BID DOCUMENTS COVER SHEET

CONTRACT DOCUMENTS

FOR

L-638 Gymnasium Modernization

AT

Los Medanos College

2700 E Leland Rd,
Pittsburg, CA 94565

CONTRA COSTA COMMUNITY COLLEGE DISTRICT

DSA File # 7-C1,
DSA Application # 01-114882
and
DSA Application # 01-114959

LPAS Architecture + Design
2484 Natomas Park Dr, Sacramento, CA 95833

December 9, 2015
SECTION 00007
SEALS PAGE AND DSA TESTS

ARCHITECT:      LPAS Architecture
Troy Pennington
License #C-31285
2484 Natomas Park Drive, Suite 100
Sacramento, CA 95833

ELECTRICAL ENGINEER:  Rickert Henriksen
Sacramento Engineering License #E-10629

CIVIL ENGINEER:  Christine Leptien-Parks
LCC, Inc. License #59,061
STRUCTURAL ENGINEER: N/A

MECHANICAL ENGINEER: N/A

PLUMBING ENGINEER: N/A
L-638 LOS MEDANOS COLLEGE GYMNASIUM MODERNIZATION

For The

CONTRA COSTA COMMUNITY COLLEGE DISTRICT

DSA APPLICATION NUMBER 01-114882  DSA FILE NUMBER 7-C1

<table>
<thead>
<tr>
<th>LICENSED ARCHITECT</th>
<th>CIVIL ENGINEER</th>
<th>ELECTRICAL ENGINEER</th>
</tr>
</thead>
<tbody>
<tr>
<td>TROY PENNINGTON</td>
<td>Christine Leptien-Parks</td>
<td>Rickert Henriksen</td>
</tr>
<tr>
<td>LPAS</td>
<td>LCC, Inc.</td>
<td>Sacramento Engineering</td>
</tr>
<tr>
<td>License #C-31285</td>
<td>License #59,061</td>
<td>License #E-10629</td>
</tr>
</tbody>
</table>

Prepared By:
LPAS
2484 Natomas Park Drive, Suite 100
Sacramento, CA 95833
Ph: 916-443-0335  Fax 916-441-2823
SECTION 00007
SEALS PAGE AND DSA TESTS

ARCHITECT: LPAS License #C-31285
Troy Pennington
2484 Natomas Park Drive, Suite 100
Sacramento, CA 95833

ELECTRICAL ENGINEER: Rickert Henriksen
Sacramento Engineering License #E-10629

CIVIL ENGINEER: N/A

STRUCTURAL ENGINEER: N/A

MECHANICAL ENGINEER: N/A

PLUMBING ENGINEER: N/A
L-638 LOS MEDANOS COLLEGE GYMNASIUM MODERNIZATION

For The

CONTRA COSTA COMMUNITY COLLEGE DISTRICT

DSA APPLICATION NUMBER 01-114959  DSA FILE NUMBER 7-C1

ARCHITECT
Troy Pennington
LPAS
License #C-31285

ELECTRICAL ENGINEER
Rickert Henrikson
Sacramento Engineering
License #E-10629

Prepared By:
LPAS
2484 Natomas Park Drive, Suite 100
Sacramento, CA 95833
Ph: 916-443-0335  Fax 916-441-2823
### Statement of Structural Tests & Special Inspections - 2013 CBC

**School Name**: Los Medanos College  
**District**: CONTRA COSTA CCD

#### IMPORTANT:
This form is only a summary list of structural tests and special inspections required for the project. The actual tests and inspections must be performed as detailed on the DSA approved documents. The project Inspector is responsible for providing inspection of all facets of construction, including but not limited to, special inspections not listed on this form such as structural wood framing, high-load wood diaphragms, cold-formed steel framing, anchorage of non-structural components, etc., per Title 24, Part 2, Chapter 17A.

**NOTE**: This form is also available for projects submitted for review under the 2007 and 2010 CBC.

#### INSTRUCTIONS:
Click a plus sign (+) before any category or subcategory to reveal additional tests and special inspections. An "X" before a listed test or inspection indicates it is a mandatory requirement. A shaded box indicates a test or special inspection that may be required, depending on the scope of the construction and other issues. A shaded box can be clicked indicating your selection of that test. **Note**: A minus (-) on a category or subcategory heading indicates that it can be collapsed. However, any selections you may have made will be cleared. Click on the "COMPILE" button to show only the tests finally selected. For more information on use of this form, see DSA-103.INSTR.

### Required Tests or Special Inspections

<table>
<thead>
<tr>
<th>Category</th>
<th>Code Reference and Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOILS</td>
<td></td>
</tr>
<tr>
<td>CONCRETE</td>
<td></td>
</tr>
<tr>
<td>11. POST-INSTALLED ANCHORS:</td>
<td>Table 1705A.3</td>
</tr>
<tr>
<td>X a. Inspect installation of post-installed anchors</td>
<td>Continuous SI Table 1705A.3 * May be performed by the project inspector when specifically approved by DSA.</td>
</tr>
<tr>
<td>X b. Test post-installed anchors.</td>
<td>Test Lab 1913A.7 (1913.2.11)*</td>
</tr>
<tr>
<td>MASONRY</td>
<td>TMS 402-11/ACI 530-11/ASCE 5-11 Table 1.19.3</td>
</tr>
<tr>
<td>STEEL</td>
<td>Table 1705A.2.1</td>
</tr>
<tr>
<td>WOOD</td>
<td></td>
</tr>
<tr>
<td>OTHER</td>
<td></td>
</tr>
</tbody>
</table>

* In the CODE REFERENCE AND NOTES column, it indicates DSA-SSI/CC sections that may be used by community colleges, per 2013 CBC Sec. 9.2.2.
# Statement of Structural Tests & Special Inspections - 2013 CBC

## KEY to Columns

<table>
<thead>
<tr>
<th>1</th>
<th>Type -</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Performed By -</td>
</tr>
<tr>
<td></td>
<td>Continuous - Indicates that a continuous special inspection is required</td>
</tr>
<tr>
<td></td>
<td>GE - Indicates that the special inspection is to be performed by a registered geotechnical engineer or his or her authorized representative</td>
</tr>
<tr>
<td></td>
<td>Periodic - Indicates that a periodic special inspection is required</td>
</tr>
<tr>
<td></td>
<td>Lab - Indicates that the test or inspection is to be performed by a testing laboratory accepted in the DSA laboratory Evaluation and Acceptance (LEA) Program. See section 4-335, 2013 CCR Title 24, Part 1.</td>
</tr>
<tr>
<td></td>
<td>Test - Indicates that a test is required</td>
</tr>
<tr>
<td></td>
<td>PI - Indicates that the special inspection is to be performed by the project inspector</td>
</tr>
<tr>
<td></td>
<td>SI - Indicates that the special inspection is to be performed by a special inspector</td>
</tr>
</tbody>
</table>

### Troy A. Pennington
Name of Architect or Engineer in general responsible charge

### Michael D. Baker
Name: Structural Engineer (Architecture and design has been delegated)

Signature: Architect / Structural Engineer
date: 05-14-15

---

**IDENTIFICATION STAMP**
DIV OF THE STATE ARCHITECT
APP. # 01-114959

**AC N/A F/LS N/A SS MTF**

**DATE 8-13-15**
SECTION 00010

TABLE OF CONTENTS

DIVISION 00  PROCUREMENT AND CONTRACTING REQUIREMENTS

SECTION 00001  TITLE PAGE
SECTION 00007  SEALS PAGE AND DSA FORMS  (DSA # 01-114882)
SECTION 00007  SEALS PAGE AND DSA FORMS  (DSA # 01-114959)
SECTION 00010  TABLE OF CONTENTS
SECTION 00015  PROJECT DIRECTORY
SECTION 00016  LOS MEDANOS COLLEGE CAMPUS MAP
SECTION 00100  NOTICE INVITING BIDS
SECTION 00200  INSTRUCTIONS TO BIDDERS
SECTION 00210  INFORMATION AVAILABLE TO BIDDERS
SECTION 00300  BID PROPOSAL FORM
SECTION 00350  NON-COLLUSION AFFIDAVIT
SECTION 00400  STATEMENT OF BIDDER’S QUALIFICATIONS
SECTION 00450  CERTIFICATION OF SITE VISIT
SECTION 00500  BID SECURITY FORMS
SECTION 00510  NOTICE OF AWARD
SECTION 00600  CONSTRUCTION AGREEMENT
SECTION 00650  NOTICE TO PROCEED
SECTION 00700  GENERAL CONDITIONS

DIVISION 01  GENERAL REQUIREMENTS

SECTION 01010  SUMMARY OF WORK
SECTION 01250  CONTRACT MODIFICATION PROCEDURES
SECTION 01305  DELAY AND EXTENSIONS TO THE WORK
SECTION 01310  CONSTRUCTION SCHEDULING
SECTION 01311  PROJECT MANAGEMENT AND COORDINATION
SECTION 01330  SUBMITTAL PROCEDURES
SECTION 01340  ADMINISTRATIVE FORMS AND LOGS
SECTION 01400  QUALITY CONTROL REQUIREMENTS
SECTION 01410  REGULATORY REQUIREMENTS
SECTION 01411  TESTING LABORATORY SERVICES
SECTION 01412  HAZARDOUS MATERIALS
SECTION 01415  MITIGATION MONITORING REGULATORY REQUIREMENTS
SECTION 01416  SPECIAL PROCEDURES
SECTION 01420  REFERENCES
SECTION 01500  TEMPORARY FACILITIES AND CONTROL
SECTION 01505  CONSTRUCTION WASTE MANAGEMENT
SECTION 01540  SITE SECURITY AND SAFETY
SECTION 01572  STORM WATER POLLUTION PREVENTION
SECTION 01610  BASIC PRODUCT REQUIREMENTS
SECTION 01625  PRODUCT OPTIONS AND SUBSTITUTIONS
SECTION 01710  CLEANING REQUIREMENTS
SECTION 01722  EXECUTION REQUIREMENTS
SECTION 01730  CUTTING AND PATCHING
SECTION 01740  WARRANTIES AND GUARANTEES
SECTION 01770  CONTRACT CLOSEOUT PROCEDURES
SECTION 01780  PROJECT RECORD DOCUMENTS
SECTION 01785  OPERATIONS AND MAINTENANCE DATA
SECTION 01820  DEMONSTRATION AND TRAINING

PACKAGE 1  DSA # 01-114882

DIVISION 2  EXISTING CONDITIONS
SECTION 02 41 00  DEMOLITION

DIVISION 03  CONCRETE
SECTION 03 92 50  REPAIR MORTARS

DIVISION 05  METALS
SECTION 05 40 00  COLD-FORMED METAL FRAMING
SECTION 05 52 13  PIPE AND TUBE RAILINGS

DIVISION 07  THERMAL AND MOISTURE PROTECTION
SECTION 07 25 00  WEATHER BARRIERS
SECTION 07 62 00  SHEET METAL FLASHING AND TRIM
SECTION 07 92 00  JOINT SEALANTS

DIVISION 08  OPENINGS
SECTION 08 42 29  AUTOMATIC ENTRANCES
SECTION 08 43 13  ALUMINUM-FRAMED STOREFRONTS
SECTION 08 71 00  DOOR HARDWARE
SECTION 08 80 00  GLAZING

DIVISION 09  FINISHES
SECTION 09 21 16  GYPSUM BOARD ASSEMBLIES

DIVISION 10  SPECIALTIES
SECTION 10 14 00  SIGNAGE
SECTION 10 44 00  FIRE PROTECTION SPECIALTIES

DIVISION 12  FURNISHINGS
SECTION 12 66 13  TELESCOPING BLEACHERS

DIVISION 26  ELECTRICAL
SECTION 26 05 19  LOW-VOLTAGE ELECTRICAL POWER CONDUCTORS AND CABLES
SECTION 26 05 26  GROUNDING AND BONDING FOR ELECTRICAL SYSTEMS
SECTION 26 05 33  RACEWAYS AND BOXES FOR ELECTRICAL SYSTEMS
SECTION 26 05 53  IDENTIFICATION FOR ELECTRICAL SYSTEMS
SECTION 26 27 26  WIRING DEVICES
SECTION 26 28 16  ENCLOSED SWITCHES AND CIRCUIT BREAKERS
SECTION 26 52 19  EMERGENCY AND EXIT LIGHTING

DIVISION 32  EXTERIOR IMPROVEMENTS
SECTION 32 12 16  ASPHALT PAVING

PACKAGE 2  DSA # 01-114959

DIVISION 02  EXISTING CONDITIONS
SECTION 02 41 00  DEMOLITION

DIVISION 03  CONCRETE
SECTION 03 30 00  CAST-IN-PLACE CONCRETE

DIVISION 08  OPENINGS
SECTION 08 43 13  ALUMINUM-FRAMED STOREFRONTS
END OF SECTION 00010
SECTION 00015
PROJECT DIRECTORY

ARCHITECT: LPAS Architecture
2484 Natomas Park Drive, Suite 100
Sacramento, CA 95833

Vincent Maloney
(415) 213-0335

OWNER: Contra Costa Community College District
500 Court Street
Martinez, CA 94553
(925) 229-1000

Ray Pyle, Chief Facilities Planner
(925) 229-1000, Ext. 1270

Ben Azarnoush, Director of Design
(925) 229-1000, Ext. 1280

CONSTRUCTION MANAGEMENT: Critical Solutions, Inc.
1801 Oakland Blvd. Suite 300
Walnut creek, CA 94596
(925) 944-5060

Kelly Johnson, Project Manager
(925) 944-5060

LMC - BUILDINGS & GROUNDS: Russ Holt Buildings & Grounds Manager
(925) 473-7375

LMC – INFORMATION TECHNOLOGY: Mike Becker, Technology Systems Manager
(925) 473-7362

END OF SECTION 00015
Pre-bid meeting location in PS RM 20
NOTICE IS HEREBY GIVEN that the Governing Board of the Contra Costa Community College District (District), Martinez, California, will receive sealed bid proposals for the furnishing of all labor, materials, equipment, transportation and services for the construction of the project entitled L-638 Gymnasium Modernization. Construction Cost Estimate (Range): $800,000 to $1,000,000; License Required: B-General Building Contractor.

In general, the Work consists of demolition, removal and proper disposal of various existing improvements and providing materials, labor and equipment to perform various new improvements in an existing 17,650 square foot gymnasium located at Los Medanos College, 2700 East Leland Drive, Pittsburg, CA as shown in drawings and specifications prepared by LPAS Architecture. Contractor will be required to install and maintain throughout the duration of Work wood flooring protection so as to avoid crushing, breaking and other damages of wooden planks. All work must be completed by Sunday August 21, 2016, and ready for campus use prior to start of the fall semester. Note that this project has two DSA numbers which requires the bidder to separate out costs for each of the two portions of work, but will be awarded on the basis of the lowest combined and responsive bid. Division 0 & 1 specifications cover both packages. Separate technical specifications and drawings are provided for the two DSA packages with the following general scope:

Package 1 – DSA No. 01-114882 includes: Demolition, new exterior doors & hardware and ADA slope modifications, new telescoping bleachers and lighting.

Package 2 – DSA No. 01-114959 includes: Sand, remove and refinish existing wood athletic floor, motorized basketball backstop winches, acoustical wall treatments, removal of existing lighting and replacing with energy efficient lighting, paint existing structure and selected walls.

Hard copies of plans and specifications shall be available for purchase at ARC located at 5753 Pacheco Blvd., Pacheco, California, Phone: (925) 682-6930. To purchase plans at ARC’s Public Planroom website use the link: https://order.e-arc.com/arcEOC/PWELL_Main.asp?mem=23. Go to the Public Planroom for access to the documents without a login required. Payment for hardcopies shall be the responsibility of the bidder, and shall be made directly to ARC. The District does not provide hardcopies of bid documents or reimburse cost of printing, delivery, or any expenses related to the bidding process.

For information directly from the District, you may also log in to the District Website: http://www.4cd.edu/webapps/PurchasingViewBids/default.aspx. Project documents available include but are not limited to plans, specifications, addenda, bidders lists, bid results, etc., and can be viewed on this District webpage.

All questions and/or request for clarification shall be submitted in writing via email only to:

Jovan Espirit – Contract Manager
Contra Costa Community College District
500 Court St., Martinez, CA 94553
Email: jespirit@4cd.edu
Facsimile: 925-370-6517

Contra Costa Community College District
Los Medanos College
L-638 Gymnasium Modernization
Each bid shall be made on the bid form, which is included in the Bid Documents and when submitted, shall be accompanied by a Bid Bond or Certified Cashier’s Check in the amount of 10% of bid (made payable to the Contra Costa Community College District). The District reserves the right to forfeit Bid Bond submitted for failure of the successful bidder to secure Payment & Performance Bonds.

**Important Information:**

- **Pre-Bid Meeting and Job Walk, Date / Time:** Tuesday February 9, 2016 at 10:00 AM (MANDATORY)
- **Pre-Bid Meeting and Job Walk, Location:** Los Medanos College 2700 East Leland Drive Pittsburg, CA 94565
  Meet in Room PS 20 (see Campus Map)
- **Last Date / Time for Bidder Questions:** February 18, 2016 at 2:00 PM
- **Last Day to Issue Addendum:** February 23, 2016 at 2:00 PM
- **Bids Due, Date / Time:** February 26, 2016 PRIOR to 2:00 PM
- **Bids Must Be Received at:** Contra Costa Community College District (Lobby) 500 Court St, Martinez, CA 94553
  Attn: Jovan Esprit – Contracts Manager (CCCCD)

Bids must be received by the District prior to the time and by the date noted above. Bids that are not received by the District prior to the time and by the date noted above will not be accepted or will be returned to the Bidder unopened.

The successful bidder will be required to furnish a labor and material bond in an amount equal to one hundred percent (100%) of the contract price and a faithful performance bond in an amount equal to one hundred percent (100%) of the contract price, said bonds to be secured from a surety company acceptable to the Contra Costa Community College District and authorized to execute such surety in the State of California.

This project is a public works project and is subject to prevailing wage rate laws. A copy of the prevailing rates of wages is on file with the Contracts & Purchasing Office of the Contra Costa Community College District. Said rates of wages shall be included in the contract for the work by this reference.

Attention is directed to Section 4100 through 4113 of the Public Contract Code concerning Subcontractors, with emphasis on Section 4104, known as the “Subletting and Subcontracting Fair Practices Act, effective July 1, 2014.

Attention is directed to Labor Code Section 1725.5 regarding Department of Industrial Relations (DIR) contractor registration process including registration criteria and implementation of DIR registration requirements. Labor Code Section 1771.7 establishes contractor’s obligation to submit Certified Pay Roll (CPR) to the Department of Labor and Standards Enforcement (DLSE) and public works monitoring and enforcement. Labor Code Section 1773.3 requires the District to submit a PWC-100 to DIR for all public works contract awarded effective January 1, 2015.

Attention is directed to Agreement Form, Article 5, and GENERAL CONDITIONS, Article 8, paragraphs 8.4.1 and 8.4.2, regarding liquidated damages. Liquidated Damages shall be set for $500 Dollars for each calendar day the work is delayed. The Governing Board of the Contra Costa Community College District reserves the right to reject any and all bids and/or waive any informality or irregularity in any bid received. No bidder may withdraw their Bid for a period of ninety (90) days after the date set for opening thereof.

**END OF SECTION 00100**
SECTION 00200

INSTRUCTIONS TO BIDDERS

1.1 ISSUING OF DOCUMENTS
A. Complete sets of Bidding Documents may be purchased at ARC Reprographic Services located at 5753 Pacheco Blvd., Pacheco, California, (925) 682-6930. Payment shall be made to ARC Reprographic Services for the cost of printing. To view and/or order documents via the internet, log on to https://order.e-arc.com/arcEOC/PWELL_Main.asp?mem=23. In the lower left side of the webpage under “PUBLIC PLANROOM”, click the “GO→” button and select the documents you need to order.

B. Bidding Documents may be examined at the Contra Costa Community College District, 500 Court Street, Martinez, CA 94553. By Appointment: Georgette Stewart, Facilities Department, phone: (925)229-6847.

1.2 QUALIFICATIONS OF BIDDERS
A. Bidders may be required to furnish evidence satisfactory to the District and the Architect that he has sufficient means and has had sufficient experience in the class of work called for to enable him to complete the Contract in a satisfactory manner.

B. Bidders shall be Contractors properly licensed in accordance with the laws of the State of California.

C. The successful Bidder shall furnish satisfactory Certificates of Insurance coverage as specified in the Contract Documents.

1.3 RECEIPT AND OPENING OF BIDS
A. Contra Costa Community College District hereinafter referred to as the District, will receive Bids at the same time and place specified in the Notice inviting Bids.

B. Complete the Bid Form included in the Project Manual.

C. The envelopes containing the Bids shall be sealed, addressed to the District, and designated as “L-638 Gymnasium Modernization Project – Contra Costa Community College District”. The envelope shall contain the name and address of the Bidder.

D. Bids that are mailed shall have the previously described envelope placed inside an envelope addressed to: CONTRA COSTA COMMUNITY COLLEGE DISTRICT, 500 Court Street, Martinez, CA 94553 ATTENTION: JOVAN ESPRIT, Contracts Manager. Bids should be mailed in time to be received prior to the time set forth in the Advertisement for Bids.

E. Bids which are conditional (or which make alterations, omissions, or reservations to the terms of the Bidding Documents) may be rejected as non-responsive.

F. All monetary figures are required, both in writing and in numerals. In event of conflict between written quotations and numerical quotations, written quotations shall govern.
G. Type or print all bid data legibly in ink except signatures which shall be in script. Mistakes may be crossed out and corrections inserted, if each is initialed in ink by signer of Bid.

H. Bidder's business address and signature shall be on the Bid. A Bid by a partnership shall furnish the full names of partners and be signed in the partnership name by one member of the partnership, or by authorized representative, followed by the signature and designation of the person signing. Bids by corporations, with corporate seal affixed, shall be signed with the legal name of the corporation followed by the name of the state of incorporation and by the signature and designation of the person authorized to bind it to the matter. The name of each person signing shall also be typed or printed below the respective signatures. When required by the District, satisfactory evidence of authority of the office signing in behalf of the corporation shall be furnished.

I. No Bids will be received after the date and time set forth in the Notice Inviting Bids.

1.4 BID SECURITY
A. Submit with the Bid a Bid Security in the amount of 10 percent (10%) of the Bid.
B. The District reserves the right to forfeit the Bid Bond submitted for failure of the successful bidder to secure Payment & Performance Bonds.

1.5 SURETY BONDS
A. The successful Bidder shall furnish a Labor and Material Payment Bond in the amount equal to one hundred percent (100%) of the Contract Price and a faithful Performance Bond in the amount equal to 100 percent (100%) of the Contract Price as security for the successful performance of the work and payment of persons performing labor and furnishing materials. The Bonds shall be executed by a surety company or companies acceptable to the District and authorized to execute such in the State in which the Project is located and shall be furnished within 10 days after Notice of Acceptance of said Bid. Surety shall be made in favor of the District and shall cover the guarantee periods as well as the construction period.

1.6 WITHDRAWAL OR REVISIONS OF BID
A. This Bid may be withdrawn or revised prior to the scheduled time for receipt. Bids not withdrawn prior to the scheduled time for receipt may not be withdrawn for a period of 90 days.

1.7 BID PROTESTS
A. Inquiries or questions based on alleged patent ambiguity of the plans, specifications or estimate must be communicated as a bidder inquiry prior to bid opening. Any such inquiries or questions, submitted after bid opening, will not be treated as a bid protest.
B. Bidder may file a protest with the District against the Bid of other Bidder or Bidders (“Bid Protest”) subject to the provisions of this Article. The procedures and time limits set forth in this Article are mandatory and are a Bidder’s sole and exclusive remedy in protesting other
Bidders’ bids. Failure to comply with these procedures shall constitute a waiver of any right to pursue a Bid Protest, or to contest the District’s award of the contract for the work that is the subject of the Bid, in any legal proceeding before any authority with jurisdiction.

C. Bid Protests and Responses shall be governed by the following time limitations:

1. Bidder must deliver any Bid Protest to the District in writing before 2:00PM five (5) working days after the date of bid opening. The District will reject any Bid Protest not received by the District by this deadline. Bidder must concurrently deliver a copy of its Bid Protest to all Bidders against whose Bids the Bid Protest is directed. The Bidder must include with its Bid Protest written proof to the District’s satisfaction that Bidder has delivered a copy of its Bid Protest to the other Bidder whose bid is the subject of the Bid Protest.

2. A Bidder whose Bid is the subject of a Bid Protest must deliver its written response, if any, (“Response”) to the District, before 2:00PM five (5) working days after the date of bid opening. The District will reject any Response not received by the District by this deadline.

D. Delivery of Bid Protest or Response:

1. Bidder may deliver a Bid Protest to the District by personal delivery or electronic transmission such as by facsimile. Bidder is solely responsible for ensuring that the District receives any Bid Protest or Response by the deadlines set forth herein.

2. The District will not consider Bid Protests or Responses by telephone conversation or any other non-written communication.

3. Bidder shall submit any Bid Protest or Response to:
   
   David Wetmore
   Director of Purchasing & Contracts
   Contra Costa Community College District
   500 Court Street, Martinez, CA. 94553
   925-370-7512 (fax)

E. Content of Bid Protest:

1. A Bid Protest must state the basis for the protest and provide supporting evidence.

2. A Bid Protest must refer to the specific portion of the Bid that forms the basis of the protest.

3. A Bid Protest must include the name, address, and telephone number of the person representing the protesting Bidder.

4. A Bid Protest must be clearly identified as a Bid Protest.

1.8 AWARD AND REJECTION OF BIDS

A. In awarding or rejecting Bids, the District reserves the following rights:

1. Identification of successful Bidder will not be determined at time of opening Bids.

2. To obtain opinion of counsel on legality and sufficiency of bids.

3. To reject all Bids, to re-bid, or waive irregularities or informalities in a Bid, and to accept or reject alternates.
4. Request proof that the successful Bidder can provide performance and payment bonds as required.

1.9 EXAMINE DOCUMENTS AND VISIT SITE

A. Before submitting a Bid, the Bidder shall examine the Bidding Documents, visit the site of the work, attend the required site visit arranged by the District and obtain Certification of Attendance signed by the District, ascertain existing conditions and limitations, including those of labor, and include in the Bid a sum to cover the cost of all items described in the Contract Documents.

B. No consideration will be granted for alleged misunderstanding of the materials to be furnished or work to be done. The tender of a Bid carries with it the agreement to terms and conditions referred to in the Contract Documents.

1.10 DISCREPANCIES, AMBIGUITIES, OR CONFLICTS

A. If the Bidder is in doubt as to the true meaning of any part of the Contract Documents; finds discrepancies, errors or omissions therein; or finds variances in any of the Contract Documents with applicable rules, regulations, ordinances and/or laws, a written request for an interpretation or correction thereof must be submitted to the District’s Contract Manager. Bidders are solely responsible for submitting to District’s Contract Manager such request. Ambiguities or inconsistencies arising as a result of separation of sections or portions of the drawings or specifications by or for subcontractor bidding shall not relieve the Contractor for providing the complete Work without increase to or adjustment in the Contract Price or the Time for performance. Interpretations or corrections of the Contract Documents will be by written addendum issued by the Architect. No person is authorized to render an oral interpretation or correction of any portion of the Contract Documents to any Bidder, and no Bidder is authorized to rely on any such oral interpretation or correction. Failure to request interpretation or clarification of any portion of the Contract Documents pursuant to the foregoing is a waiver of any discrepancy, defect or conflict therein.

1.11 ADDENDA

A. Cost for work included in any Addenda issued during the time of bidding shall be included in the Bid, and will become a part of the Contract. List Addenda received as indicated on the Bid Form.

1.12 FORM OF AGREEMENT

A. The form of agreement to be used for the Contract is provided by the District and is included in the Project Manual.
1.13 AWARD OF CONTRACT

A. The District will be allowed a period of ninety (90) days after Bid Opening Date for evaluating the Bids.

B. Bidders of record will be notified of the results of the District’s evaluation of bids and Award of Contract, if any.

C. The contractor shall begin work within ten (10) calendar days of receipt of Notice to Proceed.

END OF SECTION 00200
SECTION 00210
INFORMATION AVAILABLE TO BIDDERS

PART 1 - REPORT AND INFORMATION

1.1 Existence of reports, record drawings, and utility surveys: Contra Costa Community College District, its consultants, and prior contractors may have collected documents providing a general description of the site and conditions of the work. These documents may consist of geotechnical reports for and around the site, record drawings, utility drawings, and information regarding underground utilities. These reports, documents and other information are not part of the Contract Documents and do not show new work to be constructed, rather, they show existing conditions that Contractor may have to address as part of its construction planning.

1.2 Available Documentation: The following existing documentation is available for review through District office for this project:

A. Existing Gymnasium Drawings
B. Campus Utilities Maps

1.3 Contractor shall acknowledge and accept that the documents are not a part of the Contract Documents and are made available to bidders for reference only. The District and its representatives are not responsible for any and all discrepancies between the documents and the existing and actual as-built conditions, and do not guarantee the accuracy of the documents.

1.4 The District and Architect assume no responsibility for the completeness or accuracy of the documents or the records compiled there from and the interpretations made from the documents. There is no express or implied guarantee that the conditions indicated in the documents are representative of those existing throughout the building and/or site Conditions differing substantially from those indicated may be encountered.

END OF SECTION 00210
SECTION 00300
BID PROPOSAL FORM

PROJECT NUMBER / NAME: L-638 Gymnasium Modernization

CAMPUS / LOCATION: Los Medanos College, 2700 E. Leland Rd, Pittsburg, CA

DISTRICT: CONTRA COSTA COMMUNITY COLLEGE DISTRICT
500 Court St, Martinez, CA 94553
Herein Referred to as "District"

1. INTRODUCTION

A. The Bidder proposes to perform the Work for the Contract Sum and within the proposed Contract Time, based upon an examination of the site and the Bid and Contract Documents.

B. The Bidder certifies this Bid is submitted in good faith.

C. The Bidder agrees that the Contract Sum and other proposed terms will be considered in evaluating Bids and may be negotiated and adjusted before awarding of Contract.

D. The signed copy of the Certification of the Visit to the Site shall be attached to the Bid Form Submittal.

E. A fully executed Statement of Bidder's Qualifications signed by an authorized officer of the Bidder submitting the Bid shall be attached to the Bid Form.

F. A fully executed Non-Collusion Affidavit signed by an authorized officer of the Bidder submitting Bid shall be attached to the Bid Form.

G. The District shall award the contract to the lowest responsive and responsible Bidder. The evaluation of the low bid shall be based on the total of Item 2.A Base Bid DSA Project #01-114882 plus 2.B Base Bid DSA Project #01-114959

H. The District reserves the right to award the other Additive/Deductive Alternates through change orders as budget allows.

2. CONTRACT SUM

A. BASE BID DSA Project #01-114882
For labor, materials, bonds, fixtures, equipment, tools, transportation, services, sales taxes and other costs necessary to complete the general construction in accordance with the Contract Documents, for a stipulated Contract Sum in the amount of:

____________________________________________ Dollars    ($______________________)

B.  BASE BID DSA Project #01-114952

For labor, materials, bonds, fixtures, equipment, tools, transportation, services, sales taxes and other costs necessary to complete the general construction in accordance with the Contract Documents, for a stipulated Contract Sum in the amount of:

____________________________________________ Dollars    ($______________________)

Contractor Authorized Signature: ________________________________________________

3.  ADDITIVE ALTERNATES

A.  None

Provide all labor, materials, bonds, fixtures, equipment, tools, transportation, services, sales taxes and other costs necessary to complete this Alternate construction in accordance with the Contract Documents:

____________________________________________ Dollars    ($______________________)

B.  None

Provide all labor, materials, bonds, fixtures, equipment, tools, transportation, services, sales taxes and other costs necessary to complete this Alternate construction in accordance with the Contract Documents:

____________________________________________ Dollars    ($______________________)

C.  None

Provide all labor, materials, bonds, fixtures, equipment, tools, transportation, services, sales taxes and other costs necessary to complete this Alternate construction in accordance with the Contract Documents:
4. **COMPLETION TIME**

A. For establishing the Date of Final Completion the contract time for the Base Bids and Alternates shall be 136 *calendar days* after date of the Notice To Proceed. This time may be subject to modification to facilitate the work as mutually agreed upon at a later date.

B. The Bidder certifies that the Bid is based on the Contract Time for completion as stated above and in the Contract Documents. Bidder further certifies that the Base Bid amount is sufficient to cover all labor, materials, central office and construction site overhead, profit, and all other costs related to the completion of the Project for the entire Project construction time for both the General Contractor and all Subcontractors, as stated above in paragraphs 2 and 3.

5. **ADDEenda**

A. The Bidder acknowledges receipt of the following Addenda, and certifies the Bid has provided for all modifications and considerations required therein.

   None [ ]

   Addendum No.: ________ dated ________________

   Addendum No.: ________ dated ________________

   Addendum No.: ________ dated ________________

   Addendum No.: ________ dated ________________

   Addendum No.: ________ dated ________________

B. List of Additional Addenda Attached: Yes [ ] No. [ ].

6. **DESIGNATION OF SUBCONTRACTORS**

A. The Bidder has set forth a complete list indicating the type of work, name, and business address of each Subcontractor who will perform work in excess of one-half of one percent of the Contract Sum.

B. Any portion of the work in excess of the specified amount having no designated Subcontractor shall be performed by the Bidder.
C. Substitution of listed Subcontractors will not be permitted unless approved in advance by the District.

D. Prior to signing the Contract, the District reserves the right to reject any listed Subcontractor.

<table>
<thead>
<tr>
<th>Type of Work</th>
<th>Subcontractor's Name</th>
<th>Business Address</th>
<th>License #</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(4)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(5)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

E. Complete list of Subcontractors is attached: Yes [ ] No [ ]

F. Continuation list of Subcontractors is attached: Yes [ ] No [ ]

7. ACCEPTANCE AND AWARD

A. The District reserves the right to reject this Bid and to negotiate changes before or after execution of the Contract. This Bid shall remain open and shall not be withdrawn for a period of 90 days after Bid Opening date.

B. If written notice of acceptance of this Bid is mailed or delivered to the Bidder within 90 days after the date set for the receipt of this Bid, or other time before it is withdrawn, the Bidder will execute and deliver to the District a Contract prepared by the District with the required Surety Bonds and Certificates of Insurance, within 10 days after personal delivery or deposit in the mail of the notification of acceptance.

C. Notice of acceptance or request for additional information may be addressed to the Bidder at the address provided.

8. BID SECURITY

A. The required 10 percent (10%) Bid Security for this Bid is attached in the form of:

( ) Bid Bond Issued By: ________________________________
( ) Certified or Cashier’s Check No. ____________________________

Issued by: ____________________________

9. BIDDER’S BUSINESS INFORMATION

A. Individual [ ]:

Personal Name: ____________________________

Business Name: ____________________________

Address: ____________________________

__________________ Zip Code: __________

Telephone: ____________________________

Fax Number: ____________________________

B. Partnership [ ]:

Co-partners’ Names: ____________________________

Business Name: ____________________________

Address: ____________________________

__________________ Zip Code: __________

Telephone: ____________________________

Fax Number: ____________________________

C. Corporation [ ]:

Firm Name: ____________________________

Address: ____________________________
Zip Code ____________

Telephone: ____________________________

Fax Number: ____________________________

State of Incorporation: ____________________________

President: ____________________________

Secretary: ____________________________

Treasurer: ____________________________

Manager: ____________________________

D. Power of Attorney: Name: ____________________________

Title: ____________________________

E. Contractor License No. ____________ State of ____________

F. Bidder is submitting this proposal on behalf of a Joint Venture. Names, license numbers, and relevant information are given on a separate attachment:

Yes [ ] No [ ].

G. Upon request, furnish appropriate documentation to substantiate and/or support the data given.

10. The undersigned hereby certifies under penalty of perjury under the laws of the State of California that all the information submitted by the Bidder in connection with this Bid and all the representations herein made are true and correct.

Executed this day of ____________________________

Contractor’s License No. Expiration Date

______________________________

Firm Name

______________________________

Signature
By (Print or Type Name)

>Title

End of Section 00300
NONCOLLUSION AFFIDAVIT
(TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID)

State of California
County of Contra Costa

______________________________________________, being first duly sworn, deposes and says that he or she
is of ____________________________________________, the party making the foregoing bid that the bid is not
made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or
corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or
solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or
agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not
in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of
the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder,
or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that
all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her
bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will
not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or
agent thereof to effectuate a collusive or sham bid.

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: __________________________ Signature: ________________________________

State of California
County of Contra Costa

On __________________________, before me, __________________________, Notary Public personally appeared

______________________________________________, personally known to me (or proved to me on the basis of
satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me
that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the
instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing is true and correct.

WITNESS my hand and official seal.

Date: __________________________ Signature: ________________________________
Contra Costa Community College District (District), in accordance with Public Contract Code Section 20651.5, requires each prospective bidder for a contract, as described under Section 20651, to complete and submit to the district a standardized questionnaire and financial statement in a form specified by the district, including a complete statement of the prospective bidder’s financial ability and experience in performing public works. The questionnaire and financial statement shall be verified under oath by the bidder in the manner in which civil pleadings in civil actions are verified. The questionnaire responses of prospective bidders and their financial statements shall not be deemed public records and shall not be open to public inspection. All information requested must be provided and be current as of the date of the Bid.

I, ________________________________________________ being first duly sworn, depose and say:

(Name)

I am the ___________________________ of __________________________________

(Title)      (Company / Entity)

Firm Name: ________________________________ Check One: ☐ Corporation ☐ Partnership ☐ Sole Proprietor ☐ Joint Venture

(as it appears on license)

Contact Person: ____________________________________________

Address: ________________________________________________

Phone: ___________________________ Fax: ___________________________

Email: ___________________________ Tax ID No.: _______________________

If firm is a sole proprietor or partnership:

Owner(s) of Company __________________________________________

Contractor’s License Number(s): (California State License Board Classification)

______________________________________________________________

______________________________________________________________

Contra Costa Community College District
Los Medanos College
L-638 Gymnasium Modernization

Section 00400 - Page 1 of 11
Statement of Bidder’s Qualifications
**For Bidders That Are Corporations:**

1a. Date incorporated: ________________________________

1b. Under the laws of what state: ________________________________

1c. Provide all the following information for each person who is either (a) an officer of the corporation (president, vice president, secretary, treasurer), or (b) the owner of at least ten percent of the corporation’s stock.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Years with Co.</th>
<th>% Ownership</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1d. Identify every construction firm that any person listed above has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.

