

MILESTONE EXTERIOR RESTORATION BID PACKAGE

PROJECT NAME:

VILLAGE AT HAILE CONDOMINIUM ASSOCIATION, INC

PROJECT ADDRESS:

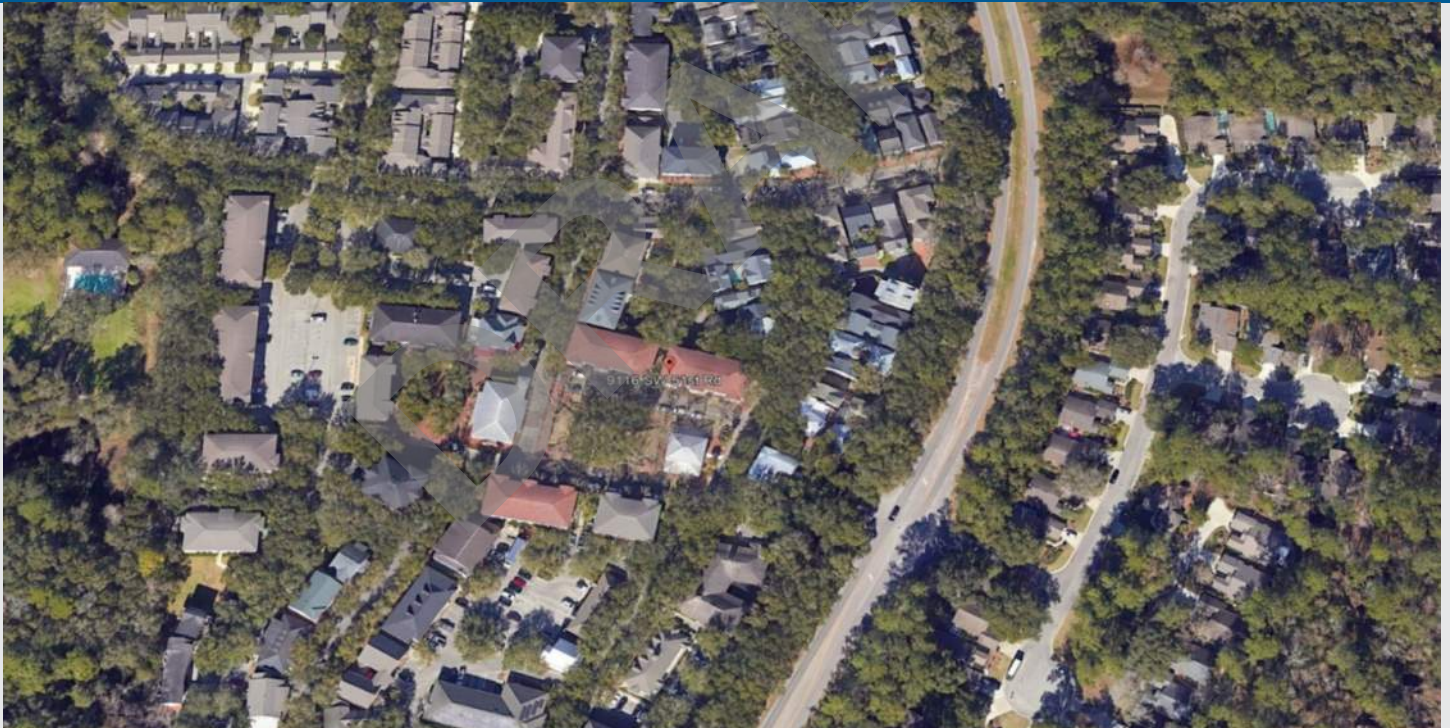
Buildings A-J
5230 SW 91 Drive, Suite C
Gainesville, Florida 32608

BID PACKAGE DATE:

March 11, 2026

CONTRACTOR SUBMITTAL DATE:

April 3, 2026



N|V|5

10500 University Center Drive, Suite 230
Tampa, Florida 33625
PHONE: 800.200.5550

Table of Contents

Request for Proposal (RFP)3

Project Overview.....5

Project Scope6

Proposal Submission 10

Instructions To Bidders..... 13

General & Supplementary Conditions 17

Administrative Requirements..... 18

Construction Project Schedule..... 23

Temporary Facilities and Controls 24

Product Requirements..... 26

Execution and Closeout Requirements 29

Closeout Submittals..... 35

Attachments 37

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Request for Proposal (RFP)

Project Information & Owner:

Village at Haile Condominium Association, Inc.
C/O Haile Management
5230 SW 91st Drive, Suite C
Gainesville, Florida 32608

Contact for Access:

Bobbie Jo Blackwell – Property Manager
info@hailevillagecenter.com

Engineer of Record:

Carter A. Nelson, P.E., R.S.
NV5, Inc.
10500 University Center Drive, Suite 230
Tampa, Florida 33625

Submit Questions:

Adam Bondi

Adam.Bondi@NV5.com

Cc: Carter A. Nelson, P.E., R.S.

Carter.nelson@NV5.com

Mark (Bobby) Eveld, E.I.

Bobby.eveld@NV5.com

Village at Haile Condominium
Milestone Exterior Restoration Bid Package

Materials Reps:

Sika

Brittany Hill

Hill.brittany@us.sika.com

440-289-0074

Sherwin Williams

Billy Florez

904-237-5277

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Project Overview

NV5, Inc., on behalf of the Village at Haile Condominium Association, Inc. (“Owner”), formally invites you to bid on the Restoration at Village at Haile Community.

Site Description

- The Condominium consists of 12, 3-story buildings.
- The building consists of concrete masonry unit (CMU) construction on the first floor and wood frame construction on the second and third floors.
- The exterior walls are finished with stucco or horizontal siding.
- The roofs consist of architectural style asphalt shingles.
- Buildings A through J were built on or around 2006.

RFP Deadlines

- Pre-Bid Meeting Dates: Wednesday, March 18, 2026, at 8:00 AM (ET).
- Questions & Clarifications to be Submitted by: Wednesday, March 25, 2026, by 5:00 PM (ET).
 - If necessary, NV5 will email a list of answers to questions submitted by contractors.
- Bid Submittal Date: Friday, April 3, 2026, by 5:00 PM (ET).

