of Section 46a-68j-21(11) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder's qualifications under the contract compliance requirements:

- (a) the bidder's success in implementing an affirmative action plan;
- (b) the bidder's success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Administrative Regulations of Connecticut State Agencies, inclusive;
- (c) the bidder's promise to develop and implement a successful affirmative action plan;
- (d) the bidder's submission of employment statistics contained in the "Employment Information Form", indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
- (e) the bidder's promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 46a-68j-30(10)(E) of the Contract Compliance Regulations.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

***INSTRUCTIONS:** Bidders must sign acknowledgement below and return acknowledgement to Awarding Agency along with bid proposal.

The undersigned acknowledges receiving and reading a copy of the "Notification to Bidders" form.

Signature

Date

On behalf of:

END OF SECTION 000483C

SECTION 000484B – SAMPLE CONTRACT

**THE FOLLOWING PAGES ARE A SAMPLE COPY OF THE TOWN OF
GREENWICH CONTRACT FOR YOUR REVIEW. YOU MUST BE ABLE
TO SIGN THIS CONTRACT AND MEET THE NECESSARY INSURANCE
AS REQUIRED BY THE TOWN OF GREENWICH IN ORDER FOR YOUR
PROPOSAL TO BE CONSIDERED.**

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

**State of
Connecticut**

**Town of
Greenwich
Contract**

Town Department:
Division:

Contract No.:
Account Name:

Name and
Address
Of

Account Code
Total Amount
of Contract

This Agreement made this day of _____ between Town of Greenwich/BOE hereafter called the Town and (Company Name) hereafter called the Contractor Witnessed as follows:

1. The contractor agrees to furnish materials and perform services as shown in specifications and contract documents hereto attached and made a part hereof, and consisting of numbered pages from 1 to _____.
2. The Town agrees to pay the price designated for such materials and services upon certification by the proper agent of the Town.
3. This contract shall not be valid until approved by the Town Counsel and countersigned by the Town Comptroller.

TOWN OF GREENWICH

CONTRACTOR

By _____
It's Managing Director of Operations
Benjamin B. Branyan

By _____
It's _____

CORPORATE ACKNOWLEDGEMENT

STATE OF
CONNECTICUT

ss: _____, 2022

COUNTY OF FAIRFIELD

Personally appeared _____ of
_____ Name and title of Officer

Signer and sealer of the foregoing instrument, who being duly authorized and appointed by the Board of Directors of said Corporation, acknowledged the foregoing instrument to be his free act and deed and the free act and deed of said

_____, before me

(Corporation)

Notary Public

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

**INDIVIDUAL OR PARTNERSHIP
ACKNOWLEDGEMENT**

STATE OF _____ (delete words in parenthesis if not a partnership)

CONNECTICUT)) ss: _____, 2022

COUNTY OF _____

FAIRFIELD)

Personally appeared _____, (one of the members of the partnership of _____,
Name and title of Officer

signer and sealer of the foregoing instrument and acknowledged the same to be his free act and deed
(and the free act and deed of said partnership), before me

Notary

Public

Approved as to legal sufficiency

Date _____

Town Counsel

I _____ hereby certify that the estimated amount of this
contract does not exceed the unencumbered balances of amounts duly appropriated and against
which this contract is chargeable as indicated hereon.

Date _____

Comptroller

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

AGREEMENT

CONTRACT NO.

THIS AGREEMENT, executed this _____ day of _____ in the year Two Thousand Twenty Two (herein referred to as the "AGREEMENT"), by and between the Town of Greenwich, Connecticut, _____ acting _____ through _____ hereunto duly authorized, "OWNER" and _____, acting through _____ (insert name of individual and title) duly authorized, "CONTRACTOR".

WITNESSETH, that the parties to these presents, each in consideration of the under-taking, promises and agreements on the part of the other herein contained, have undertaken, promised and agreed to do hereby undertake, promise and agree, the Owner for itself, its successors and assigns, and the Contractor for himself and his heirs, executors, administrators, successors and assigns, as follows:

1. DEFINITIONS:

Wherever the words hereinafter defined or pronouns used in their stead occur in the Contract Documents, they shall have the following meaning:

The word "Owner" shall mean the Town of Greenwich and shall include its authorized representative.

The word "Contractor" shall mean the person or organization identified as such in this Agreement and shall include his authorized representative.

The words "Contracting Officer or Agency" shall mean that official of the Town which awards the contract, executes the Agreement and is the Owner's authorized representative.

The Information for Bidders, the Contractor's Bid as accepted by the Owner, the Contract Conditions and Specifications and the General, Technical and Materials Specifications, the Drawings, and all addenda and amendments to any of the foregoing, collectively constitute the Contract Documents, and are sometimes herein referred to as the "Contract".

2. DESCRIPTION OF WORK:

This project consists of new accessible walkways to provide ADA access to the school, including, but not limited to, new retaining walls and terrace improvements.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

3. PAYMENT:

The Contractor shall be paid on a monthly basis after presentation of vouchers, and subject to acceptance and approval by the Town of Greenwich.

Such payments will be made by the Town of Greenwich monthly for all services actually rendered, and the acceptance by the Contractor of any such monthly payment shall be a release to the Town of all claims and all liability to the Contractor in connection with the contract, arising during the period for which payment is made. No payment, however, shall operate to release the Contractor or its sureties or insurers from any obligation under the Contract to be entered into or the Performance Bond or any insurance policies issued in connection with said contract.

4. PERFORMANCE MAINTENANCE AND PAYMENT BOND:

The Contractor shall, simultaneously with the signing of the Contract, furnish the Town the executed Performance, Maintenance and Payment Bond of a surety company authorized to do business in the State of Connecticut, and acceptable to the Town, in the sum of the full amount of the Contract obligation in the form provided by the Town.

THE ABOVE IS ONLY REQUIRED FOR CONTRACTS EXCEEDING \$100,000.00.

5. GUARANTEE:

The Contractor guarantees that the Work and services to be performed, furnished, used or installed in the construction of the same, shall be free from defects and flaws, and shall be performed and furnished in strict accordance with the Drawings, if any, Specifications, and other Contract Documents, that the strength of all parts of all manufactured equipment shall be adequate and as specified and that the performance test requirements of the Contract shall be fulfilled. This guarantee shall be for a period of one year from and after the date of completion and acceptance of the Work as stated in the final estimate. The Contractor shall repair, correct or replace as required, promptly and without charge, all work, equipment and material, or parts thereof, which fail to meet the above guarantee or which in any way fail to comply with or fail to be in strict accordance with the terms and provisions and requirements of the Contract during such one-year period, and also shall repair, correct, or replace all damage to the Work resulting from such failure.

6. DEFECTIVE WORK:

The inspection of the Work shall not relieve the Contractor of any of his obligations to perform and complete the Work as required by the Contract. Defective work shall be corrected and unsuitable materials, equipment apparatus and other items shall be replaced by the Contractor, notwithstanding that such work, materials, equipment, apparatus and other items may have been previously overlooked or accepted or estimated for payment. If the work or any part thereof shall be found defective at any time before the final acceptance of the work, the Contractor shall forthwith make good such defect in a manner satisfactory to the Town; if any material, equipment, apparatus or other items brought upon the site for use or incorporation in the work, or selected for the same, is condemned by the Town as unsuitable or not in conformity with the Specifications or any of the other Contract Documents, the Contractor shall

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

forthwith remove such materials, equipment, apparatus and other items from the site of the Work and shall at his own cost and expense make good and replace the same and any material furnished by the Town which shall be damaged or rendered defective by the handling or improper installation by the Contractor, his agents, servants, employees or subcontractors.

7. COMPLIANCE WITH LAWS:

The Contractor shall keep himself fully informed of all existing and future federal, state and local laws, ordinances, rules and regulations affecting those engaged or employed on the work, the materials and equipment used in the work or the conduct of the work, and of all orders, decrees and other requirements of bodies or tribunals having any jurisdiction or authority over the same. If any discrepancy or inconsistency is discovered in the Drawings, if any, Specifications or other Contract Documents in relation to any such law, ordinance, rule, regulation, order, decree or other requirement, the Contractor shall forthwith report the same to the Town in writing. The Contractor shall at all times observe and comply with, and cause all his agents, servants, employees and subcontractors to observe and comply with all such existing and future laws, ordinances, rules, regulations, orders, decrees and other requirements, and he shall protect, indemnify and save harmless the Town, its officers, agents, servants and employees from and against any and all claims, demands, suits proceedings, liabilities, judgments, penalties, losses, damages costs and expenses, including attorneys' fees, arising from or based upon any violation or claimed violation of any such law, ordinance, rule, regulation, order, decree or other requirement, whether committed by the Contractor or any of his agents, servants, employees or subcontractors.

8. INDEMNITY:

The Contractor shall indemnify and save harmless the Town and its officers, agents, servants and employees, from and against any and all claims, demands, suits, proceedings, liabilities, judgments, awards, losses, damages, costs and expenses, including attorneys' fees, on account of bodily injury, sickness, disease or death sustained by any person or persons or injury or damage to or destruction of any property, directly or indirectly arising out of, relating to or in connection with the Work, whether or not due or claimed to be due in whole or in part to the active, passive or concurrent negligence or fault of the Contractor, his officers, agents, servants or employees, any of his subcontractors, the Town any of his respective officers, agents, servants or employees and/or any other person or persons, and whether or not such claims, demands, suits or proceedings are just, unjust, groundless, false or fraudulent; and the Contractor shall and does hereby assume and agrees to pay for the defense of all such claims, demands, suits and proceedings; and provided that the Contractor shall not be required to indemnify the Town, its officers, agents, servants or employees against any such damages occasioned solely by acts or omissions of the Town other than supervisory acts or omissions of the Town in connection with the Work.

INDEMNITY AGAINST SUBCONTRACTORS' CLAIMS:

If any other contractor or any subcontractor of any such other contractor shall suffer or claim to have suffered loss, damage or delay by reason of the acts or omissions of the Contractor or of any of his subcontractors, the Contractor agrees to assume the defense against any such claim and to reimburse such other contractor or subcontractor for such loss or damage. The Contractor agrees to and does hereby indemnify and save harmless the Town from and against any and all claims by such other contractors or subcontractors, alleging such loss, damage or delay and from and against any and all claims, demands, suits, proceedings, liabilities, judgments, awards, losses, damages, costs and expenses including attorneys' fees, arising out of, relating to or resulting from such claims.

9. PATENTS:

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

The Contractor shall indemnify and save harmless the Town and all persons acting for or on behalf of the Town from all claims and liability of any nature or kind, and all damages, costs and expenses, including attorneys' fees, arising from or occasioned by an infringement or alleged infringement of any patents or patent rights on any invention, process, materials, equipment, article, or apparatus, or any part hereof, furnished and installed by the Contractor, or arising from or occasioned by the use or manufacture thereof, including their use by the Town.

10. CHANGES:

The Town, through its designated Agent, may make changes in the Work and in the Drawings, if any, and Specifications therefore by making alterations therein, additions, thereto or omissions therefrom. All work resulting from such changes shall be performed and furnished under and pursuant to the terms and conditions of the Contract. If such changes result in an increase or decrease in the Work to be done hereunder, or increase or decrease the quantities thereof, adjustment in compensation shall be made therefore. For eliminated or decreased work the Contractor shall allow the Town a reasonable credit as determined by the Parties. Except in an emergency endangering life or property, no change shall be made unless in pursuance of a written order from the Town authorizing the change, and no claim for additional compensation shall be valid unless the change is so ordered.

The Contractor agrees that he shall neither have nor assert any claim for or be entitled to any additional compensation for damages or for loss of anticipated profits on work that is eliminated.

11. CLAIMS FOR DAMAGES:

If the Contractor makes claim for any damages alleged to have been sustained by breach of contract or otherwise, he shall, within ten (10) days after occurrence of the alleged breach or within ten (10) days after such damages are alleged to have been sustained whichever date is the earlier, file with the Contracting Officer a written, itemized statement of the details of the alleged breach and the details and amount of the alleged damages. The Contractor agrees that unless such

statement is made and filed as so required, his claim for damages shall be deemed waived, invalid and unenforceable, and that he shall not be entitled to any compensation for any such alleged damages. Within ten (10) days after the timely filing of such statement, the Contracting Officer shall file with the appropriate department of the Town, one copy of the statement, and shall file with the Town and the Contractor his determination thereon. The Contractor shall not be entitled to claim any additional compensation for damages by reason of any direction, instruction, determination or decision of the Town or its agents, nor shall any such claims be considered, unless the Contractor shall have complied in all respects with the provisions of this paragraph.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

12. ABANDONMENT OF THE WORK OR OTHER DEFAULT:

If the Work shall be abandoned, or any part thereof shall be sublet without previous written consent of the Town, or the Contract or any moneys payable hereunder shall be assigned otherwise than as herein specified, or if at any time the Contracting Officer shall be of the opinion, and shall so certify in writing, that the conditions herein specified as to rate of progress are not being complied with, or that the Work or any part thereof is being unnecessarily or unreasonably delayed, or that the Contractor has violated or is in default under any of the provisions of the Contract, or if the Contractor becomes bankrupt or insolvent or goes or is put into liquidation or dissolution, either voluntarily or involuntarily, or petitions for an arrangement or reorganization under the Bankruptcy Act, or makes a general assignment for the benefit of creditors or otherwise acknowledges insolvency, the happening of any of which shall be and constitute a default under the Contract, the Town may notify the Contractor in writing, with a copy of such notice mailed to the surety, to discontinue all Work or any part thereof; thereupon the Contractor shall discontinue such Work or such part thereof as the Town may designate; and the Town may, upon giving such notice, by Contract or otherwise as it may determine, complete the Work or such part thereof and charge the entire cost and expense of so completing the work. The Town shall be entitled to reimbursement from the Contractor and the Contractor agrees to pay to the Town any losses, damages, costs and expenses, including attorneys' fees, sustained or incurred by the Town by reason of any of the foregoing causes. For the purpose of such completion the Town may for itself or for any Contractors employed by the Town take possession of and use or cause to be used any and all materials, equipment, plant, machinery, appliances, tools, supplies and such other items of every description that may be found or located at the site of the Work.

All costs, expenses, losses, damages, attorneys' fees, and any and all other charges incurred by the Town under this subsection shall be charged against the Contractor and deducted and/or paid by the Town out of any moneys due and payable or to become due or payable under the Contract to the Contractor; in computing the amounts chargeable to the Contractor, the Town shall not be held to a basis of the lowest prices for which the completion of the Work or any part thereof might have been accomplished, but all sums actually paid or obligated therefore to effect its prompt completion shall be charged to and against the account of the Contractor. In case the costs, expenses, losses, damages, attorneys' fees and other charges together with all payments theretofore made to or for the account of the Contractor are less than the sum which would have been payable under the Contract if the Work had been properly performed and completed by the

Contractor, the Contractor shall be entitled to receive the difference, and, and in case such costs, expenses, losses, damages, attorneys' fees and other charges, together with all payments theretofore made to or for the account of the Contractor, shall exceed the said sum, the Contractor shall pay the amount of the excess to the Town.

13. LIENS:

If at any time any notices of lien or other legal process are filed for labor performed or materials or equipment manufactured, furnished, or delivered to or for the Work, the Contractor shall, at its own cost and expense, promptly discharge, remove or otherwise dispose of the same, and until such discharge, removal or disposition, the Town shall have the right to retain from any moneys payable hereunder an amount which, in its sole judgment, it deems necessary to satisfy such liens and pay the costs and expenses, including attorneys' fees, of defending any actions brought to enforce the same, or incurred in connection therewith or by reason thereof.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

14. CLAIMS:

If at any time there be any evidence of any claims for which the Contractor is or may be liable or responsible hereunder, the Contractor shall promptly settle or otherwise dispose of the same, and until such claims are settled or disposed of, the Town may retain from any moneys which would otherwise be payable hereunder so much thereof as, in its sole judgment, it may deem necessary to settle or otherwise dispose of such claims and to pay the costs and expenses, including attorneys' fees, of defending any actions brought to enforce such claims or incurred in connection therewith or by reason thereof.

15. LIABILITY OF TOWN:

No person, firm or corporation, other than the Contractor, who signed this Contract as such, shall have any interest herein or rights hereunder. No claim shall be made or be valid either against the Town or any agent of the Town and neither the Town nor any agent of the Town shall be liable for or be held to pay any money, except as herein provided. The acceptance by the Contractor of the payment as fixed in the final estimate shall operate as and shall be a full and complete release of the Town and of every agent of the Town of and from any and all claims, demands, damages and liabilities of, by or to the Contractor for anything done or furnished for or arising out of or relating to or by reason of the Work or for or on account of any act or neglect of the Town or of any agent of the Town or of any other person, arising out of, relating to or by reason of the Work, except the claim against the Town for the unpaid balance, if any there be, of the amounts retained as herein provided.

16. PROVISIONS REQUIRED BY LAW DEEMED INSERTED:

Each and every provision of law and clause required by law to be inserted in the Contract shall be deemed to be inserted herein, and the Contract shall be read and enforced as though they were included herein. If through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party, the Contract shall forthwith be physically amended to make such insertion.

17. PERMITS:

The Contractor shall, at his own expense, take out and maintain all necessary permits from the State, Town, or other public authorities; shall give all notices required by law; and shall post all bonds and pay all fees and charges incident to the due and lawful prosecution of the Work.

18. NOT TO SUBLET OR ASSIGN:

The Contractor shall constantly give his personal attention to the faithful prosecution of the Work, shall keep the same under his personal control, shall not assign the Contract or sublet the Work or any part thereof without the previous written consent of the Town, and shall not assign any of the moneys payable under the Contract, or his claim thereto, unless by and with the like written consent of the Town and the surety on the Contract Bonds. Any assignment or subletting in violation hereof shall be void and unenforceable.

19. EMPLOY COMPETENT PEOPLE:

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

The Contractor shall employ only competent people on the Work and shall not employ people or means which may cause strikes, work stoppages and/or disturbances by workmen employed by the Contractor, any subcontractor, the Town, the Contracting Officer or any other contractor. Whenever the Contracting Officer notifies the Contractor in writing that in his opinion any person on the Work is incompetent, unfaithful, disorderly, or otherwise unsatisfactory or not employed in accordance with the provisions of the Contract, such person shall be discharged from the Work and shall not again be employed on it, except with the written consent of the Contracting Officer.

20. EMPLOY SUFFICIENT LABOR AND EQUIPMENT:

If in the sole judgment of the Contracting Officer the Contractor is not employing sufficient labor, plant, equipment or other means to complete the Work within the time specified, the Contracting Officer may, after giving written notice, require the Contractor to employ such additional labor, plant, equipment and other means as the Contracting Officer deems necessary to enable the Work to progress properly.

21. INTOXICATING LIQUORS:

The Contractor shall not sell and shall neither permit nor suffer the introduction or use of intoxicating liquors upon or about the Work.

22. ACCESS TO WORK:

The Town, the Contracting Officer, and their officers, agents, servants and employees may at any and all times and for any and all purposes, enter upon the Work and the site thereof and the premises used by the Contractor, and the Contractor shall at all times provide safe and proper facilities therefore.

23. EXAMINATION OF WORK:

The Contracting Officer shall be furnished by the Contractor with every reason able facility for examining and inspecting the Work and for ascertaining that the Work is being performed in accordance with the requirements and intent of the Contract, even to the extent of requiring the uncovering or taking down portions of finished work by the Contractor.

24. EXTRA WORK:

The Contractor shall perform any extra work (work in connection with the Contract but not provided for herein) when and as ordered in writing by the Contracting Officer, at the unit prices stipulated in the Contract for such work or, if none are so stipulated, either (a) at the price agreed upon before such work is commenced and named in the written order for such work, or (b) if the Contracting Officer so elects, for the reasonable cost of such work, as determined by the Contractor and approved by the Contracting Officer, plus a percentage of such cost, as may be agreed upon by Contract and Contracting Officer.

25. CHANGES NOT TO AFFECT BONDS:-

It is distinctly agreed and understood that any changes made in the work or the Drawings or Specifications therefore (whether such changes increase or decrease the amount thereof or the time required for its performance) or any changes in the manner or time of payments made by the Town to the Contractor, or any other modifications of the Contract, shall in no way annul, release, diminish or affect the liability of the surety on the Contract Bonds given by the Contractor, it being the intent hereof that

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

notwithstanding such changes the liability of the surety on said bonds continue and remain in full force and effect.

26. PRICES FOR WORK:

The Town shall pay and the Contractor shall receive the prices stipulated in the Bid made a part hereof as full compensation for everything performed and furnished and for all risks and obligations undertaken by the Contractor under and as required by the Contract.

27. MONEYS MAY BE RETAINED:

The Town may at any time retain from any moneys which would otherwise be payable hereunder so much thereof as the Town may deem necessary to complete the Work hereunder and to reimburse it for all costs, expenses, losses, damage and damages chargeable to the Contractor hereunder.

28. USE OR PARTIAL PAYMENT NOT ACCEPTANCE:

It is agreed that this is an entire contract for one whole and complete Work or result and that neither the Town's entrance upon or use of the Work or any part thereof nor any partial payments by the Town shall constitute an acceptance of the Work or any part thereof before its entire completion and final acceptance.

29. NON-CONNECTICUT CONTRACTORS:

Pursuant to Connecticut General Statutes §12-430(7), as amended by Connecticut Public Act #11-61, Section 66, a nonresident contractor shall comply with the State of Connecticut's bonding requirements.

30. PAYMENT TO SUBCONTRACTORS:

As required by Section 49-41a of the Connecticut General Statutes, within thirty days after payment to the Contractor by the Town for work under this Contract, he shall pay any amounts due any subcontractor, whether for labor performed or materials furnished when such labor or materials has been included in a requisition submitted by such Contractor and paid by the Town.

31. INSURANCE:

Insurance coverage required as noted in "Exhibit A" attached.

32. PREVAILING WAGE RATES: CONSTRUCTION SAFETY AND HEALTH COURSE:

Except as noted below, the Contractor shall comply with the current provisions of Section 31-53 of the General Statutes of the State of Connecticut, a part of which is quoted as follows:

"The wages paid on an hourly basis to any person performing the work of any mechanic, laborer or worker on the work herein contracted to be done and the amount of payment or contribution paid or payable on behalf of each such person to any employee or welfare fund, as defined in subsection (h) of section 31-53 of the General Statutes, shall be at a rate equal to the rate customary

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

or prevailing for the same work in the same trade or occupation in the town in which such public works project is being constructed. Any contractor who is not obligated by agreement to make payment or contribution on behalf of such persons to any such employee welfare fund shall pay to each mechanic, laborer or worker as part of such person's wages the amount of payment or contribution for such person's classification on each pay day."

All Contractors and subcontractors shall submit certified weekly payrolls, on forms furnished by the Town, for all contracts meeting the aforementioned monetary limits. The certified payrolls shall be submitted with the Contractor's monthly certificate for payment.

Section 31-55a of the General Statutes of the State of Connecticut provides that the prevailing wage rates applicable to any awarded contract or subcontract are subject to annual adjustments each July 1st for the duration of the project.

Each Contractor that is awarded a contract shall pay the annual adjusted prevailing wage rate that is in effect each July 1st, as posted by the Department of Labor.

It is the Contractor's responsibility to obtain the annual adjusted prevailing wage rate increases directly from the Department of Labor's web site. The annual adjustments will be posted on the Department's of Labor web page: www.ctdol.state.ct.us. For those without Internet access, contact the division listed below.

The Contractor shall also furnish proof with the weekly certified payroll for the first week each employee begins work that any person performing the work of a mechanic, laborer or worker has completed a course of at least ten (10) hours in duration in construction safety and health approved by the federal Occupational Safety and Health Administration in accordance with Connecticut General Statutes Section 31-53b and regulations adopted by the State of Connecticut Labor Commissioner.

The provisions of this section (32) shall not apply where the total cost of all work to be performed by all Contractors and subcontractors in connection with new construction of any public works project is less than four hundred thousand dollars (\$400,000) or where the total cost of all work to be performed by all contractors and subcontractors in connection with any remodeling, refinishing, refurbishing, rehabilitation, alteration or repair of any public works project is less than one hundred thousand dollars (\$100,000).

Questions can be directed to the Contract Compliance Unit, Wage and Workplace Standards Division, Connecticut Department of Labor, 200 Folly Brook Blvd., Wethersfield, CT 06109 at 860-263-6790.

33. GOVERNING LAW:

The laws of the State of Connecticut shall govern this Contract and any and all litigation related to this Contract. In the event of litigation related to this Contract, the exclusive forum shall be the State of Connecticut and the exclusive venue for such litigation shall be the Judicial District for Stamford/Norwalk at Stamford.

IN WITNESS, WHEREOF, the parties of the AGREEMENT have hereunto set their hand and seals the day first above written.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBLTY IMPROVEMENTS**

TOWN OF GREENWICH, CONNECTICUT

BY _____

THE CONTRACTOR

BY _____

END OF SECTION 000484

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

DOCUMENT 000485 – CONSENT OF SURETY

CONSENT OF SURETY

The Undersigned surety, being the surety which issued bonds No. _____ for the Town of Greenwich Contract No. ____ hereby consents to release of final payment and all retainages to the contractor- principal.

(Name of Surety)

By _____ Its

ACKNOWLEDGMENT

STATE OF

ss:

COUNTY OF

This is to certify the above signatory who executed this instrument was either known to me or satisfactorily proven to me to be the person whom he purports to be.

Notary Public

END OF SECTION 000485

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

SECTION 000486 AFFIDAVIT FOR FINAL PAYMENT

AFFIDAVIT FOR FINAL PAYMENT

The undersigned, being duly sworn, deposes and says:

1. That he is the _____ (Title) of the contractor in hereinafter referred to and is authorized to execute this affidavit on behalf of the contractor;
2. In connection with Contract # _____ for _____ (Project Title) it is represented that all payroll, bills for services, materials, supplies, equipment and other indebtedness have been paid or otherwise satisfied and that there are no outstanding claims against the undersigned by any sub-contractor or material supplier, or no outstanding claims to file a claim against the Town of Greenwich;
3. This affidavit is made at the request of the Town of Greenwich for the purpose of inducing final payment and knowing that it will rely upon the truth of the representation herein made.

Subscribed and sworn

to before me this _____ day of, 20____

Notary Public

(Type or print name person authorized to sign)

END OF SECTION 000486

SECTION 011000 – SUMMARY OF WORK

PART 1 - GENERAL

1.1 PROJECT INFORMATION

- A. Project: **Site Accessibility Improvements**
- B. Project Locations:
 - 1. **The International School of Dundee
55 Florence Road, Greenwich, CT 06878**
- C. Owner: Greenwich Public Schools, 290 Greenwich Ave, Greenwich, CT 06830
- D. Architect: Antinozzi Associates Architects, PC, 271 Fairfield Avenue, Bridgeport, CT 06604
- E. This project consists of renovations at the above listed school, including but not limited to **The installation of new accessible walkways to provide ADA access to the school, including, but not limited to, new retaining walls and terrace improvements.**
- F. Work by Owner: No separate contracts are anticipated for the completion of this work.
- G. The Project will be constructed under a single prime-contracting arrangement.

1.2 GENERAL REQUIREMENTS

- A. DIVISION 0 - BIDDING DOCUMENTS, CONTRACTS AND CONDITIONS
- B. DIVISION 1 - GENERAL REQUIREMENTS

1.3 CONTRACTOR'S USE OF PREMISES

- A. General: During the construction period the prime Contractors jointly shall have full use of the premises for construction operations, including use of the site. The General Contractors use of the premises is limited only by the Owner's right to perform work or retain other contractors on portions of the Project.
- B. Access to the building will be Monday through Friday, 6:00 am thru 9:00 pm. Access to the buildings on weekends will not be permitted without written permission by the Owner. If access is granted on weekends, the District reserves the right to invoice the Contractor for their personnel costs in the form of a change order to the Contract.
- C. Use of the Site: Limit use of the premises to work in areas indicates. Confine operations to areas within contract limits indicated. Do not disturb portions of the site beyond the areas in which the Work is indicated.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

1. Owner Occupancy: Allow for Owner occupancy and use by the public.
 2. Driveways and Entrances: Keep driveways and entrances serving the premises clear and available to the Owner, the Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on site.
- D. Use of the Existing Building: Maintain the existing building in a weather tight condition throughout the construction period. Repair damage caused by construction operations. Take all precautions necessary to protect the building and its occupants during the construction period.

1.4 OCCUPANCY REQUIREMENTS

- A. Full Owner Occupancy: The Owner will occupy the site and existing building during the entire construction period. Cooperate with the Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with the Owner's operations.
- B. Partial Owner Occupancy: The Owner reserves the right to occupy the place and install equipment in completed areas of the building prior to Final Completion, provided such occupancy does not interfere with completion of the Work. Such placing of equipment and partial occupancy shall not constitute acceptance of the total Work.
1. The Architect will prepare a Certificate of Substantial Completion for each specific portion of the Work to be occupied prior to Owner occupancy.
 2. Obtain a Certificate of Occupancy from local building officials prior to Owner occupancy.
 3. Prior to partial Owner occupancy, mechanical and electrical systems shall be fully operational. Required inspections and tests shall have been successfully completed. Upon occupancy, the Owner will operate and maintain mechanical and electrical systems serving occupied portions of the building.
 4. Upon occupancy, the Owner will assume responsibility for maintenance and custodial service for occupied portions of the building.

1.5 DEFINITIONS

- A. Definitions as applied to "Contractors" involved with the work of this Project:
1. "The Contractor" or "Contractor" meaning that General Contractor (GC) responsible for the work referenced.
 2. "Trade Contractor" meaning that General Contractor as above; and such other terms relating to Contractors to be taken in context with respect to referenced work.
 3. Further, wherein said Division 00 and 01 and respective Sections therein, any reference is made to "General Contractor", same shall be construed to mean "Contractor for the General Construction".
 4. The Architect cannot guarantee the correctness of the existing conditions shown and

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

assumes no responsibility therefore, it shall be the responsibility of the Contractor to visit the site and verify all existing conditions prior to bid.

- B. The Owner will purchase certain items required for the overall operation of this facility.
 - 1. The Contractor will cooperate with said vendors as may be necessary to permit the work to be accomplished.
 - a. The cooperation may extend to the receiving, unloading and placement of said equipment if directed by the Owner.
 - b. Terms of payment, if any, shall be in accordance with Article 7 of the General Conditions as amended or modified.
- C. The Contractor is advised that the Owner may enter into separate contracts as may be in their best interests.
- D. **ADDITIONAL SECURITY PROVISIONS**
 - 1. All Contractors' employees shall use a single means of access and egress, except in the case of emergency, to be designated by the Owner.
 - 2. Each Contractor and each Subcontractor shall require his employees, while on the job site, to wear, in a conspicuous location, a Photo I.D. button bearing the name of the Contractor. The buttons of each Contractor shall be numbered consecutively. An up-to-date list of all I.D. buttons, indicating the name and number for each employee, shall be furnished to the Construction Manager.

1.6 ASBESTOS AND LEAD PAINT AWARENESS REQUIREMENTS

- A. Contractor agrees not to use or permit the use of any asbestos containing material in or on any property belonging to the Owner.
- B. For purposes of this requirement, asbestos free shall mean free from all forms of asbestos, including - actinolite, amosite, anthrophyllite, chrysotile, cricidolite and tremolite, both in friable and non-friable states and without regard to the purposes for which such material is used.

1.7 CONSTRUCTION TIME REQUIREMENTS

- A. The Contractor is advised the "time is of the essence" of the Contract as defined in Article 8 of the "General Conditions" for the completion of the construction of the facility.
 - 1. It is understood that the work is to be carried through to completion with the utmost speed consistent with good workmanship.
 - 2. Time of Completion shall be as established in the Milestone Schedules (Section 011100).

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

3. In the event that the work is not substantially complete as outlined in the Milestone Schedule, liquidated damages will be in effect at \$500 per calendar day and if all work is not final complete per the Milestone Schedule, the liquidated damages will increase to \$2,500 per calendar day.
 4. Further, safe and legal ingress and egress shall be maintained at all times to and through the occupied portions of the construction site.
- B. Work shall proceed in such a manner as to cause the least amount of disruption to the ongoing operations as possible.
- C. COORDINATE CLOSELY WITH SCHOOL OPERATING PERSONNEL.
- D. All work and storage areas shall be completely enclosed by a fence or barricade at all times so that no student or the public can approach the area or the equipment.
1. The Contractor shall maintain fences and barricades at all times and shall -
 2. Repair/ restore and/ or pay for any temporary fencing damaged by their work.
 3. Maintain at all times, all exits and walkways from the Building.
 4. Where the barricade is removed for work, the Contractor performing such work shall provide adequate safety personnel to prevent unauthorized persons from approaching the work area.
- 1.8 PROOF OF ORDERS AND DELIVERY DATES - Coordinate with Sections 01 3300.
- A. Within 2 weeks after the approval of shop drawings, samples, product data and the like, the Contractor shall provide copies of purchase orders for all equipment and materials which are not available in local stock. The Contractor shall submit written statements from suppliers confirming the orders and stating promised delivery dates.
- 1.9 INTENT OF DOCUMENTS
- A. In the event of conflict, ambiguity and/or unclear circumstances between any of the requirements of the Contract Documents, the requirement that is most inclusive and of highest quality, quantity, and/or cost shall govern. The Contractor shall (1) provide the better quality or greater quantity of Work and/or (2) comply with the more stringent requirement; either or both in accordance with the Architect's interpretation. The Contractor herewith agrees that no extra compensation shall be awarded to him based upon a claim of conflict, ambiguity or unclear circumstances in the Contract Documents. See the General Conditions for greater detail.
- 1.10 FIELD MEASUREMENTS
- A. The General Contractor shall take all necessary field measurements prior to fabrication and installation of work and shall assume complete responsibility for accuracy of same.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

- B. This project is an ALTERATION / RENOVATION and therefore necessitates additional attention to existing conditions receiving newly fabricated and installed equipment, i.e. note the requirements for field dimensioning of shop fabricated items whether or not so required by each technical section.

1.11 INITIAL SUBMITTAL REQUIREMENTS

- A. As outlines in Sections 01 3300 and 01 5000, the General Contractor shall provide items noted including - bonds, insurance, emergency telephone numbers, progress scheduling, schedules of submittals, subcontractor listings and the like prior to the start of any work.

1.12 SCHEDULES

A. General

1. The objective of this project is to complete the overall work in the shortest period of time and to protect the building and occupants from damages caused by weather and construction activity during the progress of the work.
2. To meet these objectives, the Contractor shall plan the work, obtain materials, and execute the construction in the most expeditious manner possible in accordance with the requirements listed below.
3. If the Contractor fails to expedite and pursue any part of the work, the Owner may terminate the Contract.
4. The Contractor shall work in coordination with work of other Contractors and with school activities with special attention to noise, dust, safety and other contract requirements for work in and around the occupied buildings.