**NOTE:** For this question, “owner” and “partner” refer to ownership of ten percent or more of the business, or 10 percent or more of its stock, if the business is a corporation.

<table>
<thead>
<tr>
<th>Person’s Name</th>
<th>Construction Firm</th>
<th>Dates of Person’s Participation with Firm</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
For Bidders That Are Partnerships:

1a. Date of formation: ________________________________________

1b. Under the laws of what state: _______________________________

1c. Provide all the following information for each partner who owns 10 per cent or more of the firm.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Years with Partnership</th>
<th>% Ownership</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1d. Identify every construction company that any partner has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.

NOTE: For this question, “owner” and “partner” refer to ownership of ten per cent or more of the business, or ten per cent or more of its stock, if the business is a corporation.

<table>
<thead>
<tr>
<th>Person’s Name</th>
<th>Construction Company</th>
<th>Dates of Person’s Participation with Company</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**For Bidders That Are Sole Proprietorships:**

1a. Date of commencement of business. ____________________________

1b. Tax ID number of company owner ____________________________

1c. Identify every construction firm that the business owner has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.

   **NOTE:** For this question, “owner” and “partner” refer to ownership of ten per cent or more of the business, or ten per cent or more of its stock, if the business is a corporation.

<table>
<thead>
<tr>
<th>Person’s Name</th>
<th>Construction Company</th>
<th>Dates of Person’s Participation with Company</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**For Bidders That Intend to Make a Bid as Part of a Joint Venture:**

1a. Date of commencement of joint venture. ____________________________

1b. Provide all of the following information for each firm that is a member of the joint venture that expects to bid on one or more projects:

<table>
<thead>
<tr>
<th>Name of Firm</th>
<th>% Ownership of Joint Venture</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
For All Bidders

2. Has there been any change in ownership of the firm at any time during the last five years?
   NOTE: A corporation whose shares are publicly traded is not required to answer this question.
   ☐ Yes ☐ No
   If “yes,” explain on a separate signed page (referring to this question).

3. Is the firm a subsidiary, parent, holding company or affiliate of another construction firm?
   NOTE: Include information about other firms if one firm owns 50 per cent or more of another,
   or if an owner, partner, or officer of your firm holds a similar position in another firm.
   ☐ Yes ☐ No
   If “yes,” explain on a separate signed page (referring to this question).

4. Are any corporate officers, partners or owners connected to any other construction firms?
   NOTE: Include information about other firms if an owner, partner, or officer of your firm
   holds a similar position in another firm.
   ☐ Yes ☐ No
   If “yes,” explain on a separate signed page (referring to this question).

5. List all California construction license numbers, classifications and expiration dates of the
   California contractor licenses held by your firm:
   ____________________________________________
   ____________________________________________
   If more space is needed add a separate signed page (referring to this question).

6. If any of your firm’s license(s) are held in the name of a corporation or partnership, list below
   the names of the qualifying individual(s) listed on the CSLB records who meet(s) the experience
   and examination requirements for each license.
   ____________________________________________
   ____________________________________________
   If more space is needed add a separate signed page (referring to this question).

7. Has your firm changed names or license number in the past five (5) years?
   ☐ Yes ☐ No
   If “yes,” explain on a separate signed page, including the reason for the change, and all former
   names under which the firm has conducted business.

8. Has any owner, partner or (for corporations) officer of your firm operated another construction
   firm under any other name in the last five (5) years?
   ☐ Yes ☐ No
   If “yes,” explain on a separate signed page (referring to this question), including the reason for
   the change.
9. Have you attached your latest copy of a **REVIEWED** OR **AUDITED** financial statement with accompanying notes and supplemental information?
   □ Yes □ No

   **NOTE:** A financial statement that is not either reviewed or audited is not acceptable. A letter verifying availability of a line of credit may also be attached; however, it will be considered as supplemental information only, and is not a substitute for the required financial statement.

10. Is the attached Financial Statement for the identical organization of the Bidder?
    □ Yes □ No

    If “no”, explain the relationship and financial responsibility of the organization whose financial statement of provided (i.e., parent/subsidiary, etc.)

    ________________________________

    If more space is needed add a separate signed page (referring to this question).

11. Contractor possesses a **VALID AND CURRENT** California Contractor’s license for the project or projects for which it intends to submit a bid.
    □ Yes □ No

12. List the categories of work your firm typically performs with its own forces, and check the adjacent boxes of those categories of work that will be self-performed on this project

   __________________________________________  __________________________________________

   __________________________________________  __________________________________________

   __________________________________________  __________________________________________

13. On a separate signed page (referring to this question), list all construction projects your organization has in progress and for each project listed, state; (i) a general description of the work performed or to be performed by your organization; (ii) the owner’s name, name of the owner’s representative, the owner's address and telephone number; (iii) the project architect, address and telephone number; (iv) percent presently completed and (v) the scheduled completion date.

14. On a separate signed page (referring to this question), list all construction projects completed by your organization in the past three years, and for each project, state: (i) a general description of the work performed by your organization on the project; (ii) the owner’s name, name of the owner's representative, the owner's address and telephone number; (iii) the initial and final contract amount; (iv) the initial and final dates of completion; and (v) whether the project was completed within contract time and contract budget.
15. Has a claim or other demand ever been made against your organization’s California Contractors License Bond?
   [ ] Yes [ ] No
   If yes, on a separate signed page (referring to this question), state the following: (i) the name, address and telephone number of each person or entity making claim or demand; (ii) the date of each claim or demand; (iii) the circumstances giving rise to each such claim or demand; and (iv) the disposition of each such claim or demand.

16. Has a complaint ever been filed against your organization’s California Contractors License with the California Contractors State License Board (CSLB)?
   [ ] Yes [ ] No
   If yes, on a separate signed page (referring to this question), state the following for each complaint: (i) the name, address and telephone number of each person or entity making the complaint; (ii) the date of each complaint; (iii) the circumstances giving rise to each such complaint; and (iv) the disposition of each such complaint, including without limitation, any disciplinary or other action imposed or taken by the California Contractors State License Board as a result of any such complaint.

17. Have any lawsuits or other proceedings ever been brought against your organization or any of its principals or officers in connection with any construction contract or construction project?
   [ ] Yes [ ] No
   If “yes,” on a separate signed page (referring to this question) describe the circumstances, the amount or relief sought and the disposition of each such lawsuit or other proceeding.

18. Has your organization ever filed a lawsuit or initiated other proceedings in connection with any construction contract or construction project?
   [ ] Yes [ ] No
   If “yes,” on a separate signed page (referring to this question) describe the circumstances, the amount or relief sought and the disposition of each such lawsuit or other proceeding.

19. Are there any judgments, orders or arbitration awards pending, outstanding or by which your organization or any of its officers or principals are bound by?
   [ ] Yes [ ] No
   If “yes,” on a separate signed page (referring to this question) describe each such judgment, order or arbitration award and the present status of the satisfaction or discharge thereof.

20. Has any California State License Board (CSLB) license held by your firm, or its Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) been suspended or revoked within the last five (5) years?
   [ ] Yes [ ] No

21. Has your organization ever failed to complete a construction contract?
   [ ] Yes [ ] No
If “yes,” on a separate signed page (referring to this question) state the following: (i) describe each such contract; (ii) the owner’s name, address and telephone number; (iii) a description of the project; and (iv) the circumstances of the failure to complete.

22. Has your organization ever been declared in default of a construction contract?
   ☐ Yes ☐ No
   If “yes,” on a separate signed page (referring to this question) state the following: (i) describe each such contract; (ii) the owner’s name, address and telephone number; (iii) a description of the project; and (iv) the circumstances of the declaration of default.

23. Has a claim or other demand ever been asserted against any Bid Bond, Performance Bond or Labor and Material Payment Bond posted by your organization in connection with any construction contract or your submittal of a bid or proposal on a construction contract?
   ☐ Yes ☐ No
   If “yes,” on a separate signed page (referring to this question) state the following: (i) state the name, address and telephone number of each such claimant; (ii) the date of the claim; and (iii) the disposition thereof.

24. At the time of submitting this qualification form, is your firm ineligible to bid on or be awarded a public works contract, or perform as a subcontractor on a public works contract, pursuant to either Labor Code section 1777.1 or Labor Code section 1777.7?
   ☐ Yes ☐ No

25. At any time during the last five (5) years, has your firm, or any of its owners, officers, or partners been convicted of a crime involving the awarding of a contract of a government or Public construction project, or the bidding or performance of a government or Public contract?
   ☐ Yes ☐ No

26. Has your firm or any of its owners, officers, or partners ever been convicted of a crime involving any federal, state, or local law related to bidding, awarding, or performance of any construction contract?
   ☐ Yes ☐ No

27. Has your firm or any of its owners, officers or partners ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or material misrepresentation to any public agency or entity in any way related to any construction contract?
   ☐ Yes ☐ No

28. Is your firm CURRENTLY the debtor in a bankruptcy case?
   ☐ Yes ☐ No

29. In the last twelve (12) months has your firm, or any firm with which any of your company’s owners, officers or partners was associated, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?
NOTE: “Associated with” refers to another construction firm in which an owner, partner or officer of your firm held a similar position.

☐ Yes ☐ No

If YES, on a separate signed page (referring to this question) state the following: (i) describe each such project; (ii) the owner’s name, address and telephone number; (iii) the circumstances and specific reason given for being prevented from bidding on or completing the project.

30. Has your organization ever refused to sign a contract awarded to it?

☐ Yes ☐ No

If YES, on a separate signed page (referring to this question) state the following: (i) describe each such contract; (ii) the owner's name, address and telephone number; (iii) a description of the project; and (iv) the circumstances of the refusal to sign the contract.

31. In the last twelve (12) months has your firm been denied an award of a public works contract based on a finding by a public agency that your company was NOT a responsible bidder?

☐ Yes ☐ No

If YES, on a separate signed page (referring to this question) state the following: (i) describe each such contract; (ii) the owner's name, address and telephone number; (iii) a description of the project; and (iv) the circumstances of the determination.

32. Contractor has CURRENT workers’ compensation insurance policy as required by the Labor Code or is legally self-insured pursuant to Labor Code section 3700 et. seq.

☐ Yes ☐ No

Contractor is exempt from this requirement, because it has no employees

33. Within the last two (2) years has there ever been a period when your firm had employees but was without Workers’ Compensation insurance or state-approved self-insurance?

☐ Yes ☐ No

34. Attach to this statement true and correct copies of the following:

34.1 Your organization's California Contractor's License (the copy must clearly and legibly show: (i) the licensee name; (ii) the expiration date; and (iii) the classification(s) of licensure).

34.2 The Contractor’s License Bond posted by your organization in connection with your organization's California Contractor's License pursuant to California Business & Professions Code 7071.5 and 7071.6 (the copy must clearly and legibly show; (i) the Bond number or other information sufficient for identification; (ii) the name, address and telephone number of the Surety on the Bond; (iii) the signature of the individual executing the Bond on behalf of the Surety and if such individual's authority is conferred by a power of attorney or by such individual's authority is conferred by a power of attorney or by such individual's designation as an attorney in fact on behalf of the Surety, include a clear and legible copy of such power of attorney or attorney in fact designation; (iv) the principal on such Bond; and (v) the expiration date of such Bond).
34.3 If your organization's California Contractor's License is issued by virtue of the qualification of a responsible managing employee or responsible managing officer of your organization, the Qualifier's Bond, if required pursuant to California business & Professions Code 7071.9 (the copy must clearly and legibly show; (i) the bond number or other information sufficient for identification; (ii) the name, address and telephone number of the Surety on the Bond; (iii) the signature of the individual executing the Bond on behalf of the Surety and if such individual's authority is conferred by a power of attorney or by such individual's designation as an attorney in fact on behalf of the Surety, include a clear and legible copy of such power of attorney or attorney in fact designation; (iv) the principal on such Bond; and (v) the expiration date of such Bond.

35. Certification

The responses to each and all of the foregoing are complete and accurate; there are no omissions of material fact or information such that would render any of the foregoing false or misleading; there are no misstatements of fact in any of the foregoing.

I, the undersigned, certify and declare that I have read all the foregoing answers to this Section and know their contents. The matters stated in the above answers are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true. I declare under penalty of perjury under the laws of the State of California, that the foregoing is correct.

Dated: ________________

(Printed Name)

(Signature)

NOTARY PUBLIC

ACKNOWLEDGEMENT (By Corporation, Partnership or Individual)

STATE OF CALIFORNIA )
 ) ss.
COUNTY OF CONTRA COSTA )

On ________________, before me, _____________________________, Notary Public, personally appeared ____________________, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing is true and correct.

Witness my hand and official seal.

Contra Costa Community College District
Los Medanos College
L-638 Gymnasium Modernization
END OF SECTION 00400
CERTIFICATION OF SITE VISIT

The Governing Board of the
Contra Costa Community College District
500 Court Street
Martinez, California  94553

Gentlemen/Ladies:

I visited the __________________________ job site,

on _________________ at ______________ A.M. P.M (Circle one)

to inspect the proposed work, which would be turned over to me in its present condition, with a representative of the Contra Costa Community College District in order to acquaint myself with the proposed work so that I might fully understand the facilities, difficulties, and restrictions attending the execution of the work under the contract, and acknowledge I had the opportunity to check the Record Drawing as-built drawings and/or previous Contract Documents, site conditions and Bid Documents with the authorized representative of the District.

Owner Representative:

________________________________________ __________________________
Project Manager – CCCCD Facilities Date

or

________________________________________ __________________________
Manager – Buildings & Grounds Date

Bidder:

________________________________________
Name of Firm or Company

________________________________________
Authorized Signatory

________________________________________
Address

________________________________________
Phone Number Fax Number

NOTE: Any bidder who fails to return this CERTIFICATION, fully executed, including signature of company representative AND a Contra Costa Community College District representative, with the proposal form, may have their bid rejected as non-responsive.

END OF SECTION 00450
PAYMENT BOND
(CALIFORNIA PUBLIC WORK)

KNOW ALL MEN BY THESE PRESENTS:

THAT WHEREAS, the Contra Costa Community College District (sometimes referred to hereinafter as “Obligee”) has awarded to ______________________________ (hereinafter designated as the “Principal” or “Contractor”), an agreement for the work described as follows: ______________________________________ (hereinafter referred to as the “Public Work”); and

WHEREAS, said Contractor is required to furnish a bond in connection with said Contract, and pursuant to California Civil Code Section 9550;

NOW, THEREFORE, We, ______________________________________, the undersigned Contractor, as Principal; and ______________________________________, a corporation organized and existing under the laws of the State of ____________, and duly authorized to transact business under the laws of the State of California, as Surety, are held and firmly bound unto the Contra Costa Community College District and to any and all persons, companies, or corporations entitled by law to file stop notices under California Civil Code Section 9100, or any person, company, or corporation entitled to make a claim on this bond, in the sum of __________________ Dollars ($___________), said sum being not less than one hundred percent (100%) of the total amount payable by said Obligee under the terms of said Contract, for which payment will and truly to be made, we bind ourselves, our heirs, executors and administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that if said Principal, its heirs, executors, administrators, successors, or assigns, or subcontractor, shall fail to pay any person or persons named in Civil Code Section 9100; or fail to pay for any materials, provisions, or other supplies, used in, upon, for, or about the performance of the work contracted to be done, or for any work or labor thereon of any kind, or for amounts due under the Unemployment Insurance Code, with respect to work or labor thereon of any kind; or shall fail to deduct, withhold, and pay over to the Employment Development Department, any amounts required to be deducted, withheld, and paid over by Unemployment Insurance Code Section 13020 with respect to work and labor thereon of any kind, then said Surety will pay for the same, in an amount not exceeding the amount herein above set forth, and in the event suit is brought upon this bond, also will pay such reasonable attorneys’ fees as shall be fixed by the court, awarded and taxed as provided in California Civil Code Sections 9550 et seq.

This bond shall inure to the benefit of any person named in Civil Code Section 9100 giving such person or his/her assigns a right of action in any suit brought upon this bond.

It is further stipulated and agreed that the Surety of this bond shall not be exonerated or released from the obligation of the bond by any change, extension of time for performance, addition, alteration or modification in, to, or of any contract, plans, or specifications, or agreement pertaining or relating to any scheme or work of improvement herein above described; or pertaining or relating to the furnishing of labor, materials, or equipment therefor; nor by any change or modification of any terms of payment or extension of time for payment pertaining or
relating to any scheme or work of improvement herein above described; nor by any rescission or attempted rescission of the contract, agreement or bond; nor by any conditions precedent or subsequent in the bond attempting to limit the right of recovery of claimants otherwise entitled to recover under any such contract or agreement or under the bond; nor by any fraud practiced by any person other than the claimant seeking to recover on the bond; and that this bond be construed most strongly against the Surety and in favor of all persons for whose benefit such bond is given; and under no circumstances shall the Surety be released from liability to those for whose benefit such bond has been given, by reason of any breach of contract between the Obligee and the Contractor or on the part of any obligee named in such bond; that the sole condition of recovery shall be that the claimant is a person described in California Civil Code Sections 9100, and who has not been paid the full amount of his or her claim; and that the Surety does hereby waive notice of any such change, extension of time, addition, alteration or modification herein mentioned.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this___________ day of ____________, 20____.

PRINCIPAL/CONTRACTOR:

__________________________________________

By: _______________________________________

SURETY:

__________________________________________

By: _______________________________________

Attorney-in-Fact
IMPORTANT: THIS IS A REQUIRED FORM.

Surety companies executing bonds must possess a certificate of authority from the California Insurance Commissioner authorizing them to write surety insurance defined in California Insurance Code Section 105, and if the work or project is financed, in whole or in part, with federal, grant or loan funds, Surety’s name must also appear on the Treasury Department’s most current list (Circular 570 as amended).

Any claims under this bond may be addressed to:

(Name and Address of Surety)  (Name and Address of agent or representative for service for service of process in California)

__________________________________________  ____________________________

__________________________________________  ____________________________

Telephone: ________________  Telephone: ________________

STATE OF CALIFORNIA  )
 ) ss.
COUNTY OF  )

On ___________________________ before me, ______________________________________, a Notary Public in and for said State, personally appeared _______________________________, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument as the Attorney-in-Fact of the _____________________ (Surety) and acknowledged to me that he/she/they subscribed the name of the _____________________ (Surety) thereto and his own name as Attorney-in-Fact on the executed instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

______________________________  (SEAL)
Notary Public in and for said State

Commission expires: _____________________

NOTE: A copy of the power-of-attorney to local representatives of the bonding company must be attached hereto.
CONTRACT PERFORMANCE BOND
(CALIFORNIA PUBLIC WORK)

KNOW ALL MEN BY THESE PRESENTS:

THAT WHEREAS, Contra Costa Community College District (sometimes referred to hereinafter as “Obligee”) has awarded to __________________________________________ (hereinafter designated as the “Principal” or “Contractor”), an agreement for the work described as follows: ____________________________________ (hereinafter referred to as the “Public Work”); and

WHEREAS, the work to be performed by the Contractor is more particularly set forth in that certain contract for said Public Work dated _____________ ____________________, (hereinafter referred to as the “Contract”), which Contract is incorporated herein by this reference; and

WHEREAS, the Contractor is required by said Contract to perform the terms thereof and to provide a bond both for the performance and guaranty thereof.

NOW, THEREFORE, we, ______________________________________, the undersigned Contractor, as Principal, and ________________________________, a corporation organized and existing under the laws of the State of ________________, and duly authorized to transact business under the laws of the State of California, as Surety, are held and firmly bound unto the Contra Costa Community College District in the sum of _______________________________________ Dollars ($_______________), said sum being not less than one hundred percent (100%) of the total amount payable by said Obligee under the terms of said Contract, for which amount well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT, if the bounded Contractor, his or her heirs, executors, administrators, successors or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions, and agreements in said Contract and any alteration thereof made as therein provided, on his or her part, to be kept and performed at the time and in the manner therein specified, and in all respects according to their intent and meaning; and shall faithfully fulfill guarantees of all materials and workmanship; and indemnify, defend and save harmless the Obligee, its officers and agents, as stipulated in said Contract, then this obligation shall become null and void; otherwise it shall be and remain in full force and effect.

The Surety, for value received, hereby stipulates and agrees that it shall not be exonerated or released from the obligation of this bond (either by total exoneration or pro tanto) by any change, extension of time, alteration in or addition to the terms of the contract or to the work to be performed there under or the specifications accompanying the same, nor by any change or modification to any terms of payment or extension of time for any payment pertaining or relating to any scheme of work of improvement under the contract. Surety also stipulates and agrees that it shall not be exonerated or released from the obligation of this bond (either by total exoneration or pro tanto) by any overpayment or underpayment by the Obligee that is based upon estimates
approved by the Architect. The Surety stipulates and agrees that none of the aforementioned changes, modifications, alterations, additions, extension of time or actions shall in any way affect its obligation on this bond, and it does hereby waive notice of any such changes, modifications, alterations, additions or extension of time to the terms of the contract, or to the work, or the specifications as well notice of any other actions that result in the foregoing.

Whenever Principal shall be, and is declared by the Obligee to be, in default under the Contract, the Surety shall promptly either remedy the default, or shall promptly complete the Contract through its agents or independent contractors, subject to acceptance and approval of such agents or independent contractors by Obligee as hereinafter set forth, in accordance with its terms and conditions and to pay and perform all obligations of Principal under the Contract, including, without limitation, all obligations with respect to warranties, guarantees and the payment of liquidated damages; or, at Obligee’s sole discretion and election, Surety shall obtain a bid or bids for completing the Contract in accordance with its terms and conditions, and upon determination by Obligee of the lowest responsible bidder, arrange for a contract between such bidder and the Obligee and make available as Work progresses (even though there should be a default or succession of defaults under the contract or contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the “balance of the Contract price” (as hereinafter defined), and to pay and perform all obligations of Principal under the Contract, including, without limitation, all obligations with respect to warranties, guarantees and the payment of liquidated damages. The term “balance of the Contract price,” as used in this paragraph, shall mean the total amount payable to Principal by the Obligee under the Contract and any modifications thereto, less the amount previously paid by the Obligee to the Principal, less any withholdings by the Obligee allowed under the Contract.

Surety expressly agrees that the Obligee may reject any agent or contractor which may be proposed by Surety in fulfillment of its obligations in the event of default by the Principal. Unless otherwise agreed by Obligee, in its sole discretion, Surety shall not utilize Principal in completing the Contract nor shall Surety accept a bid from Principal for completion of the work in the event of default by the Principal.

No final settlement between the Obligee and the Contractor shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

The Contractor and Surety shall remain responsible and liable for all patent and latent defects that arise out of or are related to the Contractor’s failure and/or inability to properly complete the Public Work as required by the Contract and the Contract Documents. The obligation of the Surety hereunder shall continue so long as any obligation of the Contractor remains.

Contractor and Surety agree that if the Obligee is required to engage the services of an attorney in connection with enforcement of the bond, Contractor and Surety shall pay Obligee’s reasonable attorneys’ fees incurred, with or without suit, in addition to the above sum.

In the event suit is brought upon this bond by the Obligee and judgment is recovered, the Surety shall pay all costs incurred by the Obligee in such suit, including reasonable attorneys’ fees to be fixed by the Court.
IN WITNESS WHEREOF, we have hereunto set our hands and seals this ____ day of _____________, 2010.

PRINCIPAL/CONTRACTOR:

____________________________________

By: __________________________________

SURETY:

____________________________________

By: __________________________________

Attorney-in-Fact

The rate of premium on this bond is ______________________________ per thousand.

The total amount of premium charged: $__________________________ (This must be filled in by a corporate surety).

IMPORTANT: THIS IS A REQUIRED FORM.

Surety companies executing bonds must possess a certificate of authority from the California Insurance Commissioner authorizing them to write surety insurance defined in California Insurance Code Section 105, and if the work or project is financed, in whole or in part, with federal, grant or loan funds, Surety’s name must also appear on the Treasury Department’s most current list (Circular 570 as amended).

Any claims under this bond may be addressed to:

(Name and Address of Surety) (Name and Address of agent or representative for service for service of process in California)

____________________________________  ______________________________

____________________________________  ______________________________

Telephone: __________________________ Telephone: __________________________
STATE OF CALIFORNIA  )
) ss.
COUNTY OF  
)

On ___________________________ before me, ________________________________
(insert name and title of the officer)

On ____________________________, before me, ____________________________, a Notary
Public in and for said State, personally appeared _______________________________, who
proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument as the Attorney-in-Fact of the _____________________
(Surety) and acknowledged to me that he/she/they subscribed the name of the
____________________ (Surety) thereto and his own name as Attorney-in-Fact on the
executed instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the
foregoing paragraph is true and correct.

WITNESS my hand and official seal.

__________________________
Notary Public in and for said State

Commission expires:____________________

NOTE: A copy of the power-of-attorney to local representatives of the bonding company
must be attached hereto.
SECTION 00510

NOTICE OF AWARD

DATE: ______________ 

TO: _____________________________________________

ADDRESS: _______________________________________

PROJECT: ________________________________________

The Contract Sum of your contract is _____________________________ Dollars, ($_________________).

You must comply with the following conditions within ten (10) calendar days of the date of this Notice of Award, that is, by ________________.

1. You must deliver to the District two fully executed counterparts of Section 00600, “Construction Agreement.”

2. You must deliver to the District the “Contract Performance Bond,” and “Payment Bond,” executed by you and your surety, which are included in Section 00500.

3. You must deliver to District the insurance certificates required in Section 00700, for insurance required in Section 00600, Construction Agreement.

Failure to comply with these conditions within the time specified will entitle District to consider your bid abandoned, to annul this Notice of Award, and to declare your Bid Security forfeited. Within ten (10) calendar days after you comply with these conditions, the District will return to you one fully signed counterpart of the Construction Agreement.

Contra Costa Community College District

By: ________________________________

Title: ________________________________

END OF DOCUMENT
This Agreement shall not be enforceable until ratified and approved by the Contra Costa Community College District’s Governing Board. The estimated board meeting date is March 23, 2016.

§1.1 Parties: (Public Agency) CONTRA COSTA COMMUNITY COLLEGE DISTRICT
500 Court St, Martinez, CA 94553

(Contractor) ____________________________________________________________
Address: __________________________________________
________________________________________________________

§1.2 Effective Date: _________________________

§1.3 The Work: L-638 Gymnasium Modernization

§1.4 Completion Time: 136 Calendar Days from the Notice to Proceed.

§1.5 Liquidated Damages: $500 / per calendar day Work is delayed

§1.6 Public Agency’s Agent: CONTRA COSTA COMMUNITY COLLEGE DISTRICT (“District”) (§1.7) Contract Sum: _______MILLION_____THOUSAND,_____HUNDRED DOLLARS and NO CENTS ($00,000,000.00)

2. SCOPE OF WORK:

In general, the Work consists of demolition, removal and proper disposal of various existing building components and providing materials, labor and equipment to perform various new improvements, including but not limited to: paint bleachers, acoustical panels, A/V system, scoreboards, clocks, and backboards in an existing 17,650 square foot gymnasium located at Los Medanos College, 2700 East Leland Drive, Pittsburg, CA as shown in drawings and specifications prepared by LPAS Architecture. Contractor will be required to install and maintain throughout the duration of Work wood flooring protection so as to avoid crushing, breaking and other damages of wooden planks. All work must be completed by Sunday August 21, 2016, and ready for campus use prior to start of the fall semester.

3. WORK CONTRACT, CHANGES

(a) By their signatures below, effective on the above date, these parties promise and agree as set forth in this Agreement, incorporating by these references labor and materials contained in Section 2, Scope of Work.

(b) Contractor shall, at Contractor’s own cost and expense, and in a workmanlike manner, fully and faithfully perform and complete the work; and will furnish all materials, labor, services, equipment, and transportation necessary, convenient and proper in order fairly to perform the requirements of this contract, all strictly in accordance with the Public Agency’s plans, drawings and specifications.
(c) The work can be changed only with Public Agency’s prior written order specifying such change and its cost agreed to by the parties; and the Public Agency shall never have to pay more than specified in Section 1.7 without such an order.

4. **TIME: NOTICE TO PROCEED AND ACCEPTANCE**

(a) Contractor shall start this work as directed in the specifications or the Notice to Proceed and shall complete it as specified in Section 1, Completion Time.

(b) Partial Acceptance – If at any time during the prosecution of the project, the Contractor substantially completes the Phase of Work of the Project, the Contractor may request the District to make an inspection of the Phase of Work. If the District finds upon inspection that the Phase of Work has been satisfactorily completed in compliance with the contract, the District may accept that Phase of Work as being completed provided that the Contractor shall remain responsible for completion of any Remaining Work of such Phase of the Project. Phases of Work of the project eligible for the Partial Acceptance allowed in this paragraph shall be identified specifically in the Contract Documents as Phases of Work to be eligible for Partial Acceptance. Such Partial Acceptance shall in no way void or alter any of the terms of the Contract.

(c) Remaining Work after Substantial Completion. If the Architect or District determines that the work required by the Contract is Substantially Complete during any inspection conducted pursuant to this Agreement or Specification Section 01770, Contract Closeout Procedures, the Contractor shall be notified of that determination and the District shall determine if there is Remaining Work. A list of Remaining Work shall be issued only by the District or the Architect and only after the District has certified Substantial Completion. The District or Architect shall give the Contractor the necessary instructions for correction or completion of the Remaining Work, and the Contractor shall immediately comply with and execute such instructions within the Contract Time. Upon completion of the Remaining Work, another inspection shall be made that shall constitute the Final Inspection, provided the Remaining Work has been completed to the satisfaction of the District. If the remaining work has been completed to the satisfaction of the District, the District shall make the final acceptance and notify the Contractor in writing of this acceptance as of the date of Final Inspection.

(d) Final Acceptance – Upon due notice from the Contractor of completion of the entire project, the District shall make an inspection. If all construction provided for and contemplated by the contract is found to be completed to the District’s satisfaction then that inspection shall constitute the Final Inspection and the District shall notify the Contractor in writing of final acceptance effective as of the date of the Final Inspection.

(e) Default for failure to Complete Remaining Work In the event the Contract Time expires before the Remaining Work is completed to the satisfaction of the District, the District may provide notice to the Contractor that the Remaining Work shall be completed by Contractor to the satisfaction of the District within ten consecutive calendar days from the date of such notice. The failure of the Contractor to satisfactorily complete the Remaining Work within the ten days shall entitle District to declare Contractor in default and thereafter terminate the Contract. The ten-day notice provided under this paragraph shall not be construed as adding any time to the Contract Time and is a time period solely for the purposes of providing notice of default.

(f) Application for Final Payment. After the Contractor has completed all Remaining Work to the satisfaction of the District and delivered all maintenance and operating instructions, schedules, guarantees, warranties, bonds, certificates of inspection, marked-up record documents and other documents as required by the Contract, and after the District or Architect has indicated that the work is acceptable, Contractor may make
application for final payment following the Payments Procedures for progress payments. The final application for payment shall be accompanied by all documentation called for in the Contract Documents, together with complete and legally effective releases or waivers (satisfactory to the District) of all liens arising out of or filed in connection with the work on the project.

(g) Final Payment and Acceptance. If the Architect determines that the work has been completed and the Contractor’s other obligations under the Contract have been fulfilled, the Architect shall, within ten working days after receipt of the final application for payment, indicate in writing the Architect’s recommendation of payment and present the application to District for payment. Thereupon the Architect shall prepare a Certificate of Final Completion. Otherwise, Architect shall return the application to Contractor indicating in writing the reasons for refusing to recommend final payment. Contractor shall make the corrections identified in the Architect’s refusal to recommend final payment. Thirty days after presentation to District of the application and accompanying documentation, with the Architect’s recommendation and notice of acceptability of the work, the amount recommended by Architect shall be come due and payable by District to Contractor.

5. LIQUIDATED DAMAGES

5.1 LIQUIDATED DAMAGES - SUBSTANTIAL COMPLETION

If the Contractor fails to complete this contract and this Work or Phase of Work within the time fixed therefore, allowance being made for contingencies as provided herein, Contractor becomes liable to the Public Agency for all its loss and damage there from; and because, from the nature of the case, it is and will be impracticable and extremely difficult to ascertain and fix the Public Agency's actual damage from any delay in performance hereof, it is agreed that Contractor will pay as liquidated damages to the Public Agency the reasonable sum specified in Section 1, the result of the parties’ reasonable endeavor to estimate fair average compensation therefore, for each calendar day’s delay in finishing said Work or Phase of Work; and if the same be not paid, Public Agency may, in addition to its other remedies, deduct the same from any money due or to become due Contractor under this Contract. If the Public Agency for any cause authorizes or contributes to a delay, suspension of work or extension of time, its duration shall be added to the time allowed for completion, but it shall not be deemed a waiver nor be used to defeat any right of the Agency to damages for non-completion or delay hereunder. Pursuant to Government Code Section 4215, the Contractor shall not be assessed liquidated damages for delay in completion of the work, when such delay was caused by the failure of the Public Agency or the owner of a utility to provide for removal or relocation of existing utility facilities.

5.2 LIQUIDATED DAMAGES-THE REMAINING WORK.

The Remaining Work, as such work is determined by the Public Agency or Public Agency's Representative, shall be completed within the Contract Time or any proper extension thereof granted by Public Agency. If the Contractor shall neglect, fail or refuse to complete the Remaining Work within the Contract Time or any proper extension thereof granted by the Public Agency, then the Contractor does hereby agree, as part consideration for the awarding of this Contract, to pay to the Public Agency the amount specified in the Contract, not as a penalty but as liquidated damages for the Remaining Work for each such breach of Contract set forth herein for each and every consecutive calendar day that the Contractor shall be in default after expiration of the Contract Time.

6. INTEGRATED DOCUMENTS

The plans, drawings and specifications and special provisions of the Public Agency's Notice Inviting Bids, and Contractor’s accepted bid for this work are hereby incorporated into this Contract; and they are intended to cooperate, so that anything exhibited in the plans or drawings and not mentioned in the specifications or special

Contra Costa Community College District
Los Medanos College
L-638 Gymnasium Modernization
provisions, or vice versa, is to be executed as if exhibited, mentioned and set forth in both, to the true intent and meaning thereof when taken all together; and differences of opinion concerning these shall be finally determined by the Public Agency.

7. **PAYMENT**

(a) For strict and literal fulfillment of these promises and conditions, and full compensation for all this work, the Public Agency shall pay the Contractor the sum specified in Section 1, except that in unit price contracts the payment shall be for finished quantities at unit bid prices.

(b) On or about the first day of each calendar month, the Contractor shall submit to the Public Agency a verified application for payment, supported by a statement showing all materials actually installed during the preceding month, the labor expended thereon, and the cost thereof; whereupon, after checking, the Public Agency shall issue to Contractor a certificate for the amount determined to be due, minus ten (10%) percent thereof pursuant to the Public Agency’s General Terms and Conditions, but not until defective work and materials have been removed, replaced and made good.

8. **PAYMENTS WITHHELD**

(a) The Public Agency or its agent may withhold any payment, or because of later discovered evidence nullify all or any certificate for payment, to such extent and period of time only as may be necessary to protect the Public Agency from loss because of:

1. Defective work not remedied, or work not completed, or
2. Claims filed or reasonable evidence indicating probable filing, or
3. Failure to properly pay subcontractors or for material or labor, or
4. Reasonable doubt that the work can be completed for the balance then unpaid, or
5. Damage to another contractor, or
6. Damage to the Public Agency, other than damage due to delays.

(b) The Public Agency shall use reasonable diligence to discover and report to the Contractor, as the work progresses, the materials and labor which are not satisfactory to it, so as to avoid unnecessary trouble or cost to the Contractor in making good any defective work or parts.

(c) Thirty-five (35) calendar days after Public Agency files its notice of completion of the entire work, it shall issue a certificate to the Contractor and pay the balance of the contract price after deducting all amounts withheld under this contract, provided the Contractor shows that all claims for labor and materials have been paid, no claims have been presented to the Public Agency based on acts or omissions of the Contractor, and no liens or withhold notices have been filed against the work or site, and provided there are not reasonable indications of defective or missing work or of late-recorded notices of liens or claims against Contractor.

9. **INSURANCE**

Before the commencement of the Work, the Contractor shall purchase from and maintain in a company or companies lawfully authorized to do business in California as admitted carriers with a financial rating of at least A status as rated in the most recent edition of Best’s Insurance Reports or as amended by the Supplementary General Conditions, such insurance as will protect the Public Agency from claims set forth below, which may arise out of or result from the Contractor’s operations under the Contract and for which the Contractor may be legally liable, whether such operations are by the Contractor, by a Subcontractor, by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable.
a. Claims for damages because of bodily injury, sickness, disease, or death of any person District would require indemnification and coverage for employee claim;

b. Claims for damages insured by usual personal injury liability coverage, which are sustained by a person as a result of an offense directly or indirectly related to employment of such person by the Contractor or by another person;

c. Claims for damages because of injury or destruction of tangible property, including loss of use resulting therefrom, arising from operations under the Contract Documents;

d. Claims for damages because of bodily injury, death of a person, or property damage arising out of the ownership, maintenance, or use of a motor vehicle, all mobile equipment, and vehicles moving under their own power and engaged in the Work;

e. Claims involving contractual liability applicable to the Contractor’s obligations under the Contract Documents, including liability assumed by and the indemnity and defense obligations of the Contractor and the Subcontractors; and

f. Claims involving Completed Operations, Independent Contractors’ coverage, and Broad Form property damage, without any exclusions for collapse, explosion, demolition, underground coverage, and excavating. (XCU)

g. Claims involving sudden or accidental discharge of contaminants or pollutants.

**Additional Insured Endorsement Requirement:** The Contractor shall name, on any policy of insurance, the District, Architect, Inspector, the State of California, their officers, employees, agents and independent contractors as Additional Insured. Subcontractors shall name the Contractor, the District, Architect, Inspector, the State of California, their officers, employees, agents and independent contractors as Additional Insured.