Submittal Instructions

- Please complete the proposal submission form included in this bid package, ensure all blank spaces are filled in, and submit the form to Adam Bondi (NV5) via email at Adam.Bondi@NV5.com and Mark (Bobby) Eveld at Bobby.Eveld@NV5.com.
- Please use the *Additions to Repair Specifications* table included if you wish to include additional information or clarification.

Owner's Rights

- The Owner reserves the authority to waive any minor irregularities and to reject any or all bids. Furthermore, the Owner may enter into contract negotiations with bidders if desired by Owner.

Project Scope

The scope of work for this bid package primarily involves Buildings A-J structural repairs, restoration of exterior façade, waterproofing of the balconies and breezeways, and repainting of the exterior, as detailed in the *drawings*.

All construction activities must be carried out as outlined in the *bid package* and adhere to established engineering practices, construction standards, and local jurisdiction code/requirements. Below is a summary of the scope of work. **Please note, contractors are required to verify measurements.**

WOOD FRAMING

1. All structural wood shall be SYP No.2 or better; pressure-treated UC4A at concrete/masonry interfaces.
2. Replace beams per plan using (2) 2×14, (3) 2×14, or matched existing sizes.
3. Built-up beams shall be fastened to act as one unit using 10d nails @ 12" O.C. staggered, unless noted otherwise.
4. All lumber shall be straight, free of twist/warp, and properly stored to prevent moisture absorption.
5. All fasteners and connectors shall be Simpson Strong-Tie (or EOR-approved equal) installed per manufacturer instructions.
6. Use structural connector nails or SDS screws only—no drywall or deck screws permitted.
7. Wood replacement areas shall be rebuilt in-kind, matching original dimensions and load path.

COLUMN INSTALLATION (6×6)

1. Columns to be installed per plan:
 - P1: 6×6 PT SYP No.2
2. Provide Simpson BCS2-3/6, CCQ, or applicable post caps per detail S-9.
3. Install flashing boots at all column bases to isolate wood from concrete/water exposure. Flashing needs to be submitted and approved by EOR.
4. Columns must bear on a full, level surface with non-compressible steel shims only (3/8" thick).
5. Secure columns plumb before beam installation.
6. Coordinate with waterproofing trades to ensure continuous seal at bases.

EXPANSION JOINTS (VERTICAL, HORIZONTAL & TRANSITIONS)

1. Vertical joints at CMU/wood interfaces:

- Use Sika Emseal Colorseal.
- 2. Horizontal joints at breezeway slabs/walkways:
 - Use Sika Emseal SJS-FP.
- 3. Transitions between vertical/horizontal joints:
 - Use factory-fabricated Emseal transition units.
- 4. All joints shall maintain a continuous watertight seal and be installed per manufacturer instructions.
- 5. Expansion joints at exposed walkway surfaces shall be tooled joints, as noted in the plans.
- 6. All expansion joints shall be minimum thickness of $\frac{3}{4}$ " and minimum depth of $\frac{3}{4}$ ".

SLAB REPAIR, SLOPING & WATERPROOFING

- 1. Rebuild slab edges or cut-outs using concrete to match adjacent thickness unless detailed otherwise.
- 2. Provide a minimum slope of 1/4" per foot away from building walls and toward drainage paths.
- 3. Apply Sikalastic Pedestrian Traffic 1500 a fully adhered waterproofing membrane compatible with pedestrian traffic.
- 4. Membrane shall extend up vertical surfaces (curbs, walls, columns) to manufacturer-required height. Flashing for retrofitting may be required at building perimeter.
- 5. Ensure transitions to Emseal products are continuous and properly terminated.

NON-SHRINK GROUT (AT COLUMN SLAB INTERFACE)

- 1. Use non-shrink, non-metallic grout with compressive strength $\geq 5,000$ psi @ 28 days.
- 2. Grout shall be used for:
 - Slab patching around columns
 - Filling anchor pockets
 - Surface leveling under column bases
- 3. Prepare substrate per manufacturer requirements; fully consolidate grout and finish flush unless slope is required.
- 4. Anchor embedment must follow ESR data for the approved anchor type (typically 8–12 anchor diameters).

STUCCO REMOVAL & REPLACEMENT

- 1. Remove only the stucco necessary to complete structural repairs.
- 2. Reinstall stucco using:
 - WRB (water-resistive barrier)
 - Sika Permalath 1000 or metal lath
 - Sika stucco base/scratch coat

- Senergy finish (or matching existing finish)
 - EOR approved alternative is allowed
3. Blend texture and color to match existing adjacent surfaces.
 4. Terminate stucco cleanly at expansion joints with proper sealant or Emseal interface.

MOISTURE-DAMAGED WOOD – CHASE-OUT PROCEDURE

1. Remove finishes and sheathing to expose damaged areas fully.
2. Continue removal under EOR supervision until only solid, undamaged, structurally sound wood remains.
3. Notify the EOR for verification before reconstruction.
4. Replace wood in-kind using matching sizes and grades.
5. Treat surrounding wood with borate preservative if fungal staining or beginning decay is observed.
6. Ensure all new connections meet NDS edge distance, spacing, and fastener requirements.
7. EOR inspection and approval required prior to installing finishes/cladding.

ANCHORS & FASTENER SPECIFICATIONS

1. Adhesive anchors shall be:
 - Simpson SET-XP, Hilti HY-200, or approved equal.
2. Install anchors according to ESR instructions including brush-blow-vac hole cleaning.
3. Hot-dip galvanized fasteners shall meet ASTM A153; anchor bolts per ASTM F1554 where applicable.
4. All connectors installed per Simpson Strong-Tie requirements.
5. Fasteners will be required to meet most stringent requirement between drawings and manufactures specifications.

Applicable Codes

- Refer to drawing set

General Requirements

1. All work shall be performed in accordance with applicable codes and standards listed above.
2. No work shall proceed without written approval from the Engineer of Record (EOR). All deviations, substitutions, or field changes must be reviewed and approved prior to execution.
3. The Contractor shall submit product data, shop drawings, mockups, repair procedures, and work sequencing for approval.
4. Protect all adjacent areas, structural elements, and finishes during construction.
5. Maintain a clean and safe job site; all work must comply with OSHA standards.