- B. Milestone Schedule (See Section 01 1100).

1.13 DELAYS IN TIMEFRAME / TIME CHARGE

- A. The Contractor recognizes that time is of the essence for this Project and the date set for Final Completion shall be no later than the date indicated in their Contract Documents.
- B. Within four (4) calendar days from an occurrence of any such delay, The Contractor shall notify the Purchasing Director in writing as soon as he/she knows that the original Final Completion timeframe cannot be met. The Town shall have the right to agree to a new completion timeframe that will include working on Saturdays.
- C. The Contractor shall be liable for all additional cost (at the applicable District pay rates) incurred by the Owner to provide staff required to make the facility accessible to the Contractor, Consultants and Owner's representative as required to perform inspection after the contract completion date.
- D. All costs incurred by the Owner, and the cost of additional services and Owner's representative

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

inspections will be subtracted from payment due the Contractor or, if the amount due the Contractor for payment is sufficient, the deficiency shall be paid by the Contractor to the Owner.

1.14 ADDITIONAL REQUIREMENTS

A. The following are additional general and special requirements which will govern the work of the projects covered by these Documents.

1. If it appears that some of the work cannot be completed by the scheduled date, the Contractor shall increase the work force or increase the hours of work, including evenings and weekends as necessary, at no additional cost to the Owner.
2. If the work is complete but the area is not cleaned and debris or equipment is not removed, the Owner shall have the right to prepare the area for occupancy with his own forces and deduct the costs from the Contract Amount. (If Contractor does not respond within 24 hours' notice).
3. If the Contractor fails to staff the job adequately to meet the completion date, the Owner reserves the right to assume possession of the material and complete installation with the Owner's forces or other Contractors or to require the Contractor to work evenings and weekends at no additional cost (See Section 00 0301).
4. The school can be made available on weekends and evenings to allow the Contractor adequate time to complete the work before final completion date. Any custodial cost resulting in this after hours scheduling will be the Contractor's responsibility.
5. In addition to the above-stated requirements for phasing of the work, the General Contractor shall not do any noisy work in the areas where examinations will be conducted as per the published school calendar.
6. Work in each work period shall progress at least at a pace in proportion to the Contract time available.
7. The Contractor is responsible for temporary protection of all work until acceptance.
8. The Schools will be closed on Saturdays, Sundays, regularly scheduled District holidays, and at night after cleaning crews have finished.
9. If any contractor wishes to work at any time when the school is normally closed, that Contractor shall arrange and pay for custodial services for the building at the applicable district pay rates.
10. All existing conditions must be verified in the field. The Owner takes no responsibility for actual conditions found deviating from the drawings. If existing condition interferes with contract work, contractor is responsible to eliminate this condition.
11. Contractor must plan, provide and maintain his own access, ramping, and egress as

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

required into and out of the site, staging of trailer(s), materials, machinery, and equipment in agreement with the Owner. Maintain free and safe access on the jobsite for other related project personnel. Maintain safe pedestrian or vehicular traffic must be regulated by a flagman. Trucking and delivery operation should be coordinated with Construction Manager's Superintendent and all other trades.

12. Contractors' proposed schedule must be approved by the Owner. Contractor shall indicate significant events such as submittals, shop drawings, material ordering, fabrication, delivery, coordination precedents, installation, testing and turnover by area or system as agreed with Owner. A revised progress status shall be required on a weekly basis.
13. Decisions required from the Owner, Architect and/or Engineer, shall be anticipated by the Contractor to provide ample time for inspection, investigation or detailed drawings.
14. Contractor shall limit his operations including storage of materials and prefabrication to areas within the Contract Limit Lines unless otherwise permitted by the Owner.
15. Contractor shall coordinate the use of premises with the Owner and Construction Manager and shall move at his own expense any stored products under Contractor's control, including excavated material, which interfere with operations of the Owner or separate contractors.
16. Contractor shall obtain and pay for the use of additional storage of work areas needed for operations.
17. Contractor shall assume full responsibility for the protection and safekeeping of products under this Contract stored on the site and shall cooperate with the Owner to insure security for the Owner's Property.
18. The intention of the work is to follow a logical sequence; however, the Contractor may be required by Owner to temporarily omit or leave out any section of his work, or perform his work out of sequence. All such out of sequence work and come back time to these areas shall be performed at no additional cost.
19. Contractor shall submit a two-week look ahead (man-loaded by work activity and area) to the Owner each week. Contractor's representative shall attend a weekly meeting with all contractors, chaired by the Architect, for the purpose of job coordination and sequencing. Contractor is responsible to coordinate the job with other trades and the Architect, and to cooperate with other trades in pursuit of the overall project's shop drawings and actively participate in resolving discrepancies, conflicts, interferences, etc.
20. Sufficient manpower shall be provided at all times to maintain progress of the job. A shortage of labor in the industry shall not be accepted as an excuse for not properly manning the job.
21. The Contractor shall take special care in verifying that his equipment matches the characteristics of the power being supplied.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

22. Insubordination, unsafe practices, horseplay, abusive behavior or language, wanton destruction of property, use of drugs or alcohol, possession of firearms, and solicitation shall not be tolerated. There will be no warnings, and Contractor shall designate a responsible on-site supervisor to handle any situations that may arise, including termination.
23. Contractor is responsible to supply and install all wood blocking/bracing necessary to properly secure their work. This responsibility includes coordinating the installation in concealed areas without delaying other trades.
24. Organize daily clean ups as well as participating in a weekly joint clean up involving all prime contractors on site. Clean up shall be considered a safety issue. All Contractors that do not participate in clean-up will have the work performed by others and their contract amount adjusted accordingly.
25. General Contractor shall provide protection from damage to adjacent and adjoining work and/or structures. Contractor shall clean, repair and/or replace any damage for which this contractor is responsible.
26. General Contractor shall submit hourly rate sheets that would apply to time and material work for all pertinent trades upon Award of Contract.
27. General Contractor shall examine surfaces and conditions prior to start of work. Report unacceptable conditions to the Architect. Do not proceed until unacceptable conditions are corrected and acceptable. Starting of work implies acceptance.
28. General Contractor shall include general housekeeping of light debris. All debris from will be collected daily and disposed of into dumpsters. Contractor shall provide a weekly broom sweep of all areas for the entire duration of the project. The broom sweep shall include debris from all trades working on site.
29. It is the responsibility of the General Contractor to review the entire Summary of Work and remaining documents for additional work items.
30. General Contractor shall coordinate with the Owner for lay down areas, staging areas, and overall use of project site.
31. All contractors and their employees, subcontractors and supplier are expressly prohibited from entering the occupied areas of the school buildings during school hours without prior written permission of the Owner and for using any of its facilities (i.e. restrooms, cafeteria, etc.).
32. Janitorial hourly wage rate to be charged to the Contractor for access to the building(s) on off work hours shall be \$45.00 per hour.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

SUMMARY OF WORK

011000 - 8

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILTY IMPROVEMENTS**

END OF SECTION 011000

SECTION 011100 – MILESTONE SCHEDULE

PART 1 - GENERAL

1.1 MILESTONE

The following milestone schedule serves as a basis for bidding. A Master Schedule will be developed at a general meeting of the successful bidders within 7 days of Letter of Intent to Award the Contracts. General Contractor will coordinate activities, forward submittals, deliver materials and provide necessary manpower to meet the milestones listed below.

1.2 MILESTONE SCHEDULE

A. Start Date: Mobilization (start of regular full work days on site)

a. June 27, 2022

B. Completion Dates:

a. Substantial Completion: **August 26, 2022**

- i. Work shall be completed in accordance with the Contract Documents so that the Owner can occupy or use the Work or a portion thereof for its intended use.
- ii. If necessary, the Owner will allow the Contractor access to the building after regular school hours and on Saturdays at no additional cost for custodial O.T., only to complete all work necessary for Final Completion.
- iii. The Owner and Architect will make the determination whether the project is substantially complete.

b. Final Completion: **September 15, 2022**

- i. ALL WORK must be checked, tested and fully operational, and punch list complete.

ALL WORK REQUIRED BY ANY OF THE OWNER'S REPRESENTATIVES AND CONSULTANTS, INCLUDING THE ARCHITECT, ARCHITECT'S CONSULTANTS, OWNER'S ATTORNEYS, ETC., TO EXECUTE FINAL CLOSE-OUT OF CONTRACT AFTER 60 DAYS BEYOND MILESTONE DATES IF DETERMINED TO BE CAUSED BY CONTRACTOR, SHALL RESULT IN PAYMENT(S) TO THE OWNER'S REPRESENTATIVES AND CONSULTANTS, INCLUDING THE ARCHITECT, ARCHITECT'S CONSULTANTS, OWNER'S ATTORNEYS, ETC., IN THE FORM OF A CHANGE ORDER DEDUCT TO THE BASE CONTRACT.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 011100

SECTION 012300 - ALTERNATES

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. This Section includes administrative and procedural requirements for alternates.

1.3 DEFINITIONS

- A. Alternate: An amount proposed by bidders and stated on the Bid Form for certain work defined in the Bidding Requirements that may be added to or deducted from the Base Bid amount if Owner decides to accept a corresponding change either in the amount of construction to be completed or in the products, materials, equipment, systems, or installation methods described in the Contract Documents.
 - 1. The cost or credit for each alternate is the net addition to or deduction from the Contract Sum to incorporate alternate into the Work. No other adjustments are made to the Contract Sum.

1.4 PROCEDURES

- A. Coordination: Modify or adjust affected adjacent work as necessary to completely integrate work of the alternate into Project.
 - 1. Include as part of each alternate, miscellaneous devices, accessory objects, and similar items incidental to or required for a complete installation whether or not indicated as part of alternate.
- B. Notification: Immediately following award of the Contract, notify each party involved, in writing, of the status of each alternate. Indicate if alternates have been accepted, rejected, or deferred for later consideration. Include a complete description of negotiated modifications to alternates.
- C. Execute accepted alternates under the same conditions as other work of the Contract.
- D. Schedule: A Schedule of Alternates is included at the end of this Section. Specification Sections referenced in schedule contain requirements for materials necessary to achieve the work described under each alternate.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 SCHEDULE OF ALTERNATES

A. Refer to Bid Form for list of Alternates.

END OF SECTION 012300

SECTION 012500 - SUBSTITUTION PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for substitutions.
- B. Related Sections:
 - 1. Division 01 Section "Product Requirements" for requirements for submitting comparable product submittals for products by listed manufacturers.
 - 2. Divisions 02 through 33 Sections for specific requirements and limitations for substitutions.

1.3 DEFINITIONS

- A. Substitutions: Changes in products, materials, equipment, and methods of construction from those required by the Contract Documents and proposed by Contractor.
 - 1. Substitutions for Cause: Changes proposed by Contractor that are required due to changed Project conditions, such as unavailability of product, regulatory changes, or unavailability of required warranty terms.
 - 2. Substitutions for Convenience: Changes proposed by Contractor or Owner that are not required in order to meet other Project requirements but may offer advantage to Contractor or Owner.

1.4 SUBMITTALS

- A. Substitution Requests: Submit three copies of each request for consideration. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
 - 1. Substitution Request Form: Use CSI Form 13.1A.
 - 2. Documentation: Show compliance with requirements for substitutions and the following, as applicable:
 - a. Statement indicating why specified product or fabrication or installation cannot be provided, if applicable.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

- b. Coordination information, including a list of changes or modifications needed to other parts of the Work and to construction performed by Owner and separate contractors, that will be necessary to accommodate proposed substitution.
 - c. Detailed comparison of significant qualities of proposed substitution with those of the Work specified. Include annotated copy of applicable specification section. Significant qualities may include attributes such as performance, weight, size, durability, visual effect, sustainable design characteristics, warranties, and specific features and requirements indicated. Indicate deviations, if any, from the Work specified.
 - d. Product Data, including drawings and descriptions of products and fabrication and installation procedures.
 - e. Samples, where applicable or requested.
 - f. Certificates and qualification data, where applicable or requested.
 - g. List of similar installations for completed projects with project names and addresses and names and addresses of architects and owners.
 - h. Material test reports from a qualified testing agency indicating and interpreting test results for compliance with requirements indicated.
 - i. Research reports evidencing compliance with building code in effect for Project, from ICC-ES.
 - j. Detailed comparison of Contractor's construction schedule using proposed substitution with products specified for the Work, including effect on the overall Contract Time. If specified product or method of construction cannot be provided within the Contract Time, include letter from manufacturer, on manufacturer's letterhead, stating date of receipt of purchase order, lack of availability, or delays in delivery.
 - k. Cost information, including a proposal of change, if any, in the Contract Sum.
 - l. Contractor's certification that proposed substitution complies with requirements in the Contract Documents except as indicated in substitution request, is compatible with related materials, and is appropriate for applications indicated.
 - m. Contractor's waiver of rights to additional payment or time that may subsequently become necessary because of failure of proposed substitution to produce indicated results.
3. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within seven days of receipt of a request for substitution. Architect will notify Contractor through Construction Manager of acceptance or rejection of proposed substitution within 15 days of receipt of request, or seven days of receipt of additional information or documentation, whichever is later.
- a. Forms of Acceptance: Change Order, Construction Change Directive, or Architect's Supplemental Instructions for minor changes in the Work.
 - b. Use product specified if Architect does not issue a decision on use of a proposed substitution within time allocated.

1.5 QUALITY ASSURANCE

- A. Compatibility of Substitutions: Investigate and document compatibility of proposed substitution with related products and materials. Engage qualified testing agency to perform compatibility tests recommended by manufacturers.

1.6 PROCEDURES

- A. Coordination: Modify or adjust affected work as necessary to integrate work of the approved substitutions.

PART 2 - PRODUCTS

2.1 SUBSTITUTIONS

- A. Substitutions for Cause: Submit requests for substitution immediately upon discovery of need for change, but not later than 15 days prior to time required for preparation and review of related submittals.
1. Conditions: Architect will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Architect will return requests without action, except to record noncompliance with these requirements:
 - a. Requested substitution is consistent with the Contract Documents and will produce indicated results.
 - b. Substitution request is fully documented and properly submitted.
 - c. Requested substitution will not adversely affect Contractor's construction schedule.
 - d. Requested substitution has received necessary approvals of authorities having jurisdiction.
 - e. Requested substitution is compatible with other portions of the Work.
 - f. Requested substitution has been coordinated with other portions of the Work.
 - g. Requested substitution provides specified warranty.
 - h. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.
 - i. **If a comparable product or substitution is proposed, the Contractor shall be solely responsible for verifying that the substitution does not impact the structural design, HVAC, electrical, plumbing or utility requirements, clearances, dimensions or layouts, building or fire code requirements or any other change in the original design. If the substitution does require a change in any of the items noted above or similar design change or physical changes, the contractor shall be responsible for the cost of any redesign and for the additional construction costs associated with the changes due to the substitution.**
- B. Substitutions for Convenience: Architect will consider requests for substitution if received within 15 days after the Notice to Proceed. Requests received after that time may be considered or rejected at discretion of Architect.
1. Conditions: Architect will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Architect will return requests without action, except to record noncompliance with these requirements:

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

- a. Requested substitution offers Owner a substantial advantage in cost, time, energy conservation, or other considerations, after deducting additional responsibilities Owner must assume. Owner's additional responsibilities may include compensation to Architect for redesign and evaluation services, increased cost of other construction by Owner, and similar considerations.
- b. Requested substitution does not require extensive revisions to the Contract Documents.
- c. Requested substitution is consistent with the Contract Documents and will produce indicated results.
- d. Substitution request is fully documented and properly submitted.
- e. Requested substitution will not adversely affect Contractor's construction schedule.
- f. Requested substitution has received necessary approvals of authorities having jurisdiction.
- g. Requested substitution is compatible with other portions of the Work.
- h. Requested substitution has been coordinated with other portions of the Work.
- i. Requested substitution provides specified warranty.
- j. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.
- k. **If a comparable product or substitution is proposed, the Contractor shall be solely responsible for verifying that the substitution does not impact the structural design, HVAC, electrical, plumbing or utility requirements, clearances, dimensions or layouts, building or fire code requirements or any other change in the original design. If the substitution does require a change in any of the items noted above or similar design change or physical changes, the contractor shall be responsible for the cost of any redesign and for the additional construction costs associated with the changes due to the substitution.**
- l. **If a Contractor does propose a substitution for convenience within 15 days of notice to proceed, the Architect shall be compensated directly by the Contractor for the Architect's time reviewing such a request.**

PART 3 - EXECUTION (Not Used)

END OF SECTION 012500

SECTION 012600 - CONTRACT MODIFICATION 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. This Section specifies administrative and procedural requirements for handling and processing Contract modifications.
- B. Related Sections include the following:
 - 1. Division 1 Section "Product Requirements" for administrative procedures for handling requests for substitutions made after Contract award.

1.3 MINOR CHANGES IN THE WORK

- A. Architect will issue supplemental instructions authorizing Minor Changes in the Work, not involving adjustment to the Contract Sum or the Contract Time, within this specification.

1.4 PROPOSAL REQUESTS

- A. Owner-Initiated Proposal Requests: Architect will issue a detailed description of proposed changes in the Work that may require adjustment to the Contract Sum or the Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.
 - 1. Proposal Requests issued by Architect are for information only. Do not consider them instructions either to stop work in progress or to execute the proposed change.
 - 2. Within 5 days after receipt of Proposal Request, submit a quotation estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change.
 - a. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
 - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
 - c. Include costs of labor and supervision directly attributable to the change.
 - d. Include an updated Contractor's Construction Schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.

- B. Contractor-Initiated Proposals: If latent or unforeseen conditions require modifications to the Contract, Contractor may propose changes by submitting a request for a change to Architect.
1. Include a statement outlining reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and the Contract Time.
 2. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
 3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
 4. Include costs of labor and supervision directly attributable to the change.
 5. Include an updated Contractor's Construction Schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
 6. Comply with requirements in Division 1 Section "Product Requirements" if the proposed change requires substitution of one product or system for product or system specified.
- C. Proposal Request Form: Recommended form is AIA Document G709 for Proposal Requests.

1.5 CHANGE ORDER PROCEDURES

- A. On Owner's approval of a Proposal Request, Architect will issue a Change Order for signatures of Owner and Contractor on AIA Document G701 (or similar format).

1.6 CONSTRUCTION CHANGE DIRECTIVE

- A. Construction Change Directive: Architect may issue a Construction Change Directive on AIA Document G714 (or similar format). Construction Change Directive instructs Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.
1. Construction Change Directive contains a complete description of change in the Work. It also designates method to be followed to determine change in the Contract Sum or the Contract Time.
- B. Documentation: Maintain detailed records on a time and material basis of work required by the Construction Change Directive.
1. After completion of change, submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 012600

SECTION 012900 - PAYMENT 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. This Section specifies administrative and procedural requirements necessary to prepare and process Applications for Payment.
- B. Related Sections include the following:
 - 1. Division 1 Section "Allowances" for procedural requirements governing handling and processing of allowances.
 - 2. Division 1 Section "Unit Prices" for administrative requirements governing use of unit prices.
 - 3. Division 1 Section "Contract Modification Procedures" for administrative procedures for handling changes to the Contract.
 - 4. Division 1 Section "Construction Progress Documentation" for administrative requirements governing preparation and submittal of Contractor's Construction Schedule and Submittals Schedule.

1.3 DEFINITIONS

- A. Schedule of Values: A statement furnished by Contractor allocating portions of the Contract Sum to various portions of the Work and used as the basis for reviewing Contractor's Applications for Payment.

1.4 SCHEDULE OF VALUES

- A. Coordination: Coordinate preparation of the Schedule of Values with preparation of Contractor's Construction Schedule.
 - 1. Correlate line items in the Schedule of Values with other required administrative forms and schedules, including the following:
 - a. Application for Payment forms with Continuation Sheets.
 - b. Submittals Schedule.
 - 2. Submit the Schedule of Values to Architect at earliest possible date but no later than fifteen (15) days before the date scheduled for submittal of initial Applications for Payment.
 - 3. Subschedules: Where the Work is separated into phases requiring separately phased payments, provide subschedules showing values correlated with each phase of payment.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

B. Format and Content: Use the Project Manual table of contents as a guide to establish line items for the Schedule of Values. Provide at least one line item for each Specification Section.

1. Identification: Include the following Project identification on the Schedule of Values:
 - a. Project name and location.
 - b. Name of Architect.
 - c. Architect's project number.
 - d. Contractor's name and address.
 - e. Date of submittal.
2. Arrange the Schedule of Values in tabular form with separate columns to indicate the following for each item listed:
 - a. Related Specification Section or Division.
 - b. Description of the Work.
 - c. Name of subcontractor.
 - d. Name of manufacturer or fabricator.
 - e. Name of supplier.
 - f. Change Orders (numbers) that affect value.
 - g. Dollar value.
 - 1) Percentage of the Contract Sum to nearest one-hundredth percent, adjusted to total 100 percent.
3. Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Coordinate with the Project Manual table of contents. Provide several line items for principal subcontract amounts, where appropriate.
4. Round amounts to nearest whole dollar; total shall equal the Contract Sum.
5. Provide a separate line item in the Schedule of Values for each part of the Work where Applications for Payment may include materials or equipment purchased or fabricated and stored, but not yet installed.
 - a. Differentiate between items stored on-site and items stored off-site. Include evidence of insurance or bonded warehousing if required.
6. Provide separate line items in the Schedule of Values for initial cost of materials, for each subsequent stage of completion, and for total installed value of that part of the Work.
7. Allowances: Provide a separate line item in the Schedule of Values for each allowance. Show line-item value of unit-cost allowances, as a product of the unit cost, multiplied by measured quantity. Use information indicated in the Contract Documents to determine quantities.
8. Each item in the Schedule of Values and Applications for Payment shall be complete. Include total cost and proportionate share of general overhead and profit for each item.
 - a. Temporary facilities and other major cost items that are not direct cost of actual work-in-place may be shown either as separate line items in the Schedule of Values or distributed as general overhead expense, at Contractor's option.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

9. Schedule Updating: Update and resubmit the Schedule of Values before the next Applications for Payment when Change Orders or Construction Change Directives result in a change in the Contract Sum.

1.5 APPLICATIONS FOR PAYMENT

- A. Each Application for Payment shall be consistent with previous applications and payments as certified by Architect and paid for by Owner.
 1. Initial Application for Payment, Application for Payment at time of Substantial Completion, and final Application for Payment involve additional requirements.
- B. Payment Application Times: The period covered by each Application for Payment starts on the first day of each calendar month and ends with the last day of the same month.
- C. Payment Application Forms: Use AIA Document G702 and AIA Document G703 Continuation Sheets as form for Applications for Payment.
- D. Application Preparation: Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of Contractor. Architect will return incomplete applications without action.
 1. Entries shall match data on the Schedule of Values and Contractor's Construction Schedule. Use updated schedules if revisions were made.
 2. Include amounts of Change Orders and Construction Change Directives issued before last day of construction period covered by application.
- E. Transmittal: Submit 5 signed and notarized original copies of each Application for Payment to Architect by a method ensuring receipt within 24 hours. One copy shall include waivers of lien and similar attachments if required.
 1. Transmit each copy with a transmittal form listing attachments and recording appropriate information about application.
- F. Waivers of Mechanic's Lien: Commencing with the second Application for Payment, with each Application for Payment, submit waivers of mechanic's lien from every entity who is lawfully entitled to file a mechanic's lien arising out of the Contract and related to the Work covered by the payment. Waivers shall indicate partial release of lien with respect to that period of time covered by the preceding Application for Payment.
 1. Submit partial waivers on each item for amount requested, before deduction for retainage, on each item.
 2. When an application shows completion of an item, submit final or full waivers.
 3. Owner reserves the right to designate which entities involved in the Work must submit waivers.
 4. Waiver Delays: Submit each Application for Payment with Contractor's waiver of mechanic's lien for construction period covered by the application.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

- a. Submit final Application for Payment with or preceded by final waivers from every entity involved with performance of the Work covered by the application who is lawfully entitled to a lien.
 5. Waiver Forms: Submit waivers of lien on forms, and executed in a manner, acceptable to Owner.
- G. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:
1. List of subcontractors.
 2. Schedule of Values.
 3. Contractor's Construction Schedule (preliminary if not final).
 4. Products list.
 5. Schedule of unit prices.
 6. Submittals Schedule (preliminary if not final).
 7. List of Contractor's staff assignments.
 8. List of Contractor's principal consultants.
 9. Copies of building permits.
 10. Copies of authorizations and licenses from authorities having jurisdiction for performance of the Work.
 11. Initial progress report.
 12. Report of preconstruction conference.
 13. Certificates of insurance and insurance policies.
 14. Performance and payment bonds.
 15. Data needed to acquire Owner's insurance.
 16. Initial settlement survey and damage report if required.
- H. Application for Payment at Substantial Completion: After issuing the Certificate of Substantial Completion, submit an Application for Payment showing 100 percent completion for portion of the Work claimed as substantially complete.
1. Include documentation supporting claim that the Work is substantially complete and a statement showing an accounting of changes to the Contract Sum.
 2. This application shall reflect Certificates of Partial Substantial Completion issued previously for Owner occupancy of designated portions of the Work.
- I. Final Payment Application: Submit final Application for Payment with releases and supporting documentation not previously submitted and accepted, including, but not limited, to the following:
1. Evidence of completion of Project closeout requirements.
 2. Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid.
 3. Updated final statement, accounting for final changes to the Contract Sum.
 4. AIA Document G706, "Contractor's Affidavit of Payment of Debts and Claims."
 5. AIA Document G706A, "Contractor's Affidavit of Release of Liens."
 6. AIA Document G707, "Consent of Surety to Final Payment."
 7. Evidence that claims have been settled.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

8. Final meter readings for utilities, a measured record of stored fuel, and similar data as of date of Substantial Completion or when Owner took possession of and assumed responsibility for corresponding elements of the Work.
9. Final, liquidated damages settlement statement.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 012900

SECTION 013100 - PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:
 - 1. General project coordination procedures.
 - 2. Administrative and supervisory personnel.
 - 3. Coordination drawings.
 - 4. Requests for Information (RFIs).
 - 5. Project meetings.
- B. Each contractor shall participate in coordination requirements. Certain areas of responsibility are assigned to a specific contractor.
- C. Related Sections:
 - 1. Division 01 Section "Execution" for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.
 - 2. Division 01 Section "Closeout Procedures" for coordinating closeout of the Contract.

1.3 DEFINITIONS

- A. RFI: Request from Owner, Construction Manager, Architect, or Contractor seeking information from each other during construction.

1.4 COORDINATION

- A. Coordination: Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations, included in different Sections, that depend on each other for proper installation, connection, and operation.
 - 1. Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
 - 2. Coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

3. Make adequate provisions to accommodate items scheduled for later installation.
- B. Coordination: Each contractor shall coordinate its construction operations with those of other contractors and entities to ensure efficient and orderly installation of each part of the Work. Each contractor shall coordinate its operations with operations, included in different Sections, that depend on each other for proper installation, connection, and operation.
 1. Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
 2. Coordinate installation of different components with other contractors to ensure maximum performance and accessibility for required maintenance, service, and repair.
 3. Make adequate provisions to accommodate items scheduled for later installation.
- C. Prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and list of attendees at meetings.
 1. Prepare similar memoranda for Owner and separate contractors if coordination of their Work is required.
- D. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities, and activities of other contractors to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
 1. Preparation of Contractor's construction schedule.
 2. Preparation of the schedule of values.
 3. Installation and removal of temporary facilities and controls.
 4. Delivery and processing of submittals.
 5. Progress meetings.
 6. Preinstallation conferences.
 7. Project closeout activities.
 8. Startup and adjustment of systems.
 9. Project closeout activities.
- E. Conservation: Coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials. Coordinate use of temporary utilities to minimize waste.
 1. Salvage materials and equipment involved in performance of, but not actually incorporated into, the Work. Refer to other Sections for disposition of salvaged materials that are designated as Owner's property.

1.5 COORDINATION DRAWINGS

- A. Coordination Drawings, General: Prepare coordination drawings in accordance with requirements in individual Sections, where installation is not completely shown on Shop Drawings, where limited space availability necessitates coordination, or if coordination is required to facilitate integration of products and materials fabricated or installed by more than one entity.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

1. Content: Project-specific information, drawn accurately to a scale large enough to indicate and resolve conflicts. Do not base coordination drawings on standard printed data. Include the following information, as applicable:
 - a. Use applicable Drawings as a basis for preparation of coordination drawings. Prepare sections, elevations, and details as needed to describe relationship of various systems and components.
 - b. Coordinate the addition of trade-specific information to the coordination drawings by multiple contractors in a sequence that best provides for coordination of the information and resolution of conflicts between installed components before submitting for review.
 - c. Indicate functional and spatial relationships of components of architectural, structural, civil, mechanical, and electrical systems.
 - d. Indicate space requirements for routine maintenance and for anticipated replacement of components during the life of the installation.
 - e. Show location and size of access doors required for access to concealed dampers, valves, and other controls.
 - f. Indicate required installation sequences.
 - g. Indicate dimensions shown on the Drawings. Specifically note dimensions that appear to be in conflict with submitted equipment and minimum clearance requirements. Provide alternate sketches to Architect indicating proposed resolution of such conflicts. Minor dimension changes and difficult installations will not be considered changes to the Contract.
- B. Coordination Drawing Organization: Organize coordination drawings as follows:
 1. Floor Plans and Reflected Ceiling Plans: Show architectural and structural elements, and mechanical, plumbing, fire protection, fire alarm, and electrical Work. Show locations of visible ceiling-mounted devices relative to acoustical ceiling grid. Supplement plan drawings with section drawings where required to adequately represent the Work.
 2. Plenum Space: Indicate subframing for support of ceiling and wall systems, mechanical and electrical equipment, and related Work. Locate components within ceiling plenum to accommodate layout of light fixtures indicated on Drawings. Indicate areas of conflict between light fixtures and other components.
 3. Mechanical Rooms: Provide coordination drawings for mechanical rooms showing plans and elevations of mechanical, plumbing, fire protection, fire alarm, and electrical equipment.
 4. Structural Penetrations: Indicate penetrations and openings required for all disciplines.
 5. Slab Edge and Embedded Items: Indicate slab edge locations and sizes and locations of embedded items for metal fabrications, sleeves, anchor bolts, bearing plates, angles, door floor closers, slab depressions for floor finishes, curbs and housekeeping pads, and similar items.
 6. Mechanical and Plumbing Work: Show the following:
 - a. Sizes and bottom elevations of ductwork, piping, and conduit runs, including insulation, bracing, flanges, and support systems.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

- b. Dimensions of major components, such as dampers, valves, diffusers, access doors, cleanouts and electrical distribution equipment.
 - c. Fire-rated enclosures around ductwork.
 - 7. Electrical Work: Show the following:
 - a. Runs of vertical and horizontal conduit 1-1/4 inch diameter and larger.
 - b. Light fixture, exit light, emergency battery pack, smoke detector, and other fire alarm locations.
 - c. Panel board, switch board, switchgear, transformer, busway, generator, and motor control center locations.
 - d. Location of pull boxes and junction boxes, dimensioned from column center lines.
 - 8. Fire Protection System: Show the following:
 - a. Locations of standpipes, mains piping, branch lines, pipe drops, and sprinkler heads.
 - 9. Review: Architect will review coordination drawings to confirm that the Work is being coordinated, but not for the details of the coordination, which are the Contractor's responsibility. If the Architect determines that the coordination drawings are not being prepared in sufficient scope or detail, or are otherwise deficient, the Architect will so inform the Contractor, who shall make changes as directed and resubmit.
 - 10. Coordination Drawing Prints: Prepare coordination drawing prints in accordance with requirements of Division 01 Section "Submittal Procedures."
- C. Coordination Digital Data Files: Prepare coordination digital data files in accordance with the following requirements:
- 1. Upon issuance of a Notice to Proceed or similar authorization by the Owner, the Architect will transfer a copy of the current version of the digital model of the project to the Construction Manager's website for use by all trade contractors in preparing submittals and coordination drawings. The model was prepared using Revit 2013 software.
 - 2. All contractors using or accessing the digital Model shall first be required to execute a data licensing agreement in the form of AIA Document C106 Agreement form acceptable to the Owner and Architect. A fee of \$5,000 will be requested to gain access to the digital model.
 - 3. Over the course of the multi-year construction project, all contractors using or accessing the model shall be required to update their version of Revit to the latest available version of the software in general use at that time.
 - 4. File Preparation Format: RVT operating in Microsoft Windows operating system.
 - 5. File Submittal Format: Submit or post coordination drawing files using the same format as the file preparation or PDF format.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

6. The Architect or his consultants make no representation as to the accuracy or completeness of the digital model as it relates to the drawings.
7. The Architect and his consultants shall be granted access to the coordination model on the Construction Manager's website for their use in conducting their construction administration responsibilities.

1.6 KEY PERSONNEL

- A. Key Personnel Names: Within 15 days of starting construction operations, submit a list of key personnel assignments, including superintendent and other personnel in attendance at Project site. Identify individuals and their duties and responsibilities; list addresses and telephone numbers, including home, office, and cellular telephone numbers and email addresses. Provide names, addresses, and telephone numbers of individuals assigned as standbys in the absence of individuals assigned to Project.
 1. Post copies of list in project meeting room, in temporary field office, on Project designated Web site, and by each temporary telephone. Keep list current at all times.