The Additional Insured Endorsement included on all such insurance policies shall state that coverage is afforded the additional insured with respect to claims arising out of operations performed by or on behalf of the insured. If the Additional Insured have other insurance which is applicable to the loss, such other insurance shall be on an excess or contingent basis. The insurance provided by the Contractor must be designated in the policy as primary to any insurance obtained by the Public Agency. The amount of the insurer’s liability shall not be reduced by the existence of such other insurance.

**Specific Insurance Requirement:** Contractor shall take out and maintain and shall require all subcontractors, if any, whether primary or secondary, to take out and maintain:

a) Comprehensive General Liability Insurance with an aggregate of not less than $[2,000,000.00]; Per occurrence, $[1,000,000.00]

b) Automotive (any auto) where operated in amounts $[1,000,000.00]

c) Workers’ Compensation Insurance: $[1,000,000.00]; Contractor is aware of and complies with Labor Code Section 3700 and the Worker’s Compensation Law.

### 10. BONDS

**Bond Requirements:** Prior to commencing any portion of the Work, the Contractor shall furnish separate payment and performance bonds for its portion of the Work which shall cover 100% faithful performance of and payment of all obligations arising under the Contract Documents and/or guaranteeing the payment in full of all claims for labor performed and materials supplied for the Work. All bonds shall be provided by a corporate surety authorized and admitted to transact business in California as sureties.

To the extent, if any, that the Contract Price is increased in accordance with the Contract Documents, the Contractor shall, upon request of the Public Agency, cause the amount of the bonds to be increased accordingly and shall promptly deliver satisfactory evidence of such increase to the Public Agency. To the extent available, the bonds shall further provide that no change or alteration of the Contract Documents (including, without limitation, an increase in the Contract Price, as referred to above), extensions of time, or modifications of the
time, terms, or conditions of payment to the Contractor will release the surety. If the Contractor fails to furnish the required bonds, the Public Agency may terminate the Contract for cause. On signing this contract, Contractor shall deliver to Public Agency for approval good and sufficient bonds with sureties, in amount(s), specified in the specifications or special provisions, guaranteeing faithful performance of this contract and payment for all labor and materials hereunder.

11. **FAILURE TO PERFORM**

If the Contractor at any time refuses or neglects, without fault of the Public Agency or its agent(s), to supply sufficient materials or workers to complete this agreement and work as provided herein, for a period of ten days or more after written notice thereof by the Public Agency, the Public Agency may furnish same and deduct the reasonable expenses thereof from the contract price.

12. **LAWS APPLY: General**

Both parties recognize the applicability of various federal, state and local laws and regulations, especially Chapter 1 of Part 7 of the California Labor Code (beginning with Section 1720, and including Sections 1735, 1777.5, 1777.6, forbidding discrimination) and intend that this agreement complies therewith. The parties specifically stipulate that the relevant penalties and forfeitures provided in the Labor Code, especially in Sections 1775, 1776, and 1813, concerning prevailing wages and hours, shall apply to this agreement as though fully stipulated herein.

13. **SUBCONTRACTORS**

Public Contract Code Sections 4100-4113 are incorporated herein.

14. **WAGE RATES**

(a) Pursuant to Labor Code Section 1773, the Director of the Department of Industrial Relations has ascertained the general prevailing rates of wages per diem, and for holiday and overtime work, in the locality in which this work is to be performed, for each craft, specified in the call for bids for this work and are on file with the Public Agency, and are hereby incorporated herein.

(b) This schedule of wages is based on a working day of eight (8) hours unless otherwise specified; and the daily rate is the hourly rate multiplied by the number of hours constituting the working day. When less than that number of hours are worked, the daily wage rate is proportionately reduced, but the hourly rate remains as stated.

(c) The Contractor, and all subcontractors, must pay at least these rates to all persons on this work, including all travel, subsistence, and fringe benefit payments provided for by applicable collective bargaining agreements. All skilled labor not listed above must be paid at least the wage scale established by collective bargaining agreement for such labor in the locality where such work is being performed. If it becomes necessary for the Contractor or any subcontractor to employ any person in a craft, classification or type of work (except executive, supervisory, administrative, clerical or other non-manual workers as such) for which no minimum wage rate is specified, the contractor shall immediately notify the Public Agency which shall promptly determine the prevailing wage rate therefore and furnish the Contractor with the minimum rate based thereon, which shall apply from the time of the initial employment of the person affected and during the continuance of such employment.

15. **HOURS OF LABOR**

Eight hours of labor in one calendar day constitutes a legal day’s work, and no worker employed at any time on this work by the Contractor or by any subcontractor shall be required or permitted to work longer thereon except as provided in Labor Code Sections 1810-1815.
16. **APPRENTICES**

Properly indentured apprentices may be employed on this work in accordance with Labor Code Sections 1777.5 and 1777.6, forbidding discrimination.

17. **PREFERENCE FOR MATERIALS**

The Public Agency desires to promote the industries and economy of Contra Costa County, and the Contractor therefore promises to use the products, workers, laborers and mechanics of this County in every case where the price, fitness and quality are at least equal.

18. **ASSIGNMENT**

This agreement binds the heirs, successors, assigns, and representatives of the Contractor; but Contractor cannot assign it in whole or in part, nor any monies due or to become due under it, without the prior written consent of the Public Agency and the Contractor’s surety or sureties, unless they have waived notice of assignment.

19. **NO WAIVER BY PUBLIC AGENCY**

Inspection of the work and/or materials, or approval of work and/or materials inspected, or statement by any officer, agent or employee of the Public Agency indicating the work or any part thereof complies with the requirements of this contract, or acceptance of the whole or any part of said work and/or materials, or payments therefore, or any combination of these acts, shall not relieve the Contractor of Contractor’s obligation to fulfill this contract as prescribed; nor shall the Public Agency be thereby stopped from bringing any action for damages or enforcement arising from the failure to comply with any of the terms and conditions hereof.

20. **HOLD HARMLESS AND INDEMNITY**

(a) Contractor promises to and shall hold harmless and indemnify from the liabilities as defined in this section.

(b) The indemnities benefited and protected by this promise are the Public Agency and its elective and appointive boards, commissions, officers, agents and employees.

(c) The liabilities protected against are any liability or claim for damage of any kind allegedly suffered, incurred or threatened because of actions defined below, including personal injury, death, property damage, inverse condemnation, or any combination of these, regardless of whether or not such liability, claim or damage was unforeseeable at any time before the Public Agency approved the improvement plan or accepted the improvements as completed, and including the defense of any suit(s) or action(s) at law or equity concerning these.

(d) The actions causing liability are any act or omission (negligent or non-negligent) in connection with the matters covered by this contract and attributable to the contractor, subcontractor(s), or any officer(s), agent(s), or employee(s) of one or more of them.

(e) **Non-conditions:** The promise and agreement in this section is not conditioned or dependent on whether or not any Indemnities has prepared, supplied, or approved any plan(s), drawing(s), specifications(s) or special provision(s) in connection with this work, has insurance or other indemnification covering any of these matters, or that the alleged damage resulted partly from any negligent or willful misconduct of any Indemnities.
21. **EXCAVATION**

Contractor shall comply with the provisions of Labor Code Section 6705, if applicable, by submitting to Public Agency a detailed plan showing the design of shoring, bracing, sloping, or other provisions to be made for worker protection from the hazard of caving ground during trench excavation.

22. **GOVERNMENT CODE SECTION 10532**

Contractor shall be subject to the examination and audit of the Auditor General for a period of three years after final payment under the contract.

23. **WARRANTY**

(a) In addition to any other warranties or guaranties in the Contract Documents, the Contractor warrants, except as provided in paragraph (i) of this clause, that work performed under this contract conforms to the contract requirements and is free of any defect in equipment, material, or design furnished, or workmanship performed by the Contractor or any subcontractor or supplier at any tier.

(b) This warranty shall continue for a period of 1 year from the date of final acceptance of the Work or Phase of Work, unless otherwise provided or extended in the Contract Documents. If the District takes possession of any part of the work before final acceptance, this warranty shall continue for a period of 1 year from the date the District takes possession.

(c) The Contractor shall remedy at the Contractor’s expense any failure to conform, or any defect. In addition, the Contractor shall remedy at the Contractor’s expense any damage to District-owned or controlled real or personal property, when that damage is the result of—

(1) The Contractor’s failure to conform to contract requirements; or

(2) Any defect of equipment, material, workmanship, or design furnished.

(d) The Contractor shall restore any work damaged in fulfilling the terms and conditions of this clause. The Contractor’s warranty with respect to work repaired or replaced will run for 1 year or as otherwise provided or extended from the date of repair or replacement.

(e) The District shall notify the Contractor, in writing, within a reasonable time after the discovery of any failure, defect, or damage.

(f) If the Contractor fails to remedy any failure, defect, or damage within a reasonable time after receipt of notice, the District shall have the right to replace, repair, or otherwise remedy the failure, defect, or damage at the Contractor’s expense.

(g) With respect to all warranties, express or implied, from subcontractors, manufacturers, or suppliers for work performed and materials furnished under this contract, the Contractor shall—

(1) Obtain all warranties that would be given in normal commercial practice;

(2) Require all warranties to be executed, in writing, for the benefit of the District, if directed by the District; and

(3) Enforce all warranties for the benefit of the District, if directed by the District.
(h) In the event the Contractor’s warranty under paragraph (b) of this clause has expired, the District may bring suit at its expense to enforce a subcontractor’s, manufacturer’s, or supplier’s warranty.

(i) Unless a defect is caused by the negligence of the Contractor or subcontractor or supplier at any tier, the Contractor shall not be liable for the repair of any defects of material or design furnished by the District nor for the repair of any damage that results from any defect in District-furnished material or design.

(j) This warranty shall not limit the District’s rights under the Inspection and Acceptance clause of this contract with respect to latent defects, gross mistakes, or fraud.

24. CONSEQUENTIAL DAMAGES

The Contractor and Public Agency waive Claims against each other for consequential damages arising out of or relating to this Contract. This mutual waiver includes:

(a) Damages incurred by the Public Agency for rental expenses, for losses of use, income, profit, financing, business and reputation, and for loss of management or employee productivity of or to the services of such persons; and

(b) Damages incurred by the Contractor for principal office expenses including the compensation of personnel stationed there, for losses of financing, business and reputation, and for loss of profit except anticipated profit arising directly from the Work.

This mutual waiver is applicable, without limitation, to all consequential damages due to either party’s termination. Nothing contained in this subparagraph shall be deemed to preclude an award of liquidated direct damages, when applicable, in accordance with the requirements of the Contract Documents.

25. HAZARDOUS MATERIALS

(a) If reasonable precautions will be inadequate to prevent foreseeable bodily injury or death to persons resulting from a material or substance, including but not limited to asbestos, lead or polychlorinated biphenyl (PCB), encountered on the site by the Contractor, the Contractor shall, upon recognizing the condition, immediately stop Work in the affected area and report the condition to the Public Agency in writing.

(b) The Public Agency shall obtain the services of a licensed laboratory to verify the presence or absence of the material or substance reported by the Contractor and, in the event such material or substance is found to be present, to verify that it has been rendered harmless. The Public Agency shall furnish in writing to the Contractor the names and qualifications of persons or entities who are to perform tests verifying the presence or absence of such material or substance or who are to perform the task of removal or safe containment of such material or substance. When the material or substance has been rendered harmless, Work in the affected area shall resume upon written notification from the Public Agency and Contractor. The Contract Time shall be extended appropriately.

26. SAFETY

a. Safety Programs. In addition to and as required by other Sections of the Contract Documents, the Contractor shall be solely responsible for initiating, maintaining and supervising all safety programs required by applicable law, ordinance, regulation or governmental orders in connection with the performance of the Contract, or otherwise required by the type or nature of the Work. The Contractor’s safety program shall
include all actions and programs necessary for compliance with California or federally statutorily mandated workplace safety programs, including without limitation, compliance with the California Drug Free Workplace Act of 1990 (California Government Code §§8350 et seq.). Without limiting or relieving the Contractor of its obligations hereunder, the Contractor shall require that its Subcontractors similarly initiate and maintain all appropriate or required safety programs. Prior to commencement of Work, the Contractor shall meet with the campus Buildings and Grounds Manager, Project Manager, and Construction Manager to review Contractor’s safety precautions and implementation of safety programs during the Work.

b. **Safety Precautions.** In addition to and as required by other Sections of the Contract Documents, the Contractor shall be solely responsible for initiating and maintaining reasonable precautions for safety of, and shall provide reasonable protection to prevent damage, injury or loss to: (i) employees on the Work and other persons who may be affected thereby; (ii) the Work and materials and equipment to be incorporated therein, whether in storage on or off the site, under care, custody or control of the Contractor or the Contractor’s Subcontractors or Sub-subcontractors; and (iii) other property or items at the site of the Work, or adjacent thereto, such as trees, shrubs, lawns, walks, pavements, roadways, structures and utilities not designated for removal, relocation or replacement in the course of construction. The Contractor shall take adequate precautions and measures to protect existing roads, sidewalks, curbs, pavement, utilities, adjoining property and improvements thereon (including without limitation, protection from settlement or loss of lateral support) and to avoid damage thereto. Without adjustment of the Contract Price or the Contract Time, the Contractor shall repair, replace or restore any damage or destruction of the foregoing items as a result of performance or installation of the Work.

c. **Safety Signs, Barricades.** In addition to and as required by other Sections of the Contract Documents, the Contractor shall erect and maintain, as required by existing conditions and conditions resulting from performance of the Contract, reasonable safeguards for safety and protection of property and persons, including, without limitation, posting danger signs and other warnings against hazards, promulgating safety regulations and notifying Districts and users of adjacent sites and utilities.

d. **Safety Notices.** In addition to and as required by other Sections of the Contract Documents, the Contractor shall give or post all notices required by applicable law and comply with applicable laws, ordinances, rules, regulations and lawful orders of public authorities bearing on safety of persons or property or their protection from damage, injury or loss.
27. **SIGNATURES AND ACKNOWLEDGEMENT**

**Public Agency**, By: ______________________________

**Note to Contractor:** (1) Execute acknowledgement form below, and (2) if a corporation, affix Corporate Seal.

**Contractor,** hereby also acknowledging awareness of and compliance with Labor Code S1861 concerning Worker's Compensation Law.

**Contractor:**
By: ______________________________ (CORPORATE SEAL)
(Designate Official Capacity – COMPANY NAME)

Print NAME and TITLE

License Number ___________ Federal ID Number ___________

**NOTARY PUBLIC**

State of California ) ss. ______________________________
County of Contra Costa )  

ACKNOWLEDGEMENT (By Corporation, Partnership or Individual)

The person(s) signing above for Contractor, known to me in individual and business capacity as stated, personally appeared before me today and acknowledged that he/she/they executed it and that the corporation or partnership named above executed it.

Dated: ______________________________

______________________________ (NOTARIAL SEAL)

END OF SECTION 00600
SECTION 00650

NOTICE TO PROCEED

Date: ____________________________

TO: ________________________________________________________________

ADDRESS: ___________________________________________________________________

PROJECT: ______________________________________________________________________

You are notified that the Contract Time under the above contract will commence to run on _____________. By that date, you are to start performing your obligations under the Contract Documents. In accordance with Section 00600, Construction Agreement, the date of Substantial Completion is _______________________, and the date for Final Completion is ________________________.

CONTRA COSTA COMMUNITY COLLEGE DISTRICT

By: ______________________________________
    Ray Pyle

Title: Chief Facilities Planner

END OF DOCUMENT
## Section 00700
### GENERAL CONDITIONS

#### Table of Contents

<table>
<thead>
<tr>
<th>Article</th>
<th>Section</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTICLE 1</td>
<td>GENERAL CONDITIONS</td>
<td>...............................................................................................................</td>
<td>1</td>
</tr>
<tr>
<td>1.1</td>
<td>BASIC DEFINITIONS</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>1.2</td>
<td>EXECUTION, CORRELATION AND INTENT</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>1.3</td>
<td>OWNERSHIP AND USE OF ARCHITECT’S DRAWINGS, SPECIFICATIONS AND OTHER DOCUMENTS</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>ARTICLE 2</td>
<td>DISTRICT</td>
<td>...............................................................................................................</td>
<td>11</td>
</tr>
<tr>
<td>2.1</td>
<td>INFORMATION AND SERVICES REQUIRED OF THE DISTRICT</td>
<td></td>
<td>11</td>
</tr>
<tr>
<td>2.2</td>
<td>DISTRICT’S RIGHT TO CARRY OUT THE WORK</td>
<td></td>
<td>14</td>
</tr>
<tr>
<td>ARTICLE 3</td>
<td>THE CONTRACTOR</td>
<td>...............................................................................................................</td>
<td>16</td>
</tr>
<tr>
<td>3.1</td>
<td>SUPERVISION AND CONSTRUCTION PROCEDURES</td>
<td></td>
<td>16</td>
</tr>
<tr>
<td>3.2</td>
<td>SUPERVISION</td>
<td></td>
<td>17</td>
</tr>
<tr>
<td>3.3</td>
<td>LABOR AND MATERIALS</td>
<td></td>
<td>18</td>
</tr>
<tr>
<td>3.4</td>
<td>WARRANTY</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>3.5</td>
<td>TAXES</td>
<td></td>
<td>22</td>
</tr>
<tr>
<td>3.6</td>
<td>PERMITS, FEES AND NOTICES</td>
<td></td>
<td>22</td>
</tr>
<tr>
<td>3.7</td>
<td>NOT USED</td>
<td></td>
<td>23</td>
</tr>
<tr>
<td>3.8</td>
<td>CONTRACTOR’S CONSTRUCTION SCHEDULES</td>
<td></td>
<td>23</td>
</tr>
<tr>
<td>3.9</td>
<td>NOT USED</td>
<td></td>
<td>24</td>
</tr>
<tr>
<td>3.10</td>
<td>DOCUMENTS AND SAMPLES AT THE SITE</td>
<td></td>
<td>24</td>
</tr>
<tr>
<td>3.11</td>
<td>SHOP DRAWINGS, PRODUCT DATA, SAMPLES, AND SUBSTITUTIONS</td>
<td></td>
<td>24</td>
</tr>
<tr>
<td>3.12</td>
<td>INTEGRATION OF WORK</td>
<td></td>
<td>29</td>
</tr>
<tr>
<td>3.13</td>
<td>CLEANING UP</td>
<td></td>
<td>29</td>
</tr>
<tr>
<td>3.14</td>
<td>ACCESS TO WORK</td>
<td></td>
<td>30</td>
</tr>
<tr>
<td>3.15</td>
<td>ROYALTIES AND PATENTS</td>
<td></td>
<td>30</td>
</tr>
<tr>
<td>3.16</td>
<td>INDEMNIFICATION</td>
<td></td>
<td>31</td>
</tr>
<tr>
<td>3.17</td>
<td>SUBMISSION OF DAILY REPORTS</td>
<td></td>
<td>32</td>
</tr>
<tr>
<td>3.18</td>
<td>EXECUTION OF THE WORK</td>
<td></td>
<td>33</td>
</tr>
<tr>
<td>3.19</td>
<td>DSA VERIFIED REPORTS AND CERTIFICATE OF COMPLIANCE</td>
<td></td>
<td>36</td>
</tr>
<tr>
<td>3.20</td>
<td>NOISE CONTROL</td>
<td></td>
<td>36</td>
</tr>
<tr>
<td>ARTICLE 4</td>
<td>ADMINISTRATION OF THE CONTRACT</td>
<td></td>
<td>38</td>
</tr>
<tr>
<td>4.1</td>
<td>ARCHITECT</td>
<td></td>
<td>38</td>
</tr>
<tr>
<td>4.2</td>
<td>ARCHITECT’S ADMINISTRATION OF THE CONTRACT</td>
<td></td>
<td>38</td>
</tr>
<tr>
<td>4.3</td>
<td>INSPECTOR OF RECORD</td>
<td></td>
<td>40</td>
</tr>
</tbody>
</table>
4.4 RESPONSIBILITY FOR ADDITIONAL CHARGES INCURRED BY THE DISTRICT FOR PROFESSIONAL SERVICES .................................................................41
4.5 DISPUTES .............................................................................................42

ARTICLE 5
5.1 DEFINITIONS ......................................................................................46

ARTICLE 6
6.1 DISTRICT’S RIGHT TO PERFORM CONSTRUCTION AND TO AWARD SEPARATE CONTRACTS ...............................................................47
6.2 CONSTRUCTIVE OWNERSHIP OF PROJECT SITE AND MATERIAL .............................................................49
6.3 DISTRICT’S RIGHT TO CLEAN UP ..........................................................49

ARTICLE 7
7.1 CHANGES ............................................................................................49
7.2 CHANGE ORDERS (“CO”) .................................................................50
7.3 CONSTRUCTION CHANGE DIRECTIVE ..............................................50
7.4 REQUEST FOR INFORMATION (“RFI”) ..............................................51
7.5 REQUEST FOR PROPOSAL (“RFP”) ..................................................51
7.6 CHANGE ORDER REQUEST (“COR”) ..............................................52
7.7 COST OF CHANGE ORDERS ...............................................................52

ARTICLE 8
8.1 DEFINITIONS ......................................................................................58
8.2 HOURS OF WORK ................................................................................58
8.3 PROGRESS AND COMPLETION. .......................................................59
8.4 EXTENSIONS OF TIME – LIQUIDATED DAMAGES ...............................60

ARTICLE 9
9.1 CONTRACT SUM ................................................................................62
9.2 COST BREAKDOWN ............................................................................62
9.3 PROGRESS PAYMENTS .....................................................................62
9.4 APPLICATIONS FOR PROGRESS PAYMENTS .....................................64
9.5 WARRANTY OF TITLE .........................................................................64
9.6 DECISIONS TO WITHHOLD PAYMENT ..............................................66
9.7 NONCONFORMING WORK ................................................................66
9.8 SUBCONTRACTOR PAYMENTS .........................................................68
9.9 PROJECT RECORD DOCUMENTS .......................................................68
9.10 COMPLETION OF THE WORK .........................................................69
9.11 PARTIAL OCCUPANCY OR USE .......................................................71
9.12 COMPLETION AND FINAL PAYMENT ............................................76
9.13 SUBSTITUTION OF SECURITIES ......................................................76
ARTICLE 10  PROTECTION OF PERSONS AND PROPERTY ................................................................. 78
10.1 SAFETY PRECAUTIONS AND PROGRAMS ................................................................. 78
10.2 SAFETY OF PERSONS AND PROPERTY ................................................................. 80
10.3 EMERGENCIES ........................................................................................................... 83
10.4 HAZARDOUS MATERIALS ................................................................................................. 83

ARTICLE 11  INSURANCE AND BONDS .................................................................................. 85
11.1 NOT USED ....................................................................................................................... 85
11.2 NOT USED ....................................................................................................................... 85
11.3 NOT USED ....................................................................................................................... 85
11.4 NOT USED ....................................................................................................................... 85
11.5 OTHER INSURANCE ....................................................................................................... 85
11.6 PROOF OF INSURANCE ................................................................................................ 85
11.7 COMPLIANCE ................................................................................................................. 85
11.8 WAIVER OF SUBROGATION ............................................................................................. 86

ARTICLE 12  UNCOVERING AND CORRECTION OF WORK .................................................... 87
12.1 UNCOVERING OF WORK ................................................................................................. 87
12.2 CORRECTION OF WORK ............................................................................................... 87

ARTICLE 13  MISCELLANEOUS PROVISIONS ...................................................................... 89
13.1 GOVERNING LAW AND REGULATIONS ...................................................................... 89
13.2 SUCCESSORS AND ASSIGNS ....................................................................................... 90
13.3 WRITTEN NOTICE ......................................................................................................... 90
13.4 RIGHTS AND REMEDIES .............................................................................................. 90
13.5 TESTS AND INSPECTIONS ............................................................................................ 90
13.6 TRENCH EXCAVATION .................................................................................................. 93
13.7 WAGE RATES, TRAVEL, AND SUBSISTENCE .............................................................. 93
13.8 RECORDS OF WAGES PAID ......................................................................................... 95
13.9 APPRENTICES ................................................................................................................. 97
13.10 ASSIGNMENT OF ANTITRUST CLAIMS ................................................................. 98
13.11 STATE AUDIT ............................................................................................................... 99
13.12 Not Used ....................................................................................................................... 99
13.13 INDUSTRY STANDARDS .............................................................................................. 99
13.14 PRODUCTS ................................................................................................................... 99

ARTICLE 14  TERMINATION OR SUSPENSION OF THE CONTRACT ...................................... 102
14.1 TERMINATION BY THE CONTRACTOR FOR CAUSE ................................................ 102
14.2 TERMINATION BY THE DISTRICT FOR CAUSE ..................................................... 102
14.3 TERMINATION OF CONTRACT BY DISTRICT (CONTRACTOR NOT AT FAULT) .... 103
14.4 REMEDIES OTHER THAN TERMINATION .................................................................. 104
ARTICLE 1

GENERAL CONDITIONS

1.1 BASIC DEFINITIONS

1.1.1 Action of the Governing Board is a vote of a majority of the District’s governing board.

1.1.2 Approval for a Contract, Agreement, or Change Order means written authorization through action of the governing board unless specific delegation of approval authority is delegated to a District representative.

1.1.3 Approved. The term “approved,” when used to convey Architect’s action on Contractor’s submittals, applications, and requests, is limited to Architect’s duties and responsibilities as stated in the Conditions of the Contract.

1.1.4 Architect means the architect, engineer, or other design professional engaged by the District to design and perform general observation of the work of construction and interpret the drawings and specifications for the Project.

1.1.5 As shown, as indicated, as detailed refer to drawings accompanying this specification.

1.1.6 Bid/Bidders. The term Bid and Proposal have the same meaning, and the same is true for Bidders and Proposers.

1.1.7 Contract or Agreement. When the terms are used in these General Conditions shall be references to the Contract Documents as defined herein.

1.1.8 Contract Time. Contract Time means the number of consecutive calendar days specified in the contract immediately after the date to commence work issued by Owner in the Notice to Proceed and includes both the time allowed for completion of the work required to achieve Substantial Completion and the time allowed to complete the Remaining Work.

1.1.9 Contractor. Whenever the term “Contractor” is used in the Contract or elsewhere in the Contract Documents, it refers to a person or entity that has an agreement directly with the District to perform any of the work for the Project. The term Contractor is referred to throughout the Contract Documents as if singular in number and masculine in gender and means a Contractor or his authorized representative. The term Contractor does not include any contractors under separate and direct contract with the District. A Subcontractor is a person or entity that has a direct or indirect contract with the Contractor to perform any of the Work at the site.

1.1.10 Contractor’s Construction Schedule. The document prepared by the Contractor, which details the events of construction and establishes completion dates for the various stages of the Work and the entire project.
1.1.11 **The Contract Documents.** The Contract Documents consist of the Agreement between District and Contractor (hereinafter the Agreement or Contract), Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, addenda issued prior to bid, instructions to bidders, notice to bidders, and the requirements contained in the Bid Documents, other documents listed in the Agreement, and Modifications issued after execution of the Contract. A Modification is a written amendment to the Contract signed by parties, a Change Order, a Construction Change Directive, or a written order for a minor change in the Work issued by the Architect. The Contract Documents collectively form the Contract. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. The Contract may be amended or modified only by a written Modification. The Contract Documents shall not be construed to create a contractual relationship of any kind between the Architect and Contractor, between the District and any Subcontractor or Sub-subcontractor, or between any persons or entities other than the District and the Contractor. The Architect shall, however, be entitled to performance and enforcement of obligations under the Contract intended to facilitate performance of the Architect’s duties.

1.1.12 **Contractor, District, and Architect** are those mentioned as such in the Agreement. They are treated throughout the Contract Documents as if they are of singular number and neuter gender. Any reference to “Owner” shall mean “District.”

1.1.13 **Construction Manager.** Whenever the term “Construction Manager” or “CM” is used in the contract or elsewhere in the Contract Documents, it refers to the District assigned Construction Manager, or the District Project Manager if no CM is assigned.

1.1.14 **Days** means calendar days, unless otherwise noted as working days.

1.1.15 **Directed.** Terms such as “directed,” “requested,” “authorized,” “selected,” “approved,” “required,” and “permitted” mean directed by the Architect or the District, requested by the Architect or District, and similar phrases.

1.1.16 **District.** Whenever the term “District” is used in the Contract Documents, it refers to the Contra Costa Community College District or those persons designated by the District to act in/on its behalf.

1.1.17 **The Drawings** are graphic and pictorial portions of the Contract Documents prepared for the Project and approved changes thereto, wherever located and whenever issued, showing the design, location, and scope of the Work, generally including plans, elevations, sections, details, schedules, and diagrams as drawn or approved by the Architect.

1.1.18 **Emergency** shall be defined as a sudden, unexpected occurrence, involving a clear and imminent danger, demanding immediate action to prevent or mitigate loss of, or damage to, life, health, property, or essential public services. Emergency includes such occurrences as fire, flood, earthquake, or other soil or geologic movements, as well as such occurrences as riot, accident, or sabotage.
1.1.19 Exposed. Whenever this term is used it shall be understood to mean any item or surface, exterior, or interior, which can be seen by a person outside the building, or seen by a person inside any usable space within the building during normal activity. Mechanical and electrical rooms, utility and service tunnels, air handling rooms, and penthouses or platforms shall be considered to have exposed surfaces, as shall the mechanical and electrical construction within them. The interior of closets and alcoves shall be considered exposed surfaces, and shall be finished to match the finish of the adjoining room or space, unless another finish is shown. The interiors of cabinets shall be considered exposed, but a finish different from that of the exterior may be permitted or specified. Spaces which are not normally occupied or used by occupants or building staff, such as shafts, hoistways, ceiling plenums, attics and crawl spaces shall be considered “concealed” spaces, unless finishes are shown or specified for their surfaces.

1.1.20 Final Completion. The date when all Work for the total project has been completed in accordance with the terms of the Contract Documents and has been inspected following completion of Work identified in the Punchlist Inspection and accepted by the Architect and the District.

1.1.21 Furnish. Whenever this term is used it shall be understood to mean “purchase and deliver to the project site” ready for unloading, unpacking, assembly, installation, and similar operations.

1.1.22 Governing Dictionary. The definitions of words used in these Specifications, which are not defined, The General Conditions, or in referenced standards, are as given in “The American Heritage Dictionary of the English Language”.

1.1.23 Indicated. The term “indicated” refers to graphic representations, notes, or schedules on Drawings or to other paragraphs or schedules in Specifications and similar requirements in the Contract Documents. Terms such as “shown,” “noted,” “scheduled,” and “specified” are used to help the user locate the reference.

1.1.24 Inspector of Record is the individual retained by the District in accordance with titles 21 and 24 of the California Code of Regulations and who will be assigned to the Project. May also be referred to as the Project Inspector.

1.1.25 Install. Whenever this term is used it shall be understood to mean “receive, unload, inventory, store and be responsible for at the project site, transport from point of receipt to final destination, protect, unpack, erect, install in place, anchor, connect, apply, and place in operation or finish, cleaning, complete for intended use.”

1.1.26 Installer. An installer is the Contractor or another entity engaged by Contractor as an employee, Subcontractor, or Sub subcontractor, to perform a particular construction operation, including installation, erection, application, and similar operations. Using a term such as “carpentry” does not imply that certain construction activities must be performed by accredited or unionized individuals of a corresponding generic name, such as “carpenter.” It also does not imply that requirements specified apply exclusively to trades people of the corresponding generic name.
1.1.27 **Locality in which the work is performed** means the county in which the Project is located.

1.1.28 **Option.** Whenever this term is used it shall be understood to mean a choice from among the specified products or procedures which shall be made by the Contractor. The choice is not “whether” the work is to be performed, but “which” product or “which” procedure is to be used. The product or procedure chosen by the Contractor shall be provided at no increase in the cost to the District with no lessening of the Contractor’s responsibility for its performance. All or any options selected or proposed are still subject to all requirements for submittals and for approval of same.

1.1.29 **Or Equal and Or Approved Equal.** The terms “or equal” and “or approved equal” shall mean “or equal as approved in writing by the Architect”.

1.1.30 **The Project** is the complete construction of the Work performed in accordance with the Contract Documents.

1.1.31 **The Project Manual.** The Project Manual is the volume assembled for the Work which may include, without limitation, the bidding requirements, sample forms, Conditions of the Contract, and Specifications.

1.1.32 **The Project Site.** Project site is the space available for performing construction activities. The extent of Project site is shown on Drawings and may or may not be identical with the description of the land on which Project is to be built.

1.1.33 **Provide** shall include “provide complete in place,” that is “furnish and install.” Complete and ready for the intended use.

1.1.34 **Punch List Inspection.** The inspection performed by the Construction Manager, Architect and the District upon written notification by the Contractor that the Work is substantially complete.

1.1.35 **Regulations.** The term “regulations” includes laws, ordinances, statutes, and lawful orders issued by authorities having jurisdiction, as well as rules, conventions, and agreements within the construction industry that control performance of the Work.

1.1.36 **Remaining Work.** Remaining Work means the work required by the Contract, but not required for Substantial Completion, that the District or Architect determines has not been satisfactorily completed at the time of Substantial Completion, deferred commissioning requirements, deferred and seasonal testing, and all maintenance and operating instructions, schedules, reports, guaranties, warranties, bonds, certificates of inspection, marked-up record documents, prevailing wage compliance reports and all other documents as required by the Contract Documents. Remaining Work may also be referred to as Punch List work.

1.1.37 **Safety Orders** are those issued by any cognizant city, county, state or federal agency.
1.1.38 **Site** refers to the grounds of the Project as defined in the Contract Documents and such adjacent lands as may be directly affected by the performance of the Work.

1.1.39 **The Specifications.** The Specifications are that portion of the Contract Documents consisting of the written requirements for material, equipment, construction systems, instructions, quality assurance standards, workmanship, and performance of related services.

1.1.40 **Specification Language.** These Specifications are written in the imperative mood, as defined in the Construction Specifications Institute’s Manual of Practice. Imperative language is directed to the Contractor. The indicative mood is employed on occasion when such sentence structure is necessary to convey the intended meaning in a more accurate or understandable form. The text is streamlined, with the colon (:) employed as a symbol for the words “shall be”, “shall have”, “shall conform with”, “shall comply with”, or “shall meet the requirements of”. The colon is also used to separate a paragraph title or heading from the text that follows.

1.1.41 **Standards, Rules, and Regulations** referred to are recognized printed standards and shall be considered as one and a part of these specifications within limits specified. Federal, state and local regulations are incorporated into the Contract Documents by reference.
1.1.42 **Subcontractor**, as used herein, includes those having direct or indirect contracts with Contractor and ones who furnished labor, material or services for a special design according to drawings and specifications of this Work, but does not include ones who merely furnish material not so worked.

1.1.43 **Substantial Completion.** The date on which the Work or designated portion thereof, as certified by the District Project Manager and Architect, is sufficiently complete, in accordance with the Contract Documents, so the District, may occupy or utilize the Work or designated portion thereof for the use for which it is intended.

1.1.44 **Surety** is the person, firm, or corporation that executes as surety the Contractor’s Performance Bond and Payment Bond.

1.1.45 **Work of the Contractor or Subcontractor** shall include all labor, materials and equipment necessary for the Contractor to fulfill all of its obligations pursuant to the Contract Documents. It shall include the initial obligation of any Contractor or Subcontractor who performs any portion of the Work, to visit the Site of the proposed Work (a continuing obligation after the commencement of the Work), to fully acquaint and familiarize itself with the conditions as they exist and the character of the operations to be carried out under the Contract Documents, and make such investigation as it may see fit so that it shall fully understand the facilities, physical conditions, and restrictions attending the Work under the Contract Documents. Each such Contractor or Subcontractor shall also thoroughly examine and become familiar with the Drawings, Specifications, and associated bid documents before preparing and submitting any bid.

1.1.46 **Workers** includes laborers, workers, and mechanics.

1.2 EXECUTION, CORRELATION AND INTENT

1.2.1 **Correlation and Intent**

1.2.1.1 **Documents Complementary and Inclusive.** The Contract Documents are complementary; what is required by one shall be as binding as if required by all. The Contract Documents will be construed in accordance with the laws of the State of California and applicable building codes and statutes of the City and/or County where the Project is located. The intent of the Contract Documents is to describe and provide for a functionally complete and operational Project (or part thereof) to be constructed in accordance with the Contract Documents. All Work, materials, and equipment that may reasonably be inferred from the Contract Documents or from prevailing custom or trade usage as necessary to properly execute and complete the Work to conform to the requirements of the Contract Documents and provide for a functionally complete and operational Project shall be provided by Contractor with no change in the Contract Sum or Contract Time. A typical or representative detail on the Drawings shall constitute the standard for workmanship and material throughout corresponding parts of the Work. Where necessary, and where reasonably inferable from the Drawings, Contractor shall adapt such representative detail for application to such corresponding parts of the Work with no change in the Contract Sum or Contract Time. The details of such adaptation
shall be submitted to the City for approval. Repetitive features shown in outline on the Drawings shall be in exact accordance with corresponding features completely shown. All Contract Documents form the Contractor’s contract with the District. Any item of Work mentioned in the Specifications and not shown on the Drawings, or shown on the Drawings and not mentioned in the Specifications, shall be provided by Contractor as if shown or mentioned in both. Ambiguities or inconsistencies arising as a result of separation of sections or portions of the drawings or specifications by or for subcontractor bidding shall not relieve the Contractor for providing the complete Work at the Contract Price and within the Contract Time.

1.2.1.2 Coverage of the Drawings and Specifications. The Drawings and Specifications generally describe the Work to be performed by Contractor. Generally, the Specifications describe Work which cannot be readily indicated on the Drawings and indicate types, qualities, and methods of installation of the various materials and equipment required for the Work. It is not intended to mention every item of Work in the Specifications, which can be adequately shown on the Drawings, or to show on the Drawings all items of Work described or required by the Specifications even if they are of such nature that they could have been shown. All materials or labor for Work, which is shown on either the Drawings or the Specifications (or is reasonably inferable therefrom as being necessary to complete the Work), shall be provided by the Contractor to provide a complete project. It is intended that the Work be of sound, quality construction, and the Contractor shall be responsible for the inclusion of adequate amounts to cover installation of all items indicated, described, or implied in the portion of the Work to be performed by them.

1.2.1.3 Conflicts. In the event there is a discrepancy between the various Contract Documents, the more stringent, higher quality, and greater quantity of Work shall apply.