6. Notify EOR of any unforeseen conditions immediately. No unauthorized repairs are permitted.
7. Work shall be performed only by licensed and qualified personnel. All repairs must be visually inspected and approved.
8. Submit photos of concealed work prior to concealment.
9. Perform pull-tests or bond tests as requested by EOR, if issues are suspected.
10. All materials must be installed per manufacturer instructions and verified for code compliance.
11. Submit daily progress reports and coordinate regular site inspections with the Engineer.
12. Maintain access for residents and egress for fire safety as required.

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Proposal Submission

VILLAGE AT HAILE CONDOMINIUM - REPAIR SPECIFICATIONS						
Item	Description of Work	Quantity	Unit	Unit Cost	Total Cost	Total Days
I	Structural Repairs					
1	Wood Framing					
A	Temporary shoring (2x6 framing @ 16" on center)	Each Bay	152			
B	Remove and replace wooden beams - (4) 2x14	LF	28			
C	Remove and replace wooden beams - (3) 2x14	LF	425			
D	Remove and replace wooden beams - (2) 2x14	LF	425			
E	Remove and replace wooden columns - 6x6	LF	1,454			
II	Exterior Repairs					
A	Remove and replace stucco (as needed)	TBD	SF			
B	Replace removed stucco (from DT)	Contractor to Verify	SF			
C	Remove and replace gypsum board (as needed)	TBD	SF			
D	Replace gypsum board (from temporary shoring already installed)	Contractor to Verify	SF			
E	Match gypsum board texture	TBD	SF			
F	Grout and seal all joint interfaces (doors, windows, sliding glass doors, slabs, walls, building perimeter, etc.)	Contractor to Verify	LF			
G	Install horizontal expansion joints	297	LF			
H	Install vertical expansion joints	225	LF			
I	Install expansion joint transitions	216	EA			

Village at Haile Condominium
Milestone Exterior Restoration Bid Package

III	Painting & Waterproofing					
1	Paint					
A	Prime and Paint Exterior Stucco of Buildings A-J	56,400	SF			
2	Balconies					
A	Remove and reinstall all railing (to facilitate waterproofing)	Contractor to Verify	LF			
B	Re-slope balcony (only if not sloped away from the building)	Contractor to Verify w/ EOR Approval	SF			
C	Surface prep and install waterproofing membrane compatible with pedestrian traffic	5,000	SF			
3	Breezeways					
A	Remove and reinstall all railing (to facilitate waterproofing)	Contractor to Verify	LF			
B	Re-slope breezeway (only if not sloped away from the building)	Contractor to Verify w/ EOR Approval	SF			
C	Surface prep and install waterproofing membrane compatible with pedestrian traffic	6,710	SF			
	TOTAL (Excluding TBD Items)	\$				

Village at Haile Condominium
Milestone Exterior Restoration Bid Package

General Conditions					
Description of Work	Quantity	Unit	Unit Cost	Total	%
General Conditions Include overhead protection, additional lighting, and portable restroom facilities, as needed.	1	LS			
Mobilization and Demobilization	1	LS			
Shoring	1	LS			
Permit	1	LS			
Performance and Payment Bonds	1	LS			
	Grand Total \$				
	Project Duration (Days)				

ADDITIONS TO REPAIR SPECIFICATIONS					
Item	Description of Work	Quantity	Unit	Unit Cost	Total
Ad1					
Ad2					
Ad3					
Ad4					
Ad5					
Ad6					

Instructions To Bidders

All work performed under this scope of work shall be in accordance with the SPECIFICATIONS and CONTRACT DOCUMENTS.

CONTRACT BIDDING:

The bid shall be submitted in accordance with the scope of work, which shall include unit prices for each item of repair and shall follow the criteria as outlined in the CONTRACT DOCUMENTS.

BIDDER'S QUALIFICATIONS:

To demonstrate qualifications to perform the work, each BIDDER must be prepared to submit, within fifteen (15) days of the OWNER'S request evidence such as licenses, insurance coverage, previous experience, present commitments, and up-to-date recommendations from other work and other such data which may be requested by the OWNER.

INTENT:

BID INTENT: The intent of this Bid request is to obtain an offer to perform work to complete a concrete, stucco, waterproofing, and painting project located at the Condominium for a Unit Price and Lump Sum contract, in accordance with the Contract Documents.

CONTRACT BIDDING:

The bid shall be submitted in accordance with the scope of work, which shall include unit prices for many items of repair and shall follow the criteria as outlined in the CONTRACT DOCUMENTS.

CONTRACT TIME:

Identify Contract Time in the Bid Form. The completion date in the Agreement shall be the Contract Time added to the commencement date.

DEFINITIONS:

Bid Documents: Contract Documents supplemented with Invitation To Bid, Instructions to Bidders, Information Available to Bidders, Bid Form Supplements To Bid Forms, and Appendices identified.

BID DOCUMENTS:

The bidding CONTRACTOR must obtain BID documents directly from the Engineer. Documents can only be obtained by the General Contractor. Bid documents are the entire specification package.

INTERPRETATIONS AND ADDENDA:

Questions about the meaning or intent of the CONTRACT DOCUMENTS are to be directed to the ENGINEER. Interpretations or clarifications considered necessary by the ENGINEER in response to such questions will be issued by addenda. Only questions answered by formal written addenda will be binding.

EXAMINATION:

Upon receipt of Bid Documents, verify that the documents are complete. Notify the Engineer should the documents be incomplete. Immediately notify the Engineer upon finding discrepancies or omissions in the Bid Documents.

EXAMINATION OF CONTRACT DOCUMENTS AND SITE:

It is the responsibility of each BIDDER before submitting a BID, to (a) examine the CONTRACT DOCUMENTS thoroughly, (b) visit the site to become familiar with all local conditions that may affect cost, progress, performance or furnishing of the work, (c) consider federal, state and local laws and regulations that may affect cost, progress, performance or furnishing of the work, and (d) study carefully to correlate BIDDER'S observations with the CONTRACT. Notify the ENGINEER of all conflicts, errors or discrepancies in the CONTRACT DOCUMENTS which might result in additional costs to the Owner.

INQUIRIES/ADDENDA

A. Addenda may be issued during the bidding period. All Addenda become part of the Contract Documents. Include resultant costs in the Bid Amount.