1.7 REQUESTS FOR INFORMATION (RFIs)

- A. General: Immediately on discovery of the need for additional information or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI in the form specified.
 1. Architect will return RFIs submitted to Architect by other entities controlled by Contractor with no response.
 2. Coordinate and submit RFIs in a prompt manner so as to avoid delays in Contractor's work or work of subcontractors.
- B. Content of the RFI: Include a detailed, legible description of item needing information or interpretation and the following:
 1. Project name.
 2. Project number.
 3. Date.
 4. Name of Contractor.
 5. Name of Architect and Construction Manager.
 6. RFI number, numbered sequentially.
 7. RFI subject.
 8. Specification Section number and title and related paragraphs, as appropriate.
 9. Drawing number and detail references, as appropriate.
 10. Field dimensions and conditions, as appropriate.
 11. Contractor's suggested resolution. If Contractor's solution(s) impacts the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
 12. Contractor's signature.
 13. Attachments: Include sketches, descriptions, measurements, photos, Product Data, Shop Drawings, coordination drawings, and other information necessary to fully describe items needing interpretation.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

- a. Include dimensions, thicknesses, structural grid references, and details of affected materials, assemblies, and attachments on attached sketches.
- C. RFI Forms: AIA Document G716 Software-generated form with substantially the same content as indicated above, acceptable to Architect.
- D. Architect's and Construction Manager's Action: Architect and Construction Manager will review each RFI, determine action required, and respond. Allow seven working days for Architect's response for each RFI. RFIs received by Architect or Construction Manager after 1:00 p.m. will be considered as received the following working day.
 - 1. The following RFIs will be returned without action:
 - a. Requests for approval of submittals.
 - b. Requests for approval of substitutions.
 - c. Requests for coordination information already indicated in the Contract Documents.
 - d. Requests for adjustments in the Contract Time or the Contract Sum.
 - e. Requests for interpretation of Architect's actions on submittals.
 - f. Incomplete RFIs or inaccurately prepared RFIs.
 - 2. Architect's action may include a request for additional information, in which case Architect's time for response will date from time of receipt of additional information.
 - 3. Architect's action on RFIs that may result in a change to the Contract Time or the Contract Sum may be eligible for Contractor to submit Change Proposal according to Division 01 Section "Contract Modification Procedures."
 - a. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Architect and Construction Manager in writing within 10 days of receipt of the RFI response.
- E. On receipt of Architect's and Construction Manager's action, update the RFI log and immediately distribute the RFI response to affected parties. Review response and notify Architect and Construction Manager within seven days if Contractor disagrees with response.
- F. RFI Log: Prepare, maintain, and submit a tabular log of RFIs organized by the RFI number. Submit log weekly. Use software log that is part of Project Web site. Include the following:
 - 1. Project name.
 - 2. Name and address of Contractor.
 - 3. Name and address of Architect and Construction Manager.
 - 4. RFI number including RFIs that were dropped and not submitted.
 - 5. RFI description.
 - 6. Date the RFI was submitted.
 - 7. Date Architect's and Construction Manager's response was received.
 - 8. Identification of related Minor Change in the Work, Construction Change Directive, and Proposal Request, as appropriate.
 - 9. Identification of related Field Order, Work Change Directive, and Proposal Request, as appropriate.

1.8 PROJECT MEETINGS

- A. General: Construction Manager will schedule and conduct meetings and conferences at Project site, unless otherwise indicated.
1. Attendees: Inform participants and others involved, and individuals whose presence is required, of date and time of each meeting. Notify Owner and Architect of scheduled meeting dates and times.
 2. Agenda: Prepare the meeting agenda. Distribute the agenda to all invited attendees.
 3. Minutes: Entity responsible for conducting meeting will record significant discussions and agreements achieved. Distribute the meeting minutes to everyone concerned, including Owner, Construction Manager, and Architect, within three days of the meeting.
- B. Preconstruction Conference: Construction Manager will schedule and conduct a preconstruction conference before starting construction, at a time convenient to Owner and Architect, but no later than 15 days after execution of the Agreement.
1. Conduct the conference to review responsibilities and personnel assignments.
 2. Attendees: Authorized representatives of Owner, Owner's Commissioning Authority, Construction Manager, Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the conference. Participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
 3. Agenda: Discuss items of significance that could affect progress, including the following:
 - a. Tentative construction schedule.
 - b. Phasing.
 - c. Critical work sequencing and long-lead items.
 - d. Designation of key personnel and their duties.
 - e. Lines of communications.
 - f. Procedures for processing field decisions and Change Orders.
 - g. Procedures for RFIs.
 - h. Procedures for testing and inspecting.
 - i. Procedures for processing Applications for Payment.
 - j. Distribution of the Contract Documents.
 - k. Submittal procedures.
 - l. Sustainable design requirements.
 - m. Preparation of record documents.
 - n. Use of the premises.
 - o. Work restrictions.
 - p. Working hours.
 - q. Owner's occupancy requirements.
 - r. Responsibility for temporary facilities and controls.
 - s. Procedures for moisture and mold control.
 - t. Procedures for disruptions and shutdowns.
 - u. Construction waste management and recycling.
 - v. Parking availability.
 - w. Office, work, and storage areas.
 - x. Equipment deliveries and priorities.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

- y. First aid.
 - z. Security.
 - aa. Progress cleaning.
- 4. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes.
- C. Preinstallation Conferences: Conduct a preinstallation conference at Project site before each construction activity that requires coordination with other construction.
 - 1. Attendees: Installer and representatives of manufacturers and fabricators involved in or affected by the installation and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise Architect, Construction Manager, and Owner's Commissioning Authority, of scheduled meeting dates.
 - 2. Agenda: Review progress of other construction activities and preparations for the particular activity under consideration, including requirements for the following:
 - a. Contract Documents.
 - b. Options.
 - c. Related RFIs.
 - d. Related Change Orders.
 - e. Purchases.
 - f. Deliveries.
 - g. Submittals.
 - h. Review of mockups.
 - i. Possible conflicts.
 - j. Compatibility problems.
 - k. Time schedules.
 - l. Weather limitations.
 - m. Manufacturer's written recommendations.
 - n. Warranty requirements.
 - o. Compatibility of materials.
 - p. Acceptability of substrates.
 - q. Temporary facilities and controls.
 - r. Space and access limitations.
 - s. Regulations of authorities having jurisdiction.
 - t. Testing and inspecting requirements.
 - u. Installation procedures.
 - v. Coordination with other work.
 - w. Required performance results.
 - x. Protection of adjacent work.
 - y. Protection of construction and personnel.
 - 3. Record significant conference discussions, agreements, and disagreements, including required corrective measures and actions.
 - 4. Reporting: Distribute minutes of the meeting to each party present and to other parties requiring information.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

5. Do not proceed with installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the Work and reconvene the conference at earliest feasible date.
- D. Project Closeout Conference: Construction Manager will schedule and conduct a Project closeout conference, at a time convenient to Owner and Architect, but no later than 90 days prior to the scheduled date of Substantial Completion.
1. Conduct the conference to review requirements and responsibilities related to Project closeout.
 2. Attendees: Authorized representatives of Owner, Owner's Commissioning Authority, Construction Manager, Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the meeting. Participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.
 3. Agenda: Discuss items of significance that could affect or delay Project closeout, including the following:
 - a. Preparation of record documents.
 - b. Procedures required prior to inspection for Substantial Completion and for final inspection for acceptance.
 - c. Submittal of written warranties.
 - d. Requirements for preparing sustainable design documentation.
 - e. Requirements for preparing operations and maintenance data.
 - f. Requirements for demonstration and training.
 - g. Preparation of Contractor's punch list.
 - h. Procedures for processing Applications for Payment at Substantial Completion and for final payment.
 - i. Submittal procedures.
 - j. Coordination of separate contracts.
 - k. Owner's partial occupancy requirements.
 - l. Installation of Owner's furniture, fixtures, and equipment.
 - m. Responsibility for removing temporary facilities and controls.
 4. Minutes: Entity conducting meeting will record and distribute meeting minutes.
- E. Progress Meetings: Construction Manager will conduct progress meetings at weekly regular intervals.
1. Coordinate dates of meetings with preparation of payment requests.
 2. Attendees: In addition to representatives of Owner, Owner's Commissioning Authority, Construction Manager, and Architect, each contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.
 3. Agenda: Review and correct or approve minutes of previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

- a. Contractor's Construction Schedule: Review progress since the last meeting. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to Contractor's construction schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
 - 1) Review schedule for next period.
 - b. Review present and future needs of each entity present, including the following:
 - 1) Interface requirements.
 - 2) Sequence of operations.
 - 3) Status of submittals.
 - 4) Deliveries.
 - 5) Off-site fabrication.
 - 6) Access.
 - 7) Site utilization.
 - 8) Temporary facilities and controls.
 - 9) Progress cleaning.
 - 10) Quality and work standards.
 - 11) Status of correction of deficient items.
 - 12) Field observations.
 - 13) Status of RFIs.
 - 14) Status of proposal requests.
 - 15) Pending changes.
 - 16) Status of Change Orders.
 - 17) Pending claims and disputes.
 - 18) Documentation of information for payment requests.
- 4. Minutes: Entity responsible for conducting the meeting will record and distribute the meeting minutes to each party present and to parties requiring information.
 - a. Schedule Updating: Revise Contractor's construction schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with the report of each meeting.
- F. Coordination Meetings: Construction Manager will conduct Project coordination meetings at weekly regular intervals. Project coordination meetings are in addition to specific meetings held for other purposes, such as progress meetings and preinstallation conferences.
 - 1. Attendees: In addition to representatives of Owner, Owner's Commissioning Authority, Construction Manager, and Architect, each contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the meetings shall be familiar with Project and authorized to conclude matters relating to the Work.
 - 2. Agenda: Review and correct or approve minutes of the previous coordination meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

- a. Combined Contractor's Construction Schedule: Review progress since the last coordination meeting. Determine whether each contract is on time, ahead of schedule, or behind schedule, in relation to combined Contractor's construction schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
 - b. Schedule Updating: Revise combined Contractor's construction schedule after each coordination meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with report of each meeting.
 - c. Review present and future needs of each contractor present, including the following:
 - 1) Interface requirements.
 - 2) Sequence of operations.
 - 3) Status of submittals.
 - 4) Deliveries.
 - 5) Off-site fabrication.
 - 6) Access.
 - 7) Site utilization.
 - 8) Temporary facilities and controls.
 - 9) Work hours.
 - 10) Hazards and risks.
 - 11) Progress cleaning.
 - 12) Quality and work standards.
 - 13) Change Orders.
3. Reporting: Record meeting results and distribute copies to everyone in attendance and to others affected by decisions or actions resulting from each meeting.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 013100

SECTION 013300 - 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 01 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.
- B. Related Sections:
 - 1. Division 01 Section "Payment Procedures" for submitting Applications for Payment and the schedule of values.
 - 2. Division 01 Section "Construction Progress Documentation" for submitting schedules and reports, including Contractor's construction schedule.
 - 3. Division 01 Section "Operation and Maintenance Data" for submitting operation and maintenance manuals.
 - 4. Division 01 Section "Project Record Documents" for submitting record Drawings, record Specifications, and record Product Data.
 - 5. Division 01 Section "Demonstration and Training" for submitting video recordings of demonstration of equipment and training of Owner's personnel.
- C. Action Submittals: Written and graphic information and physical samples that require Architect's [and Construction Manager's] responsive action. Action submittals are those submittals indicated in individual Specification Sections as action submittals.
- D. Informational Submittals: Written and graphic information and physical samples that do not require Architect's [and Construction Manager's] responsive action. Submittals may be rejected for not complying with requirements. Informational submittals are those submittals indicated in individual Specification Sections as informational submittals.
- E. File Transfer Protocol (FTP): Communications protocol that enables transfer of files to and from another computer over a network and that serves as the basis for standard Internet protocols. An FTP site is a portion of a network located outside of network firewalls within which internal and external users are able to access files.
- F. 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.

1.3 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 Architect and Construction Manager 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 15 days of construction. List those submittals required to maintain orderly progress of the Work and those required early because of long lead time for manufacture or fabrication.
 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 Architect's and Construction Manager's final release or approval.
 - g. Scheduled dates for purchasing.
 - h. Scheduled dates for installation.
 - i. Activity or event number.

1.4 SUBMITTAL ADMINISTRATIVE REQUIREMENTS

- A. Architect's Digital Data Files: Architect can furnish Contractors access to the digital model of the Contract Drawings for use in preparing Shop Drawings, Coordination Drawings and Project record drawings.
1. Upon issuance of a Notice to Proceed or similar authorization by the Owner, the Architect will transfer a copy of the current version of the digital model of the project to the Construction Manager's website for use by all trade contractors in preparing submittals and coordination drawings. The model was prepared using Revit 2013 software.
 2. All contractors using or accessing the digital Model shall first be required to execute a data licensing agreement in the form of AIA Document C106 Agreement form acceptable to the Owner and Architect. A fee of \$5,000 will be requested to gain access to the digital model.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

3. Over the course of the multi-year construction project, all contractors using or accessing the model shall be required to update their version of Revit to the latest available version of the software in general use at that time.
 4. File Preparation Format: RVT operating in Microsoft Windows operating system.
 5. File Submittal Format: Submit or post coordination drawing files using the same format as the file preparation or PDF format.
 6. The Architect or his consultants make no representation as to the accuracy or completeness of the digital model as it relates to the drawings.
 7. The Architect and his consultants shall be granted access to the coordination model on the Construction Manager's website for their use in conducting their construction administration responsibilities.
- B. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
1. Coordinate each submittal with the project phasing, fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
 - a. Transmit submittals only as required for the work of the current phase. Do not transmit submittals for work in subsequent phases prior to or concurrently with the submittals of the current phase. Submittals issued for work that is not in the current phase of construction will not be reviewed until all other submittals have been reviewed for the work in the current phase.
 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.
 - a. Architect and Construction Manager reserve the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
- C. Processing Time: Allow time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Architect's 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.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

1. Initial Review: Allow 15 days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Architect 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 15 days for review of each resubmittal.
 4. Sequential Review: Where sequential review of submittals by Architect's consultants, Owner, or other parties is indicated, allow 21 days for initial review of each submittal.
 5. Concurrent Consultant Review: Where the Contract Documents indicate that submittals may be transmitted simultaneously to Architect and to Architect's consultants, allow 15 days for review of each submittal. Submittal will be returned to Construction Manager, through Architect, before being returned to Contractor.
- D. 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 Architect and Construction Manager.
 3. Include the following information for processing and recording action taken:
 - a. Project name.
 - b. Date.
 - c. Name of Architect.
 - d. Name of Construction Manager.
 - e. Name of Contractor.
 - f. Name of subcontractor.
 - g. Name of supplier.
 - h. Name of manufacturer.
 - i. Submittal number or other unique identifier, including revision identifier.
 - 1) Submittal number shall use Specification Section number followed by a decimal point and then a sequential number (e.g., 061000.01). Resubmittals shall include an alphabetic suffix after another decimal point (e.g., 061000.01.A).
 - j. Number and title of appropriate Specification Section.
 - k. Drawing number and detail references, as appropriate.
 - l. Location(s) where product is to be installed, as appropriate.
 - m. Other necessary identification.
- E. Identification and Information: Identify and incorporate information in each electronic submittal file as follows:
1. Assemble complete submittal package into a single indexed file with links enabling navigation to each item.
 2. Name file with submittal number or other unique identifier, including revision identifier.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

- a. File name shall use project identifier and Specification Section number followed by a decimal point and then a sequential number (e.g., LNHS-061000.01). Resubmittals shall include an alphabetic suffix after another decimal point (e.g., LNHS-061000.01.A).
3. Provide means for insertion to permanently record Contractor's review and approval markings and action taken by Architect [and Construction Manager].
4. Include the following information on an inserted cover sheet:
 - a. Project name.
 - b. Date.
 - c. Name and address of Architect.
 - d. Name of Construction Manager.
 - e. Name of Contractor.
 - f. Name of firm or entity that prepared submittal.
 - g. Name of subcontractor.
 - h. Name of supplier.
 - i. Name of manufacturer.
 - j. Number and title of appropriate Specification Section.
 - k. Drawing number and detail references, as appropriate.
 - l. Location(s) where product is to be installed, as appropriate.
 - m. Related physical samples submitted directly.
 - n. Other necessary identification.
5. Include the following information as keywords in the electronic file metadata:
 - a. Project name.
 - b. Number and title of appropriate Specification Section.
 - c. Manufacturer name.
 - d. Product name.
- F. Options: Identify options requiring selection by the Architect.
- G. Deviations: Identify deviations from the Contract Documents on submittals.
- H. Additional Paper Copies: Unless additional copies are required for final submittal, and unless Architect or Construction Manager 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 Architect and Construction Manager.
- I. Transmittal: Assemble each submittal individually and appropriately for transmittal and handling. Transmit each submittal using a transmittal form. Architect and Construction Manager will return submittals, without review, received from sources other than Contractor.
 1. Transmittal Form: Use CSI Form 12.1A.
 2. Transmittal Form: Provide locations on form for the following information:
 - a. Project name.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

- 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 [numbered consecutively].
 - l. Submittal and transmittal distribution record.
 - m. Remarks.
 - n. Signature of transmitter.
3. On an attached separate sheet, prepared on Contractor's letterhead, record relevant information, requests for data, revisions other than those requested by Architect and Construction Manager on previous submittals, and deviations from requirements in the Contract Documents, including minor variations and limitations. Include same identification information as related submittal.
- J. Resubmittals: Make resubmittals in same form and number of copies as initial submittal.
- 1. Note date and content of previous submittal.
 - 2. Note date and content of revision in label or title block and clearly indicate extent of revision.
 - 3. Resubmit submittals until they are marked with approval notation from Architect's and Construction Manager's action stamp.
- K. 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.
- L. Use for Construction: Use only final submittals that are marked with approval notation from Architect's and Construction Manager'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. Post electronic submittals as PDF electronic files directly to Construction Manager's FTP site specifically established for Project.
 - a. Architect, through Construction Manager, will return annotated file. Annotate and retain one copy of file as an electronic Project record document file.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

2. Action Submittals: Submit two paper copies of each submittal, unless otherwise indicated. Architect, will not return paper copies.
 3. Informational Submittals: Submit two paper copies of each submittal, unless otherwise indicated. Architect and Construction Manager will not return copies.
 4. Closeout Submittals and Maintenance Material Submittals: Comply with requirements specified in Division 01 Section "Closeout Procedures."
 5. 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 digital signature with digital certificate on electronically-submitted certificates and certifications where indicated.
 - b. Provide a notarized statement on original paper copy certificates and certifications where indicated.
 6. Test and Inspection Reports Submittals: Comply with requirements specified in Division 01 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.
 - 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. Two paper copies of Product Data, unless otherwise indicated. Architect will not return paper copies.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

- C. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data, unless submittal based upon Architect's digital data drawing files is otherwise permitted.
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** but no larger than **30 by 42 inches**.
 3. Submit Shop Drawings in the following format:
 - a. Two opaque copies of each submittal. Architect will not return paper copies.
- 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.
 - a. Samples that may be incorporated into the Work are indicated in individual Specification Sections. Such Samples must be in an undamaged condition at time of use.
 - b. Samples not incorporated into the Work, or otherwise designated as Owner's property, are the property of Contractor.
 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 two full set(s) of available choices where color, pattern, texture, or similar characteristics are required to be selected from

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

manufacturer's product line. Architect, through Construction Manager, will return one submittal with options selected.

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 three sets of Samples. Architect and Construction Manager will retain two Sample sets; remainder will be returned. Mark up and retain one returned Sample set as a Project record sample.
 - 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 sets of paired units that show approximate limits of variations.
- E. Product Schedule: As required in individual Specification Sections, prepare a written summary indicating types of products required for the Work and their intended location. Include the following information in tabular form:
 1. Type of product. Include unique identifier for each product [indicated in the Contract Documents].
 2. Manufacturer and product name, and model number if applicable.
 3. Number and name of room or space.
 4. Location within room or space.
 5. Submit product schedule in the following format:
 - a. Two paper copies of product schedule or list, unless otherwise indicated. Architect will not return paper copies.
- F. Contractor's Construction Schedule: Comply with requirements specified in Division 01 Section "Construction Progress Documentation."
- G. Application for Payment: Comply with requirements specified in Division 01 Section "Payment Procedures."
- H. Schedule of Values: Comply with requirements specified in Division 01 Section "Payment Procedures."
- I. Subcontract List: Prepare a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design. Use CSI Form 1.5A.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

1. Name, address, and telephone number of entity performing subcontract or supplying products.
 2. Number and title of related Specification Section(s) covered by subcontract.
 3. Drawing number and detail references, as appropriate, covered by subcontract.
 4. Submit subcontract list in the following format:
 - a. Number of Copies: Three paper copies of subcontractor list, unless otherwise indicated. Architect, through Construction Manager, will return two copies.
- J. Coordination Drawings: Comply with requirements specified in Division 01 Section "Project Management and Coordination."
- K. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, contact information of architects and owners, and other information specified.
- L. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements in the Contract Documents. Submit record of Welding Procedure Specification and Procedure Qualification Record on American Welding Society (AWS) forms. Include names of firms and personnel certified.
- M. Installer Certificates: Submit written statements on manufacturer's letterhead certifying that Installer complies with requirements in the Contract Documents and, where required, is authorized by manufacturer for this specific Project.
- N. Manufacturer Certificates: Submit written statements on manufacturer's letterhead certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.
- O. Product Certificates: Submit written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.
- P. Material Certificates: Submit written statements on manufacturer's letterhead certifying that material complies with requirements in the Contract Documents.
- Q. 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.
- R. 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.
- S. Research Reports: Submit written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for Project. Include the following information:
1. Name of evaluation organization.
 2. Date of evaluation.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

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.
- T. Schedule of Tests and Inspections: Comply with requirements specified in Division 01 Section "Quality Requirements."
- U. 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.
- V. 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.
- W. 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.
- X. Maintenance Data: Comply with requirements specified in Division 01 Section "Operation and Maintenance Data."
- Y. 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 Architect.
- B. Delegated-Design Services Certification: In addition to Shop Drawings, Product Data, and other required submittals, submit digitally-signed PDF electronic file and three 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.

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 Architect and Construction Manager.
- B. Project Closeout and Maintenance/Material Submittals: Refer to requirements in Division 01 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 ARCHITECT'S AND CONSTRUCTION MANAGER'S ACTION

- A. General: Architect and Construction Manager will not review submittals that do not bear Contractor's approval stamp and will return them without action.
- B. Action Submittals: Architect and Construction Manager will review each submittal, make marks to indicate corrections or modifications required, and return it. Architect and Construction Manager will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action.
- C. Informational Submittals: Architect and Construction Manager will review each submittal and will not return it, or will return it if it does not comply with requirements. Architect and Construction Manager 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 Architect and Construction Manager.
- 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.

END OF SECTION

SECTION 014000 - QUALITY REQUIREMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for quality assurance and quality control.
- B. Testing and inspecting services are required to verify compliance with requirements specified or indicated. These services do not relieve Contractor of responsibility for compliance with the Contract Document requirements.
 - 1. Specific quality-assurance and -control requirements for individual construction activities are specified in the Sections that specify those activities. Requirements in those Sections may also cover production of standard products.
 - 2. Specified tests, inspections, and related actions do not limit Contractor's other quality-assurance and -control procedures that facilitate compliance with the Contract Document requirements.
 - 3. Requirements for Contractor to provide quality-assurance and -control services required by Architect, Owner, Construction Manager, or authorities having jurisdiction are not limited by provisions of this Section.
- C. Related Sections:
 - 1. Divisions 02 through 49 Sections for specific test and inspection requirements.

1.3 DEFINITIONS

- A. Quality-Assurance Services: Activities, actions, and procedures performed before and during execution of the Work to guard against defects and deficiencies and substantiate that proposed construction will comply with requirements.
- B. Quality-Control Services: Tests, inspections, procedures, and related actions during and after execution of the Work to evaluate that actual products incorporated into the Work and completed construction comply with requirements. Services do not include contract enforcement activities performed by Architect or Construction Manager.
- C. Mockups: Full size physical assemblies that are constructed on-site. Mockups are constructed to verify selections made under sample submittals; to demonstrate aesthetic effects and, where indicated, qualities of materials and execution; to review coordination, testing, or operation; to show interface between dissimilar materials; and to demonstrate compliance with specified installation tolerances.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

Mockups are not Samples. Unless otherwise indicated, approved mockups establish the standard by which the Work will be judged.

1. Laboratory Mockups: Full-size, physical assemblies constructed at testing facility to verify performance characteristics.
 2. Integrated Exterior Mockups: Mockups of the exterior envelope erected separately from the building but on the project site, consisting of multiple products, assemblies and subassemblies.
 3. Room Mockups: Mockups of typical interior spaces complete with wall, floor, and ceiling finishes, doors, windows, millwork, casework, specialties, furnishings and equipment, and lighting.
- D. Preconstruction Testing: Tests and inspections performed specifically for the Project before products and materials are incorporated into the Work to verify performance or compliance with specified criteria.
- E. Product Testing: Tests and inspections that are performed by an NRTL, an NVLAP, or a testing agency qualified to conduct product testing and acceptable to authorities having jurisdiction, to establish product performance and compliance with specified requirements.
- F. Source Quality-Control Testing: Tests and inspections that are performed at the source, i.e., plant, mill, factory, or shop.
- G. Field Quality-Control Testing: Tests and inspections that are performed on-site for installation of the Work and for completed Work.
- H. Testing Agency: An entity engaged to perform specific tests, inspections, or both. Testing laboratory shall mean the same as testing agency.
- I. Installer/Applicator/Erector: Contractor or another entity engaged by Contractor as an employee, Subcontractor, or Sub-subcontractor, to perform a particular construction operation, including installation, erection, application, and similar operations.
1. Use of trade-specific terminology in referring to a trade or entity does not require that certain construction activities be performed by accredited or unionized individuals, or that requirements specified apply exclusively to specific trade or trades.
- J. Experienced: When used with an entity or individual, "experienced" means having successfully completed a minimum of five previous projects similar in nature, size, and extent to this Project; being familiar with special requirements indicated; and having complied with requirements of authorities having jurisdiction.

1.4 CONFLICTING REQUIREMENTS

- A. Referenced Standards: If compliance with two or more standards is specified and the standards establish different or conflicting requirements for minimum quantities or quality levels, comply with the most stringent requirement. Refer conflicting requirements that are different, but apparently equal, to Architect for a decision before proceeding.

- B. Minimum Quantity or Quality Levels: The quantity or quality level shown or specified shall be the minimum provided or performed. The actual installation may comply exactly with the minimum quantity or quality specified, or it may exceed the minimum within reasonable limits. To comply with these requirements, indicated numeric values are minimum or maximum, as appropriate, for the context of requirements. Refer uncertainties to Architect for a decision before proceeding.

1.5 ACTION SUBMITTALS

- A. Shop Drawings: For mockups, provide plans, sections, and elevations, indicating materials and size of mockup construction.
1. Indicate manufacturer and model number of individual components.
 2. Provide axonometric drawings for conditions difficult to illustrate in two dimensions.

1.6 INFORMATIONAL SUBMITTALS

- A. Contractor's Quality-Control Plan: For quality-assurance and quality-control activities and responsibilities.
- B. Contractor's Quality-Control Manager Qualifications: For supervisory personnel.
- C. Contractor's Statement of Responsibility: When required by authorities having jurisdiction, submit copy of written statement of responsibility sent to authorities having jurisdiction before starting work on the following systems.
1. Seismic-force resisting system, designated seismic system, or component listed in the designated seismic system quality assurance plan prepared by the Architect.
 2. Main wind-force resisting system or a wind-resisting component listed in the wind-force-resisting system quality assurance plan prepared by the Architect.
- D. Testing Agency Qualifications: For testing agencies specified in "Quality Assurance" Article to demonstrate their capabilities and experience. Include proof of qualifications in the form of a recent report on the inspection of the testing agency by a recognized authority.
- E. Schedule of Tests and Inspections: Prepare in tabular form and include the following:
1. Specification Section number and title.
 2. Entity responsible for performing tests and inspections.
 3. Description of test and inspection.
 4. Identification of applicable standards.
 5. Identification of test and inspection methods.
 6. Number of tests and inspections required.
 7. Time schedule or time span for tests and inspections.
 8. Requirements for obtaining samples.
 9. Unique characteristics of each quality-control service.

1.7 CONTRACTOR'S QUALITY-CONTROL PLAN

- A. Quality-Control Plan, General: Submit quality-control plan within 10 days of Notice to Proceed, and not less than five days prior to preconstruction conference. Submit in format acceptable to Architect. Identify personnel, procedures, controls, instructions, tests, records, and forms to be used to carry out Contractor's quality-assurance and quality-control responsibilities. Coordinate with Contractor's construction schedule.
- B. Quality-Control Personnel Qualifications: Engage qualified full-time personnel trained and experienced in managing and executing quality-assurance and quality-control procedures similar in nature and extent to those required for Project.
 - 1. Project quality-control manager shall not have other Project responsibilities.
- C. Submittal Procedure: Describe procedures for ensuring compliance with requirements through review and management of submittal process. Indicate qualifications of personnel responsible for submittal review.
- D. Testing and Inspection: Include in quality-control plan a comprehensive schedule of Work requiring testing or inspection, including the following:
 - 1. Contractor-performed tests and inspections including subcontractor-performed tests and inspections. Include required tests and inspections and Contractor-elected tests and inspections.
 - 2. Special inspections required by authorities having jurisdiction and indicated on the "Statement of Special Inspections."
 - 3. Owner-performed tests and inspections indicated in the Contract Documents, including tests and inspections indicated to be performed by the Commissioning Authority.
- E. Continuous Inspection of Workmanship: Describe process for continuous inspection during construction to identify and correct deficiencies in workmanship in addition to testing and inspection specified. Indicate types of corrective actions to be required to bring work into compliance with standards of workmanship established by Contract requirements and approved mockups.
- F. Monitoring and Documentation: Maintain testing and inspection reports including log of approved and rejected results. Include work Architect has indicated as nonconforming or defective. Indicate corrective actions taken to bring nonconforming work into compliance with requirements. Comply with requirements of authorities having jurisdiction.

1.8 REPORTS AND DOCUMENTS

- A. Test and Inspection Reports: Prepare and submit certified written reports specified in other Sections. Include the following:
 - 1. Date of issue.
 - 2. Project title and number.
 - 3. Name, address, and telephone number of testing agency.
 - 4. Dates and locations of samples and tests or inspections.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

5. Names of individuals making tests and inspections.
 6. Description of the Work and test and inspection method.
 7. Identification of product and Specification Section.
 8. Complete test or inspection data.
 9. Test and inspection results and an interpretation of test results.
 10. Record of temperature and weather conditions at time of sample taking and testing and inspecting.
 11. Comments or professional opinion on whether tested or inspected Work complies with the Contract Document requirements.
 12. Name and signature of laboratory inspector.
 13. Recommendations on retesting and reinspecting.
- B. Manufacturer's Technical Representative's Field Reports: Prepare written information documenting manufacturer's technical representative's tests and inspections specified in other Sections. Include the following:
1. Name, address, and telephone number of technical representative making report.
 2. Statement on condition of substrates and their acceptability for installation of product.
 3. Statement that products at Project site comply with requirements.
 4. Summary of installation procedures being followed, whether they comply with requirements and, if not, what corrective action was taken.
 5. Results of operational and other tests and a statement of whether observed performance complies with requirements.
 6. Statement whether conditions, products, and installation will affect warranty.
 7. Other required items indicated in individual Specification Sections.
- C. Factory-Authorized Service Representative's Reports: Prepare written information documenting manufacturer's factory-authorized service representative's tests and inspections specified in other Sections. Include the following:
1. Name, address, and telephone number of factory-authorized service representative making report.
 2. Statement that equipment complies with requirements.
 3. Results of operational and other tests and a statement of whether observed performance complies with requirements.
 4. Statement whether conditions, products, and installation will affect warranty.
 5. Other required items indicated in individual Specification Sections.
- D. Permits, Licenses, and Certificates: For Owner's records, submit copies of permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgments, correspondence, records, and similar documents, established for compliance with standards and regulations bearing on performance of the Work.

1.9 QUALITY ASSURANCE

- A. General: Qualifications paragraphs in this article establish the minimum qualification levels required; individual Specification Sections specify additional requirements.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

- B. **Manufacturer Qualifications:** A firm experienced in manufacturing products or systems similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.
- C. **Fabricator Qualifications:** A firm experienced in producing products similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.
- D. **Installer Qualifications:** A firm or individual experienced in installing, erecting, or assembling work similar in material, design, and extent to that indicated for this Project, whose work has resulted in construction with a record of successful in-service performance.
- E. **Professional Engineer Qualifications:** A professional engineer who is legally qualified to practice in jurisdiction where Project is located and who is experienced in providing engineering services of the kind indicated. Engineering services are defined as those performed for installations of the system, assembly, or product that are similar to those indicated for this Project in material, design, and extent.
- F. **Specialists:** Certain Specification Sections require that specific construction activities shall be performed by entities who are recognized experts in those operations. Specialists shall satisfy qualification requirements indicated and shall be engaged for the activities indicated.
 - 1. Requirements of authorities having jurisdiction shall supersede requirements for specialists.
- G. **Testing Agency Qualifications:** An NRTL, an NVLAP, or an independent agency with the experience and capability to conduct testing and inspecting indicated, as documented according to ASTM E 329; and with additional qualifications specified in individual Sections; and where required by authorities having jurisdiction, that is acceptable to authorities.
 - 1. NRTL: A nationally recognized testing laboratory according to 29 CFR 1910.7.
 - 2. NVLAP: A testing agency accredited according to NIST's National Voluntary Laboratory Accreditation Program.
- H. **Manufacturer's Technical Representative Qualifications:** An authorized representative of manufacturer who is trained and approved by manufacturer to observe and inspect installation of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.
- I. **Factory-Authorized Service Representative Qualifications:** An authorized representative of manufacturer who is trained and approved by manufacturer to inspect installation of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.
- J. **Preconstruction Testing:** Where testing agency is indicated to perform preconstruction testing for compliance with specified requirements for performance and test methods, comply with the following:
 - 1. Contractor responsibilities include the following:

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

- a. Provide test specimens representative of proposed products and construction.
 - b. Submit specimens in a timely manner with sufficient time for testing and analyzing results to prevent delaying the Work.
 - c. Provide sizes and configurations of test assemblies, mockups, and laboratory mockups to adequately demonstrate capability of products to comply with performance requirements.
 - d. Build site-assembled test assemblies and mockups using installers who will perform same tasks for Project.
 - e. Build laboratory mockups at testing facility using personnel, products, and methods of construction indicated for the completed Work.
 - f. When testing is complete, remove test specimens, assemblies, mockups, do not reuse products on Project.
 2. Testing Agency Responsibilities: Submit a certified written report of each test, inspection, and similar quality-assurance service to Architect, through Construction Manager, with copy to Contractor. Interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from the Contract Documents.
- K. Mockups: Before installing portions of the Work requiring mockups, build mockups for each form of construction and finish required to comply with the following requirements, using materials indicated for the completed Work:
1. Build mockups in location and of size indicated or, if not indicated, as directed by Architect or Construction Manager.
 2. Notify Architect and Construction Manager seven days in advance of dates and times when mockups will be constructed.
 3. Employ supervisory personnel who will oversee mockup construction. Employ workers that will be employed during the construction at the Project.
 4. Demonstrate the proposed range of aesthetic effects and workmanship.
 5. Obtain Architect's and Construction Manager's approval of mockups before starting work, fabrication, or construction.
 - a. Allow seven days for initial review and each re-review of each mockup.
 6. Maintain mockups during construction in an undisturbed condition as a standard for judging the completed Work.
 7. Demolish and remove mockups when directed, unless otherwise indicated.
- L. Integrated Exterior Mockups: Construct integrated exterior mockup in accordance with approved Shop Drawings as indicated on Drawings. Coordinate installation of exterior envelope materials and products for which mockups are required in individual specification sections, along with supporting materials.