1.2.1.4 Conformance with Laws. Each and every provision of law required by law to be inserted in this Contract shall be deemed to be inserted herein, and the Contract shall be read and enforced as though it were included herein, even if through mistake or otherwise any such provision is not inserted, or is not correctly inserted. Before commencing any portion of the Work, Contractor shall check and review the Drawings and Specifications for such portion for conformance and compliance with all laws, ordinances, codes, rules and regulations of all governmental authorities and public and municipal utilities affecting the construction and operation of the physical plant of the Project, all quasi-governmental and other regulations affecting the construction and operation of the physical plant of the Project, and other special requirements, if any, designated in the Contract Documents. Such checking shall include Title 21 and Title 24 of the California Code of Regulations, California Building Code, local utility, local water connection, local grading and all other applicable agencies. In the event Contractor observes any violation of any law, ordinance, code, rule or regulation, or inconsistency with the Contract Documents, Contractor shall, within five (5) days, notify Architect and District in writing of same and shall ensure that any such violation or inconsistency shall be corrected in the manner provided hereunder prior to the construction of that portion of the Project. The Contractor shall bear all expenses of correcting Work done contrary
to said laws, ordinances, rules, and regulations if the Contractor performed same (1) without first consulting the Architect for further instructions regarding said Work or (2) disregarded the Architect’s instructions regarding said work.

1.2.1.5 Ambiguity and Inconsistency. Before commencing any portion of the Work, Contractor shall carefully examine all Drawings and Specifications and other information given to Contractor as to materials and methods of construction and other Project requirements. Contractor shall, within five (5) days, notify Architect and District in writing of any perceived or alleged error, inconsistency, conflict, ambiguity, or lack of detail or explanation in the Drawings and Specifications in the manner provided herein. If the Contractor or its Subcontractors, material or equipment suppliers, or any of their officers, agents, and employees performs, permits, or causes the performance of any Work under the Contract Documents, which it knows or should have known to be in error, inconsistent, or ambiguous, or not sufficiently detailed or explained, Contractor shall bear any and all costs arising therefrom including, without limitation, the cost of correction thereof without increase or adjustment to the Contract Price or the time for performance. If Contractor performs, permits, or causes the performance of any Work under the Contract Documents prepared by or on behalf of Contractor which is in error, inconsistent or ambiguous, or not sufficiently detailed or explained, Contractor shall bear any and all resulting costs, including, without limitation, the cost of correction, without increase to or adjustment in the Contract Price or the Time for performance. Ambiguities or inconsistencies arising as a result of separation of sections or portions of the drawings or specifications by or for subcontractor bidding shall not relieve the Contractor for providing the complete Work without increase to or adjustment in the Contract Price or the Time for performance.

1.2.2 Addenda and Deferred Approvals

1.2.2.1 Addenda are the changes in specifications, drawings, and contract documents, which have been authorized in writing by the District or Architect prior to receipt of bids, and which alter, explain, or clarify the contract documents. Addenda shall govern over all other Contract Documents. Subsequent addenda issued shall govern over prior addenda unless otherwise specified in the addenda.

1.2.2.2 Deferred Approvals. Contract Documents which require deferred approval items are meant to be for illustration purposes only. Contractor is responsible for all deferred approval requirements set forth in the Contract Documents. Contractor is responsible to comply with all laws, building codes, and regulations necessary to obtain all necessary approvals, including those required from the Division of the State Architect (“DSA”) and the State Fire Marshall. Contractor shall not be granted an extension of time for failure to obtain necessary approvals due to failure to comply with laws, building codes, and other regulations (including Title 24 of the California Code of Regulations). Contractor shall schedule all deferred approval items in its progress schedule pursuant to Article 3. If Contractor fails to include deferred-approval items in its schedule which results in a critical path delay, then Contractor shall be subject to the assessment of liquidated damages.
1.2.2.3 Deferred Approval Requirements. Deferred approvals shall be submitted and processed pursuant to the requirements of Division 1 of the Specifications. All deferred approvals shall be prepared by Contractor or Contractor’s agent early enough so as to not delay the Project. Contractor is aware that Title 21 California Code of Regulations Section 17(g) and Title 24 California Code of Regulations Section 4-317 have specific requirements for deferred approval as to governing agencies and as to the Architect and Engineer for the Project. As a result, any delay associated with the time for approval by applicable agencies or by the Architect or Architect’s consultants shall be Contractor’s.

1.2.3 Specification Interpretation

1.2.3.1 Titles. The Specifications are separated into titled sections for convenience only and not to dictate or determine the trade or craft involved.

1.2.3.2 As Shown, Etc. Where “as shown,” “as indicated,” “as detailed,” or words of similar import are used, reference is made to the Drawings accompanying the Specifications unless otherwise stated. Where “as directed,” “as required,” “as permitted,” “as authorized,” “as accepted,” “as selected,” or words of similar import are used, the direction, requirement, permission, authorization, approval, acceptance, or selection by Architect is intended unless otherwise stated.

1.2.3.3 General Conditions. The General Conditions and supplementary general conditions are a part of each and every section of the Specifications.

1.2.3.4 Abbreviations. In the interest of brevity, the Specifications are written in an abbreviated form and may not include complete sentences. Omission of words or phrases such as “Contractor shall,” “shall be,” etc., are intentional. Nevertheless, the requirements of the Specifications are mandatory. Omitted words or phrases shall be supplied by inference in the same manner as they are when a “note” occurs on the Drawings. In the interest of brevity, the Contract Documents frequently omit modifying words such as “all” and “any” and articles such as “the” and “an,” but the fact that a modifier or an article is absent from one statement and appears in another is not intended to affect the interpretation of either statement.

1.2.3.5 Plural. Words in the singular shall include the plural whenever applicable or the context so indicates.

1.2.3.6 Metric. The Specifications may indicate metric units of measurement as a supplement to U.S. customary units. When indicated thus: 1” (25 mm), the U. S. customary unit is specific, and the metric unit is nonspecific. When not shown with parentheses, the unit is specific. The metric units correspond to the “International System of Units” (SI) and generally follow ASTM E 380, “Standard for Metric Practice.”

1.2.3.7 Standard Specifications. Any reference to standard specifications of any society, institute, association, or governmental authority is a reference to the organization’s standard specifications, which are in effect at the date of the Contractor’s proposal unless directed otherwise. If applicable specifications are revised prior to completion of any part of the Work, the Contractor may, if acceptable to Architect, perform such Work in accordance with the revised specifications. The standard
specifications, except as modified in the Specifications for the Project, shall have full force and effect as though printed in the Specifications. Architect will furnish, upon request, information as to how copies of the standard specifications referred to may be obtained.

1.2.4  **Rules of Document Interpretation**

1.2.4.1 In the event of conflict within the drawings, the following rules shall apply:

(a) General Notes, when identified as such, shall be incorporated into other portions of Drawings.

(b) Schedules, when identified as such, are complementary with other notes and other portions of Drawings including those identified as General Notes.

(c) Larger scale drawings shall take precedence over smaller scale drawings.

(d) At no time shall the Contractor base construction on scaled drawings.

1.2.4.2 Specifications shall govern as to materials, workmanship, and installation procedures.

1.2.4.3 If Contractor observes that drawings and specifications are in conflict, Contractor shall, within five (5) days, notify the Architect in writing for the purposes of obtaining an interpretation of the Contact Documents.

1.2.4.4 In the case of conflict or inconsistencies, the order of precedence shall be as follows:

(a) General Conditions take precedence over Drawings and Specifications.

(b) Special Conditions take precedence over General Conditions.

(c) The Agreement shall take precedent over the Special Conditions.

(d) In the case of disagreement or conflict between or within standards, specifications, and drawings, the more stringent, higher quality, and greater quantity of Work shall apply.

1.3  **OWNERSHIP AND USE OF ARCHITECT’S DRAWINGS, SPECIFICATIONS AND OTHER DOCUMENTS**

The Drawings, Specifications, and other contract documents for the Project are the property of the District and/or Architect pursuant to Education Code § 17316. The Contractor may retain one contract record set. Neither the Contractor nor any Subcontractor, or material or equipment supplier shall own or claim a copyright in the Drawings, Specifications, and other documents prepared by the Architect. All copies except the Contractor’s record set, shall be returned or properly accounted for upon completion of the Work. The Drawings, Specifications, and other documents prepared by the Architect, and copies thereof furnished to the Contractor are not to be used by the Contractor or any Subcontractor, Sub-subcontractor, or material or equipment supplier on other projects or for additions to this Project outside the scope of the Work. The District and/or Architect hereby grants the Contractor, Subcontractors, Sub-subcontractors, and material or equipment suppliers a limited license to use applicable portions of the Drawings, Specifications, and other documents prepared for the Project.
in the execution of their Work under the Contract Documents. Submittal or distribution to meet official regulatory requirements or for other purposes in connection with this Project is not to be construed as publication in derogation of the District’s property interest or other reserved right.

**ARTICLE 2**

**DISTRICT**

2.1 **INFORMATION AND SERVICES REQUIRED OF THE DISTRICT**

2.1.1 Site Survey.

If applicable, the District will furnish, at its expense, a legal description of the Site and a land survey showing the boundaries of the Site. Contractor shall be responsible for all surveys regarding location of construction, grading and site work.

2.1.2 Soils.

When required by the scope of the Project, the District will furnish, at its expense, the services of geotechnical engineers or consultants when reasonably required and deemed necessary by the Architect or as required by local or state codes. Such services, with written reports and appropriate written professional recommendations, may include test boring, test pits, soil bearing values, percolation tests, air and water pollution tests, and ground corrosion and resistivity tests, including necessary operations for determining subsoil, air, and water conditions.

2.1.3 Contractor Reliance.

If appropriate to the Work, a soils investigation report has been obtained from test holes at the Site, and such report is available for the Contractor’s use in preparing its bid and Work under this Contract. The soils report is provided for review. Any information obtained from such report or any other information given on drawings as to subsurface soil condition or to elevations of existing grades or elevations of underlying rock is approximate only. If, during the course of Work under this Contract, Contractor encounters subsurface conditions which differ materially from those indicated in the soils investigation report, then Contractor shall notify the District within five (5) calendar days of discovery of the condition, and changes to the contract price may be made in accordance with Article 7 entitled “Changes in the Work.” Contractor agrees that no claim against District will be made by Contractor for damages and hereby waives any rights to damages in the event the Contractor fails to notify District within the five-day period mentioned above.

**WARNING:** DISTRICT DOES NOT WARRANT THE SOILS AT THE PROJECT SITE. SOILS INVESTIGATION REPORT IS PROVIDED FOR CONTRACTORS INFORMATION ONLY. CONTRACTOR HAS CONDUCTED AN INDEPENDENT INVESTIGATION OF THE PROJECT SITE AND THE SOILS CONDITIONS OF THE SITE. DISTRICT DOES NOT WARRANT THE SOILS CONDITIONS OF THE SITE AND CONTRACTOR IS FULLY RESPONSIBLE TO ASCERTAIN SITE CONDITIONS FOR THE PURPOSES OF DETERMINING CONSTRUCTION MEANS AND METHODS PRIOR TO COMMENCING CONSTRUCTION. THE SOILS INVESTIGATION REPORT IS NOT A CONTRACT DOCUMENT.
2.1.4 Utilities.

2.1.4.1 Regional Notification Center. Contractor, except in an emergency, shall contact the appropriate regional notification center at least two working days prior to commencing any excavation if the excavation will be conducted in an area or in a private easement which is known, or reasonably should be known, to contain subsurface installations other than the underground facilities owned or operated by the District, and obtain an inquiry identification number from that notification center. No excavation shall be commenced and carried out by the Contractor unless such an inquiry identification number has been assigned to the Contractor or any subcontractor of the Contractor and the District has been given the identification number by the Contractor. Any damages arising from failure to make appropriate regional notification shall be at the sole risk of Contractor. Any delays caused by failure to make appropriate regional notification shall be at the sole risk of Contractor and shall not be considered for extension of time pursuant to Paragraph 8.4.

2.1.4.2 Utilities – Removal and Restoration. The District has endeavored to determine the existence of utilities at the Site of the Work from the records of the District of known utilities in the vicinity of the Work. The positions of these utilities as derived from such records are shown in the Contract Documents.

No excavations were made to verify the locations shown for underground utilities. The service connections to these utilities may not be shown on the drawings. It shall be the responsibility of the Contractor to determine the exact location of all service connections. The Contractor shall make its own investigations, including exploratory excavations, to determine the locations and type of service connections, prior to commencing work which could result in damage to such utilities. The Contractor shall immediately notify the District’s representative as to any utility discovered by Contractor in a different position than shown in the Contract Documents or which is not shown on the Contract Documents.

Contractor shall coordinate its Work with all utilities, including, but not limited to electricity, water, gas and telephone and meet with said utilities prior to the start of any work.

2.1.4.3 Other Utilities. In case it should be necessary to remove, relocate, or temporarily maintain a utility because of interference with the Work, the work on the utility shall be performed and paid for as follows:

When it is necessary to remove, relocate or temporarily maintain a service connection, the cost of which is not required to be borne by the owner thereof, the Contractor shall bear all expenses incidental to the work on the service connection. The work on the service connection shall be done in a manner satisfactory to the owner thereof; it being understood that the owner of the service connection has the option of doing such work with his own forces or permitting the work to be done by the Contractor.
When it is necessary to remove, relocate, or temporarily maintain a utility which is in the position shown on the drawings, the cost of which is not required to be borne by the owner thereof, the Contractor shall bear all expenses incidental to the work on the utility. The work on the utility shall be done in a manner satisfactory to the owner thereof; it being understood that the owner of the utility has the option of doing such work with his own forces or permitting the work to be done by the Contractor.

When it is necessary to remove, relocate, or temporarily maintain a utility which is not shown on the drawings or is in a position different from that shown on the drawings and were it in the position shown on the drawings would not need to be removed, relocated, or temporarily maintained, and the cost of which is not required to be borne by the owner thereof, the District will make arrangements with the owner of the utility for such work to be done at no cost to the Contractor, or will require the Contractor to do such work in accordance with Article 7 or will make changes in the alignment and grade of the Work to obviate the necessity to remove, relocate, or temporarily maintain the utility. Changes in alignment and grade will be ordered in accordance with Article 7 herein.

No representations are made that the obligations to move or temporarily maintain any utility and to pay the cost thereof is or is not required to be borne by the owner of such utility, and it shall be the responsibility of the Contractor to investigate to find out whether said cost is required to be borne by the owner of the utility.

The right is reserved to governmental agencies and to owners of utilities to enter at any time upon any street, alley, right-of-way, or easement for the purpose of making changes in their property made necessary by the Work and for the purpose of maintaining and making repairs to their property.

2.1.5 Existing Utility Lines; Removal, Relocation.

2.1.5.1 Main or Trunkline Facilities. If the Contractor while performing the contract discovers utility facilities not identified by the District in the Contract Documents, Contractor shall, within five (5) days, notify the District and utility in writing.

The District has the responsibility to identify, with reasonable accuracy, main or trunkline facilities on the drawings and specifications. In the event that main or trunkline utility facilities are not identified with reasonable accuracy in the drawings and specifications, District shall assume the responsibility for their timely removal, relocation, or protection.

The owner of the public utility shall have the sole discretion to perform repairs or relocation work or permit the Contractor to do such repairs or relocation work at a reasonable price.

The Contractor shall exercise reasonable care and shall be compensated by the District for the actual verified field costs of locating, and removing, relocating, protecting or temporarily maintaining such main or trunkline utility facilities not
indicated with reasonable accuracy in the drawings and specifications, and for equipment in use on the project necessarily idled during such work. This work shall be performed in accordance with Article 7 of these General Conditions.

Alternatively, District may make changes in the alignment and grade of the work to obviate the need to remove, relocate, or temporarily maintain the utility, in accordance with Article 7 or District may make arrangements with the owner of the utility for such work to be done at no cost to the Contractor.

The Contractor shall not be assessed a forfeiture for delay in completion of the Project when such delay is caused by the failure of the District or the owner of the utility to provide for the removal, relocation, protection or temporary maintenance of all such main or trunkline facilities not indicated with reasonable accuracy.

Nothing herein shall preclude the District from pursuing any appropriate remedy against the utility for delays which are the responsibility of the utility.

Nothing herein shall be construed to relieve the utility from any obligation as required either by law or by contract to pay the cost of removal or relocation of existing utility facilities.

2.1.5.2 Assessment. These subparagraphs shall not be construed to preclude assessment against the Contractor for any other delays in completion of the Work. Nothing in these subparagraphs shall be deemed to require the District to indicate the presence of existing service laterals or appurtenances whenever the presence of such utilities on the Site can be inferred from the presence of other visible facilities, such as buildings, or meter junction boxes on or adjacent to the Site.

2.1.5.3 Notification. If the Contractor, while performing Work under this Contract, discovers utility facilities not identified by the District in the Contract Documents, Contractor shall, within five (5) days, notify the District and the utility in writing. If Contractor fails to notify the District within five (5) days after discovery of any utility facilities not identified by District in the Contract Documents, Contractor waives all rights to be compensated for any extra Work or damages resulting from such discovered utilities.

2.1.6 Easements.

District shall secure and pay for easements for permanent structures or permanent changes in existing facilities, if any, unless otherwise specified in the Contract Documents.

2.2 District’s Right to Carry Out the Work

If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents, including, but not limited to:

1. Failure to supply adequate workers on the entire Project or any part thereof;
2. Failure to supply a sufficient quantity of materials;
3. Failure to perform any provision of this Contract;
4. Failure to comply with safety requirements, or due to Contractor is creation of an unsafe condition;
5. In the case of bona fide emergency;
6. Failure to order materials in a timely manner;
7. Failure to prepare deferred-approval items or shop drawings in a timely manner;
8. Failure to comply with Contractor’s schedule which would result in a delay to the critical path;

If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents, and fails (within a five-day period after receipt of written notice or a shorter time period expressly stated in the written notice from the District in an emergency situation) to commence and continue correction of such default with diligence and promptness, the District may correct such deficiencies without prejudice to other remedies the District may have, including those set forth in Article 14 after providing five-day written notice to Contractor and Surety. If during this five (5) day period, Surety personally delivers notice to District that it intends to perform such work, District shall allow Surety seven (7) days to perform. In an emergency situation, the District may correct such deficiencies without prejudice to other remedies the District may have, including those set forth in Article 14 after providing 48 hours’ notice to the Contractor. In either case, the Contractor will be invoiced the cost of correcting such deficiencies, including compensation for additional services and expenses made necessary by such default, or neglect. The invoice amount shall be deducted from the next payment due the Contractor. If payments then or thereafter due the Contractor are not sufficient to cover such amounts, the Contractor shall pay the difference to the District.
ARTICLE 3

THE CONTRACTOR

3.1 SUPERVISION AND CONSTRUCTION PROCEDURES

3.1.1 Contractor.

The Contractor shall continually supervise and direct the Work using the Contractor’s best skill and attention. The Contractor shall be solely responsible for and have control over construction means, methods, techniques, sequences, procedures; and shall coordinate all portions of the Work under the Contract, unless the Contract Documents give other specific instructions concerning these matters. The Contractor shall not perform the Work without utilizing the Contract Documents or, where required, approved shop drawings, product data, or samples for any such portion of the work. If any of the Work is performed by contractors retained directly by the District, Contractor shall be responsible for the coordination and sequencing of the work of those other contractors so as to avoid any impact on the project schedule pursuant to the requirements of Article 6 and Article 8. Specific duties of the Contractor shall include those set out in Section 43 of Title 21 of the California Code of Regulations and Section 4-343 of Title 24 of the California Code of Regulations. These duties include, but are not limited to the following:

(a) Responsibilities. It is the duty of the Contractor to complete the Work covered by his or her contract in accordance with the approved drawings and specifications. The Contractor in no way is relieved of any responsibility by the activities of the Architect, Engineer, Inspector or DSA in the performance of their duties.

(b) Performance of the work. The Contractor shall carefully study the approved drawings and specifications and shall plan its schedule of operations well ahead of time. If at any time it is discovered that work is being done which is not in accordance with the approved drawings and specifications, the contractor shall correct the work immediately.

All inconsistencies or times which appear to be in error in the drawings and specifications shall promptly be called to the attention of the Architect or, Engineer, for interpretation or correction. Local conditions which may affect the structure shall be brought to the Architect’s attention at once. In no case, shall the instruction of the Architect be construed to cause work to be done which is not in conformity with the approved drawings, specifications, change orders, construction change directives, and as required by law.

The Contractor shall not carry on Work except with the knowledge of the Inspector of Record.

(c) Verified Reports. The Contractor shall make and submit to the District from time to time, verified reports as required in Section 36 of Title 21 and Section 4-366 of Title 24.
Contractor shall fully comply with any and all reporting requirements of Education Code Sections 81147, et seq., in the manner prescribed by Title 24, as applicable.

3.1.2 Contractor Responsibility.

The Contractor shall be responsible to the District for acts and omissions of the Contractor’s employees, Subcontractors, material and equipment suppliers, and their agents, employees, invitees, and other persons performing portions of the Work under direct or indirect contract with the Contractor or any of its Subcontractors.

3.1.3 Obligations not Changed by Architect’s Actions.

The Contractor shall not be relieved of obligations to perform the Work in accordance with the Contract Documents either by activities or duties of the Architect in the Architect’s administration of the Contract or by tests, inspections, or approvals required or performed by persons other than the Contractor.

3.1.4 Acceptance/Approval of Work.

The Contractor shall be responsible to determine when any completed portions of the Work already performed under this Contract or provided pursuant to Article 6 are suitable to receive subsequent Work thereon.

3.1.5 Performance of Work With Own Force.

Contractor shall perform at least 15% of the Work, exclusive of supervisory and clerical work without the services of any subcontractor. Contractor shall supervise and direct the work competently and efficiently, devoting such attention thereto and applying such skills as may be necessary to perform the Work in accordance with the Contract Documents.

3.2 SUPERVISION

3.2.1 Full Time Supervision.

Unless personally present on the Project site where the Work is being performed, the Contractor shall keep on the Work at all times during its progress a competent construction Superintendent satisfactory to the District. The Superintendent shall be present on a full-time basis, shall be dedicated exclusively to the Project and shall not share superintendence duties with another project or job. The Superintendent shall not be replaced except with written consent of the District. The Superintendent shall represent the Contractor in its absence and shall be fully authorized to receive and fulfill any instruction from the Architect, the Inspector, the District or any other District representative. All Requests for Information shall be originated by the Superintendent and responses thereto shall be given to the Superintendent. No Work shall begin on any day by any Subcontractor or other person on the Project site until the Superintendent has arrived, or shall any Work continue during the day after the Superintendent has departed from the Project site. The Superintendent shall have authority to bind Contractor through the Superintendent’s acts. The Superintendent shall represent the Contractor, and communications given to the Superintendent shall be binding on the Contractor.
commencing the Work, Contractor shall give written notice to District and Architect of the name and a Statement of Qualifications of such superintendent for District approval. Superintendent shall not be changed except with written consent of District, unless a superintendent proves to be unsatisfactory to Contractor and ceases to be in its employ, in which case, Contractor shall notify District and Architect in writing. Contractor shall provide a replacement superintendent approved by the District prior to performing additional work.

3.2.2 Staff.

Notwithstanding other requirements of the contract documents, the Contractor and each Subcontractor shall: (1) furnish a competent and adequate staff as necessary for the proper administration, coordination, supervision, and superintendence of its portion of the Work; (2) organize the procurement of all materials and equipment so that the materials and equipment will be available at the time they are needed for the Work; and (3) keep an adequate force of skilled and fit workers on the job to complete the Work in accordance with all requirements of the Contract Documents.

3.2.3 Right to Remove.

District shall have the right, but not the obligation, to require the removal from the Project of any superintendent, staff member, agent, or employee of any Contractor, Subcontractor, material or equipment supplier.

3.3 LABOR AND MATERIALS

3.3.1 Contractor to Provide.

Unless otherwise provided in the Contract Documents, the Contractor shall provide and pay for labor, material, equipment, tools, construction equipment and machinery, water, heat, air conditioning, utilities, transportation, and other facilities, services and permits necessary for proper execution and completion of the Work whether temporary or permanent and whether or not incorporated or to be incorporated in the Work.

3.3.2 Quality.

Unless otherwise specified, all materials and equipment to be permanently installed in the Project shall be new and shall be of the highest quality or as specifically stated in the Contract Documents. The Contractor shall, if requested, furnish satisfactory evidence as to kind and quality of all materials and equipment within ten (10) days of a written request by the District, including furnishing the District with bona fide copies of invoices for materials or services provided on the Project. All labor shall be performed by workers skilled in their respective trades, and shall be of the same or higher quality as with the standards of other school construction.

3.3.3 Replacement.

Any work, materials, or equipment, which do not conform to these requirements or the standards set forth in the Contract Documents, may be disapproved by the District, in which case, they
shall be removed and replaced by the Contractor at no additional cost or extension of time to the District.

3.3.4 Discipline.

The Contractor shall enforce strict discipline and good order among the Contractor’s and Subcontractor’s employees, and other persons carrying out the Contract. The Contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them. As used in this subsection, “unfit” includes any person who the District concludes is improperly skilled for the task assigned to that person, who fails to comply with the requirements of this article, or who creates safety hazards which jeopardize other persons and/or property.

3.3.5 Noise, Drugs, Tobacco, and Alcohol.

Contractor shall take all steps necessary to insure that employees of Contractor or any of its subcontractors’ employees do not use, consume, or work under the influence of any alcohol, tobacco or illegal drugs while on the project. Contractor shall further prevent any of its employees or its subcontractor employees from playing any recorded music devices or radios or wearing any radio headphone devices for entertainment while working on the project. Likewise, Contractor shall prevent its employees or subcontractor’s employees from bringing any animal onto the project. Contractors shall not violate any written school policies.

3.3.6 Delivery of Material.

Contractor shall place orders for materials or equipment so that the Work may be completed in accordance with the Construction schedule for the Work as set forth in Article 8 of this Agreement. Contractor shall, upon demand from the Architect, furnish to the Architect documentary evidence including, but not limited to purchase orders, invoices, bills of materials, work orders and bills of lading, showing that orders have been placed.

3.3.7 Liens and Other Security Interests of Subcontractors and Material Suppliers.

No material, supplies, or equipment for the Work shall be purchased subject to any chattel mortgage or under a conditional sale or other agreement by which an interest therein or in any part thereof is retained by seller or supplier. Contractor warrants good title to all material, supplies, and equipment installed or incorporated in Work and agrees upon completion of all Work to deliver premises, together with all improvements and appurtenances constructed or placed thereon by it, to District free from any claims, security interests, liens, or charges. Contractor further agrees that neither it nor any person, firm, or corporation furnishing any materials or labor for any Work covered by this Contract shall have any right to place a lien upon the premises or any improvement or appurtenance thereof, except that Contractor may install metering devices or other equipment of a utility company or political subdivision, title to which is commonly retained by the utility company or political subdivision. In event of installation of any such metering device or equipment, Contractor shall advise District as to its owner within five (5) days of such installation in writing, prior to making the installation.
3.3.8 Title to Materials.

The title to new materials or equipment for the Work of this Contract, and attendant liability for its protection and safety, shall remain with Contractor until incorporated in the Work of this Contract and accepted by the District and Architect; no part of said materials shall be removed from its place of storage, and Contractor shall keep an accurate inventory of all said materials and equipment in a manner satisfactory to the District or its authorized representative.

3.3.9 Assemblies.

For all material and equipment specified or indicated in the Drawings, the Contractor shall provide all labor, materials, equipment, and services necessary for complete assemblies and complete working systems. Incidental items not indicated on the Drawings, nor mentioned in the Specifications, that can legitimately and reasonably be inferred to belong to the Work described, or be necessary in good practice to provide a complete assembly or system, shall be furnished as though itemized in the Contract Documents in every detail. In all instances, material and equipment shall be installed in strict accordance with each manufacturer’s most recent published recommendations and specifications.

3.4 WARRANTY

3.4.1 The Contractor warrants to the District that material and equipment furnished under the Contract will be of the highest quality and new unless otherwise required or permitted by the Contract Documents, that the Work will be free from defects not inherent in the quality required or permitted, and that the Work will conform with the requirements of the Contract Documents. Work not conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective. Contractor’s warranty and guaranty to District includes, but is not limited to the following representations:

3.4.1.1 In addition to any other warranties and guaranties provided elsewhere, Contractor shall, and hereby does, warrant all Work after the date of Notice of Completion of Work by District and shall repair or replace any or all such work, together with any other work, which may be displaced in so doing that may prove defective in workmanship or materials within a one (1) year period from date of completion as defined in Public Contract Code Section 7107(c) without expense whatsoever to District, ordinary wear and tear, unusual abuse or neglect excepted. District will give notice of observed defects with reasonable promptness. Contractor shall notify District upon completion of repairs.

3.4.1.2 In the event of failure of Contractor to comply with above mentioned conditions within one week after being notified in writing, District is hereby authorized to proceed to have defects repaired and made good at expense of Contractor who hereby agrees to pay costs and charges therefore immediately on demand.

3.4.1.3 If, in the opinion of the District, defective Work creates a dangerous condition or requires immediate correction or attention to prevent further loss to the District, the District will attempt to give the notice required by this Article. If the Contractor cannot be contacted or does not comply with the District’s requirements for
correction within a reasonable time as determined by the District, the District may, notwithstanding the provisions of this article, proceed to make such correction or attention which shall be charged against Contractor. Such action by the District will not relieve the Contractor of the guarantee provided in this Article or elsewhere in this Contract.

3.4.1.4 This Article does not in any way limit the guarantee on any items for which a longer warranty or guaranty is specified or on any items for which a manufacturer gives a guarantee for a longer period. Contractor shall furnish District all appropriate guaranty or warranty certificates upon completion of the project.

3.4.2 Format - All Warranties/Guaranties and shall include:

3.4.2.1 Contractor, subcontractor, and equipment supplier shall provide Warranties and Guaranties on their original company letterhead with original signature.

3.4.2.2 Contractor shall provide original Warranties and Guaranties. Photo copies, fax and e-mail copies are not acceptable.

3.4.3 Preparation

3.4.3.1 Contractor shall obtain warranties and guaranties, executed in duplicate by each applicable and/or responsible subcontractor(s), supplier(s), and manufacturer(s), within fifteen (15) days after Notice of Substantial Completion of the applicable Work or Phase of Work. Except for items put into use with District’s permission, Contractor shall leave date of beginning of time of warranty or guaranty blank until the date of completion is determined by District.

3.4.3.2 Contractor’s Response to Construction Warranty and Guaranty Service Requirements: Following oral or written notification by the District, respond to construction warranty and guaranty service requirements within 24 hours, or earlier in case of emergency.

3.4.4 Warranty and/or Guaranty Tags.

At the time of installation of mechanical equipment or other major system elements, tag each warranted or guaranteed item with a durable, oil and water resistant tag approved by the District. Attached each tag with a copper wire and spray with a silicone waterproof coating. The date of Substantial Completion and the Contractor Authorized signature must remain blank until the date the District makes a determination of Substantial Completion. Show the following information on the tag:
**WARRANTY/GUARANTY INFORMATION** – [insert project number and name on actual tag]

a. Type of product/material___________________________________________________.
b. Model number_______________________________________________________________.
c. Serial number_______________________________________________________________.
d. Contract number___________________________________________________________.
e. Warranty/Guaranty period ______ (months) from _______________ to _______________.
f. Inspector's signature_________________________________________________________.
g. Construction Contractor_____________________________________________________.
   Address_______________________________________________________________________.
   Telephone number_______________________________________________________________.
h. Warranty or Guaranty contact_______________________________________________.
   Address_______________________________________________________________________.
   Telephone number_______________________________________________________________.

j. **WARNING** - PROJECT PERSONNEL TO PERFORM ONLY OPERATIONAL MAINTENANCE DURING THE WARRANTY PERIOD.

### 3.5 TAXES

Contractor will pay all applicable Federal, State, and local taxes on all materials, labor, or services furnished by it, and all taxes arising out of its operations under the Contract Documents. District is exempt from Federal Excise Tax, and a Certificate of Exemption shall be provided upon request.

### 3.6 PERMITS, FEES AND NOTICES

#### 3.6.1 Payment.

The Contractor shall secure and pay for all permits and governmental fees, licenses, and inspections necessary for proper execution and completion of the Work which are necessary after execution of the Contract and are legally required by any authority having jurisdiction over the Project, except those required by the Division of the State Architect (DSA). District shall be responsible for all testing and inspection as required by the DSA on-site or within the distance limitations set forth in Paragraph 13.5.2, unless a different mileage range is specified in the Special Conditions.

#### 3.6.2 Compliance.

The Contractor shall comply with and give notices required by any law, ordinance, rule, regulation, and lawful order of public authorities bearing on performance of the Work.

#### 3.6.3 Responsibility.

The Contractor shall perform all Work in conformance with every applicable law, statute, ordinance, building code, rule or regulation. The Contractor shall assume full responsibility for such Work and shall bear the attributable cost of correction or project delay.
3.7 NOT USED.

3.8 CONTRACTOR'S CONSTRUCTION SCHEDULES

3.8.1 Requirements.

(a) Within ten (10) calendar days after being awarded the contract, Contractor shall submit a schedule for District’s approval using Microsoft Project 2013, or Oracle Primavera P6 software. Contractor shall provide digital schedule files in the software native format (MS Project or Oracle P6) to District on CD/USB for this schedule, and all subsequent progress schedules required by the District. The schedule shall not exceed time limits set forth in the Contract Documents and shall comply with all of the scheduling requirements as set forth in the Specifications. Failure to submit a schedule or submittal of a schedule which shows completion of the Work beyond the specified completion date shall be deemed a material breach by the Contractor. The schedule must indicate the beginning and completion of all phases of construction and shall use the “critical path method” (commonly called CPM) for the value reporting, planning and scheduling, of all Work required under the Contract Documents. The scheduling is necessary for the District’s adequate monitoring of the progress of the Work and shall be prepared in accordance with the time frame described in Article 8 of the General Conditions. The District may disapprove of any schedule or require modification to it if, in the opinion of the District, adherence to the progress schedule will not cause the Work to be completed in accordance with the Agreement.

(b) Contractor shall not submit a schedule showing early completion without indicating float time through the date set for Project completion by District. Contractor’s schedule shall account for all days past early completion as float which belongs to both District and Contractor. Usage of float shall not entitle Contractor to any delay claim or damages due to delay.

(c) Contractor shall not be granted an extension of time for failure to obtain necessary approvals for deferral approvals due to failure to comply with laws, building codes, and other regulations (including Title 24 of the California Code of Regulations). Contractor shall schedule all deferred approval items and shop drawings in its progress schedule. If Contractor fails to include deferred approval items and shop drawings in its schedule which results in a critical path delay, then Contractor shall be subject to the assessment of liquidated damages.

(d) In addition to providing a schedule update every thirty (30) days, the Contractor, if requested by the Architect or District, shall provide revised schedules within ten (10) days if, at any time, the Architect or District, consider the completion date to be in jeopardy because of “activities behind schedule.” The additional schedule shall include a new arrow or precedence diagram and schedule reports conforming to the requirements above, designed to show how the Contractor intends to accomplish the Work to meet the completion date. The form and method employed by the Contractor shall be the same as for the original construction schedule accepted by the District. The Contractor shall modify any portions of the schedule that become infeasible because of
“activities behind schedule” or for any other valid reason. An activity that cannot be completed by its original latest completion date shall be deemed to be behind schedule. If Contractor submits a revised schedule showing an earlier completion date for the Project, District’s acceptance of this revised schedule shall not entitle Contractor to any delay claim or damages due to any such revised schedule.

(e) Contractor shall include in the schedule all shop drawings, and deferred submittals. Include activities for the submittal, District/Architect’s review (minimum duration of 14 calendar days), procurement (or fabrication as applicable); and link the finish of the procurement/fabrication activity to the start of the related field activity at the Site.

3.8.2 Failure to Meet Requirements.

Failure of the Contractor to provide proper schedules as required by this Article and Article 9 is a material breach of the contract and grounds for termination pursuant to Article 14. The District, at its sole discretion, may choose, instead, to withhold, in whole or in part, any progress payments or retention amounts otherwise payable to the Contractor.

3.9 NOT USED.

3.10 DOCUMENTS AND SAMPLES AT THE SITE

The Contractor shall maintain at the Site for the District one current copy of the International Building Code, Titles 19, 21 and 24 of the California Code of Regulations and one record copy of the Drawings, Specifications, Addenda, Change Orders, and other Modifications, in good order and marked currently to record changes and selections made during construction. In addition, the Contractor shall maintain at the Site approved Shop Drawings, Product Data, Samples, and similar required submittals. These documents shall be available to the District, and shall be delivered to the District upon completion of the Work.

3.11 SHOP DRAWINGS, PRODUCT DATA, SAMPLES, AND SUBSTITUTIONS

3.11.1 Submittals defined.

3.11.1.1 Shop Drawings. The term “shop drawings” as used herein means drawings, diagrams, schedules, and other data, which are prepared by Contractor, Subcontractors, manufacturers, suppliers, or distributors illustrating some portion of the Work, and includes: illustrations; fabrication, erection, layout and setting drawings; manufacturer’s standard drawings; schedules; descriptive literature, instructions, catalogs, and brochures; performance and test data including charts; wiring and control diagrams; and all other drawings and descriptive data pertaining to materials, equipment, piping, duct and conduit systems, and methods of construction as may be required to show that the materials, equipment, or systems and their position conform to the requirements of the Contract Documents. The Contractor shall obtain and submit with shop drawings all seismic and other calculations and all product data from equipment manufacturers. “Product data” as used herein are illustrations, standard schedules, performance charts, instructions, brochures, diagrams, and other information furnished by the Contractor to illustrate a material, product, or system for some portion of the Work. As used herein, the term “manufactured” applies to standard units usually mass-produced,
and “fabricated” means items specifically assembled or made out of selected materials to meet individual design requirements. Shop drawings shall: establish the actual detail of all manufactured or fabricated items, indicate proper relation to adjoining work, amplify design details of mechanical and electrical systems and equipment in proper relation to physical spaces in the structure, and incorporate minor changes of design or construction to suit actual conditions.

