

MORENO VALLEY UNIFIED SCHOOL DISTRICT
VALLEY VIEW HIGH SCHOOL PLAZA RENOVATION

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END OF SECTION

SECTION 01 01 00

SUMMARY OF WORK

PART 1 – GENERAL

1.01 SUMMARY

- A. This Section establishes general project requirements applicable to all work performed under the Contract.**
- B. Contractor shall furnish all labor, materials, equipment, supervision, transportation, services, permits, and incidentals necessary to complete the Work.**

1.02 PROJECT CONDITIONS

- A. Contractor acknowledges that the Project may occur on an occupied campus.**
- B. District operations shall take precedence over construction activities.**
- C. Contractor shall coordinate all work to minimize disruption to educational activities.**

1.03 EXISTING CONDITIONS

- A. Contractor shall verify existing conditions prior to commencement of Work.**
- B. Contractor shall review available utility information, record drawings, site conditions, and publicly available information.**
- C. Conditions reasonably discoverable through site investigation shall not constitute grounds for additional compensation.**

1.04 WORKING HOURS

- A. Normal working hours shall be established by District.**
- B. Work outside approved hours shall require prior written approval.**

1.05 ACCESS AND STAGING

- A. Contractor shall utilize only approved access routes and staging areas.**
- B. Contractor shall maintain emergency access at all times.**

1.06 CAMPUS SAFETY

- A. Contractor shall comply with all District safety requirements.**
- B. Contractor shall maintain separation between construction activities and campus occupants.**

END OF SECTION 01 01 00

SECTION 01 23 00

ALTERNATES

PART 1 – GENERAL

1.01 SUMMARY

A. This Section establishes requirements governing bid alternates.

1.02 GENERAL REQUIREMENTS

A. Alternates shall include all labor, materials, equipment, supervision, overhead, profit, taxes, permits, testing, commissioning, closeout, and incidentals necessary to provide a complete and functional installation.

B. Partial pricing shall not be accepted.

1.03 ACCEPTANCE OF ALTERNATES

A. District reserves sole discretion regarding acceptance or rejection of alternates.

B. Acceptance of one alternate shall not obligate District to accept any other alternate.

1.04 SCOPE OF ALTERNATES

A. Contractor shall review all Contract Documents and include all associated impacts necessary to implement the alternate.

B. Claims arising from failure to account for impacts associated with accepted alternates shall not constitute grounds for additional compensation.

END OF SECTION 01 23 00

SECTION 01 25 00

CONTRACT MODIFICATION PROCEDURES

PART 1 – GENERAL

1.01 SUMMARY

A. This Section establishes procedures and requirements governing all proposed modifications to the Contract Documents and Contract Sum including, but not limited to:

1. Requests for Information (RFI) resulting in cost impacts.
2. Architect Supplemental Instructions (ASI).
3. Construction Change Directives (CCD).
4. Proposed Change Orders (PCO).
5. Contract Change Orders (CO).
6. Force Account Work.
7. Delay Claims.
8. Time Extension Requests.
9. Contingency Utilization Requests.

B. No adjustment to the Contract Sum or Contract Time shall be valid unless authorized in accordance with this Section.

1.02 RELATED DOCUMENTS

- A. General Conditions.
- B. Supplementary Conditions.
- C. Section 01 31 00 – Project Coordination.
- D. Section 01 32 00 – Construction Progress Documentation.
- E. Section 01 33 00 – Submittals and RFIs.

1.03 GENERAL REQUIREMENTS

A. Contractor shall proceed diligently with the Work pending resolution of any proposed contract modification unless otherwise directed by the District in writing.

B. Contractor shall not perform extra work, force account work, or work outside the Contract Documents without prior written authorization from the District Representative.

C. Verbal direction from the Architect, Engineer, Consultant, Inspector of Record, DSA Field Engineer, Project Inspector, or Contractor personnel shall not constitute authorization to proceed with additional work.

D. Failure to obtain written authorization prior to performing extra work shall constitute a waiver of any claim for additional compensation or additional contract time.

PART 2 – PROPOSED CHANGE ORDERS

2.01 PROPOSAL REQUIREMENTS

A. All Proposed Change Orders shall be submitted on District approved forms.

B. Each proposal shall include the following:

1. Detailed labor breakdown.
2. Labor classifications.
3. Labor hours.
4. Labor rates.
5. Material quantities and unit costs.
6. Equipment costs.
7. Subcontractor quotations.
8. Supplier quotations.
9. Freight costs.
10. Tax calculations.
11. Bond costs.
12. Insurance costs.
13. Schedule impact narrative.
14. Time extension request, if applicable.

C. Lump sum proposals without supporting documentation shall not be accepted.

D. Contractor shall certify that all submitted costs are true, accurate, and complete.

2.02 OPEN BOOK REQUIREMENTS

A. All contract modifications shall be administered on an open-book basis.

B. District reserves the right to audit:

1. Payroll records.
2. Certified payroll reports.
3. Equipment records.
4. Material invoices.

5. Supplier quotations.
6. Subcontractor quotations.
7. Bond premiums.
8. Insurance premiums.
9. Rental agreements.
10. Delivery tickets.
11. Purchase orders.

C. Failure to provide requested supporting documentation shall constitute sufficient cause for rejection of the proposed modification.

PART 3 – BOND AND INSURANCE COSTS

3.01 BOND COSTS

A. Requests for additional bond costs shall be supported by actual documentation demonstrating an increase in bond premium.

B. Acceptable documentation may include:

1. Surety rider.
2. Surety invoice.
3. Premium adjustment notice.
4. Surety correspondence.
5. Other documentation acceptable to the District.

C. Percentage-based bond markups alone shall not constitute sufficient justification for reimbursement.

3.02 INSURANCE COSTS

A. Requests for additional insurance costs shall be supported by actual documentation demonstrating an increase in insurance premium.