B. Verbal answers are not binding on any party.

C. Clarifications requested by bidders must be in writing not less than 7 days before the date set for receipt of bids. The reply will be in the form of an Addendum, a copy of which will be forwarded to known recipients and bidders.

D. Oral and other interpretations or clarifications will be without legal effect. Addenda may also be issued to modify the BIDDING DOCUMENTS as deemed advisable by OWNER or ENGINEER.

SITE EXAMINATION

Examine the project site before submitting a bid.

EVIDENCE OF QUALIFICATIONS

To demonstrate qualification for performing the Work of this Contract, bidders may be requested to submit written evidence of financial position, license to perform work in the State and related information.

SUBMISSION PROCEDURE

Bidders shall be solely responsible for the delivery of their bids in the manner and time prescribed.

ACCEPTANCE OF OFFER

- A. Association reserves the right to accept or reject any or all offers.
- B. **CONTRACT TIME:** The number of days within which, or the dates by which, the WORK is to be substantially completed and ready for final payment (the contract time) are set forth in the AGREEMENT. If the contract times are not outlined or included, the time for substantial completion is to be set forth by BIDDER in the BID and will be included in the agreement. The times will be taken into consideration by the OWNER during the evaluation of the BIDS, and it will be necessary for the successful BIDDER to satisfy the OWNER of the BIDDER'S ability to achieve substantial completion and final completion within the times designated in the BID.
- C. **APPLICABLE CODES:** Recommendations and requirements of the following entities shall govern all work, workmanship, and materials as they apply, as follows:
- I. ASTM – American Society of Testing Materials
 - II. ACI – American Concrete Institute 318 & 562- Latest
 - III. FBC – Florida Building Code, Latest Edition (2023 - 7th Edition)
 - IV. ICC- International Code Counsel
 - V. ICRI – International Concrete Repair Institute ASCE- American Society of Civil Engineers
 - VI. AWI- American Welding Institute
 - VII. AAMA- American Architectural Manufacturers Association PCP-Portland Cement Plaster
 - VIII. UL –Underwriters Laboratories
- D. **SUBSTITUTE OR "OR-EQUAL" ITEMS:** The CONTRACT, if awarded, will be on the basis of materials and equipment described in the drawings and specified in the specifications without consideration of possible substitutes or "or-equal" items. Whenever it is indicated in the specifications that a substitute or "or-equal" item of material or equipment may be furnished or used by the CONTRACTOR if acceptable to the ENGINEER, application for each acceptance will not be considered by the ENGINEER until after the effective date of the AGREEMENT. The procedure for submission of any such application by the CONTRACTOR and the consideration by the ENGINEER is set forth in the general conditions.
- E. **SUBCONTRACTORS, SUPPLIERS AND OTHERS:** If the specifications require (or if the OWNER request after the BIDS are received) the identity of certain SUBCONTRACTORS, SUPPLIERS, and other persons and organizations (including those who are to furnish the principle items of materials and equipment) to be submitted to the OWNER in advance of the specified date prior to the said AGREEMENT, submit to the OWNER a list of all such SUBCONTRACTORS, SUPPLIERS and other persons and organizations proposed for those portions of the WORK for which such identification is required. Such list shall be accompanied by an experience statement with pertinent information regarding similar projects and other qualifications for each SUBCONTRACTOR, SUPPLIER, person or organization if requested by the OWNER. SUBCONTRACTORS shall be required to meet the

contractor's liability insurance requirements as established by the GENERAL AND SUPPLEMENTARY CONDITIONS.

- F. If the OWNER or ENGINEER after due investigation has reasonable objections to any proposed SUBCONTRACTOR and SUPPLIER, either may, before the Notice of Award is given, request the apparent SUCCESSFUL BIDDER declines to make any such substitution, the OWNER may award the contract to the next lowest BIDDER that proposed to use acceptable SUBCONTRACTORS, SUPPLIERS and other persons and organizations.
- G. No CONTRACTOR shall be required to employ any SUBCONTRACTOR, SUPPLIER, or other person or organization against whom the CONTRACTOR has reasonable objection. A CONTRACTOR may withdraw the bid in writing to the Owner or Engineer prior to the time set for the opening of bids.
- H. SUBMISSION OF BIDS: BIDS shall be submitted at the time, date, and place indicated in the ADVERTISEMENT or INVITATION TO BID. Provide 2 BID packages with references, comparable projects, Contractor advertisement, etc., to the Association, or if directed by the Association, to the Engineer.
- I. AWARD OF CONTRACT: The OWNER reserves the right to reject any and all BIDS, portions of the bid, to waive any and all informalities not involving price, time or change in the work and to negotiate contract terms with the PROPOSED BIDDER, and the right to disregard all non-conforming, non-responsive, unbalanced or conditional bids. The OWNER also reserves the right to reject the BID if not responsive or the BIDDER is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by the OWNER. Additionally, the OWNER reserves the right to break up the individual components of each SUBMITTED BID. In evaluating the BIDS, the OWNER will consider the qualification of the BIDDERS, whether or not the BIDS comply with the prescribed requirements, and such alternatives, unit prices, and other data.
- J. The CONTRACTOR must fill in the Bid Form "ELECTRONICALLY". Send Contractor's request for electronic bid sheets adam.bondi@NV5.com.
- K. There are items in the specification package where the word "equal" or "equal and approved" is listed. It is at the discretion of the Engineer to approve the equality of a material or item.
- L. The CONTRACTOR shall consider the AIA 101 and AIA 201 contract packages at this time. The Association will deliver these AIA packages for review to their legal counsel.

END OF INSTRUCTIONS TO BIDDERS

General & Supplementary Conditions

It is understood that, except as otherwise stated in the Contract Documents, the Contractor shall provide and pay for insurance, materials, labor, tools, storage, equipment, telephone and temporary construction of every nature.

Prior to submitting a proposal, each bidder shall examine and thoroughly familiarize himself with all existing conditions. Bidders shall visit the site, examine the grounds and all existing buildings and utilities and shall ascertain by any reasonable means all conditions that will affect their work in any manner. Bidders shall ask the Engineer for any additional information deemed necessary for them to be fully informed as exactly what is to be expected prior to the submission of a proposal. The drawings have been prepared on the basis of surveys and inspections of the site and represent an essentially accurate indication of the physical condition at the site. This shall not relieve the Bidder of the necessity for fully informing himself as to the existing physical conditions.

