

Taos County Bid No. B-2008-35

PROJECT FOR: TAOS COUNTY

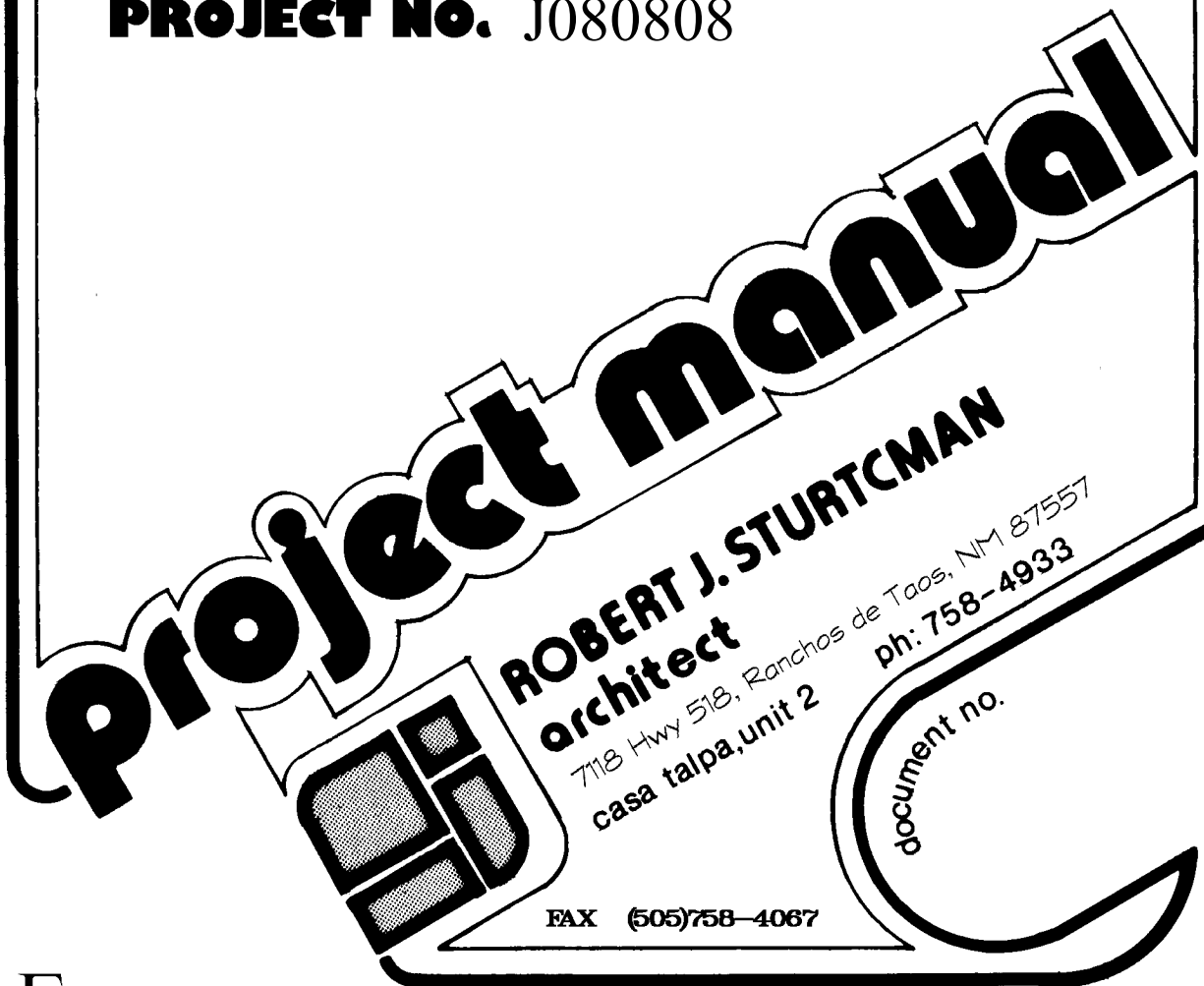
Public Health Dept. Bldg.

TAOS, NEW MEXICO

PHASE ONE

DATE: DECEMBER 2008

PROJECT NO. J080808



For
PHB

December 2008

PHASE ONE

for

Taos County Bid # B-2008-35

Taos County
PUBLIC HEALTH
DEPARTMENT BUILDING

Taos, New Mexico

Architect's Project No. J0808080

(Architect's Stamp)

Robert J. Sturtzman
Architect
7118 Hwy 518
Ranchos de Taos, New Mexico 87557
(575) 758-4933 Fax (575) 758-4067
e-mail rjsa617@aol.com

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Legal Publication

BID # B-2008-35

Notice is hereby given that the County of Taos, New Mexico calls for sealed bids for:

Interior Renovation of the Public Health Building

Interested parties may request a copy of the bid documents from the Purchasing Officer at:

Taos County Purchasing Office

OR Phone 575-737-6317

105 Albright Street, Suite P

Fax 575-737-6325

Taos, NM 87571

E-mail jeanna.elam@taoscounty.org

Web www.taoscounty.org

The bid/s must be mailed or delivered to the above address by **2:00 p.m. Friday, December 29, 2008**. Bids received after 2:00 p.m. per our clock will be considered unresponsive. Bids will be opened by the Purchasing Officer at the Taos County Administration Office on the above date and time. All forms of bribes, gratuities, and kickbacks are prohibited by state law.

Taos County reserves the right to reject any or all proposals, and waive all formalities.

By Order of the Governing Body

Taos County Commission

Jeanna Elam, Purchasing Officer

December 2, 2008

Publish

Thursday, December 11, 2008 – Taos News

Monday thru Wednesday, December 15th thru December 17th 2008

P.O. # Taos News

P.O. # Albq. Journal

SECTION I - GENERAL CONDITIONS

1. **Bid Proposal Form/s:** ALL ORIGINAL PAGES INCLUDED IN THIS INVITATION TO BID MUST BE COMPLETED AND RETURNED AS PART OF THE BID DOCUMENT. Bidders who submit more than one bid proposal are instructed to complete a separate form for each bid proposal. Forms may be submitted together, or individually, at the discretion of the bidder. The forms must be signed, and the package sealed, with the bid number clearly stated on the outside of the envelope or package.
2. **Proposal Binding for 60 days:** Unless otherwise specified, all formal bids submitted shall be binding for sixty (60) calendar days following bid opening date, unless the bidder, upon request of the Purchasing Officer, agrees to an extension.
3. **Payment Terms:** Payment shall be made pursuant to the NM Procurement Code and Taos County Ordinance after receipt of goods/services or as per contract terms.
4. **Taxes:** Taos County is exempt from Gross Receipts Tax (GRT) for the purchase of tangible personal property. Prices shown on the bid proposal shall be exclusive of GRT. Applicable GRTs for items other than tangible personal property shall be shown as a separate amount on each billing made under the contract. A properly issued Type 9 Non-Taxable Transaction Certificate may be obtained from the County that will document the exemption from the GRT.
5. **Brand Name Specifications and Equivalency:** Taos County uses brand names in order to indicate the standard of quality, performance or other pertinent characteristics that the County will accept. The bidder is instructed to regard such names as “*or equivalent*” and is allowed to substitute the specification with another brand which meets or exceeds the specification. The County hereby reserves the right to approve as equivalent, or to reject as not being equivalent, any item the bidder proposes to furnish which contains variations from specification requirements but may comply substantially therewith. Such decisions are made strictly at the discretion of the County, and the County’s decision shall be final.
6. **Clarifications:** If there is any clarification, problem, ambiguity, or question regarding this bid, the bidder shall contact the Purchasing Officer or her designee in writing prior to the bid opening. Clarifications and addendums will be prepared by the Purchasing Officer or her designee and disseminated to all potential bidders. Except as specifically authorized by the Purchasing Officer, questions answered by any other person or county official shall be considered non-applicable to the legal review of this bid.
7. **Preferences:** A five percent (5%) preference will be given to all businesses that have been issued a Resident Business Certification by the State of New Mexico. **This Certificate Number must be included on the Bid Proposal Form and a copy of the certification must be attached.** If you have a question regarding the Five Percent Resident Business Certification, or wish to apply for it, please contact the State Purchasing Office in Santa Fe at (505) 827-0474. This Certification allows the evaluation of a bid at five percent less than the amount submitted.
8. **Please note that this number is NOT the firm’s State CRS Number.**

9. **Delivery:** Delivery of goods or services, if applicable, shall be FOB-Destination, and shall be specified within the Scope of Work of this Bid Proposal Package.
10. **Start and Completion Dates:** The expected dates for commencement and completion of said work shall be specified within the Scope of Work of this Bid Proposal Package.
11. **Bid Irregularities and Informalities:** The Taos County Board of Commissioners reserves the right to waive immaterial irregularities and informalities.
12. **Minimum Specifications:** Specifications supplied are as minimum standards.
13. **Non-Discrimination Policy:** Contractor agrees that Contractor, Contractor's employee/s and/or agent/s shall comply with all federal, state, and local laws regarding equal employment opportunities, fair labor standards, and other non-discrimination and equal opportunity laws, regulations, and practices.
14. **Prevailing Wages:** For any one project with a cost of \$60,000.00 or more, Contractor shall complete and file with the New Mexico Department of Labor – Public Works Bureau, a Statement of Intent to Pay Prevailing Wages, which must be approved before construction can begin.
15. **Public Works Registration:** For any one project with a cost of \$50,000.00 or more is subject to the Public Works Minimum Wage Act (13.4.10 NMSA 1978). The Contractor, serving as a prime contractor or not, shall be registered with the Labor and Industrial Division of the Labor Department.
16. **Warranty:** Contractor hereby guarantees the workmanship, the product or materials provided, and/or services from the date of acceptance by the County as per bid and contract terms.
17. **Liquidated Damages:** In the event that Contractor fails to complete said project, or provide the receivables from the services provided, by the agreed upon completion / due date, Contractor shall pay, to the County, liquidated damages of \$250.00 per each calendar day past said completion/ due date.
18. **Bid and Performance Bonds:** A bid bond or security equal to 10% of the bid price is required with the bid proposal, to protect the interests of the County. A performance and payment bond equal to 100% of the project will be required if the contract amount is \$25,000.00 or more. Pursuant to §13-4-18 NMSA 1978. These bonding requirements shall be provided by a surety company authorized to do business in this State.
19. **Evaluation and Award:** The bid/s will be evaluated and presented to the Board of Taos County Commissioners, and MAY be awarded in an open meeting following the bid opening. The Commission reserves the right to accept or reject any or all bid proposals, to award the bid/s to multiple contractors and to award the bid/s in whole or in part. Taos County Commissioners also reserve the right to renew or extend this award for a multiyear term up to (3) three years if and when applicable.

20. **Construction Contract:** Following the award of this bid, the County and the bidder shall execute a Construction Contract detailing the terms and conditions, including start and end dates, payment schedule, etc., satisfactory to both parties.
21. **Additional Costs:** The County shall not be responsible to pay for any costs associated with proposal submission, nor for payment of any add-on, addition, or optional equipment or service that has not been authorized in writing by the County.

SECTION II - SPECIFIC CONDITIONS

1. **Evaluation Criteria:** Lowest responsible price. Taos County shall evaluate the bid proposal per item or as a lump sum, whichever is most advantageous.
2. **Required for Submission With Proposal:**
 1. Copy of contractor's GB-98 license;
 2. Copy of contractor's Property and Liability, and Worker's Compensation insurances;
 3. At least three references contacts;
 4. A Gantt chart or similar document showing the expected progress of the project at critical stages along a timeline;
 5. A Bid Bond or Security equal to 10% of the bid price;
 6. Subcontractors listing;
 7. NM Public Works Registration Number
 8. Proposed payment terms.

SECTION III - BID SPECIFICATIONS

Project Description: The purpose of this Invitation to Bid is to solicit proposals for the Interior Renovation of the Public Health Department. This building is located at

Plans and Project Manual can be obtained by licensed Contractors by providing a deposit check for \$150.00 which is refundable when bid documents are returned within 10 days of the Bid Opening, at the office of the Architect:

Robert J. Sturteman,
7118 Hwy 518, Ranchos de Taos, NM 87557
575-758-4933

Contractor will be required to complete all renovations as indicated below:

PUBLIC HEALTH DEPARTMENT BUILDING RENOVATION
ARCHITECT'S PROJECT NO. J080808

SCOPE OF WORK:

- Demolition of existing interior partition walls and desk/counter units at Reception Area, File Archive Room, Interview Stations and Copy Room

- Construct new interior partitions (2x4 wood stud @ 16"o.c. with GypBd and wood trim and baseboard pieces each side) with glazing units, door and doorframes and door hardware
- Minor modification of existing electrical outlets and lighting fixtures and relocation of F.A. panel
- Addition of new electrical outlets at new interview stations

Contractor will be responsible for furnishing all materials, labor, and removal of all debris and must ensure that the site is clean at all times.

Contractor will obtain and pay for building permits and schedule all inspections as needed. Contractor will provide progress reports to the Grants Administrator, Francisco Rael every 2 weeks. Pre-bid walk-through at the site is scheduled for Monday, December 22, 2008 at 10:30am.

All construction shall meet all minimum building code standards, as well as conform to all applicable laws and regulations, including ADA standards. The expected start date is January 2009. Expected completion date is June 2009.

The bidder is required to signify whether the bid complies with the specifications listed above and all applicable building codes. The cost for each of these items shall include all labor, subcontractors, material, equipment, overhead, freight, taxes, etc. to cover the complete work of the items listed.

Bids must include complete information to enable the evaluators to make accurate determinations regarding the qualifications of the firm and the quality of work to be provided. Respondents are encouraged to include any other information that will highlight qualifications of the firm.