B. Percentage-based insurance markups alone shall not constitute sufficient justification for reimbursement.

PART 4 – FORCE ACCOUNT WORK

4.01 AUTHORIZATION

A. No Force Account Work shall be performed without prior written authorization from the District Representative.

B. Authorization shall identify:

1. Scope of work.
2. Labor classifications.
3. Equipment authorized.
4. Material requirements.
5. Tracking procedures.

4.02 DAILY REPORTING

A. Contractor shall submit daily force account reports no later than the following business day.

B. Reports shall include:

1. Employee name.
2. Labor classification.
3. Hours worked.
4. Equipment utilized.
5. Materials incorporated.
6. Delivery tickets.
7. Photographs documenting work.

C. Failure to submit daily force account reports may result in rejection of the claimed costs.

PART 5 – CONTINGENCY FUNDS

5.01 DISTRICT CONTINGENCY

A. Any District contingency identified within the Contract Documents shall remain the exclusive property of the District.

B. Contingency funds shall not be utilized without written authorization from the District.

C. Contractor shall provide full cost justification for all contingency requests.

5.02 UNUSED CONTINGENCY

A. Unused contingency funds shall be returned to the District by deductive change order at project closeout.

B. Contractor shall not apply overhead, profit, bond, insurance, fee, markup, multiplier, escalation, or any other charge to unused contingency amounts.

PART 6 – TIME EXTENSIONS

6.01 GENERAL

A. Requests for additional contract time shall be submitted within seven (7) calendar days of the event giving rise to the request.

B. Requests submitted after seven (7) calendar days may be denied.

6.02 REQUIRED DOCUMENTATION

A. Time extension requests shall include:

1. Narrative explanation.
2. Schedule analysis.
3. Impacted activities.
4. Recovery efforts undertaken.
5. Proposed recovery plan.

B. Contractor shall demonstrate actual impact to the critical path.

C. Failure to demonstrate critical path impact shall constitute grounds for denial.

PART 7 – CLOSEOUT AUDIT

7.01 FINAL AUDIT

A. Prior to final payment, the District reserves the right to audit all contract modifications processed during the Project.

B. Any unsupported costs identified during audit shall be deducted from amounts otherwise due to the Contractor.

END OF SECTION 01 25 00

SECTION 01 26 00

REQUEST FOR INFORMATION PROCEDURES

PART 1 – GENERAL

1.01 SUMMARY

A. This Section establishes requirements for preparation, submission, review, tracking, and resolution of Requests for Information (RFI).

B. RFIs shall be used solely for clarification of Contract Documents and shall not be utilized as a substitute for proper project coordination, quantity verification, constructability review, field investigation, or contractor means and methods.

1.02 CONTRACTOR RESPONSIBILITIES

A. Contractor shall review Contract Documents thoroughly prior to submitting an RFI.

B. Contractor shall coordinate with subcontractors, suppliers, manufacturers, and field personnel prior to submission.

C. Each RFI shall:

1. Reference specific drawing numbers.
2. Reference specification sections.
3. Clearly identify the issue.
4. Include proposed solution, when applicable.
5. Include photographs, sketches, or supporting documentation.

D. Multiple unrelated questions shall not be combined into a single RFI.

1.03 FRIVOLOUS RFIs

A. RFIs requesting information clearly indicated within the Contract Documents may be deemed frivolous.

B. District reserves the right to reject frivolous RFIs and recover costs associated with excessive administrative review.

1.04 REVIEW TIMELINES

A. District Initial Review:
2 Working Days

B. Architect Review:
5 Calendar Days

C. Consultant Review:
7 Calendar Days

D. Review durations may be extended when additional information is required.

1.05 MANUFACTURER COORDINATION

A. Where manufacturer clarification is necessary to resolve an RFI, the Architect shall coordinate directly with the manufacturer.

B. Written manufacturer responses shall become part of the project record.

C. Contractor interpretation of manufacturer requirements shall not supersede written manufacturer guidance.

D. Manufacturer-specific disputes shall not be considered resolved until written documentation is provided.

1.06 ESCALATION PROCEDURES

A. Any RFI remaining unresolved for fourteen (14) calendar days shall automatically be elevated to:

1. District Representative
2. Architect Principal
3. Consultant Manager
4. Contractor Project Executive

B. District reserves the right to convene resolution meetings for aged RFIs.

1.07 COST OR SCHEDULE IMPACTS

A. Contractor shall immediately identify any anticipated cost or schedule impact resulting from an RFI.

B. Failure to provide timely notice may constitute waiver of future claims.

END OF SECTION 01 26 00

SECTION 01 30 40

POST BID INTERVIEW

PART 1 – GENERAL

1.01 SUMMARY

A. Prior to award of Contract, District reserves the right to conduct a Post Bid Interview with the apparent low bidder.

B. Purpose of the Post Bid Interview is to verify Contractor understanding of the Project and Contractor capability to successfully perform the Work.

1.02 REQUIRED ATTENDEES

A. Contractor shall provide attendance by:

- 1. Project Executive.**
- 2. Project Manager.**
- 3. Superintendent.**
- 4. Estimator.**
- 5. Other personnel requested by District.**

1.03 REQUIRED DISCUSSIONS

A. Contractor shall be prepared to discuss:

- 1. Project scope.**
- 2. Construction schedule.**
- 3. Long lead procurement items.**
- 4. Major subcontractors.**
- 5. Site logistics.**
- 6. Utility shutdowns.**
- 7. Safety procedures.**
- 8. Quality control procedures.**
- 9. Staffing plan.**
- 10. Potential project risks.**

1.04 PROCUREMENT REVIEW

A. Contractor shall identify anticipated long lead materials.

B. Contractor shall identify procurement risks and mitigation strategies.

1.05 DISTRICT RIGHTS

A. District may request clarification of bid pricing, scope assumptions, exclusions, staffing, schedule, and constructability.

B. Post Bid Interview shall not relieve Contractor of obligations under Contract Documents.

END OF SECTION 01 30 40

SECTION 01 31 00

PROJECT COORDINATION

PART 1 – GENERAL

1.01 SUMMARY

A. This Section establishes project coordination requirements for all parties participating in the Work.

1.02 PROJECT MEETINGS

A. Contractor shall attend:

1. Preconstruction Meeting.
2. Weekly OAC Meetings.
3. Safety Meetings.
4. Coordination Meetings.
5. Commissioning Meetings.
6. Closeout Meetings.