The Owner and Contractor shall enter into a contractual agreement for the execution of the work.

An Insurance Certificate showing evidence that the Owner is being provided with insurance coverage shall be required. The Contractor shall provide and maintain throughout the contract the following minimum requirements:

- a. Statutory Workmen's Compensation Insurance
- b. Type of Insurance & Minimum Liability
 - General Liability - All operations bodily injury and property damage (each occurrence)
\$1,000,000
 - Automobile Liability - Bodily Injury (per person) \$ 500,000
 - Bodily injury (per accident) \$ 500,000
 - Property Damage \$ 500,000

The Contractor is responsible for verification of existing site conditions and dimensions.

Contractor shall perform cleanup operations, remove rubbish, waste materials and other debris, both during progress of the work, and at completion of the project.

At all times during the execution of the work, the Contractor shall have a designated competent supervisor present, who shall be identified to the Owner before the start of the work. This supervisor shall be authorized to speak on behalf of the Contractor with respect to all matters regarding the work or he shall be in ready contact with a person with such authority. The supervisor shall also have full authority and ability to direct all operations of the work.

Contractor shall bear all expenses of providing or complying with all of the requirements of this Contract, including the cost of safety, security and utilities (unless otherwise noted) necessary to perform the work.

Contractor shall secure all permits, licenses, and other governmental authorizations necessary for the lawful execution and completion of the work.

END OF SECTION

Administrative Requirements

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Preconstruction meeting.
- B. Progress meetings.
- C. Construction progress schedule.
- D. Submittals for review, information, and project closeout.
- E. Submittal procedures.

1.02 RELATED REQUIREMENTS

- A. Section 01 7000 - Execution and Closeout Requirements: Additional coordination requirements.
- B. Section 01 7800 - Closeout Submittals: Project record documents.

1.03 PROJECT COORDINATION

- A. Project Coordinator: Manager or Designated Board Representative.
- B. Cooperate with the Project Coordinator in allocation of mobilization areas of site, for field offices and sheds, for project access, traffic, and parking facilities.
- C. During construction, coordinate use of site and facilities through the Project Coordinator.
- D. Comply with instructions of the Project Coordinator for use of temporary utilities and construction facilities.
- E. Make the following types of submittals to Engineer through the Project Coordinator:
 - 1. Requests for interpretation.
 - 2. Shop drawings, product data, and samples.
 - 3. Test and inspection reports.
 - 4. Applications for payment and change order requests.
 - 5. Progress schedules.
 - 6. Coordination drawings.
 - 7. Closeout submittals.

PART 2 EXECUTION

2.01 PRECONSTRUCTION MEETING

- A. Attendance Required:
 - 1. Association.
 - 2. Engineer.
 - 3. Contractor.
- B. Agenda:
 - 1. Execution of Association- Contractor Agreement.
 - 2. Submission of executed bonds and insurance certificates.
 - 3. Distribution of Contract Documents.
 - 4. Submission of list of Subcontractors, list of Products, schedule of values, and progress schedule.
 - 5. Designation of personnel representing the parties to Contract, Association and Engineer.
 - 6. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, Change Orders, and Contract

closeout procedures.

7. Scheduling.

2.02 PROGRESS MEETINGS

- A. Schedule and administer meetings throughout progress of the Work at maximum monthly intervals.
- B. Attendance Required: Job superintendent, major Subcontractors and suppliers, Association, Engineer, as appropriate to agenda topics for each meeting.
- C. Agenda:
 - 1. Review minutes of previous meetings.
 - 2. Review of Work progress.
 - 3. Field observations, problems, and decisions.
 - 4. Identification of problems that impede, or will impede, planned progress.
 - 5. Review of submittals schedule and status of submittals.
 - 6. Maintenance of progress schedule.
 - 7. Corrective measures to regain projected schedules.
 - 8. Planned progress during succeeding work period.
 - 9. Maintenance of quality and work standards.
 - 10. Effect of proposed changes on progress schedule and coordination.
 - 11. Other business relating to Work.
- D. Record minutes and distribute copies prior to next meeting to participants, with copies to Engineer, Association Representatives, participants, and those affected by decisions made.

2.03 SUBMITTALS FOR REVIEW

- A. When the following are specified in individual sections, submit them for review:
 - 1. Product data.
 - 2. Shop drawings.
 - 3. Samples for selection.
 - 4. Samples for verification.
- B. Submit to Engineer for review for the limited purpose of checking for conformance with information given and the design concept expressed in the contract documents.
- C. Samples will be reviewed only for aesthetic, color, or finish selection.

- D. After review, provide copies and distribute in accordance with SUBMITTAL PROCEDURES article below and for record documents purposes described in Section 01 7800 - Closeout Submittals.

2.04 SUBMITTALS FOR INFORMATION

- A. When the following are specified in individual sections, submit them for information:
 - 1. Design data.
 - 2. Certificates.
 - 3. Test reports.
 - 4. Inspection reports.
 - 5. Manufacturer's instructions.
 - 6. Manufacturer's field reports.
 - 7. Other types indicated.
- B. Submit for Engineer's knowledge as contract administrator or for Association. No action will be taken.

2.05 SUBMITTALS FOR PROJECT CLOSEOUT

- A. When the following are specified in individual sections, submit them at project closeout:
 - 1. Project record documents- City Permit Closeout.
 - 2. Warranties.
 - 3. Bonds.
 - 4. Release of Liens.
- B. Submit for Association's benefit during and after project completion.

2.06 NUMBER OF COPIES OF SUBMITTALS

- A. Documents for Information: Submit two hard copies and one pdf via email.
- B. Samples: Submit the number specified in individual specification sections; one of which will be retained by Engineer.
 - 1. After reviewing, produce duplicates.
 - 2. Retained samples will not be returned to Contractor unless specifically so stated.