1.10 QUALITY CONTROL

- A. Owner Responsibilities: Where quality-control services are indicated as Owner's responsibility, Owner will engage a qualified testing agency to perform these services.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

1. Owner will furnish Contractor with names, addresses, and telephone numbers of testing agencies engaged and a description of types of testing and inspecting they are engaged to perform.
 2. Payment for these services will be made from testing and inspecting allowances, as authorized by Change Orders.
 3. Costs for retesting and reinspecting construction that replaces or is necessitated by work that failed to comply with the Contract Documents will be charged to Contractor, and the Contract Sum will be adjusted by Change Order.
- B. Contractor Responsibilities: Tests and inspections not explicitly assigned to Owner are Contractor's responsibility. Perform additional quality-control activities required to verify that the Work complies with requirements, whether specified or not.
1. Unless otherwise indicated, provide quality-control services specified and those required by authorities having jurisdiction. Perform quality-control services required of Contractor by authorities having jurisdiction, whether specified or not.
 2. Where services are indicated as Contractor's responsibility, engage a qualified testing agency to perform these quality-control services.
 - a. Contractor shall not employ same entity engaged by Owner, unless agreed to in writing by Owner.
 3. Notify testing agencies at least 24 hours in advance of time when Work that requires testing or inspecting will be performed.
 4. Where quality-control services are indicated as Contractor's responsibility, submit a certified written report, in duplicate, of each quality-control service.
 5. Testing and inspecting requested by Contractor and not required by the Contract Documents are Contractor's responsibility.
 6. Submit additional copies of each written report directly to authorities having jurisdiction, when they so direct.
- C. Manufacturer's Field Services: Where indicated, engage a factory-authorized service representative to inspect field-assembled components and equipment installation, including service connections. Report results in writing as specified in Division 01 Section "Submittal Procedures."
- D. Manufacturer's Technical Services: Where indicated, engage a manufacturer's technical representative to observe and inspect the Work. Manufacturer's technical representative's services include participation in preinstallation conferences, examination of substrates and conditions, verification of materials, observation of Installer activities, inspection of completed portions of the Work, and submittal of written reports.
- E. Retesting/Reinspecting: Regardless of whether original tests or inspections were Contractor's responsibility, provide quality-control services, including retesting and reinspecting, for construction that replaced Work that failed to comply with the Contract Documents.
- F. Testing Agency Responsibilities: Cooperate with Architect, Construction Manager, and Contractor in performance of duties. Provide qualified personnel to perform required tests and inspections.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

1. Notify Architect, Construction Manager, and Contractor promptly of irregularities or deficiencies observed in the Work during performance of its services.
 2. Determine the location from which test samples will be taken and in which in-situ tests are conducted.
 3. Conduct and interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from requirements.
 4. Submit a certified written report, in duplicate, of each test, inspection, and similar quality-control service through Contractor.
 5. Do not release, revoke, alter, or increase the Contract Document requirements or approve or accept any portion of the Work.
 6. Do not perform any duties of Contractor.
- G. Associated Services: Cooperate with agencies performing required tests, inspections, and similar quality-control services, and provide reasonable auxiliary services as requested. Notify agency sufficiently in advance of operations to permit assignment of personnel. Provide the following:
1. Access to the Work.
 2. Incidental labor and facilities necessary to facilitate tests and inspections.
 3. Adequate quantities of representative samples of materials that require testing and inspecting. Assist agency in obtaining samples.
 4. Facilities for storage and field curing of test samples.
 5. Delivery of samples to testing agencies.
 6. Preliminary design mix proposed for use for material mixes that require control by testing agency.
 7. Security and protection for samples and for testing and inspecting equipment at Project site.
- H. Coordination: Coordinate sequence of activities to accommodate required quality-assurance and -control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspecting.
1. Schedule times for tests, inspections, obtaining samples, and similar activities.
- I. Schedule of Tests and Inspections: Prepare a schedule of tests, inspections, and similar quality-control services required by the Contract Documents as a component of the Contractor's quality-control plan. Coordinate and submit concurrently with Contractor's construction schedule. Update as the Work progresses. .
1. Distribution: Distribute schedule to Owner, Architect, Construction Manager, testing agencies, and each party involved in performance of portions of the Work where tests and inspections are required.

1.11 SPECIAL TESTS AND INSPECTIONS

- A. Special Tests and Inspections: Owner will engage a qualified testing agency special inspector to conduct special tests and inspections required by authorities having jurisdiction as the responsibility of Owner, as indicated in Statement of Special Inspections included in the project manual, and as follows:

- B. Special Tests and Inspections: Conducted by a qualified testing agency as required by authorities having jurisdiction, as indicated in individual Specification Sections, and in Statement of Special Inspections included in the project manual, and as follows:
1. Verifying that manufacturer maintains detailed fabrication and quality-control procedures and reviewing the completeness and adequacy of those procedures to perform the Work.
 2. Notifying Architect, Construction Manager, and Contractor promptly of irregularities and deficiencies observed in the Work during performance of its services.
 3. Submitting a certified written report of each test, inspection, and similar quality-control service to Architect, through Construction Manager, with copy to Contractor and to authorities having jurisdiction.
 4. Submitting a final report of special tests and inspections at Substantial Completion, which includes a list of unresolved deficiencies.
 5. Interpreting tests and inspections and stating in each report whether tested and inspected work complies with or deviates from the Contract Documents.
 6. Retesting and reinspecting corrected work.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 TEST AND INSPECTION LOG

- A. Prepare a record of tests and inspections. Include the following:
1. Date test or inspection was conducted.
 2. Description of the Work tested or inspected.
 3. Date test or inspection results were transmitted to Architect.
 4. Identification of testing agency or special inspector conducting test or inspection.
- B. Maintain log at Project site. Post changes and modifications as they occur. Provide access to test and inspection log for Architect's and Construction Manager's reference during normal working hours.

3.2 REPAIR AND PROTECTION

- A. General: On completion of testing, inspecting, sample taking, and similar services, repair damaged construction and restore substrates and finishes.
1. Provide materials and comply with installation requirements specified in other Specification Sections or matching existing substrates and finishes. Restore patched areas and extend restoration into adjoining areas with durable seams that are as invisible as possible. Comply with the Contract Document requirements for cutting and patching in Division 01 Section "Execution."
- B. Protect construction exposed by or for quality-control service activities.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

- C. Repair and protection are Contractor's responsibility, regardless of the assignment of responsibility for quality-control services.

END OF SECTION 014000

SECTION 015000 - TEMPORARY FACILITIES AND CONTROLS

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. This Section includes requirements for temporary facilities and controls.
- B. Temporary utilities include, but are not limited to, the following:
 - 1. Electric power service.
 - 2. Lighting.
 - 3. Telephone service.
 - 4. Water Service
 - 5. Sanitary Facilities.
 - 6. Protection Facilities.

1.3 USE CHARGES

- A. Temporary Utilities Service: With the exception of toilet facilities and telephone service, the owner will pay for service use charges for usage of temporary utilities, by all parties engaged in construction, at Project site for construction operations for this project.

1.4 QUALITY ASSURANCE

- A. Standards: Comply with ANSI A10.6, NECA's "Temporary Electrical Facilities," and NFPA 241.
 - 1. Trade Jurisdictions: Assigned responsibilities for installation and operation of temporary utilities are not intended to interfere with trade regulations and union jurisdictions.
 - 2. Electric Service: Comply with NECA, NEMA, and UL standards and regulations for temporary electric service. Install service to comply with NFPA 70.
- B. Tests and Inspections: Arrange for authorities having jurisdiction to test and inspect each temporary utility before use. Obtain required certifications and permits.

1.5 PROJECT CONDITIONS

- A. Conditions of Use: The following conditions apply to use of temporary services and facilities by all parties engaged in the Work:
1. Keep temporary services and facilities clean and neat.
 2. Relocate temporary services and facilities as required by progress of the Work.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. General: Provide new materials. Provide materials suitable for use intended.
- B. Tarpaulins: Fire-resistive labeled with flame-spread rating of 15 or less.

2.2 EQUIPMENT

- A. General: Provide equipment suitable for use intended.
- B. Fire Extinguishers: Hand carried, portable, UL rated. Provide class and extinguishing agent as indicated or a combination of extinguishers of NFPA-recommended classes for exposures.
1. Comply with NFPA 10 and NFPA 241 for classification, extinguishing agent, and size required by location and class of fire exposure.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

- A. Water Service: Use of Owner's existing water service facilities will be permitted, as long as facilities are cleaned and maintained in a condition acceptable to Owner. At Substantial Completion, restore these facilities to condition existing before initial use.
- B. Sanitary Facilities: Contractor shall provide temporary toilets, wash facilities and drinking water for use of construction personnel. Comply with requirements of authorities having jurisdiction for type, number, location, operation, and maintenance of fixtures and facilities.
- C. Electric Power Service: Use of Owner's existing electric power service will be permitted, as long as equipment is maintained in a condition acceptable to Owner. At Substantial Completion, restore these facilities to condition existing before initial use.
- D. Lighting: If required, provide temporary lighting that provides adequate illumination to allow for safe working conditions during normal working hours.

3.2 TEMPORARY FACILITIES INSTALLATION

- A. Lighting: If required, provide temporary lighting that provides adequate illumination for construction operations and traffic conditions.
- B. Isolation of Work Areas in Occupied Facilities: Prevent dust, fumes, and odors from entering occupied areas.
 - 1. Prior to commencing work, isolate the HVAC system in area where work is to be performed in accordance with procedures approved by the architect.
 - a. Disconnect supply and return ductwork in work area from HVAC systems servicing occupied areas as required.
 - b. Maintain negative air pressure within work area using HEPA-equipped air filtration units, starting with commencement of temporary partition construction, and continuing until removal of temporary partitions is complete.
 - 2. Maintain dust partitions during the Work. Use vacuum collection attachments on dust-producing equipment. Isolate limited work within occupied areas using portable dust containment devices.
 - 3. Perform daily construction cleanup and final cleanup using approved, HEPA-filter-equipped vacuum equipment.

3.3 OPERATION, TERMINATION, AND REMOVAL

- A. Maintenance: Maintain facilities in good operating condition until removal. Protect from damage.
- B. Termination and Removal: Remove each temporary facility when need for its service has ended.
 - 1. Materials and facilities that constitute temporary facilities are the property of Contractor. Owner reserves right to take possession of Project identification signs.
 - 2. At Substantial Completion, clean and renovate permanent facilities used during construction period. Comply with final cleaning requirements in Division 1 Section "Closeout Procedures."

END OF SECTION 015000

SECTION 016000 - PRODUCT REQUIREMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for selection of products for use in Project; product delivery, storage, and handling; manufacturers' standard warranties on products; special warranties; and comparable products.
- B. Related Sections:
 - 1. Division 01 Section "Substitution Procedures" for requests for substitutions.

1.3 DEFINITIONS

- A. Products: Items obtained for incorporating into the Work, whether purchased for Project or taken from previously purchased stock. The term "product" includes the terms "material," "equipment," "system," and terms of similar intent.
 - 1. Named Products: Items identified by manufacturer's product name, including make or model number or other designation shown or listed in manufacturer's published product literature, that is current as of date of the Contract Documents.
 - 2. New Products: Items that have not previously been incorporated into another project or facility. Products salvaged or recycled from other projects are not considered new products.
 - 3. Comparable Product: Product that is demonstrated and approved through submittal process to have the indicated qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics that equal or exceed those of specified product.
- B. Basis-of-Design Product Specification: A specification in which a specific manufacturer's product is named and accompanied by the words "basis-of-design product," including make or model number or other designation, to establish the significant qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics for purposes of evaluating comparable products of additional manufacturers named in the specification.

1.4 ACTION SUBMITTALS

- A. Comparable Product Requests: Submit request for consideration of each comparable product. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
1. Include data to indicate compliance with the requirements specified in "Comparable Products" Article.
 2. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within one week of receipt of a comparable product request. Architect will notify Contractor through Construction Manager of approval or rejection of proposed comparable product request within 15 days of receipt of request, or seven days of receipt of additional information or documentation, whichever is later.
 - a. Form of Approval: As specified in Division 01 Section "Submittal Procedures."
 - b. Use product specified if Architect does not issue a decision on use of a comparable product request within time allocated.
- B. Basis-of-Design Product Specification Submittal: Comply with requirements in Division 01 Section "Submittal Procedures." Show compliance with requirements.

1.5 QUALITY ASSURANCE

- A. Compatibility of Options: If Contractor is given option of selecting between two or more products for use on Project, select product compatible with products previously selected, even if previously selected products were also options.
1. Each contractor is responsible for providing products and construction methods compatible with products and construction methods of other contractors.
 2. If a dispute arises between contractors over concurrently selectable but incompatible products, Architect will determine which products shall be used.

1.6 PRODUCT DELIVERY, STORAGE, AND HANDLING

- A. Deliver, store, and handle products using means and methods that will prevent damage, deterioration, and loss, including theft and vandalism. Comply with manufacturer's written instructions.
- B. Delivery and Handling:
1. Schedule delivery to minimize long-term storage at Project site and to prevent overcrowding of construction spaces.
 2. Coordinate delivery with installation time to ensure minimum holding time for items that are flammable, hazardous, easily damaged, or sensitive to deterioration, theft, and other losses.
 3. Deliver products to Project site in an undamaged condition in manufacturer's original sealed container or other packaging system, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

4. Inspect products on delivery to determine compliance with the Contract Documents and to determine that products are undamaged and properly protected.

C. Storage:

1. Store products to allow for inspection and measurement of quantity or counting of units.
2. Store materials in a manner that will not endanger Project structure.
3. Store products that are subject to damage by the elements, under cover in a weathertight enclosure above ground, with ventilation adequate to prevent condensation.
4. Store foam plastic from exposure to sunlight, except to extent necessary for period of installation and concealment.
5. Comply with product manufacturer's written instructions for temperature, humidity, ventilation, and weather-protection requirements for storage.
6. Protect stored products from damage and liquids from freezing.
7. Provide a secure location and enclosure at Project site for storage of materials and equipment by Owner's construction forces. Coordinate location with Owner.

1.7 PRODUCT WARRANTIES

- A. Warranties specified in other Sections shall be in addition to, and run concurrent with, other warranties required by the Contract Documents. Manufacturer's disclaimers and limitations on product warranties do not relieve Contractor of obligations under requirements of the Contract Documents.
 1. Manufacturer's Warranty: Written warranty furnished by individual manufacturer for a particular product and specifically endorsed by manufacturer to Owner.
 2. Special Warranty: Written warranty required by the Contract Documents to provide specific rights for Owner.
- B. Special Warranties: Prepare a written document that contains appropriate terms and identification, ready for execution.
 1. Manufacturer's Standard Form: Modified to include Project-specific information and properly executed.
 2. Specified Form: When specified forms are included with the Specifications, prepare a written document using indicated form properly executed.
 3. Refer to Divisions 02 through 49. Sections for specific content requirements and particular requirements for submitting special warranties.
- C. Submittal Time: Comply with requirements in Division 01 Section "Closeout Procedures."

PART 2 - PRODUCTS

2.1 PRODUCT SELECTION PROCEDURES

- A. General Product Requirements: Provide products that comply with the Contract Documents, are undamaged and, unless otherwise indicated, are new at time of installation.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

1. Provide products complete with accessories, trim, finish, fasteners, and other items needed for a complete installation and indicated use and effect.
2. Standard Products: If available, and unless custom products or nonstandard options are specified, provide standard products of types that have been produced and used successfully in similar situations on other projects.
3. Owner reserves the right to limit selection to products with warranties not in conflict with requirements of the Contract Documents.
4. Where products are accompanied by the term "as selected," Architect will make selection.
5. Descriptive, performance, and reference standard requirements in the Specifications establish salient characteristics of products.
6. Or Equal: For products specified by name and accompanied by the term "or equal," or "or approved equal," or "or approved," comply with requirements in "Comparable Products" Article to obtain approval for use of an unnamed product.

B. Product Selection Procedures:

1. Product: Where Specifications name a single manufacturer and product, provide the named product that complies with requirements or a comparable product. Comply with requirements in "Comparable Products" Article for consideration of an unnamed product. **If a comparable product or substitution is proposed, the Contractor shall be solely responsible for verifying that the substitution does not impact the structural design, HVAC, electrical, plumbing or utility requirements, clearances, dimensions or layouts, building or fire code requirements or any other change in the original design. If the substitution does require a change in any of the items noted above or similar design change or physical changes, the contractor shall be responsible for the cost of any redesign and for the additional construction costs associated with the changes due to the substitution.**
2. Manufacturer/Source: Where Specifications name a single manufacturer or source, provide a product by the named manufacturer or comparable source that complies with requirements. Comply with requirements in "Comparable Products" Article for consideration of an unnamed product. **If a comparable product or substitution is proposed, the Contractor shall be solely responsible for verifying that the substitution does not impact the structural design, HVAC, electrical, plumbing or utility requirements, clearances, dimensions or layouts, building or fire code requirements or any other change in the original design. If the substitution does require a change in any of the items noted above or similar design change or physical changes, the contractor shall be responsible for the cost of any redesign and for the additional construction costs associated with the changes due to the substitution.**
3. Products:
 - a. Product List: Where Specifications include a list of names of both manufacturers and products, provide one of the products listed that complies with requirements. Comparable products will be considered during the bid period. **If a product selected from the list of names is other than the Basis of Design indicated OR IT IS A COMPARABLE PRODUCT, the Contractor shall be solely responsible for verifying that the product does not impact the structural design, HVAC, electrical, plumbing or utility requirements, clearances, dimensions or layouts, building or fire code requirements or any other change in the original design. If the product does require a change in any of the items noted above or similar design change or physical changes, the contractor shall be responsible for the cost**

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

of any redesign and for the additional construction costs associated with the changes due to not providing the Basis of Design product.

4. Manufacturers:
 - a. Manufacturer List: Where Specifications include a list of manufacturers' names, provide a product by one of the manufacturers listed that complies with requirements. Comparable products will be considered during the bid period. **If a manufacturer selected from the list of names is other than the Basis of Design indicated OR IT IS A COMPARABLE PRODUCT, the Contractor shall be solely responsible for verifying that the product does not impact the structural design, HVAC, electrical, plumbing or utility requirements, clearances, dimensions or layouts, building or fire code requirements or any other change in the original design. If the manufacturer does require a change in any of the items noted above or similar design change or physical changes, the contractor shall be responsible for the cost of any redesign and for the additional construction costs associated with the changes due to not providing the Basis of Design manufacturer.**
5. Basis-of-Design Product: Where Specifications name a product, or refer to a product indicated on Drawings, provide the specified or indicated product or a comparable product. Drawings and Specifications indicate sizes, profiles, dimensions, and other characteristics that are based on the product named. Comply with requirements in "Comparable Products" Article for consideration of an unnamed product by one of the other named manufacturers. **If a comparable product or substitution is proposed, the Contractor shall be solely responsible for verifying that the substitution does not impact the structural design, HVAC, electrical, plumbing or utility requirements, clearances, dimensions or layouts, building or fire code requirements or any other change in the original design. If the substitution does require a change in any of the items noted above or similar design change or physical changes, the contractor shall be responsible for the cost of any redesign and for the additional construction costs associated with the changes due to the substitution.**
- C. Visual Matching Specification: Where Specifications require "match Architect's sample", provide a product that complies with requirements and matches Architect's sample. Architect's decision will be final on whether a proposed product matches.
 1. If no product available within specified category matches and complies with other specified requirements, comply with requirements in Division 01 Section "Substitution Procedures" for proposal of product.
- D. Visual Selection Specification: Where Specifications include the phrase "as selected by Architect from manufacturer's full range" or similar phrase, select a product that complies with requirements. Architect will select color, gloss, pattern, density, or texture from manufacturer's product line that includes both standard and premium items.

2.2 COMPARABLE PRODUCTS

- A. Conditions for Consideration: Architect will consider Contractor's request for comparable product when the following conditions are satisfied. If the following conditions are not satisfied, Architect may return requests without action, except to record noncompliance with these requirements:
1. Evidence that the proposed product does not require revisions to the Contract Documents, that it is consistent with the Contract Documents and will produce the indicated results, and that it is compatible with other portions of the Work. **If a comparable product or substitution is proposed, the Contractor shall be solely responsible for verifying that the substitution does not impact the structural design, HVAC, electrical, plumbing or utility requirements, clearances, dimensions or layouts, building or fire code requirements or any other change in the original design. If the substitution does require a change in any of the items noted above or similar design change or physical changes, the contractor shall be responsible for the cost of any redesign and for the additional construction costs associated with the changes due to the substitution.**
 2. Detailed comparison of significant qualities of proposed product with those named in the Specifications. Significant qualities include attributes such as performance, weight, size, durability, visual effect, and specific features and requirements indicated.
 3. Evidence that proposed product provides specified warranty.
 4. List of similar installations for completed projects with project names and addresses and names and addresses of architects and owners, if requested.
 5. Samples, if requested.
 6. **If a Contractor proposes using a comparable product for an item that only listed one product or manufacturer, the Architect will consider the request in the bidding period and during the scope reviews after the bidding period before award of contract at no cost to the Contractor. If the request is made after award of contract, the Architect shall be compensated directly by the Contractor for the Architect's time reviewing the proposal.**
 7. **If a Contractor proposes using a comparable product for an item that listed at least three products or manufacturers, the Architect will consider the request in the bidding period at no cost to the Contractor. If the request is made after the bidding period, the Architect shall be compensated directly by the Contractor for the Architect's time reviewing the proposal.**

PART 3 - EXECUTION (Not Used)

END OF SECTION 016000

SECTION 017300 - EXECUTION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes general administrative and procedural requirements governing execution of the Work including, but not limited to, the following:
 - 1. Construction layout.
 - 2. Field engineering and surveying.
 - 3. Installation of the Work.
 - 4. Cutting and patching.
 - 5. Coordination of Owner-installed products.
 - 6. Progress cleaning.
 - 7. Starting and adjusting.
 - 8. Protection of installed construction.
 - 9. Correction of the Work.
- B. Related Sections:
 - 1. Division 01 Section "Submittal Procedures" for submitting surveys.
 - 2. Division 01 Section "Closeout Procedures" for submitting final property survey with Project Record Documents, recording of Owner-accepted deviations from indicated lines and levels, and final cleaning.
 - 3. Division 07 Section "Penetration Firestopping System" for patching penetrations in fire-rated construction.

1.3 DEFINITIONS

- A. Cutting: Removal of in-place construction necessary to permit installation or performance of other work.
- B. Patching: Fitting and repair work required to restore construction to original conditions after installation of other work.

1.4 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For land surveyor, and professional engineer.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

- B. Certificates: Submit certificate signed by land surveyor, or professional engineer certifying that location and elevation of improvements comply with requirements.
- C. Cutting and Patching Plan: Submit plan describing procedures at least 10 days prior to the time cutting and patching will be performed. Include the following information:
 - 1. Extent: Describe reason for and extent of each occurrence of cutting and patching.
 - 2. Changes to In-Place Construction: Describe anticipated results. Include changes to structural elements and operating components as well as changes in building appearance and other significant visual elements.
 - 3. Products: List products to be used for patching and firms or entities that will perform patching work.
 - 4. Dates: Indicate when cutting and patching will be performed.
 - 5. Utilities and Mechanical and Electrical Systems: List services and systems that cutting and patching procedures will disturb or affect. List services and systems that will be relocated and those that will be temporarily out of service. Indicate how long services and systems will be disrupted.
- D. Landfill Receipts: Submit copy of receipts issued by a landfill facility, licensed to accept hazardous materials, for hazardous waste disposal.
- E. Certified Surveys: Submit two copies signed by land surveyor, or professional engineer.
- F. Final Property Survey: Submit 5 copies showing the Work performed and record survey data.

1.5 QUALITY ASSURANCE

- A. Land Surveyor Qualifications: A professional land surveyor who is legally qualified to practice in jurisdiction where Project is located and who is experienced in providing land-surveying services of the kind indicated.
- B. Cutting and Patching: Comply with requirements for and limitations on cutting and patching of construction elements.
 - 1. Structural Elements: When cutting and patching structural elements, notify Architect of locations and details of cutting and await directions from the Architect before proceeding. Shore, brace, and support structural element during cutting and patching. Do not cut and patch structural elements in a manner that could change their load-carrying capacity or increase deflection
 - a. Applies to all structural elements.
 - 2. Operational Elements: Do not cut and patch operating elements and related components in a manner that results in reducing their capacity to perform as intended or that results in increased maintenance or decreased operational life or safety. Operational elements include the following:
 - a. Primary operational systems and equipment.
 - b. Fire separation assemblies.

- c. Air or smoke barriers.
 - d. Fire-suppression systems.
 - e. Mechanical systems piping and ducts.
 - f. Control systems.
 - g. Communication systems.
 - h. Conveying systems.
 - i. Electrical wiring systems.
 - j. Operating systems of special construction.
3. Other Construction Elements: Do not cut and patch other construction elements or components in a manner that could change their load-carrying capacity, which results in reducing their capacity to perform as intended, or that result in increased maintenance or decreased operational life or safety. Other construction elements include but are not limited to the following:
- a. Water, moisture, or vapor barriers.
 - b. Membranes and flashings.
 - c. Exterior curtain-wall construction.
 - d. Equipment supports.
 - e. Piping, ductwork, vessels, and equipment.
 - f. Noise- and vibration-control elements and systems.
4. Visual Elements: Do not cut and patch construction in a manner that results in visual evidence of cutting and patching. Do not cut and patch exposed construction in a manner that would, in Architect's opinion, reduce the building's aesthetic qualities. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner.
- C. Cutting and Patching Conference: Before proceeding, meet at Project site with parties involved in cutting and patching, including mechanical and electrical trades. Review areas of potential interference and conflict. Coordinate procedures and resolve potential conflicts before proceeding.
- D. Manufacturer's Installation Instructions: Obtain and maintain on-site manufacturer's written recommendations and instructions for installation of products and equipment.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. General: Comply with requirements specified in other Sections.
 - 1. For projects requiring compliance with sustainable design and construction practices and procedures, utilize products for patching that comply with requirements of Division 01 Section "Sustainable Design Requirements."
- B. In-Place Materials: Use materials for patching identical to in-place materials. For exposed surfaces, use materials that visually match in-place adjacent surfaces to the fullest extent possible.

1. If identical materials are unavailable or cannot be used, use materials that, when installed, will provide a match acceptable to the Architect for the visual and functional performance of in-place materials.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Existing Conditions: The existence and location of underground and other utilities and construction indicated as existing are not guaranteed. Before beginning sitework, investigate and verify the existence and location of underground utilities, including mechanical and electrical systems, and other construction affecting the Work.
 1. Before construction, verify the location and invert elevation at points of connection of sanitary sewer, storm sewer, and water-service piping; underground electrical services, and other utilities.
 2. Furnish location data for work related to Project that must be performed by public utilities serving Project site.
- B. Examination and Acceptance of Conditions: Before proceeding with each component of the Work, examine substrates, areas, and conditions, with Installer or Applicator present where indicated, for compliance with requirements for installation tolerances and other conditions affecting performance. Record observations.
 1. Written Report: Where a written report listing conditions detrimental to performance of the Work is required by other Sections, include the following:
 - a. Description of the Work.
 - b. List of detrimental conditions, including substrates.
 - c. List of unacceptable installation tolerances.
 - d. Recommended corrections.
 2. Verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.
 3. Examine roughing-in for mechanical and electrical systems to verify actual locations of connections before equipment and fixture installation.
 4. Examine walls, floors, and roofs for suitable conditions where products and systems are to be installed.
 5. Proceed with installation only after unsatisfactory conditions have been corrected. Proceeding with the Work indicates acceptance of surfaces and conditions.

3.2 PREPARATION

- A. Existing Utility Information: Furnish information to local utility that is necessary to adjust, move, or relocate existing utility structures, utility poles, lines, services, or other utility appurtenances located in or affected by construction. Coordinate with authorities having jurisdiction.

- B. Field Measurements: Take field measurements as required to fit the Work properly. Recheck measurements before installing each product. Where portions of the Work are indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication. Coordinate fabrication schedule with construction progress to avoid delaying the Work.
- C. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Drawings.
- D. Review of Contract Documents and Field Conditions: Immediately on discovery of the need for clarification of the Contract Documents caused by differing field conditions outside the control of the Contractor, submit a request for information to Architect according to requirements in Division 01 Section "Project Management and Coordination."

3.3 CONSTRUCTION LAYOUT

- A. Verification: Before proceeding to lay out the Work, verify layout information shown on Drawings, in relation to the property survey and existing benchmarks. If discrepancies are discovered, notify Architect and Construction Manager promptly.
- B. General: Engage a land surveyor or professional engineer to lay out the Work using accepted surveying practices.
 - 1. Establish benchmarks and control points to set lines and levels at each story of construction and elsewhere as needed to locate each element of Project.
 - 2. Establish dimensions within tolerances indicated. Do not scale Drawings to obtain required dimensions.
 - 3. Inform installers of lines and levels to which they must comply.
 - 4. Check the location, level and plumb, of every major element as the Work progresses.
 - 5. Notify Architect and Construction Manager when deviations from required lines and levels exceed allowable tolerances.
 - 6. Close site surveys with an error of closure equal to or less than the standard established by authorities having jurisdiction.
- C. Site Improvements: Locate and lay out site improvements, including pavements, grading, fill and topsoil placement, utility slopes, and rim and invert elevations.
- D. Building Lines and Levels: Locate and lay out control lines and levels for structures, building foundations, column grids, and floor levels, including those required for mechanical and electrical work. Transfer survey markings and elevations for use with control lines and levels. Level foundations and piers from two or more locations.
- E. Record Log: Maintain a log of layout control work. Record deviations from required lines and levels. Include beginning and ending dates and times of surveys, weather conditions, name and duty of each survey party member, and types of instruments and tapes used. Make the log available for reference by Architect and Construction Manager.

3.4 FIELD ENGINEERING

- A. Identification: Owner will identify existing benchmarks, control points, and property corners.
- B. Reference Points: Locate existing permanent benchmarks, control points, and similar reference points before beginning the Work. Preserve and protect permanent benchmarks and control points during construction operations.
 - 1. Do not change or relocate existing benchmarks or control points without prior written approval of Architect or Construction Manager. Report lost or destroyed permanent benchmarks or control points promptly. Report the need to relocate permanent benchmarks or control points to Architect and Construction Manager before proceeding.
 - 2. Replace lost or destroyed permanent benchmarks and control points promptly. Base replacements on the original survey control points.
- C. Benchmarks: Establish and maintain a minimum of two permanent benchmarks on Project site, referenced to data established by survey control points. Comply with authorities having jurisdiction for type and size of benchmark.
 - 1. Record benchmark locations, with horizontal and vertical data, on Project Record Documents.
 - 2. Where the actual location or elevation of layout points cannot be marked, provide temporary reference points sufficient to locate the Work.
 - 3. Remove temporary reference points when no longer needed. Restore marked construction to its original condition.
- D. Certified Survey: On completion of foundation walls, major site improvements, and other work requiring field-engineering services, prepare a certified survey showing dimensions, locations, angles, and elevations of construction and sitework.
- E. Final Property Survey: Engage a land surveyor or professional engineer to prepare a final property survey showing significant features (real property) for Project. Include on the survey a certification, signed by land surveyor or professional engineer, that principal metes, bounds, lines, and levels of Project are accurately positioned as shown on the survey.
 - 1. Show boundary lines, monuments, streets, site improvements and utilities, existing improvements and significant vegetation, adjoining properties, acreage, grade contours, and the distance and bearing from a site corner to a legal point.
 - 2. Recording: At Substantial Completion, have the final property survey recorded by or with authorities having jurisdiction as the official "property survey."

3.5 INSTALLATION

- A. General: Locate the Work and components of the Work accurately, in correct alignment and elevation, as indicated.
 - 1. Make vertical work plumb and make horizontal work level.
 - 2. Where space is limited, install components to maximize space available for maintenance and ease of removal for replacement.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

3. Conceal pipes, ducts, and wiring in finished areas, unless otherwise indicated.
 4. Maintain minimum headroom clearance of **96 inches (2440 mm)** in occupied spaces and **90 inches (2300 mm)** in unoccupied spaces.
- B. Comply with manufacturer's written instructions and recommendations for installing products in applications indicated.
 - C. Install products at the time and under conditions that will ensure the best possible results. Maintain conditions required for product performance until Substantial Completion.
 - D. Conduct construction operations so no part of the Work is subjected to damaging operations or loading in excess of that expected during normal conditions of occupancy.
 - E. Tools and Equipment: Do not use tools or equipment that produce harmful noise levels.
 - F. Templates: Obtain and distribute to the parties involved templates for work specified to be factory prepared and field installed. Check Shop Drawings of other work to confirm that adequate provisions are made for locating and installing products to comply with indicated requirements.
 - G. Attachment: Provide blocking and attachment plates and anchors and fasteners of adequate size and number to securely anchor each component in place, accurately located and aligned with other portions of the Work. Where size and type of attachments are not indicated, verify size and type required for load conditions.
 1. Mounting Heights: Where mounting heights are not indicated, mount components at heights directed by Architect.
 2. Allow for building movement, including thermal expansion and contraction.
 3. Coordinate installation of anchorages. Furnish setting drawings, templates, and directions for installing anchorages, including sleeves, concrete inserts, anchor bolts, and items with integral anchors, that are to be embedded in concrete or masonry. Deliver such items to Project site in time for installation.
 - H. Joints: Make joints of uniform width. Where joint locations in exposed work are not indicated, arrange joints for the best visual effect. Fit exposed connections together to form hairline joints.
 - I. Hazardous Materials: Use products, cleaners, and installation materials that are not considered hazardous.

3.6 CUTTING AND PATCHING

- A. Cutting and Patching, General: Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time, and complete without delay.
 1. Cut in-place construction to provide for installation of other components or performance of other construction, and subsequently patch as required to restore surfaces to their original condition.
- B. Temporary Support: Provide temporary support of work to be cut.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

- C. Protection: Protect in-place construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of Project that might be exposed during cutting and patching operations.
- D. Adjacent Occupied Areas: Where interference with use of adjoining areas or interruption of free passage to adjoining areas is unavoidable, coordinate cutting and patching in accordance with requirements of Division 01 Section "Summary."
- E. Existing Utility Services and Mechanical/Electrical Systems: Where existing services/systems are required to be removed, relocated, or abandoned, bypass such services/systems before cutting to prevent interruption to occupied areas.
- F. Cutting: Cut in-place construction by sawing, drilling, breaking, chipping, grinding, and similar operations, including excavation, using methods least likely to damage elements retained or adjoining construction. If possible, review proposed procedures with original Installer; comply with original Installer's written recommendations.
 - 1. In general, use hand or small power tools designed for sawing and grinding, not hammering and chopping. Cut holes and slots neatly to minimum size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.
 - 2. Finished Surfaces: Cut or drill from the exposed or finished side into concealed surfaces.
 - 3. Concrete and Masonry: Cut using a cutting machine, such as an abrasive saw or a diamond-core drill.
 - 4. Excavating and Backfilling: Comply with requirements in applicable Division 31 Sections where required by cutting and patching operations.
 - 5. Mechanical and Electrical Services: Cut off pipe or conduit in walls or partitions to be removed. Cap, valve, or plug and seal remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after cutting.
 - 6. Proceed with patching after construction operations requiring cutting are complete.
- G. Patching: Patch construction by filling, repairing, refinishing, closing up, and similar operations following performance of other work. Patch with durable seams that are as invisible as practicable. Provide materials and comply with installation requirements specified in other Sections, where applicable.
 - 1. Inspection: Where feasible, test and inspect patched areas after completion to demonstrate physical integrity of installation.
 - 2. Exposed Finishes: Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will minimize evidence of patching and refinishing.
 - a. Clean piping, conduit, and similar features before applying paint or other finishing materials.
 - b. Restore damaged pipe covering to its original condition.
 - 3. Floors and Walls: Where walls or partitions that are removed extend one finished area into another, patch and repair floor and wall surfaces in the new space. Provide an even surface of uniform finish, color, texture, and appearance. Remove in-place floor and wall coverings and replace with new materials, if necessary, to achieve uniform color and appearance.