B. Attendance shall include personnel authorized to make decisions regarding scope, schedule, manpower, and cost.

1.03 WEEKLY OAC MEETING REQUIREMENTS

A. Contractor shall provide updated copies of:

1. CPM Schedule.
2. Three Week Look Ahead Schedule.
3. RFI Log.
4. Submittal Log.
5. Procurement Log.
6. Change Order Log.
7. Deficiency Log.
8. Safety Log.

B. Logs shall be current through the date of the meeting.

1.04 COMMUNICATIONS

A. Communications affecting cost, schedule, scope, safety, quality, inspections, or occupancy shall be documented in writing.

B. Verbal direction shall not modify the Contract.

C. Contractor shall maintain a project correspondence log.

1.05 CONTRACTOR COORDINATION RESPONSIBILITIES

A. Contractor shall coordinate all trades.

B. Contractor shall verify dimensions, clearances, utility locations, equipment requirements, and constructability.

C. Contractor shall coordinate all manufacturer requirements.

D. Contractor shall coordinate all utility shutdowns with the District.

1.06 UTILITY SHUTDOWNS

A. Utility interruptions shall require written approval from the District.

B. Requests shall be submitted a minimum of ten (10) working days in advance.

C. Emergency shutdowns require immediate notification of the District Representative.

1.07 LONG LEAD PROCUREMENT

A. Contractor shall identify all long lead items within thirty (30) calendar days of Notice to Proceed.

B. Contractor shall maintain a Long Lead Material Log.

C. Log shall identify:

1. Procurement Status.
2. Fabrication Status.
3. Shipping Status.
4. Delivery Date.
5. Risk Assessment.

END OF SECTION 01 31 00

SECTION 01 31 14

FACILITY SERVICES COORDINATION

PART 1 – GENERAL

1.01 SUMMARY

A. This Section establishes requirements for coordination between Contractor and District Facilities Services personnel.

B. Contractor shall coordinate all activities impacting District facilities, operations, utilities, maintenance personnel, campus occupants, and site access.

1.02 DISTRICT REPRESENTATIVE

A. District Facilities Services shall designate a District Representative for coordination of facility-related activities.

B. Contractor shall coordinate all facility impacts through the District Representative.

C. Direction provided by District personnel other than the designated District Representative shall not constitute authorization to modify the Contract Documents, Contract Sum, or Contract Time.

1.03 FACILITY IMPACT COORDINATION

A. Contractor shall coordinate activities affecting:

1. Existing utilities.
2. Fire alarm systems.
3. Security systems.
4. Access control systems.
5. Irrigation systems.
6. Communication systems.
7. Network infrastructure.
8. Parking areas.
9. Pedestrian routes.
10. Building access.

B. Contractor shall provide sufficient advance notice to allow District review and approval.

1.04 UTILITY SHUTDOWN REQUESTS

A. Contractor shall submit Utility Shutdown Requests a minimum of ten (10) working days prior to the requested shutdown date.

B. Requests shall identify:

1. Utility affected.
2. Buildings affected.
3. Date and time requested.
4. Duration of shutdown.
5. Reason for shutdown.
6. Impacted occupants.
7. Temporary accommodations.
8. Emergency contact information.

C. Utility shutdowns shall not occur without written District approval.

D. District reserves the right to modify, postpone, or deny requested shutdowns.

1.05 EMERGENCY SHUTDOWNS

A. Emergency shutdowns necessary to protect life safety, property, or public welfare shall be reported immediately to District Representative.

B. Contractor shall document circumstances requiring emergency shutdown.

1.06 DISTRICT ACCESS

A. Contractor shall provide District access to work areas at all times.

B. District personnel shall be permitted access for inspection, maintenance, operational review, and emergency response.

1.07 SYSTEM INTERRUPTIONS

A. Contractor shall minimize disruptions to District operations.

B. Planned interruptions shall be coordinated to occur during periods approved by District.

1.08 DAMAGE TO DISTRICT FACILITIES

A. Contractor shall immediately report damage to District facilities.

B. Damage resulting from Contractor activities shall be repaired at Contractor expense.

1.09 FACILITY TURNOVER

A. Prior to Final Completion, Contractor shall coordinate turnover of systems, keys, access devices, attic stock, warranties, and training materials with District Facilities Services.

END OF SECTION 01 31 14

SECTION 01 32 00

CONSTRUCTION PROGRESS DOCUMENTATION

PART 1 – GENERAL

1.01 SUMMARY

A. Contractor shall develop, maintain, and update project schedules demonstrating timely completion of the Work.

1.02 REQUIRED SCHEDULE DELIVERABLES

A. Baseline Schedule

B. Monthly Schedule Updates

C. Recovery Schedules

D. Three Week Look Ahead Schedules

E. Procurement Log

F. Long Lead Material Log

G. Schedule Narrative

1.03 BASELINE SCHEDULE

A. Submit Baseline Schedule within twenty-one (21) calendar days of Notice to Proceed.

B. Schedule shall identify:

1. Major milestones.
2. Critical path activities.
3. Procurement activities.
4. Submittal activities.
5. Fabrication durations.
6. Commissioning activities.
7. DSA closeout activities.

1.04 MONTHLY UPDATES

A. Updated schedules shall be submitted monthly.

B. Updates shall include:

1. Actual Progress.
2. Remaining Durations.

3. Delays.
4. Recovery Actions.
5. Changes in Critical Path.

1.05 RECOVERY SCHEDULES

A. Contractor shall submit Recovery Schedule within five (5) calendar days of written notice from District.

B. Recovery Schedule shall identify:

1. Additional manpower.
2. Additional shifts.
3. Overtime work.
4. Sequencing revisions.
5. Procurement acceleration.

1.06 PROCUREMENT MANAGEMENT

A. Contractor shall actively manage procurement of all materials.

B. Failure to timely procure materials shall not constitute grounds for time extension.

C. Contractor shall identify supply chain risks immediately upon discovery.

1.07 THREE WEEK LOOK AHEAD

A. Contractor shall submit updated Three Week Look Ahead Schedule weekly.

B. Schedule shall identify:

1. Planned Activities.
2. Inspections.
3. Utility Shutdowns.
4. Deliveries.
5. Testing Activities.
6. Campus Coordination Requirements.