SECTION IV - OTHER TERMS

1. **Bid Protests and Protest Bond:** A bidder who wants to protest a bid award shall submit an official protest in writing within fifteen calendar days of notification of the award. The protest shall include the bid number and detail the reason/s for the protest, along with a \$5,000 (five thousand) Protest Bond. The bonding requirement shall be provided by a surety company authorized to do business in this State, or in cash, or otherwise supplied in a form satisfactory to the County. The bond will be forfeited to Taos County in the event the protestor loses the case.
2. **Appropriations:** This contract is contingent upon there being sufficient appropriations available. The County shall be the sole and final determiner of whether sufficient appropriations exist.
3. **Annual Review:** If this contract encompasses more than one fiscal year, this is subject to an annual review by the County. If any deficiencies are noted during the review process, the Contractor shall be given a specified time, as per the Notice to Cure provision below, in which to cure said deficiency(ies).

4. **Status of Contractor:** Contractor acknowledges that Contractor and its subcontractors (if applicable) is/are licensed to do the job as proposed, and is/are registered with the New Mexico Department of Labor. Contractor further acknowledges it is an independent contractor and as such neither Contractor, Contractor's employees, agents nor representatives shall be considered employees or agents of the County, nor shall they be eligible to accrue leave, retirement benefits, insurance benefits, use of vehicles, or any other benefits provided to County employees.
5. **Non-Agency:** Contractor agrees not to purport to bind the County to any obligation not assumed herein by the County, unless the Contractor has express written approval and then only within the limits of that expressed authority.
6. **Confidentiality:** Any information learned, given to, or developed by Contractor in the performance of this contract shall be kept confidential and shall not be made available or otherwise released to any individual or organization without prior written approval of the County.
7. **Worker's Compensation:** Contractor acknowledges that neither Contractor, Contractor's employees, agents or representatives shall have any claim whatsoever to worker's compensation coverage under the County's policy. Contractor shall provide documentation of adequate coverage for its employees.
8. **Indemnification:** Contractor agrees to indemnify and hold harmless the County from any and all claims, suits, and causes of action that may arise from Contractor's performance under this contract unless specifically exempted by New Mexico law. Contractor further agrees to hold harmless the County from all personal claims for any injury or death sustained by Contractor, Contractor's employees, agents, or other representatives while engaged in the performance of this contract.
9. **Records Audit:** Contractor shall keep, maintain, and make available to the County all records, invoices, bills, etc. related to performance of this contract for a period of no less than three (3) years after the date of final payment. If federal grant funds are used to pay under this contract, Contractor shall retain all records for the period of time under which OMB Circular 102-A shall apply. Said records shall be available for inspection, audit and/or copying by the County or its authorized representatives or agent, including federal and/or state auditors.
10. **Assignment & Subcontracting:** Contractor shall not assign, transfer, or subcontract any interest in this contract or attempt to assign, transfer, or subcontract any claims for money due under this contract without the prior written approval of the County. Third-party services, employed by the Contractor to be used in the performance of this contract, must be identified, in a written attachment to this contract, indicating: (a) what service/s the third party is to do; (b) when the service/s are to be performed; and (c) compensation being provided by Contractor.

11. **Listing of Subcontractors:** Contractor shall provide a subcontractors listing as part of the original bid packet for all projects with a threshold of \$5,000.00 or one-half of one percent of the architect's or engineer's estimate of the total project cost, not including alternates, whichever is greater. The subcontractors listing shall consist of (1) the name and the city or county of the place of business of each subcontractor under subcontract to the contractor who will perform work or labor or render service to the contractor in or about the construction of the public works construction project in an amount in excess of the listing threshold; and (2) the category of the work that will be done by each subcontractor. The contractor shall list only one subcontractor for each category as defined by the contractor. Pursuant to §13-4-34 NMSA 1978
12. **Conflict of Interest:** Contractor warrants that Contractor presently has no interest or conflict of interest, and shall not acquire any interest or conflict of interest which would conflict with Contractor's performance of services under this contract.
13. **Non-Discrimination:** Contractor agrees that Contractor, Contractor's employee/s and/or agent/s shall comply with all federal, state and local laws regarding equal employment opportunities, fair labor standards, and other non-discrimination and equal opportunity compliance laws, regulations and practices.
14. **Required Insurances:** Contractor shall maintain liability insurance in an amount at least equal to the requirements set forth by the New Mexico Tort Claims Act, Sec. 41-4-19, NMSA 1978 (as amended), and sufficient Worker's Compensation insurance.
15. **Authority of Agent:** The Contractor represents that the person executing documents on behalf of the Contractor has been duly authorized to do so
16. **Applicable Law:** This contract shall be governed by the Laws of the State of New Mexico, including the New Mexico Procurement Code (Sec. 13-1-28 et seq., NMSA 1978 as amended) and the Ordinances, Resolutions, rules and regulations of the County.
17. **Contract Terms:** The terms and provisions of this Section are not all of the terms and provisions that will be included in the Construction Contract to be signed by the County and the Contractor.
18. **Severability:** In the event that a court of competent jurisdiction finds that any term or provision of this contract is void, null, or otherwise unenforceable, all other terms and provisions shall remain intact and enforceable where not otherwise inconsistent with the court's findings.
19. **Default by Contractor:** In the event that Contractor defaults on any term of provision of this contract, the County retains the sole right to determine whether to declare the contract voidable and/or Contractor agrees to pay the County the reasonable costs, including court fees and attorney fees and direct and indirect damages, incurred in the enforcement of this contract.

20. **Efforts to Cure:** If the County elects to provide the Contractor with notice to cure any deficiency or defect, the Contractor may have the time specified in the written "Notice to Cure" Authorization. Failure by the Contractor to cure said deficiency or defect, within the authorized time, shall result in an immediate termination of this contract subject to the provision above.
21. **Costs and Attorney's Fees:** In the event of any litigation involving the bid, the bid process or the breach of any term or provision of any of the bid documents, the County shall recover its reasonable costs and attorney's fees if it prevails in said litigation.
22. **Jurisdiction and Venue:** Any legal proceeding brought against the County, arising out of this contract, shall be brought before the Eighth Judicial District Court, Taos County, State of New Mexico.
23. **Illegal Acts:** Pursuant to Sec. 13-1-191, N.M.S.A 1978 (as amended), it shall be unlawful for any Contractor to engage in bribery, offering gratuities with the intent to solicit business, or offering or accepting kickbacks of any kind. All other similar act/s of bribes, gratuities and/or kickbacks are likewise hereby prohibited.
24. **Contractor Campaign Contribution Disclosure Form:** State law requires all prospective contractors to file this form. Please submit form as part of the original bid documents.

SECTION V - BID / PROPOSAL FORM

To: Taos County Purchasing Officer
105 Albright Street, Suite P
Taos, NM 87571

Date: _____

Having read the Taos County proposal conditions and examined the specifications for Bid No. B-2008-35, I/we hereby submit a proposal listed below. *Amounts shall be in both words and numbers. In the event of a discrepancy, the amount in words shall govern.

I/We understand and accept responsibility to return completed proposal document in a timely manner to be considered a responsive proposal.

N.M. Five Percent Resident Business Certification Number: _____

N.M. Public Works Registration Number: _____

NON-DISCRIMINATION POLICY: This Company does not discriminate on the basis of color, national origin, sex, religion, age and disabled status in employment or the provision of services.

SUBMITTED BY:

Signature of Agent

Printed Name & Title of Agent

Organization Name

Mailing Address

City, State, Zip Code

Telephone # Fax Number

Federal Tax I.D. #

NM CRS # (if located in-state)

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to Chapter 81, Laws of 2006, any prospective contractor seeking to enter into a contract with any state agency or local public body must file this form with that state agency or local public body. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official’s behalf for the purpose of electing the official to either statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Contract” means any agreement for the procurement of items of tangible personal property, services, professional services, or construction.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Person” means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“Prospective contractor” means a person who is subject to the competitive sealed

proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

(The above fields are unlimited in size)

Signature

Date

Title (position)

--OR--

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

Title (Position)

**GENERAL CONDITIONS
OF THE
CONTRACT FOR CONSTRUCTION**

AIA Document A201, "General Conditions of the Contract for Construction", 1997 edition, (Pages 1 through 44), is a part of this contract and is incorporated as fully as if set forth herein, A copy of AIA Document A201 may be examined at the following :

Office of the Architect:
Robert J. Sturtcman - Architect
Casa Talpa, Suite 2, 7118, HWY 518,
Ranchos de Taos, Talpa, New Mexico 87557

SECTION 00800

SUPPLEMENTARY CONDITIONS

The following supplements modify, change, delete from or add to the "General Conditions of the Contract for Construction", AIA Document A201, Fifteenth Edition, 1997. Where any Article of the General Conditions is modified or deleted by these Supplementary Conditions, the unaltered provisions of that Article, Paragraph, Subparagraph or Clause shall remain in effect.

2.2.5 Delete Subparagraph 2.2.5 in its entirety and substitute the following:

2.2.5 The Contractor will be furnished free of charge 5 copies of Drawings and Project Manuals. Additional sets will be furnished at the cost of reproduction, postage and handling.

3.6 TAXES

3.6.1 Add the following sentence to this Subparagraph:

"The Contractor shall comply with the requirements of the State of New Mexico Gross Receipts Law and all amendments to same and shall require all subcontractors to comply with the same."

3.7 PERMITS, FEES AND NOTICES

3.7.1 Add the following sentence to this Subparagraph:

"The Contractor shall obtain and pay for a building permit from the Building Official of the State Of New Mexico Construction Industries Division, Santa Fe, New Mexico."

Add the following Subparagraph to 5.1:

5.1.3 Since the General Conditions and the Supplementary Conditions of this Project Manual apply in every pertinent respect to each Subcontractor on the job, the Contractor shall carefully instruct each of his Subcontractors to become familiar with them.

Add the following Subparagraphs to Article 5:

5.2.5 Each Subcontractor shall make field measurements necessary for his own work and be responsible for its accuracy. Also should any structural difficulties prevent a Subcontractor or tradesman from installing his material properly, the Contractor shall be promptly notified so that the Architect may be consulted how best to resolve the difficulty. Cutting into the walls and floors, if necessary, shall be carefully and neatly performed and then be repaired in an approved manner. The Architect shall be consulted in all cases where cutting into a structural portion of the building is either desirable or necessary so that satisfactory reinforcement may be provided.

5.2.6 In instances where the manufacturers of materials or fixtures on this job provide installation or maintenance directions not covered in these specifications or detailed in the drawings, the Subcontractor furnishing the items shall follow such directions as though specifically mentioned.

5.2.7 Each Subcontractor shall acquaint himself with the work of the other trades whose activities will adjoin or be affected by his work. He shall consult with these other Subcontractors or workmen, and study their shop drawings in order to coordinate their efforts toward avoiding mistakes, omissions, disputes or delays.

5.2.8 Each Subcontractor shall be responsible for damage to other work caused by his work or the neglect of his workmen. Patching and repairing of damaged items shall be done by the trade that originally performed the work, but the cost shall be borne by the Subcontractor responsible.

5.2.9 Each Subcontractor shall remove his tools, scaffolding, surplus materials and his debris and rubbish from the project promptly upon completion of his portion of the work and leave the area of his operations as clean as he found it.

5.2.10 Without repeating it in every section of these specifications, it shall be clearly understood that each Subcontractor shall unequivocally guarantee that his entire work shall be free from defects of materials and workmanship, provided that any such defect be brought to the attention of the Subcontractor in writing within one (1) year after completion of the Project.

ARTICLE 7 CHANGES IN THE WORK

7.2 CHANGE ORDERS

Add to 7.2 the following Subparagraph:

7.2.3 With each proposal for a change in the amount of the Contract, the Contractor shall submit an itemized breakdown of all increases or decreases in the cost of the Contractor's and all Subcontractor's Work to include at least the following detail in the general order listed:

- 1.) Material quantities and unit costs
- 2.) Labor amounts and hourly rates (identified with specific items of material to be placed or operation to be performed)
- 3.) Equipment costs, if any
- 4.) Workmen's Compensation and Public Liability Insurance
- 5.) Overhead and Profit
- 6.) Employment taxes under FICA and FUTA
- 7.) State Gross Receipts Tax (Contractor Only)

The allowance for overhead and profit combined shall be based on the following schedule:

Subtotal before Applying the Percentage Shown

Under \$500	\$501 to \$5,000	\$5,001 to \$25,000	Over \$25,001
Contractor for work performed by his own forces			
28.00%	21.00%	15.75%	11.81%
Subcontractor for work performed by his own forces			
22.40%	16.80%	12.60%	9.44%
Contractor for work performed by Subcontractor			
11.20%	8.40%	6.30%	4.72%

Overhead for individual change order proposals as used above shall include such as the following: Supervision, Bond Premiums, Small Tools, Incidentals and General Office Expense.

On proposals covering both increases and decreases in the amount of the contract, the combined overhead and profit shall be allowed on the net increase only.

No overhead or profit will be allowed on FICA or FUTA Taxes.

Such itemization shall not be required for an increase whose gross amount is less than \$100.00

Change Order proposals submitted which DO NOT follow the above requirements will be returned for resubmittal prior to processing.

END OF SECTION

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(not used)

DIVISION 3 - CONCRETE

(not used)

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(not used)

DIVISION 5 - METALS

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DIVISION 7 - THERMAL AND MOISTURE PROTECTION

(not used)

DIVISION 8 - DOORS AND WINDOWS

- Section 08200 - Doors (2)
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DIVISION 10 - SPECIALTIES

(not used)

DIVISION 11 - EQUIPMENT

(not used)

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(not used)

DIVISION 13 - SPECIAL CONSTRUCTION

(not used)

DIVISION 14 - CONVEYING SYSTEMS

(not used)

DIVISION 15 - MECHANICAL

(not used)

DIVISION 16 - ELECTRICAL

(not used)

SECTION 01010

SUMMARY OF WORK

PART 1 - GENERAL

WORK COVERED BY CONTRACT DOCUMENTS:

The Work of this Contract comprises the general renovation construction of interior cubicle partitions and related work as described in the Bidding Documents.