3.11.1.2 Samples. The term “samples” as used herein are physical examples furnished by Contractor to illustrate materials, equipment, or quality and includes natural materials, fabricated items, equipment, devices, appliances, or parts thereof as called for in the Specifications, and any other samples as may be required by the District/Architect to determine whether the kind, quality, construction, finish, color, and other characteristics of the materials, etc., proposed by the Contractor conform to the required characteristics of the various parts of the Work. All Work shall be in accordance with the approved samples.

3.11.1.3 Contractor’s Responsibilities. Contractor shall obtain and shall submit all required shop drawings, samples, etc., required by the Specifications with such promptness as to cause no delay in its own Work or in that of any other contractor or subcontractor but in no event later than ten (10) days after the award of the Contract. No extensions of time will be granted to Contractor or any Subcontractor because of its failure to have shop drawings and samples submitted in accordance with the Schedule. Each Subcontractor shall submit all shop drawings, samples, and manufacturer’s descriptive data for the review of the District, the Contractor, and the Architect through the Contractor. By submitting shop drawings, product data, samples, etc., the Contractor represents that it has determined and verified all materials, field measurements, catalog numbers, related field construction criteria, and other relevant data in connection with each such submission, and that it has checked, verified, and coordinated the information contained within such submittals with the requirements of the Work and of the Contract Documents, including the construction schedule. The submission of the shop drawings, product data, samples, etc., shall not deviate from the requirements of the Contract Documents including detailing and design intent which is specifically outlined in Contract Documents except as specifically authorized by the District/Architect or through an accepted substitution pursuant to Paragraph 3.10.4. All deviations from the Contract Documents shall be narratively described in a transmittal accompanying the shop drawings. However, shop drawings shall not be used as a means of requesting a substitution, the procedure for which is defined in Paragraph 3.10.4, “Substitutions.” Review by District and Architect shall not relieve the Contractor or any Subcontractor from its responsibility in preparing and submitting proper shop drawings in accordance with the Contract Documents. Any submission, which in District/Architect’s opinion is incomplete, contains errors, or has been checked superficially will be returned un-reviewed by the District/Architect for resubmission by the Contractor. Contractor shall stamp, sign, and date each submittal indicating its representation that the submittal meets all of the requirements of the Contract Documents and evidence Contractor’s review through execution of the following stamp to be placed on each shop drawings:

“The contractor has reviewed and approved the field dimensions and the construction criteria, and has also made written notation regarding any information in the shop drawings that does not conform to the contract documents. This shop drawing has been coordinated with all other shop drawings received to date by contractor and this duty of coordination has not been delegated to subcontractors, material suppliers, the Architect, or the engineers on this project.
3.11.1.4 **Extent of Review.** In reviewing shop drawings, the District nor the Architect will not verify dimensions and field conditions. The Architect will review and approve shop drawings, product data, samples, etc., for aesthetics and for conformance with the design concept of the Work and the information in the Contract Documents. The District nor the Architect’s review shall neither be construed as a complete check which relieves the Contractor, Subcontractor, manufacturer, fabricator, or supplier from responsibility for any deficiency that may exist or from any departures or deviations from the requirements of the Contract Documents unless the Contractor has, in writing, called the District’s/Architect’s attention to the deviations at the time of submission. The District’s or Architect’s review shall not relieve the Contractor or Subcontractors from responsibility for errors of any sort in shop drawings or schedules, for proper fitting of the Work, coordination of the differing subcontractor trades and shop drawings and Work which is not indicated on the shop drawings at the time of submission of shop drawings. Contractor and Subcontractors shall be solely responsible for any quantities which may be shown on the submittals or Contract Documents.

3.11.2 **Drawing Submission Procedure.**

3.11.2.1 **Transmittal Letter and Other Requirements.** All shop drawings must be properly identified with the name of the Project and dated, and each lot submitted must be accompanied by a letter of transmittal referring to the name of the Project and to the Specification section number for identification of each item clearly stating in narrative form, as well as “clouding” on the submissions, all qualifications, departures, or deviations from the Contract Documents. Shop drawings, for each section of the Work shall be numbered consecutively and the numbering system shall be retained throughout all revisions. All Subcontractor submissions shall be made through the Contractor. Each drawing shall have a clear space for the stamps of Architect and Contractor.

3.11.2.2 **Copies Required.** Unless otherwise approved by the District, each submittal shall include six (6) legible prints of each drawing or schedule, table, cut sheet, etc., including fabrication, erection, layout and setting drawings, and such other drawings as required under the various sections of the Specifications, until final acceptance thereof is obtained. Subcontractor shall submit copies, in an amount as requested by the Contractor, of: (1) manufacturers’ descriptive data for materials, equipment, and fixtures, including catalog sheets showing dimensions, performance, characteristics, and capacities; (2) wiring diagrams and controls; (3) schedules; (4) all seismic calculations and other calculations; and (5) other pertinent information as required by the District or Architect.

3.11.2.3 **Corrections.** The Contractor shall make all corrections required by District/Architect and shall resubmit, as required by District/Architect, corrected copies of shop drawings or new samples until approved. Contractor shall direct specific attention in writing or on resubmitted shop drawings to revisions other than the corrections required by the District/Architect on previous submittals. Professional services required for more than one (1) re-review of required submittals of shop drawings, product data, or samples are subject to charge to the Contractor pursuant to Paragraph 4.4.

3.11.2.4 **Approval Prior to Commencement of Work.** No portion of the Work requiring a shop drawing or sample submission or other submittal shall be commenced until the submission has been reviewed by Contractor and Architect and approved by Architect unless specifically directed in
writing by the District. All such portions of the Work shall be in accordance with approved shop drawings and samples.

3.11.3 Sample Submissions Procedure.

3.11.3.1 Samples Required. In case a considerable range of color, graining, texture, or other characteristics are anticipated in finished products, a sufficient number of samples of the specified materials shall be furnished by the Contractor to indicate the full range of characteristics which will be present in the finished products; and products delivered or erected without submittal and approval of a full range of samples shall be subject to rejection. Except for range samples, and unless otherwise called for in the various sections of the Specifications, samples shall be submitted in duplicate. All samples shall be marked, tagged, or otherwise properly identified with the name of the submitting party, the name of the Project, the purpose for which the samples are submitted and the date, and shall be accompanied by a letter of transmittal containing similar information, together with the Specification section number. Each tag or sticker shall have clear space for the review stamps of Contractor and Architect.

3.11.3.2 Labels and Instructions. All samples of materials shall be supplied with the manufacturer’s descriptive labels and application instructions.

3.11.3.3 Architect’s Review. The Architect will review and, if appropriate, approve submissions and will return them to the Contractor with the Architect’s stamp and signature applied thereto, indicating the timing for review and appropriate action in compliance with the Architect’s (or District’s) standard procedures.

3.11.3.4 NOT USED.

3.11.3.5 NOT USED.

3.11.3.6 District’s Property. All shop drawings, computer disks, annotated specifications, samples and other submittals shall become the District’s property upon receipt by the District or Architect.

3.11.4 Substitutions.

3.11.4.1 One Product Specified. Unless the Specifications state that no substitution is permitted, whenever the Contract Documents indicate any specific material, product, thing or service, or any specific name, make, trade name, or catalog number, with or without the words “or equal,” such specification shall be deemed to be used for the purpose of facilitating description of the material, product, thing or service desired and shall be deemed to be followed by the words “or equal” unless the Contract Documents specify “no substitution allowed”, “no equal”, “no equivalent”, or other language with similar meaning, in which case no substitutions will be allowed. Pursuant to Paragraph 3.11.4.3, the Contractor may, unless otherwise stated, within three (3) work days after the bid opening, submit a substitution request for any material, product, thing or service, which shall be materially equal or better in every respect to that so indicated or specified (“Specified Item”) and will completely accomplish the purpose of the Contract Documents.

(a) Products Specified Which are Commercially Unavailable. If the Contractor fails to make a request for substitutions for products, within three (3) work days after bid opening, and such products subsequently become commercially unavailable, the Contractor may request a substitution for such commercially unavailable item. The decision to grant
this request is solely at the District’s discretion. The written approval of the District, consistent with the procedure for Change Orders, shall be required for the use of a proposed substitute material. The District may condition its approval of the substitution upon the delivery to District of an extended warranty or guaranty or other assurances of adequate performance of the substitution as well as an equitable deduction in the contract sum should the substituted item cost less than the Specified Item. All risks of delay due the approval of a requested substitution by the District, DSA, or any other governmental agency having jurisdiction, shall be on the requesting party. All additional costs, all procurement and construction delays, and all costs for review by the Architect or its consultants shall be the responsibility of the Contractor and will be deducted from Contractor’s pay request.

3.11.4.2 Substitution Request Form. Requests for substitutions of materials, products, things or services in place of a Specified Item must be submitted to the District in writing on the District’s Substitution Request Form (“Request Form”) within three (3) work days after bid opening, except as provided for in Paragraph 3.11.4.1.

The Request Form must be accompanied by evidence as to whether the proposed substitution:

1. Is equal in quality/service/ability to the Specified Item;
2. Will entail no changes in detail, construction, and scheduling of related work;
3. Will be acceptable in consideration of the required design and artistic effect;
4. Will provide no cost disadvantage to the District;
5. Will require no excessive or more expensive maintenance, including adequacy and availability of replacement parts; and
6. Will required no change of the construction schedule.

3.11.4.3 In completing the Request Form, the bidder shall state, with respect to each requested substitution, that the bidder will agree to provide the Specified Item in the event that the District denies the bidder’s request for such requested substitution. In the event the District denies the bidder’s requested substitution for a Specified Item, the bidder shall provide the Specified Item without any additional cost or charge to the District, and waives all rights to submit a claim.

3.11.4.4 After bids are opened, the apparent lowest bidder shall provide, within three (3) days of opening such bids, any and all Drawing, Specifications, samples, performance data, calculations, and other information, as may be required to assist the Architect and the District in determining whether the proposed substitution is acceptable. The burden of establishing these facts shall be upon the bidder.

3.11.4.5 After the District’s receipt of such evidence by the bidder, the District will make its final decision as to whether the bidder’s request for substitution for any Specified Items will be granted. The decision as to whether a proposed request for substitution is equal to a Specified Item shall be at the sole discretion of the District. Any request for substitution that is granted by the District shall be documented and processed through a Change Order. The District may condition its approval of any substitution upon delivery to the District of an extended warranty or guaranty or other assurances of adequate performance of the substitution. Any and all risks of delay due to approval by the District, DSA or any other governmental agency having jurisdiction shall be on the bidder.
3.11.4.6 If the Architect and District accept a proposed substitution, the Contractor agrees to pay for all District expenses, including but not limited to Division of the State Architect fees, engineering and design services, compensation to the Architect and affected engineers for their required time to process such substitution through the Division of the State Architect, if required, and to make all changes and adjustments in materials or the work of all trades directly or indirectly affected by the substituted item or items at no cost to the District.

3.12 INTEGRATION OF WORK

3.12.1 Scope.

The Contractor shall be responsible for cutting, fitting, or patching to complete the Work and to make all parts fit together properly. Contractor shall be responsible for ensuring that all trades are coordinated and scheduled so as to ensure the timely and proper execution of the work. When modifying existing work or installing new Work adjacent to existing work, Contractor shall match, as closely as conditions of Site and materials will allow, the finishes, textures, and colors of the original work, refinishing existing work at no additional cost to District. All cost caused by defective or ill-timed work shall be borne by Contractor. Contractor shall be solely responsible for protecting existing work on adjacent properties and shall obtain all required permits for shoring and excavations near property lines.

3.12.2 Structural Members.

New or existing structural members and elements, including reinforcing bars and seismic bracing, shall not be cut, bored, or drilled except by written authority of the Architect. Work done contrary to such authority is at the Contractor’s risk and subject to replacement at its own expense without reimbursement under the Contract. Schedule delays resulting from Agency approvals for unauthorized work shall be the Contractor’s responsibility.

3.12.3 Subsequent Removal.

Permission to patch any areas or items of the Work shall not constitute a waiver of the District’s or the Architect’s right to require complete removal and replacement of the areas of items of the Work if, in the opinion of the Architect or the District, the patching does not satisfactorily restore quality and appearance of the Work or does not otherwise conform to the Contract Documents.

3.13 CLEANING UP

3.13.1 Contractor’s Responsibility.

Contractor at all times shall keep premises free from debris such as waste, dust, excess water, storm water runoffs, rubbish, and excess materials and equipment. Contractor shall not leave debris under, in, or about the premises, but shall promptly remove same from the premises and dispose of it in a lawful manner. Disposal receipts or dump tickets shall be furnished to the Architect within five (5) days of request. Upon completion of Work, Contractor shall clean interior and exterior of buildings, including fixtures, equipment, walls, floors, ceilings, roofs, window sills and ledges, horizontal projections, and any areas where debris has collected, so surfaces are free from foreign material or discoloration; Contractor shall clean and polish all glass, plumbing fixtures, equipment, finish hardware
and similar finish surfaces. Upon completion of the Work, Contractor shall also remove temporary utilities, fencing, barricades, planking, sanitary facilities and similar temporary facilities from Site.

Contractor shall remove rubbish and debris resulting from the Work on a daily basis. Contractor shall maintain the structures and Site in a clean and orderly condition at all times until acceptance of the project by the District. Contractor shall keep its access driveways and adjacent streets, sidewalks, gutters and drains free of rubbish, debris and excess water by cleaning and removal each day.

3.13.1.1 In addition to the general cleaning, the following special cleaning shall be done at the completion of the work in accordance with the specifications including, but not limited to:

(a) Remove putty stains from glazing, then wash and polish glazing.
(b) Remove marks, stains, fingerprints and other soil or dirt from painted, stained or decorated work.
(c) Remove temporary protection and clean and polish floors and waxed surfaces.
(d) Clean and polish hardware and plumbing trim; remove stains, dust, dirt, plaster and paint.
(e) Remove spots, soil, plaster and paint from tile work, and wash tile.
(f) Clean all fixtures and equipment, remove excess lubrication, clean light fixtures and lamps, polish metal surfaces.
(g) Vacuum-clean carpeted surfaces.
(h) Remove debris from roofs, down spout and drainage system.

3.13.2 Failure to Cleanup.

If the Contractor fails to clean up as provided in the Contract Documents, the District may do so, and the cost thereof shall be the responsibility of the Contractor and deducted from the next progress payment.

3.14 ACCESS TO WORK

The Contractor shall provide the District, the Architect, Engineers and the Inspector of Record, access to the Work in preparation and progress wherever located. Contractor shall provide safe and proper facilities for such access so that District’s representatives may perform their functions.

CONTRACTOR IS AWARE THAT THIS CONTRACT MAY BE SPLIT INTO SEVERAL PHASES AS ADDRESSED IN ARTICLE 6.

3.15 ROYALTIES AND PATENTS

3.15.1 Payment and indemnity for Infringement.

Contractor shall hold and save the District and its officers, agents, and employees, the Architect, and the Architect’s consultants harmless from liability of any nature or kind, including cost and expense,
for or on account of any patented or unpatented invention, process, article, or appliance manufactured or used in the performance of the contract, including its use by the District, unless otherwise specifically provided in the contract documents, and unless such liability arises from the sole negligence, or active negligence, or willful misconduct of the District, the Architect, or the Architect’s consultants.

3.15.2 Review.

The review by the Architect of any method of construction, invention, appliance, process, article, device, or material of any kind shall be for its adequacy for the Work and shall not be an approval for the use by the Contractor in violation of any patent or other rights of any person or entity.

3.16 INDEMNIFICATION

3.16.1 Contractor.

Contractor shall defend, indemnify and hold harmless District, Architect, Inspector, the State of California and their officers, employees, agents and independent contractors from all liabilities, claims, actions, liens, judgments, demands, damages, losses, costs or expenses of any kind arising from death, personal injury, property damage or other cause based or asserted upon any act, omission, or breach connected with or arising from the progress of Work or performance of service under this Agreement or the Contract Documents. As part of this indemnity, Contractor shall protect and defend, at its own expense, District, Architect, Inspector, the State of California and their officers, employees, agents and independent contractors from any legal action including attorney’s fees or other proceeding based upon such act, omission, or breach.

Furthermore, Contractor agrees to and does hereby defend, indemnify and hold harmless District, Architect, Inspector, the State of California and their officers, employees, agents and independent contractors from every claim or demand made, and every liability, loss, damage, expense or attorney’s fees of any nature whatsoever, which may be incurred by reason of:

(a) Liability for (1) death or bodily injury to persons; (2) damage or injury to, loss (including theft), or loss of use of, any property; (3) any failure or alleged failure to comply with any provision of law or the Contract Documents; or (4) any other loss, damage or expense, sustained by any person, firm or corporation or in connection with the Work called for in this Agreement or the Contract Documents, except for liability resulting from the sole or active negligence, or the willful misconduct of the District.

(b) Any bodily injury to or death of persons or damage to property caused by any act, omission or breach of Contractor or any person, firm or corporation employed by Contractor, either directly or by independent contract, including all damages or injury to, loss (including theft), or loss of use of, any property, sustained by any person, firm or corporation, including District, arising out of or in any way connected with Work covered by this Agreement or the Contract Documents, whether said injury or damage occurs either on or off District property, but not for any loss, injury, death or damages caused by the sole or active negligence or willful misconduct of the District.
(c) Any dispute between Contractor and Contractor’s subcontractors/supplies/sureties, including, but not limited to, any failure or alleged failure of the Contractor (or any person hired or employed directly or indirectly by the Contractor) to pay any Subcontractor or Materialman of any tier or any other person employed in connection with the Work and/or filing of any stop notice or mechanic’s lien claims.

Contractor, at Contractor’s own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the District, its officers, agents or employees, on or founded upon any cause, damage, or injury identified herein Section 3.16.1 and shall pay or satisfy any judgment that may be rendered against the District, its officers, agents or employees in any action, suit or other proceedings as a result thereof.

Contractor shall ensure that its contract with each of its subcontractors contains provisions requiring the subcontractors to defend, indemnify and hold harmless the District, Architect, Inspector, the State of California to a minimum level as set forth in this Article and consistent with the language of 3.16.1.

The Contractor’s and Subcontractors’ obligation to defend, indemnify and hold harmless the District, Architect, Inspector, the State of California and their officers, employees, agents and independent contractors hereunder shall include, without limitation, any and all claims, damages, and costs for the following: (1) any damages or injury to or death of any person, and damage or injury to, loss (including theft), or loss of use of, any property; (2) breach of any warranty or guaranty, express or implied; (3) failure of the Contractor or Subcontractors to comply with any applicable governmental law, rule, regulation, or other requirement; and (4) products installed in or used in connection with the Work.

3.17 SUBMISSION OF DAILY REPORTS

3.17.1 General.

At the close of each working day, the Contractor shall submit a daily report to the District and the Inspector, on forms approved by the District, together with applicable delivery tickets, listing all labor, materials, and equipment involved for that day. An attempt shall be made to reconcile the report daily, and it shall be signed by a District representative and the Contractor. In the event of disagreement, pertinent notes shall be entered by each party to explain points which cannot be resolved that day. Each party shall retain a signed copy of the report. Reports by subcontractors or others shall be submitted through the Contractor.

3.17.2 Labor.

The report required by Paragraph 3.17.1 shall show names of workers, classifications, hours worked.

3.17.3 Materials.

The report required by Paragraph 3.17.1 shall describe materials used.
3.17.4 Equipment.

The report required by Paragraph 3.17.1 shall show type of equipment, size, and hours of operation, including loading and transportation, if applicable.

3.18 EXECUTION OF THE WORK

3.18.1 Examination.

3.18.1.1 Acceptance of Conditions: Examine substrates, areas, and conditions, with Installer or Applicator present where indicated, for compliance with requirements for installation tolerances and other conditions affecting performance. Record all observations in writing.

3.18.1.2 Examine roughing-in for mechanical and electrical systems to verify actual locations of connections before equipment and fixture installation.

3.18.1.3 Examine walls, floors, and roofs for suitable conditions where products and systems are to be installed.

3.18.1.4 Proceed with installation only after unsatisfactory conditions have been corrected. Proceeding with the Work indicates acceptance of surfaces and conditions.

3.18.2 Existing Site and/or Building Conditions.

The existence and location of site improvements, utilities, and other construction indicated as existing are not guaranteed. Before beginning Work, investigate and verify the existence and location of mechanical and electrical systems and other construction affecting the Work.

Before construction, verify the location and points of connection of all utility services for the entire Project.

3.18.3 Existing Utilities.

The existence and location of underground and other utilities and construction indicated in the Contract Documents as existing are not guaranteed. Prior to beginning the Work investigate and verify the existence and location of all underground utilities and/or other improvements affecting the Work.

3.18.3.1 Before construction, verify the location and invert all elevations at points of connection of sanitary sewer, storm sewer, and water-service piping; and all underground electrical services.

3.18.3.2 Furnish location data for work related to Project that must be performed by public utilities serving Project site.

3.18.4 Preparation.

Review of Contract Documents and Field Conditions: Immediately on discovery of the need for clarification of the Contract Documents, submit a written request for information (RFI) to the District.

Existing Utility Information: Furnish information to the District and Architect that is necessary to adjust, move, or relocate existing utility structures, utility poles, lines, services, or other utility
appurtenances located in or affected by construction. Contractor shall coordinate with authorities having jurisdiction.

Field Measurements: Take field measurements as required to fit the Work properly. Recheck measurements before installing each product. Where portions of the Work are indicated to fit to other construction, Contractor shall investigate and verify all dimensions of other construction by field measurements before fabrication. Contractor shall coordinate fabrication schedule with construction progress to avoid delaying the Work.

Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Contract Documents. Contractor shall be responsible for all coordination and measurements including means and methods of Construction.

3.18.5 Construction Layout.

Verification: Before proceeding to lay out the Work, Contractor shall verify layout information and Field condition in relation to the Contract documents. Notify District and Architect immediately of any discrepancies.

3.18.6 Installation.

General Contractor shall locate the Work and components of the Work accurately, in correct alignment and elevation, as indicated.

3.18.6.1 Make vertical work plumb and make horizontal work level.
3.18.6.2 Where space is limited, install components to maximize space available for maintenance and ease of removal for replacement.
3.18.6.3 Conceal pipes, ducts, and wiring in furnished areas, unless otherwise indicated.
3.18.6.4 Maintain minimum headroom clearance of eight feet in spaces without a suspended ceiling.
3.18.7 Contractor shall comply with manufacturer’s written instructions and recommendations for installing products in applications indicated.

3.18.8 Contractor shall install products at the time and under conditions that will ensure the best possible results. Maintain conditions required for performance until accepted by District.

3.18.9 Contractor shall conduct construction operations so no part of the Work is subjected to damage or loading in excess of that expected during normal conditions of occupancy.

3.18.10 Anchors and Fasteners: Provide anchors and fasteners as required to anchor each component securely in place, accurately located and aligned with other portions of the Work.

3.18.11 Mounting Heights: Where mounting heights are not indicated, mount components at heights directed by Architect.

3.18.12 Allow for building movement, including thermal expansion and contraction.

3.18.13 Coordinate installation of anchorages. Furnish setting drawings, templates, and directions for installing anchorages, including sleeves, concrete inserts, anchor bolts, and items with integral anchors, that are to be embedded in concrete or masonry. Deliver such items to Project site in time for installation.

3.18.14 Joints: Make joints of uniform width. Where joint locations in exposed work are not indicated, arrange joints for the best visual effect. Fit exposed connections together to form hairline joints.

3.18.15 Hazardous Materials: Use only products, cleaners, and installation materials that are not classified as or considered hazardous.

3.18.16 District-Installed Products

3.18.16.1 Site Access: Provide access to Project site for District’s construction forces.

3.18.16.2 Coordination: Coordinate construction and operations of the Work with work performed by District construction forces.

3.18.16.3 Construction Schedule: Inform District of Contractor’s preferred construction schedule for District’s portion of the Work. Adjust construction schedule based on a mutually agreeable timetable. Notify District and Architect if changes to schedule are required due to differences in actual construction progress.

3.18.16.4 Pre-installation Conferences: Include District’s construction forces at pre-installation conferences covering portions of the Work that are to receive District’s work. Attend pre-
installation conferences conducted by District’s construction forces if portions of the Work depend on District’s construction forces.

3.19 **DSA VERIFIED REPORTS AND CERTIFICATE OF COMPLIANCE**

3.19.1 Contractor Actions.

The Contractor acknowledges and agrees that a material obligation of the Contractor under the Contract Documents is the completion by the Contractor of all actions and activities which by the Contract Documents or by operation of applicable law, code, rule or regulation are the responsibility of the Contractor relating to DSA reporting requirements pursuant to Education Code §81141 (including amendments thereto) and issuance of DSA’s Certificate of Compliance for the Project pursuant to Education Code §81147 (including amendments thereto) upon completion of Project construction. The foregoing shall include without limitation, the timely preparation, completion and filing of Verified Reports during Project construction and the filing of the Final Verified Report with DSA within ten (10) days of the determination of Project Final Completion. The Contractor shall provide the Project Inspector, Architect, Construction Manager retained by the District for the Project and the District with copies of all Verified Reports completed by the Contractor and submitted to DSA; such copies shall be provided to the Project Inspector, Architect, the Construction Manager and the District concurrently with the Contractor’s submission thereof to DSA.


Notwithstanding any provision of the Contract Documents to the contrary, the completion and filing of the Final Verified Report with DSA by the Contractor is an express condition precedent to the District’s disbursement of Twelve Thousand Dollars ($12,000) of the Contract Sum due the Contractor under this Agreement (“the Final Verified Report Value”). The Final Verified Report Value is in addition to, and not in lieu of, retention withheld and retained by the District from Progress Payments disbursed to the Contractor during Project construction. The District’s disbursement of the Final Verified Report Value to the Contractor shall be made by the District within thirty (30) days of the presentation by the Contractor to the Project Inspector, Architect, Construction Manager and District of reasonably satisfactory written evidence that the Contractor has filed the Contractor’s Final Verified Report with DSA in accordance with the preceding and the submission of a billing statement by the Contractor to the District for payment of the Final Verified Report Value. If the Contractor fails to file the Final Verified Report with DSA within ten (10) days of the determination of Project Final Completion, notwithstanding the preparation or filing of such Final Verified Report by the Contractor thereafter, the District may in the sole and exclusive discretion of the District retain and withhold from disbursement to the Contractor all or any part of the Final Verified Report Value as damages for the failure of the Contractor to have timely discharged its obligations hereunder.

3.20 **NOISE CONTROL**

The Contractor shall be responsible for the installation and maintenance of noise reducing devices on construction equipment. Contractor shall comply with the requirements of the city and county having jurisdiction with regard to noise ordinances governing construction sites and activities.

Contra Costa Community College District
Los Medanos College
L-638 Gymnasium Modernization
Construction equipment noise is subject to the control of the Environmental Protection Agency’s Noise Control Program (Part 204 of Title 40, Code of Federal Regulations). If classes are in session at any point during the progress of the Project, and, in the District’s reasonable discretion, the noise from such Work disrupts or disturbs the students or faculty or the normal operation of the college, at the District’s request, the Contractor shall schedule the performance of all such Work around normal campus hours or make other arrangements so that the Work does not cause such disruption or disturbance. In no event shall Contractor have a right to receive additional compensation or an extension to the contract time as a result of any such rescheduling or the making of such arrangements. These controls shall be implemented during site preparation and construction.
ARTICLE 4

ADMINISTRATION OF THE CONTRACT

4.1 ARCHITECT

4.1.1 Replacement of Architect.

In the case of the termination of the Architect, the District may appoint an architect or another construction professional or may perform such functions with its own licensed professional personnel. The status of the replacement Architect under the Contract Documents shall be the same as that of the former architect.

4.2 ARCHITECT’S ADMINISTRATION OF THE CONTRACT

4.2.1 Status.

Pursuant to Titles 24 and 21 of the California Code of Regulations and as required pursuant to the Field Act, Education Code 81130 et. seq. the Architect will provide administration of the Contract Documents and the Work, and will be a District representative during construction, as well as during the one (1) year period following the commencement of any warranties or guaranties. The Architect will have authority to act on behalf of the District only to the extent provided in the Contract Documents.

4.2.2 Site Visits.

The Architect will visit the Site at intervals necessary in the judgment of the Architect to become generally familiar with the progress and quality of the Work and to determine in general if the Work is being performed in accordance with the Contract Documents.

4.2.3 Limitations of Construction Responsibility.

The Architect shall not have control over, charge of, or be responsible for construction means, methods, techniques, schedules, sequences or procedures, fabrication, procurement, shipment, delivery, receipt, installation, or for safety precautions and programs in connection with the Work, since these are solely the Contractor’s responsibility under the Contract Documents. The Architect shall not be responsible for the Contractor’s, Subcontractors’, material or equipment suppliers’, or any other person’s schedules or failure to carry out the Work in accordance with the Contract Documents. The Architect shall not have control over or charge of acts or omissions of the Contractor, Subcontractors, their agents or employees, or any other persons or entities performing or supplying portions of the Work. The Contractor shall not be relieved of obligations to perform the Work in accordance with the Contract Documents either by activities or duties of the Architect in the Architect’s administration of the Contract Documents, or by tests, inspections, or approvals required or performed by persons other than the Contractor.
4.2.4 Communications Facilitating Contract Administration.

Except as otherwise provided in the Contract Documents the Contractor shall communicate through the District representative. The District representative shall be promptly informed, and shall receive copies of all written communications. Contractor shall not rely upon any communications from the District that is not from the District’s representative. Communications by and with the Architect’s consultants shall be through the Architect. Communications by and with Subcontractors and material or equipment suppliers shall be through the Contractor.

4.2.5 Payment Applications.

The Architect will review and make recommendations to the District regarding the amounts due the Contractor on the Certificates for Payment pursuant to Article 9 and subject to the Inspector’s approval and Architect’s observation.

4.2.6 Rejection of Work.

In addition to the rights, duties, and obligations of the Inspector under this Article, the Architect may recommend to the District that the District reject Work which does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable to achieve the intent of the Contract Documents, the Architect may recommend to the District that the District require additional inspection or testing of the Work in accordance with Paragraph 13.5, whether or not such Work is fabricated, installed, or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, material and equipment suppliers, their agents or employees, or other persons performing portions of the Work.

4.2.7 Warranties and Guaranties Upon Completion.

The Architect, in conjunction with the District and Inspector will conduct field reviews of the Work to determine the date of completion, shall receive and forward to the District for the District’s review and records written warranties, guaranties, and related documents required by the Contract and assembled by the Contractor, and will issue a final Certificate for Payment when the Architect believes the Work has been completed in compliance with the requirements of the Contract Documents. The handling by the Architect of such warranties, guaranties, maintenance manuals, or similar documents shall not diminish or transfer to the Architect any responsibilities or liabilities required by the Contract Documents of the Contractor or other entities, parties, or persons performing or supplying the Work.

The Architect will conduct a field review of the Contractor’s comprehensive list of items to be completed or corrected (final punch list) and one (1) follow-up field review if required. The cost incurred by the District for further field reviews or the preparation of further punch lists by the Architect shall be invoiced to the Contractor and deducted from the final payment.

4.2.8 Interpretation.

The Architect will interpret and decide matters concerning performance and requirements of the Contract Documents.
4.2.9 Additional Instructions.

4.2.9.1 Typical Parts and Sections. Whenever typical parts or sections of the Work are completely detailed on the Drawings, and other parts or sections which are essentially of the same construction are shown in outline only, the complete details shall apply to the Work which is shown in outline.

4.2.9.2 Dimensions. Dimensions of Work shall not be determined by scale or rule. Figured dimensions shall be followed at all times. If figured dimensions are lacking on Drawings, Architect shall supply them on request. The Architect’s decisions on matters relating to aesthetic effect will be final.

4.3 Inspector of Record

4.3.1 General.

One or more project inspectors employed by the District and approved by the Division of the State Architect will be assigned to the Work in accordance with the requirements of Title 24 of the California Code of Regulations. The Inspector(s) duties are as specifically defined in Title 24.

4.3.2 Inspector’s Duties.

All Work shall be under the observation of the Inspector. The Inspector shall have free access to any or all parts of the Work at any time. The Contractor shall furnish the Inspector such information as may be necessary to keep the Inspector fully informed regarding progress and manner of Work and character of materials. Such observations shall not, in any way, relieve the Contractor from responsibility for full compliance with all terms and conditions of the Contract, or be construed to lessen to any degree the Contractor’s responsibility for providing efficient and capable superintendence. The Inspector is not authorized to make changes in the drawings or specifications nor shall the Inspector’s approval of the Work and methods relieve the Contractor of responsibility for the correction of subsequently discovered defects, or from its obligation to comply with the Contract Documents.

4.3.3 Inspector’s Authority to Reject or Stop Work.

The Inspector shall have the authority to reject Work whenever provisions of the Contract Documents are not being complied with, and Contractor shall instruct its Subcontractors and employees accordingly. In addition, the Inspector may stop any Work that poses a probable risk of harm to persons or property. The Contractor shall instruct its employees, Subcontractors, material and equipment suppliers, etc., accordingly. The absence of any Stop Work order or rejection of any portion of the Work shall not relieve the Contractor from any of its obligations pursuant to the Contract Documents.

4.3.4 Inspector’s Facilities.

Within seven (7) days after notice to proceed, the Contractor shall provide the Inspector with the temporary facilities as required under Division 1 of the Specifications.
4.3.5 Testing Times.

The District will provide inspection and testing at its cost during the normal eight (8) hour day Monday through Friday (except holidays). Work by the Contractor outside of the normal eight (8) hour day shall constitute an authorization from the Contractor to the District to provide inspection and testing as required outside of the normal eight (8) hour day. Contractor shall reimburse District for any additional costs associated with inspection and testing (including re-inspection and re-testing) outside the normal eight-hour day and for any retests caused by the Contractor.

4.4 RESPONSIBILITY FOR ADDITIONAL CHARGES INCURRED BY THE DISTRICT FOR PROFESSIONAL SERVICES

If at any time prior to the completion of the requirements under the Contract Documents, the District is required to provide or secure additional professional services for any reason by any act of the Contractor, the Contractor shall be invoiced by the District for any costs incurred for any such additional services, which costs shall be deducted from the next progress payment. Such invoicing shall be independent from any other District remedies and shall not be considered a waiver of any District rights or remedies. If payments then or thereafter due to the Contractor are not sufficient to cover such amounts, the Contractor shall pay the difference to the District. Additional services shall include, but shall not be limited to, the following:

(a) Services made necessary by the default of the Contractor.
(b) Services made necessary due to the defects or deficiencies in the Work of the Contractor.
(c) Services required by failure of the Contractor to perform according to any provision of the Contract Documents.
(d) Services in connection with evaluating substitutions of products, materials, equipment, Subcontractors’ proposed by the Contractor, and making subsequent revisions to drawings, specifications, and providing other documentation required (except for the situation where the specified item is no longer manufactured or available).
(e) Services for evaluating and processing claims submitted by the Contractor in connection with the Work outside the established Change Order process.
(f) Services required by the failure of the Contractor to prosecute the Work in a timely manner in compliance within the specified time of completion.
(g) Services in conjunction with the testing, adjusting, balancing and start-up of equipment other than the normal amount customarily associated for the type of Work involved.
(h) Services in conjunction with more than one (1) re-review of submittals of shop drawings, product data, samples, etc.
4.5  **DISPUTES**

4.5.1  Decision of Architect.

Disputes between District and Contractor involving money or time, including those alleging an error or omission by the Architect, shall be referred initially to the Architect for action as provided in Paragraph 4.5.2. A decision by the Architect, as provided in Paragraph 4.5.5, shall be required as a condition precedent to proceeding with remedies set forth in Paragraph 4.5.6 as to all such matters arising prior to the date final payment is due, regardless of whether such matters relate to execution and progress of the Work, or the extent to which the Work has been completed. The decision by the Architect in response to a Claim shall not be a condition precedent to the remedies under Paragraph 4.5.2 through 4.5.5 in the event: (1) the position of Architect is vacant; (2) the Architect has not received evidence or has failed to render a decision within agreed time limit; (3) the Architect has failed to take action required under Paragraph 4.6.4 within thirty (30) days after the Claim is made, forty-five (45) days have passed after the Claim has been referred to the Architect; or (4) the Claim relates to a Stop Notice Claim not arising from any extra change order or Construction Change Directive for which approval has not been provided.

4.5.2  Architect’s Review.

The Architect will review Claims and take one or more of the following preliminary actions within ten (10) days of receipt of a Claim: (1) request additional supporting data from the Claimant; (2) submit a schedule to the parties indicating when the Architect expects to take action; (3) reject the Claim in whole or in part, stating reasons for rejection; (4) recommend approval of the Claim; or (5) suggest a compromise. The Architect may also, but is not obligated to, notify the surety, if any, of the nature and amount of the Claim.

4.5.3  Documentation if Resolved.

If a Claim has been resolved, the Architect will prepare or obtain appropriate documentation.

4.5.4  Actions if Not Resolved.

If a Claim has not been resolved and all documentation requested pursuant to Paragraph 4.5.2 has been provided, the party making the Claim shall, within ten (10) days after the Architect’s preliminary response, take one or more of the following actions: (1) modify the initial Claim; (2) notify the Architect that the initial Claim stands; or (3) supplement with additional supporting data.

4.5.5  Architect’s Written Decision.

If a Claim has not been resolved after consideration of the foregoing and of other evidence presented by the parties or requested by the Architect, the Architect will notify the parties in writing that the Architect’s decision will be made within twenty (20) days. Upon expiration of such time period, the Architect will render to the parties its written decision relative to the Claim, including any change in the Contract Sum or Contract Time or both. The Architect may, but is not obligated to, notify the surety and request the surety’s assistance in resolving the controversy.
4.5.6 Continuing Contract Performance.

Pending final resolution of a Claim, including, negotiation, mediation, arbitration, or litigation, the Contractor shall proceed diligently with performance of the Contract, and the District shall continue to make any undisputed payments in accordance with the Contract. If the dispute is not resolved, Contractor agrees it will neither rescind the contract nor stop the progress of the work, but Contractor’s sole remedy shall be to submit such controversy to determination by a court of competent jurisdiction in the county where the project is located, after the project has been completed, and not before. At the District’s sole option, the District may submit individual disputes for binding arbitration and Contractor agrees to the resolution determined for each individual dispute by Arbitrator, including resolution of time and delays. If binding arbitration is utilized for individual disputes, such resolution is full and final as to that particular Claim.