1.08 FLOAT OWNERSHIP

A. Float contained within the Project Schedule shall be considered a shared project resource available to both the District and Contractor.

1.09 DELAY CLAIMS

- A. Contractor shall provide written notice of any delay event within seven (7) calendar days.
- B. Failure to provide timely notice may result in denial of the claim.
- C. Contractor shall demonstrate actual impact to the critical path.
- D. Failure to demonstrate critical path impact shall constitute grounds for denial.

END OF SECTION 01 32 00

SECTION 01 33 00

SUBMITTALS AND SHOP DRAWINGS

PART 1 – GENERAL

1.01 SUMMARY

A. This Section establishes procedures governing preparation, review, coordination, submission, resubmission, approval, and maintenance of all project submittals.

B. Submittals include:

1. Shop Drawings.
2. Product Data.
3. Material Samples.
4. Mock-Ups.
5. Test Reports.
6. Certificates.
7. Calculations.
8. Deferred Submittals.
9. Operation and Maintenance Data.

1.02 CONTRACTOR RESPONSIBILITY

A. Contractor shall thoroughly review all submittals prior to submission.

B. Submission of a submittal shall constitute certification by Contractor that:

1. Dimensions have been field verified.
2. Existing conditions have been verified.
3. Coordination with all trades has been completed.
4. Utility conflicts have been reviewed.
5. Manufacturer requirements have been reviewed.
6. Applicable code requirements have been reviewed.
7. Equipment clearances have been verified.
8. Maintenance access requirements have been verified.

C. Review by Architect, Engineer, District, or Consultant shall not relieve Contractor of responsibility for errors or omissions.

1.03 DIGITAL SUBMITTALS

A. All submittals shall be submitted electronically unless otherwise approved by District.

B. Contractor shall maintain a current Submittal Log.

C. Log shall include:

1. Submittal Number.
2. Specification Section.
3. Description.
4. Date Submitted.
5. Date Returned.
6. Current Status.
7. Resubmittal Number.

1.04 DEFERRED SUBMITTALS

A. Contractor shall identify all deferred submittals within thirty (30) calendar days of Notice to Proceed.

B. Deferred submittals shall be tracked separately.

C. Contractor shall coordinate DSA review and approval requirements.

1.05 RESUBMITTALS

A. Contractor shall incorporate all review comments into resubmittals.

B. Contractor shall clearly identify all revisions.

C. Failure to coordinate submittals prior to submission may result in rejection without review.

1.06 COSTS OF RE-REVIEW

A. District reserves the right to recover costs associated with excessive submittal reviews caused by Contractor failure to coordinate work.

B. Third review and subsequent reviews may be back charged to Contractor when deficiencies are attributable to Contractor.

END OF SECTION 01 33 00

SECTION 01 35 10

EXISTING CONDITIONS AND MODERNIZATION WORK

PART 1 – GENERAL

1.01 SUMMARY

A. This Section establishes requirements governing work performed within existing facilities, occupied campuses, and modernization projects.

1.02 CONTRACTOR INVESTIGATION

A. Contractor shall thoroughly investigate existing site conditions prior to bid.

B. Contractor shall verify:

1. Existing utilities.
2. Existing structures.
3. Existing paving.
4. Existing foundations.
5. Existing grades.
6. Existing drainage.
7. Existing building conditions.
8. Existing equipment.

C. Contractor shall perform reasonable exploratory investigation necessary to understand existing conditions.

1.03 POTHOLING AND UTILITY VERIFICATION

A. Contractor shall verify utility locations prior to commencing excavation.

B. Utility locations shown on Contract Documents are approximate unless otherwise noted.

C. Contractor shall pothole utilities as required to verify location, depth, size, and configuration.

D. Claims arising from failure to verify utilities shall not constitute grounds for additional compensation.

1.04 CONCEALED CONDITIONS

A. Contractor shall immediately notify District upon discovery of concealed conditions materially differing from those reasonably anticipated.

B. Work in affected area shall cease until District provides direction.

C. Contractor shall protect discovered conditions pending investigation.

1.05 REASONABLY DISCOVERABLE CONDITIONS

A. Conditions reasonably discoverable through site visits, field investigation, potholing, utility research, demolition investigation, or normal trade due diligence shall not constitute grounds for additional compensation.

1.06 EXISTING CONCRETE

A. Contractor shall assume variations in concrete thickness, reinforcement, and subgrade conditions commonly encountered in existing facilities.

B. Contractor shall include reasonable efforts necessary to accommodate such variations.

1.07 OCCUPIED CAMPUSES

A. Contractor shall coordinate all work with District operations.

B. Contractor shall maintain safe pedestrian routes.

C. Contractor shall protect students, staff, and visitors from construction activities at all times.

D. Work creating excessive noise, dust, vibration, or disruption may be restricted by District.

END OF SECTION 01 35 10

SECTION 01 35 53

SECURITY PROCEDURES

PART 1 – GENERAL

1.01 SUMMARY

A. This Section establishes security requirements for all personnel, vehicles, equipment, materials, and activities associated with the Project.

B. Contractor shall maintain a secure work environment at all times.

1.02 CAMPUS SECURITY

A. Contractor shall prevent unauthorized access to construction areas.

B. Contractor shall maintain separation between construction activities and students, staff, and visitors.

C. Construction fencing, barriers, and security measures shall remain in place until hazards have been eliminated.

1.03 PERSONNEL REQUIREMENTS

A. Contractor shall comply with all applicable California Education Code requirements regarding school construction personnel.

B. Contractor shall ensure all required background checks, fingerprinting requirements, and certifications have been completed when applicable.