The Work includes, but is not limited to:

- 1.) Demolition of existing interior partition walls and desk/counter units at Reception, File Archive, Interview stations and Copy Room.
- 2.) Construct new interior partitions (2x4 wood stud @ 16"o.c. with GypBd and wood trim and baseboard pieces each side) with glazing units, door and doorframes and door hardware.
- 3.) Minor modification of existing electrical outlets and lighting fixtures and relocation of F.A. panel. Addition of new electrical outlets at new interview stations.

RELATED DOCUMENTS:

Related requirements in other parts of the Project Manual:

Section 01040 - COORDINATION

PART 2 - PRODUCTS

Not Used

PART 3 - EXECUTION

Not Used

END OF SECTION

SECTION 01014

WORK SEQUENCE

PART 1 - GENERAL

RELATED WORK:

Section 01040 - Coordination

NOTIFICATIONS:

General: Where Architect's "inspection", "observation" or "notification" is required by the Contract Documents, the Contractor shall notify the Architect or his representative at least 48 hours in advance. Failure to notify the Architect as required may render the Contractor liable to uncover and/or replace items of Work as provided in the General Conditions.

Critical Observation Points: Observation by the Architect is required prior to proceeding, covering up, etc. at the following critical points and such other points as may be required in writing by the Architect:

- a.) Layout and location of all major improvements.
- b.) Framing, rough-ins, and insulation prior to covering up.
- c.) Substrate prior to application of the finishes.

Action by the Architect: Should the Architect determine that any aspect of the Work varies from the intent of the Contract documents, he shall notify the Contractor and Owner immediately of the nature of the Work required to correct such non-compliance. In the event such non-compliance should continue, the Architect shall recommend in writing that the Owner consider exercising his right to Stop the work, Carry out the Work or Terminate the Contract in accordance with the General Conditions.

WORK SEQUENCE:

Coordinate and regularly review schedule of Work with the Owner or his Representative.

PART 2 - PRODUCTS

not used

PART 3 - EXECUTION

not used

END OF SECTION

SECTION 01015

CONTRACTOR USE OF PREMISES

GENERAL PROCEDURES:

Access: Contractor shall provide full means of access to all parts of the Work of the Project, including ladders, lighting, etc. as may be required for the Architect's observation of the Work.

Field Engineering and Measurements: Perform all necessary engineering and survey work and exercise proper precautions to achieve correct location and layout of elevations, lines and measurements of grading and improvements required for the Project. Review results with the Architect. Before ordering materials or performing work, verify all measurements in the field and notify the Architect of any discrepancies.

Security: The Contractor shall assume full responsibility for protection and safekeeping of the Work and related materials, tools and equipment.

END OF SECTION

SECTION 01040

COORDINATION

PART 1 - GENERAL

The General Contractor shall coordinate the work of all trades and all subcontractors on the job. It shall be his responsibility to see that all aspects of the Work and the interrelationship of all work be fully understood by all persons performing any part of the Work. No additional cost shall accrue to the Owner as a result of any lack of such coordination of understanding.

INTERRUPTIONS:

The General Contractor shall cooperate with the Owner and the employees of the:
Taos County Public Health Department Building.

in every respect so as not to disturb the normal activities, whenever possible. The General Contractor shall not interrupt any utilities or services to the surroundings except for the time needed to make connections to, or to remove and relocate such service. He shall consult with the Architect and the Owner regarding scheduling times for this Work.

Areas under construction shall be screened with temporary partition structures covered with protective plastic sheets to minimize the noise, dust and debris from entering the remaining areas of the building as much as is possible. See Section 01710 - Cleaning.

Adequate means of egress from all parts of the building shall be provided to ensure the safety of the occupants during the construction period during normal business hours

The Contractor shall coordinate work performed by the Owner so that no delays should arise in the completion of the Project through the lack of such coordination.

SCHEDULING:

The General Contractor shall submit ten days in advance, a schedule for approval of the days the electricity, telephone, gas and/or water service will be shut off. If a change is made from the approved schedule submitted, The Owner shall be notified 72 hours prior to the time when utility will be shut off.

PART 2 - PRODUCTS

not used

PART 3 - EXECUTION

not used

END OF SECTION

SECTION 01060

REGULATORY REQUIREMENTS

STANDARDS:

Codes: All work of this Project shall be in conformance with the latest adopted codes and regulations currently applicable to this Project. In the event that there is more than one such governing requirement, the more stringent one shall be binding on the Work of this Project. In the event no such regulation or codes are currently in force at the location of this Project, the following codes, as adopted by the Construction Industries Division of the Department of Commerce and Industry, State of New Mexico, or other jurisdictional agency of the State, shall apply to this Project:

- a.) International Building Code (IBC)
- b.) Uniform Mechanical Code (UMC)
- c.) Uniform Plumbing Code (UPC)
- d.) National Electric Code (NEC)
- e.) Life Safety Code, NFPA -101
- f.) Applicable Regulations of the New Mexico Environmental Improvement Agency
- g.) All modifications and Revisions to the above as required by the State of New Mexico Construction Industries Division.

Referenced Standards and Instructions: Unless otherwise specified, all transportation, handling, storage, protection, type and quality of materials and installation shall be in accordance with manufacturer's printed instructions and/or published standards of the particular industry or trade involved.

Manufacturer's Labels and Industry Markings: All Products, materials, equipment and furnishings shall be delivered to the site with the labels of the specified or submitted manufacturer, or the standard industry markings, intact. Items not so labeled or marked shall be removed from the site.

END OF SECTION

SECTION 01152

APPLICATION FOR PAYMENT

PART 1 GENERAL

GENERAL:

Submit Applications for Payment to the Architect in accord with the schedule established by conditions of the Contract and Agreement between Owner and Contractor.

REQUIREMENTS INCLUDED:

Procedures for preparation and submittal of Applications for Payment.

RELATED REQUIREMENTS:

Owner-Contractor Agreement: Contract Sum and Unit Prices, Amounts of Progress Payments, and Retainages, and times for submittals.

Document 00700 - General Conditions of the Contract: Progress Payments, and Final Payment.

Section 00800 - Supplementary Conditions

Section 01370 - Schedule of Values.

Section 01700 - Contract Closeout: Final Payment.

FORMAT

Submit itemized applications TYPED on AIA Document G702, Applications and Certificate for Payment and continuation sheets G703, Latest Editions. **No other forms or format will be accepted.** Use attached RELEASE OF LIEN form as described below. **No other form will be accepted.**

PREPARATION OF APPLICATION FOR EACH PROGRESS PAYMENT:

Application Form:

Fill in required information, including closing date of the submitted application.

Fill in summary of dollar values to agree with the respective totals indicated on the continuation sheets. ALL DOLLAR VALUES USED SHALL NOT CONTAIN ANY APPLICABLE GROSS RECEIPTS TAXES. New Mexico Gross Receipts Tax shall be calculated and added after line seven. No amounts or calculations prior to line seven shall contain gross receipts taxes.

Execute certification with the signature of a responsible officer of the Contractor.

Continuation Sheets:

Fill in total list of all scheduled component items of Work, with item numbers and the scheduled dollar value for each item. Scheduled dollar values for each item **SHALL NOT** contain applicable gross receipts taxes. Applicable Gross Receipts Tax **SHALL NOT** be a line item.

Fill in the dollar value in each column for each scheduled line item when work has been performed or products stored. Round off values to nearest dollar. Scheduled values for each item **SHALL NOT** contain applicable gross receipts taxes.

List each Change Order fully executed prior to the closing date of the submission at the end of the continuation sheets. List by Change Order Number and description as for an original component of work. Change Order dollar amounts **SHALL NOT** contain applicable gross receipts taxes.

Certificate for Payment:

The Architect shall fill in the required information after reviewing the G702 for completeness and correctness and verifying that the inspector has initialled and dated the G702.

The completed Certificate for Payment should include the typed corporation name and representative's signature of both the Architect and the Contractor. The date here is to be the date each signature is affixed.

SUBSTANTIATING DATA FOR PROGRESS PAYMENTS:

Attached to the first Application and Certificate for Payment, Contractor shall provide a breakdown of all Subcontractors and amounts subcontracted for (dollar amount of subcontract).

Attached to each subsequent Application and Certificate for Payment, Contractor shall attach Lien Waivers from each subcontractor in the amount as paid to each of the subcontractors for the previous Application and Certificate for Payment period.

Attached to the G703's schedule of all materials stored on the site which are included thereon. This schedule should indicate the monthly status of those materials. The first time the materials appear on the schedule, one copy of the invoice, shipping ticket or other substantiating document should be attached to the schedule.

For sensitive materials which are not stored on the site for which the Contractor requests payment, the following procedure shall be precisely followed to request such approval. The Contractor shall submit a letter through the Architect to the Owner so that it is received by the Owner no later than the 20th of the month. The letter shall forward one copy of the invoice for the materials being considered and shall state the supplier, material, invoice number and amount. The letter shall be signed by a responsible officer of the Contractor stating that the following responsibilities are certified:

That this material now stored in our warehouse will be installed on this project.

That it is covered by our insurance while so stored.

That it will be transported to the site.

That it is physically identified as property for this project.

Those items for which Owner provides written approval may be included with that month's Application for Payment.

SUBMITTAL PROCEDURE:

Submit Applications for Payment to Architect at the times stipulated in the Agreement.

When the Architect finds the application properly completed and correct, with all the appropriate attachments, He will prepare the Certificate for Payment and transmit them to the Owner for Payment.

If the Architect finds the application in non-compliance with the requirements as outlined above, the Application and Certificate for Payment will be returned to the Contractor. Architect will note reasons for not accepting the application.

Number: **FIVE (5) COPIES OF EACH APPLICATION AND CERTIFICATION FOR PAYMENT** and (5) copies of any attachments required as above.

The Contractor and the Architect must coordinate the processing of the Application and Certificate for Payment and all necessary attachments so that the properly executed documents are received in the Office of the Owner's Representative responsible for processing the A&CforP, no later than the following:

- 1.) 25th of the month.

PREPARATION OF APPLICATION FOR FINAL PAYMENT:

Fill in Application form as specified for progress payments.

Use continuation sheet for presenting the final statement of accounting.

Statement that all items listed on the Punch List have been completed.

Provide Architect with a revised subcontractor listing with contracted dollar amounts as may have been revised due to Change Order Additions or Deletions.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

END OF SECTION

SECTION 01200

PROJECT MEETINGS

PART 1 - GENERAL

REQUIREMENTS INCLUDED:

Contractor participation in preconstruction conferences.

Contractor administration of progress meetings.

RELATED REQUIREMENTS:

Section 01040 - Coordination

Section 01152 - Application for Payment

Section 01310 - Progress Schedules

Section 01340 - Shop Drawings, Product Data, and Samples

Section 01700 - Contract Closeout

Section 01720 - Project Record Documents

PRECONSTRUCTION CONFERENCE:

Owner will, within 15 days after notice of award, schedule a conference to be held prior to the start of construction.

Attendance: Owner, Owner's Project Representative, Architect/Engineer, Contractor, his Superintendent and his major Subcontractors.

Agenda:

- 1.) Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal requests, change orders, and Project closeout procedures.
- 2.) Scheduling:
 - a.) Work sequencing and tentative construction schedule.
 - b.) Major equipment deliveries and priorities.
- 3.) Distribution of Contract Documents.
- 4.) Submittal List of Subcontractors, list of products, schedule of values, and progress schedule.
- 5.) Designation of responsible personnel.
- 6.) Use of premises by Owner and Contractor.
- 7.) Owner's requirements and occupancy.
- 8.) Construction Facilities and controls provided by Owner.
- 9.) Temporary utilities provided by Owner.
- 10.) Security and housekeeping procedures.
- 11.) Procedures for testing.
- 12.) Procedures for maintaining record documents.

PRECONSTRUCTION SUBMITTALS:

At the time of the Preconstruction Conference, the Contractor shall provide to the Architect and the Owner's Project Representative the following:

- 1.) Progress Schedule (See Section 01310)
- 2.) Schedule of Values (See Section 01370)
- 3.) Temporary Facilities Layout (See Section 01500)

PROGRESS MEETINGS:

DESCRIPTION

Schedule and administer as the progress of the Work necessitates construction progress meetings, called meetings, and preinstalled conferences, throughout progress of Work.

Make physical arrangements, prepare agenda, and distribute notice of each meeting to participants, and to Architect/Engineer, four days in advance of meeting date.

Preside at meetings, record minutes, and distribute copies within five days after meeting to participants, to entities affected by decisions at meetings, with two copies to Architect/Engineer.

Location of Meetings: Contractor's field office.

Attendance: Contractor, Owner's Project Representative, Architect/Engineer as appropriate to agenda; Owner, Job Superintendent, Professional Consultants, Subcontractors and Suppliers may attend as appropriate.

Minimum Agenda:

- 1.) Approval of minutes of previous meetings.
- 2.) Review of Work progress.
- 3.) Field observations, problems, and decisions.
- 4.) Identification of problems which impede planned progress.
- 5.) Review of submittals schedule and status of submittals.
- 6.) Review of off-site fabrication and delivery schedules.
- 7.) Maintenance of progress schedule.
- 8.) Corrective measures to regain projected schedules.
- 9.) Planned progress during succeeding work period.
- 10.) Coordination of projected progress.
- 11.) Maintenance of quality and work standards.
- 12.) Effect of proposed changes on progress schedule and coordination.
- 13.) Other business relating to Work.

PART 2 - PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

END OF SECTION

SECTION 01340

SHOP DRAWINGS, PRODUCT DATA AND SAMPLES

GENERAL SUBMITTAL REQUIREMENTS:

ALL SUBMITTALS SHALL CONTAIN the following information:

The date of submission and the dates of any previous submissions.

The Project Name and Project Number.

Submittal Number.

Names, Addresses and Phone Numbers of Architect, Engineer, Contractor, Supplier, Manufacturer.

Identification of the product with the specification section number.

Field dimensions, clearly identified as such.