4.5.7 Claims for Concealed Trenches or Excavations Greater Than Four Feet Below the Surface.

When any excavation or trenching extends greater than four feet below the surface or if any condition involving hazardous substances are encountered:

(a) Immediately upon discovery, The Contractor shall promptly, and before the following conditions are disturbed, notify the District, by telephone and in writing, of the condition except:

1. If such condition is a hazardous waste condition, and Contractor’s bid includes removal or disposal of hazardous substances. Material that the Contractor believes may be a material that is hazardous waste, as defined in Section 25117 of the Health and Safety Code, that is required to be removed to a Class I, Class II, or Class III disposal site in accordance with the provisions of existing law. In such case, the notice bulletin procedures of Article 7 apply.

2. Subsurface or latent physical conditions at the Site differing from those indicated.

3. Unknown physical conditions at the Site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in Work of the character provided for in the Contract.

(b) The District shall investigate the conditions, and if District finds that the conditions do materially so differ, do involve hazardous waste, and cause a decrease or increase in the Contractor’s cost of, or the time required for, performance of any part of the Work shall issue a change order or construction change directive under the procedures described in the Contract.

(c) In the event that a dispute arises between the District and the Contractor whether the conditions materially differ, involve hazardous waste, or cause a decrease or increase in the Contractor’s cost of, or time required for, performance of any part of the work, the Contractor shall not be excused from any scheduled completion date provided for by
the Contract, but shall proceed with all Work to be performed under the Contract. The Contractor shall retain any and all rights provided either by Contract or by law which pertain to the resolution of disputes and protests between the contracting parties.

4.5.8 Claims for Extension of Time.

If Contractor and District cannot agree upon an extension of time, whether compensable or not, then Contractor must have first completed the procedures set forth in Paragraph 8.4. Upon completion of the procedures set forth under Paragraph 8.4, Contractor must then comply with the requirements in this Article including those set forth under Paragraph 4.5.9.

4.5.9 Claims Procedures.

4.5.9.1 Procedure applicable to all Claims:

(a) Definition of Claim: A “Claim” means a separate demand by the Contractor for (1) time extension, (2) payment of money or damages arising from Work done by or on behalf of the Contractor pursuant to the Contract and payment of which is not otherwise expressly provided for or the Claimant is not otherwise entitled to, or (3) and amount the payment of which is disputed by the District.

(b) Filing Claim is Not Basis To Discontinue Work: The Contractor shall promptly comply with Work under the Contract or Work requested by the District even though a written Claim has been filed. The Contractor and the District shall make good faith efforts to resolve any and all Claims that may arise during the performance of the Work covered by this contract.

(c) Claim Notification: The Contractor shall within seven (7) calendar days after the Claim arises, submit a notification, in writing, with the District stating clearly the basis for the Claim. If the notification is not submitted within seven (7) days after the Claim arises, the Contractor shall be deemed to have waived all right to assert the Claim, and the Claim shall be denied. Claims submitted after the final payment date shall also be considered null and void by the District. All Claims shall be reviewed pursuant to Paragraph 4.5.1, 4.5.2, and 4.5.5. In order to qualify as a Claim, the written notice must state that it is a Claim submitted under this paragraph of these General Conditions.

(d) Formal Claim Appeal Submission: If the Contractor does not concur with the District’s decision regarding the Claim Notification, the Contractor will issue a formal Claim Appeal within fourteen (14) days of receipt of the District’s decision and all detailed information in support of the Claim Appeal within thirty (30) days. All appeals shall be submitted before final payment. If the Claim Appeal is not submitted within fourteen (14) calendar days and detailed information within thirty (30) days, the Contractor shall be deemed to have waived its right to assert the Claim and the Claim shall be denied. Contractor’s failure to submit any detailed information which is in the possession of Contractor shall render such information inadmissible by Contractor at trial or arbitration.

(e) Appeal Claim Format: The Contractor shall provide all written detailed documentation which supports the Claim, including but not limited to: arguments, justifications, cost,
estimates, schedule analysis and detailed documentation. The format of the Claim Appeal shall be as follows:

(1) Cover letter.

(2) Summary of factual basis of Claim and amount of Claim.

(3) Summary of the basis of the Claim, including the specific clause and section under the Contract under which the Claim is made.

(4) Documents relating to the Claim, including:
   a. Specifications
   b. Drawings
   c. Clarifications (RFI’s)
   d. Other relevant information
   e. Analysis of claim merit.
   f. Analysis of claim cost.
   g. For Claims relating to time extensions, an analysis and supporting documentation evidencing any effect upon the critical path.
   h. Certification.
   i. Chronology of events and related correspondence.
   j. Daily reports and logs.

(f) Certification: The Contractor (and subcontractors, if applicable) shall submit with the Claim a certification under penalty of perjury:

   (1) That the Contractor has reviewed the Claim and that such Claim is made in good faith;

   (2) Supporting data are accurate and complete to the best of the Contractor’s knowledge and belief;

   (3) The amount requested accurately reflects the amount of compensation for which the Contractor believes the District is liable.

   (4) That the Contractor is familiar with Government Code Sections 12650 et seq. and Penal Code Section 72 and that false Claims can lead to substantial fines and/or imprisonment.

(g) Signature of Certification: If the Contractor is not an individual, the certification shall be executed by an officer or general partner of the Contractor having overall responsibility for the conduct of the Contractor’s affairs.

(h) Mandatory Claim Appeal Procedure: The Contractor’s Claim Appeal shall be denied if it fails to provide the written basis of the Claim and certification as set forth herein.

(i) District May Request Additional Information: Within thirty (30) days of receipt of the Claim Appeal and the information under this Article, the District may request in writing
any additional documentation supporting the Claim or documentation relating to
defenses to the Claim which the District may assert.

4.5.9.2 Binding Arbitration of Individual Claim Issues. At the District’s sole
option, the District may submit individual disputes, or Claims, to binding arbitration and
Contractor agrees to the resolution determined for each individual dispute by
Arbitrator, including resolution of time and delays. If binding arbitration is utilized, such
resolution is a full and final resolution of the particular Claim or dispute. Under no
circumstances may the Contractor stop work, rescind its contract or otherwise slow the
progress of Work during resolution of individual Claims in binding Arbitration.

4.5.9.3 Resolution of Disputes in Court of Competent Jurisdiction. If Claims are
not resolved under the procedure set forth and pursuant to Article 4.5.9.2, such Claim
or controversy shall be submitted to a court in the county of competent jurisdiction
after the Project has been completed, and not before.

4.5.9.4 Warranties, Guaranties and Obligations. The duties and obligations
imposed by these General Conditions and the rights and remedies available hereunder
to the parties hereto, and, in particular but without limitation, the warranties,
guaranties and obligations imposed upon Contractor by the General Conditions and
amendments thereto; and all of the rights and remedies available to District and
Architect thereunder, are in addition to, and are not to be construed in any way as a
limitation of, any rights and remedies available to any or all of them which are otherwise
imposed or available by laws or regulations by special warranty or guaranty or by other
provisions of the Contract Documents, and the provisions of this Paragraph will be as
effective as if repeated specifically in the Contract Documents in connection with each
particular duty, obligation, right and remedy to which they apply.

ARTICLE 5

SUBCONTRACTORS

5.1  DEFINITIONS

5.1.1  Subcontractual Relations

By appropriate agreement, written where legally required for validity, the Contractor shall
require each Subcontractor, to the extent of the Work to be performed by the Subcontractor, to be
bound to the Contractor by terms of the Contract Documents, and to assume toward the Contractor all
the same obligations and responsibilities, assumed by Contractor pursuant to the Contract Documents.
Each subcontract agreement shall preserve and protect the rights of the District and the Architect under
the Contract Documents with respect to the Work to be performed by the Subcontractor so that
subcontracting thereof will not prejudice such rights. Where appropriate, the Contractor shall require
each Subcontractor to enter into similar agreements with Sub-subcontractors. The Contractor shall
make available to each proposed Subcontractor, prior to the execution of the subcontract agreement,
copies of the Contract Documents to which the Subcontractor will be bound. Upon written request of
the Subcontractor, the Contractor shall identify to the Subcontractor the terms and conditions of the
proposed subcontract agreement, which may be at variance with the Contract Documents.
Subcontractors shall similarly make copies of applicable portions of such documents available to their respective proposed Sub-subcontractors.

5.1.2 Subcontractor Licenses.

All subcontractors shall be properly licensed by the California State Licensing Board.

5.1.3 Substitution of Subcontractor

Substitution of Subcontractors shall be permitted only as authorized under Public Contract Code §§ 4107 et. Seq. Any substitutions of Subcontractors shall not result in any increase in the Contract Price or result in the granting of any extension of time for the completion of the Project.

5.1.4 Contingent Assignment of Subcontracts and Other Contracts

Each subcontract and other contract or agreement for any portion of the Work is hereby assigned by the Contractor to the District provided that:

(a) Such assignment is effective only after termination of this contract with the Contractor by the District as provided herein and only for those subcontracts and other contracts and agreements that the District accepts by notifying the Subcontractor or Materialman (as may be applicable) in writing; and

(b) Such assignment is subject to the prior rights of the Surety(ies) obligated under the Payment Bond and Performance Bond.

The Contractor shall include adequate provisions for this contingent assignment of subcontracts and other contracts and agreements in each such document.

ARTICLE 6

CONSTRUCTION BY DISTRICT OR BY SEPARATE CONTRACTORS

6.1 DISTRICT’S RIGHT TO PERFORM CONSTRUCTION AND TO AWARD SEPARATE CONTRACTS

6.1.1 Separate Contracts.

(a) District reserves the right to let other contracts in connection with this Work. Contractor shall afford other contractors reasonable opportunity for (1) introduction and storage of their materials; (2) access to the Work; and (3) execution of their work. Contractor shall properly connect and coordinate its work with that of other Contractors.

(b) If any part of Contractor’s Work depends on proper execution or results of any other contractor, the Contractor shall inspect and within seven (7) days or less, report to Architect, in writing, any defects in such work that render it unsuitable for proper execution of Contractor’s work. Contractor will be held accountable for damages to District for that work which it failed to inspect or should have inspected. Contractor’s
failure to inspect and report shall constitute its acceptance of other contractors’ work as fit and proper for reception of its work, except as to defects which may develop in other contractors’ work after execution of Contractor’s work.

(c) To ensure proper execution of its subsequent Work, Contractor shall measure and inspect Work already in place and shall at once report to the Architect in writing any discrepancy between executed Work as built and the Contract Documents.

(d) Contractor shall ascertain to its own satisfaction the scope of the Project and nature of any other contracts that have been or may be awarded by District in prosecution of the Project and the potential impact of such work on Contractor’s schedule.

(e) Nothing herein contained shall be interpreted as granting to Contractor the exclusive occupancy at the site of Project. Contractor shall not cause any unnecessary hindrance or delay to any other contractor working on the Project Site. If execution of any contract by the District is likely to cause interference with Contractor’s performance of its contract, District shall decide which contractor shall cease work temporarily and which contractor shall continue, or whether work can be coordinated so that contractors may proceed simultaneously.

(f) District shall not be responsible for any damages suffered or extra costs incurred by Contractor resulting directly or indirectly from award or performance or attempted performance of any other contract or contracts at the Project, or caused by any decision or omission of District respecting the order of precedence in performance of contracts.

CONTRACTOR IS AWARE THAT THIS CONTRACT MAY BE SPLIT INTO SEVERAL PHASES. IF THE CONTRACT IS SPLIT INTO PHASES THEN CONTRACTOR HAS MADE ALLOWANCE FOR ANY DELAYS OR DAMAGES WHICH MAY ARISE FROM COORDINATION WITH CONTRACTORS FOR OTHER PHASES. IF ANY DELAYS SHOULD ARISE FROM ANOTHER CONTRACTOR WORKING ON A DIFFERENT PHASE, CONTRACTOR’S SOLE REMEDY FOR DAMAGES, INCLUDING DELAY DAMAGES, SHALL BE AGAINST THE CONTRACTOR WHO CAUSED SUCH DAMAGE AND NOT THE DISTRICT. CONTRACTOR SHALL PROVIDE ACCESS TO OTHER CONTRACTORS FOR OTHER PHASES AS NECESSARY TO PREVENT DELAYS AND DAMAGES TO OTHER CONTRACTORS WORKING ON OTHER PHASES OF CONSTRUCTION.

6.1.2 District’s Right to Carry Out the Work.

See Paragraph 2.2.

6.1.3 Designation as Contractor.

When separate contracts are awarded to contractors on the Project Site, the term “Contractor” in the Contract Documents in each case shall mean the Contractor who executes each separate District/Contractor Agreement.
6.1.4 Contractor Duties.

The Contractor shall have overall responsibility to reasonably coordinate and schedule Contractor’s activities with the activities of the District’s own forces and of each separate contractor with the Work of the Contractor, who shall cooperate with them. The Contractor shall participate with other separate contractors and the District in reviewing their construction schedules when directed to do so. The Contractor shall make any revisions to the construction schedule and Contract Sum deemed necessary after a joint review and mutual agreement. The construction schedules shall then constitute the schedules to be used by the Contractor, separate contractors, and the District until subsequently revised. Additionally, Contractor shall coordinate with Architect and District inspector to ensure timely and proper progress of work.

6.2 CONSTRUCTIVE OWNERSHIP OF PROJECT SITE AND MATERIAL

Upon commencement of Work, the Contractor becomes the constructive owner of the entire site, improvements, material and equipment on Project site. Contractor must ensure proper safety and storage of all materials and assumes responsibility as if Contractor was the owner of the Project site. All risk of loss or damage shall be borne by Contractor during the Work until the date of Completion. As construction owner, Contractor must carry adequate insurance in case of calamity and is not entitled to rely on the insurance requirements as set forth in this agreement as being adequate coverage in case of calamity.

6.3 DISTRICT’S RIGHT TO CLEAN UP

If a dispute arises among the Contractor, separate contractors, and the District as to the responsibility under their respective contracts for maintaining the premises and surrounding area free from waste materials and rubbish as described in Paragraph 3.12, the District may clean up and allocate the cost among those it deems responsible.

ARTICLE 7

CHANGES IN THE WORK

7.1 CHANGES

7.1.1 No Changes Without Authorization.

There shall be no change whatsoever in the drawings, specifications, or in the Work without an executed Change Order, Construction Change Directive, or order by the Architect for a minor change in the Work as herein provided. District shall not be liable for the cost of any extra work or any substitutions, changes, additions, omissions, or deviations from the Drawings and Specifications unless the District’s Governing Board has authorized the same and the cost thereof approved in writing by Change Order or executed Construction Change Directive. No extension of time for performance of the Work shall be allowed hereunder unless claim for such extension is made at the time changes in the Work are ordered, and such time duly adjusted in writing in the Change Order. The provisions of the Contract Documents shall apply to all such changes, additions, and omissions with the same effect as if
originally embodied in the Drawings and Specifications. Notwithstanding anything to the contrary in this Article 7, all Change Orders shall be prepared and issued by the District and shall become effective when executed by the District’s Governing Board, the Architect, and the Contractor.

Should any Change Order result in an increase in the Contract Sum, the cost of such Change Order shall be agreed to, in writing, in advance by Contractor and District and be subject to the monetary limitations set forth in Public Contract Code Section 20659. In the event that Contractor proceeds with any change in Work without first notifying District and obtaining the Architect’s and District’s consent to a Change Order, Contractor waives any claim of additional compensation for such additional work.

CONTRACTOR UNDERSTANDS, ACKNOWLEDGES, AND AGREES THAT THE REASON FOR THIS NOTICE REQUIREMENT IS SO THAT DISTRICT MAY HAVE AN OPPORTUNITY TO ANALYZE THE WORK AND DECIDE WHETHER THE DISTRICT SHALL PROCEED WITH THE CHANGE ORDER OR ALTER THE PROJECT SO THAT SUCH CHANGE IN WORK BECOMES UNNECESSARY.

7.1.2 Architect Authority.

The Architect will have authority to order minor changes in the Work not involving any adjustment in the Contract Sum, or an extension of the Contract Time, or when a change which is inconsistent with the intent of the Contract Documents. Such changes shall be effected by written Change Order and shall be binding on the District and the Contractor. The Contractor shall carry out such written orders promptly.

7.2 CHANGE ORDERS (“CO”)

A CO is a written instrument prepared by the Architect and signed by the District (as authorized by the District’s Governing Board), the Contractor, the Architect, stating their agreement upon all of the following:

(a) A description of a change in the Work;
(b) The amount of the adjustment in the Contract Sum, if any; and
(c) The extent of the adjustment in the Contract Time, if any.

7.3 CONSTRUCTION CHANGE DIRECTIVE

7.3.1 Definition.

A Construction Change Directive is a written order prepared by the Architect and signed by the District and the Architect, directing a change in the Work and stating a proposed basis for adjustment, if any, in the Contract Sum or Contract Time, or both. The District may by Construction Change Directive, without invalidating the Contract, order changes in the Work within the general scope of the Contract consisting of additions, deletions, or other revisions within. If applicable, the Contract Sum and Contract Time will be adjusted accordingly. In the case of a Construction Change Directive being issued, Contractor must commence Work immediately or delays from failure to perform Construction Change
Directive shall be the responsibility of Contractor. Any dispute as to the sum of Construction Change Directive or timing of payment, shall be resolved pursuant to Paragraph 4.5.

7.3.2 Use to Direct Change

A Construction Change Directive shall be used in the absence of agreement on the terms of a CO. A copy of a proposed form is provided at the end of this Article.

7.4 REQUEST FOR INFORMATION (“RFI”)

7.4.1 Definition.

An RFI is a written request prepared by the Contractor requesting the District to provide additional information necessary to clarify or amplify an item which the Contractor believes is not clearly shown or called for in the drawings or specifications, or to address problems which have arisen under field conditions.

7.4.2 Scope.

The RFI shall reference all the applicable Contract Documents including specification section, detail, page numbers, drawing numbers, and sheet numbers, etc. The Contractor shall make suggestions and interpretations of the issue raised by the RFI. An RFI cannot modify the Contract Sum, Contract Time, or the Contract Documents.

7.4.3 Response Time.

The Architect must respond to a RFI within a reasonable time after receiving such request. If the Architect’s response results in a change in the Work, then such change shall be effected by a written CO or Construction Change Directive, if appropriate. If the Architect cannot respond to the RFI within a reasonable time, the Architect shall notify the Contractor, with a copy to the Inspector and the District, of the amount of time that will be required to respond.

7.4.4 Costs Incurred.

The Contractor shall be responsible for any costs incurred for professional services, which shall be deducted from the next progress payment, if an RFI requests an interpretation or decision of a matter where the information sought is equally available to the party making such request. District, at its sole discretion, shall invoice Contractor for all such professional services arising from this Article.

7.5 REQUEST FOR PROPOSAL (“RFP”)

7.5.1 Definition.

An RFP is a written request prepared by the Architect requesting the Contractor to submit to the District and the Architect an estimate of the effect of a proposed change on the Contract Sum and the Contract Time.
7.5.2 Scope.

An RFP shall contain adequate information, including any necessary drawings and specifications, to enable Contractor to provide the cost breakdowns required by Paragraph 7.7. The Contractor shall not be entitled to any Additional Compensation for preparing a response to an RFP, whether ultimately accepted or not.

7.6 CHANGE ORDER REQUEST (“COR”)

7.6.1 Definition.

A COR is a written request prepared by the Contractor requesting that the District and the Architect issue a CO based upon a proposed change called for in an RFP or a claim pursuant to Paragraph 4.5.

7.6.2 Changes in Sum.

A COR shall include breakdowns per Paragraph 7.7 to validate any change in Contract Sum due to proposed change or claim.

7.6.3 Changes in Time.

A COR shall also include any additional time required to complete the Project. Any additional time requested shall not be the number of days to make the proposed change, but must be based upon the impact to the Project Schedule as defined in Paragraph 3.8 of the General Contract. If contractor fails to request a time extension in a COR, then the Contractor is thereafter precluded from requesting or claiming a delay.

7.7 COST OF CHANGE ORDERS

7.7.1 Scope.

Within ten (10) days after a request is made for a change that impacts the Contract Sum as defined in Paragraph 9.1, the critical path, or the Contract Time as defined in Paragraph 8.4.2, the Contractor shall provide the District and the Architect, with a written estimate of the effect of the proposed CO upon the Contract Sum and the actual cost of construction, which shall include a complete itemized cost breakdown of all labor and material showing actual quantities, hours, unit prices, and wage rates required for the change, and the effect upon the Contract Time of such CO. Changes may be made by District by an appropriate written CO, or, at the District’s option, such changes shall be implemented immediately upon the Contractor’s receipt of an appropriate written Construction Change Directive.

District may, as provided by law and without affecting the validity of this Agreement, order changes, modification, deletions and extra work by issuance of written Construction Change Directives from time to time during the progress of the Project, contract sum being adjusted accordingly. All such work shall be executed under conditions of the original Agreement except that any extension of time caused thereby shall be adjusted at time of ordering such change. District has discretion to order...
changes on a “time and material” basis with adjustments to time made after Contractor has justified through documentation the impact on the critical path of the Project.

7.7.2 Determination of Cost.

The amount of the increase or decrease in the Contract Price from a CO, if any, shall be determined in one or more of the following ways as applicable to a specific situation:

(a) Mutual acceptance of a lump sum properly itemized and supported by sufficient substantiating data to permit evaluation. If an agreement cannot be reached within fifteen (15) days after submission and negotiation of Contractor’s proposal, Contractor may submit pursuant to Paragraph 7.7.3. Submission of sums which have no basis in fact are at the sole risk of Contractor and may be a violation of the False Claims Act set forth under Government Code Section 12650 et. seq.;

(b) By unit prices contained in Contractor’s original bid and incorporated in the Project documents or fixed by subsequent agreement between District and Contractor;

(c) Cost to be determined in a manner agreed upon by the parties and a mutually acceptable fixed or percentage fee. However, in the case of disagreement, Contractor must utilize the procedure under section 7.7.3; or

(d) By cost of material and labor and percentage of overhead and profit. If the value is determined by this method the following requirements shall apply:

1. Basis for Establishing Costs.

   a. Labor will be the actual cost for wages prevailing locally for each craft or type of workers at the time the extra Work is done, plus employer payments of payroll taxes and insurance, health and welfare, pension, vacation, apprenticeship funds, and other direct costs resulting from Federal, State, or local laws, as well as assessments or benefits required by lawful collective bargaining agreements. The use of a labor classification which would increase the extra Work cost will not be permitted unless the Contractor establishes the necessity for such additional costs. Labor costs for equipment operators and helpers shall be reported only when such costs are not included in the invoice for equipment rental.

   b. Materials shall be at invoice or lowest current price at which such materials are locally available and delivered to the Site in the quantities involved, plus sales tax, freight, and delivery.

       The District reserves the right to approve materials and sources of supply or to supply materials to the Contractor if necessary for the progress of the Work. No markup shall be applied to any material provided by the District.

   c. Tool and Equipment Rental. No payment will be made for the use of tools which have a replacement value of $250 or less.
Regardless of ownership, the rates to be used in determining equipment rental costs shall not exceed listed rates prevailing locally at equipment rental agencies or distributors at the time the Work is performed.

The rental rates paid shall include the cost of fuel, oil, lubrication, supplies, small tools, necessary attachments, repairs and maintenance of any kind, depreciation, storage, insurance, and all incidentals.

Necessary loading and transportation costs for equipment used on the extra Work shall be included. If equipment is used intermittently and, when not in use, could be returned to its rental source at less expense to the District than holding it at the Work Site, it shall be returned unless the Contractor elects to keep it at the Work Site at no expense to the District.

All equipment shall be acceptable to the Inspector, in good working condition, and suitable for the purpose for which it is to be used. Manufacturer’s ratings and modifications shall be used to classify equipment, and equipment shall be powered by a unit of at least the minimum rating recommended by the manufacturer.

d. Other Items. The District may authorize other items which may be required on the extra work. Such items include labor, services, material, and equipment which are different in their nature from those required by the Work, and which are of a type not ordinarily available from the Contractor or any of the Subcontractors. Invoices covering all such items in detail shall be submitted with the request for payment.

e. Invoices. Vendors’ invoices for material, equipment rental, and other expenditures shall be submitted with the COR. If the request for payment is not substantiated by invoices or other documentation, the District may establish the cost of the item involved at the lowest price which was current at the time of the Daily Report.

f. Overhead. Overhead, including direct and indirect costs, shall be submitted with the COR and include: home office overhead, off-site supervision, CO preparation/negotiation/research, time delays, project interference and disruption, additional guaranty and warranty durations, on-site supervision, additional temporary protection, additional temporary utilities, additional material handling costs, and additional safety equipment costs.

7.7.3 Format for Proposed Cost Change.

The following format shall be used as applicable by the District and the Contractor to communicate proposed additions and deductions to the Contract. A copy of a proposed Construction Change Directive form is provided at the end of this Article.
(a) Material (attach itemized quantity and unit cost plus sales tax) ____

(b) Labor (attach itemized hours and rates) ____

(c) Equipment (attach invoices) ____

(d) Subtotal ____

(e) If Subcontractor performed Work, add Subcontractor’s overhead and profit to portions performed by Sub-contractor, not to exceed fifteen percent (15%) of item (d). ____

(f) Liability and Property Damage Insurance, Worker’s, Compensation Insurance, Social Security, and Unemployment Taxes, not to exceed as follows: FICA @ **6.2%**- with a wage ceiling of $84,900; Medicare @ **1.45%**- no wage ceiling; FUTA @ **.8%**- with a wage ceiling of $7,000; ETT and SUI @ **2.3%**- with a wage ceiling of $7,000; Workers’ Compensation @ **5.94%**; Liability and Property Damage @ **2.5%**. **Total not-to-exceed is 19.19%.** (Note: Modifications to these percentages will be evaluated and possibly modified only on a case-by-case basis and only after proper proof of alternate percentages are documented and approved in advance. In addition, as wage ceilings are met, those corresponding percentages must drop from the “burden” calculations). ____

(g) Subtotal ____
<table>
<thead>
<tr>
<th></th>
<th>EXTRA</th>
<th>CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>(h) General Contractor’s Overhead and Profit: Not to exceed fifteen percent (15%) of Item (g) if Contractor performed the work. No more than five percent (5%) of Item (g) if Subcontractor performed the work. If work was performed by Contractor and Subcontractors, portions performed by Contractor shall not exceed fifteen percent (15%) if Item (g), and portions performed by Subcontractor shall not exceed five percent (5%) of Item (g)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(i) Subtotal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(j) Bond not to exceed one percent (1%) of Item (g)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(k) TOTAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(l) Time</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The undersigned Contractor approves the foregoing Construction Change Directive as to the changes, if any, and the contract price specified for each item and as to the extension of time allowed, if any, for completion of the entire work on account of said Construction Change Directive, and agrees to furnish all labor, materials and service and perform all work necessary to complete any additional work specified therein, for the consideration stated herein. It is understood that said Construction Change Directive shall be effective when approved by the Governing Board of the District.

It is expressly understood that the value of such extra Work or changes, as determined by any of the aforementioned methods, expressly includes any and all of the Contractor’s costs and expenses, both direct and indirect, resulting from additional time required on the Project or resulting from delay to the Project. Any costs, expenses, damages or time extensions not included are deemed waived.

The Contractor expressly acknowledges and agrees that any change in the Work performed shall not be deemed to constitute a delay or other basis for claiming additional compensation based on theories including, but not limited to, acceleration, suspension or disruption to the Project.

### 7.7.4 Net Deductive Change Orders

All net deductive Change Order(s) must be prepared pursuant to Paragraph 7.7.3. Contractor will be allowed a maximum of 5% total profit and overhead. If subcontractor work is involved, subcontractors shall be entitled to a maximum of 5% profit and overhead on the deducted work. Any deviation from this Article shall not be allowed.
7.7.5 Discounts, Rebates, and Refunds.

For purposes of determining the cost, if any, of any change, addition, or omission to the Work hereunder, all trade discounts, rebates, refunds, and all returns from the sale of surplus materials and equipment shall accrue and be credited to the Contractor, and the Contractor shall make provisions so that such discounts, rebates, refunds, and returns may be secured, and the amount thereof shall be allowed as a reduction of the Contractor’s cost in determining the actual cost of construction for purposes of any change, addition, or omissions in the Work as provided herein.

7.7.6 Accounting Records.

With respect to portions of the Work performed by COs and Construction Change Directives on a time-and-materials, unit-cost, or similar basis, the Contractor shall keep and maintain cost-accounting records satisfactory to the District, which shall be available to the District on the same terms as any other books and records the Contractor is required to maintain under the Contract Documents.

7.7.7 Notice Required.

If the Contractor desires to make a claim for an increase in the Contract Price, or any extension in the Contract Time for completion, it shall notify the District pursuant to Paragraph 4.5 and this Article. No claim shall be considered unless made in accordance with this subparagraph. Contractor shall proceed to execute the Work even though the adjustment may not have been agreed upon. Any change in the Contract Price or extension of the Contract Time resulting from such claim shall be authorized by a CO.

7.7.8 Applicability to Subcontractors.

Any requirements under this Article 7 shall be equally applicable to COs or Construction Change Directives issued to Subcontractors by the Contractor to the same extent required by the Contractor.

7.7.9 Alteration to Change Order Language.

Contractor shall not alter Change Orders or reserve time in Construction Change Directives. Contractor shall execute finalized Change Orders and proceed under Paragraph 7.7.7 and Paragraph 4.5 with proper notice. If Contractor intends to reserve time, without an approved CPM schedule prepared pursuant to Paragraph 3.8 then Contractor may be prosecuted pursuant to the False Claim Act.
ARTICLE 8

TIME

8.1 DEFINITIONS

8.1.1 Contract Time.

Unless otherwise provided, Contract Time is the period of time, in calendar days, including authorized adjustments, allotted in the Contract Documents for Completion of the Work.

8.1.2 Notice to Proceed.

District may give a notice to proceed within three (3) months of the award of the bid by District. Once Contractor has received the notice to proceed, Contractor shall complete the Work in the period of time referenced in the Contract Documents.

In the event that District desires to postpone the giving of the notice to proceed beyond this two-month period, it is expressly understood that with reasonable notice to the Contractor, the giving of the date to proceed may be postponed by District. It is further expressly understood by Contractor, that Contractor shall not be entitled to any Claim of additional compensation as a result of the postponement of the giving of the notice to proceed.

If the Contractor believes that a postponement will cause a hardship to Contractor, Contractor may terminate the contract with written notice to District within 10 days after receipt by Contractor of District’s notice of postponement. It is further understood by Contractor that in the event that Contractor terminates the Contract as a result of postponement by the District, the District shall only be obligated to pay Contractor for the Work that Contractor had performed at the time of notification of postponement. Should Contractor terminate the contract as a result of a notice of postponement, District shall have the authority to award the contract to the next lowest responsible bidder.

8.1.3 Computation of Time.

The term “day” as used in the Contract Documents shall mean calendar day unless otherwise specifically defined.

The Contractor will only be allowed a time extension for unusually severe weather if it results in precipitation or other conditions which in the amount, frequency, or duration is in excess of the norm at the location and time of year in question as established by National Oceanic and Atmospheric Administration (NOAA) weather data. No less than three work days allocated equally across the Contract Time will be identified as non-working weather days in the contractor’s schedule for the entire contract period of performance. The weather days shall be shown on the schedule and if not used will become float for the Project’s use. A day-for-day extension will only be allowed for those days in excess of the norm. The Contractor is expected to work seven (7) days per week (if necessary, irrespective of inclement weather), to maintain access, and to protect the Work under construction from the effects of inclement weather.
If the weather is unusually severe and is in excess of the NOAA data norm and prevents the Contractor from beginning work at the usual daily starting time, or prevents the Contractor from proceeding with seventy-five (75%) of the normal labor and equipment force towards completion of the day’s current controlling item on the accepted construction schedule for a period of at least five hours, and the crew is dismissed as a result thereof, the Architect will designate such time as unavoidable delay and grant one (1) work-day extension.

8.2 HOURS OF WORK.

8.2.1 Sufficient Forces.

Contractors and Subcontractors shall continuously furnish sufficient forces to ensure the prosecution of the Work in accordance with the Construction Schedule.

8.2.2 Performance During Working Hours.

Work shall be performed during regular working hours as permitted by the District except that in the event of an emergency, or when required to complete the Work in accordance with job progress, Work may be performed outside of regular working hours with the advance written consent of the District and approval of any required governmental agencies.

8.2.3 Costs for After Hours Inspections.

If the Contract Documents require Work to be done outside the Inspector’s regular working hours, the costs of any after hour inspections, shall be borne by the District.

If the District allows the Contractor to do Work outside regular working hours for the Contractor’s convenience, or if required to maintain schedule, the costs of any inspections required outside regular working hours shall be invoiced to the Contractor by the District and deducted from the next Progress Payment.

If the Contractor elects to perform Work outside the Inspector’s regular working hours, costs of any inspections required outside regular working hours shall be invoiced to the Contractor by the District and deducted from the next Progress Payment.

8.3 PROGRESS AND COMPLETION.

8.3.1 Time of the Essence.

Time limits stated in the Contract Documents are of the essence to the Contract. By executing the Agreement, the Contractor confirms that the Contract Time is a reasonable period for performing the Work.
8.4 EXTENSIONS OF TIME – LIQUIDATED DAMAGES

8.4.1 Liquidated Damages.

Contractor and District hereby agree that the exact amount of damages for failure to complete the Work within the time specified is extremely difficult or impossible to determine. If the Work is not completed within the time specified in the Contract Documents, it is understood that the District will suffer damage. It being impractical and unfeasible to determine the amount of actual damage, it is agreed the Contractor shall pay to District as fixed and liquidated damages, and not as a penalty, the amount specified in the Construction Agreement for each calendar day of delay in completion. Any liquidated damages recovered by the District shall not, however, limit the District’s right to separately recover any actual out-of-pocket damages it suffers due to Contractor’s delay. Contractor and his surety shall be liable for the amount thereof pursuant to Government Code section 53069.85.

8.4.2 Excusable Delay.

Contractor shall not be charged for liquidated damages because of any delays in completion of Work which are not the fault or negligence of Contractor or its subcontractors, including acts of God, as defined in Public Contract Code Section 7107, acts of enemy, epidemics and quarantine restrictions. Contractor shall within five (5) calendar days of beginning of any such delay notify District in writing of causes of delay; thereupon District shall ascertain the facts and extent of delay and grant extension of time for completing Work when, in its judgment, the findings of fact justify such an extension. Extensions of time shall apply only to that portion of Work affected by delay, and shall not apply to other portions of Work not so affected. An extension of time may only be granted after proper compliance with Paragraph 3.8 requiring preparation and submission of a properly prepared CPM schedule.

No extended overhead, general conditions costs, impact costs, out-of-sequence costs or any other type of compensation, by any name or characterization, shall be paid to the Contractor for any delay to any activity not designated as a critical path item on the latest approved Project schedule.

The Contractor shall notify the District and Architect in writing of any anticipated delay and its cause, in order that the District and Architect may take immediate steps to prevent, if possible, the occurrence or continuance of delay, and may determine whether the delay is to be considered avoidable or unavoidable, how long it continues, and to what extent the prosecution and completion of the Work might be delayed thereby.

In the event the Contractor requests an extension of Contract time for unavoidable delay, such request shall be submitted in accordance with the provisions in the Contract Documents governing changes in work. When requesting time, i.e., extensions, for proposed Change Orders, they must be submitted with the proposed Change Order with full justification and documentation. If the Contractor fails to submit justification with the proposed Change Order it waives its right to a time extension at a later date. Such justification must be based on the District accepted construction schedule as updated at the time of occurrence of the delay or execution of Work related to any changes to the scope of work. The justification must include, but is not limited to, the following information:
(a) The duration of the activity relating to the changes in the Work and the resources (manpower, equipment, material, etc.) required to perform these activities within the stated duration.

(b) Logical ties to the District accepted construction schedule for the proposed changes and/or delay showing the activity/activities in the schedule whose start or completion dates are affected by the change and/or delay. (A fragment of any delay of over ten (10) days must be provided.)

The Contractor and District understand and expressly agree that insofar as Public Contract Code Section 7102 may apply to changes in the Work or delays under this contract, the actual delays and damages, if any, and time extensions are intended to, and shall provide, the exclusive and full method of compensation for changes to the Work and construction delays.

8.4.3 Notice by Contractor Required.

The Contractor shall within five (5) calendar days of beginning of any such delay notify the District in writing of causes of delay with justification and supporting documentation. District will then ascertain the facts and extent of the delay and grant an extension of time for completing the Work when, in its judgment, the findings of fact justify such an extension. Extensions of time shall apply only to that portion of the Work affected by the delay and shall not apply to other portions of the Work not so affected. The sole remedy of Contractor for extensions of time under Paragraph 8.4.2 shall be an extension of the Contract Time at no cost to the District.

Claims relating to time extensions shall be made in accordance with applicable provisions of Article 7.

8.4.4 No Additional Compensation for Delays within Contractor’s Control

CONTRACTOR IS AWARE THAT GOVERNMENTAL AGENCIES, SUCH AS THE DEPARTMENT OF GENERAL SERVICES, GAS COMPANIES, ELECTRICAL UTILITY COMPANIES, WATER DISTRICTS AND OTHER AGENCIES MAY HAVE TO APPROVE CONTRACTOR PREPARED DRAWINGS OR APPROVE A PROPOSED INSTALLATION. CONTRACTOR HAS INCLUDED DELAYS AND DAMAGES WHICH MAY BE CAUSED BY SUCH AGENCIES IN CONTRACTOR’S BID. THUS, CONTRACTOR IS NOT ENTITLED TO MAKE CLAIM UPON THE DISTRICT FOR DAMAGES OR DELAYS ARISING FROM THE DELAYS CAUSED BY SUCH AGENCIES. FURTHERMORE, THE CONTRACTOR HAS SCHEDULED FOR SUCH DELAYS AND IS NOT ENTITLED TO AN EXTENSION OF TIME FOR DELAYS CAUSED BY GOVERNMENTAL AGENCIES WHICH CONTRACTOR MUST OBTAIN APPROVALS FROM AND, THUS, CONTRACTOR IS NOT ENTITLED TO AN EXTENSION OF TIME.