C. Contractor shall maintain documentation demonstrating compliance.

1.04 IDENTIFICATION

A. Contractor personnel shall display company identification while on District property.

B. District reserves the right to require project-specific identification badges.

1.05 VISITOR CONTROL

A. Contractor shall be responsible for controlling access to the construction site.

B. Visitors shall be escorted while within active construction areas.

C. Unauthorized individuals shall be removed immediately.

1.06 STUDENT INTERACTION

A. Contractor personnel shall not initiate unnecessary interaction with students.

B. Contractor personnel shall immediately report concerns involving student safety to District Representative.

1.07 VEHICLE CONTROL

- A. Contractor vehicles shall be parked only in approved locations.
- B. Access routes shall remain clear for emergency vehicles.
- C. Contractor shall maintain control of deliveries and staging activities.

1.08 MATERIAL SECURITY

- A. Contractor shall secure materials, tools, equipment, hazardous materials, and temporary facilities.
- B. Contractor shall be responsible for theft, vandalism, or damage resulting from inadequate security measures.

1.09 AFTER-HOURS SECURITY

- A. Contractor shall secure the site at the conclusion of each workday.
- B. Gates, fencing, containers, temporary facilities, and equipment shall be locked and secured.
- C. Excavations, openings, and hazardous conditions shall be protected.

1.10 INCIDENT REPORTING

- A. Contractor shall immediately notify District Representative of:
 - 1. Security breaches.
 - 2. Theft.
 - 3. Vandalism.
 - 4. Trespassing.
 - 5. Safety incidents.
 - 6. Law enforcement activity.
- B. Contractor shall provide written incident reports within twenty-four (24) hours.

1.11 DISTRICT RIGHTS

- A. District reserves the right to require additional security measures when conditions warrant.
- B. Contractor shall implement additional security measures as directed by District when reasonably necessary to protect campus occupants, District property, or construction activities.

END OF SECTION 01 35 53

SECTION 01 41 00

REGULATORY REQUIREMENTS

PART 1 – GENERAL

1.01 SUMMARY

A. Contractor shall comply with all applicable laws, regulations, codes, ordinances, permits, approvals, and agency requirements governing the Work.

1.02 APPLICABLE REQUIREMENTS

A. Contractor shall comply with requirements of:

- 1. California Building Code.**
- 2. California Electrical Code.**
- 3. California Mechanical Code.**
- 4. California Plumbing Code.**
- 5. California Fire Code.**
- 6. California Green Building Standards Code.**
- 7. DSA Requirements.**
- 8. OSHA Requirements.**
- 9. SWRCB Requirements.**
- 10. Local Utility Requirements.**
- 11. Applicable Federal Regulations.**

B. Current adopted editions in effect at time of bid shall govern.

1.03 PERMITS AND APPROVALS

A. Contractor shall obtain permits required by Contract Documents.

B. Contractor shall coordinate inspections and approvals required by regulatory agencies.

1.04 NOTIFICATIONS

A. Contractor shall immediately notify District of any citation, violation, correction notice, or regulatory issue affecting the Project.

1.05 CORRECTIONS

A. Work performed in violation of regulatory requirements shall be corrected at Contractor expense.

END OF SECTION 01 41 00

SECTION 01 45 00

QUALITY CONTROL, TESTING, INSPECTIONS, AND RE-TESTING

PART 1 – GENERAL

1.01 SUMMARY

A. This Section establishes requirements governing quality control, testing, inspections, special inspections, commissioning support, deficiency tracking, corrective action, and re-testing.

1.02 CONTRACTOR QUALITY CONTROL

A. Contractor shall be solely responsible for quality of work.

B. Contractor shall maintain an active Quality Control Program.

C. Contractor shall maintain a Deficiency Log identifying:

1. Deficiency Description.
2. Date Identified.
3. Responsible Party.
4. Corrective Action.
5. Date Corrected.
6. Verification of Correction.

1.03 INSPECTIONS

A. Contractor shall coordinate all required inspections.

B. Contractor shall provide minimum forty-eight (48) hours notice for inspections unless otherwise approved.

C. Contractor shall not conceal work requiring inspection.

1.04 FAILED INSPECTIONS

A. Costs associated with failed inspections shall be borne by Contractor.

B. Contractor shall reimburse District for:

1. Re-inspections.
2. Re-testing.
3. Additional consultant review.
4. Additional engineering review.
5. Additional inspection services.

6. Administrative costs associated with failed inspections.

1.05 NON-CONFORMING WORK

A. Work not conforming to Contract Documents shall be removed and replaced at Contractor expense.

B. District shall not be obligated to accept non-conforming work.

1.06 MANUFACTURER REQUIREMENTS

A. Manufacturer installation instructions shall be considered part of the Contract Documents.

B. Contractor shall comply with manufacturer requirements.

C. Where conflicts exist, Contractor shall immediately notify District and Architect.

D. Contractor interpretation shall not supersede written manufacturer requirements.

1.07 COMMISSIONING SUPPORT

A. Contractor shall support all commissioning activities.

B. Contractor shall participate in:

1. Startup Activities.
2. Functional Testing.
3. Deficiency Resolution.
4. Seasonal Testing.
5. Warranty Phase Reviews.

1.08 PAYMENT WITHHOLDING

A. District reserves the right to withhold payment for:

1. Outstanding deficiencies.
2. Failed inspections.
3. Incomplete corrective actions.
4. Missing quality documentation.
5. Incomplete testing requirements.

B. Payment shall not constitute acceptance of deficient work.

END OF SECTION 01 45 00

SECTION 01 50 00

TEMPORARY FACILITIES AND CONTROLS

PART 1 – GENERAL

1.01 SUMMARY

A. Provide all temporary facilities, services, controls, protections, equipment, and personnel necessary to execute the Work.

B. Temporary facilities shall remain the responsibility of Contractor until Final Acceptance.

1.02 CONTRACTOR RESPONSIBILITIES

A. Contractor shall provide:

1. Temporary field offices.
2. Internet service.
3. Wireless connectivity.
4. Temporary power.
5. Temporary water.
6. Temporary lighting.
7. Sanitary facilities.
8. Temporary fencing.
9. Temporary barriers.
10. Temporary signage.
11. Emergency contact postings.