Relation to adjacent or critical features of the work or materials.

Applicable standards, such as ASTM or Federal Specifications numbers.

Identification of deviations from item specified in the Contract Documents. Mark clearly so that differences are readily apparent to Architect.

Identification of revisions on resubmittals.

A 3 inch x 12 inch blank space for Contractor, Architect and Owner stamps.

Contractor's stamp, initialed or signed, certifying to review of submittal, verification of products, field measurements and field construction criteria, and coordination of the information within the submittal with requirements of the Work and of the Contract Documents.

SHOP DRAWINGS:

Drawings shall be presented in a clear and thorough manner. Details shall be identified by reference to sheet and detail, schedule, room numbers, standard plan symbols shown on Contract Drawings.

Minimum sheet size: 8-1/2 inch x 11 inches.

PRODUCT DATA:

Clearly mark each copy to identify pertinent products or models.

If several items are submitted at one time, a cover summary sheet shall be provided listing all items covered by the submission, providing information and space as described under "Submittals Shall Contain:"

Show performance characteristics and capacities.

Show dimensions and clearances required.

Show complete parts list and manufacturer's installation requirements and instructions.

Show wiring or piping diagrams and controls.

Manufacturer's standard schematic drawings and diagrams:

Modify drawings and diagrams to delete information which is not applicable to the work.

Supplement standard information to provide information specifically applicable to the work.

SAMPLES:

Office samples shall be sufficient size and quantity to clearly illustrate:

Functional characteristics of the product with integrally related parts and attachment devices.

Full range of color, texture and pattern.

SUBMISSION REQUIREMENTS:

Make submittals promptly and in such sequence as to cause no delay in the Work or in the work of any other contractor. Submit tals shall be delivered to the Architect no later than 30 days after the date of Notice to Proceed.

Submittals received after this time period will be returned and only the specified product will be acceptable.

NUMBER OF SUBMITTALS REQUIRED:

Shop Drawings and Product Data: Submit the number of copies which Contractor requires plus Three (3) which will be retained by the Architect.

Samples: Submit the number stated in each specification section.

RESUBMISSION REQUIREMENTS:

Make any correction or changes in the submittals required by the Architect or Owner and resubmit until approved.

SHOP DRAWINGS AND PRODUCT DATA:

Revise initial drawings or data and resubmit as specified for the initial submittal.

Indicate any changes which have been made other than those requested by the Architect/Engineer.

SAMPLES:

Samples - Submit new samples as required for initial submittal.

ARCHITECT'S DUTIES:

Review submittals with reasonable promptness.

Affix stamp and initials or signature and indicate requirements for resubmittal, or approval of submittal.

Return submittals to Contractor for distribution or resubmission.

END OF SECTION

SECTION 01370

SCHEDULE OF VALUES

PART 1 - GENERAL

Submit to the Architect and the Owner a Schedule of Values allocated to the various portions of the work, at least twenty (20) days prior to submitting first Application for Payment.

Upon request of the Architect or the Owner, support the values with data which will substantiate their correctness.

The Schedule of Values, unless objected to by the Architect or Owner, shall be used as the basis for the Contractor's Applications for Payment and Construction Schedule.

In the event the Owner should elect to delete certain portions of the Work, these values as scheduled will be used to ascertain those amounts to be deducted from the Contract Sum.

FORM AND CONTENT OF SCHEDULE OF VALUES:

Type schedule on 8 1/2" x 11" white paper. Identify schedule with the following:

- Project title and number.
- Location.
- Name and address of Contractor.
- Architect and Owner.
- Date of Submission.

Schedule shall list the installed value of the component parts of the work in sufficient detail to serve as a basis for computing values for progress payments during construction.

Follow the Index to Technical Provisions of this Project Manual as Format for listing component items. Identify each line item with the number and title of the respective major section of the specifications.

For each major line item list sub-values of major products or operations under the item.

For each various portion of the Work:

- Each item shall include a directly proportional amount of the Contractor's overhead and profit, mobilization and preparatory costs.

The sum of all values listed in the schedule shall equal the total Contract Sum.

END OF SECTION

SECTION 01600

MATERIAL AND EQUIPMENT

GENERAL:

Material and equipment incorporated into the Work:

Shall conform to applicable specifications and standards.

Shall comply with size, make ,type and quality specified, or as specifically approved in writing by the Architect.

Manufactured and Fabricated Products:

Design, fabricate and assemble in accord with the best engineering and shop practices.

Manufacture like parts of duplicate units to standard sizes and gages, to be interchangeable.

Two or more items of the same kind shall be identical, by the same manufacturer.

Products shall be suitable for service condition.

Equipment capacities, sizes and dimensions shown or specified shall be adhered to unless variations are specifically approved in writing.

Do not use material or equipment for any purpose other than that for which it is designed or is specified.

It is the intention of this section to provide the requirements to be met by all fasteners and anchoring devices which are generally exposed to view.

Phillips head screws shall be used only for the anchoring of finish hardware such as butts, locksets, etc. No slotted head screws shall be used in any exposed fastening.

Items which are permanently installed and which will not require adjustment, shall be anchored with one way screws. If both faces of the items are exposed, the fastener shall be one-way heads. Machine bolts and nuts may be used only if the threads are upset or the head of the bolt welded to the item.

Items which are required to be removed periodically shall have anchoring devices with spanner heads or hexagonal socket heads.

MANUFACTURER'S INSTRUCTIONS:

When Contract Documents require that installation of work shall comply with manufacturer's printed instructions, obtain and distribute copies of such instructions to parties involved in the installation, including one copy to the Architect.

Maintain one set of complete instructions at the job site during installation and until completion.

Handle, install, connect, clean, condition and adjust products in strict accordance with such instructions and in conformity with specified requirements.

Should job conditions or specified requirements conflict with manufacturer's instructions, consult with the Architect for further instructions.

Do not proceed with work without clear instructions.

Perform work in accordance with manufacturer's instructions. Do not omit any preparatory steps or installation procedure unless specifically modified or exempted by Contract Documents.

TRANSPORTATION AND HANDLING:

Arrange deliveries of products in accordance with construction schedules, coordinate to avoid conflict with work and conditions at the site.

Deliver products in undamaged condition, in manufacturer's original containers or packaging, with identifying labels intact and legible.

Immediately on delivery, inspect shipments to assure compliance with requirements of Contract Documents and approved submittals, and that products are properly protected and undamaged.

Provide equipment and personnel to handle products by methods to prevent soiling or damage to products or packaging.

STORAGE AND PROTECTION:

Store products in accordance with manufacturer's instructions, with seals and labels intact and legible.

Store products subject to damage by the elements in weathertight enclosures.

Maintain temperature and humidity within the ranges required by manufacturer's instructions.

Exterior Storage:

Store fabricated products above the ground, on blocking or skids, prevent soiling or staining. Cover products which are subject to deterioration with impervious sheet coverings, provide adequate ventilation to avoid condensation.

Store loose granular materials in a well drained area on solid surfaces to prevent mixing with foreign matter.

Arrange storage in a manner to provide easy access for inspection and make periodic inspections of stored products to assure that products are maintained under specified conditions, and free from damage or deterioration.

Protection after Installation:

Provide substantial coverings as necessary to protect installed products from traffic and subsequent construction operations. Remove when no longer needed.

SUBSTITUTIONS AND PRODUCT OPTIONS:

Products List:

Within 30 days after Contract Date, submit to the Architect a complete list of major products proposed to be used, with the name of the manufacturer, the installing contractor's name, address, telephone number, and License No., if required.

Contractor's Options:

For products specified only by reference standard, select any product meeting that standard.

For products specified by naming several products or manufacturers, select any one of the products or manufacturers named, which complies with the specifications.

For products specified by naming one or more products or manufacturers and "or approved equal", Contractor must submit a request for substitution.

Substitutions:

For a period of 30 days after Contract Date, Architect will consider written requests from Contractor for substitution of products.

Submit a separate request for each product, supported with complete data, with drawings and samples as appropriate, including:

Comparison of the qualities of the proposed substitution with that specified.

Changes required in other elements of the work because of the substitution.

Effect on the construction schedule.

Cost data comparing the proposed substitution with the product specified.

Any required license fees or royalties.

Availability of maintenance service, and source of replacement materials.

Architect, in consultation with the Owner, shall be the judge of the acceptability of the proposed substitution.

Contractor's Representation:

A request for a substitution constitutes a representation that Contractor:

Has investigated the proposed product and determined that it is equal to or superior in all respects to that specified.

Will provide the same warranties or bonds for the substitution as for the product specified.

Will coordinate the installation of an accepted substitution into the work and make such other changes as may be required to make the work complete in other respects.

Waives all claims for additional costs, under his responsibility, which may subsequently become apparent.

Architect will review requests for substitution with reasonable promptness, and notify Contractor, in writing, of the decision to accept or reject the requested substitution.

END OF SECTION

SECTION 01700

CONTRACT CLOSEOUT

SUBSTANTIAL COMPLETION:

Contractor shall submit:

Written certification to Architect and Owner's Project Representative that Work, or designated portion of Work, is substantially complete.

List of items to be completed or corrected.

Architect will make an inspection within seven days after receipt of above certification, together with Owner's Project Representative. He shall prepare a list of items to be completed or corrected as determined by the inspection.

Should Architect consider that Work is substantially complete, he shall prepare and issue a Certificate of Substantial Completion, AIA G-704, complete with signatures of Owner and Contractor, accompanied by list of items to be completed or corrected.

Should Architect consider that Work is not substantially complete, he shall immediately notify Contractor, in writing, stating reasons. The Contractor shall complete the Work and second written notice to Architect certifying that Project, or designated portion of Project, is substantially complete. Architect will reinspect the work.

FINAL INSPECTION:

Contractor shall submit written certification that:

Contract Documents have been reviewed.

Project has been inspected for compliance with Contract Documents.

Work has been completed in accordance with Contract Documents.

Equipment and systems have been tested in presence of Owner's Project Representative and are operational.

Project is completed and ready for final inspection.

Architect will make final inspection within seven days after receipt of certification, together with Owner's Project Representative.

Should Architect consider that Work is finally complete in accordance with requirements of Contract Documents, he shall request Contractor to make project closeout submittals such as the following, but not limited to:

- 1.) Documents as required by Subparagraph 9.10.2,
- 2.) Project Record Contract Documents,
- 3.) Operation and Maintenance materials,
- 4.) Test and Balance Reports,
- 5.) Guarantees, Warranties and Bonds,
- 6.) Keys and Keying Schedule,
- 7.) Spare parts and Extra Materials,
- 8.) Special Certificates of Inspection and
- 9.) Certificate of Occupancy.

Should Architect consider that Work is not finally complete, he shall notify Contractor, in writing, stating reasons. Contractor shall take immediate steps to remedy the stated deficiencies and send second written notice to Architect certifying that Work is complete. Architect will reinspect Work.

INSTRUCTION:

Instruct Owner's personnel in operation of all systems, mechanical, electrical and other equipment.

POST-CONSTRUCTION INSPECTION:

Prior to expiration of one year from Date of Substantial Completion, Architect will make visual inspection of Project in company of Owner and Contractor to determine whether correction of Work is required. Architect will promptly notify Contractor, in writing, of any observed deficiencies. Contractor shall correct such deficiencies at once as a part of the total Contract.

END OF SECTION

SECTION 01710

CLEANING

DURING CONSTRUCTION:

Execute cleaning to ensure that building, grounds and public properties are maintained free from accumulations of waste materials and rubbish.

Wet down dry materials and rubbish to lay dust and prevent blowing dust.

At reasonable intervals during progress of Work clean site and public properties and dispose of waste materials, debris and rubbish.

Provide on-site containers for collection of waste materials, debris and rubbish.

Remove waste materials, debris and rubbish from site and legally dispose of it at dumping areas off Owner's property.

Vacuum clean interior building areas when ready to receive finish painting and continue vacuum cleaning on an as-needed basis until building is ready for Substantial Completion or occupancy.

Handle materials in a controlled manner with as few handlings as possible; do not drop or throw materials from heights.

Schedule cleaning operations so that dust and other contaminants resulting from cleaning process will not fall on wet, newly painted surfaces.

FINAL CLEANING:

Employ experienced workmen, or professional cleaner, for final cleaning.

In preparation for Substantial Completion or occupancy, conduct final inspection of sight-exposed interior and exterior surfaces and of concealed spaces.

Remove grease, dust, dirt, stains, labels, fingerprints and other foreign materials from sight-exposed interior and exterior finished surfaces; polish surfaces so designated to shine finish.

Repair patch and touch up marred surfaces to specified finish to match adjacent surfaces.

Broom clean paved surfaces; rake clean other surfaces of grounds.

Owner will assume responsibility for cleaning as of time designated on Certificate of Substantial Completion for Owner's acceptance of Project or portion thereof.

END OF SECTION

SECTION 01720

PROJECT RECORD DOCUMENTS

GENERAL

FORM AND CONTENT:

Annotate two complete new and clean sets of Contract Documents with a red colored felt tip pen, showing all conditions of the Work as actually installed, and fully documenting in detail the following concealed conditions:

1.) Utilities: (to include, but not limited to, Gas, Water, Sewer, Electrical, Computer, Signal and/or PA systems, Telephone, etc.)

Show location of all lines, major junctions, bends, valves, cleanouts, stub-outs, access ports or doors or hatches, etc. by horizontal dimension from nearby major walls and depths from finish grade or height from finish floor for all utilities underground or concealed within the building, respectively.

2.) Assemblies: Show all changes or variations not otherwise documented, of materials, products and installations concealed from view.

Submit one marked-up set of drawings to the Owner and one set to the Architect/Engineer.

END OF SECTION

SECTION 06100

ROUGH CARPENTRY

1 GENERAL

1.1 SCOPE:

Furnish and install all rough carpentry complete with all necessary accessories.