CONTRACTOR SHALL ONLY BE ENTITLED TO COMPENSATION FOR DELAY WHEN THE FOLLOWING CONDITIONS ARE MET: (1) THE DISTRICT IS RESPONSIBLE FOR THE DELAY; (2) THE DELAY IS UNREASONABLE UNDER THE CIRCUMSTANCES INVOLVED; AND (3) THE DELAY WAS NOT WITHIN THE CONTEMPLATION OF DISTRICT AND CONTRACTOR.
ARTICLE 9
PAYMENTS AND COMPLETION

9.1 CONTRACT SUM

The Contract Sum is stated in the Agreement and, including authorized adjustments, is the total amount payable by the District to the Contractor for performance of the Work under the Contract Documents.

9.2 COST BREAKDOWN

9.2.1 Required Information.

On forms or software programs (e.g., Microsoft Project, Primavera or Excel) approved by the District, the Contractor shall furnish the following:

(a) Within ten (10) days of the award of the Contract, a detailed breakdown of the Contract Sum (hereinafter “Schedule of Values” or “SOV”) for each Project or Site;

(b) Within ten (10) days of the award of the Contract, a schedule of estimated monthly payment requests due the Contractor showing the values and construction time of the various portions of the Work to be performed by it and by its Subcontractors or material and equipment suppliers containing such supporting evidence as to its correctness as the District may require;

(c) Within ten (10) days of the award of the Contract, the name, address, telephone number, telecopier number, California State Contractors License number, classification and monetary value of all Subcontracts for parties furnishing labor, material, or equipment for completion of the Project.

9.2.2 District Approval Required.

The District shall review all submissions received pursuant to Paragraph 9.2.1 in a timely manner. All submissions must be approved by the District before becoming the basis of any payment. Contractor may request to District representation, prior to submission, to submit information required by paragraph 9.2.1 in a spreadsheet (Microsoft Excel) format. Approval of an alternate format is entirely at District’s discretion.

9.3 PROGRESS PAYMENTS

9.3.1 Payments to Contractor.

Within thirty (30) days after approval of the Request for Payment, Contractor shall be paid a sum equal to ninety-five percent (95%) of the value of the Work performed (as certified by Architect and Inspector and verified by Contractor) up to the last day of the previous month, less the aggregate of previous payments. The value of the Work completed shall be Contractor’s best estimate. No inaccuracy or error in said estimate shall operate to release the Contractor, or any surety upon any
bond, from damages arising from such Work, or from the District’s enforcement of each and every provision of this Contract, and the District shall have the right subsequently to correct any error made in any estimate for payment.

The Contractor shall not be entitled to have any payment requests processed, or be entitled to have any payment made for work performed, so long as any lawful or proper direction given by the District concerning the Work, or any portion thereof, remains incomplete.

The SOV items of Work shall include a prorated portion of Contractor’s home office and field office overhead, profit, insurance, (except to the extent expressly identified in a Proposal Item) and/or other financing, as well as General Conditions costs, (e.g., routine time related Site cleanup and maintenance, temporary power and lighting, security, temporary trailer rental, temporary fence rentals, and the like). The SOV shall also not include separate line items to prepare submittals, or other Work items not at the Project Site, unless expressly identified in these Contract Documents as specific exceptions.

Costs for each item of Work at the Project site shall be indicated on a single line that breaks out labor, materials, and equipment for that item of Work, with all items noted in the paragraph above prorated into each line. Unless otherwise allowed, the SOV shall reflect that the District shall only pay for installed items of Work at the Project site. All other costs shall be prorated through all activities and all Phases of the Project so that the sum of all Schedule of Values line items equals the total Contract Sum.

Notwithstanding anything to the contrary stated above, the Contractor may include in its Request for Payment the value of any fabricated structural steel, mail order materials, G.F.R.C. panels and other such custom-made materials prepared specifically for the Project and unique to the Project so long as all of the following requirements are satisfied:

(a) No payment shall be made for materials stored off-site without the written approval of the District to be given or withheld in the District’s sole discretion;
(b) Title to such materials shall be vested in the District as evidenced by documentation satisfactory in form and substance to the District, including, without limitation, recorded financing statements, UCC filings and UCC searches;
(c) With each Contractor Request for Payment, the Contractor shall submit to the District a written list identifying each location where materials are stored off-site (which must be a bonded warehouse) and the value of the materials at each location. The Contractor shall procure insurance satisfactory to the District (in its reasonable discretion) for materials stored off-site in an amount not less than the total value thereof;
(d) The consent of any Surety shall be obtained to the extent required prior to payment for any materials stored off-site;
(e) Representatives of the District shall have the right to make inspections of the storage areas at any time; and
(f) Such materials shall be (1) protected from diversion, destruction, theft and damage to the reasonable satisfaction of the District; (2) specifically marked for use on the Project; and (3) segregated from other materials at the storage facility.

9.3.2 Purchase of Materials and Equipment.

The Contractor is required to order, obtain, and store materials and equipment sufficiently in advance of its Work at no additional cost or advance payment from District to assure that there will be no delays.

9.3.3 No Waiver.

No payment by District hereunder shall be interpreted so as to imply that District has inspected, approved, or accepted any part of the Work. Notwithstanding any payment, the District may enforce each and every provision of this Contract. The District may correct any error subsequent to any payment.

9.3.4 Issuance of Certificate of Payment.

The Architect shall, within seven (7) days after receipt of the Contractor’s Application for Payment, either approve such payment or notify the Contractor in writing of the Architect’s reasons for withholding approval in whole or in part as provided in Paragraph 9.6. The review of the Contractor’s Application for Payment by the Architect is based on the Architect’s observations at the Site and the data comprising the Application for Payment that the Work has progressed to the point indicated and that, to the best of the Architect’s knowledge, information, and belief, the quality of the Work is in accordance with the Contract Documents. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents, (2) results of subsequent tests and inspections, (3) minor deviations from the Contract Documents correctable prior to completion, and (4) specific qualifications expressed by the Architect. The issuance of a Certificate for Payment will further constitute a representation that the Contractor is entitled to payment in the amount certified.

9.4 APPLICATIONS FOR PROGRESS PAYMENTS

9.4.1 Procedure.

9.4.1.1 Application for Progress. On or before the fifth (5th) day of each calendar month during the progress of the Work, Contractor shall submit to the Architect an itemized Application for Progress Payment for operations completed in accordance with the Schedule of Values. Such application shall be notarized, if required, and supported by the following or such portion thereof as Architect requires:

(a) The amount paid to the date of the Application to the Contractor, to all its Subcontractors, and all others furnishing labor, material, or equipment for its Contract;

(b) The amount being requested under the Application for Payment by the Contractor on its own behalf and separately stating the amount requested on behalf of each of the Subcontractors and all others furnishing labor, material, and equipment under the Contract;
(c) The balance that will be due to each of such entities after said payment is made;
(d) A certification that the Record Drawings and Annotated Specifications are current;
(e) Itemized breakdown of work done for the purpose of requesting partial payment;
(f) An updated construction schedule in conformance with Paragraph 3.8;
(g) The additions to and subtractions from the Contract Sum and Contract Time;
(h) A summary of the retentions held;
(i) Material invoices, evidence of equipment purchases, rentals, and other support and
details of cost as the District may require from time to time;
(j) The percentage of completion of the Contractor’s Work by line item; and
(k) An updated Schedule of Values from the preceding Application for Payment.

9.4.2 Prerequisites for Progress Payments.

9.4.2.1 First Payment Request. The following items, if applicable, must be completed before the first payment request will be accepted for processing:

(a) Installation of the Project sign;
(b) Receipt by Architect of submittals;
(c) Installation of field office;
(d) Installation of temporary facilities and fencing;
(e) Submission of documents listed in the Paragraph 9.2 relating to Cost Breakdown;
(f) Contractor’s Construction Schedule (Schedule to be CPM based in conformance with
Paragraph 3.8);
(g) Schedule of unit prices;
(h) Submittal Schedule;
(i) Copies of necessary permits;
(j) Copies of authorizations and licenses from governing authorities;
(k) Initial progress report;
(l) Surveyor qualifications;
(m) Written acceptance of District’s survey of rough grading;
(n) List of all subcontractors, with names, license numbers, telephone numbers, and scope
of work;
(o) All bonds and insurance endorsements; and
(p) Resumes of General Contractor’s Project Manager and superintendent.
9.4.2.2 All Payment Requests. No payment requests will be processed unless Contractor has submitted copies of the Certified Payroll records for the Work which correlates to the payment request and a proper CPM schedule pursuant to Paragraph 3.8 is submitted.

9.4.2.3 Any payments made to Contractor where criteria set forth in Paragraph 9.4.2.1 or 9.4.2.2 have not been met shall not constitute a waiver of said criteria by District. Instead, such payment shall be construed as a good faith effort by District to resolve differences so Contractor may pay its Subcontractors and suppliers and that Contractor agrees that failure to submit such items may constitute a breach of contract by Contractor and may subject Contractor to termination.

9.5 WARRANTY OF TITLE

The Contractor warrants title to all work. The Contractor further warrants that all work is free and clear of liens, claims, security interests, or encumbrances in favor of the Contractor, Subcontractors, material and equipment suppliers, or other persons or entities making a claim by reason of having provided labor, materials, and equipment relating to the Work. Failure to keep work free of liens, claims, security interests of and encumbrances is grounds to make a claim against Contractor’s payment and performance bond to immediately remedy and defend.

If a lien or stop notice of any nature should at any time be filed against the Work or any District property, by any entity which has supplied material or services at the request of the Contractor, Contractor and Contractor’s surety shall promptly, on demand by District and at Contractor’s and surety’s own expense, take any and all action necessary to cause any such lien or stop notice to be released or discharged immediately therefrom.

If the Contractor fails to furnish to the District within ten (10) calendar days after demand by the District, satisfactory evidence that a lien or stop notice has been so released, discharged, or secured, then District may discharge such indebtedness and deduct the amount required therefor, together with any and all losses, costs, damages, and attorney’s fees and expense incurred or suffered by District from any sum payable to Contractor under the Contract.

9.6 DECISIONS TO WITHHOLD PAYMENT

9.6.1 Reasons to Withhold Payment.

The District may withhold payment in whole, or in part, to the extent reasonably necessary to protect the District if, in the District’s opinion, the representations to the District required by Paragraph 9.4 cannot be made. The District may withhold payment, in whole, or in part, to such extent as may be necessary to protect the District from loss because of, but not limited to:

(a) Defective Work not remedied;
(b) Stop Notices served upon the District;
(c) Liquidated damages assessed against the Contractor;
(d) The cost of completion of the Contract if there exists reasonable doubt that the Work can be completed for the unpaid balance of any Contract Sum or by the completion date;
(e) Damage to the District or other contractor;
(f) Unsatisfactory prosecution of the Work by the Contractor;
(g) Failure to store and properly secure materials;
(h) Failure of the Contractor to submit on a timely basis, proper and sufficient documentation required by the Contract Documents, including, without limitation, acceptable monthly progress schedules, shop drawings, submittal schedules, schedule of values, product data and samples, proposed product lists, executed Construction Change Directives, and verified reports;
(i) Failure of the Contractor to maintain record drawings;
(j) Erroneous estimates by the Contractor of the value of the Work performed, or other false statements in an Application for Payment;
(k) Unauthorized deviations from the Contract Documents;
(l) Failure of the Contractor to prosecute the Work in a timely manner in compliance with established progress schedules and completion dates.
(m) Failure to properly pay prevailing wages as defined in Labor Code section 1720, et seq.;
(n) Failure to properly maintain or clean up the Site;
(o) Payments to indemnify, defend, or hold harmless the District;
(p) Any payments due to the District including but not limited to payments for failed tests, or utilities changes or permits;
(q) Failure to submit an acceptable schedule in accordance with Paragraph 3.8; or
(r) Failure to pay Subcontractor or suppliers as required by Paragraph 9.8.1.

9.6.2 Reallocation of Withheld Amounts.

District may, in its discretion, apply any withheld amount to payment of outstanding claims or obligations as defined in Paragraphs 9.6.1 and 9.5. In so doing, District shall make such payments on behalf of Contractor. If any payment is so made by District, then such amount shall be considered as a payment made under Contract by District to Contractor and District shall not be liable to Contractor for such payments made in good faith. Such payments may be made without prior judicial determination of claim or obligation. District will render Contractor an accounting of such funds disbursed on behalf of Contractor.

If Contractor defaults or neglects to carry out the Work in accordance with the contract documents or fails to perform any provision thereof, District may, after ten (10) calendar days written notice to the Contractor and without prejudice to any other remedy make good such deficiencies. The District shall adjust the total Contract price by reducing the amount thereof by the cost of making good such deficiencies. If District deems it inexpedient to correct Work which is damaged, defective, or not done in accordance with Contract provisions, an equitable reduction in the Contract price (of at least 150% of the estimated reasonable value of the nonconforming work) shall be made therefor.
9.6.3 Payment After Cure.

When the grounds for declining approval are removed, payment shall be made for amounts withheld because of them. No interest shall be paid on any retainage or amounts withheld due to the failure of the Contractor to perform in accordance with the terms and conditions of the Contract Documents.

9.7 NONCONFORMING WORK

Contractor shall promptly remove from premises all Work identified by District as failing to conform to the Contract whether incorporated or not. Contractor shall promptly replace and re-execute its own Work to comply with the Contract without additional expense to District and shall bear the expense of making good all work of other contractors destroyed or damaged by such removal or replacement.

If Contractor does not remove such Work which has been identified by District as failing to conform to the Contract Documents within a reasonable time, fixed by written notice, District may remove it and may store the material at Contractor’s expense. If Contractor does not pay expenses of such removal within ten (10) calendar days’ time thereafter, District may, upon ten (10) calendar days’ written notice, sell such materials at auction or at private sale and shall account for net proceeds thereof, after deducting all costs and expenses that should have been borne by Contractor.

9.8 SUBCONTRACTOR PAYMENTS

9.8.1 Payments to Subcontractors.

No later than ten (10) days after receipt, or pursuant to Business and Professions Code Section 7108.5 and Public Contract Code section 7107, the Contractor shall pay to each Subcontractor, out of the amount paid to the Contractor on account of such Subcontractor’s portion of the Work, the amount to which said Subcontractor is entitled. The Contractor shall, by appropriate agreement with each Subcontractor, require each Subcontractor to make payments to Sub-subcontractors in a similar manner.

9.8.2 No Obligation of District for Subcontractor Payment.

The District shall have no obligation to pay, or to see to the payment of, money to a Subcontractor except as may otherwise be required by law.

9.8.3 Payment Not Constituting Approval or Acceptance.

An approved Request for Payment, a progress payment, or partial or entire use or occupancy of the Project by the District shall not constitute acceptance of Work not in accordance with the Contract Documents.
9.8.4 Joint Checks.

District shall have the right, if necessary for the protection of the District, to issue joint checks made payable to the Contractor and Subcontractors and material or equipment suppliers. The joint check payees shall be responsible for the allocation and disbursement of funds included as part of any such joint payment. In no event shall any joint check payment be construed to create any contract between the District and a Subcontractor of any tier, any obligation from the District to such Subcontractor, or rights in such Subcontractor against the District.

9.9 PROJECT RECORD DOCUMENTS

This section includes administrative and procedural requirements for Project Record Documents, including but not limited to the following where applicable:

9.9.1 Record Drawings
9.9.2 Record Specifications
9.9.3 Record Product Data
9.9.4 Record MEP & Structural coordination documents
9.9.5 Project Record Documents include, but are not limited to, the following:

9.9.5.1 Marked-up copies of Drawings
9.9.5.2 Marked up copy of the Project Specifications
9.9.5.3 Marked-up copies of Shop Drawings
9.9.5.4 Newly prepared Drawings and Specifications
9.9.5.5 Marked-up Product Data submittals
9.9.5.6 Field records, such as photographs, for variable and concealed conditions
9.9.5.7 Record information for Work that is only schematically shown
9.9.5.8 Maintenance forms for equipment

Contractor shall dedicate one complete full size set of the Contract Drawings and one complete Project Manual for use in recording as-built conditions.

Contractor shall submit to District in hard copy one original and two copies of all Project Record Documents. In addition, one electronic copy in electronic media format shall be submitted to District. District reserves the right to require resubmittal in accordance with these General Conditions if the documents are inaccurate or incomplete, or otherwise fail to meet the requirements of these Contract Documents.

9.9.6 Project Record Drawings

Mark-up Procedure: During the construction period, maintain a complete, current set of full size blackline prints of Contract Drawings and Shop Drawings for Project Record Documents purposes. Label
each document (on first sheet or format page) "Project Record" in 2-inch high printed letters. Keep all record documents current.

A reference by number to a Change Order, CCD, RFI, RFQ, RFP, Field Order or other such document is not acceptable as sufficient record information on any record document. Do not conceal any Work until required record information has been recorded.

Contractor shall mark Record Drawings to indicate the actual installation where the installation varies appreciably from the installation shown originally. Give particular attention to information on concealed elements that would be difficult to identify or measure and record later. Items required to be marked include, but are not limited to:

9.9.6.1 Dimensional changes to the Contract Drawings (horizontal and/or vertical)
9.9.6.2 Revisions or any modification to details shown on the Contract Drawings
9.9.6.3 Depths of various elements of foundations in relation to main floor level or survey datum.
9.9.6.4 Horizontal and vertical location of underground utilities and appurtenances referenced to permanent surface improvements.
9.9.6.5 Location of internal utilities and appurtenances concealed in construction referenced to visible and accessible features of structure.
9.9.6.6 Locations of underground work, points of connection with existing utilities, changes in direction, valves, manholes, catch basins, capped stub outs, invert elevations and similar items
9.9.6.7 Final, actual numbering of each electrical circuit
9.9.6.8 Revisions to routing of piping and conduits
9.9.6.9 Revisions to electrical circuitry
9.9.6.10 Actual equipment locations
9.9.6.11 Duct size and routing
9.9.6.12 Changes made by Change Order, CCD, ASI, or any other directive
9.9.6.13 Details not on original Contract Drawings

Contractor shall mark completely and accurately Project Record Drawing prints of Contract Drawings or Shop Drawings, whichever is the most capable of showing actual physical conditions. Where Shop Drawings are marked, show cross-reference on Contract Drawings location.

Contractor shall mark Project Record Drawing sets with red, erasable colored pencil; use other colors to distinguish between changes for different categories of the Work at the same location.

Contractor shall be responsible for Mark-up: Where feasible, the individual or entity who obtained Project Record Drawing data, whether the individual or entity is the installer, Subcontractor or similar entity, is required to prepare the mark-up on Project Record Drawings.
9.9.7 Project Record Specification

Contractor shall, during the construction period, maintain one copy of the Project Specifications, including all addenda and all other modifications issued for Project Record Documents purposes.

Contractor shall mark the Project Record specifications to indicate the actual installation where the installation varies substantially from that indicated in Specifications and/or modifications issued. Note related Project Record Drawing information, where applicable. Give particular attention to substitutions, selection of product options, Change Order and Construction Change Directive Work, and information on concealed installation that would be difficult to identify, measure, and record later.

9.9.8 Project Record Product Data

Contractor shall, during the construction period, maintain one copy of each Project Record Product Data submittal for "Project Record Document" purposes.

Contractor shall arrange Project Record Product Data by Specification Section number, and provide names, addresses, fax numbers, emails addresses, and telephone number of Subcontractors and suppliers. Information to be provided includes:

9.9.8.1 Trade Names
9.9.8.2 Model or type numbers
9.9.8.3 Assembly diagrams
9.9.8.4 Operating instructions
9.9.8.5 Cleaning instructions
9.9.8.6 Maintenance instructions
9.9.8.7 Recommended spare parts
9.9.8.8 Product data

9.9.9 Miscellaneous Project Record Submittals

Refer to other Specification Sections for miscellaneous record keeping requirements and submittals. Immediately prior to Substantial Completion of the Work complete miscellaneous records and place in good order, properly identified, ready for use and reference. Submit to the District for District's records, in Adobe PDF format.

9.9.10 Electronic Media Format

Electronic Media Format: Electronic media format for all Project Record Documents shall be Adobe PDF, with chapter markers and/or bookmarks inserted in place of the equivalent hard copy section tabs. Electronic copy shall include all tables, charts, drawings, codes and all other matters reflected in hard copies. Electronic media files shall be delivered on a unique CD-ROM or flash drive.

9.10 COMPLETION OF THE WORK

9.10.1 Contract Closeout Submittals include, but are not limited to:

9.10.1.1 Electronic Media of All Project Record Documents described in Article 9.9.10 above.

9.10.1.2 Record Samples

9.10.1.3 Field records for variable and concealed conditions

9.10.1.4 Operating and maintenance manuals and data

9.10.1.5 Warranties, guaranties, and bonds

9.10.1.6 Warranty Tags

9.10.1.7 Spare Parts Data

9.10.1.8 Service and maintenance contracts

9.10.1.9 Certified and approved fire inspection documents, when required

9.10.2 Initial Punch List and Inspection

When Contractor considers Work to be Substantially Complete, submit written notice to District’s Representative requesting an Initial Inspection and listing items remaining to be completed or corrected listed by room number and item number (hereinafter “Initial Punch List”). The Contractor and/or its Subcontractors shall proceed promptly to complete and correct items on the list without waiting for District review of the Initial Punch List and inspection of the Work. Failure to include an item on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

The Contractor shall not submit a notice requesting an Initial Inspection unless the Work is Substantially Complete.
9.10.2.1 Before calling for final inspection, Contractor shall determine that the following Work has been performed:

(a) The Work has been completed.
(b) All life safety items are completed and in working order.
(c) Mechanical and electrical Work complete, fixtures in place, connected and ready for tryout and test.
(d) Electrical circuits scheduled in panels and disconnect switches labeled.
(e) Painting and special finishes complete.
(f) Doors complete with hardware, cleaned of protective film relieved of sticking or binding and in working order.
(g) Tops and bottoms of doors sealed.
(h) Floors waxed and polished as specified.
(i) Broken glass replaced and glass cleaned.
(j) Grounds cleared of Contractor’s equipment, raked clean of debris, and trash removed from Site.
(k) Work cleaned, free of stains, scratches, and other foreign matter, replacement of damaged and broken material.
(l) Finished and decorative work shall have marks, dirt and superfluous labels removed.
(m) Final cleanup.

9.10.2.2 Furnish a letter to District stating that a responsible representative of District [give name and position] has been instructed in working characteristics of mechanical and electrical equipment.

Should District’s Representatives determine that Work is not Substantially Complete, the Architect or Construction Manager will promptly notify Contractor in writing, listing Work that must be completed prior to Substantial Completion. Any inspection list that is submitted to the District that does not result in a District determination of Substantial Completion will not be considered an accepted Initial Punch List. If the Work or Phase of Work is determined to not be Substantially Complete, Contractor shall complete all Work as directed prior to requesting an additional Initial Inspection by the District to determine Substantial Completion per this Specification Section.

Upon receipt of the Contractor’s Initial Punch List, and not before, the Architect, Construction Manager, and Inspector will make an Initial Inspection to determine whether the Work, or Phase of Work, is Substantially Complete.

9.10.2.3 All fire and life safety items, manufactured units, equipment and systems that require startup must have been started, run, tested, and operational...
for periods prescribed by the Contract Documents before a request for Initial Inspection is accepted by the District.

9.10.2.4 If additional Initial Inspections are required to review Initial Punch List items due to incompleteness of the Work by Contractor, Contractor will reimburse District for all costs associated with these inspections if additional services fees by District consultants are required. The costs of such District additional service fees will be deducted from the Contract Sum by Change Order.

9.10.3 Substantial Completion

When District determines that the Work is Substantially Complete, District will issue a Certificate of Substantial Completion, accompanied by Final Punch List of items to be completed or corrected as verified and/or appended by Architect and District.

When the Work is Substantially Complete, the District will file a Notice of Completion.

9.10.3.1 Warranties required by the Contract Documents shall commence on the date of Substantial Completion of the Work unless otherwise provided in the Notice of Completion.

9.10.3.2 The Notice of Completion shall be submitted to the Contractor for their written acceptance of responsibilities assigned to them in such Notice prior to District filing the Notice of Completion for purposes of initiating the release of Retention for the Work or Phase of Work.

9.10.3.3 The District shall withhold from Contractor payment the value of remaining Work, Work to be corrected, incomplete Work, and an amount identified for Punch List Work, and as otherwise identified in Public Contract Code.

The Contractor shall complete the items listed in the Final Punch List within ten (10) working days of the Certificate of Substantial Completion. The Contractor shall execute the Work such that the District can occupy the Work within seven (7) calendar days of the date of the Certificate of Substantial Completion.

9.10.4 Final Inspection

When Contractor considers the items listed in the Final Punch List to be complete the Contractor shall submit written notice to District’s Representative requesting a Final Inspection.

Operations and Maintenance Manuals and Warranty and Guaranty documents. At least ten (10) days prior to final inspection, three (3) copies of complete operations and maintenance manuals, repair parts lists, service instructions for all electrical and mechanical equipment, and equipment warranties shall be submitted. All installation, operating, and maintenance information and drawings shall be bound in 8½” x 11” binders. Provide a table of contents in front and all items shall be indexed with tabs. Each manual shall also contain a list of subcontractors, with their addresses and the names of persons to contact in cases of emergency. Identifying labels shall provide names of manufactures, their addresses, ratings, and capacities of equipment and machinery. Additional requirements for Operations and Maintenance manuals may be found in other Specifications and Sections of the Contract Documents.
Upon receipt of the Contractor’s request for Final Inspection, and not before, the Contractor, Architect, and Construction Manager, shall meet to go over the Contract Documents to identify the administrative requirements for contract close-out.

9.10.4.1 The Construction Manager will prepare a list of requirements remaining for administrative close-out and shall provide the list to the Contractor. This list may be general in nature, and shall not serve to relieve the Contractor from any of the administrative requirements of the Contract.

9.10.4.2 The Contractor shall complete all items on the administrative close-out list within twenty-one (21) days.

Subsequent to the meeting to identify administrative close-out requirements, Architect, Construction Manager, Campus Representatives, and Inspector will inspect the Work to determine whether the Work identified on the Final Punch List is complete.

If additional Final Inspections are required to review the Final Punch List items due to incompleteness of the Work by Contractor, Contractor will reimburse District for all costs associated with these inspections if additional services fees by District consultants are required. The costs of such District additional service fees will be deducted from the Contract Sum by Change Order.

When the Architect determines that all final punch list items have been completed, a final Project Inspection Report will be issued. Any outstanding administrative close-out requirements will be identified and a value for withholding from Progress Payment or Final Payment will be assigned.

The Project Inspector (IOR), the Construction Manager, and the Contractor shall, at all times, be together during all inspections. The Contractor shall give 24-hour notice to the District for such inspections.

9.10.5 Final Completion

Final Completion occurs when all Work meets all requirements of the Contract Documents. When Contractor considers all Work complete and all close-out requirements have been performed, submitted, and accepted, submit written certification to District that:

9.10.5.1 Contractor has inspected Work for compliance with Contract Documents, and all requirements for Final Acceptance have been met.

9.10.5.2 Except for Contractor maintenance and Deferred or Seasonal Testing, after Final Acceptance, all Work has been completed in accordance with Contract Documents and deficiencies listed with any Certificate of Substantial Completion have been corrected. Equipment and systems have been tested in the presence of Architect, Project Inspector (IOR), Construction Manager, and District Representatives and are operative.

Should District determine that the Work is incomplete or defective or that administrative requirements have not been completed:
9.10.5.3 District’s Representative promptly will so notify Contractor, in writing, listing the incomplete or defective items.

9.10.5.4 Contractor shall promptly remedy all incomplete and/or defective Work and notify the District when it is ready for re-inspection. District’s Representatives will then re-inspect the Work. If deficiencies previously noted are found not to be corrected, Contractor shall pay all District costs for the re-inspection.

9.10.5.5 When District determines that all Work and requirements are complete under the Contract Documents, District or Construction Manager will request Contractor to make a request for Final Payment.

9.11 **PARTIAL OCCUPANCY OR USE**

9.11.1 District’s Rights.

The District may occupy or use any completed or partially completed portion of the Work at any stage. The District and the Contractor shall agree in writing to the responsibilities assigned to each of them for payments, security, maintenance, heat, utilities, damage to the Work, insurance, the period for correction of the Work, and the commencement of warranties required by the Contract Documents. If District and Contractor cannot agree as to responsibilities such disagreement shall be resolved pursuant to Paragraph 4.5.1. When the Contractor considers a portion complete, the Contractor shall prepare and submit a Punch List to the District as provided under Paragraph 9.9.1.

9.11.2 Inspection Prior to Occupancy or Use.

Immediately prior to such partial occupancy or use, the District, the Contractor, and the Architect shall jointly inspect the area to be occupied or portion of the Work to be used in order to determine and record the condition of the Work.

9.11.3 No Waiver.

Unless otherwise agreed upon, partial occupancy or use of a portion or portions of the Work shall not constitute acceptance of the Work not complying with the requirements of the Contract Documents.

9.12 **COMPLETION AND FINAL PAYMENT**

9.12.1 Final Inspection.

Contractor shall comply with all Punch List and Inspection procedures under Paragraph 9.10.

Upon receipt and approval of such final Application for Payment as required in Article 9.10.5.5 and elsewhere, the Architect shall issue a final Certificate of Payment stating that to the best of its knowledge, information, and belief, and on the basis of its observations, inspections, and all other data accumulated or received by the Architect in connection with the Work, such Work has been completed in accordance with the Contract Documents. The District shall thereupon inspect such Work and either
accept the Work as complete or notify the Architect and the Contractor in writing of reasons why the Work is not complete. Upon acceptance of the Work of the Contractor as fully complete (which, absent unusual circumstances, will occur when the Punch List items have been satisfactorily completed), the District shall record a Notice of Completion with the County Recorder, and the Contractor shall, upon receipt of payment from the District, pay the amounts due Subcontractors.

9.12.2 Retainage.

The retainage, less any amounts disputed by the District or which the District has the right to withhold Pursuant to Paragraph 9.6, shall be paid after approval of the District by the Architect’s Certificate of Payment, after the satisfaction of the conditions set forth in Article 9, and after thirty-five (35) days after the acceptance of the Work and recording of the Notice of Completion by District. No interest shall be paid on any retainage, or on any amounts withheld due to a failure of the Contractor to perform, in accordance with the terms and conditions of the Contract Documents, except as provided to the contrary in any Escrow Agreement between the District and the Contractor pursuant to Public Contract Code § 22300.

9.12.3 Procedures for Application for Final Payment.

9.12.3.1 Prerequisites for Final Payment. The following conditions must be fulfilled prior to Final Payment:

(a) A full and final waiver or release of all Stop Notices in connection with the Work shall be submitted by Contractor, including a release of Stop Notice in recordable form, together with (to the extent permitted by law) a copy of the full and final release of all Stop Notice rights.

(b) The Contractor shall have made all corrections to the Work which are required to remedy any defects therein, to obtain compliance with the Contract Documents or any requirements of applicable codes and ordinances, or to fulfill any of the orders or directions of District required under the Contract Documents.

(c) Each Subcontractor shall have delivered to the Contractor all written guarantees, warranties, applications, and bonds required by the Contract Documents for its portion of the Work.

(d) Contractor must have completed all requirements set forth in Paragraph 9.9.1.2.

(e) Architect shall have issued a Final Certificate of Payment.

(f) The Contractor shall have delivered to the District all manuals and materials required by the Contract Documents.

(g) The Contractor shall have completed final clean up as required by Paragraph 3.12.

9.13 SUBSTITUTION OF SECURITIES

The District will permit the substitution of securities in accordance with the provisions of Public Contract Code section 22300.
ARTICLE 10

PROTECTION OF PERSONS AND PROPERTY

10.1 SAFETY PRECAUTIONS AND PROGRAMS

10.1.1 Contractor Responsibility.

The Contractor is constructive owner of Project site. The Contractor shall be responsible for all damages to persons or property that occur as a result of its fault or negligence in connection with the prosecution of this Contract and shall take all necessary measures and be responsible for the proper care and protection of all materials delivered and work performed until completion and final acceptance by the District. All work shall be solely at the Contractor’s risk, with the exception of damage to the work caused by “acts of God” as defined in Public Contract Code Section 7105(b)(2).

Contractor shall take, and require subcontractor to take, all necessary precautions for safety of workers on the Work and shall comply with all applicable federal, state, local and other safety laws, standards, orders, rules, regulations, and building codes to prevent accidents or injury to persons on, about, or adjacent to premises where Work is being performed and to provide a safe and healthful place of employment. In addition to meeting all requirements of OSHA, Cal-OSHA, state, and local codes, Contractor shall furnish, erect and properly maintain at all times, as directed by District or Architect or required by conditions and progress of work, all necessary safety devices, safeguards, construction canopies, signs, audible devices for protection of the blind, safety rails, belts and nets, barriers, lights, and watchmen for protection of workers and the public, and shall post danger signs warning against hazards created by such features in the course of construction. Contractor shall designate a responsible member of its organization on the Work, whose duty shall be to post information regarding protection and obligations of workers and other notices required under occupational safety and health laws, to comply with reporting and other occupational safety requirements, and to protect the life, safety and health of workers. The name and position of person so designated shall be reported to District by Contractor. Contractor shall correct any violations of safety laws, rules, orders, standards, or regulations. Upon the issuance of a citation or notice of violation by the Division of Occupational Safety and Health, such violation shall be corrected promptly.

The Contractor and Subcontractors shall continuously protect the Work, the District’s property, and the property of others, from damage, injury, or loss arising in connection with operations under the Contract Documents. The Contractor and Subcontractors, at their own expense, shall make good any such damage, injury, or loss, except such as may be solely due to, or caused by, agents or employees of the District.

10.1.2 Subcontractor Responsibility.

Contractor shall require that Subcontractors participate in, and enforce, the safety and loss prevention programs established by the Contractor for the Project, which will cover all Work performed by the Contractor and its Subcontractors. Each Subcontractor shall designate a responsible member of its organization whose duties shall include loss and accident prevention, and who shall have the responsibility and full authority to enforce the program. This person shall attend meetings with the
representatives of the various Subcontractors employed to ensure that all employees understand and comply with the programs.

10.1.3 Cooperation.

All Subcontractors and material or equipment suppliers, shall cooperate fully with Contractor, the District, and all insurance carriers and loss prevention engineers.

10.1.4 Accident Reports.

Subcontractors shall immediately, within two (2) days, report in writing to the Contractor all accidents whatsoever arising out of, or in connection with, the performance of the Work, whether on or off the Site, which caused death, personal injury, or property damage, giving full details and statements of witnesses. In addition, if death or serious injuries or serious damages are caused, the accident shall be reported within four (4) days by telephone or messenger. Contractor shall thereafter immediately, within two (2) days, report the facts in writing to the District and the Architect giving full details of the accident.

10.1.5 First-Aid Supplies at Site.

The Contractor will provide and maintain at the Site first-aid supplies which complies with the current Occupational Safety and Health Regulations.

10.1.6 Material Safety Data Sheets and Compliance with Proposition 65.

(a) Contractor is required to have material safety data sheets available in a readily accessible place at the job site for any material requiring a material safety data sheet per the Federal “hazard communication” standard, or employees’ “right-to-know law.” The Contractor is also required to properly label any substance brought into the job site, and require that any person working with the material, or within the general area of the material, is informed of the hazards of the substance and follows proper handling and protection procedures.

Contractor is required to comply with the provisions of California Health and Safety Code section 25249, et seq., which requires the posting and giving of notice to persons who may be exposed to any chemical known to the State of California to cause cancer. The Contractor agrees to familiarize itself with the provisions of this section, and to comply fully with its requirements.

10.1.7 Non-Utilization of Asbestos Material.

NO ASBESTOS OR ASBESTOS-CONTAINING PRODUCTS SHALL BE USED IN THIS CONSTRUCTION OR IN ANY TOOLS, DEVICES, CLOTHING, OR EQUIPMENT USED TO EFFECT THIS CONSTRUCTION.

Asbestos and/or asbestos-containing products shall be defined as all items containing, but not limited to, chrysotile, amosite, anthophyllite, tremolite, and antinolite.
Any or all material containing greater than one-tenth of one percent (>0.1%) asbestos shall be defined as asbestos-containing material.

All Work or materials found to contain asbestos or Work or material installed with asbestos-containing equipment will be immediately rejected and this Work will be removed at no additional cost to the District.

Decontamination and removal of Work found to contain asbestos or Work installed with asbestos-containing equipment shall be done only under supervision of a qualified consultant, knowledgeable in the field of asbestos abatement and accredited by the Environmental Protection Agency.

The asbestos removal contractor shall be an EPA accredited contractor qualified in the removal of asbestos and shall be chosen and approved by the asbestos consultant, who shall have sole discretion and final determination in this matter.

The asbestos consultant shall be chosen and approved by the District, who shall have sole discretion and final determination in this matter.

The Work will not be accepted until asbestos contamination is reduced to levels deemed acceptable by the asbestos consultant.

Interface of Work under this Contract with work containing asbestos shall be executed by the Contractor at his risk and at his discretion, with full knowledge of the currently accepted standards, hazards, risks, and liabilities associated with asbestos work and asbestos-containing products. By execution of this Contract, the Contractor acknowledges the above and agrees to hold harmless District and its assigns for all asbestos liability which may be associated with this work and agrees to instruct his employees with respect to the above-mentioned standards, hazards, risks, and liabilities.

10.2 SAFETY OF PERSONS AND PROPERTY

10.2.1 The Contractor.

The Contractor shall take reasonable precautions for the safety of, and shall provide reasonable protection to prevent damage, injury, or loss to:

(a) Employees on the Work and other persons who may be affected thereby;
(b) The Work, material, and equipment to be incorporated therein, whether in storage on or off the Site, under the care, custody, or control of the Contractor or the Contractor’s Subcontractors or Sub-subcontractors; and
(c) Other property at the Site or adjacent thereto such as trees, shrubs, lawns, walks, pavement, roadways, structures, and utilities not designated for removal, relocation, or replacement in the course of construction.

Contractor is constructive owner of Project site as more fully discussed in Paragraph 6.2.
10.2.2 Contractor Notices.

The Contractor shall give notices and comply with applicable laws, ordinances, rules, regulations, and lawful orders of public authorities bearing on the safety of persons or property or their protection from damage, injury, or loss.