B. Contractor shall maintain all temporary facilities in a clean, safe, and operational condition.

1.03 SITE SECURITY

A. Contractor shall provide site security sufficient to protect:

1. Students.
2. Staff.
3. Visitors.
4. District property.
5. Contractor materials.
6. Equipment.

- B. Contractor shall secure the project site at the conclusion of each workday.
- C. Open excavations shall be secured at all times.
- D. Contractor shall immediately report vandalism, theft, or security breaches to District Representative.

1.04 TEMPORARY FENCING

- A. Contractor shall install and maintain temporary fencing around all active work areas.
- B. Fencing shall remain in place until hazards have been eliminated.
- C. Temporary fencing locations shall be approved by District.

1.05 TRAFFIC AND PEDESTRIAN CONTROL

- A. Contractor shall maintain safe pedestrian access at all times.
- B. Contractor shall provide temporary walkways, barricades, and signage as necessary.
- C. Contractor shall coordinate all traffic modifications with District.

1.06 TEMPORARY UTILITIES

- A. Contractor shall be responsible for all temporary utility costs unless otherwise indicated.
- B. Temporary utility interruptions shall require prior District approval.

1.07 RESTORATION

- A. Contractor shall restore all temporary facility areas to original condition or better.
- B. Restoration shall occur prior to Final Completion.

END OF SECTION 01 50 00

SECTION 01 57 13

TEMPORARY EROSION AND SEDIMENT CONTROL

PART 1 – GENERAL

1.01 SUMMARY

A. Contractor shall implement temporary erosion and sediment control measures necessary to prevent migration of soil, sediment, debris, and pollutants from the project site.

1.02 REQUIREMENTS

A. Contractor shall provide:

- 1. Fiber rolls.**
- 2. Gravel bags.**
- 3. Stabilized construction entrances.**
- 4. Inlet protection.**
- 5. Dust control measures.**
- 6. Sediment barriers.**
- 7. Stockpile protection.**

B. Measures shall be maintained throughout construction.

1.03 INSPECTIONS

A. Contractor shall inspect erosion control measures weekly and prior to forecasted storm events.

B. Deficiencies shall be corrected immediately.

1.04 CONTRACTOR RESPONSIBILITY

A. Contractor shall be responsible for repair of damage caused by failure to implement adequate erosion control measures.

B. Contractor shall reimburse District for costs resulting from Contractor negligence.

1.05 DOCUMENTATION

A. Contractor shall maintain inspection logs and corrective action records.

B. Records shall be available for District review.

END OF SECTION 01 57 13

SECTION 01 57 21

STORM WATER POLLUTION PREVENTION

PART 1 – GENERAL

1.01 SUMMARY

A. Contractor shall comply with all SWPPP requirements applicable to the Project.

1.02 RESPONSIBILITIES

A. Contractor shall comply with:

- 1. SWPPP.**
- 2. QSP requirements.**
- 3. State Water Resources Control Board requirements.**
- 4. Regional Water Quality Control Board requirements.**

1.03 RAIN EVENT ACTION PLANS

A. Contractor shall prepare and implement Rain Event Action Plans when required.

B. Contractor shall protect exposed soils, stockpiles, and disturbed areas.

1.04 POLLUTION PREVENTION

A. Contractor shall prevent discharge of:

- 1. Sediment.**
- 2. Concrete washout.**
- 3. Fuels.**
- 4. Oils.**
- 5. Chemicals.**
- 6. Construction debris.**

1.05 ENFORCEMENT

A. Fines, penalties, citations, corrective actions, or regulatory enforcement resulting from Contractor non-compliance shall be borne by Contractor.

B. District shall not be responsible for Contractor-caused violations.

1.06 RECORD KEEPING

A. Contractor shall maintain all required SWPPP documentation.

B. Documentation shall be available for District review upon request.

END OF SECTION 01 57 21

SECTION 01 58 13

INDOOR AIR QUALITY MANAGEMENT

PART 1 – GENERAL

1.01 SUMMARY

A. Contractor shall protect students, staff, visitors, and construction personnel from airborne contaminants generated by construction activities.

1.02 REQUIREMENTS

A. Contractor shall implement measures necessary to control:

1. Dust.
2. Odors.
3. Fumes.
4. Particulates.
5. Airborne debris.

1.03 OCCUPIED CAMPUS REQUIREMENTS

A. Work impacting occupied areas shall be isolated from school operations.

B. Contractor shall provide barriers, containment, and negative pressure systems when necessary.

1.04 HEPA FILTRATION

A. HEPA filtration shall be utilized during:

1. Interior demolition.
2. Dust generating activities.
3. Hazardous material related activities.
4. Work identified by District.

1.05 AIR MONITORING

A. District reserves the right to require air monitoring when construction activities may impact occupied areas.

B. Contractor shall cooperate with monitoring activities.

1.06 COMPLAINT RESPONSE

A. Contractor shall immediately investigate air quality complaints.

B. Corrective actions shall be implemented immediately when conditions warrant.

1.07 CLEANING

A. Dust and debris shall be removed daily.

B. Contractor shall prevent migration of contaminants into occupied areas.

END OF SECTION 01 58 13

SECTION 01 62 00

PRODUCT REQUIREMENTS

PART 1 – GENERAL

1.01 SUMMARY

A. This Section establishes minimum requirements governing products, materials, equipment, systems, and manufacturer standards incorporated into the Work.

1.02 BASIS OF DESIGN

A. Products identified within the Contract Documents establish the basis of design.

B. Basis of design products establish minimum standards for:

1. Quality.
2. Performance.
3. Function.
4. Durability.
5. Compatibility.
6. Maintainability.

C. Contractor shall be responsible for all costs associated with compliance with basis of design requirements.

1.03 DISTRICT STANDARDS

A. District reserves the right to identify preferred products, manufacturers, systems, materials, and equipment.

B. Products selected as District Standards may be specified to maintain consistency of operation, maintenance, training, inventory, or campus standardization.

1.04 PRODUCT COMPATIBILITY

A. Contractor shall verify compatibility between all products incorporated into the Work.

B. Products shall be suitable for intended application and environmental conditions.

C. Incompatible products shall not be installed.

1.05 LONG LEAD MATERIALS

A. Contractor shall identify all long lead products within thirty (30) calendar days of Notice to Proceed.

B. Procurement shall be initiated in sufficient time to avoid schedule impacts.

1.06 PRODUCT STORAGE

- A. Products shall be stored in accordance with manufacturer recommendations.
- B. Damaged, deteriorated, expired, or contaminated materials shall not be incorporated into the Work.