1.2 QUALITY ASSURANCE:

Grading rules of the West Coast Lumber Inspection Bureau, the Western Wood Products Association, the American Plywood Association and the California Redwood Association apply to materials furnished under this Section. Identify all lumber and plywood by official grade mark of these Associations.

1.3 SUBMITTALS:

Submit samples of rough carpentry materials which will be exposed to view in finish work (exposed decking, etc.) and all metal framing connectors and accessories prior to use.

2 MATERIALS

2.1 DIMENSIONS:

Sizes indicated are nominal. Actual dimensions conform to National Product Standard 20.

2.2 SILLS and PLATES:

Redwood, foundation grade, or pressure-treated Hem-Fir #2

2.3 STUDS:

Spruce-Pine-Fir (SPF), #2 or better

2.4 POST, BEAMS and TIMBERS:

Spruce-Pine-Fir (SPF), #2 or better

2.5 HORIZONTAL 2x FRAMING:

All other horizontal 2x framing members: Spruce-Pine-Fir, #2, unless noted on drawings.

2.6 VERTICAL 2x FRAMING:

All other vertical 2x framing members: SPF #2 or better

2.7 PLYWOOD:

Graded as per APA to meet requirements of U.S. Product Standard PS 1.

2.7.1 CONCEALED SHEATHING:
C-D grade with exterior glue.

2.7.2 SHEAR PANEL SHEATHING:
C-D grade with exterior glue.

2.7.3 EXPOSED SHEATHING:
Exterior grade A-C with exterior glue.

2.8 DECKING:
2" and 3" thick T&G decking: Ponderosa Pine, Select, V-bevel

2.9 EXTERIOR TRIM:
Redwood or Cedar, Select Heart grade.

2.10 STEEL HARDWARE:
ASTM A-36 (Use galvanized or painted at exterior locations.)

2.11 MACHINE BOLTS:
ASTM A-307

2.12 LAG BOLTS:
Fed. Spec. FF-B-561

2.13 NAILS:
Common (except as noted), Fed. Spec. FF-N-1-1 (Use galvanized at exterior locations.)

2.14 VIGAS:
Non-graded Ponderosa Pine, or approved equal, with $F_b = 800$ psi, stripped of bark. Nominal size shown on Drawings measured at center of viga. Diameter shall not vary more than 1 inch in 8 feet of length. Continuous splits or checks to be no longer than 1/3 of span and no greater than 1/4 inch wide at the time of installation. No through cracks or checks acceptable.

2.15 LIGHT METAL CONNECTORS:
Joist Hangers, Framing Anchors & Clips shall be a minimum thickness of 18 ga., galvanized, unless otherwise noted on the Drawings. All pre-punched nail holes shall be used with nails as recommended by the manufacturer for the various connectors. Use "Simpson" or an approved equal.

2.16 PRESERVATIVE TREATMENT:
When called for on the Drawings, all solid lumber and plywood pressure treated to the standards of the American Wood Preserver's Association for water borne CCA, at a rate of 0.25 lbs/cf retained after treatment for all applications above ground, and 0.40 lbs/cf retained after treatment for all applications below ground or in contact with water. Water borne CCA to conform to Federal Specification TT-W-550. All bearing plates, nailers and blocking partially or totally unbedded in concrete or masonry shall be pressure treated.

2.17 FIRE RETARDANT:

When required use Fire Retardant Treatment process conforming to C-20 and C-27 of the American Wood Preserver's Association. Materials so treated must bear the quality mark of the American Wood Preservers' Bureau. Flame spread maximum of 25 as measured in accordance with ASTM E-84.

2.18 PROTECTION & STORAGE:

Protect all lumber and sheathing from weather and store 12" above the ground.

3 EXECUTION

3.1 SILLS:

Set level to within 1/8" in 12 feet, in mortar bed if necessary to bring stem wall level. Do not shim.

3.2 POSTS & BEAMS:

Erect straight, plumb and level and in line.

3.3 STUDS:

Provide in continuous lengths without splices. Provide triple studs at corners and wall intersections with nailing surface for edge of finishes. Bore holes not greater than 40% of width of studs, minimum 3/4 inch from edge of stud. Notch to a depth less than 25% of stud width for bearing walls and 40% for non-bearing walls.

3.4 FRAME OPENINGS:

Provide double jamb studs (1 support king stud and 1 trimmer stud) for openings less than 4 feet wide, quadruple jamb studs for openings over 4 feet, unless noted otherwise on drawings.

3.5 JOISTS:

Install with crown edges up. Bear ends minimum 1 1/2" (3 inches on masonry). Provide solid blocking of same section size as joist at ends of joist and for bridging as following (unless otherwise shown): Span to 10 feet - one row mid-span; spans to 20 feet - two rows at third points; spans to 30 feet - rows of bridging 8 foot maximum apart. Pre-manufactured metal or 1x3 wood cross bridging may be substituted for solid bridging on concealed work. Notch no more than 1/10 the depth of the joist, not in the middle third. Bore holes no more than 1/4 depth of joist, minimum 2" from top or bottom of joist. Provide double joist under all partitions running parallel to joists.

3.6 PLYWOOD SHEATHING:

Place with face grain perpendicular to supports. Stagger joints and locate over center of framing. Allow 1/16 inch between edge joints and 1/8 inch between side joints to allow for expansion and contraction. Unless otherwise called for on the Drawings support all edges perpendicular to framing by use of lumber blocking and nail 6 inches on center along all edges and 12 inches on center at intermediate supports with 8d nails.

3.7 VIGAS:

Viga sizes on drawings are referring to the midspan diameter. Top of spanning vigas shall be set to slopes required for roof drainage, or as noted on the drawings. Provide a reasonably true plane for receipt of the roof or ceiling deck. Minor planing of tops is allowed. Provide positive anchorage of viga to bearing surface. Taper of spanning vigas shall be in the same direction in each span. Taper of viga columns shall be from largest dimension at the bottom.

3.7.1 NAILING:

Use only common wire nails or spikes of the dimension shown on the Nailing Schedule, except where otherwise called for on the Drawings.

For conditions not covered in the Nailing Schedule, provide penetration into the piece receiving the point of not less than 1/2 the length of the nail or spike provided, however, that 16d nails may be used to connect two pieces of two inch nominal thickness.

Do all nailing without splitting wood. Pre-bore as required. Replace all split members.

3.8 NAILING SCHEDULE:

Unless otherwise indicated on the Drawings or required by pertinent codes and regulations, provide at least the following nailing:

Blocking to joist bearing: Two 10d toenailed each side

Blocking to joist or studs: Two 10d toenailed each side

Bridging to joist: Two 8d toenailed

Built-up beams eight inches or less in depth: 16d @ 24 inches on center, top & bottom and staggered

Built-up beams greater than 8" deep: 16d @ 12 inches on center, top & bottom and staggered

Joist and rafters to plate: Two 10d toenailed each side or framing anchor

Joists to headers and headers to trimmers: Use joist hangers only

Multiple joists: 16d @ 12 inches on center, top & bottom and staggered

One inch furring to underside of joist:Two 8d (one straight; one slanted)

Two inch furring to underside of joist:Two 16d (one straight; one slanted)

Studs toenailed to plate:Two 10d each side

Studs end nailed to plate:Two 16d

Studs nailed together:16d twelve inches on center, staggered

Plates:

Upper to lower:16d @ 12 inches on center, staggered

At splices:Two 16d face nailed

Plate lap at corners:Two 16d face nailed

Below shear panels:

Sill to blocking or joist:16d @ four inches on center

Blocking or joist to plate:16d toenailed @ four inches on center

Upper plate to lower plate:16d @ four inches on center, staggered

3.9 THRU BOLTING:

Drill holes 1/16 inch larger in diameter than the bolts being used for thru bolts. Drill straight and true from one side only. Bolts threads shall not bear on wood. Use washers under head and nut where both bear on wood; use washers under all nuts.

3.10 LAG BOLTS & SCREWS:

For lag bolts and wood screws, pre-bore holes same diameter as root threads; enlarge holes to shank diameter for length of shank as per American Institute of Timber Construction Manual, current edition. Screw, **do not** drive, all lag bolts and wood screws.

3.11 MECHANICAL PENETRATIONS:

Frame out openings and provide necessary lintels, double studs, headers and trimmers for passage of pipes, ducts, etc. to avoid compromising structure.

3.12 BLOCKING:

Provide blocking as necessary to support or attach countertops, door stops, toilet accessories, chalkboards, shelving, cabinets, bases, trim, and other items indicated on the Drawings. Provide sufficient blocking with secure attachment to structure. Unless, otherwise shown on Drawings, provide blocking continuous at mid-height of walls on all walls higher than 8'-0".

3.13 PROTECTION:

Protect all installed carpentry work from weather.

3.14 CLEAN UP:

Keep the premises in a neat, safe and orderly condition at all times during execution of this portion of work, free from accumulation of sawdust, cut ends, and debris.

END OF SECTION

SECTION 08200

DOORS

PART 1 - GENERAL

SECTION INCLUDES:

Furnish and install doors shown on drawings and door schedule and as specified herein.

RELATED SECTIONS:

1. Section 06100 - Rough Carpentry
- 2.. Section 08700 - Hardware

QUALITY ASSURANCE:

Applicable Industry Standards:

- 1.) National Woodwork Manufacturer's Association (NWMA)
- 2.) Architectural Woodwork Institute (AWI) Quality Standards.
- 3.) Manufacturer's labelling and certification in writing that door meets or exceeds applicable Industry Standard.

DELIVERY, STORAGE AND HANDLING:

Protect, store, handle and machine doors to prevent damage. Prevent staining or soiling of doors to be finished "natural".

PART 2 - PRODUCTS

PRODUCTS:

See Door Schedule on the Drawings.

SUBSTITUTION: Substitution is allowable as per the provisions of Section 01340 - Material and Equipment.

PART 3 - EXECUTION

INSTALLATION:

Fitting, Hanging and Trimming of Wood Doors: Do not ship to site or store wood doors in building. Do not fit and hang doors until all operations which increase humidity in the building have been completed and all materials in areas where door hanging is required are sufficiently dry.

Fitting: Unless otherwise detailed, fit all swing doors in such a manner as to have 1/8 inch clearance at hinge stiles, 1/8 inch at top and lock, and 1/4 inch between bottom rail and floor. Provide bevel or radius to edge of door as required by door swing.

Hanging: Apply hardware accurately and securely. Neatly make cutting, mortising and sinkages required to receive hardware. Protect door knobs and handles by a wrapper of tough paper or cloth until building is complete.

END OF SECTION

SECTION 08700

HARDWARE

PART 1 - GENERAL

WORK INCLUDED:

Hardware for interior doors.

Provide labor, equipment, materials and incidentals as required under this Section for complete operable installation.

Hardware includes all items known commercially as builder's hardware, thresholds, weatherstripping, etc.

Include necessary screws, special screws, bolts, special bolts, expansion shields, other devices necessary or required for the proper hardware application. All exposed screw heads shall be Phillips head type.

Keying, Masterkeying: Key each cylinder lock differently. Provide three keys for each individual lock. Masterkey all cylinders with schedule as per Owner.

RELATED DOCUMENTS:

Section 01340 - Shop Drawings, Product Data and Samples

Section 01600 - Material and Equipment

Door Schedule on the Drawings

SUBMITTALS:

See Section 01340 - Shop Drawings, Product Data and Samples.

Indicate locations and mounting heights of each type of hardware.

Indicate required style and finish.

MISCELLANEOUS REQUIREMENTS:

The hardware shall be carefully inspected, tagged and packed for shipment and shall be delivered to the building, allowing sufficient time for inspection before installation.

All hardware shall be complete in itself and shall be free from all blemishes or defects.

Provide Architect/Engineer with manufacturer's parts list and maintenance instructions for each type of hardware supplied and necessary wrenches and tools required for proper maintenance of hardware.

PART 2 - PRODUCTS

MATERIALS:

Provide items as listed in schedule at end of this Section, complete to function as intended.

Review the list of hardware sets for each typical door. The Contractor shall make and submit a complete schedule of all hardware for the building. The items specified below by manufacturer's name are for the purpose of establishing a standard of quality. Equivalent items by the following manufacturer's are equally acceptable.

ACCEPTABLE MANUFACTURERS:

Sargent, Trimco, Hager, Yale, McKinney, Brookline, Von Duprin, Zero, Pemko, Corbin, Soss, National Guard.

Hardware finishes, style, function, type, accessories, closers, hinges, weatherstripping, etc. as per Hardware Schedule.

SUBSTITUTIONS:

Under provisions of Section 01600 - Material and Equipment.

PART 3 - EXECUTION

INSTALLATION:

Provide fastenings that harmonize and are of suitable type, size, and quantity to secure hardware. Provide machine screws and expansion shields where required. All fastenings exposed to weather shall be on non-ferrous metal. Blueprint standard templates shall be supplied to manufacturers of metal items requiring template hardware. Hardware shall be fitted prior to painting and then removed and painting completed before final installation of hardware. Hardware shall be protected from damage at all times, both prior to end after installation. Contractor shall be responsible for proper fabrication of all work or material to receive hardware.

Mount hardware units at heights indicated in "Recommended Locations for Builders' Hardware" by the Door and Hardware Institute (DHI).

Install each hardware item in compliance with the manufacturer's instructions and recommendations. Wherever cutting and fitting is required to install hardware onto or into surfaces which are later to be painted or finished in another way, coordinate removal, storage and reinstallation or application of surface protections with finishing work specified in Division 9 Sections. Do not install surface-mounted items until finishes have been completed on the substrate.

Set units level, plumb and true to line and location. Adjust and reinforce the attachment substrate as necessary for proper installation and operation.

Drill and countersink units which are not factory-prepared for anchorage fasteners. Space fasteners and anchors in accordance with industry standards.

Cut and fit threshold and floor covers to profile of door frames, with mitered corners and hair-line joints. Join units with concealed welds or concealed mechanical joints. Cut smooth openings for bolts and similar items, if any.