2.07 SUBMITTAL PROCEDURES

- A. Transmit each submittal with approved form.
- B. Sequentially number the transmittal form. Revise submittals with original number and a sequential alphabetic suffix.
- C. Identify Project, Contractor, Subcontractor or supplier, pertinent drawing and detail number, and specification section number, as appropriate on each copy.
- D. Apply Contractor's stamp, signed or initialed certifying that review, approval, verification of Products required, field dimensions, adjacent construction Work, and coordination of information is in accordance with the requirements of the Work and Contract Documents.
- E. Schedule submittals to expedite the Project, and coordinate submission of related items.
- F. For each submittal for review, allow 15 days excluding delivery time to and from the Contractor.
- G. Identify variations from Contract Documents and Product or system limitations that may be detrimental to successful performance of the completed Work.
- H. Provide space for Contractor and Engineer review stamps.
- I. When revised for resubmission, identify all changes made since previous submission.
- J. Distribute reviewed submittals as appropriate. Instruct parties to promptly report any inability to comply with requirements.
- K. Submittals not requested will not be recognized or processed.

END OF SECTION

Construction Project Schedule

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Preliminary schedule.
- B. Construction progress schedule, bar chart type.

1.02 RELATED SECTIONS

- A. Section 01 1000 - Summary: Work sequence.

1.03 SUBMITTALS

- A. Within 10 days after date of Agreement, submit preliminary schedule defining planned operations for the first 60 days of Work, with a general outline for remainder of Work.
- B. If preliminary schedule requires revision after review, submit revised schedule within 10 days.
- C. Submit updated schedule with each Application for Payment.

PART 2 EXECUTION

2.01 PRELIMINARY SCHEDULE

- A. Prepare preliminary schedule in the form of a horizontal bar chart.

2.02 CONTENT

- A. Show complete sequence of construction by activity, with dates for beginning and completion of each element of construction.
- B. Identify each item by specification section number.
- C. Show accumulated percentage of completion of each item, and total percentage of Work completed, as of the first day of each month.
- D. Provide legend for symbols and abbreviations used.

2.03 BAR CHARTS

- A. Include a separate bar for each major portion of Work or operation.
- B. Identify the first workday of each week.

2.04 UPDATING SCHEDULE

- A. Maintain schedules to record actual start and finish dates of completed activities.
- B. Indicate progress of each activity to date of revision, with projected completion date

of each activity.

- C. Annotate diagrams to graphically depict current status of Work.
- D. Identify activities modified since previous submittal, major changes in Work, and other identifiable changes.
- E. Indicate changes required to maintain Date of Substantial Completion.

2.05 DISTRIBUTION OF SCHEDULE

- A. Distribute copies of updated schedules to Contractor's project site file, to Subcontractors, suppliers, Engineer, Association, and other concerned parties.
- B. Instruct recipients to promptly report, in writing, problems anticipated by projections shown in schedules.

END OF SECTION

Temporary Facilities and Controls

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Temporary sanitary facilities.
- B. Temporary Controls: Barriers, enclosures, and fencing.
- C. Security requirements.
- D. Vehicular access and parking.
- E. Waste removal facilities and services.
- F. Project identification sign.

1.02 RELATED REQUIREMENTS

- A. Temporary Utilities.
- B. Field Offices and Sheds.
- C. Vehicular Access and Parking.
- D. Security Procedures.
- E. Temporary Project Signage.

1.03 TEMPORARY UTILITIES

- A. Association will provide the following:

1. Electrical power, consisting of limited amounts as required to complete the renovations as stated in the specifications.
2. Water supply, consisting of limited amounts to provide the necessary work and cleanup as stated in the specifications and contract.

B. Use trigger-operated nozzles for water hoses, to avoid waste of water.

1.04 TEMPORARY SANITARY FACILITIES

- A. Provide and maintain required facilities and enclosures. Provide at time of project mobilization.
- B. Maintain daily in clean and sanitary condition.
- C. At end of construction, return facilities to same or better condition as originally found.

1.05 BARRIERS

- A. Provide barriers to prevent unauthorized entry to construction areas, to prevent access to areas that could be hazardous to workers or the public, to allow for owner's use of site and to protect existing facilities, pedestrians, and adjacent properties from damage from construction operations and demolition.
- B. Provide barricades and covered walkways required by governing authorities for public rights-of-way and for public access to existing building.
- C. Protect vehicular traffic, stored materials, site, and structures from damage.

1.06 FENCING

- A. Construction: Contractor's option.

1.07 SECURITY - SEE SECTION 01 3553

- A. Provide security and facilities to protect Work, existing facilities, and Association's operations where possible.
- B. Coordinate with Association's security program.

1.08 VEHICULAR ACCESS AND PARKING - SEE SECTION

- A. Comply with regulations relating to use of streets and sidewalks, access to emergency facilities, and access to emergency vehicles.
- B. Coordinate access and haul routes with governing authorities and Association.
- C. Provide and maintain access to fire hydrants, free of obstruction.
- D. Provide means of removing mud from vehicle wheels before entering streets.
- E. Provide temporary parking areas to accommodate construction personnel. When

site space is not adequate, provide additional off-site parking.

F. Provide one parking space for Engineer's use.

1.09 WASTE REMOVAL

- A. Provide waste removal facilities and services as required to maintain the site in clean and orderly condition.
- B. Provide containers and remove trash from site periodically.
- C. If materials to be recycled or re-used on the project must be stored on-site, provide suitable non-combustible containers; locate containers holding flammable material outside the structure unless otherwise approved by the authorities having jurisdiction.
- D. Open free-fall chutes are not permitted. Terminate closed chutes into appropriate containers with lids.

1.10 PROJECT IDENTIFICATION

- A. No Contractor advertisement signs are allowed without Association's permission except those required by law.

END OF SECTION

Product Requirements

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Substitution limitations and procedures.

1.02 SUBMITTALS

- A. Product Data Submittals: Submit the manufacturer's standard published data. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturers' standard data to provide information specific to this Project.
- B. Shop Drawing Submittals: Prepared specifically for this Project; indicate utility and electrical characteristics, utility connection requirements, and location of utility outlets for service for functional equipment and appliances.
- C. Sample Submittals: Illustrate functional and aesthetic characteristics of the

product, with integral parts and attachment devices. Coordinate sample submittals for interfacing work.

1. For selection from standard finishes, submit samples of the full range of the manufacturer's standard colors, textures, and patterns.

PART 2 PRODUCTS

2.01 NEW PRODUCTS

- A. Provide new products unless specifically required or permitted by the Contract Documents.