1.07 ATTIC STOCK

- A. Where attic stock is required, quantities shall be delivered prior to Final Completion.
- B. Attic stock shall be labeled, inventoried, and turned over to District.
- C. Contractor shall provide attic stock inventory documentation.

END OF SECTION 01 62 00

SECTION 01 63 00

PRODUCT SUBSTITUTION PROCEDURES

PART 1 – GENERAL

1.01 SUMMARY

A. This Section establishes procedures governing requests for product substitutions and approved equal requests.

B. Burden of proof shall remain solely with Contractor.

1.02 GENERAL REQUIREMENTS

A. Substitution requests shall be submitted only by Prime Contractor.

B. Requests from subcontractors, suppliers, manufacturers, vendors, or distributors shall not be accepted.

C. Substitutions shall not be ordered, purchased, fabricated, or installed until written approval has been received.

1.03 SUBSTITUTION REQUEST REQUIREMENTS

A. Contractor shall provide:

1. Product Data.
2. Performance Data.
3. Test Reports.
4. Code Compliance Documentation.
5. Warranty Information.
6. Maintenance Requirements.
7. Energy Performance Data, when applicable.
8. Schedule Impact Analysis.
9. Cost Impact Analysis.

B. Contractor shall provide a side-by-side comparison identifying all differences between specified product and proposed substitution.

1.04 CONTRACTOR RESPONSIBILITY

A. Contractor shall assume all costs associated with approved substitutions including:

1. Evaluation costs.
2. Redesign costs.

3. Engineering review.
4. Consultant review.
5. Recoordination.
6. Re-submittals.
7. Retesting.
8. Additional inspections.
9. Schedule impacts.
10. Procurement impacts.

B. District shall not be responsible for costs resulting from approved substitutions.

1.05 DISTRICT RIGHTS

A. District may approve or reject substitution requests in its sole discretion.

B. Approval of one substitution shall not establish precedent for future substitutions.

C. District may require mockups, testing, demonstrations, or additional documentation prior to approval.

1.06 MAINTENANCE AND WARRANTY COMPARISON

A. Proposed substitutions shall provide warranty coverage equal to or better than specified products.

B. Proposed substitutions shall not increase maintenance burden on District.

C. Contractor shall provide written comparison of maintenance requirements.

1.07 SCHEDULE IMPACTS

A. Schedule impacts resulting from substitution requests shall be borne solely by Contractor.

B. Delays caused by substitution review, procurement, fabrication, delivery, coordination, or installation shall not constitute grounds for time extension.

1.08 DISTRICT STANDARD PRODUCTS

A. Products designated as District Standards shall not be substituted without written authorization from District Representative.

B. District standardization objectives shall be considered a legitimate basis for rejection of substitution requests.

END OF SECTION 01 63 00

SECTION 01 70 00

EXECUTION AND CLOSEOUT REQUIREMENTS

PART 1 – GENERAL

1.01 SUMMARY

A. This Section establishes requirements governing final execution of the Work, project turnover, punch list completion, training, documentation, and project closeout.

1.02 SUBSTANTIAL COMPLETION

A. Contractor may request Substantial Completion when:

1. Work is substantially complete.
2. Building systems are operational.
3. Life safety systems are functional.
4. Site is safe for occupancy.
5. Temporary facilities not required for occupancy have been removed.

B. District shall have sole authority to determine whether Substantial Completion has been achieved.

1.03 PUNCH LIST

A. Contractor shall correct all punch list items within ten (10) calendar days unless otherwise approved.

B. Contractor shall maintain a Punch List Tracking Log.

C. Punch list items shall identify:

1. Description.
2. Location.
3. Responsible Party.
4. Date Identified.
5. Date Corrected.
6. Verification of Completion.

1.04 TRAINING REQUIREMENTS

A. Contractor shall provide operational training for all systems requiring owner interaction.

B. Training shall be completed prior to Final Completion.

C. Training sessions shall be recorded and provided electronically to District.

1.05 CLOSEOUT DOCUMENTS

A. Contractor shall submit:

1. Warranties.
2. O&M Manuals.
3. Record Drawings.
4. Commissioning Reports.
5. Testing Reports.
6. Attic Stock Inventory.
7. DSA Documentation.
8. Final Inspection Documentation.
9. Utility Certifications.

B. Final payment shall not be processed until all required closeout documentation has been accepted.

END OF SECTION 01 70 00

SECTION 01 70 10

CLEANING AND PROJECT RESTORATION

PART 1 – GENERAL

1.01 SUMMARY

A. Contractor shall maintain project site in a clean, orderly, and safe condition throughout construction.

B. Contractor shall restore all disturbed areas prior to Final Completion.

1.02 DAILY CLEANING

A. Contractor shall remove debris, waste materials, and rubbish daily.

B. Work areas shall be maintained in a safe condition.

1.03 DUST CONTROL

A. Contractor shall implement dust control measures throughout construction.

B. Dust shall not be permitted to migrate into occupied facilities.

1.04 FINAL CLEANING

A. Prior to Final Completion Contractor shall provide:

1. Cleaning of floors.
2. Cleaning of walls.
3. Cleaning of ceilings.
4. Cleaning of windows.
5. Cleaning of fixtures.
6. Cleaning of equipment.
7. Cleaning of site improvements.

B. Surfaces shall be cleaned in accordance with manufacturer recommendations.

1.05 HEPA CLEANING

A. Projects impacting occupied facilities shall include final HEPA vacuuming of affected areas.

B. Areas shall be delivered dust free and ready for occupancy.

1.06 SITE RESTORATION

A. Contractor shall restore:

1. Landscaping.

2. Irrigation.
3. Paving.
4. Striping.
5. Fencing.
6. Site furnishings.
7. Disturbed improvements.

B. Restoration shall be completed prior to Final Completion.

1.07 DISTRICT ACCEPTANCE

A. District reserves the right to reject incomplete cleaning or restoration efforts.

B. Final payment may be withheld until cleaning and restoration requirements have been satisfied.

END OF SECTION 01 70 10

SECTION 01 74 00

WARRANTIES, GUARANTEES, AND BONDS

PART 1 – GENERAL

1.01 SUMMARY

A. Contractor shall collect, organize, and submit all warranties, guarantees, bonds, and service agreements associated with the Work.