ADJUST AND CLEAN:

Adjust and check each operating item of hardware and each door, to ensure proper operation or function of every unit. Replace units which cannot be adjusted to operate freely and smoothly as intended for the application made.

Final Adjustment: Wherever hardware installation is made more than one month prior to acceptance or occupancy of space or area, return to the work during the week prior to acceptance or occupancy, and make final check and adjustment of all hardware items in such space or area. Clean operating items as necessary to restore proper function and finish of hardware and doors. Adjust door control devices to compensate for final operation of heating and ventilating equipment.

Instruct Owner's Personnel in proper adjustment and maintenance of hardware and hardware finishes, during the final adjustment of hardware.

HARDWARE SCHEDULE: (See Drawings)

END OF SECTION

SECTION 09260

GYPSUM WALLBOARD SYSTEM

PART 1 - GENERAL

1.1 DESCRIPTION

- A. Work included: Provide gypsum drywall and accessories where shown on the Drawings, as specified herein, and as needed for a complete and proper installation.
- B. Related work:
 - 1. Documents affecting work of this Section include, but are not necessarily limited to, General Conditions, Supplementary Conditions, and Sections in Division 1 of these Specifications.
 - 2. Section 05410: Light Gauge Metal Framing.

1.2 QUALITY ASSURANCE

- A. Use adequate numbers of skilled workmen who are thoroughly trained and experienced in the necessary crafts and who are completely familiar with the specified requirements and the methods needed for proper performance of the work of this Section.
- B. Standard Specification for Installation of Interior Lathing and Furring ASTM C841.
- C. Standard Specification for Application of Finishing of Gypsum Board ASTM C840.

1.3 SUBMITTALS

- A. Comply with pertinent provisions of Section 01340.
- B. Product data: Within 30 calendar days after the Contractor has received the Owner's Notice to Proceed, submit:
 - 1. Materials list of items proposed to be provided under this Section;
 - 2. Manufacturer's specifications and other data needed to prove compliance with the specified requirements;
 - 3. Manufacturer's recommended installation procedures which, when approved by the Architect, will become the basis for accepting or rejecting actual installation procedures used on the Work.
- C. Mock-ups:
 - 1. At an area on the site where approved by the Architect, provide a mock-up gypsum wallboard panel.
 - a. Make the panel approximately 4'-0" square.
 - b. Provide one mock-up panel for each gypsum wallboard finish used on the Work.
 - c. The mock-ups may be used as part of the Work, and may be included in the finished Work, when so approved by the Architect.
 - d. Revise as necessary to secure the Architect's approval.
 - 2. The mock-up panels, when approved by the Architect, will be used as datum points for comparison with the remainder of the work of this Section for the purpose of acceptance or rejection.

3. If the mock-up panels are not permitted to be part of the finished Work, completely demolish and remove them from the job site upon completion and acceptance of the work of this Section.

1.4 PRODUCT HANDLING

- A. Comply with pertinent provisions of Section 01600 - Material and Equipment.

PART 2 - PRODUCTS

2.1 GYPSUM WALLBOARD

A. General:

1. Provide gypsum wallboard complying with Fed Spec SS-L-30D, in 48" widths and in such lengths as will result in a minimum of joints.
2. Regular wallboard: R=Regular Core, Provide TYPE III, Class 1, ASTM C36, 5/8" thick except as may be shown otherwise on the Drawings.
3. Fire-retardant wallboard: X=Fire-retardant core, Provide TYPE III, Grade X, Class 1, ASTM C36, 5/8" thick.
4. Water-resistant wallboard: Provide Type VII, Grade W or X as required, Class 2, ASTM C630, 5/8" thick except as may be shown otherwise on the Drawings.

B. Sheathing: Where gypsum wallboard sheathing is indicated on the Drawings, provide gypsum wallboard complying with Fed Spec SS-L-30D, TYPE II, Grade W, Class 2.

2.2 METAL TRIM

- A. Form from zinc-coated steel not lighter than 26 gage, complying with Fed Spec QQ-S-775, type I, class d or e.

B. Casing beads:

1. Provide channel-shapes with an exposed wing, and with a concealed wing not less than 7/8" wide.
2. The exposed wing may be covered with paper cemented to the metal, but shall be suitable for joint treatment. Note locations requiring bull-nose profile casing beads on the drawings.

- C. Corner beads: Provide angle shapes with wings not less than 7/8" wide and perforated for nailing and joint treatment, or with combination metal and paper wings bonded together, not less than 1-1/4" wide and suitable for joint treatment. Note all wall corners shall be of bull-nose profile configuration.

D. Edge beads for use at perimeter of ceilings:

1. Provide angle shapes with wings not less than 3/4" wide.
2. Provide concealed wing perforated for nailing, and exposed wing edge folded flat.
3. Exposed wing may be factory finished in white color.

2.3 JOINTING SYSTEM

- A. Provide a jointing system, including reinforcing tape and compound, designed as a system to be used together and as recommended for this use by the manufacturer of the gypsum wallboard approved for use on this Work.

- B. Jointing compound may be used for finishing if so recommended by its manufacturer.

2.4. FASTENING DEVICES

- A. For fastening gypsum wallboard in place on metal studs and metal channels, use flat-head screws, shouldered, specially designed for use with power-driven tools, not less than 1" long, with self-tapping threads and self-drilling points.
- B. For fastening gypsum wallboard in place on wood, use 1- 1/4" type W bugle-head screws, or use annular ring type nails complying with ASTM C514 and of the length required by governmental agencies having jurisdiction.

2.5 ACCESS DOORS

- A. In partitions and ceilings installed under this Section, provide doors where required for access to mechanical installations and electrical installations.

- B. Types:

1. Unless otherwise required, provide 24" x 24" metal access doors with concealed hinges to metal frame, and with Allen key lock.
2. For piercing fire-rated surfaces, provide access doors having the same fire rating as the surface being pierced.
3. For tile surfaces and toilet rooms, provide stainless steel access doors and frames, with satin finish.
4. For other installations, provide prime-coated steel access doors and frames for finish painting to be performed at the job site under Section 09900 of these Specifications.

2.6 OTHER MATERIALS

- A. Provide other materials, not specifically described but required for a complete and proper installation, as selected by the Contractor subject to the approval of the Architect.

PART 3 - EXECUTION

3.1 SURFACE CONDITIONS

- A. Examine the areas and conditions under which work of this Section will be performed. Correct conditions detrimental to timely and proper completion of the Work. Do not proceed until unsatisfactory conditions are corrected.

3.2 INSTALLATION

- A. General:

1. Install the gypsum wallboard in accordance with the Drawings and with the separate boards in moderate contact but not forced into place.
2. At internal and external corners, conceal the cut edges of the boards by the overlapping covered edges of the abutting boards. Note the use of bull-nose external corners and incorporate accordingly.
3. Stagger the boards so that corners of any four boards will not meet at a common point except in vertical corners.

- B. Ceilings:
 - 1. Install the gypsum wallboard to ceilings with the long dimension of the wallboard at right angles to the supporting members.
 - 2. Wallboard may be installed with the long dimension parallel to supporting members that are spaced 16" on centers when attachment members are provided at end joints.
- C. Walls:
 - 1. Install the gypsum wallboard to studs at right angles to the furring or framing members.
 - 2. Make end joints, where required, over framing or furring members.
- D. Attaching:
 - 1. Drive the specified screws with clutch-controlled power screwdrivers, spacing the screws 12" on centers at ceilings and 16" on centers at walls.
 - 2. Where framing members are spaced 24" apart on walls, space screws 12" on centers.
 - 3. Attach double layers in accordance with the pertinent codes and the manufacturer's recommendations as approved by the Architect.
 - 4. Attach to wood as required by governmental agencies having jurisdiction.
- E. Access doors:
 - 1. By careful coordination with the Drawings and with the trades involved, install the specified access doors where required.
 - 2. Anchor firmly into position, and align properly to achieve an installation flush with the finished surface.

3.3 JOINT TREATMENT

- A. General:
 - 1. Inspect areas to be joint treated, verifying that the gypsum wallboard fits snugly against supporting framework.
 - 2. In areas where joint treatment and compound finishing will be performed, maintain a temperature of not less than 55 degrees for 24 hours prior to commencing the treatment, and until joint and finishing compounds have dried.
 - 3. Apply the joint treatment and finishing compound by machine or hand tool.

4. Provide a minimum drying time of 24 hours between coats, with additional drying time in poorly ventilated areas.
- B. Embedding compounds:
 1. Apply to gypsum wallboard joints and fastener heads in a thin uniform layer.
 2. Spread the compound not less than 3" wide at joints, center the reinforcing tape in the joint, and embed the tape in the compound. Then spread a thin layer of compound over the tape.
 3. After this treatment has dried, apply a second coat of embedding compound to joints and fastener heads, spreading in a thin uniform coat to not less than 6" wide at joints, and feather edged.
 4. Sandpaper between coats as required.
 5. When thoroughly dry, sandpaper to eliminate ridges and high points.
- C. Finishing compounds:
 1. After embedding compound is thoroughly dry and has been completely sanded, apply a coat of finishing compound to joints and fastener heads.
 2. Feather the finishing compound to not less than 12" wide.
 3. When thoroughly dry, sandpaper to obtain a uniformly smooth surface, taking care to not scuff the paper surface of the wallboard.

3.4 CORNER TREATMENT

- A. Internal corners: Treat as specified for joints, except fold the reinforcing tape lengthwise through the middle and fit neatly into the corner.
- B. External corners:
 1. Install the specified corner bead, fitting neatly over the corner and securing with the same type fasteners used for installing the wallboard.
 2. Space the fasteners approximately 6" on centers, and drive through the wallboard into the framing or furring member.
 3. After the corner bead has been secured into position, treat the corner with joint compound and reinforcing tape as specified for joints, feathering the joint compound out from 8" to 10" on each side of the corner.

3.5 OTHER METAL TRIM

A. General:

1. The Drawings do not purport to show all locations and requirements for metal trim.
2. Carefully study the Drawings and the installation, and provide all metal trim normally recommended by the manufacturer of the gypsum wallboard approved for use in this Work.

3.6 CLEANING UP

A. In addition to other requirements for cleaning, use necessary care to prevent

scattering gypsum wallboard
scraps and dust, and to prevent tracking
gypsum and joint finishing
compound onto floor surfaces.

- B. At completion of each segment of installation in a room or space, promptly pick up and move from the working area all scrap, debris, and surplus material of this Section.

END OF SECTION

INDEX TO DRAWINGS

- A0 COVER SHEET
- A1 INFORMATION SHEET
- A3.1 FLOOR PLAN EXISTING/DEMO FLOOR PLAN (WORK ITEMS)
- A3.2 FLOOR PLAN (WORK ITEMS)
- A17 INTERIOR ELEVATIONS / SCHEDULE SHEET MISCELLANEOUS DETAILS

CODING DATA

Existing Occupancy: Group B
Existing Construction Type: V-B

The scope of work does not increase occupancy count on this existing building use.
Description of Construction Scope: Re Arrangement of Interior Guide non-bearing Partitions
Re Design and Construction of Interior Spaces for ADA Compliance

TAOS COUNTY :

INTERIOR
RENOVATION
PHASE ONE

Public Health Depot Building

TAOS, NEW MEXICO
PROJECT FOR: TAOS COUNTY
TAOS COUNTY BID # B-2008-35

PROJECT NO. J080808
DATE: December 2008

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N/A

	PROPERTY LINE
	EXISTING GRADE
	FINISH GRADE
	EXISTING BUILDING
	ITEMS EXISTING
	DIRECTION OF DRAINAGE
	WATER LINE
	GAS LINE
	SEWER LINE
	ELECTRIC LINE
	TELEPHONE LINE
	PROJECT CONSTRUCTION
	FENCE
	EXPLORATORY BORING
	GEOTECH
	ELEVATION SYMBOL
	SPOT ELEVATION
	DOOR MARK INDICATION
	WINDOW MARK INDICATION
	SPECIAL NOTES OR EQUIPMENT ROOM NUMBER
	KEYED NOTE
	NEW FINISH GRADE
	EXISTING GRADE
	TOP OF WALL
	TOP OF CURB
	TOP OF PAVEMENT
	TOP OF WALKWAY
	TOP OF CONCRETE
	TOP OF PARAPET
	COLUMN GRID LINES
	BUILDING SECTIONS
	WALL SECTIONS
	DETAILS
	INTERIOR ELEVATIONS
	MATCH LINE
	REVISION (CLOUD AROUND REVISED DATA)
	WALL TYPE
	CONTINUATION MATCH MARK

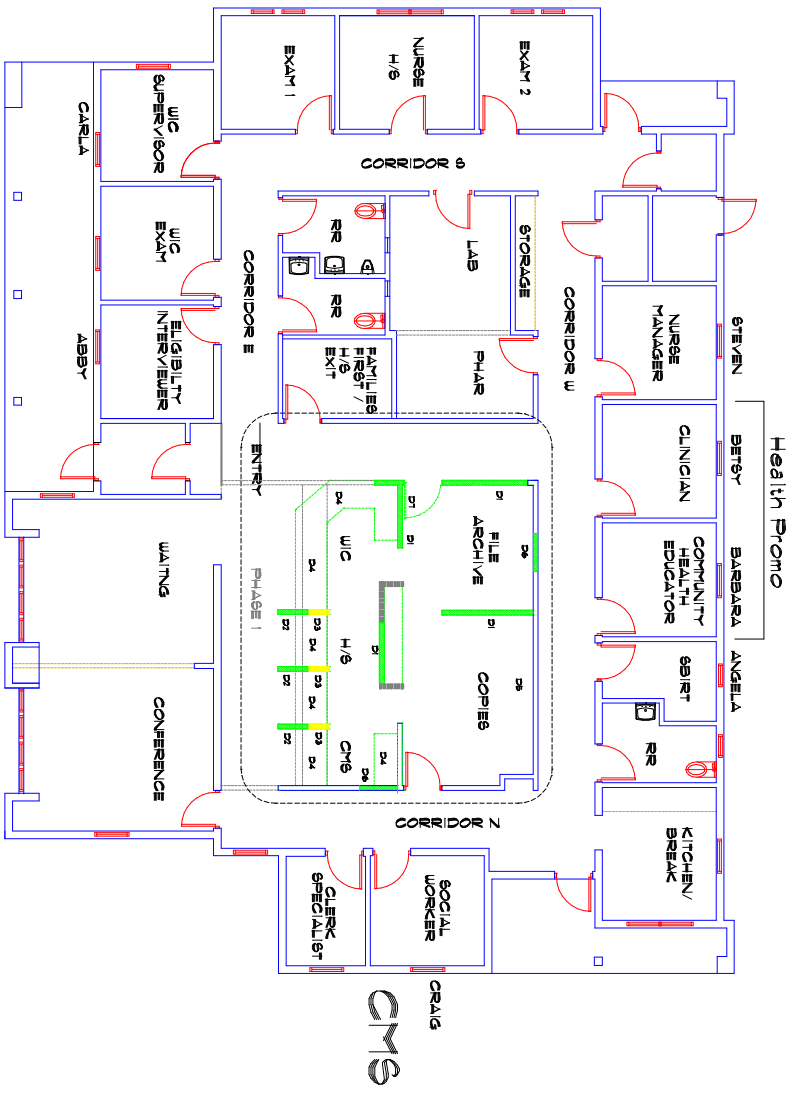
FOR GENERAL NOTES
AND INFORMATION,
SEE SHEET A1

NO PART OF THESE DOCUMENTS MAY BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING AND RECORDING, FOR ANY PURPOSE WITHOUT THE EXPRESS WRITTEN PERMISSION OF THE ARCHITECT.