- a. Where patching occurs in a painted surface, prepare substrate and apply primer and intermediate paint coats appropriate for substrate over the patch, and apply final paint coat over entire unbroken surface containing the patch. Provide additional coats until patch blends with adjacent surfaces.
- 4. Ceilings: Patch, repair, or rehang in-place ceilings as necessary to provide an even-plane surface of uniform appearance.
- 5. Exterior Building Enclosure: Patch components in a manner that restores enclosure to a weathertight condition.
- H. Cleaning: Clean areas and spaces where cutting and patching are performed. Remove paint, mortar, oils, putty, and similar materials from adjacent finished surfaces.

3.7 OWNER-INSTALLED PRODUCTS

- A. Site Access: Provide access to Project site for Owner's construction personnel.
- B. Coordination: Coordinate construction and operations of the Work with work performed by Owner's construction personnel.
 - 1. Construction Schedule: Inform Owner of Contractor's preferred construction schedule for Owner's portion of the Work. Adjust construction schedule based on a mutually agreeable timetable. Notify Owner if changes to schedule are required due to differences in actual construction progress.
 - 2. Preinstallation Conferences: Include Owner's construction personnel at preinstallation conferences covering portions of the Work that are to receive Owner's work. Attend preinstallation conferences conducted by Owner's construction personnel if portions of the Work depend on Owner's construction.

3.8 PROGRESS CLEANING

- A. General: Clean Project site and work areas daily, including common areas. Enforce requirements strictly. Dispose of materials lawfully.
 - 1. Comply with requirements in NFPA 241 for removal of combustible waste materials and debris.
 - 2. Do not hold waste materials more than seven days during normal weather or three days if the temperature is expected to rise above 80 deg F (27 deg C).
 - 3. Containerize hazardous and unsanitary waste materials separately from other waste. Mark containers appropriately and dispose of legally, according to regulations.
 - a. Utilize containers intended for holding waste materials of type to be stored.
 - 4. Coordinate progress cleaning for joint-use areas where more than one installer has worked.
- B. Site: Maintain Project site free of waste materials and debris.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

- C. Work Areas: Clean areas where work is in progress to the level of cleanliness necessary for proper execution of the Work.
 - 1. Remove liquid spills promptly.
 - 2. Where dust would impair proper execution of the Work, broom-clean or vacuum the entire work area, as appropriate.
- D. Installed Work: Keep installed work clean. Clean installed surfaces according to written instructions of manufacturer or fabricator of product installed, using only cleaning materials specifically recommended. If specific cleaning materials are not recommended, use cleaning materials that are not hazardous to health or property and that will not damage exposed surfaces.
- E. Concealed Spaces: Remove debris from concealed spaces before enclosing the space.
- F. Exposed Surfaces in Finished Areas: Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.
- G. Waste Disposal: Do not bury or burn waste materials on-site. Do not wash waste materials down sewers or into waterways. Comply with waste disposal requirements in Division 01 Section "Temporary Facilities and Controls" or Division 01 Section "Construction Waste Management and Disposal."
- H. During handling and installation, clean and protect construction in progress and adjoining materials already in place. Apply protective covering where required to ensure protection from damage or deterioration at Substantial Completion.
- I. Clean and provide maintenance on completed construction as frequently as necessary through the remainder of the construction period. Adjust and lubricate operable components to ensure operability without damaging effects.
- J. Limiting Exposures: Supervise construction operations to assure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period.

3.9 STARTING AND ADJUSTING

- A. Coordinate startup and adjusting of equipment and operating components with requirements in Division 01 Section "General Commissioning Requirements."
- B. Start equipment and operating components to confirm proper operation. Remove malfunctioning units, replace with new units, and retest.
- C. Adjust equipment for proper operation. Adjust operating components for proper operation without binding.
- D. Test each piece of equipment to verify proper operation. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.

- E. Manufacturer's Field Service: Comply with qualification requirements in Division 01 Section "Quality Requirements."

3.10 PROTECTION OF INSTALLED CONSTRUCTION

- A. Provide final protection and maintain conditions that ensure installed Work is without damage or deterioration at time of Substantial Completion.
- B. Comply with manufacturer's written instructions for temperature and relative humidity.

3.11 CORRECTION OF THE WORK

- A. Repair or remove and replace defective construction. Restore damaged substrates and finishes.
 - 1. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment.
- B. Restore permanent facilities used during construction to their specified condition.
- C. Remove and replace damaged surfaces that are exposed to view if surfaces cannot be repaired without visible evidence of repair.
- D. Repair components that do not operate properly. Remove and replace operating components that cannot be repaired.
- E. Remove and replace chipped, scratched, and broken glass or reflective surfaces.

END OF SECTION 017300

SECTION 017329 - CUTTING AND PATCHING

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. This Section includes procedural requirements for cutting and patching.
- B. Related Sections include the following:
 - 1. Divisions 2 through 33 Sections for specific requirements and limitations applicable to cutting and patching individual parts of the Work.

1.3 DEFINITIONS

- A. Cutting: Removal of in-place construction necessary to permit installation or performance of other Work.
- B. Patching: Fitting and repair work required to restore surfaces to original conditions after installation of other Work.

1.4 QUALITY ASSURANCE

- A. Structural Elements: Do not cut and patch structural elements in a manner that could change their load-carrying capacity or load-deflection ratio.
- B. Operational Elements: Do not cut and patch operating elements and related components in a manner that results in reducing their capacity to perform as intended or that results in increased maintenance or decreased operational life or safety. Operating elements include the following:
 - 1. Primary operational systems and equipment.
 - 2. Mechanical systems piping and ducts.
 - 3. Control systems.
 - 4. Communication systems.
 - 5. Electrical wiring systems.
- C. Miscellaneous Elements: Do not cut and patch miscellaneous elements or related components in a manner that could change their load-carrying capacity, that results in reducing their

capacity to perform as intended, or that results in increased maintenance or decreased operational life or safety. Miscellaneous elements include the following:

1. Equipment supports.
 2. Piping, ductwork, vessels, and equipment.
 3. Noise- and vibration-control elements and systems.
- D. Visual Requirements: Do not cut and patch construction in a manner that results in visual evidence of cutting and patching. Do not cut and patch construction exposed on the exterior or in occupied spaces in a manner that would, in Architect's opinion, reduce the building's aesthetic qualities. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. General: Comply with requirements specified in other Sections.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine surfaces to be cut and patched and conditions under which cutting and patching are to be performed.
1. Compatibility: Before patching, verify compatibility with and suitability of substrates, including compatibility with in-place finishes or primers.
 2. Proceed with installation only after unsafe or unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Temporary Support: Provide temporary support of Work to be cut. Provide temporary dams to contain water and moisture.
- B. Protection: Protect in-place construction during cutting and patching to prevent damage. Protect fixtures and personal property on other occupied floors in building from moisture, dust and impact damage.
- C. Adjoining Areas: Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas.

3.3 PERFORMANCE

- A. General: Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time, and complete without delay.
1. Cut in-place construction to provide for installation of other components or performance of other construction, and subsequently patch as required to restore surfaces to their original condition.
- B. Cutting: Cut in-place construction by sawing, drilling, breaking, chipping, grinding, and similar operations, including excavation, using methods least likely to damage elements retained or adjoining construction. If possible, review proposed procedures with original Installer; comply with original Installer's written recommendations.
1. In general, use hand or small power tools designed for sawing and grinding, not hammering and chopping. Cut holes and slots as small as possible, neatly to size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.
 2. Finished Surfaces: Cut or drill from the exposed or finished side into concealed surfaces.
 3. Concrete / Masonry: Cut using a cutting machine, such as an abrasive saw or a diamond-core drill.
 4. Mechanical and Electrical Services: Cut off pipe or conduit in walls or partitions to be removed. Cap, valve, or plug and seal remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after cutting.
 5. Proceed with patching after construction operations requiring cutting are complete.
- C. Patching: Patch construction by filling, repairing, refinishing, closing up, and similar operations following performance of other Work. Patch with durable seams that are as invisible as possible. Provide materials and comply with installation requirements specified in other Sections.
1. Inspection: Where feasible, test and inspect patched areas after completion to demonstrate integrity of installation.
 2. Exposed Finishes: Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will eliminate evidence of patching and refinishing.
 - a. Clean piping, conduit, and similar features before applying paint or other finishing materials.
 - b. Restore damaged pipe covering to its original condition.
 3. Floors and Walls: Where walls or partitions that are removed extend one finished area into another, patch and repair floor and wall surfaces in the new space. Provide an even surface of uniform finish, color, texture, and appearance. Remove in-place floor and wall coverings and replace with new materials, if necessary, to achieve uniform color and appearance.
 - a. Where patching occurs in a painted surface, apply primer and intermediate paint coats over the patch and apply final paint coat over entire unbroken surface

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

containing the patch. Provide additional coats until patch blends with adjacent surfaces.

4. Ceilings: Patch, repair, or rehang in-place ceilings as necessary to provide an even-plane surface of uniform appearance.
- D. Cleaning: Clean areas and spaces where cutting and patching are performed. Completely remove paint, mortar, oils, putty, and similar materials.

END OF SECTION 017329

SECTION 017330 - SELECTIVE DEMOLITION

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. This Section includes the following:
 - 1. Demolition and removal of selected portions of a building or structure.
 - 2. Repair procedures for selective demolition operations.
- B. Related Sections include the following:
 - 1. Division 1 Section "Construction Facilities and Temporary Controls" for temporary construction and environmental-protection measures for selective demolition operations.
 - 2. Division 1 Section "Cutting and Patching" for cutting and patching procedures for selective demolition operations.

1.3 DEFINITIONS

- A. Remove: Detach items from existing construction and legally dispose of them off-site, unless indicated to be removed and salvaged or removed and reinstalled.
- B. Remove and Salvage: Detach items from existing construction and deliver them to Owner.
- C. Remove and Reinstall: Detach items from existing construction, prepare them for reuse, and reinstall them where indicated.
- D. Existing to Remain: Existing items of construction that are not to be removed and that are not otherwise indicated to be removed, removed and salvaged, or removed and reinstalled.

1.4 MATERIALS OWNERSHIP

- A. Except for items or materials indicated to be reused, salvaged, reinstalled, or otherwise indicated to remain Owner's property, demolished materials shall become Contractor's property and shall be removed from Project site.
- B. Historic items, relics, and similar objects including, but not limited to, cornerstones and their contents, commemorative plaques and tablets, antiques, and other items of interest or value to

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

Owner that may be encountered during selective demolition remain Owner's property. Carefully remove and salvage each item or object in a manner to prevent damage and deliver promptly to Owner.

1.5 SUBMITTALS

- A. Qualification Data: For firms and persons specified in "Quality Assurance" Article to demonstrate their capabilities and experience. Include lists of completed projects with project names and addresses, names and addresses of architects and owners, and other information specified.
- B. Proposed Dust-Control and Noise-Control Measures: Submit statement or drawing that indicates the measures proposed for use, proposed locations, and proposed time frame for their operation. Identify options if proposed measures are later determined to be inadequate.
- C. Stamped shoring layout drawings prepared by the General Contractor's Professional Engineer, indicating location, method and design loads for the temporary shoring system utilized.
- D. Schedule of Selective Demolition Activities: Indicate the following:
 - 1. Detailed sequence of selective demolition and removal work, with starting and ending dates for each activity. Ensure Owner's on-site operations are uninterrupted.
 - 2. Interruption of utility services.
 - 3. Coordination for shutoff, capping, and continuation of utility services.
 - 4. Use of elevator and stairs.
 - 5. Locations of temporary partitions and means of egress.
 - 6. Coordination of Owner's continuing occupancy of portions of existing building and of Owner's partial occupancy of completed Work.
- E. Inventory: After selective demolition is complete, submit a list of items that have been removed and salvaged.
- F. Predemolition Photographs or Videotape: Show existing conditions of adjoining construction and site improvements, including finish surfaces, that might be misconstrued as damage caused by selective demolition operations. Submit before Work begins.
- G. Landfill Records: Indicate receipt and acceptance of hazardous wastes by a landfill facility licensed to accept hazardous wastes.

1.6 QUALITY ASSURANCE

- A. Demolition Firm Qualifications: An experienced firm that has specialized in demolition work similar in material and extent to that indicated for this Project.
- B. Professional Engineer Qualifications: Current Professional Engineer's License valid in the State of Connecticut.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

- C. Regulatory Requirements: Comply with governing EPA notification regulations before beginning selective demolition. Comply with hauling and disposal regulations of authorities having jurisdiction.
- D. Standards: Comply with ANSI A10.6 and NFPA 241.
- E. Predemolition Conference: Conduct conference at Project site to comply with requirements in Division 1 Section "Project Management and Coordination." Review methods and procedures related to selective demolition including, but not limited to, the following:
 - 1. Inspect and discuss condition of construction to be selectively demolished.
 - 2. Review structural load limitations of existing structure.
 - 3. Review and finalize selective demolition schedule and verify availability of materials, demolition personnel, equipment, and facilities needed to make progress and avoid delays.
 - 4. Review requirements of work performed by other trades that rely on substrates exposed by selective demolition operations.

1.7 PROJECT CONDITIONS

- A. Owner will occupy portions of site immediately adjacent to selective demolition areas. Conduct selective demolition so Owner's operations will not be disrupted. Provide not less than 72 hours' notice to the Owner's Representative of activities that will affect Owner's operations.
- B. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities.
 - 1. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from authorities having jurisdiction.
- C. Owner assumes no responsibility for condition of areas to be selectively demolished.
 - 1. Conditions existing at time of inspection for bidding purpose will be maintained by Owner as far as practical.
- D. Hazardous Materials: Hazardous materials, if present shall be the responsibility of the building owner. Do not disturb hazardous materials or items suspected of containing hazardous materials. The contractor shall contact the owner immediately upon discovery of suspect material.
- E. Storage or sale of removed items or materials on-site will not be permitted.
- F. Utility Service: Maintain existing utilities indicated to remain in service and protect them against damage during selective demolition operations.
 - 1. Maintain fire-protection facilities in service during selective demolition operations.

1.8 WARRANTY

- A. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during selective demolition, by methods and with materials so as not to void existing warranties.

PART 2 - PRODUCTS

2.1 REPAIR MATERIALS

- A. Use repair materials identical to existing materials.
 - 1. If identical materials are unavailable or cannot be used for exposed surfaces, use materials that visually match existing adjacent surfaces to the fullest extent possible.
 - 2. Use materials whose installed performance equals or surpasses that of existing materials.
- B. Comply with material and installation requirements specified in individual Specification Sections.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Verify that utilities have been disconnected and capped.
- B. Survey existing conditions and correlate with requirements indicated to determine extent of selective demolition required.
- C. Inventory and record the condition of items to be removed and reinstalled and items to be removed and salvaged.
- D. When unanticipated mechanical, electrical, or structural elements that conflict with intended function or design are encountered, investigate and measure the nature and extent of conflict. Promptly submit a written report to the Architect.
- E. Engage a professional engineer to survey condition of building to determine whether removing any element might result in structural deficiency or unplanned collapse of any portion of structure or adjacent structures during selective demolition operations. Professional Engineer shall develop shoring layout plan for all temporary shoring and supervise the General Contractor's implementation of that plan. See paragraph 1.5 for submittal requirements.
- F. Perform surveys as the Work progresses to detect hazards resulting from selective demolition activities.

3.2 UTILITY SERVICES

- A. Existing Utilities: Maintain services indicated to remain and protect them against damage during selective demolition operations.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

- B. Do not interrupt existing utilities serving occupied or operating facilities unless authorized in writing by Construction Administrator and authorities having jurisdiction. Provide temporary services during interruptions to existing utilities, as acceptable to Owner and to authorities having jurisdiction.
 - 1. Provide at least 72 hours' notice to Construction Administrator if shutdown of service is required during changeover.
- C. Utility Requirements: Refer to Division 15 and 16 Sections for shutting off, disconnecting, removing or capping utilities. Do not start selective demolition work until utility disconnecting and sealing have been completed and verified in writing.

3.3 PREPARATION

- A. Dangerous Materials: Drain, purge, or otherwise remove, collect, and dispose of chemicals, gases, explosives, acids, flammables, or other dangerous materials before proceeding with selective demolition operations.
- B. Site Access and Temporary Controls: Conduct selective demolition and debris-removal operations to ensure minimum interference walks, walkways, and other adjacent occupied and used facilities.
 - 1. Do not close or obstruct walks, walkways, or other adjacent occupied or used facilities without permission from the owner's representative and authorities having jurisdiction. Provide alternate routes around closed or obstructed traffic ways if required by governing regulations.
 - 2. Erect temporary protection, such as walks, fences, railings, canopies, and covered passageways, where required by authorities having jurisdiction.
 - 3. Protect existing site improvements, appurtenances, and landscaping to remain.
- C. Temporary Facilities: Provide temporary barricades and other protection required to prevent injury to people and damage to adjacent buildings and facilities to remain.
 - 1. Provide protection to ensure safe passage of people around selective demolition area and to and from occupied portions of building.
 - 2. Provide temporary weather protection, during interval between selective demolition of existing construction on exterior surfaces and new construction, to prevent water leakage and damage to structure and interior areas.
 - 3. Protect walls, ceilings, floors, and other existing finish work that are to remain or that are exposed during selective demolition operations.
 - 4. Cover and protect furniture, furnishings, and equipment that have not been removed.
- D. Temporary Enclosures: Provide temporary enclosures for protection of existing building and construction, in progress and completed, from exposure, foul weather, other construction operations, and similar activities. Provide temporary weathertight enclosure for building exterior.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

1. Where heating and cooling is needed and permanent enclosure is not complete, provide insulated temporary enclosures. Coordinate enclosure with ventilating and material drying or curing requirements to avoid dangerous conditions and effects.
- E. Temporary Partitions: Erect and maintain dustproof partitions and temporary enclosures to limit dust and dirt migration and to separate areas from fumes and noise.
- F. Temporary Shoring: Provide and maintain interior and exterior shoring, bracing, or structural support to preserve stability and prevent movement, settlement, or collapse of construction to remain, and to prevent unexpected or uncontrolled movement or collapse of construction being demolished.
 1. Strengthen or add new supports when required during progress of selective demolition.

3.4 POLLUTION CONTROLS

- A. Dust Control: Use water mist, temporary enclosures, and other suitable methods to limit spread of dust and dirt. Comply with governing environmental-protection regulations.
 1. Do not use water when it may damage existing construction or create hazardous or objectionable conditions, such as ice, flooding and pollution.
 2. Wet mop floors to eliminate trackable dirt and wipe down walls and doors of demolition enclosure. Vacuum carpeted areas.
- B. Disposal: Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.
 1. Remove debris from elevated portions of building by chute, hoist, or other device that will convey debris to grade level in a controlled descent.
- C. Cleaning: Clean adjacent structures and improvements of dust, dirt, and debris caused by selective demolition operations. Return adjacent areas to condition existing before selective demolition operations began.

3.5 SELECTIVE DEMOLITION

- A. General: Demolish and remove existing construction only to the extent required by new construction and as indicated. Use methods required to complete the Work within limitations of governing regulations and as follows.
 1. Proceed with selective demolition systematically, from higher to lower level. Complete selective demolition operations above each floor or tier before disturbing supporting members on the next lower level.
 2. Neatly cut openings and holes plumb, square, and true to dimensions required. Use cutting methods least likely to damage construction to remain or adjoining construction. Use hand tools or small power tools designed for sawing or grinding, not hammering and

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

- chopping, to minimize disturbance of adjacent surfaces. Temporarily cover openings to remain.
3. Cut or drill from the exposed or finished side into concealed surfaces to avoid marring existing finished surfaces.
 4. Do not use cutting torches until work area is cleared of flammable materials. At concealed spaces, such as duct and pipe interiors, verify condition and contents of hidden space before starting flame-cutting operations. Maintain portable fire-suppression devices during flame-cutting operations.
 5. Maintain adequate ventilation when using cutting torches.
 6. Remove decayed, vermin-infested, or otherwise dangerous or unsuitable materials and promptly dispose of off-site.
 7. Remove structural framing members and lower to ground by method suitable to avoid free fall and to prevent ground impact or dust generation.
 8. Locate selective demolition equipment and remove debris and materials so as not to impose excessive loads on supporting walls, floors, or framing.
 9. Dispose of demolished items and materials promptly.
 10. Return elements of construction and surfaces that are to remain to condition existing before selective demolition operations began.
- B. Existing Facilities: Protect existing elevators, stairs, walkways, loading docks, building entries, and other building facilities during selective demolition operations.
- C. Removed and Reinstalled Items: Comply with the following:
1. Clean and repair items to functional condition adequate for intended reuse. Paint equipment to match new equipment.
 2. Pack or crate items after cleaning and repairing. Identify contents of containers.
 3. Protect items from damage during transport and storage.
 4. Reinstall items in locations indicated. Comply with installation requirements for new materials and equipment. Provide connections, supports, and miscellaneous materials necessary to make item functional for use indicated.
- D. Existing Items to Remain: Protect construction indicated to remain against damage and soiling during selective demolition. When permitted by Construction Administrator, items may be removed to a suitable, protected storage location during selective demolition and cleaned and reinstalled in their original locations after selective demolition operations are complete.
- E. Concrete: Demolish in sections. Cut concrete full depth at junctures with construction to remain and at regular intervals, using power-driven saw, then remove concrete between saw cuts.

3.6 PATCHING AND REPAIRS

- A. General: Promptly repair damage to adjacent construction caused by selective demolition operations.
- B. Patching: Comply with Division 1 Section "Cutting and Patching."

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

- C. Repairs: Where repairs to existing surfaces are required, patch to produce surfaces suitable for new materials.
 - 1. Completely fill holes and depressions in existing masonry walls that are to remain with an approved masonry patching material applied according to manufacturer's written recommendations.
- D. Finishes: Restore exposed finishes of patched areas and extend restoration into adjoining construction in a manner that eliminates evidence of patching and refinishing.
- E. Floors and Walls: Where walls or partitions that are demolished extend one finished area into another, patch and repair floor and wall surfaces in the new space. Provide an even surface of uniform finish color, texture, and appearance. Remove existing floor and wall coverings and replace with new materials, if necessary, to achieve uniform color and appearance.
 - 1. Patch with durable seams that are as invisible as possible. Provide materials and comply with installation requirements specified in other Sections of these Specifications.
 - 2. Where patching occurs in a painted surface, apply primer and intermediate paint coats over patch and apply final paint coat over entire unbroken surface containing patch. Provide additional coats until patch blends with adjacent surfaces.
 - 3. Where feasible, test and inspect patched areas after completion to demonstrate integrity of installation.

3.7 DISPOSAL OF DEMOLISHED MATERIALS

- A. General: Promptly dispose of demolished materials. Do not allow demolished materials to accumulate on-site.
- B. Burning: Do not burn demolished materials.
- C. Disposal: Transport demolished materials off Owner's property and legally dispose of them.

3.8 SELECTIVE DEMOLITION SCHEDULE

- A. The general intent of scope for Selective Demolition is indicated on the Drawings.

END OF SECTION 024119

SECTION 017700 - CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for contract closeout, including, but not limited to, the following:
1. Substantial Completion procedures.
 2. Final completion procedures.
 3. Warranties.
 4. Final cleaning.
- B. Related Sections:
1. Division 01 Section "Execution" for progress cleaning of Project site.
 2. Division 01 Section "Operation and Maintenance Data" for operation and maintenance manual requirements.
 3. Division 01 Section "Project Record Documents" for submitting Record Drawings, Record Specifications, and Record Product Data.
 4. Division 01 Section "Demonstration and Training" for requirements for instructing Owner's personnel.
 5. Divisions 02 through 33 Sections for specific closeout and special cleaning requirements for the Work in those Sections.

1.3 SUBSTANTIAL COMPLETION

- A. Preliminary Procedures: Before requesting inspection for determining date of Substantial Completion, complete the following. List items below that are incomplete with request.
1. Prepare a list of items to be completed and corrected (punch list), the value of items on the list, and reasons why the Work is not complete.
 2. Advise Owner of pending insurance changeover requirements.
 3. Submit specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
 4. Include copy of final payment application and Consent of Surety to Final Payment.
 5. Obtain and submit releases permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

6. Prepare and submit Project Record Documents, operation and maintenance manuals, final completion construction photographic documentation, damage or settlement surveys, property surveys, and similar final record information.
 7. Deliver tools, spare parts, extra materials, and similar items to location designated by Owner. Label with manufacturer's name and model number where applicable.
 8. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.
 9. Complete startup testing of systems.
 10. Submit test/adjust/balance records.
 11. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
 12. Advise Owner of changeover in heat and other utilities.
 13. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.
 14. Complete final cleaning requirements, including touchup painting.
 15. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.
- B. Inspection: Submit a written request for inspection for Substantial Completion. On receipt of request, Architect [and Construction Manager] will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Architect, that must be completed or corrected before certificate will be issued.
1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.
 2. Results of completed inspection will form the basis of requirements for final completion.

1.4 FINAL COMPLETION

- A. Preliminary Procedures: Before requesting final inspection for determining final completion, complete the following:
1. Submit a final Application for Payment according to Division 01 Section "Payment Procedures."
 2. Submit certified copy of Architect's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Architect. The certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
 3. Submit evidence of final, continuing insurance coverage complying with insurance requirements.
 4. Submit pest-control final inspection report and warranty.
 5. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems. Submit demonstration and training video recordings.
- B. Inspection: Submit a written request for final inspection for acceptance. On receipt of request, Architect [and Construction Manager] will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare a final Certificate for Payment after

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

inspection or will notify Contractor of construction that must be completed or corrected before certificate will be issued.

1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.

1.5 LIST OF INCOMPLETE ITEMS (PUNCH LIST)

- A. Organization of List: Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction. Use CSI Form 14.1A.

1. Organize list of spaces in sequential order, starting with exterior areas first and proceeding from lowest floor to highest floor.
2. Organize items applying to each space by major element, including categories for ceiling, individual walls, floors, equipment, and building systems.
3. Include the following information at the top of each page:
 - a. Project name.
 - b. Date.
 - c. Name of Architect and Construction Manager.
 - d. Name of Contractor.
 - e. Page number.
4. Submit list of incomplete items in the following format:
 - a. PDF electronic file.
 - b. [Three] paper copies of product schedule or list, unless otherwise indicated. Architect[, through Construction Manager,] will return [two] <Insert number> copies.

1.6 WARRANTIES

- A. Submittal Time: Submit written warranties on request of Architect for designated portions of the Work where commencement of warranties other than date of Substantial Completion is indicated.
- B. Partial Occupancy: Submit properly executed warranties within 15 days of completion of designated portions of the Work that are completed and occupied or used by Owner during construction period by separate agreement with Contractor.
- C. Organize warranty documents into an orderly sequence based on the table of contents of the Project Manual.
1. Bind warranties and bonds in heavy-duty, three-ring, vinyl-covered, loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-1/2-by-11-inch (215-by-280-mm) paper.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

2. Provide heavy paper dividers with plastic-covered tabs for each separate warranty. Mark tab to identify the product or installation. Provide a typed description of the product or installation, including the name of the product and the name, address, and telephone number of Installer.
3. Identify each binder on the front and spine with the typed or printed title "WARRANTIES," Project name, and name of Contractor.
4. Scan warranties and bonds and assemble complete warranty and bond submittal package into a single indexed electronic PDF file with links enabling navigation to each item. Provide table of contents at beginning of document.

D. Provide additional copies of each warranty to include in operation and maintenance manuals.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.
 1. Use cleaning products that comply with the specified maximum allowable VOC levels.

PART 3 - EXECUTION

3.1 FINAL CLEANING

- A. General: Perform final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.
- B. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.
 1. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a portion of Project:
 - a. Clean Project site, yard, and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste material, litter, and other foreign substances.
 - b. Sweep paved areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.
 - c. Rake grounds that are neither planted nor paved to a smooth, even-textured surface.
 - d. Remove tools, construction equipment, machinery, and surplus material from Project site.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

- e. Remove snow and ice to provide safe access to building.
 - f. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
 - g. Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.
 - h. Sweep concrete floors broom clean in unoccupied spaces.
 - i. Vacuum carpet and similar soft surfaces, removing debris and excess nap; shampoo if visible soil or stains remain. Vacuum all carpeted and soft surfaces with a high-efficiency particulate arrestor (HEPA) vacuum. For phased or occupied renovations, HEPA vacuum the carpet daily in occupied areas.
 - j. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other noticeable, vision-obscuring materials. Replace chipped or broken glass and other damaged transparent materials. Polish mirrors and glass, taking care not to scratch surfaces.
 - k. Remove labels that are not permanent.
 - l. Touch up and otherwise repair and restore marred, exposed finishes and surfaces. Replace finishes and surfaces that cannot be satisfactorily repaired or restored or that already show evidence of repair or restoration.
 - 1) Do not paint over "UL" and other required labels and identification, including mechanical and electrical nameplates.
 - m. Wipe surfaces of mechanical and electrical equipment, elevator equipment, and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
 - n. Replace parts subject to operating conditions during construction that may impede operation or reduce longevity.
 - o. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
 - p. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.
 - q. Clean ducts, blowers, and coils if units were operated without filters during construction or that display contamination with particulate matter upon inspection.
 - 1) Clean HVAC system in compliance with NADCA Standard 1992-01. Provide written report upon completion of cleaning.
 - r. Clean light fixtures, lamps, globes, and reflectors to function with full efficiency. Replace burned-out bulbs, and those noticeably dimmed by hours of use, and defective and noisy starters in fluorescent and mercury vapor fixtures to comply with requirements for new fixtures.
 - s. Leave Project clean and ready for occupancy.
- C. Pest Control: Engage an experienced, licensed exterminator to make a final inspection and rid Project of rodents, insects, and other pests. Prepare a report.

**GREENWICH PUBLIC SCHOOLS
THE INTERNATIONAL SCHOOL OF DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS**

- D. Construction Waste Disposal: Comply with waste disposal requirements in Division 01 Section "Temporary Facilities and Controls," and Division 01 Section "Construction Waste Management and Disposal."