2.02 PRODUCT OPTIONS

- A. Products Specified by Reference Standards or by Description Only: Use any product meeting those standards or description.
- B. Products Specified by Naming One or More Manufacturers: Use a product of one of the manufacturers named and meeting specifications, no options or substitutions allowed.

PART 3 EXECUTION

3.01 SUBSTITUTION PROCEDURES

- A. Instructions to Bidders specify time restrictions for submitting requests for substitutions during the bidding period. Comply with requirements specified in this section.
- B. Engineer will consider requests for substitutions only within 30 days after date of Agreement.
- C. Document each request with complete data substantiating compliance of proposed substitution with Contract Documents.
- D. A request for substitution constitutes a representation that the submitter:
 1. Has investigated proposed product and determined that it meets or exceeds the quality level of the specified product.
 2. Will provide the same warranty for the substitution as for the specified product.
 3. Will coordinate installation and make changes to other Work that may be required for the Work to be complete with no additional cost to Association.
 4. Waives claims for additional costs or time extension that may subsequently

become apparent.

A. Submittal Procedure:

1. Submit three copies of request for substitution for consideration. Limit each request to one proposed substitution.
2. Submit shop drawings, product data, and certified test results attesting to the proposed product equivalence. Burden of proof is on proposer.
3. The Engineer will notify Contractor in writing of decision to accept or reject request.

3.02 TRANSPORTATION AND HANDLING

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

3.03 STORAGE AND PROTECTION

- A. Designate receiving/storage areas for incoming products so that they are delivered according to installation schedule and placed conveniently to work area in order to minimize waste due to excessive materials handling and misapplication.
- B. Store and protect products in accordance with manufacturers' instructions.
- C. Store with seals and labels intact and legible.
- D. Store sensitive products in weather tight, climate controlled, enclosures in an environment favorable to product.
- E. For exterior storage of fabricated products, place on sloped supports above ground.
- F. Cover products subject to deterioration with impervious sheet covering. Provide ventilation to prevent condensation and degradation of products.
- G. Prevent contact with material that may cause corrosion, discoloration, or staining.

- H. Provide equipment and personnel to store products by methods to prevent soiling, disfigurement, or damage.
- I. Arrange storage of products to permit access for inspection. Periodically inspect to verify products are undamaged and are maintained in acceptable condition.

END OF SECTION

Execution and Closeout Requirements

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Examination, preparation, and general installation procedures.
- B. Pre-installation meetings.
- C. Cutting and patching.
- D. Surveying for laying out the work.
- E. Cleaning and protection.
- F. Closeout procedures, except payment procedures.

1.02 RELATED REQUIREMENTS

- A. Section 01 1000 - Summary: Limitations on working in existing buildings; continued occupancy; work sequence; identification of salvaged and relocated materials.

1.03 QUALIFICATIONS

- A. For shop drawing work, employ a professional engineer registered in the State in which the Project is located and acceptable to Engineer.

1.04 PROJECT CONDITIONS

- A. Ventilate enclosed areas to assist cure of materials, to dissipate humidity, and to prevent accumulation of dust, fumes, vapors, or gases.
- B. Dust Control: Execute work by methods to minimize raising dust from construction operations. Provide positive means to prevent air-borne dust from dispersing into atmosphere and over adjacent property.
 - 1. Provide dust-proof barriers between construction areas and areas continuing to be occupied by Association.

1.05 COORDINATION

- A. Coordinate scheduling, submittals, and work of the various sections of the Project Manual to ensure efficient and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later.
- B. In finished areas except as otherwise indicated, conceal pipes, ducts, and wiring within the construction. Coordinate locations of fixtures and outlets with finish elements.
- C. Coordinate completion and clean-up of work of separate sections.

PART 2 PRODUCTS

2.01 PATCHING MATERIALS

- A. New Materials: As specified in product sections; match existing products and work for patching and extending work.
- B. Type and Quality of Existing Products: Determine by inspecting and testing products where necessary, referring to existing work as a standard.
- C. Product Substitution: For any proposed change in materials, submit request for substitution described in Product Requirements

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that existing site conditions and substrate surfaces are acceptable for subsequent work. Start of work means acceptance of existing conditions.
- B. Verify that existing substrate is capable of structural support or attachment of new work being applied or attached.
- C. Examine and verify specific conditions described in individual specification sections.
- D. Take field measurements before confirming product orders or beginning fabrication, to minimize waste due to over-ordering or mis-fabrication.
- E. Verify that utility services are available, of the correct characteristics, and in the correct locations.
- F. Prior to Cutting: Examine existing conditions prior to commencing work, including elements subject to damage or movement during cutting and patching. After

uncovering existing work, assess conditions affecting performance of work.
Beginning of cutting or patching means acceptance of existing conditions.

3.02 PREPARATION

- A. Clean substrate surfaces prior to applying next material or substance.
- B. Seal cracks or openings of substrate prior to applying next material or substance.
- C. Apply manufacturer required or recommended substrate primer, sealer, or conditioner prior to applying any new material or substance in contact or bond.

3.03 PREINSTALLATION MEETINGS

- A. When required in individual specification sections, convene a pre-installation meeting at the site prior to commencing work of the section.
- B. Require attendance of parties directly affecting, or affected by, work of the specific section.
- C. Notify Engineer four (4) days in advance of meeting date.
- D. Prepare agenda and preside at meeting:
 - 1. Review conditions of examination, preparation, and installation procedures.
 - 2. Review coordination with related work.

3.04 LAYING OUT THE WORK

- A. Verify locations of survey control points prior to starting work.
- B. Promptly notify Engineer of any discrepancies discovered.
- C. Promptly report to Engineer the loss or destruction of any reference point or relocation required because of changes in grades or other reasons.
- D. Periodically verify layouts by same means.
- E. Contractor to provide As-Built drawings of renovation areas, concrete, stucco, and submit these drawings at time of Payment Application submittal on a monthly frequency, or as Pay Apps are submitted.

3.05 GENERAL INSTALLATION REQUIREMENTS

- A. Install products as specified in individual sections, in accordance with manufacturers' instructions and recommendations, and so as to avoid waste due to necessity for replacement.
- B. Make vertical elements plumb and horizontal elements level, unless otherwise indicated.
- C. Install equipment and fittings plumb and level, neatly aligned with adjacent vertical

and horizontal lines, unless otherwise indicated.