Note: No Revision shall be made to these documents that will alter the described project in any way unless signed and sealed addenda or change order has been issued by Robert J. Sturctman

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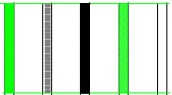
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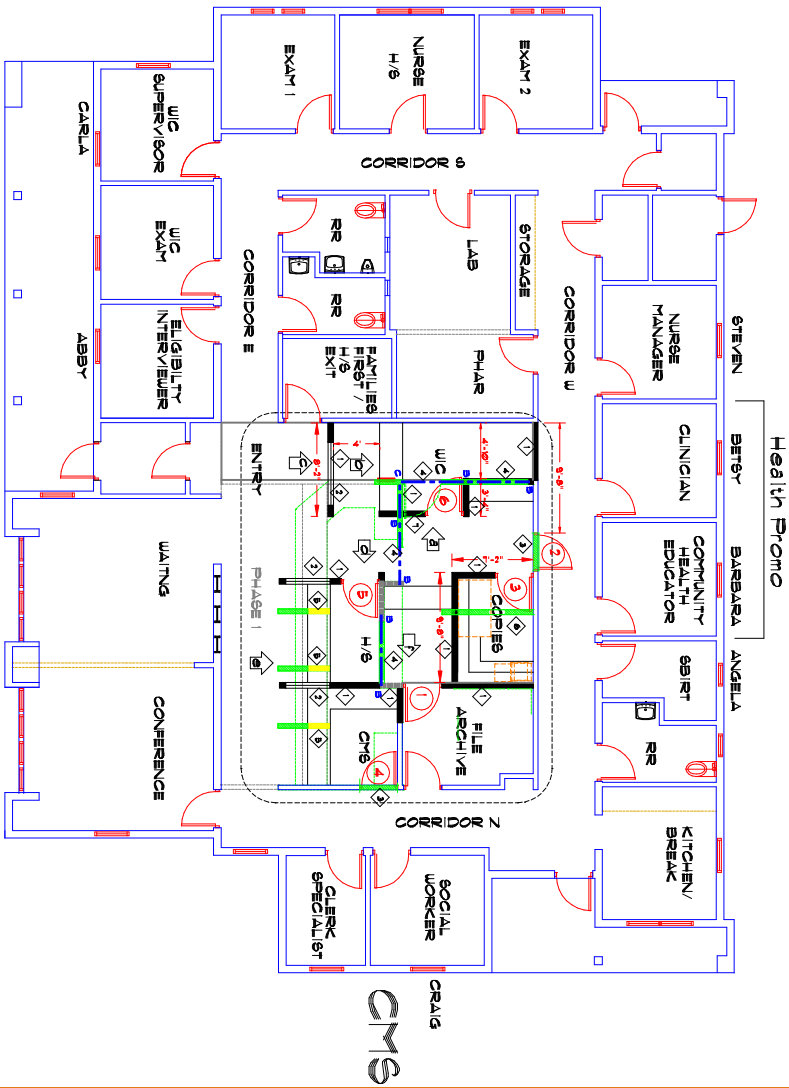
FLOOR PLAN EXISTING FLOOR PLAN DEMOLITION PLAN

- D1 REMOVE EXISTING WALL TO ABOVE ADJACENT CEILING
- D2 REMOVE EXISTING WALL TO BOTTOM OF OVERHEAD SOFFIT FEATURE. (8'-0" AFF.) (NOTE: SEE D3 FOR ADJACENT PARTIAL WALL REMOVAL REQUIREMENT.)
- D3 REMOVE EXISTING WALL ABOVE 2'-3 1/2" AFF. EXISTING ELECTRICAL OUTLETS, ETC TO REMAIN. REMAINING STUD WALL WILL SERVE AS PARTIAL SUPPORT FOR NEW COUNTERTOPS. SEE SHIT A1 FOR DETAILS
- D4 REMOVE EXISTING COUNTERTOPS AND CASEWORK. (THESE MATERIALS TO REMAIN AS SALVAGE FOR OWNER'S USE. DO NOT DAMAGE THESE MATERIALS. PAY PARTICULAR ATTENTION AND CARE TO COMPUTER KEYBOARD SHELF-RAIL UNITS X 4)
- D5 REMOVE WALL CABINETS AND BASE CABINET SHELVING UNITS. (THESE MATERIALS TO REMAIN AS SALVAGE FOR OWNER'S USE. DO NOT DAMAGE THESE MATERIALS AS THEY WILL BE RE-USED AT NEW "COPY" ROOM)
- D6 PROVIDE ROUGH OPENING FOR NEW DOOR ASSEMBLIES. SEE NOTE 3.
- D7 REMOVE EXISTING DOOR DOOR FRAME AND HARDWARE. THIS DOOR DOOR FRAME AND HARDWARE WILL BE RE-USED AS DOOR #1 LOCATION INDICATED.
- GENERAL NOTE: ALL REMAINING PORTIONS OF DEMOED WALLS, ETC SHALL BE FINISHED WITH GYPSO AS PER ADJACENT SURFACES. NO STUDS, STRUCTURE OR OTHER MATERIALS, ETC SHALL REMAIN EXPOSED.

WALL LEGEND



SEE SHEET A1 FOR DOOR SCHEDULE



FLOOR PLAN NEW PARTITIONS ARCHITECTURAL

CONSTRUCTION NOTES

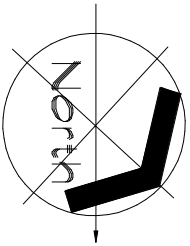
- PROVIDE NEW 2X4 WOOD STUD @ 16" O.C. PARTITION WALL W/ 1/2" GYPSO T&T EACH SIDE TO 8'-0" AFF. (BELOW EXISTING ACCT. SUPPORT FOR OVERHEAD SOFFIT FEATURE) (VERIFY WITH ARCHITECT IN FIELD) SEE DETAILS.
- PROVIDE 1/2" SAFETY GLASS, SIZE AS SHOWN ON INTERIOR ELEVATIONS.
- PROVIDE NEW HEADER FOR NEW DOORWAY: (2) 2X8 S PLUS 1/2" THK PLYWOOD ASSEMBLY GLUE AND NAIL AT 8" O.C. STAGGERED.
- NON-BEARING PARTITION ABOVE TO REMAIN: PROVIDE ((2) 2X2 PLUS 1/2" THK PLYWOOD GLUE AND NAIL PIECES AT 8" O.C. STAGGERED) "BEAM" BELOW REMAINING UPPER PARTITION. NEW PARTITION "BEAM" TO BEAR AT POINTS "B" AS INDICATED ON FLOOR PLAN. "BEAM" TO BE FINISHED WITH 1/2" GYPSO T&T SIDES AND BOTTOM TO MATCH ADJACENT SURFACES OF WALL ABOVE. BOTTOM OF "BEAM" AT APPROXIMATELY 1'-10" AFF.
- MODIFY EXISTING OVERHEAD SOFFIT FEATURE CONSTRUCTION TO SPAN TO NEW PARTITION WALL LOCATIONS. ADD SCABBED 2 BY6 AT EXISTING STRUCTURE TO BRIDGE RELOCATED BEARING POINTS. (VERIFY IN FIELD WITH ARCHITECT)
- PROVIDE ACT. FILLER TILE PIECES AT SPACE REMAINING AFTER WALLS ARE REMOVED
- PROVIDE BEAM CORNER CONNECTION "C" AT CORNER OF TWO CANTILEVER BEAM ENDS SEE DETAIL

GENERAL NOTES:
CONTRACTOR TO PROVIDE ADDITIONAL WOOD STUDS OR OTHER WOOD FILLER PIECES AS MAY BE REQUIRED TO COMPLETE FRAMING AT ADJACENT DEMOED WALLS.

LEVEL OF GYPSOARD FINISH: LEVEL 4 - SUITABLE FOR FLAT PAINT FINISHES.

OPTION "B4-rev2" FLOOR PLANS

SCALE: 1/8" = 1'-0"



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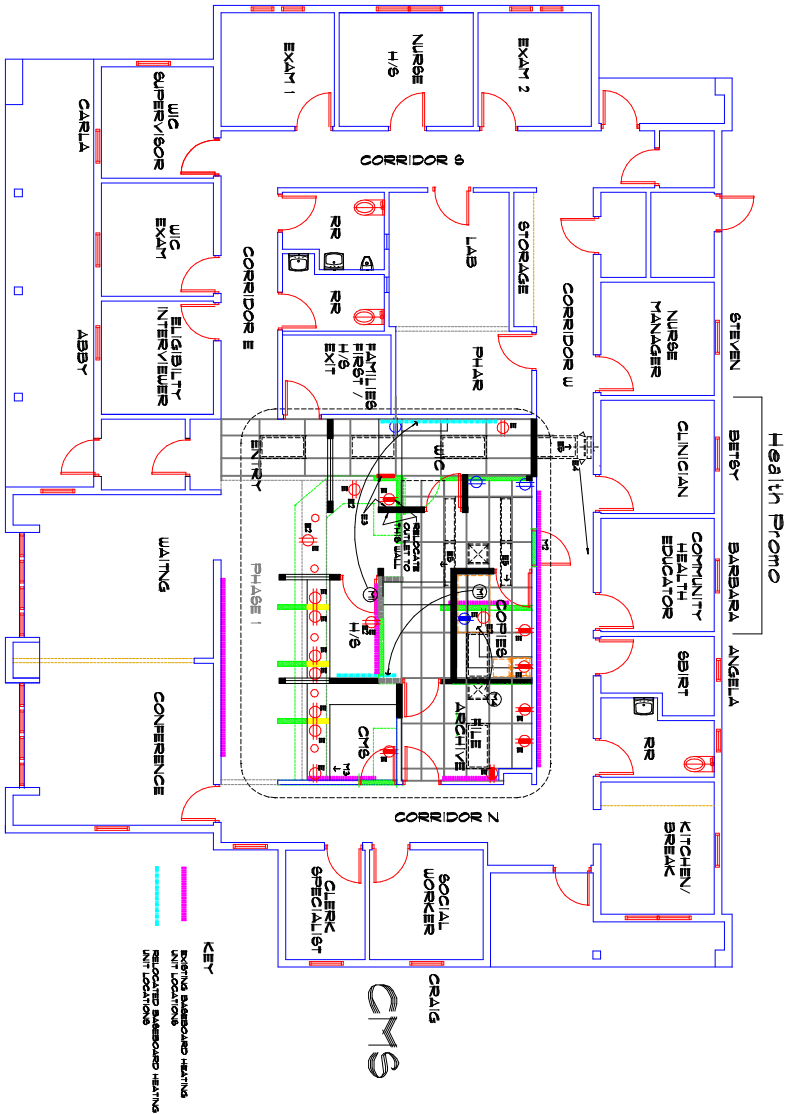


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Phase One
Renovation

PROJECT IDENTIFICATION
Name: TAOS
Public Health Bldg
Project No.: J080808
Date: August 2008
REVISIONS:
DATE BY TITL
11.3.06 RJS GENERAL
11.6.06 RJS GENERAL
11.10.06 RJS GENERAL
11.17.06 RJS GENERAL
11.20.06 RJS GENERAL