END OF SECTION 017700

GREENWICH PUBLIC SCHOOLS

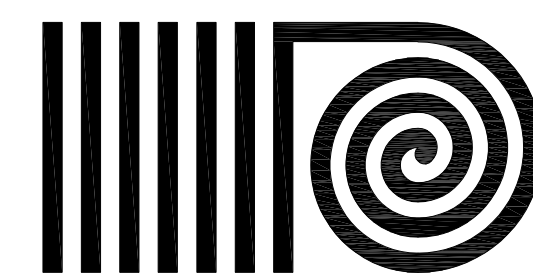
THE INTERNATIONAL SCHOOL AT DUNDEE SITE ACCESSIBILITY IMPROVEMENTS

55 FLORENCE RD.
GREENWICH, CONNECTICUT



Dr. Toni Jones - Superintendent
Daniel Watson - Director of School Facilities

SEPTEMBER 22, 2021



STRUCTURAL ENGINEER

**THOMAS A.
TORRENTI, P.C**

316 DOGBURN LANE
P.O. BOX 1153
ORANGE, CT 06477
TEL (203) 891-9933
FAX (203) 891-8299

ANTINOZZI ASSOCIATES

ARCHITECTURE & INTERIORS

271 Fairfield Avenue
Bridgeport, Connecticut 06604

TEL (203) 377-1300 FAX (203) 378-3002

www.antinozzi.com

CIVIL ENGINEER

PEREIRA ENGINEERING, LLC

One Enterprise Drive, Suite 312
Shelton, CT 06484
TEL: (203)-944-9944
FAX: (203)944-9945

GENERAL NOTES:

- ALL WORK SHALL CONFORM TO THE TOWN OF GREENWICH STANDARDS AND SPECIFICATIONS OR IN THE ABSENCE THEREOF TO THE STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION FORM 818 (OR LATEST EDITION).
- IF (IN THE OPINION OF THE ENGINEER) CONFLICTS OR DISCREPANCIES OCCUR BETWEEN DRAWINGS AND SPECIFICATIONS OR WITHIN EITHER DOCUMENT ITSELF IN DESCRIBING THE WORK; THE BETTER QUALITY, GREATER QUANTITY, OR MORE COSTLY OPTION FOR WORK WILL BE INCLUDED IN THE CONTRACTOR'S (ORIGINAL) CONTRACT PRICE. THIS WORK SHALL BE PROVIDED AT NO ADDITIONAL COST TO THE OWNER DURING CONSTRUCTION. THE CONTRACTOR IS RESPONSIBLE FOR CLARIFYING ANY CONFLICTS OR DISCREPANCIES IN THE WORK PRIOR TO SUBMITTING THE CONTRACT PRICE. THE CONTRACTOR SHALL NOT PROCEED WITH SUCH WORK UNTIL THE ENGINEER HAS BEEN CONTACTED FOR CLARIFICATION AND PROPER DIRECTION.
- PRIOR TO CONSTRUCTION, CONTRACTOR SHALL FIELD VERIFY ALL EXISTING SITE CONDITIONS AND SHALL IMMEDIATELY REPORT ANY AND ALL DISCREPANCIES TO ENGINEER.
- THE LOCATIONS AND ELEVATIONS OF EXISTING UTILITIES AND APPURTENANCES ARE SHOWN IN AN APPROXIMATE MANNER ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE ENGINEER. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK, AND AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE CAUSED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.
- THE CONTRACTOR SHALL CONTACT "CALL BEFORE YOU DIG" (CBYD) LOCATING SERVICE AT 1-(800)-922-4455 AT LEAST SEVENTY-TWO (72) HOURS PRIOR TO THE START OF CONSTRUCTION IN ORDER TO HAVE ALL UTILITIES LOCATED AND MARKED. CONTRACTOR SHALL HIRE A PRIVATE UTILITY LOCATING SERVICE (AT HIS OWN EXPENSE) TO VERIFY AND/OR LOCATE ANY/ALL UTILITIES THAT CBYD DOES NOT LOCATE. ANY/ALL REFERENCES ON DRAWINGS TO "UTILITIES" INCLUDES ANY/ALL TYPES OF BUILDING AND/OR SITE "SERVICES" AS WELL.
- SURVEY AND TOPOGRAPHIC INFORMATION WAS TAKEN FROM A MAP ENTITLED "TOPOGRAPHIC SURVEY OF PROPERTY LOCATED AT 55 FLORENCE ROAD, GREENWICH, CONNECTICUT, PREPARED FOR TOWN OF GREENWICH" DATED: SEPTEMBER 23, 2020, SCALE: 1"=10', PREPARED BY PEREIRA ENGINEERING, LLC.
- ALL ELEVATIONS ON THIS PROJECT ARE BASED ON NAVD88.
- ANY AND ALL RETAINING WALLS REQUIRED SHALL BE DESIGNED AND CERTIFIED BY A LICENSED STRUCTURAL ENGINEER. WIDTHS OF RETAINING WALLS DEPICTED ON THESE PLANS ARE PROVIDED FOR INFORMATION PURPOSES ONLY. ACTUAL WIDTHS OF RETAINING WALLS SHALL BE DETERMINED BY WALL MANUFACTURER AND/OR STRUCTURAL ENGINEER BASED ON EXISTING CONDITIONS AND SHALL BE SUBMITTED FOR REVIEW AND APPROVAL PRIOR TO START OF CONSTRUCTION.
- NO STUMPS, BRUSH, BUILDING DEBRIS, OR UNSUITABLE MATERIALS ARE TO BE BURIED ONSITE. CONTRACTOR IS RESPONSIBLE FOR ANY/ALL COSTS ASSOCIATED WITH REMOVING ALL MATERIALS OFFSITE AT NO ADDITIONAL COST TO THE OWNER.
- MODIFIED RIPRAP SHALL CONFORM TO THE FOLLOWING GRADATION:

STONE SIZE	% OF MASS
10" OR OVER	0
6" TO 10"	20-50
4" TO 6"	30-60
2" TO 4"	30-40
1" TO 2"	10-20
LESS THAN 1"	0-10
- ALL UTILITY WORK TO BE DONE IN ACCORDANCE WITH THE RESPECTIVE UTILITY'S REQUIREMENTS AND STANDARDS. IT WILL BE THE CONTRACTOR'S RESPONSIBILITY TO COORDINATE UTILITY RELATED WORK WITH THE RESPECTIVE UTILITIES. ALL COSTS, INCLUDING PERMIT FEES, SHALL BE INCLUDED IN THE PRICES BID FOR THE VARIOUS ITEMS OF WORK UNDER THIS CONTRACT.
- CONTRACTOR IS RESPONSIBLE FOR DOING WORK THAT IS COMPLIANT WITH SECTION 504 OF THE REHABILITATION ACT OF 1973 AND TITLE II OF THE AMERICANS WITH DISABILITIES ACT AS AMENDED THROUGH LATEST VERSION.
- ACCESSIBLE ROUTES SHALL CONNECT BUILDINGS, FACILITIES, ELEMENTS, SPACES, PARKING, PASSENGER LOADING ZONES, PUBLIC STREETS, AND SIDEWALKS. ACCESSIBLE ROUTES' SLOPES SHALL BE 1:20 (5%) OR LESS AND THE CROSS SLOPES SHALL NOT EXCEED 1:50 (2%). CHANGES IN LEVEL SHALL NOT BE GREATER THAN 1/4", AND SLOPES SHALL NOT BE GREATER THAN 1:20 UNLESS RAMPS OR LIFTS ARE PROVIDED. EXISTING SIDEWALKS LOCATED ALONG THE ACCESSIBLE ROUTE WHICH HAVE A CHANGE IN LEVEL GREATER THAN 1/4" FROM AN ABUTTING SIDEWALK SHALL BE REPLACED WITH NEW CONCRETE SIDEWALK (FROM JOINT TO JOINT). OPENINGS IN FLOOR OR GROUND SURFACES (INCLUDING EXPANSION & CONTROL JOINTS) SHALL NOT BE GREATER THAN 1/2".
- CONTRACTOR SHALL SUBMIT SHOP DRAWINGS OF ALL PRODUCTS AND MATERIALS PER PLANS AND SPECIFICATIONS TO THE OWNER AND ENGINEER FOR REVIEW AND APPROVAL PRIOR TO FABRICATION OR DELIVERY TO THE SITE. ALLOW A MINIMUM OF 14 DAYS FOR REVIEW.

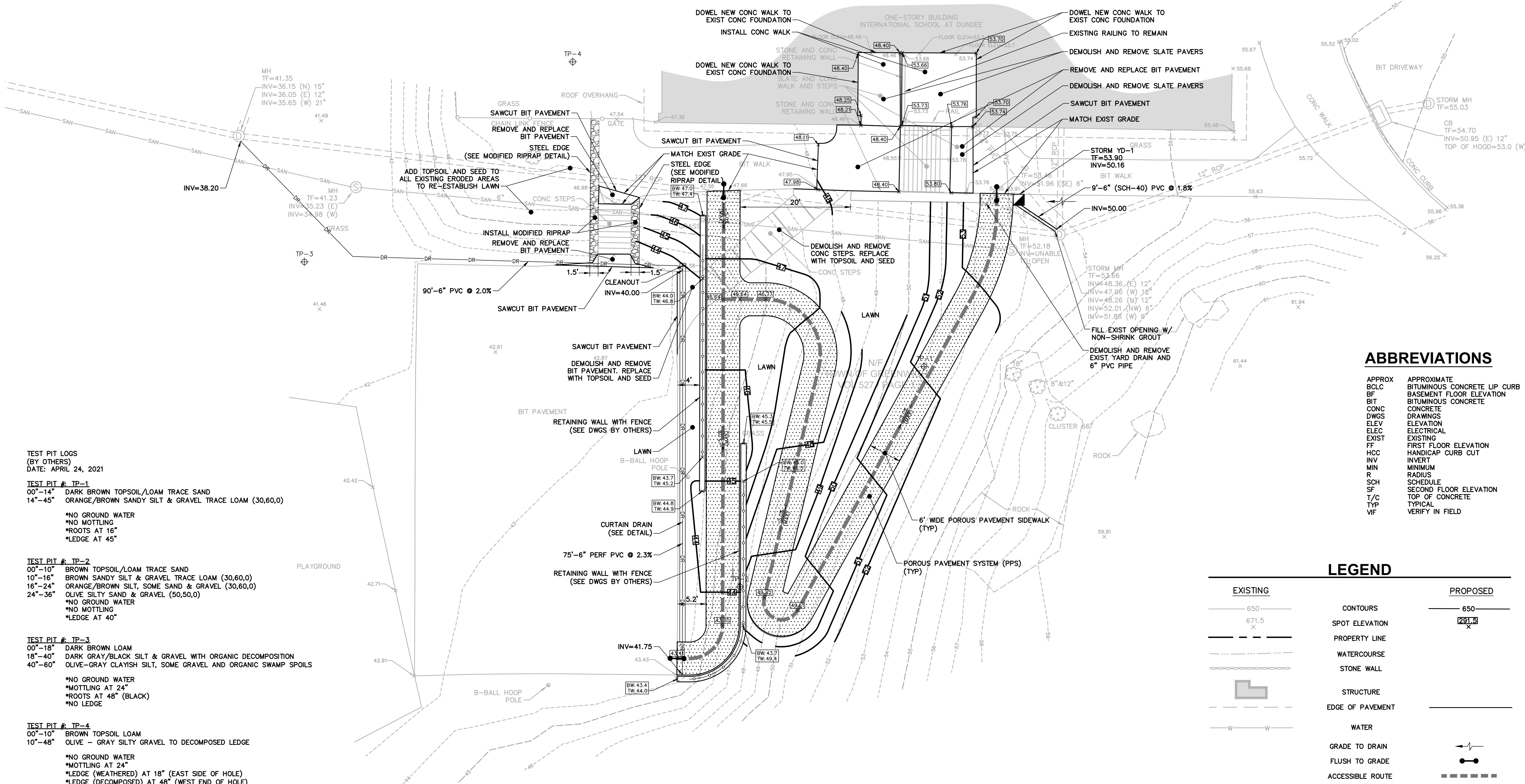
GRADING AND UTILITY NOTES:

- ALL TOPSOIL SHALL BE STRIPPED FROM PROPOSED DISTURBED AREAS AND STOCKPILED FOR USE IN FINAL LANDSCAPING. EXCESS TOPSOIL AND UNSUITABLE MATERIAL SHALL BE REMOVED AND REPLACED WITH SUITABLE MATERIAL AS APPROVED BY ENGINEER AT NO ADDITIONAL COST TO OWNER. ADDITIONAL (SCREENED) TOPSOIL REQUIRED FOR FINAL LANDSCAPING SHALL BE PROVIDED AT NO ADDITIONAL COST TO OWNER. FINAL TOPSOIL DEPTHS SHALL BE 6-INCHES FOR LAWN AREAS AND 9-INCHES FOR PLANT BEDS.
- THE CONTRACTOR SHALL COMPACT FILL UNDER ALL SIDEWALKS TO 95% OF THE MAXIMUM DRY DENSITY AS DETERMINED BY ASTM D1557(MODIFIED PROCTOR TEST), OR AS DIRECTED BY THE GEOTECHNICAL ENGINEER.
- GRADE AWAY FROM BUILDINGS AT 2% MINIMUM. MINIMUM GRADE IN PAVED AREAS AND SIDEWALKS IS 1% (TYPICALLY 2%).
- CONTRACTOR IS RESPONSIBLE FOR PROVIDING TEMPORARY EXCAVATION SUPPORT AND PROTECTION SYSTEMS CAPABLE OF SUPPORTING EXCAVATION SIDEWALLS AND OF RESISTING SOIL AND HYDROSTATIC PRESSURE AND SUPERIMPOSED AND CONSTRUCTION LOADS.
- MANHOLE RIMS, CATCH BASIN GRATES, VALVE COVERS, AND OTHER SIMILAR STRUCTURES SHALL BE SET TO ELEVATIONS SHOWN, AND SHALL BE ADJUSTED 1/4" BELOW GRADE WITHIN PAVED AREAS. ALL EXISTING MANHOLE RIMS, CATCH BASIN GRATES, VALVE COVERS, AND OTHER SIMILAR STRUCTURES SHALL BE RESET FLUSH WITH FINAL GRADES AS REQUIRED. ANY DAMAGED RIMS, TOPS, GRATES, AND VALVE COVERS SHALL BE REPLACED AT NO ADDITIONAL COST TO THE OWNER.
- ALL DISTURBANCE INCURRED TO TOWN, STATE, OR OTHER PROPERTY DUE TO CONSTRUCTION SHALL BE RESTORED TO ITS PREVIOUS CONDITION OR BETTER, TO THE SATISFACTION OF THE RESPECTIVE TOWN, STATE, OR OTHER AUTHORITY.
- THE CONTRACTOR SHALL VISIT THE SITE AND VERIFY THE ELEVATION AND LOCATION OF ALL UTILITIES BY VARIOUS MEANS PRIOR TO BEGINNING ANY EXCAVATION. TEST PITS SHALL BE DUG AT ALL LOCATIONS WHERE SEWERS CROSS EXISTING UTILITIES, AND THE HORIZONTAL AND VERTICAL LOCATIONS OF THE UTILITIES SHALL BE DETERMINED. THE CONTRACTOR SHALL CONTACT THE SITE ENGINEER IN THE EVENT OF ANY UNFORESEEN CONFLICTS BETWEEN EXISTING AND PROPOSED UTILITIES SO THAT AN APPROPRIATE MODIFICATION MAY BE MADE.
- EARTHEN SLOPES SHALL BE NO STEEPER THAN 2H:1V (3H:1V SLOPES MAX FOR LAWN AREAS). STEEPER SLOPES SHALL BE REINFORCED WITH RIPRAP AND MAY BE GRADED AT 1.5H:1V (MAX), UNLESS OTHERWISE DETAILED. THIS WORK SHALL BE PROVIDED AT NO ADDITIONAL COST TO THE OWNER.
- IF GROUNDWATER IS ENCOUNTERED DURING CONSTRUCTION, THE CONTRACTOR SHALL INSTALL TEMPORARY PUMPING SYSTEMS, UNDERDRAINS, CURTAIN DRAINS, AND/OR OTHER MEASURES AS REQUIRED OR AS REQUESTED BY ENGINEER IN ORDER TO PROVIDE DRY, STABLE SUBGRADES. THIS WORK SHALL BE PROVIDED AT NO ADDITIONAL COST TO THE OWNER.

- CONTRACTOR SHALL RELOCATE, REMOVE, AND/OR OTHERWISE MODIFY ANY EXISTING UTILITIES ENCOUNTERED DURING CONSTRUCTION AS REQUIRED TO AVOID CONFLICTS WITH THE PROPOSED WORK AS DIRECTED BY ENGINEER AT NO ADDITIONAL COST TO OWNER.
- ANY UTILITIES DAMAGED DURING CONSTRUCTION SHALL BE REPLACED BY CONTRACTOR AS DIRECTED BY ENGINEER AT NO ADDITIONAL COST TO OWNER.
- CONTRACTOR SHALL FLUSH AND CLEANOUT ALL NEW AND EXISTING STORM SEWER SYSTEM (INCLUDING, BUT NOT LIMITED TO, CATCH BASINS, MANHOLES, AND STORM PIPING) LOCATED WITHIN PROJECT WORK AREA INCLUDING ANY STORM STRUCTURES & PIPING LOCATED DOWNSTREAM OF PROJECT WORK AREA TO ENSURE UNINHIBITED FLOW OF STORMWATER TO DISCHARGE POINT.
- ANY AND ALL EXISTING SEWERS, DRAINS, AND/OR UTILITIES ENCOUNTERED OR DAMAGED DURING CONSTRUCTION SHALL BE REPAIRED/RECONNECTED TO OPERATING SEWERS, DRAINS, AND/OR UTILITIES AS DIRECTED BY ENGINEER AT NO ADDITIONAL COST TO OWNER.
- THE CONTRACTOR SHALL PROVIDE AS-BUILT RECORDS OF ALL CONSTRUCTION (INCLUDING UNDERGROUND UTILITIES) TO THE OWNER AT THE END OF CONSTRUCTION.

GENERAL DEMOLITION NOTES:

- THE CONTRACTOR SHALL MAINTAIN THE SAFETY AND PROTECTION OF BOTH PEDESTRIANS AND MOTORISTS. IT IS THE CONTRACTOR'S RESPONSIBILITY TO TAKE ALL NECESSARY PRECAUTIONARY AND PROTECTIVE MEASURES, INCLUDING, BUT NOT LIMITED TO, SIGNS, LIGHTS, BARRIERS, FENCING, AND TRAFFIC FLAGMEN.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY DEMOLITION ASSOCIATED PERMITS.
- THE CONTRACTOR SHALL REMOVE AND LEGALLY DISPOSE OF ALL EXCESS MATERIAL AND DEMOLITION DEBRIS WITHIN THE PROJECT LIMITS (UNLESS INDICATED TO REMAIN) AT NO ADDITIONAL COST TO OWNER.
- THE PROPOSED LIMITS OF DEMOLITION SHOWN ARE APPROXIMATE AND MAY VARY BASED ON ACTUAL FIELD CONDITIONS AND/OR CONTRACTOR'S METHODS OF DEMOLITION/CONSTRUCTION. CONTRACTOR SHALL DEMOLISH AND REMOVE ANY AND ALL ITEMS AS REQUIRED TO CONSTRUCT PROPOSED IMPROVEMENTS AT NO ADDITIONAL COST TO OWNER.
- CONTRACTOR SHALL PROPERLY ABANDON AND/OR DEMOLISH AND REMOVE ANY AND ALL UNEXPECTED UTILITIES DISCOVERED DURING CONSTRUCTION AT NO ADDITIONAL COST TO THE OWNER.
- EXCAVATION OPERATIONS SHALL BE EXECUTED CAREFULLY AT ALL LOCATIONS ADJACENT TO EXISTING UNDERGROUND UTILITIES AND VAULTS. PROTECTION OF EXISTING UTILITIES WITHIN THE WORK LIMIT WILL BE THE RESPONSIBILITY OF THE CONTRACTOR. ALL WORK WILL BE COORDINATED WITH THE APPROPRIATE UTILITY COMPANIES.
- ALL AREAS DISTURBED BY THE CONTRACTOR SHALL BE RESTORED TO THEIR ORIGINAL CONDITION (OR BETTER) OR AS INDICATED ON THE CONTRACT DRAWINGS.
- ANY DAMAGE TO EXISTING PAVEMENT, CURBS, SIDEWALKS, STRUCTURES OR ANY OTHER APPURTENANCES DURING CONSTRUCTION WILL BE REPLACED (IN-KIND OR BETTER) BY THE CONTRACTOR AS DIRECTED BY THE ENGINEER AT THE CONTRACTOR'S EXPENSE. SAW-CUT DAMAGED SECTIONS BACK TO THE NEAREST JOINT WHERE APPROPRIATE AND MATCH EXISTING MATERIALS, THICKNESSES, AND PATTERNS.
- CONTRACTOR SHALL SAW-CUT BITUMINOUS AND CONCRETE SURFACES AT LIMITS OF DEMOLITION AS REQUIRED SO AS TO ACHIEVE A SMOOTH TRANSITION BETWEEN EXISTING SURFACES (TO REMAIN) AND NEW SURFACES. APPLY/INSTALL TACK COATS AND EXPANSION JOINTS AS REQUIRED. ANY EXISTING SURFACES LOCATED DIRECTLY ADJACENT TO THE LIMIT OF DEMOLITION THAT ARE EITHER DAMAGED OR IN POOR CONDITION SHALL ALSO BE REPLACED AND INCLUDED IN THE WORK AT NO ADDITIONAL COST TO THE OWNER. THE INTENT IS TO AVOID LEAVING DAMAGED SURFACES LOCATED DIRECTLY ADJACENT TO NEWLY REPLACED WORK.
- NO STUMPS, BRUSH, BUILDING DEBRIS, OR UNSUITABLE MATERIALS ARE TO BE BURIED ON SITE. CONTRACTOR IS RESPONSIBLE FOR ANY/ALL COSTS ASSOCIATED WITH REMOVING ALL MATERIALS OFFSITE AT NO ADDITIONAL COST TO THE OWNER.
- CONTRACTOR SHALL PROVIDE AND MAINTAIN TEMPORARY 8 FT. HIGH CHAIN LINK FENCING. THE FENCING SHALL BE DESIGNED TO MAINTAIN SECURITY AND PROVIDE SAFETY FOR THE CONSTRUCTION SITE.



TEST PIT LOGS
(BY OTHERS)
DATE: APRIL 24, 2021

TEST PIT # TP-1
00"-14" DARK BROWN TOPSOIL/LOAM TRACE SAND
14"-45" ORANGE/BROWN SANDY SILT & GRAVEL TRACE LOAM (30,60,0)
*NO GROUND WATER
*NO MOTTLING
*ROOTS AT 16"
*LEDGE AT 45"

TEST PIT # TP-2
00"-10" BROWN TOPSOIL/LOAM TRACE SAND
10"-16" BROWN SANDY SILT & GRAVEL TRACE LOAM (30,60,0)
16"-24" ORANGE/BROWN SILT, SOME SAND & GRAVEL (30,60,0)
24"-36" OLIVE SILTY SAND & GRAVEL (50,50,0)
*NO GROUND WATER
*NO MOTTLING
*LEDGE AT 40"

TEST PIT # TP-3
00"-16" DARK BROWN LOAM
18"-40" DARK GRAY/BLACK SILT & GRAVEL WITH ORGANIC DECOMPOSITION
40"-60" OLIVE-GRAY CLAYISH SILT, SOME GRAVEL AND ORGANIC SWAMP SPOILS
*NO GROUND WATER
*MOTTLING AT 24"
*ROOTS AT 48" (BLACK)
*NO LEDGE

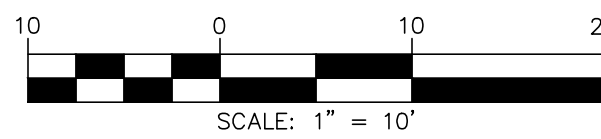
TEST PIT # TP-4
00"-10" BROWN TOPSOIL LOAM
10"-48" OLIVE - GRAY SILTY GRAVEL TO DECOMPOSED LEDGE
*NO GROUND WATER
*MOTTLING AT 24"
*LEDGE (WEATHERED) AT 18" (EAST SIDE OF HOLE)
*LEDGE (DECOMPOSED) AT 48" (WEST END OF HOLE)

ABBREVIATIONS

APPROX	APPROXIMATE
BCLC	BITUMINOUS CONCRETE LIP CURB
BF	BASEMENT FLOOR ELEVATION
BIT	BITUMINOUS CONCRETE
CONC	CONCRETE
DWGS	DRAWINGS
ELEV	ELEVATION
ELEC	ELECTRICAL
EXIST	EXISTING
FF	FIRST FLOOR ELEVATION
HCC	HANDICAP CURB CUT
INVERT	INVERT
MIN	MINIMUM
R	RADIUS
SCH	SCHEDULE
SF	SECOND FLOOR ELEVATION
T/C	TOP OF CONCRETE
TYP	TYPICAL
VIF	VERIFY IN FIELD

LEGEND

EXISTING	PROPOSED
650	650
671.5	671.5
CONTOURS	CONTOURS
SPOT ELEVATION	SPOT ELEVATION
PROPERTY LINE	PROPERTY LINE
WATERCOURSE	WATERCOURSE
STONE WALL	STONE WALL
STRUCTURE	STRUCTURE
EDGE OF PAVEMENT	EDGE OF PAVEMENT
WATER	WATER
GRADE TO DRAIN	GRADE TO DRAIN
FLUSH TO GRADE	FLUSH TO GRADE
ACCESSIBLE ROUTE	ACCESSIBLE ROUTE



COPYRIGHT © 2021

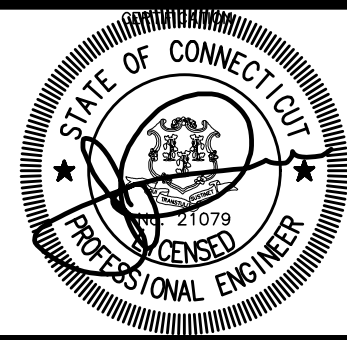
DATE MAY 21, 2021

C SHEET 1 OF 4

CAD REF. NO. 1289SP01



Civil • Environmental • Land Surveying
One Enterprise Drive, Suite 312 Phone: (203) 944-9944
Shelton, CT 06484 Fax: (203) 944-9945



REVISIONS			
NO.	BY	DATE	REMARKS
1	KCB	9/9/21	ADD STEEL EDGE

DES EFH
DWN EFH
CKD JCP

PREPARED FOR
GREENWICH PUBLIC SCHOOLS

FOR PROPERTY LOCATED AT
55 FLORENCE ROAD
GREENWICH, CONNECTICUT

PROPOSED SITE IMPROVEMENT PLANS
SITE PLAN

SCALE: 1" = 10'

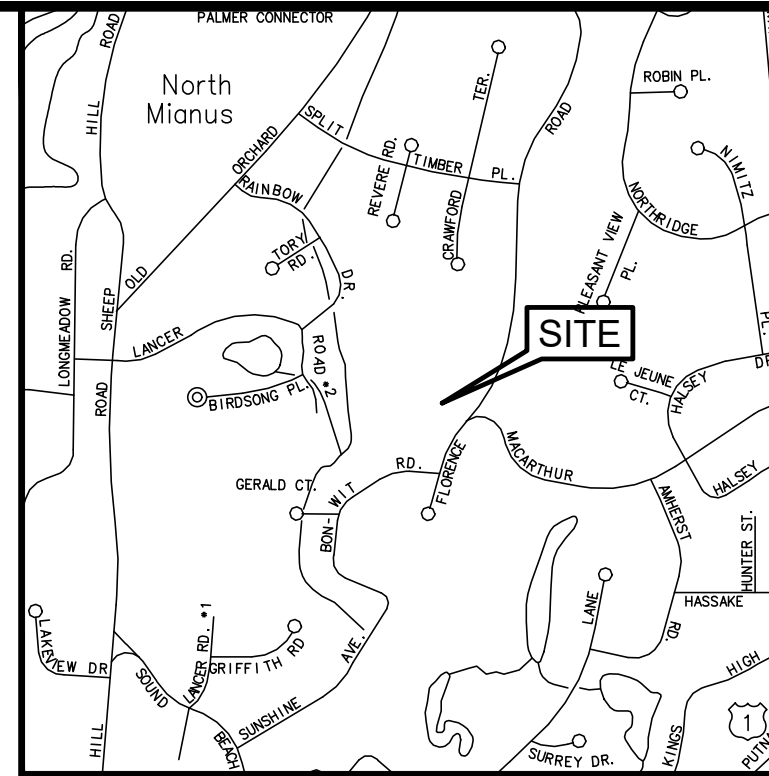
1. ALL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE STANDARDS AND SPECIFICATIONS OF THE CONNECTICUT "GUIDELINES FOR SOIL EROSION AND SEDIMENT CONTROL" (LATEST EDITION).
2. ALL LAND DISTURBANCE SHALL BE KEPT TO A MINIMUM AND RESTABILIZATION OF ANY DISTURBED AREAS SHALL BE SCHEDULED AS SOON AS PRACTICAL.
3. EROSION AND SEDIMENT CONTROL MEASURES SHALL BE INSTALLED PRIOR TO CONSTRUCTION WHENEVER POSSIBLE.
4. ALL CONTROL MEASURES SHALL BE MAINTAINED IN EFFECTIVE CONDITION THROUGHOUT THE CONSTRUCTION PERIOD.
5. ADDITIONAL CONTROL MEASURES INCLUDING, BUT NOT LIMITED TO, SILT FENCES, HAYBALE FILTERS, CONSTRUCTION ENTRANCES, RIPRAP, AND EROSION CONTROL BLANKETS SHALL BE INSTALLED DURING THE CONSTRUCTION PERIOD AS NECESSARY OR REQUIRED BY ENGINEER AT NO ADDITIONAL COST TO THE OWNER.
6. ALL CONTROL STRUCTURES SHALL BE INSPECTED AND CLEANED PERIODICALLY. ALL SEDIMENT REMOVED FROM CONTROL STRUCTURES SHALL BE DISPOSED OF IN A MANNER WHICH IS CONSISTENT WITH THE INTENT OF THE PLAN.
7. FOR EROSION AND SILTATION CONTROL, SILT FENCES AND/OR HAYBALE FILTERS SHALL BE INSTALLED AROUND ALL STOCKPILES OF FILL MATERIALS; OR AS DIRECTED BY THE LOCAL AUTHORITY. ONCE STOCKPILES ARE IN PLACE THEY SHALL BE SEED TO PREVENT EROSION.
8. IF DISTURBED AREAS CANNOT BE SEED IMMEDIATELY DUE TO TIME OF YEAR, THEN MULCH AREA UNTIL SEEDING CAN OCCUR. REMOVE MULCH AND SEED AND RESEED WHEN SEASON PERMITS.
9. CATCH BASINS SHALL BE PROTECTED BY SILT SACK FILTERS AND AS SHOWN ON THE DRAWINGS THROUGHOUT THE CONSTRUCTION PERIOD UNTIL ALL DISTURBED AREAS ARE THOROUGHLY STABILIZED.
10. HAYBALE FILTERS AND/OR SILT FENCES WILL BE INSTALLED AT ALL CULVERT OUTLETS AND ALONG THE TOE OF ALL CRITICAL CUT AND FILL SLOPES.
11. STORMWATER DISCHARGE AREAS WILL BE PROTECTED WITH RIPRAP CHANNELS AND EROSION DISSIPATORS AS REQUIRED AND/OR NECESSARY.

12. ALL Dewatering Pumping Must Have Sediment and Erosion Control Provisions to Maintain Clear Water Discharge (Not Muddy). Each Dewatering Pump Shall Discharge Into the Existing or Proposed Storm Drainage System in a Manner That Will Not Cause Erosion, Sedimentation, Nuisance, or Safety Hazards. Each Dewatering Pump Intake Shall Be Placed in a Clean, Perforated 55-Gallon Drum, Surrounded by at Least 6 Inches of 3/4" or Larger Crushed Stone. The Entire Surface of the Drum (Top, Sides, and Bottom) Shall Be Protected From Silty Water Entering the Drum. If Necessary, the Pump Discharge Shall Pass Through a Settlement Basin of Adequate Size to Further Clarify the Pump Discharge Prior to Entering the Storm Drainage System. Such Basin Could Be Made From an Excavated Pit or by Using a Sealed Trash Dumpster. The Basin Would Have a Piped Overflow Leading Into the Storm Drainage System. Alternative Methods May Be Used, Such as Well Points, for Removal of Water From the Basin. All Discharge Methods Must Be Approved by the Engineer and Governing Agencies. All Pump Discharge From Dewatering Shall Be Clear at the Point Where it Flows Off the Property.
13. THE CONTRACTOR SHALL KEEP ALL PUBLIC ROADWAYS CLEAN AND CLEAR OF ALL MUD DURING CONSTRUCTION AND SHALL IMPLEMENT WHATEVER MEASURES ARE NECESSARY TO MAINTAIN THE CLEANLINESS OF SUCH AREAS. THIS SHALL BE NOT LIMITED TO, THE CONSTRUCTION OF CONSTRUCTION ENTRANCES (ANTI-TRACKING PADS) 12' DEEP WHERE SHOWN ON PLAN OR AS DIRECTED BY THE LOCAL AUTHORITY.
14. THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING ANY/ALL PERMITS REQUIRED AS RELATED TO SOIL, EROSION AND SEDIMENT CONTROL MEASURES INCLUDING, BUT NOT LIMITED TO, DEP PERMITS.
15. THE CONTRACTOR IS DESIGNATED AS SITE MONITOR AND IS RESPONSIBLE FOR IMPLEMENTING THIS EROSION AND SEDIMENT CONTROL PLAN. THIS RESPONSIBILITY INCLUDES THE INSTALLATION OF CONTROL MEASURES, MONITORING AND RECORDING, NOTIFYING ALL PARTIES ENGAGED ON THE CONSTRUCTION SITE OF THE REQUIREMENTS AND OBJECTIVES OF THE PLAN, NOTIFYING THE INLAND WETLANDS COMMISSION OF ANY TRANSFER OF THIS RESPONSIBILITY, AND FOR CONVEYING A COPY OF THE EROSION AND SEDIMENT CONTROL PLAN IF THE TITLE TO THE LAND IS TRANSFERRED.

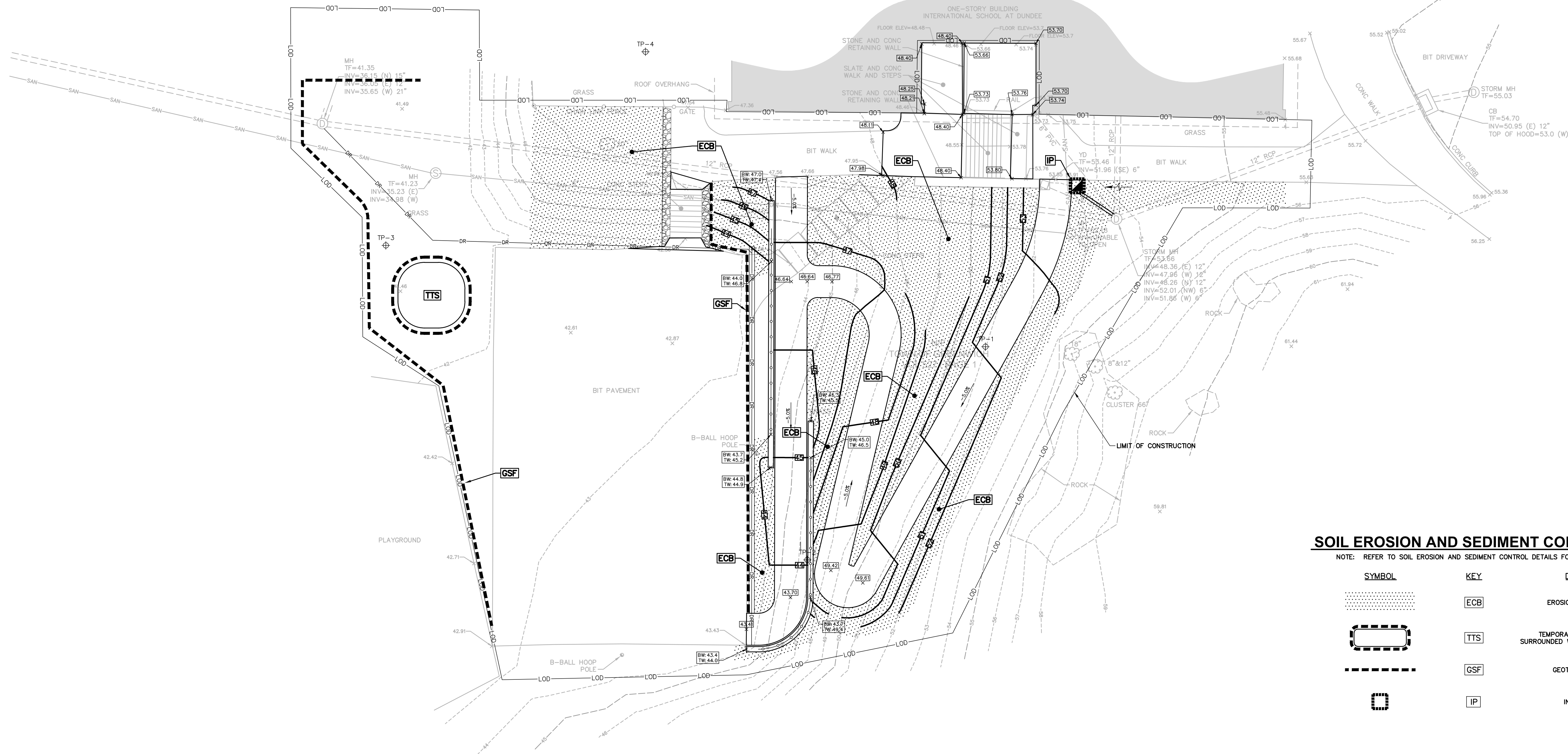
1. THE PROPOSED IMPROVEMENTS INCLUDES THE CONSTRUCTION OF A NEW BITUMINOUS SIDEWALK, WITH ASSOCIATED RETAINING WALLS, DRAINAGE, AND SIDE CURB.
2. PRIOR TO COMMENCEMENT OF CONSTRUCTION, A PRECONSTRUCTION MEETING IS TO BE HELD WITH THE DESIGN ENGINEER, OWNER, GENERAL CONTRACTOR, AND REPRESENTATIVES FROM THE TOWN OF GREENWICH (INCLUDING THE TOWN ENGINEER, AND/OR ZONING ENFORCEMENT OFFICER).
3. CONSTRUCTION WILL BEGIN SHORTLY AFTER NECESSARY APPROVALS ARE OBTAINED. CONSTRUCTION IS ANTICIPATED TO BE COMPLETED WITHIN FOUR MONTHS FROM THE TIME OF COMMENCEMENT.
4. MAINTENANCE OF THE EROSION CONTROLS SHALL CONSIST OF INSPECTION AT THE START OF EACH WORK DAY WITH SPECIAL ATTENTION TO THE FOLLOWING: A. ANY EROSION CONTROL DEFICIENCIES SHALL BE CORRECTED IMMEDIATELY. BUILT UP EROSION SHALL BE REMOVED FROM EROSION CONTROL DEVICES AND DISPOSED OF IN A MANNER CONSISTENT WITH THE PLAN. ADDED SEEDING OR MULCHING SHALL BE EMPLOYED AS WHERE NECESSARY. EROSION CONTROL MEASURES SHALL BE CEASED OR HAVE TEMPORARILY BE SUSPENDED FOR MORE THAN SEVEN DAYS, OR WHEN FINAL GRADES ARE REACHED IN ANY PORTION OF THE PROJECT. EROSION CONTROL SHALL BE RE-IMPLEMENTED WITHIN THREE DAYS. AREAS WHICH REMAIN DISTURBED BUT INACTIVE FOR AT LEAST THIRTY DAYS SHALL BE REVEGETATED OR RESEEDING OR MULCHING IN ACCORDANCE WITH THE SOIL EROSION GUIDELINES.