- D. Make consistent texture on surfaces, with seamless transitions, unless otherwise indicated.
- E. Make neat transitions between different surfaces, maintaining texture and appearance.

3.06 CUTTING AND PATCHING

- A. Perform whatever cutting and patching is necessary to:
 - 1. Complete the work.
 - 2. Fit products together to integrate with other work.
 - 3. Provide openings for penetration of mechanical, electrical, and other services.
 - 4. Match work that has been cut to adjacent work.
 - 5. Repair areas adjacent to cuts to required condition.
 - 6. Repair new work damaged by subsequent work.
 - 7. Remove samples of installed work for testing when requested.
 - 8. Remove and replace defective and non-conforming work.
- A. Execute work by methods that avoid damage to other work and that will provide appropriate surfaces to receive patching and finishing. In existing work, minimize damage and restore to original condition.
- B. Cut rigid materials using masonry saw or core drill. Pneumatic tools are allowed with prior approval.
- C. Restore work with new products in accordance with requirements of Contract Documents.
- D. Patching:
 - 1. Finish patched surfaces to match finish that existed prior to patching. On continuous surfaces, refinish to nearest intersection or natural break. For an assembly, refinish entire unit.
 - 2. Match color, texture, and appearance.
 - 3. Repair patched surfaces that are damaged, lifted, discolored, or showing other imperfections due to patching work. If defects are due to condition of substrate, repair substrate prior to repairing finish.

3.07 PROGRESS CLEANING

- A. Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean

and orderly condition.

- B. Broom and vacuum clean interior areas prior to start of surface finishing and continue cleaning to eliminate dust.
- C. Collect and remove waste materials, debris, and trash/rubbish from site periodically and dispose off-site; do not burn or bury.

3.08 PROTECTION OF INSTALLED WORK

- A. Protect installed work from damage by construction operations.
- B. Provide special protection where specified in individual specification sections.
- C. Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage.
- D. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings.
- E. Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting them with durable sheet materials.
- F. Prohibit traffic or storage upon waterproofed or roofed surfaces. If traffic or activity is necessary, obtain recommendations for protection from waterproofing or roofing material manufacturers.
- G. Remove protective coverings when no longer needed; reuse or recycle plastic coverings if possible.

3.09 ADJUSTING

- A. Adjust operating products and equipment to ensure smooth and unhindered operation.

3.10 FINAL CLEANING

- A. Use cleaning materials that are nonhazardous.
- B. Remove all labels that are not permanent. Do not paint or otherwise cover fire test labels or nameplates on mechanical and electrical equipment.
- C. Clean equipment and fixtures to a sanitary condition with cleaning materials appropriate to the surface and material being cleaned.
- D. Clean debris from roofs, gutters, downspouts, and drainage systems.
- E. Clean site: sweep paved areas, rake clean landscape surfaces.
- F. Remove waste, surplus materials, trash/rubbish, and construction facilities from the site; dispose of in legal manner; do not burn or bury.

3.11 CLOSEOUT PROCEDURES

- A. Make submittals that are required by governing or other authorities.
- B. Notify Engineer when work is considered ready for Substantial Completion.
- C. Set up a punch list inspection with the Engineer to verify all items are fully completed.
- D. Correct items of work listed in executed Certificates of Substantial Completion and comply with requirements for access to Association-occupied areas.
- E. Notify Engineer when work is considered finally complete.
- F. Contractor and Contractor's Subs shall close out all liens with a full release.
- G. Contractor to provide complete As-Built drawings of renovation areas, concrete, stucco, and submit these drawings prior to close out and final payment. These drawings will be used for warranty purposes of the areas under coverage.
- H. Contractor to provide all warranty documentation and permit close out in exchange for outstanding retainage fee.
- I. Warranty period begins at exchange.

END OF SECTION

Closeout Submittals

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Project Record Documents.
- B. Warranties and bonds.

1.02 RELATED REQUIREMENTS

- A. General Conditions: Performance bond and labor and material payment bonds, warranty, and correction of work.
- B. Administrative Requirements: Submittals procedures, shop drawings, product data, and samples.
- C. Individual Product Sections: Warranties required for specific products or Work.

1.03 SUBMITTALS

- A. Project Record Documents: Submit documents to Engineer with claim for final Application for Payment.
- B. Warranties and Bonds:
 - 1. For equipment or component parts of equipment put into service during construction with Association's permission, submit documents within 10 days after acceptance.
 - 2. Make other submittals within 10 days after Date of Substantial Completion, prior to final Application for Payment.
 - 3. For items of Work for which acceptance is delayed beyond Date of Substantial Completion, submit within 10 days after acceptance, listing the date of acceptance as the beginning of the warranty period.

PART 2 EXECUTION

2.01 PROJECT RECORD DOCUMENTS

- A. Maintain on site one set of the following record documents; record actual revisions to the Work:
 - 1. Drawings.
 - 2. Specifications.
 - 3. Change Orders and other modifications to the Contract.

- B. Ensure entries are complete and accurate, enabling future reference by Association.
- C. Store record documents separate from documents used for construction.
- D. Record information concurrent with construction progress.
- E. Specifications: Legibly mark and record at each product section description of actual products installed, including the following:
 - 1. Changes made by Addenda and modifications.
- F. Record Drawings: Legibly mark each item to record actual construction including:
 - 1. Field changes of dimension and detail.
 - 2. Details not on original Contract drawings.
- G. Contractor to provide complete As-Built drawings of renovation areas, concrete, stucco, and submit these drawings prior to close out and final payment. These drawings will be used for warranty purposes of the areas under coverage.

2.02 WARRANTIES AND BONDS

- A. Obtain warranties and bonds, executed in duplicate by responsible Subcontractors, suppliers, and manufacturers, within 10 days after completion of the applicable item of work. Except for items put into
- B. use with Association's permission, leave date of beginning of time of warranty until the Date of Substantial completion is determined.
- C. Verify that documents are in proper form, contain full information, and are notarized.
- D. Co-execute submittals when required.
- E. Retain warranties and bonds until time specified for submittal.

END OF SECTION

Attachments

DRAFT