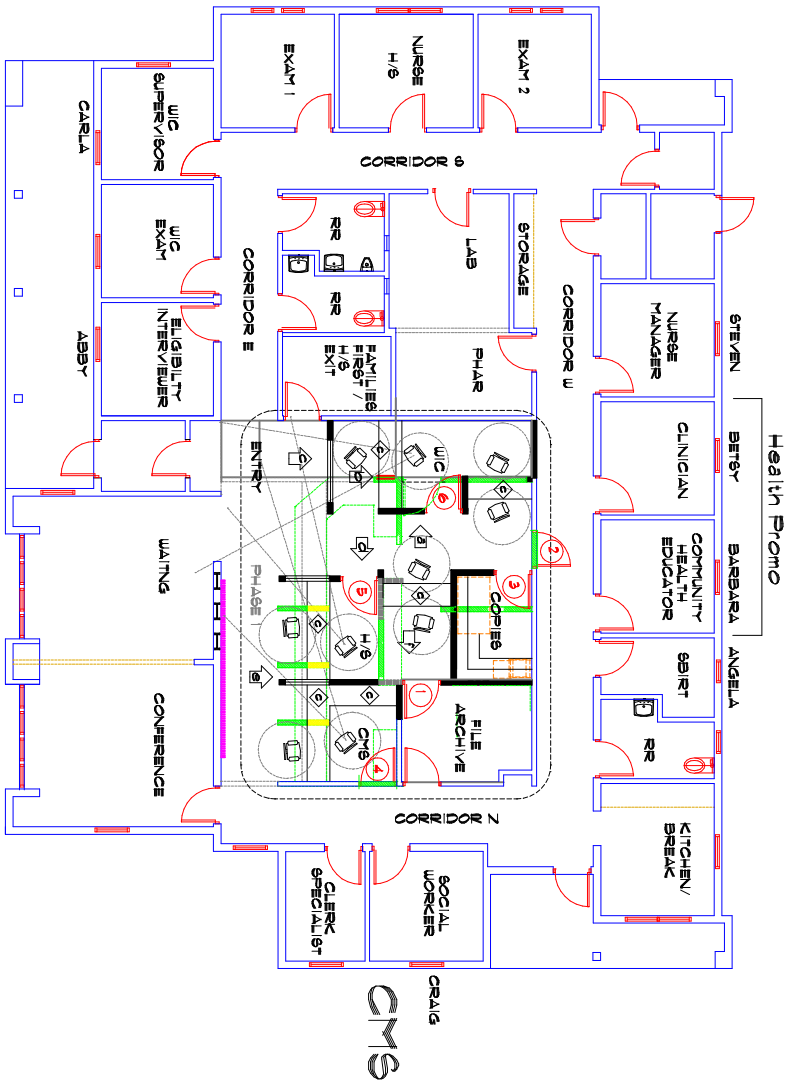
Sheet Title:
Floor Plans
Sheet No. A3.1 of 3



FLOOR PLAN HVAC & ELECTRICAL MODIFICATIONS

HYAC / ELECTRICAL NOTES

- E1. EXISTING ELECTRICAL OUTLET (ABOVE COUNTER HEIGHT)
 NEW ELECTRICAL OUTLET (ABOVE COUNTER HEIGHT)
- E2. REMOVE EXISTING ELECTRICAL OUTLET
- E3. RELOCATE EXISTING F.A. PANEL TO LOCATION INDICATED
- E4. RELOCATE EXISTING EMERGENCY LIGHT TO POINT INDICATED, MODIFY WIRING ACCORDINGLY.
- E5. ADJUST FLUORESCENT LIGHT FIXTURE LOCATION AS NECESSARY TO CLEAR NEW CONSTRUCTION, MODIFY WIRING ACCORDINGLY.
- M1. RELOCATE EXISTING BASEBOARD HEATING UNIT TO ACCOMMODATE NEW DOOR NO. 2.
- M2. MODIFY EXISTING BASEBOARD HEATING UNIT TO ACCOMMODATE NEW DOOR NO. 2.
- M3. RELOCATE EXISTING BASEBOARD UNIT EAST TO CLEAR NEW DOOR NO. 4.
ON ABOVE NOTED BASEBOARD HEATING MODIFICATIONS, REROUTE AND/OR ADD ALL NECESSARY PIPING AND PIPE INSULATION.
- M4. RELOCATE HYAC GRILLE AND ASSOCIATED DUCTING TO POINT SHOWN.



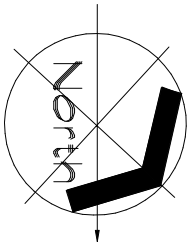
FLOOR PLAN COUNTERTOPS, ETC ARCHITECTURAL

CONSTRUCTION NOTES

- NEW COUNTERTOP INTERVIEW SURFACES. SEE DETAILS SHEET A1

OPTION "B4-rev2" FLOOR PLANS

SCALE: 1/8" = 1'-0"



Note: No Revision shall be made to these documents that will alter the described project in any way unless signed and sealed addenda or change order has been issued by Robert J. Sturtcman

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ARCHITECT'S STAMP:

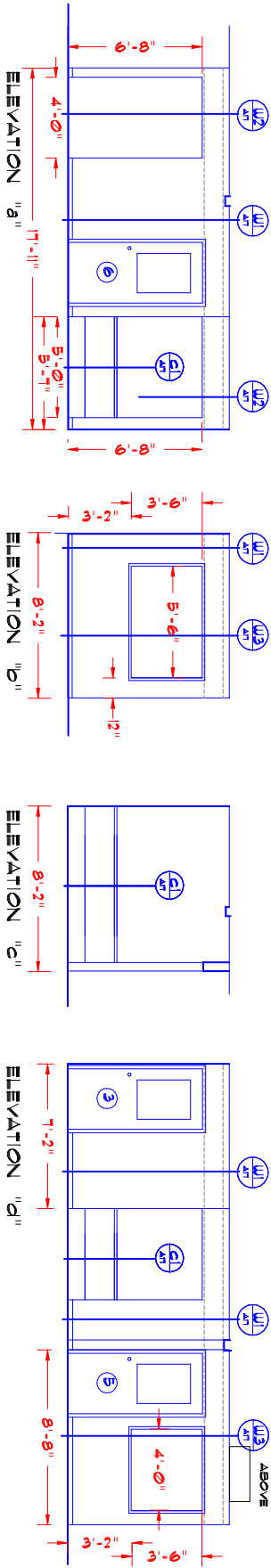
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PHB

Phase One
Renovation

FOR GENERAL NOTES
AND INFORMATION,
SEE SHEET A1

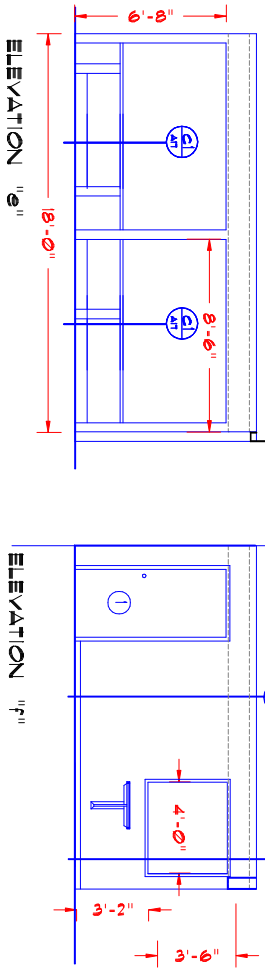
PROJECT IDENTIFICATION			
Name:	TAOS Public Health Bldg		
Project No.:	J080808		
Date:	August 2008		
REVISIONS:			
DATE	BY	TEAM	
11.3.08	RJS	GENERAL	
11.6.08	RJS	GENERAL	
11.10.08	RJS	GENERAL	
11.17.08	RJS	GENERAL	
11.20.08	RJS	GENERAL	
Sheet Title:			
Floor		Plans	
Sheet No.	A3.2		of 3



HARDWARE 1:
USE EXISTING DOOR HARDWARE

HARDWARE 2:
HINGE: 1 1/2" PRE-LEAF 121/4 MOCKNEY 4 1/2" X 4 1/2" X 626
LOCKSET: FUNCTION PASSAGE: ALIUS
KICKPLATE: STAINLESS STEEL 12" X WIDTH OF DOOR (PUSH SIDE ONLY)
STROKE SEAL: PERKO 988
DOOR BUMPER
LOCKSET: "AL" SERIES (SATURN) HANDLE X 626
HARDWARE 3:
HINGE: 1 1/2" PRE-LEAF 121/4 MOCKNEY 4 1/2" X 4 1/2" X 626
LOCKSET: FUNCTION OFFICE: ALBORD
KICKPLATE: STAINLESS STEEL 12" X WIDTH OF DOOR (PUSH SIDE ONLY)
STROKE SEAL: PERKO 988
DOOR BUMPER
LOCKSET: "AL" SERIES (SATURN) HANDLE X 626

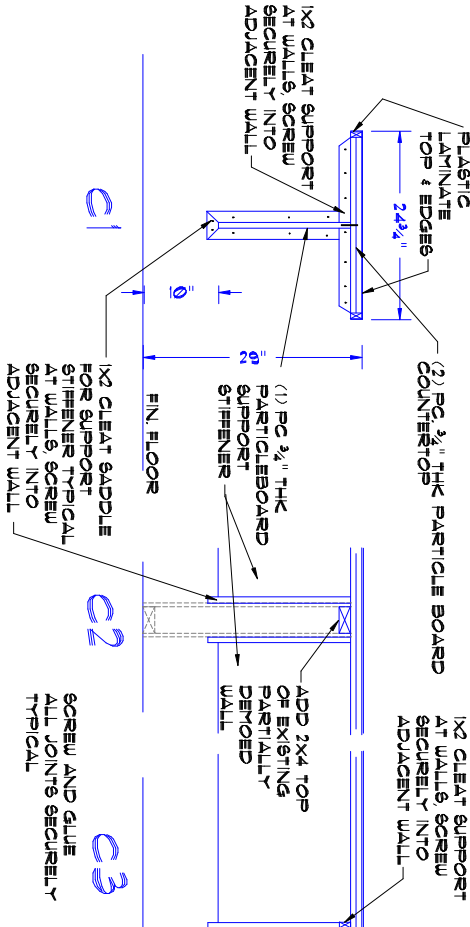
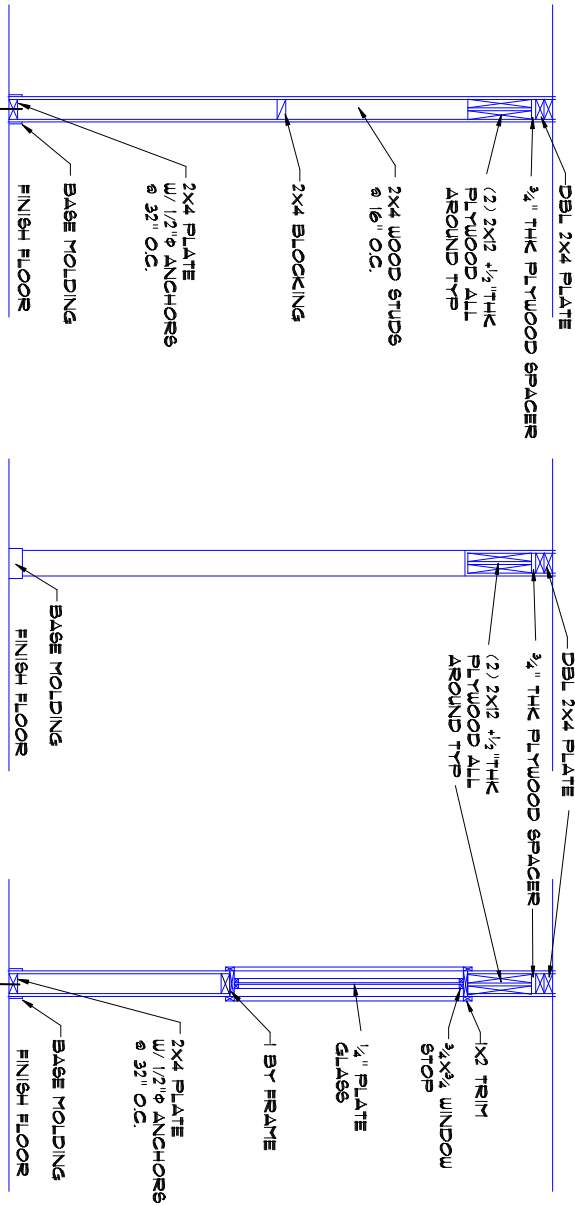
- ① EXISTING DOOR TO BE RELOCATED TO LOCATION INDICATED
HARDWARE 1
- ② ③ 3-0" X 6-8" EC PRE-HUNG DOOR UNIT F HARDWARE 2
- ④ ⑤ ⑥ 3-0" X 6-8" EC PRE-HUNG DOOR UNIT F HARDWARE 3
- DOOR SPECIE: BIRCH



DOOR HARDWARE SCHEDULE

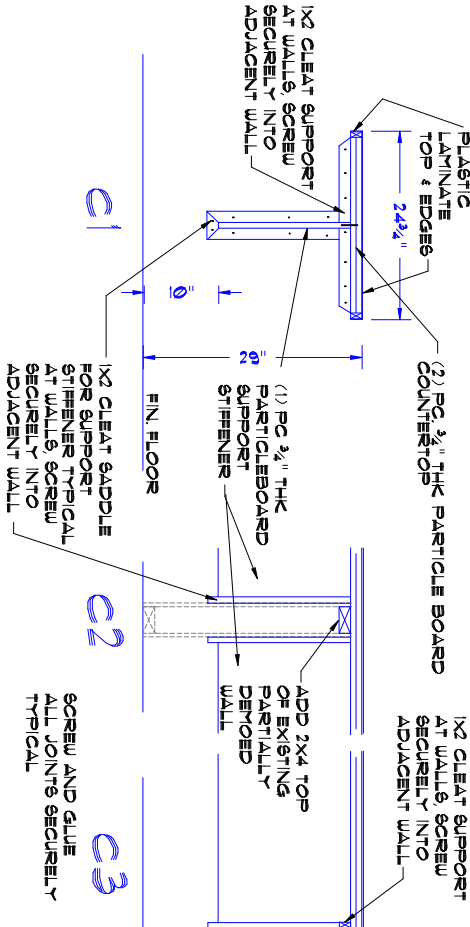
DOOR SCHEDULE

INTERIOR ELEVATIONS



COUNTERTOP DETAILS

NOTE: ALL COUNTERTOP CONSTRUCTION INDICATED ABOVE, N.I.C. BY OTHERS



PARTITION SECTIONS

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Public Health Bldg
Project No.: J080808
Date: August 2008

REVISIONS:
DATE BY ITEM
11.3.08 RJS GENERAL
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11.10.08 RJS GENERAL
11.17.08 RJS GENERAL
11.20.08 RJS GENERAL

Phase One
Removal

Sheet Title:
INT. ELEV.
MISC. DTLS.

Sheet No. A17 of 3