5. SEQUENCE OF CONSTRUCTION (PHASING):
- 5.1 CONDUCT PRE-CONSTRUCTION MEETING.
- 5.2 FIELD STAKE LIMITS AND ALL DISTURBANCE AND PROPOSED CONSTRUCTION.
- 5.3 INSTALL SILT FENCE AND HAY BALE BARRIERS BETWEEN WORK AREAS AND ADJACENT RESOURCE AREAS AND AT TOE OF SLOPES AT LOCATIONS SHOWN ON THE PLANS.
- 5.4 CLEARED AND GRADED AREAS SHALL BE PROTECTED BY SILT FENCES.
- 5.5 THE LOAM SHALL BE STRIPPED AND STOCKPILED IN AREAS WHERE SHOWN ON THE DRAWINGS.
- 5.6 THE LOAM STOCKPILES SHALL BE RINGED WITH SILT FENCE. THE RINGS SHALL BE MAINTAINED DURING THE PERIOD THAT MATERIALS ARE STORED. STOCKPILES STORED FOR MORE THAN 30 DAYS SHALL BE SEEDING WITH TEMPORARY COVER TO PREVENT EROSION.
- 5.7 CONSTRUCT NEST NEEDED WALLS.
- 5.8 INSTALL POROUS PAVEMENT SYSTEM, DRAINAGE STRUCTURES, AND PIPING. IF WATER IS ENCOUNTERED, DURING INSTALLATION, CONTRACTOR TO PUMP WATER TO SETTLING BASIN. DEWATERING SHALL BE MONITORED AND INSPECTED AT LEAST EVERY TWO HOURS DURING PERIODS OF USE. CONTRACTOR TO REMOVE ACCUMULATED SEDIMENTS WHEN THE SEDIMENT EQUALS ONE HALF THE REQUIRED STORAGE VOLUME. THE ACCUMULATED SEDIMENT WHICH IS REMOVED SHALL BE DISPOSED OF PROPERLY.
- 5.9 INSTALL POROUS PAVEMENT.





- 5.10 ALL DISTURBED AREAS NOT COVERED BY SIDEWALKS OR LANDSCAPING, ETC. SHALL BE GRADED AND STABILIZED AS FOLLOWS:
 - A. PLACE MINIMUM 4 INCHES OF TOPSOIL IN ALL AREAS. PLACE LIMESTONE AND FERTILIZER IN ACCORDANCE WITH SOIL TEST RECOMMENDATIONS.
 - B. APPLY RECOMMENDED MIXTURE AT RECOMMENDED RATE.
 - C. SEEDING SHOULD HAVE HAY MULCH ON ALL SEEDED AREAS.
 - D. SEEDING SHOULD TAKE PLACE BETWEEN APRIL 1ST THROUGH JUNE 15 AND AUGUST 15 AND SEPTEMBER 30. IF OUTSIDE THESE PERIODS, AREAS SHALL BE STABILIZED WITH STRAW OR COARSE HAY AT A RATE OF 90 POUNDS PER 1,000 SQUARE FEET.
- 5.11 SILT FENCE AND HAYBALES SHOULD REMAIN AND BE MAINTAINED UNTIL THE DISTURBED AREAS ARE STABILIZED.
- 5.12 ON PAVED AREAS THAT ARE SUBJECT TO TRACKING OF SOIL MATERIALS OR THAT RECEIVE SEDIMENT-LADEN RUNOFF FROM DRIVEWAYS, PAVED AREAS SHALL BE PROTECTED. MATERIALS SHALL REMAIN AROUND THE CATCH BASINS AFTER PAVING.

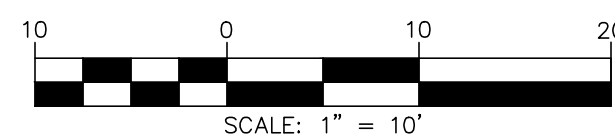


LOCATION MAP
NOT TO SCALE

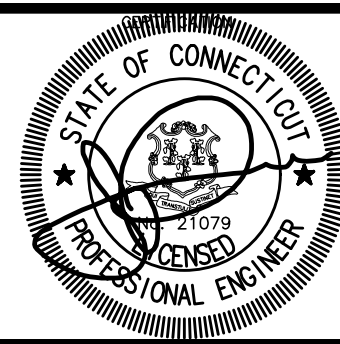


NOTE: REFER TO SOIL EROSION AND SEDIMENT CONTROL DETAILS FOR ADDITIONAL INFORMATION

SYMBOL	KEY	DESCRIPTION
	ECB	EROSION CONTROL BLANKET
	TTS	TEMPORARY TOPSOIL STOCKPILE SURROUNDED WITH GEOTEXTILE SILT FENCE
	GSF	GEOTEXTILE SILT FENCE
	IP	INLET PROTECTION



COPYRIGHT © 2021



REVISIONS			
NO.	BY	DATE	REMARKS
1	KCB	9/9/21	ADD STEEL EDGE

DES	EFH
DWN	EFH
CKD	JCP

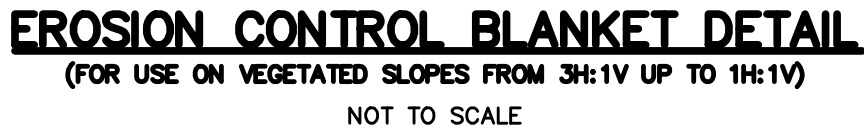
FOR PROPERTY LOCATED AT
55 FLORENCE ROAD
GREENWICH, CONNECTICUT

SCALE: 1" = 10'

DATE MAY 21, 2021

C. QUESTIONS 3, 4, 5

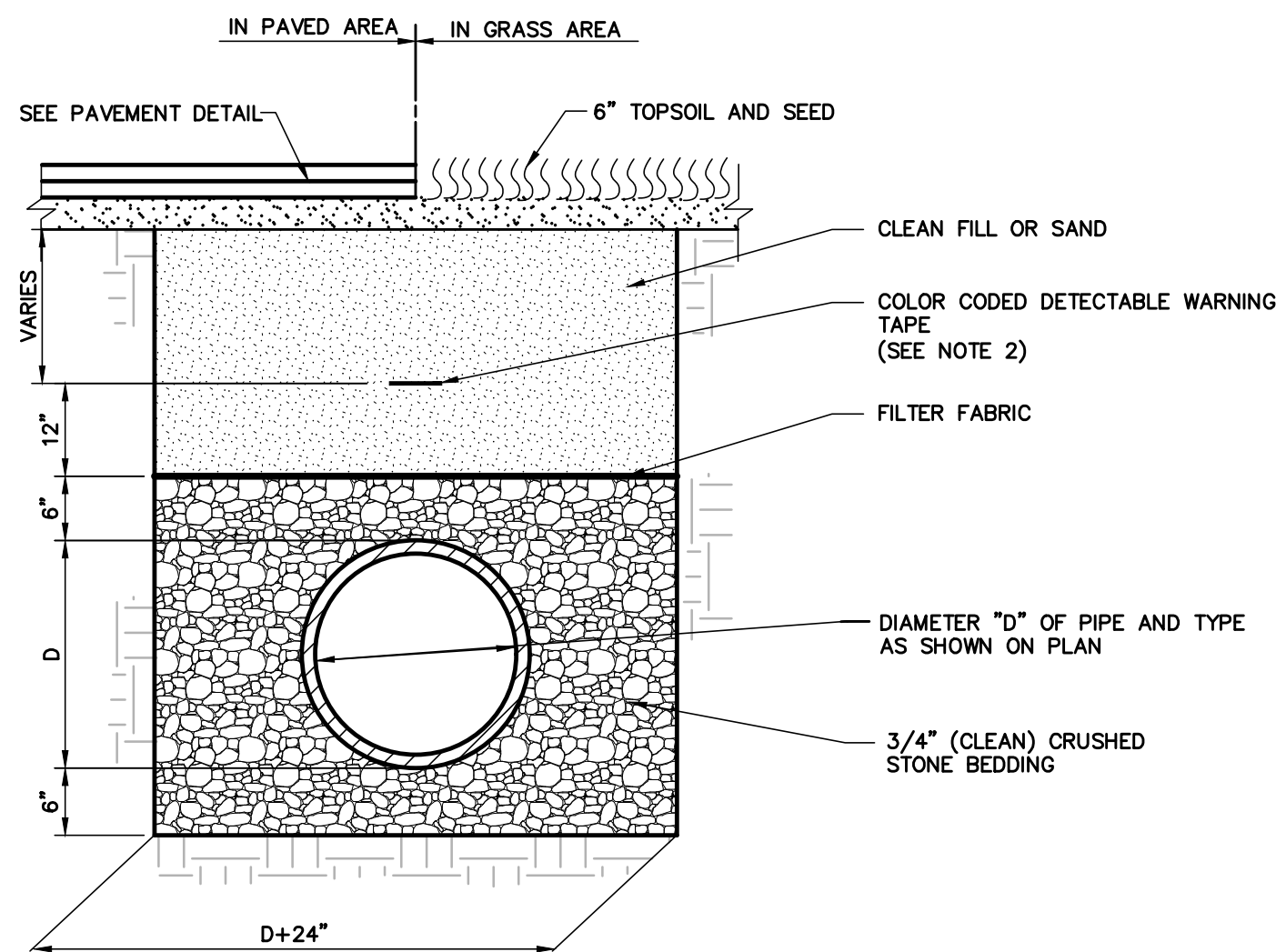
CAD REF. NO. 1289SP02



DES	EFH
DWN	EFH
CKD	JCP

FOR PROPERTY LOCATED AT
55 FLORENCE ROAD
GREENWICH, CONNECTICUT

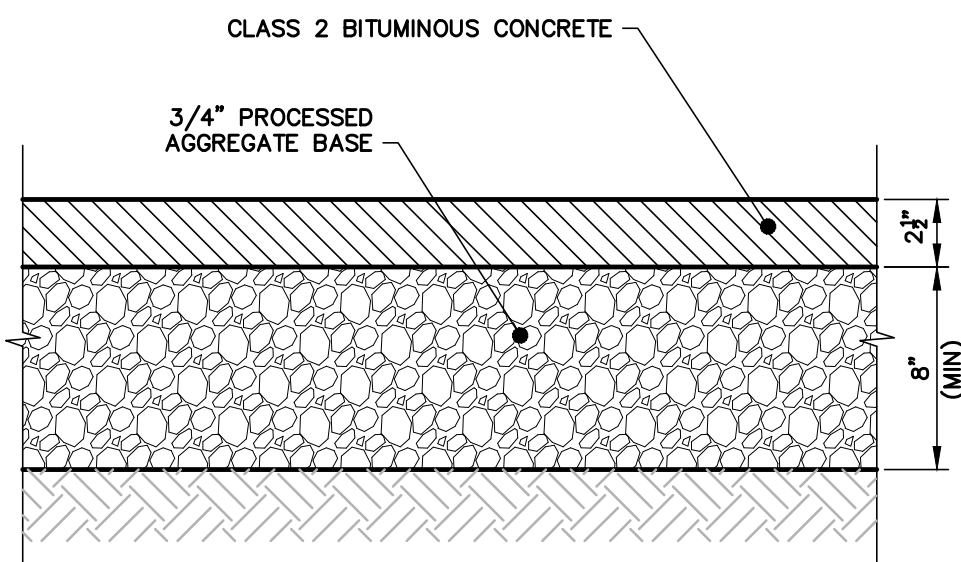
SCALE: AS NOTED



- NOTES:
1. FILL MATERIALS SHALL BE COMPACTED TO 95% DRY DENSITY UNDER PAVED AREAS, SIDEWALKS AND OTHER STRUCTURES AND TO 90% DRY DENSITY (MIN.) UNDER UNPAVED AREAS.
 2. COLOR OF DETECTABLE WARNING TAPE SHALL BE AS FOLLOWS:
 BLUE - WATER
 GREEN - STORM & SANITARY
 RED - ELECTRICAL
 ORANGE - COMMUNICATIONS
 YELLOW - GAS

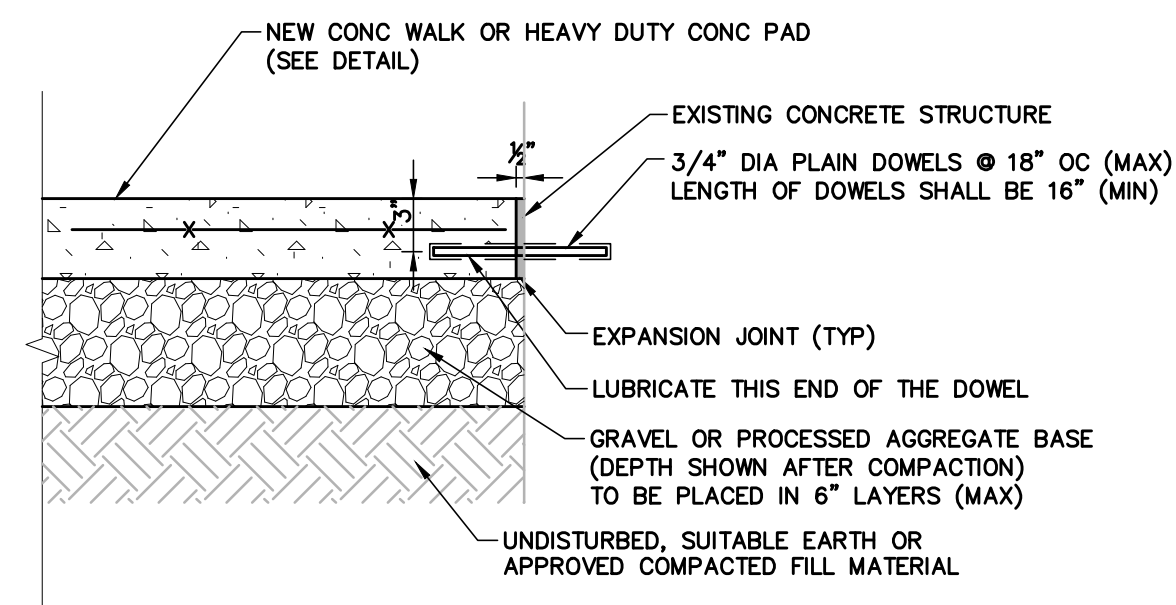
TYPICAL UTILITY TRENCH

NOT TO SCALE



TYPICAL BITUMINOUS DRIVEWAY (OR SIDEWALK)

NOT TO SCALE

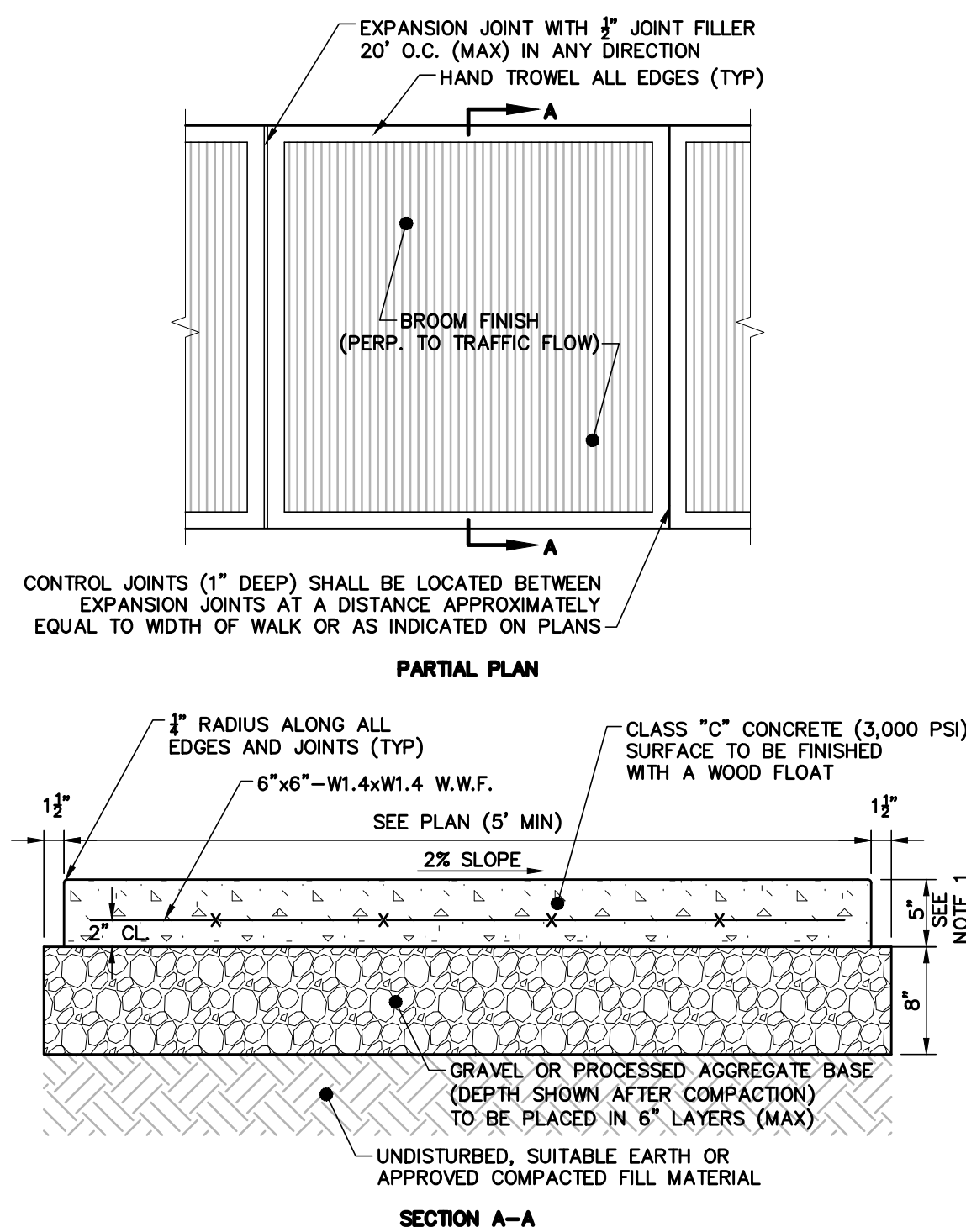


SECTION A-A

- NOTES:
1. EXPANSION JOINT FILLER SHALL BE PREFORMED BITUMINOUS CELLULAR (FIBER) TYPE PER AASHTO M 213 REQUIREMENTS.
 2. CONTRACTOR SHALL REMOVE UNSUITABLE MATERIAL AND REPLACE WITH FILL MATERIAL APPROVED BY ENGINEER AT NO ADDITIONAL COST TO THE OWNER.
 3. FOLLOW EPOXY MANUFACTURER'S INSTRUCTIONS FOR INSTALLATION.
 4. EPOXY MATERIAL: HILTI HIT-HY 150 ADHESIVE OR APPROVED EQUAL.

DOWEL TO EXISTING CONCRETE

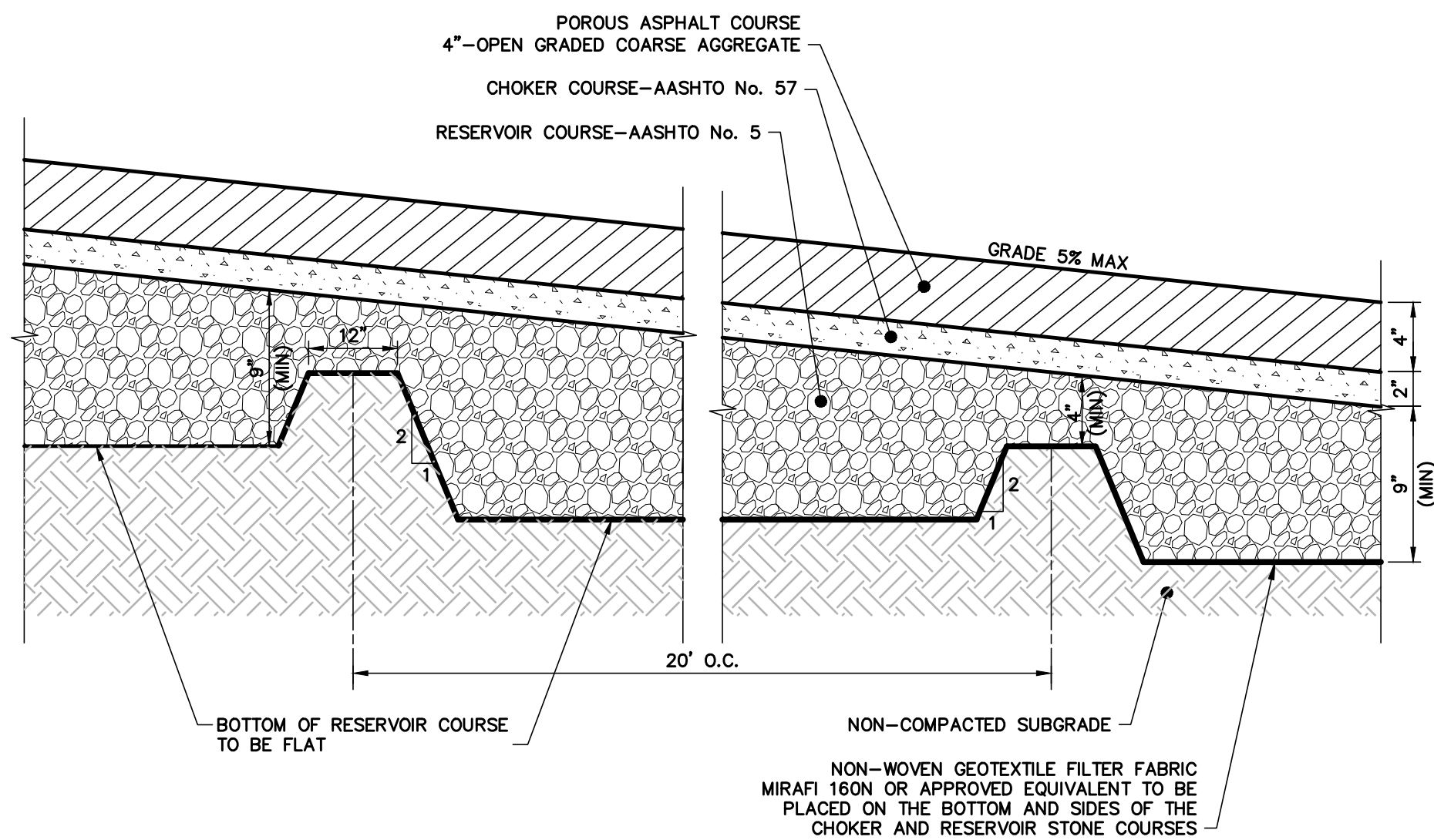
NOT TO SCALE



- NOTES:
1. CONCRETE SIDEWALK (WALK) SHALL BE 6\"/>

CONCRETE SIDEWALK

NOT TO SCALE

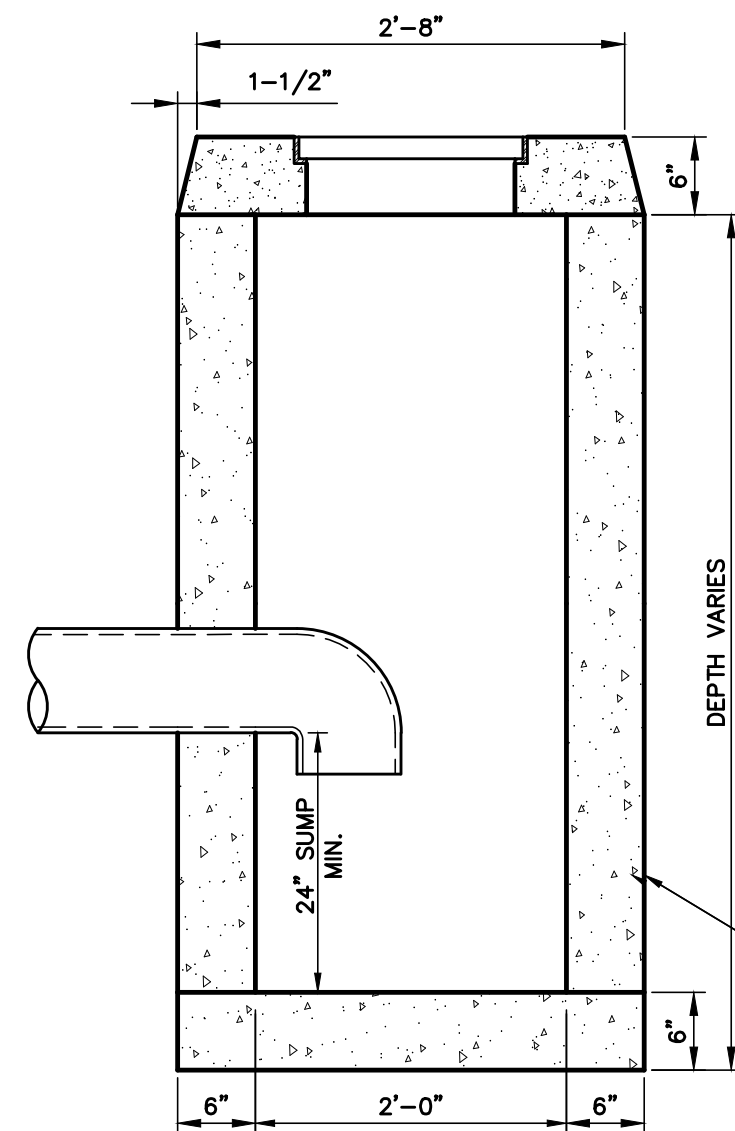


GRADATION OF CHOKER AND RESERVOIR COURSE MATERIALS TABLE

US STANDARD SIEVE SIZE	PERCENT PASSING (%)	
	CHOKER COURSE (AASHTO No. 57)	RESERVOIR COURSE (AASHTO No. 5)
#	INCHES	MM
1	4	100
2	2 1/2	63
4	1 1/2	37.5
10	2	20
20	1	75
40	3/4	19
60	1/2	12.5
100	3/8	9.5
200	0.075	0.075

POROUS PAVEMENT SYSTEM (PPS)

NOT TO SCALE

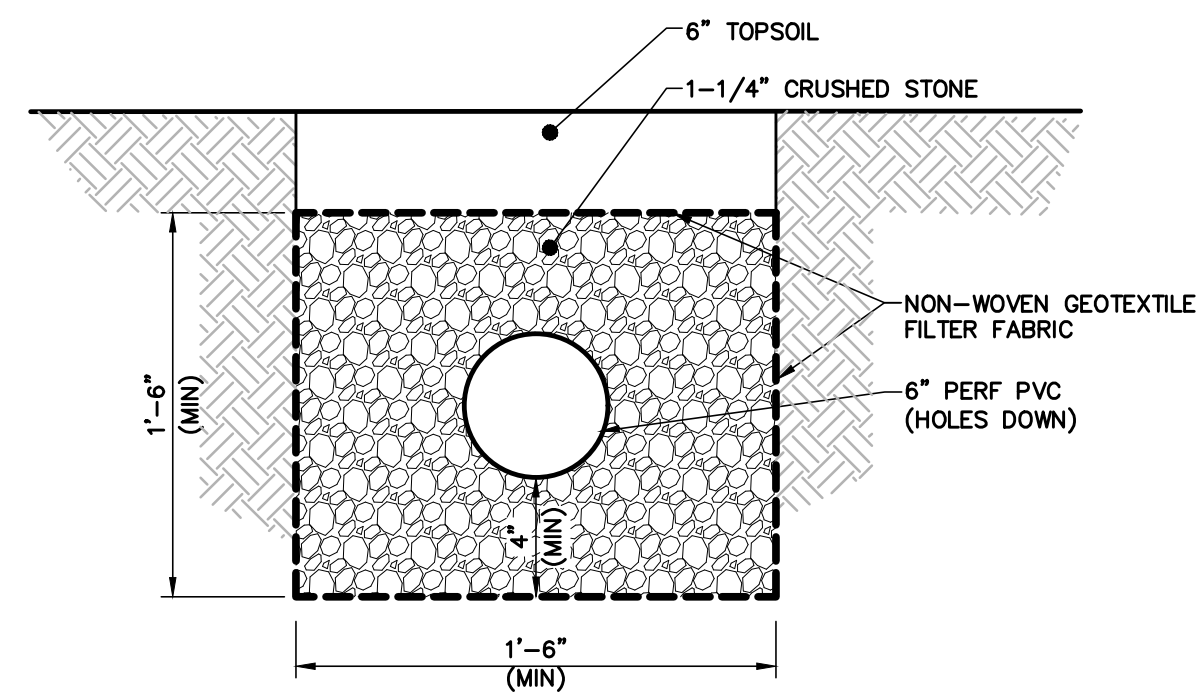


SECTION A-A

- NOTE:
YARD DRAIN & GRATE TO BE AS MANUFACTURED & SUPPLIED BY CONNECTICUT PRECAST CORP OR APPROVED EQUAL.

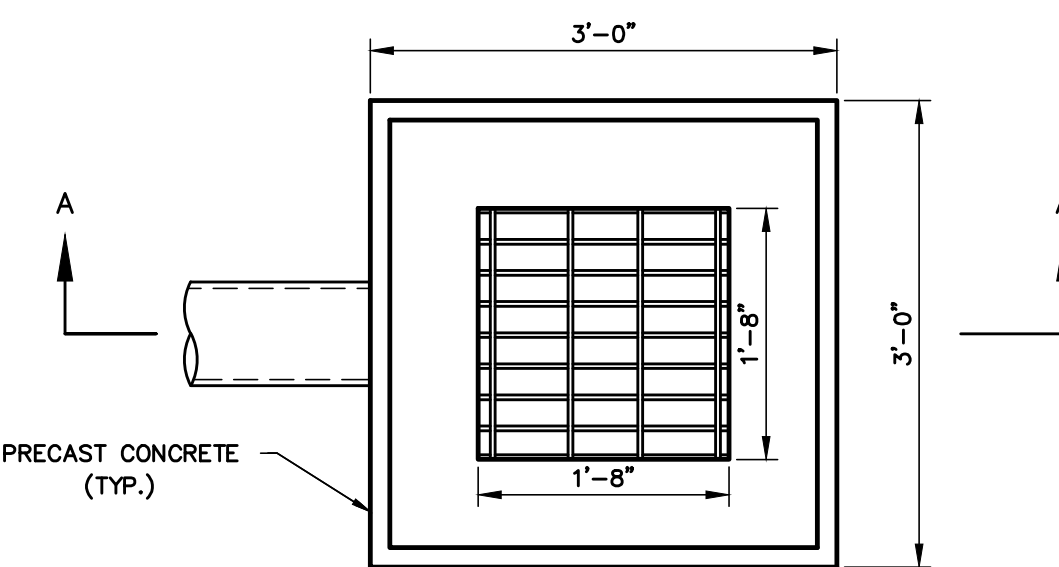
YARD DRAIN

NOT TO SCALE

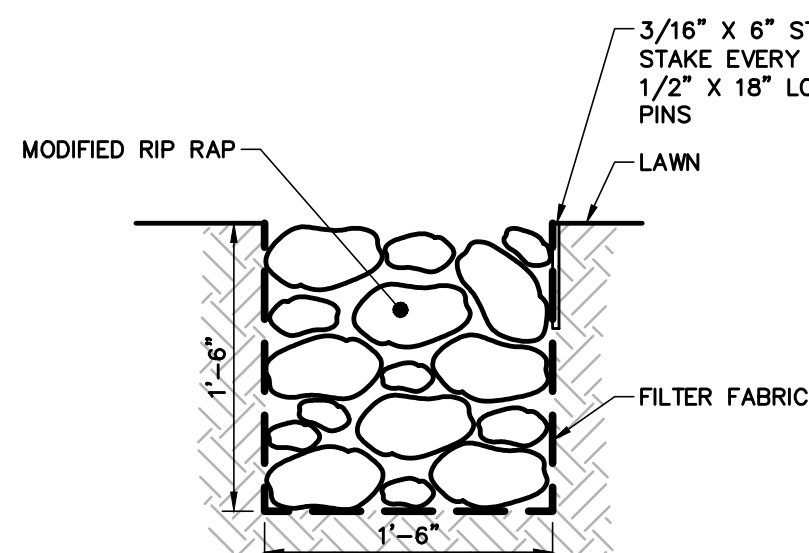


CURTAIN DRAIN

NOT TO SCALE

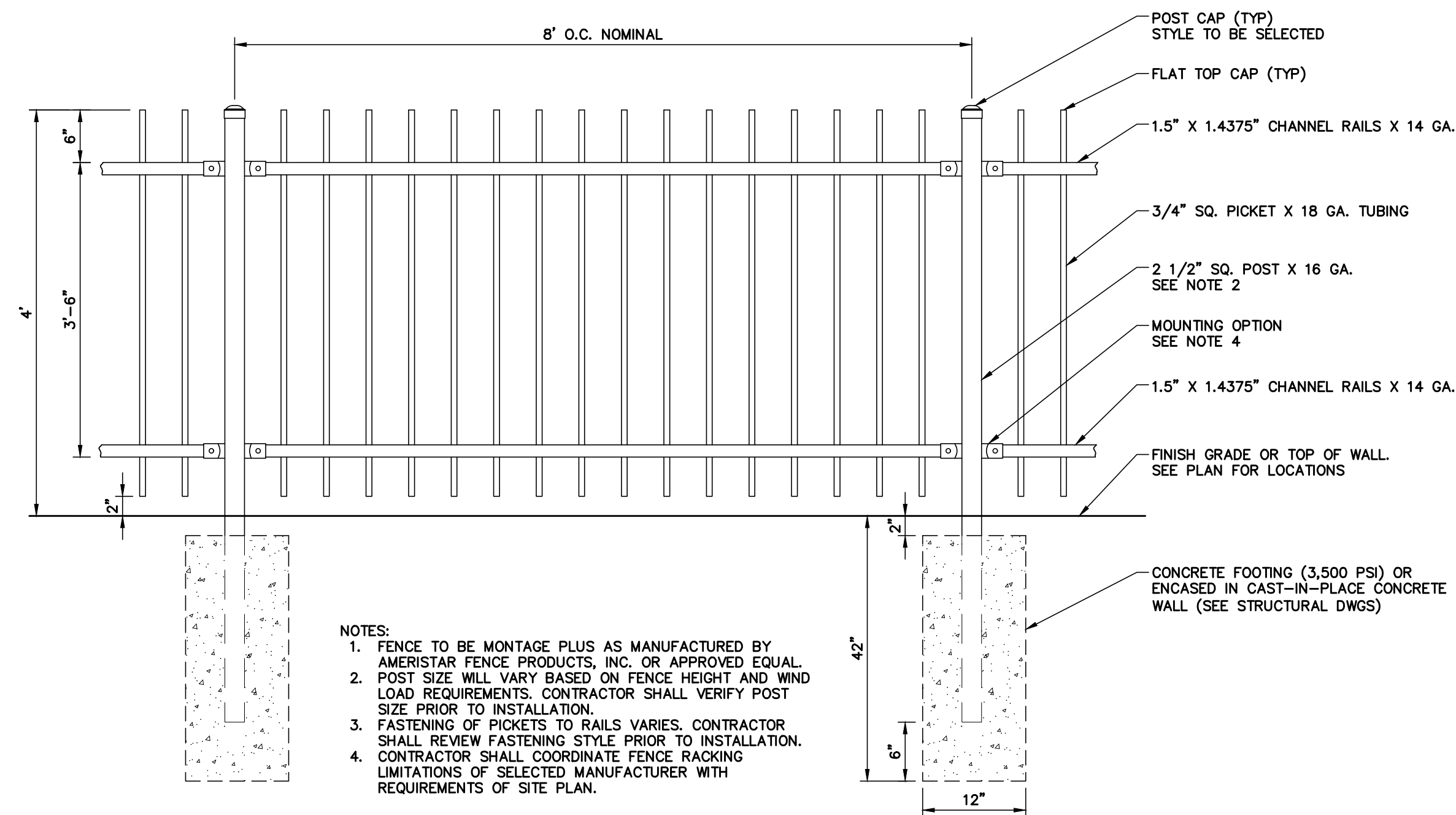


PLAN



MODIFIED RIPRAP

NOT TO SCALE



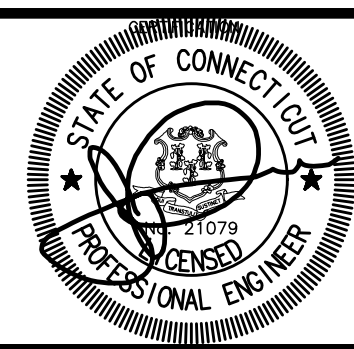
- NOTES:
1. FENCE TO BE MONTAGE PLUS AS MANUFACTURED BY AMERISTAR FENCE PRODUCTS, INC. OR APPROVED EQUAL.
 2. POST SIZE WILL VARY BASED ON FENCE HEIGHT AND WIND LOAD REQUIREMENTS. CONTRACTOR SHALL VERIFY POST SIZE PRIOR TO INSTALLATION.
 3. FASTENING OF PICKETS TO RAILS VARIES, CONTRACTOR SHALL REVIEW FASTENING STYLE PRIOR TO INSTALLATION.
 4. CONTRACTOR SHALL COORDINATE FENCE RACKING LIMITATIONS OF SELECTED MANUFACTURER WITH REQUIREMENTS OF SITE PLAN.