1.02 WARRANTY MATRIX

A. Contractor shall provide a Warranty Matrix identifying:

- 1. System.**
- 2. Manufacturer.**
- 3. Installer.**
- 4. Warranty Start Date.**
- 5. Warranty End Date.**
- 6. Warranty Duration.**
- 7. Contact Information.**
- 8. Emergency Service Information.**

1.03 ELECTRONIC FORMAT

A. All warranty information shall be provided in searchable PDF format.

B. Electronic files shall be organized by specification section.

1.04 MANUFACTURER WARRANTIES

A. Manufacturer warranties shall be transferred to District upon Final Completion.

B. Contractor shall ensure warranty registration requirements have been completed.

1.05 PERFORMANCE OF WARRANTY WORK

A. Contractor shall respond to warranty service requests within:

- 1. Emergency Conditions: 24 hours.**
- 2. Non-Emergency Conditions: 5 business days.**

B. Contractor shall coordinate all warranty service activities.

1.06 WARRANTY WALKTHROUGH

A. Contractor shall participate in warranty review meetings:

1. Eleven-month warranty review.

2. One-year warranty review.

B. Contractor shall correct identified deficiencies at no additional cost to District.

END OF SECTION 01 74 00

SECTION 01 77 00

CLOSEOUT PROCEDURES

PART 1 – GENERAL

1.01 SUMMARY

A. This Section establishes procedures governing project closeout, turnover, final inspections, final acceptance, and final payment.

1.02 SUBSTANTIAL COMPLETION

A. Contractor may request Substantial Completion when:

- 1. Work is substantially complete.**
- 2. Life safety systems are operational.**
- 3. Utility systems are operational.**
- 4. Site is safe for occupancy.**
- 5. Required inspections have been completed.**

B. District reserves sole discretion regarding determination of Substantial Completion.

1.03 FINAL COMPLETION

A. Final Completion shall not occur until:

- 1. Punch List is complete.**
- 2. Record Drawings are complete.**
- 3. O&M Manuals are complete.**
- 4. Warranties are complete.**
- 5. Commissioning is complete.**
- 6. Training is complete.**
- 7. DSA closeout requirements are complete.**
- 8. Attic stock has been delivered and accepted.**

1.04 CLOSEOUT CHECKLIST

A. Contractor shall submit a complete Closeout Checklist.

B. Checklist shall identify completion status of all closeout requirements.

1.05 FINAL PAYMENT

A. Final payment shall not be processed until all closeout requirements have been completed and accepted by District.

B. District reserves the right to withhold sufficient funds to ensure completion of outstanding closeout obligations.

END OF SECTION 01 77 00

SECTION 01 78 20

PROJECT RECORD DOCUMENTS

PART 1 – GENERAL

1.01 SUMMARY

A. Contractor shall maintain current and accurate Project Record Documents throughout construction.

1.02 REQUIRED RECORD DOCUMENTS

A. Contractor shall maintain:

- 1. Record Drawings.**
- 2. Specifications.**
- 3. Addenda.**
- 4. Change Orders.**
- 5. RFIs.**
- 6. ASIs.**
- 7. CCDs.**
- 8. Approved Submittals.**
- 9. Test Reports.**
- 10. Inspection Reports.**

1.03 RECORD DRAWING REQUIREMENTS

A. Record Drawings shall be updated continuously.

B. Updates shall occur no less frequently than monthly.

C. Record Drawings shall identify:

- 1. Utility locations.**
- 2. Utility depths.**
- 3. Utility sizes.**
- 4. Underground structures.**
- 5. Field modifications.**
- 6. Concealed work.**
- 7. Equipment revisions.**

8. Change Order modifications.

1.04 DIGITAL DELIVERABLES

A. Contractor shall provide:

- 1. Searchable PDF Record Drawings.**
- 2. Native CAD files.**
- 3. GIS data when applicable.**
- 4. Utility mapping information.**
- 5. Electronic project archive.**

B. Files shall be organized by specification section and drawing number.

1.05 QUALITY REQUIREMENTS

A. Record Documents shall accurately reflect actual installed conditions.

B. District reserves the right to reject incomplete or inaccurate Record Documents.

C. Payment may be withheld until deficiencies are corrected.

END OF SECTION 01 78 20

SECTION 01 78 50

OPERATING AND MAINTENANCE MANUALS

PART 1 – GENERAL

1.01 SUMMARY

A. Contractor shall provide complete Operation and Maintenance Manuals for all applicable systems, equipment, and materials incorporated into the Work.

1.02 SUBMITTAL REQUIREMENTS

A. Draft O&M Manuals shall be submitted prior to Substantial Completion.

B. Final O&M Manuals shall be approved prior to Final Completion.

1.03 REQUIRED CONTENTS

A. O&M Manuals shall include:

- 1. Table of Contents.**
- 2. Equipment Index.**
- 3. Manufacturer Information.**
- 4. Product Data.**
- 5. Shop Drawings.**
- 6. Startup Procedures.**
- 7. Operating Instructions.**
- 8. Maintenance Procedures.**
- 9. Troubleshooting Guides.**
- 10. Recommended Spare Parts.**
- 11. Warranty Information.**
- 12. Emergency Contact Information.**

1.04 DIGITAL REQUIREMENTS

A. O&M Manuals shall be submitted electronically.

B. Files shall be searchable PDF format.

C. Hyperlinked tables of contents shall be provided.

D. Training videos shall be included where applicable.

1.05 TRAINING DOCUMENTATION

A. Contractor shall provide:

- 1. Attendance logs.**
- 2. Training agendas.**
- 3. Training recordings.**
- 4. Training materials.**

B. Training shall be completed prior to Final Completion.

END OF SECTION 01 78 50