ORNAMENTAL METAL FENCE ('PROTECTIVE GUARD')

NOT TO SCALE



Civil • Environmental • Land Surveying
One Enterprise Drive, Suite 312 Phone: (203) 944-9944
Shelton, CT 06484 Fax: (203) 944-9945



REVISIONS				DES	DWN	CKD
NO.	BY	DATE	REMARKS			
2	KCB	9/9/21	REV. MODIFIED RIPRAP DETAIL-STEEL EDGE	EFH	EFH	JCP
1	KCB	6/1/21	REV. POROUS PAVEMENT DETAIL & ADD FENCE DETAIL			

PREPARED FOR GREENWICH PUBLIC SCHOOLS

FOR PROPERTY LOCATED AT
55 FLORENCE ROAD
GREENWICH, CONNECTICUT

PROPOSED SITE IMPROVEMENT PLANS DETAILS

SCALE: AS NOTED

COPYRIGHT © 2021

DATE MAY 21, 2021

C SHEET 4 OF 4

CAD REF. NO. 1289DT02

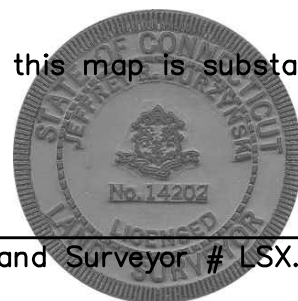
c:\289\wethel\210524-Survey Digital Signature\1289SURV.dwg, 1 Of 1, 9/9/2021 10:00:52 AM, 1:1

SURVEY NOTES:

- THIS SURVEY AND MAP HAVE BEEN PREPARED IN ACCORDANCE WITH REGULATIONS OF CONNECTICUT STATE AGENCIES SECTIONS 20-300b-1 THROUGH 20-300b-20.
 - THE TYPE OF SURVEY IS A TOPOGRAPHIC SURVEY INTENDED TO DEPICT EXISTING CONDITIONS WITHIN A LIMITED AREA.
 - PROPERTY LINES IF DEPICTED DO NOT PRESENT A SURVEYOR'S PROPERTY/BOUNDARY OPINION.
 - THIS SURVEY CONFORMS TO VERTICAL ACCURACY CLASS V-5 AND TOPOGRAPHIC ACCURACY CLASS T-2.
- THE ELEVATIONS DEPICTED HEREON ARE BASED ON NAVD88 DETERMINED THROUGH GPS OBSERVATIONS.
- THE PROJECT AREA APPEARS TO LIE WITHIN FLOOD ZONE X AS DEPICTED ON FEMA'S FLOOD INSURANCE RATE MAP (FIRM) TITLED: FAIRFIELD COUNTY, CONNECTICUT (ALL JURISDICTIONS); PANEL 512 OF 626; COMMUNITY-PANEL NUMBER 09001005126; EFFECTIVE DATE: JULY 8, 2013; SCALE: 1"=500'. ANY FEMA FLOODPLAIN AND/OR FLOODWAY INFORMATION DEPICTED HEREON IS APPROXIMATE ONLY AND DOES NOT IN ANY WAY CONSTITUTE AN OPINION OR REPRESENTATION OF ACTUAL FLOODPLAIN AND/OR FLOODWAY INFORMATION BY PEREIRA ENGINEERING, LLC (PE). PE DOES NOT WARRANT THE ACCURACY OF THIS INFORMATION, AND MAKES NO REPRESENTATIONS UPON WHICH THE CLIENT SHOULD RELY IN CONNECTION WITH THE FLOOD ZONE OF THE SUBJECT PARCEL OR ANY FEMA FLOODPLAIN AND/OR FLOODWAY INFORMATION DEPICTED HEREON.
- UTILITY INFORMATION DEPICTED HEREON IS APPROXIMATE AND IS BASED ON VISIBLE EVIDENCE OF SURFACE AND OVERHEAD STRUCTURE LOCATIONS AND AS COMPILED FROM EXISTING RECORD MAPPING AVAILABLE DURING THE PREPARATION OF THE SURVEY. ALL CONTRACTORS SHOULD CONTACT "CALL BEFORE YOU DIG" AT 1(800)922-4455 FOR VERIFICATION OF UTILITY INFORMATION PRIOR TO START OF ANY WORK.

To my knowledge and belief, this map is substantially correct as noted hereon.

Jeffrey R. Jurzynski, Conn. Land Surveyor # LSX.0014202



LEGEND			
	PROPERTY LINE		CONTOURS
	RIGHT OF WAY		SPOT ELEVATION
	EASEMENT LINE		CONIFEROUS TREE
	STONE WALL		DECIDUOUS TREE
	STRUCTURE		BUSH
	EDGE OF PAVEMENT		CHAIN LINK FENCE
	TEST BORING		WOOD FENCE
	CATCH BASIN		GUIDERAIL
	STORM MANHOLE		LIGHT POLE
	SANITARY MANHOLE		UTILITY POLE
	WATER		HYDRANT
	GAS		WATER VALVE
	ELECTRIC		GAS VALVE
	TELEPHONE		MONUMENT FOUND
	FIBER OPTIC LINE		IRON PIPE OR PIN FOUND
	OVERHEAD WIRES		DRILL HOLE FOUND

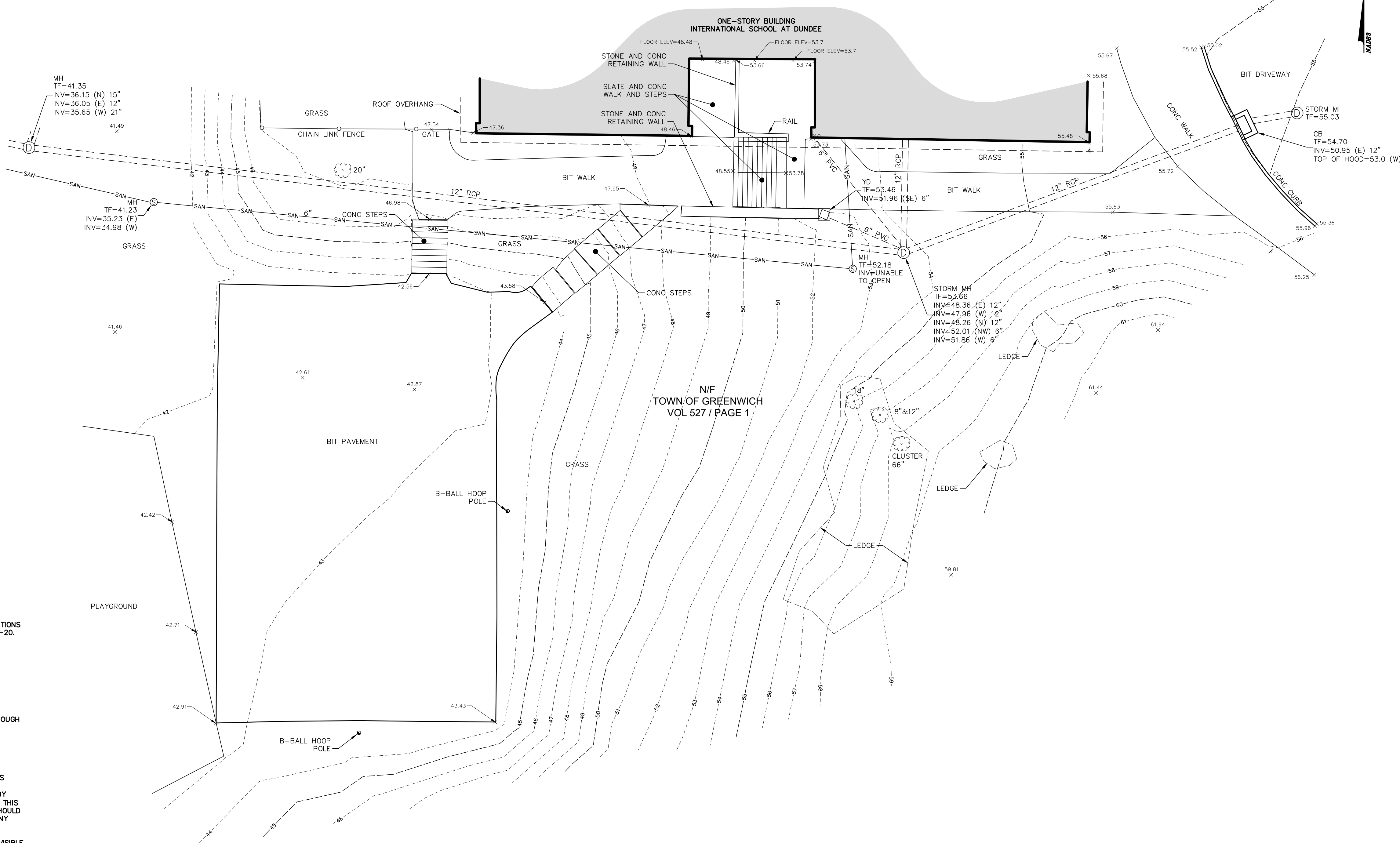
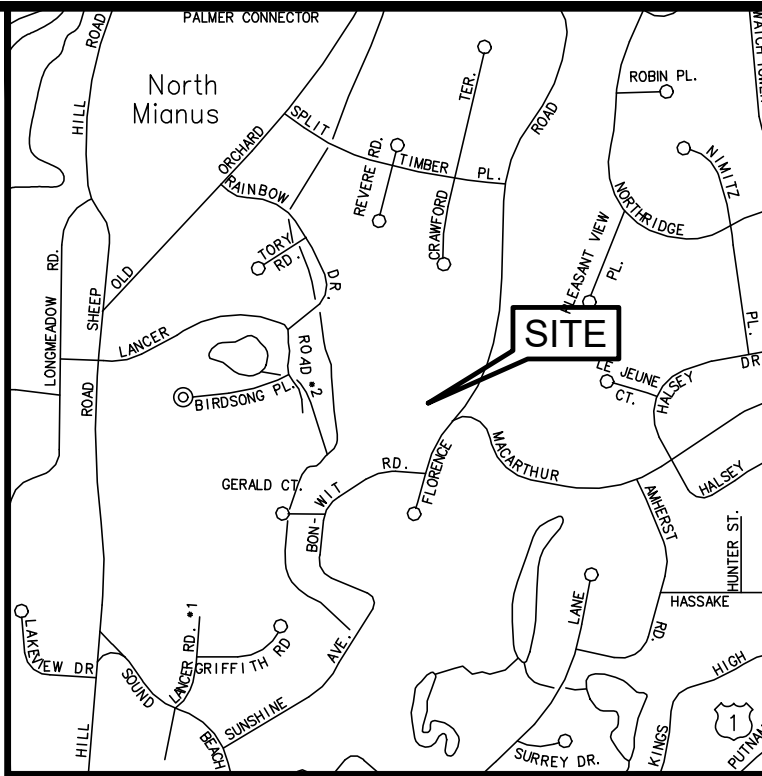
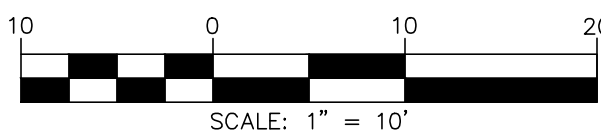


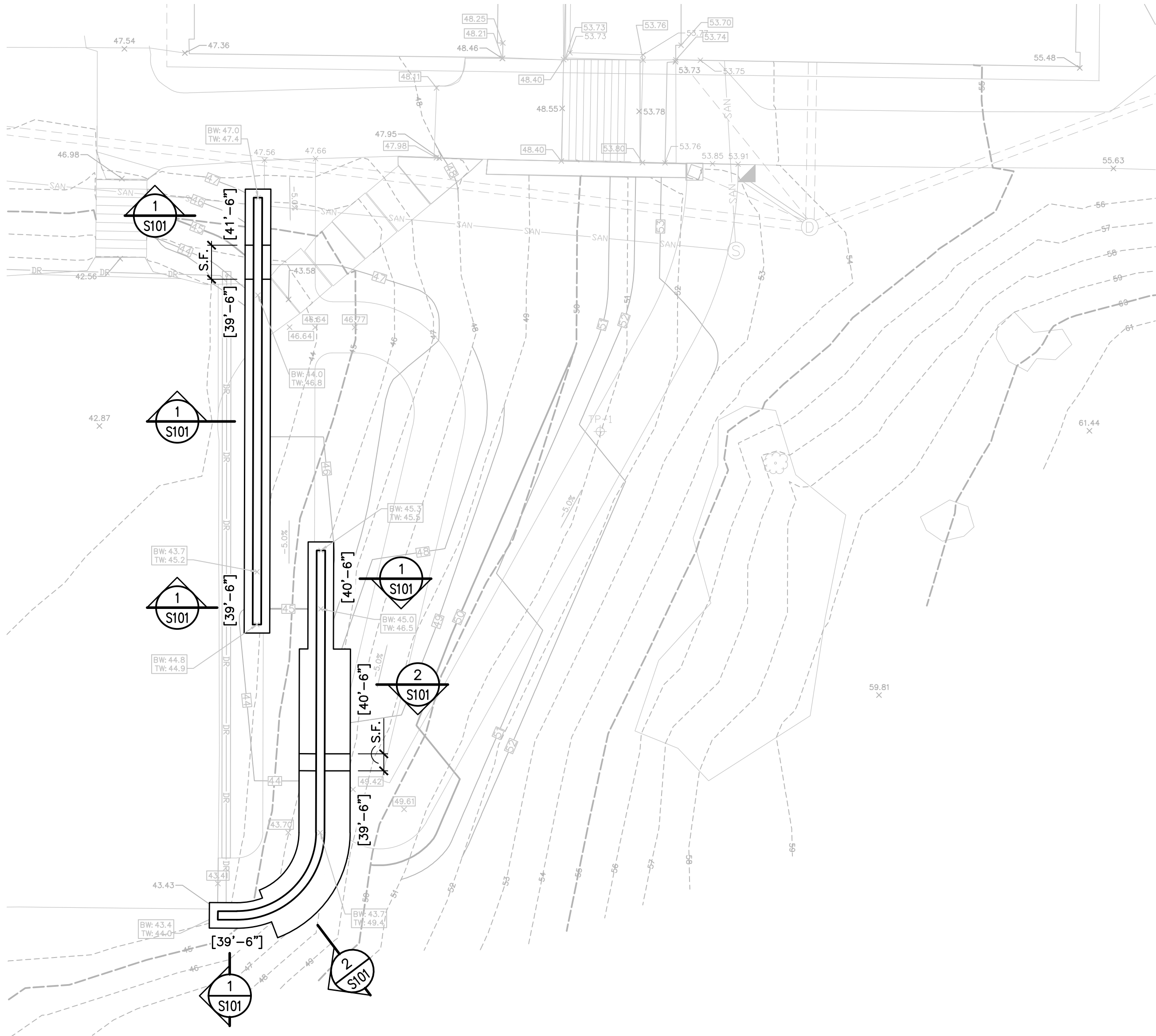
Civil • Environmental • Land Surveying
One Enterprise Drive, Suite 312 Phone: (203) 944-9944
Shelton, CT 06484 Fax: (203) 944-9945

REVISIONS		
NO.	DATE	REMARKS

TOPOGRAPHIC SURVEY
OF PROPERTY LOCATED AT
55 FLORENCE ROAD
GREENWICH, CONNECTICUT
PREPARED FOR
TOWN OF GREENWICH

COPYRIGHT © 2020
DATE: SEPTEMBER 23, 2020
SCALE: 1"=10'
DWG: EFH FLD: BRY
S SHEET 1 OF 1
CAD REF. NO. 1289SURV





RETAINING WALL PLAN

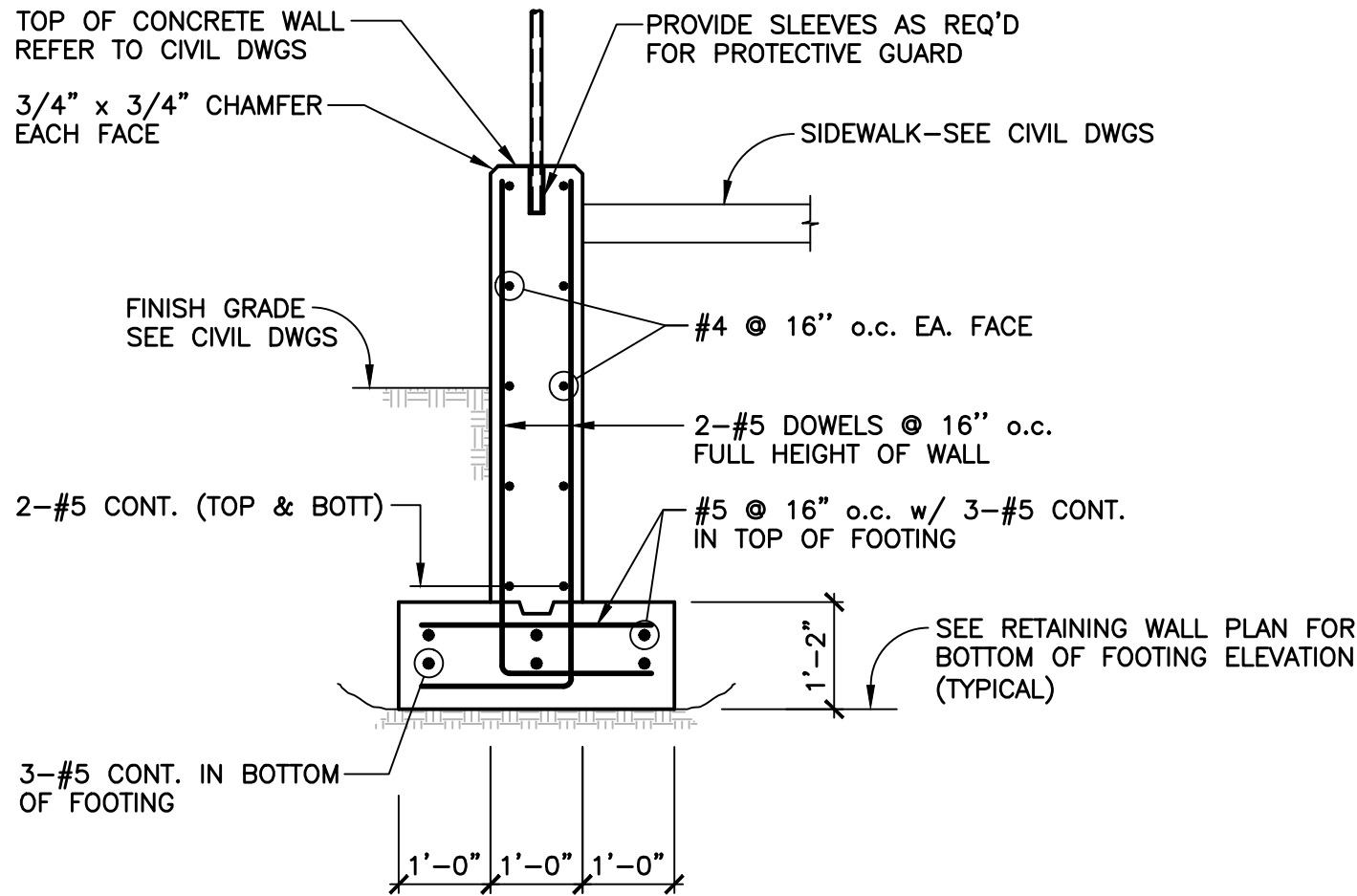
SCALE: 1" = 10'

NOTE:

1. SPOT, CONTOUR, TOP & BOTTOM OF WALL ELEVATIONS SHOWN TAKEN FROM SITE PLAN PREPARED BY PEREIRA ENGINEERING, LLC. REFER TO CIVIL DRAWINGS FOR ADDITIONAL INFORMATION & DETAILS.

LEGEND:

- [.....] EL. BOTTOM OF CONC. FOOTING
- S.F. STEPPED FOOTING (SEE TYPICAL DETAIL)



SECTION

SCALE: 1/2" = 1'-0"

1
S101

DESIGN BASIS

GOVERNING CODE2018 CONNECTICUT STATE BUILDING CODE
w/ CT AMENDMENTS

GENERAL NOTES:

SHOP DRAWINGS ARE TO BE CHECKED BY THE CONTRACTOR AND BEAR THE CHECKER'S INITIALS BEFORE BEING SUBMITTED TO THE ENGINEER.

THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS, ELEVATIONS, ANGLES, AND EXISTING CONDITIONS BEFORE PROCEEDING WITH ANY WORK.

IT IS THE CONTRACTOR'S SOLE RESPONSIBILITY TO FOLLOW ALL APPLICABLE SAFETY CODES AND REGULATIONS DURING ALL PHASES OF CONSTRUCTION.

IT IS THE CONTRACTOR'S SOLE RESPONSIBILITY TO DETERMINE CONSTRUCTION PROCEDURE AND SEQUENCE, AND TO ENSURE THE SAFETY OF THE EXISTING BUILDING AND ITS COMPONENT PARTS DURING CONSTRUCTION. THIS INCLUDES THE ADDITION OF WHATEVER SHORING, BRACING, ETC. THAT MAY BE REQUIRED.

FOUNDATIONS

ALL RETAINING WALL FOOTINGS SHALL BEAR ON SOUND, INORGANIC, UNDISTURBED SOIL WITH A MINIMUM ALLOWABLE BEARING PRESSURE (2) TONS PER SQUARE FOOT.

WHERE GROUNDWATER IS ENCOUNTERED, DEWATERING SHALL BE ACCOMPLISHED CONTINUOUSLY AND COMPLETELY DURING FOUNDATION CONSTRUCTION.

CONCRETE

MATERIALS:

ALL CONCRETE SHALL DEVELOP A MINIMUM COMPRESSIVE STRENGTH OF 5,000 PSI AT 28 DAYS. CONTRACTOR TO SUBMIT CONCRETE MIX DESIGN.

ALL DETAILING, FABRICATION, AND ERECTION OF REINFORCING BARS, UNLESS OTHERWISE NOTED, MUST FOLLOW THE LATEST ACI CODE AND LATEST ACI "MANUAL OF STANDARD PRACTICE FOR DETAILING REINFORCED CONCRETE STRUCTURES".

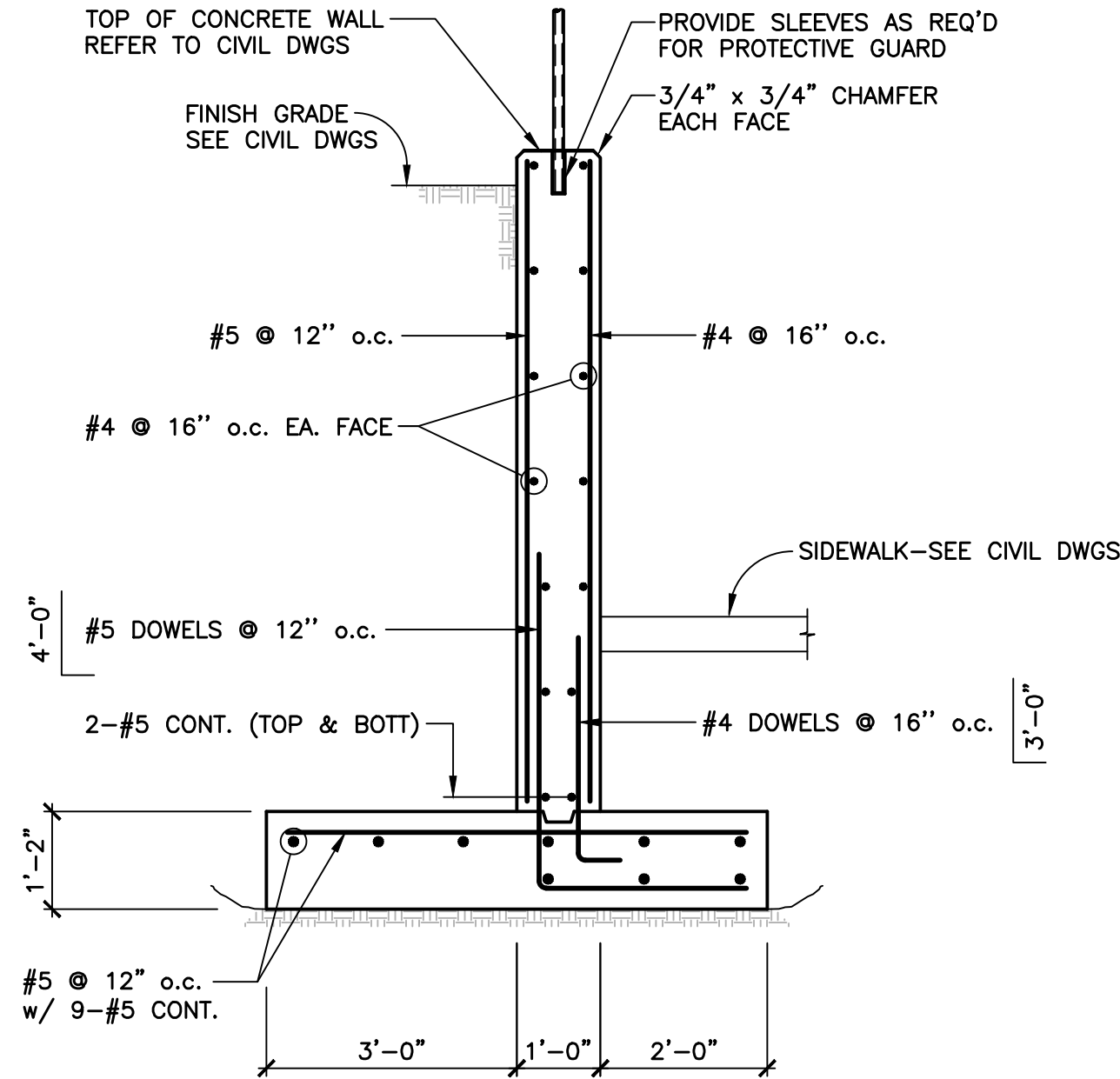
ALL REINFORCING STEEL SHALL BE 60,000 PSI YIELD STRENGTH AND SHALL BE EPOXY COATED IN ACCORDANCE WITH ASTM A775.

NO CALCIUM CHLORIDE OR ADMIXTURES CONTAINING MORE THAN 1% CHLORIDE BY WEIGHT OF ADMIXTURE SHALL BE USED IN THE CONCRETE.

PROVIDE 5% TO 7% AIR ENTRAINMENT IN ALL CONCRETE.

UNLESS OTHERWISE NOTED, ALL LAP SPLICES SHALL BE CLASS B.

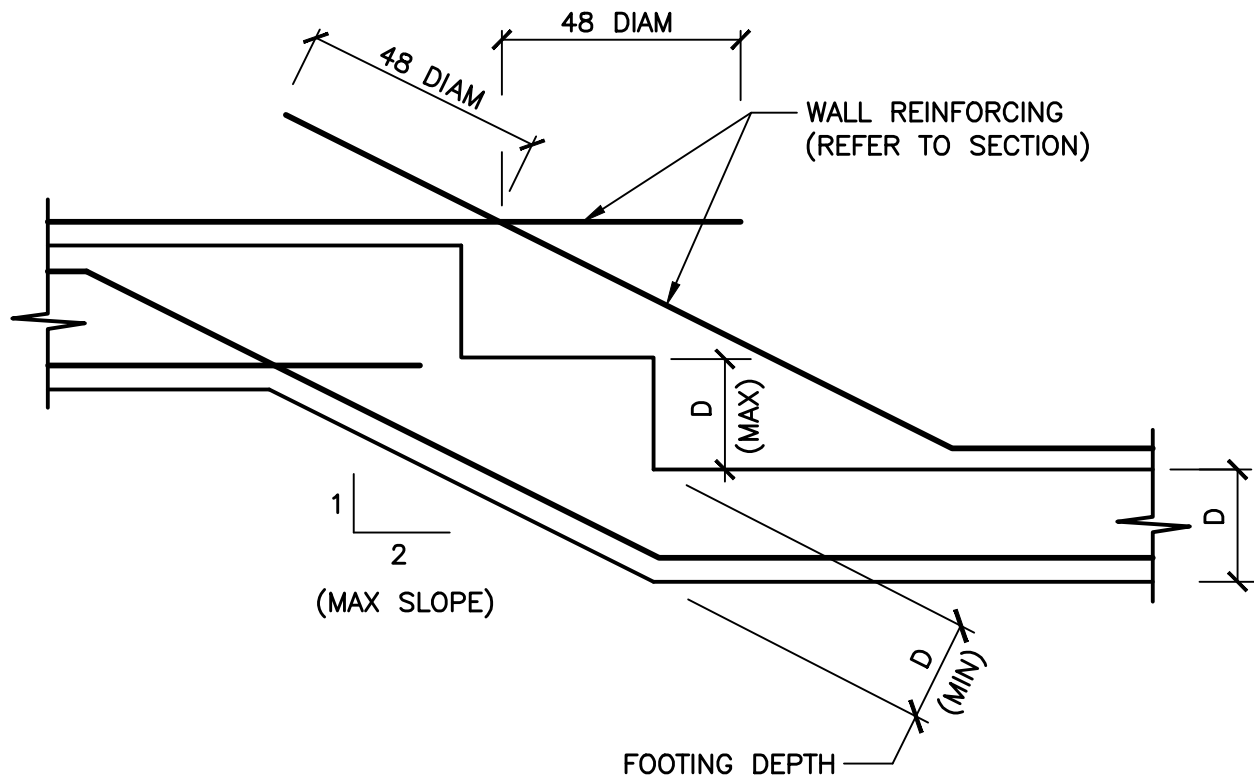
AT ALL PERMANENTLY EXPOSED CONCRETE SURFACES, PATCH WALL TIE HOLES, REMOVE FINS, RUB ALL SURFACES SMOOTH w/ CARBORUNDUM STONE AND FINISH w/ RUBBED SAND & CEMENT MIX.



SECTION

SCALE: 1/2" = 1'-0"

2
S101



TYPICAL STEPPED FOOTING DETAIL

NO SCALE



ANTINOZZI ASSOCIATES
ARCHITECTURE & INTERIORS

COPYRIGHT 2021 BY:
ANTINOZZI ASSOCIATES, P.C.
271 Fairfield Avenue
Bridgeport, Connecticut 06604
Tel: (203) 377-1300
Fax: (203) 378-3002

Tel: (203) 956-5460 www.antinozzi.com

These documents have been prepared specifically for this project. Reproduction or other use of these documents is prohibited without the approval of the Architect.

CERTIFICATION:



REVISIONS:

DATE DESCRIPTION

GREENWICH PUBLIC SCHOOLS

THE INTERNATIONAL SCHOOL AT DUNDEE
SITE ACCESSIBILITY IMPROVEMENTS

55 FLORENCE RD.

GREENWICH, CONNECTICUT

DRAWING TITLE:

RETAINING WALL PLAN,
SECTIONS & NOTES

SCALE:

AS NOTED

DRAWN BY:

DEB

REVIEWED BY:

TAT

DRAWING NO.

S-101

DATE:

09 JUNE 2021

JOB NUMBER:

20029