10.2.3 Safety Barriers and Safeguards.

The Contractor shall erect and maintain, as required by existing conditions and performance of the Contract, reasonable safeguards for safety and protection, including posting danger signs and other warnings against hazards, promulgating safety regulations, and notifying owners and users of adjacent sites and utilities.

10.2.4 Use or Storage of Hazardous Material.

When use or storage of explosives, other hazardous materials or equipment, or unusual methods are necessary for execution of the Work, the Contractor shall exercise utmost care and carry on such activities under supervision of properly qualified personnel. The Contractor shall notify the District any time that explosives or hazardous materials are expected to be stored on Site. Location of storage shall be coordinated with the District and local fire authorities.

10.2.5 Protection of Work.

The Contractor and Subcontractors shall continuously protect the Work, the District’s property, and the property of others, from damage, injury, or loss arising in connection with operations under the Contract Documents. The Contractor and Subcontractors, at their own expense, shall make good any such damage, injury, or loss, except such as may be solely due to, or caused by, agents or employees of the District.

The Contractor, at Contractor’s expense, will remove all mud, water, or other elements as may be required for the proper protection and prosecution of its Work.

Contractor shall take adequate precautions to protect existing roads, sidewalks, curbs, pavements, utilities, adjoining property and structures (including, without limitation, protection from settlement or loss of lateral support), and to avoid damage thereto, and repair any damage thereto caused by construction operations. All permits, licenses, or inspection fees required for such repair Work shall be obtained and paid for by Contractor.

10.2.6 Requirements for Existing Sites.

Contractor shall (unless waived by the District in writing):

(a) When performing construction on existing sites, become informed and take into specific account the maturity of the students on the Site; and perform Work which may interfere with campus routine before or after campus hours, enclose working area with a substantial barricade, and arrange Work to cause a minimum amount of inconvenience and danger to students and faculty in their regular campus activities.
Contractor shall comply with specifications and directives of the District regarding the timing of certain construction activities in order to avoid unnecessary interference with the campus’ functions.

(b) Provide substantial barricades around any shrubs or trees indicated to be preserved.

c) Deliver materials to building area over route designated by Architect.

(d) Take preventive measures to eliminate objectionable dust, noise, or other disturbances.

e) Confine apparatus, the storage of materials, and the operations of workers to limits indicated by law, ordinances, permits or directions of Architect; and not interfere with the Work or unreasonably encumber premises or overload any structure with materials; and enforce all instructions of District and Architect regarding signs, advertising, fires, and smoking and require that all workers comply with all regulations while on the Project site.

(f) Take care to prevent disturbing or covering any survey markers, monuments, or other devices marking property boundaries or corners. If such markers are disturbed by accident, they shall be replaced by an approved land surveyor or civil engineer and all maps and records required therefrom shall be filed with county and local authorities, at no cost to the District. All filing and plan check fees shall be paid by Contractor.

(g) Provide District on request with Contractor’s written safety program and safety plan for each site.

10.2.7 Shoring and Structural Loading.

The Contractor shall not impose structural loading upon any part of the Work under construction or upon existing construction on or adjacent to the Site in excess of safe limits, or loading such as to result in damage to the structural, architectural, mechanical, electrical, or other components of the Work. The design of all temporary construction equipment and appliances used in construction of the Work and not a permanent part thereof, including, without limitation, hoisting equipment, cribbing, shoring, and temporary bracing of structural steel, is the sole responsibility of the Contractor. All such items shall conform with the requirements of governing codes and all laws, ordinances, rules, regulations, and orders of all authorities having jurisdiction. The Contractor shall take special precautions, such as shoring of masonry walls and temporary tie bracing of structural steel work, to prevent possible wind damage during construction of the Work. The installation of such bracing or shoring shall not damage the Work in place or the Work installed by others. Any damage which does occur shall be promptly repaired by the Contractor at no cost to the District.

10.2.8 Conformance Within Established Limits.

The Contractor and Subcontractors shall confine their construction equipment, the storage of materials, and the operations of workers to the limits indicated by laws, ordinances, permits, and the limits established by the District or the Contractor, and shall not unreasonably encumber the premises with construction equipment or materials.
10.2.9 Subcontractor Enforcement of Rules.

Subcontractors shall enforce the District's and the Contractor's instructions, laws, and regulations regarding signs, advertisements, fires, smoking, the presence of liquor, and the presence of firearms by any person at the Site.

10.2.10 Site Access.

The Contractor and the Subcontractors shall use only those ingress and egress routes designated by the District, observe the boundaries of the Site designated by the District, park only in those areas designated by the District, which areas may be on or off the Site, and comply with any parking control program established by the District, such as furnishing license plate information and placing identifying stickers on vehicles.

10.3 EMERGENCIES

10.3.1 Emergency Action.

In an emergency affecting the safety of persons or property, the Contractor shall take any action necessary, at the Contractor's discretion, to prevent threatened damage, injury, or loss. Additional compensation or extension of time claimed by the Contractor on account of an emergency shall be determined as provided in Article 7.

10.3.2 Accident Reports.

The Contractor shall promptly report in writing to the District all accidents arising out of or in connection with the Work, which caused death, personal injury, or property damage, giving full details and statements of any witnesses in conformance with Article 10.1.4. In addition, if death, serious personal injuries, or serious property damages are caused, the accident shall be reported in accordance with Paragraph 10.1.4, immediately by telephone or messenger to the District.

10.4 HAZARDOUS MATERIALS

10.4.1 Discovery of Hazardous Materials.

In the event the Contractor encounters or suspects the presence on the job site of material reasonably believed to be asbestos, polychlorinated biphenyl (PCB), or any other material defined as being hazardous by § 25249.5 of the California Health and Safety Code, which has not been rendered harmless, the Contractor shall immediately stop Work in the area affected and report the condition to the District and the Architect in writing, whether or not such material was generated by the Contractor or the District. The Work in the affected area shall not thereafter be resumed, except by written agreement of the District and the Contractor, if in fact the material is asbestos, polychlorinated biphenyl (PCB), or other hazardous material, and has not been rendered harmless. The Work in the affected area shall be resumed only in the absence of asbestos, polychlorinated biphenyl (PCB), or other hazardous material, or when it has been rendered harmless by written agreement of the District and the Contractor.
If hazardous materials are encountered, they shall be handled in accordance with applicable local, state and federal regulation which may include: (1) CCR Title 8, Division 4, Chapter 4, Sections 5163 through 5167 and 5192 (Hazardous Waste Operations and Emergency Response); (2) CCR Title 22, Division 4.5, Chapters 10 through 13 and 18 (Environmental Health Standards for Management of Hazardous Waste); and (3) CCR Title 23, Division 3, Chapter 15 (Discharges of Hazardous Waste to Land).

Should the discovery of contaminants cause delay to Contractor’s operation, extension of Contract Time will be granted by District in accordance with these General Conditions. Contractor may not be entitled to damages or additional payment due to such delays. District may, if it believes appropriate in its sole discretion, grant an extension of Contract Time.

The Contractor shall take all measures to avoid and/or mitigate delays due to Hazardous Materials/Waste finds such as; avoiding the area of the find and proceeding with other work on the project; developing “work around” plans; and documenting his best efforts to avoid and/or mitigate delays.

10.4.2 Hazardous Material Work Limitations.

In the event that the presence of hazardous materials is suspected or discovered on the Site (except in cases where asbestos and other hazardous material work in the Contractor’s responsibility), the District shall retain an independent testing laboratory to determine the nature of the material encountered and whether corrective measures or remedial action is required. The Contractor shall not be required pursuant to Article 7 to perform without consent any Work in the affected area of the Site relating to asbestos, polychlorinated biphenyl (PCB), or other hazardous material, until any known or suspected hazardous material has been removed, or rendered harmless, or determined to be harmless by District, as certified by an independent testing laboratory and approved by the appropriate government agency.

10.4.3 Indemnification by Contractor for Hazardous Material Caused by Contractor.

In the event the hazardous materials on the Project Site is caused by the Contractor, the Contractor shall pay for all costs of testing and remediation, if any, and shall compensate the District for any additional costs incurred as a result of Contractor’s generation of hazardous material on the Project Site. In addition, the Contractor shall defend, indemnify and hold harmless District and its agents, officers, and employees from and against any and all claims, damages, losses, costs and expenses incurred in connection with, arising out of, or relating to, the presence of hazardous material on the Project Site.

10.4.4 Terms of Hazardous Material Provision.

The terms of this Hazardous Material provision shall survive the completion of the Work and/or any termination of this Contract.
ARTICLE 11

INSURANCE AND BONDS

11.1 NOT USED

11.2 NOT USED

11.3 NOT USED

11.4 NOT USED

11.5 OTHER INSURANCE

The Contractor shall provide all other insurance required to be maintained under applicable laws, ordinances, rules, and regulations.

11.6 PROOF OF INSURANCE

The Contractor shall not commence Work nor shall it allow any Subcontractor to commence Work under this Contract until all required insurance and certificates have been obtained and delivered in duplicate to the District for approval subject to the following requirements:

(a) Certificates and insurance policies shall include the following clause:

“This policy shall not be non-renewed, canceled, or reduced in required limits of liability or amounts of insurance until notice has been mailed to the District. Date of cancellation or reduction may not be less than thirty (30) days after the date of mailing notice.”

(b) Certificates of insurance shall state in particular those insured, the extent of insurance, location and operation to which the insurance applies, the expiration date, and cancellation and reduction notices.

(c) Certificates of insurance shall clearly state that the District and the Architect are named as additional insureds under the policy described and that such insurance policy shall be primary to any insurance or self-insurance maintained by District.

(d) The Contractor and its Subcontractors shall produce a certified copy of any insurance policy required under this Section upon written request of the District.

11.7 COMPLIANCE

In the event of the failure of any contractor to furnish and maintain any insurance required by this Article 11, or in Section 00600, Construction Agreement, the Contractor shall be in default under the Contract. Compliance by Contractor with the requirement to carry insurance and furnish certificates or policies evidencing the same shall not relieve the Contractor from liability assumed under any provision...
of the Contract Documents, including, without limitation, the obligation to defend and indemnify the District and the Architect.

11.8 WAIVER OF SUBROGATION

Contractor waives (to the extent permitted by law) any right to recover against the District for damages to the Work, any part thereof, or any and all claims arising by reason of any of the foregoing, but only to the extent that such damages and/or claims are covered by property insurance and only to the extent of such coverage (which shall exclude deductible amounts) by insurance actually carried by the District.

The provisions of this section are intended to restrict each party to recovery against insurance carriers only to the extent of such coverage and waive fully and for the benefit of each, any rights and/or claims which might give rise to a right of subrogation in any insurance carrier. The District and the Contractor shall each obtain in all policies of insurance carried by either of them, a waiver by the insurance companies thereunder of all rights of recovery by way of subrogation for any damages or claims covered by the insurance.
ARTICLE 12

UNCOVERING AND CORRECTION OF WORK

12.1 UNCOVERING OF WORK

12.1.1 Uncovering Work for Required Inspections.

If a portion of the Work is covered without Inspector or Architect approval or not in compliance with the Contract Documents, it must, if required in writing by the Inspector or the Architect, be uncovered for the Inspector’s or the Architect’s observation and be replaced at the Contractor’s expense without change in the Contract Sum or Time.

12.1.2 Costs for Inspections not Required.

If a portion of the Work has been covered which the Inspector or the Architect has not specifically requested to observe prior to its being covered, the Inspector or the Architect may request to see such Work, and it shall be uncovered by the Contractor. If such Work is in accordance with the Contract Documents, costs of uncover and replacement shall, by appropriate Change Order, be charged to the District. If such Work is not in accordance with Contract Documents, the Contractor shall pay such costs unless the condition was caused by the District or a separate contractor, in which event the District shall be responsible for payment of such costs to the Contractor.

12.2 CORRECTION OF WORK

12.2.1 Correction of Rejected Work.

The Contractor shall promptly correct the Work rejected by the Inspector or the District upon recommendation of the Architect as failing to conform to the requirements of the Contract Documents, whether observed before or after Completion and whether or not fabricated, installed, or completed. The Contractor shall bear costs of correcting the rejected Work, including additional testing, inspections, and compensation for the Inspector’s or the Architect’s services and expenses made necessary thereby.

12.2.2 One-Year Warranty or Guaranty Corrections.

If, within one (1) years after the date of Completion of the Work or a designated portion thereof, or after the date for commencement of warranties and guaranties established under this Contract, or by the terms of an applicable special warranty or guaranty required by the Contract Documents, any of the Work is found to be not in accordance with the requirements of the Contract Documents, the Contractor shall correct it promptly after receipt of written notice from the District to do so unless the District has previously given the Contractor a written acceptance of such condition. This period of one (1) years shall be extended with respect to portions of the Work first performed after Completion by the period of time between Completion and the actual performance of the Work. This obligation under this Paragraph 12.2.2 shall survive acceptance of the Work under the Contract and termination of the Contract. The District shall give such notice promptly after discovery of the condition.
12.2.3 District’s Rights if Contractor Fails to Correct.

If the Contractor fails to correct nonconforming Work within a reasonable time, the District may correct it, pursuant to Article 9.
ARTICLE 13

MISCELLANEOUS PROVISIONS

13.1  GOVERNING LAW AND REGULATIONS

The Contract shall be governed by the law of the place where the Project is located.

13.1.1 Specific reference in the Specifications to codes and regulations or requirements of regulatory agencies shall mean the latest printed edition of each adopted by the regulatory agency in effect at the time of the opening of Proposals, except as may be otherwise specifically stated in the Contract Documents.

13.1.2 No change order shall be considered for any change in any applicable federal, state or local code or regulation if similar language existed in an alternate applicable regulation in force at the time of opening of Bids.

13.1.3 Contractor shall not allow design or construction of any conditions wherein the finished Work will not comply with current applicable codes. No change order shall be considered by District for the Work correction of any Work not complying with code.

13.1.4 This section shall cover the general requirements for regulatory requirements pertaining to the Work and is supplementary to all other regulatory requirements mentioned or referenced elsewhere in the Contract Documents.

13.1.5 Code, laws, ordinances, rules and regulations referred to shall have full force and effect as though printed in full in these Specifications. Code, laws, ordinances, rules and regulations are not furnished to Contractor because Contractor is assumed to be and shall be familiar with these requirements, including readily available access to these requirements. The listing of applicable codes, laws, and regulations for hazardous waste abatement Work in the Contract Documents is supplied to Contractor as a courtesy and shall not limit Contractor’s responsibility for complying with all applicable laws, regulations or ordinances having application to the Work. Where conflict among the requirements or with these Specifications occurs, the most stringent requirements shall be used with no change in Contract Sum or Contract Time.

13.1.6 Contractor shall conform to all applicable federal, state, and local codes, laws, ordinances, rules and regulations, whether or not referenced in the Contract Documents.

13.1.7 Precedence:

13.1.7.1 Where specified requirements differ from the requirements of applicable codes, ordinances and standards, the more stringent requirements shall take precedence.

13.1.7.2 Where Contract Documents require or describe products or execution of better quality, higher standard or greater size than required by applicable codes, ordinances and standards, Contract Documents shall take precedence so long as such increase is legal.
13.1.7.3 Where no requirements are identified on Contract Documents, comply with all requirements of applicable codes, ordinances and standards of governing authorities have jurisdiction.

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

13.2 SUCCESSORS AND ASSIGNS

The District and the Contractor respectively bind themselves, their partners, successors, assigns, and legal representatives to the other party hereto and to partners, successors, assigns, and legal representatives of such other party in respect to covenants, agreements, and obligations contained in the Contract Documents. Neither party to the Contract shall assign the Contract as a whole without written consent of the other. If either party attempts to make such an assignment without such consent, that party shall nevertheless remain legally responsible for all obligations under the Contract.

13.3 WRITTEN NOTICE

In the absence of specific notice requirements in the Contract Documents, written notice shall be deemed to have been duly served if delivered in person to the individual, member of the firm or entity, or to an officer of the corporation for which it was intended, or if delivered at or sent by registered or certified mail to the last business address known to the party giving notice.

13.4 RIGHTS AND REMEDIES

13.4.1 Duties and Obligations Cumulative.

Duties and obligations imposed by the Contract Documents and rights and remedies available thereunder shall be in addition to and not a limitation of duties, obligations, rights, and remedies otherwise imposed or available by law.

13.4.2 No Waiver.

No action or failure to act by the Inspector, the District, or the Architect shall constitute a waiver of a right or duty afforded them under the Contract Documents, nor shall such action or failure to act constitute approval of or acquiescence in a breach thereunder, except as may be specifically agreed in writing.

13.5 TESTS AND INSPECTIONS

13.5.1 Compliance.

Tests, inspections, and approvals of portions of the Work required by the Contract Documents will comply with Title 24, and with all other laws, ordinances, rules, regulations, or orders of public authorities having jurisdiction.
13.5.2 Independent Testing Laboratory.

The District will select and pay an independent testing laboratory to conduct all tests and inspections required by regulatory agencies. Selection of the materials required to be tested shall be made by the laboratory or the District’s representative and not by the Contractor. All costs for all other tests shall be included in the Bid Price and shall be paid for by the Contractor. Any costs or expenses of inspection or testing required by regulatory agencies, incurred outside of a fifty (50) mile radius from the Project Site or not located in a contiguous county to the Site, whichever distance is greater, shall be paid for by the District, invoiced by the District to the Contractor, and deducted from the next Progress Payment.

13.5.3 Contractor Responsibilities

13.5.3.1 All sampling shall be done by the laboratory exclusively. Samples shall be selected by laboratory personnel. Allow proper time for selecting samples, and making tests or considerations.

13.5.3.2 Cooperate with laboratory personnel, and provide access to work and to manufacturer's facilities.

13.5.3.3 Provide incidental labor and facilities to provide access to work to be tested, as selected by laboratory personnel at the site at source of products to be tested, to facilitate tests and inspections, and for storage and curing of test samples.

13.5.3.4 Schedule all tests and inspections with the testing and inspections firm and to notify Construction Manager and Project Inspector a minimum of 3 working days prior to expected time for operations requiring inspection and testing services. Do not allow work to be covered prior to inspection and testing.

13.5.3.5 Cooperate fully with the testing laboratory’s personnel and with special inspectors in inspection any part of the construction and in taking any samples of materials required to be tested. Provide access to the work.

13.5.3.6 Alert the testing laboratory 3 working days in advance as to the times and location of the required sampling, tests and inspections so as to not delay the work of the project, and make sure that the required sampling, tests inspections are promptly completed.

13.5.4 Contractor-Paid Non-DSA-Related Test/Inspection Reports:

13.5.4.1 Reports will comply with Section 4-335(d), Part 1, Title 24, CCR.

13.5.4.2 Include every test and inspection made regardless of whether such tests and inspections indicate that the material and procedures are satisfactory or unsatisfactory.

13.5.4.3 Include records of special sampling operations as required.

13.5.4.4 Indicate that materials were sampled and tested in accordance with requirements of CCR regulations and Construction Documents.

13.5.4.5 Indicate specified design strength of materials such as masonry, concrete and steel.
13.5.4.6 State whether or not materials and procedures comply with requirements of the Construction Documents.

13.5.4.7 Submit copies of reports to DSA, Construction Manager, District, Architect, Project Inspector, Structural Engineer, Civil Engineer, Soils Engineer and Contractor within 14 days of tests. Submit copies of reports of non-complying materials and procedures immediately.

13.5.5 Advance Notice to Inspector.

The Contractor shall notify the Inspector a sufficient time in advance of its readiness for required observation or inspection so that the Inspector may arrange for same, but no less than 2 work days. The Contractor shall notify the Inspector a sufficient time in advance, but no less than 2 work days, of the manufacture of material to be supplied under the Contract Documents which must, by terms of the Contract Documents, be tested in order that the Inspector may arrange for the testing of the material at the source of supply.

13.5.6 Testing Off-Site.

Any material shipped by the Contractor from the source of supply, prior to having satisfactorily passed such testing and inspection or prior to the receipt of notice from said Inspector that such testing and inspection will not be required, shall not be incorporated in the Work.

13.5.7 Additional Testing or Inspection.

If the Inspector, the Architect, the District, or public authority having jurisdiction determines that portions of the Work require additional testing, inspection, or approval not included under Paragraph 13.5.1, the Inspector will, upon written authorization from the District, make arrangements for such additional testing, inspection, or approval. The District shall bear such costs except as provided in Paragraph 13.5.7.

13.5.8 Costs for Retesting.

If such procedures for testing, inspection, or approval under Paragraphs 13.5.1 and 13.5.2 reveal failure of the portions of the Work to comply with requirements established by the Contract Documents, the Contractor shall bear all costs arising from such failure, including those of re-testing, re-inspection, or re-approval, including, but not limited to, compensation for the Architect’s services and expenses. Any such costs shall be paid by the District, invoiced to the Contractor, and deducted from the next Progress Payment.

13.5.9 Retesting Covered Work.

Re-examination of previously tested and inspected work may be ordered by the District, Architect, or by the Project Inspector. The Contractor shall uncover such work if retesting is ordered. If work is found in accordance with Contract Documents, the District will pay costs of uncovering, removing, retesting and replacing. If work is found not in accordance with Contract Documents, the District will deduct the cost of retesting from the Contract Sum by Change Order and the Contractor will bear the costs of uncovering, removing and replacing work.
13.5.10 Costs for Premature Test.

In the event the Contractor requests any test or inspection for the Project and is not completely ready for the inspection, the Contractor shall be invoiced by the District for all costs and expenses resulting from that testing or inspection, including, but not limited to, the Inspector’s and Architect’s fees and expenses, and the amount of the invoice of shall be deducted from the next Progress Payment.

13.6 **TRENCH EXCAVATION**

13.6.1 Trenches Greater Than Five Feet.

Pursuant to Labor Code § 6705, if the Contract Price exceeds $25,000 and involves the excavation of any trench or trenches five (5) feet or more in depth, the Contractor shall, in advance of excavation, submit to the District or a registered civil or structural engineer employed by the District or Architect, a detailed plan showing the design of shoring for protection from the hazard of caving ground during the excavation of such trench or trenches. Said detailed plan shall be prepared by a California licensed civil or structural engineer employed by the Contractor.

13.6.2 Excavation Safety.

If such plan varies from the Shoring System Standards established by the Construction Safety Orders, the plan shall be prepared by a registered civil or structural engineer, but in no case shall such plan be less effective than that required by the Construction Safety Orders. No excavation of such trench or trenches shall be commenced until said plan has been accepted in writing by the District or by the person to whom authority to accept has been delegated by the District.

13.6.3 No Tort Liability of District.

Pursuant to Labor Code § 6705, nothing in this Article shall impose tort liability upon the District or any of its employees.

13.6.4 No Excavation Without Permits.

The Contractor shall not commence any excavation Work until it has secured all necessary permits including the required CAL OSHA excavation/shoring permit. Any permits shall be prominently displayed on the Site prior to the commencement of any excavation.

13.7 **WAGE RATES, TRAVEL, AND SUBSISTENCE**

13.7.1 Wage Rates.

Pursuant to the provisions of Article 2 (commencing at § 1720), Chapter 1, Part 7, Division 2, of the Labor Code, the District has obtained the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work in the locality in which this public works project is to be performed for each craft, classification, or type of worker needed for this Project from the Director of the Department of Industrial Relations (“Director”). These rates are on file at the administrative office of the DISTRICT and are also available from the Director of the Department of Industrial Relations.
Copies will be made available to any interested party on request. The Contractor shall post a copy of such wage rates at appropriate, conspicuous, weatherproof points at the Site.

Any worker employed to perform work on the Project, but such work is not covered by any classification listed in the published general prevailing wage rate determinations or per diem wages determined by the Director of the Department of Industrial Relations, shall be paid not less than the minimum rate of wages specified therein for the classification which most nearly corresponds to the employment of such person in such classification.

13.7.2 Holiday and Overtime Pay.

Holiday and overtime work, when permitted by law, shall be paid for at the rate set forth in the prevailing wage rate determinations issued by the Director of the Department of Industrial Relations or at least one and one-half (1½) times the specified basic rate of per diem wages, plus employer payments, unless otherwise specified in the contract documents or authorized by law.

13.7.3 Wage Rates Not Affected by Subcontracts.

The Contractor shall pay and shall cause to be paid each worker engaged in the execution of the Work on the Project not less than the general prevailing rate of per diem wages determined by the Director, regardless of any contractual relationship which may be alleged to exist between the Contractor or any Subcontractor and such workers.

13.7.4 Per Diem Wages.

The Contractor shall pay and shall cause to be paid to each worker needed to execute the Work on the Project per diem wages including, but not limited to, employer payments for health and welfare, pensions, vacation, travel time and subsistence pay as provided for in Labor Code §1773.1.

13.7.5 Forfeiture and Payments.

Pursuant to Labor Code §1775 and the District’s Labor Compliance Program, the Contractor shall forfeit to the District, not more than Fifty Dollars ($50.00) for each calendar day, or portion thereof, for each worker paid less than the prevailing wages rates as determined by the Director of the Department of Industrial Relations, for the work or craft in which the worker is employed for any Work done under the Agreement by the Contractor or by any Subcontractor under it. The amount of the penalty shall be determined by the Labor Commissioner and shall be based on consideration of: (1) whether the Contractor or Subcontractor’s failure to pay the correct rate of per diem wages was a good faith mistake and, if so, the error was promptly and voluntarily correct upon being brought to the attention of the Contractor or Subcontractor; and (2) whether the Contractor or Subcontractor has a prior record of failing to meet its prevailing wage obligations. Further details regarding the enforcement of paying prevailing wage rates, reporting violations, withholding contract payments, forfeitures and hearing to review withholding of contract payments are set forth in the District’s Labor Compliance Program.
13.8 RECORDS OF WAGES PAID

13.8.1 Payroll Records.

(a) Pursuant to §1776 of the Labor Code, each Contractor and Subcontractor shall keep an accurate payroll record showing the name, address, social security number, work classification and straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker or other employee employed in connection with the Project.

(b) All payroll records shall be certified and submitted to the District with each application for payment, but shall not be submitted less than once per month. All payroll records shall be available for inspection at all reasonable hours at the principal office of the Contractor on the following basis:

(1) A certified copy of an employee’s payroll record shall be made available for inspection or furnished to the employee or their authorized representative on request.

(2) A certified copy of all payroll records shall be made available for inspection or furnished upon request to a representative of District, the Division of Labor Standards Enforcement or the Division of Apprenticeship Standards of the Department of Industrial Relations.

(3) A certified copy of all payroll records shall be made available upon request by the public for inspection or for copies thereof. However, a request by the public shall be made through the District, the Division of Apprenticeship Standards or the Division of Labor Standards Enforcement. If the requested payroll records have not been provided pursuant to Paragraph (2) above, the requesting party shall, prior to being provided the records, reimburse the costs, according to law for the preparation by the Contractor, Subcontractor(s), and the entity through which the request was made. The public shall not be given access to such records at the principal office of the Contractor.

(c) The certified payroll records shall be on forms provided by the Division of Labor Standards Enforcement or shall contain the same information as the forms provided by the Division of Labor Standards Enforcement.

(d) The Contractor or Subcontractor(s) shall file a certified copy of all payroll records with the entity that requested such records within 10 calendar days after receipt of a written request.

(e) Any copy of records made available for inspection as copies and furnished upon request to the public or any public agency by the District, the Division of Apprenticeship Standards or the Division of Labor Standards Enforcement shall be marked or obliterated to prevent disclosure of an individual’s name, address and social security number. The name and address of the Contractor awarded the Contract or the Subcontractor(s) performing the Contract shall not be marked or obliterated. Any copy
of records made available for inspection by, or furnished to, a joint labor-management committee established pursuant to the federal Labor Management Cooperation Act of 1978 (Section 175a of Title 29 of the United States Code) shall be marked or obliterated only to prevent disclosure of an individual’s name and social security number.

(f) The Contractor shall inform the District of the location of all payroll records, including the street address, city and county, and shall, within five working days, provide a notice of a change of location and address.

(g) The Contractor or Subcontractor(s) shall have 10 calendar days in which to comply subsequent to receipt of a written notice requesting payroll records. In the event that the Contractor or Subcontractor(s) fails to comply within the 10-day period, the Contractor or Subcontractor(s) shall, as a penalty to the District, forfeit Twenty-Five Dollars ($25.00) for each calendar day, or portion thereof, for each worker, until strict compliance is effectuated. Upon the request of the Division of Apprenticeship Standards or the Division of Labor Standards Enforcement, these penalties shall be withheld from progress payments then due.

Responsibility for compliance with this Article and the District’s Labor Compliance Program shall rest upon the Contractor.

13.8.2 Withholding of Contract Payments & Penalties.

The District may withhold or delay contract payments to the Contractor and/or any Subcontractor if:

(a) The required prevailing rate of per diem wages determined by the Director of the Department of Industrial Relations is not paid to all workers employed on the Project; or

(b) The Contractor or Subcontractor(s) fail to submit all required certified payroll records with each application for payment, but not less than once per month; or

(c) The Contractor or Subcontractor(s) submit incomplete or inadequate payroll records; or

(d) The Contractor or Subcontractor(s) fail to comply with the Labor Code requirements concerning apprentices; or

(e) The Contractor or Subcontractor(s) fail to comply with the District’s Labor Compliance Program; or

(f) The Contractor or Subcontractor(s) fail to comply with any applicable state laws governing labor on public works projects.

Any withholding of contract payments and penalties are set forth in the District’s Labor Compliance Program.
13.9 **APPRENTICES**

13.9.1 Apprentice Wages and Definitions.

All apprentices employed by the Contractor to perform services under the Contract shall be paid the standard wage paid to apprentices under the regulations of the craft or trade for which he or she is employed, and as determined by the Director of the Department of Industrial Relations, and shall be employed only at the Work of the craft or trade to which he or she is registered. Only apprentices, as defined in §3077 of the Labor Code, who are in training under apprenticeship standards that have been approved by the Chief of the Division of Apprenticeship Standards and who are parties to written apprenticeship agreements under Chapter 4 (commencing with §3070) of Division 3, are eligible to be employed under this Contract. The employment and training of each apprentice shall be in accordance with the apprenticeship standards and apprentice agreements under which he or she is training, or in accordance with the rules and regulations of the California Apprenticeship Council.

13.9.2 Employment of Apprentices.

Contractor agrees to comply with the requirements of Labor Code §1777.5. The Contractor awarded the Project, or any Subcontractor under him or her, when performing any of the Work under the Contract or subcontract, employs workers in any apprenticeable craft or trade, the Contractor and Subcontractor shall employ apprentices in the ratio set forth in Labor Code §1777.5. The Contractor or any Subcontractor must apply to any apprenticeship program in the craft or trade that can provide apprentices to the Project site for a certificate approving the Contractor or Subcontractor under the apprenticeship standards for the employment and training of apprentices in the area or industry affected. However, the decision of the apprenticeship program to approve or deny a certificate shall be subject to review by the Administrator of Apprenticeship. The apprenticeship program or programs, upon approving the Contractor or Subcontractor, shall arrange for the dispatch of apprentices to the Contractor or Subcontractor. The Contractor or Subcontractor covered by an apprenticeship program’s standards shall not be required to submit any additional application in order to include additional public works contracts under that program. “Apprenticeable craft or trade” as used in this Article means a craft or trade determined as an apprenticeable occupation in accordance with the rules and regulations prescribed by the California Apprenticeship Council. The ratio of work performed by apprentices to journeyman employed in a particular craft or trade on the Project shall be in accordance with Labor Code §1777.5.

13.9.3 Submission of Contract Information.

Prior to commencing work on the Project, the Contractor and Subcontractors shall submit contract award information to the applicable apprenticeship program(s) that can supply apprentices to the Project and make the request for the dispatch of apprentices in accordance with the Labor Code. The information submitted shall include an estimate of journeyman hours to be performed under the Contract, the number of apprentices proposed to be employed, and the approximate dates the apprentices would be employed. A copy of this information shall also be submitted to the District. Within 60 days after concluding work on the Project, the Contractor and Subcontractors shall submit to the District, if requested, and to the apprenticeship program a verified statement of the journeyman and apprentice hours performed on the Project.
13.9.4 Apprentice Fund.

The Contractor or any Subcontractor under him or her, who, in performing any of the Work under the Contract, employs journeymen or apprentices in any apprenticeable craft or trade shall contribute to the California Apprenticeship Council the same amount that the Director determines is the prevailing amount of apprenticeship training contributions in the area of the Project. The Contractor and Subcontractors may take as a credit for payments to the California Apprenticeship Council any amounts paid by the Contractor or Subcontractor to an approved apprenticeship program that can supply apprentices to the Project. The Contractor and Subcontractors may add the amount of the contributions in computing his or her bid for the Contract.

13.9.5 Prime Contractor Compliance.

The responsibility of compliance with Article 13 and §1777.5 of the Labor Code for all apprenticeable occupations is with the Prime Contractor. Any Contractor or Subcontractor that knowingly violates the provisions of this Article or Labor Code §1777.5 shall be subject to the penalties set forth in Labor Code §1777.7 and the District’s Labor Compliance Program.

13.10 ASSIGNMENT OF ANTITRUST CLAIMS

13.10.1 Application.

Pursuant to Government Code § 4551, in entering into a public works contract or a subcontract to supply goods, services, or materials pursuant to a public works contract, the Contractor or Subcontractor offers and agrees to assign to the District all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act, (15 U.S.C. § 15) or under the Cartwright Act (Chapter 2 [commencing with § 16700] of Part 2 of Division 7 of the Business and Professions Code), arising from the purchase of goods, services, or materials pursuant to the public works contract or the subcontract. This assignment shall be made and become effective at the time the awarding body tenders final payment to the Contractor, without further acknowledgment by the parties. If the District receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under Chapter 11 (commencing with § 4550) of Division 5 of Title 1 of the Government Code, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the District any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the District as part of the bid price, less the expenses incurred in obtaining that portion of the recovery.

13.10.2 Assignment of Claim.

Upon demand in writing by the assignor, the District shall, within one (1) year from such demand, reassign the cause of action assigned pursuant to this Article if the assignor has been or may have been injured by the violation of law for which the cause of action arose and the District has not been injured thereby or the District declines to file a court action for the cause of action.
13.11 STATE AUDIT

Pursuant to and in accordance with the provisions of Government Code § 10532, or any amendments thereto, all books, records, and files of the District, the Contractor, or any Subcontractor connected with the performance of this Contract involving the expenditure of state funds in excess of Ten Thousand Dollars ($10,000.00), including, but not limited to, the administration thereof, shall be subject to the examination and audit of the Office of the Auditor General of the State of California for a period of three (3) years after final payment is made under this Contract. Contractor shall preserve and cause to be preserved such books, records, and files for the audit period.

13.12 NOT USED

13.13 INDUSTRY STANDARDS

13.13.1 Applicability of Standards.

Unless the Contract Documents specify more stringent requirements, applicable construction industry standards have the same force and effect as if bound or copied directly into the Contract Documents to the extent referenced. Such standards are made a part of the Contract Documents by reference.

13.13.2 Publication Dates.

Comply with standards in effect as of date of the Contract Documents, unless otherwise indicated.

13.13.3 Minimum Quantity or Quality Levels.

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

13.13.4 Copies of Standards.

Each entity engaged in construction on Project must be familiar with industry standards applicable to its construction activity. Copies of applicable standards are not contained within the Contract Documents. Where copies of standards are needed to perform a required construction activity, obtain copies directly from publication source and make them available on request.

13.13.5 Abbreviations and Acronyms for Industry Organizations.

Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities indicated in Gale Research's "Encyclopedia of Associations" or in Columbia Books' "National Trade & Professional Associations of the U.S."

13.14 PRODUCTS
Contra Costa Community College District
Los Medanos College
L-638 Gymnasium Modernization
13.14.1 All products are to be new and not previously incorporated into or used in any other project or facility. Products salvaged or recycled from other projects are not considered new products and are not permitted.

13.14.2 The term product, as used in the Contract Documents, includes materials, equipment, systems, and like terms of similar intent.

13.14.3 Products include materials, machinery, components, equipment, fixtures and systems forming the Work and purchased for incorporation into the Work.

13.14.4 Do not reuse materials and/or equipment removed from existing premises except as specifically permitted by the Contract Documents.

13.14.5 Provide interchangeable components of the same manufacturer, for similar components.

13.14.6 Named products are items identified in the Contract Documents by manufacturer's product name, including make or model number or other designation shown or listed in manufacturer's published product literature that is current as of date of the Contract Documents.

13.14.7 TRANSPORTATION AND HANDLING

13.14.7.1 Transport and handle products in accordance with manufacturer's instructions.

13.14.7.2 Promptly inspect shipments to assure that products comply with requirements, quantities are correct, and products are undamaged.

13.14.8 SHIPPING REQUIREMENTS

13.14.8.1 Preparation for Shipment: All equipment shall be suitably packaged to facilitate handling and to protect against damage during transit and storage. All equipment shall be protected from exposure to the elements and shall be kept dry at all times.

13.14.8.2 Painted and coated surfaces shall be protected against impact, abrasion, discoloration, and other damage. Painted and coated surfaces which are damaged prior to acceptance of equipment shall be repainted to the satisfaction of District at the expense of Contractor.

13.14.9 PRODUCT DELIVERY, STORAGE, AND HANDLING

13.14.9.1 Store products only in staging area per provisions of the Contract Documents.

13.14.9.2 Handle, store, and protect products in accordance with manufacturer's instructions, with seals and labels intact and legible. Store sensitive products in weather-tight, climate-controlled enclosures.

13.14.9.3 For exterior storage of fabricated products, place on appropriate supports, above ground.

13.14.9.4 Cover products subject to deterioration with impervious sheet covering. Provide ventilation to avoid condensation.
13.14.9.5 Deliver, store and handle products using means and methods that will prevent damage, deterioration, and loss, including theft. Comply with manufacturer's written instructions.

13.14.9.6 Contractor shall comply with the following without limitation:

(a) Contractor shall bear the responsibility for delivery of equipment, spare parts, special tools, and materials to the Site and shall comply with the requirements specified herein and provide required information concerning the shipment and delivery of the materials specified in the Contract Documents.

(b) Electrical equipment and all equipment with antifriction or sleeve bearings shall be stored in weather-tight structures maintained at a temperature above 60 degree Fahrenheit. Electrical equipment controls and insulation shall be protected against moisture and water damage. All space heaters furnished in or with equipment shall be connected and operated continuously or according to manufacturer's requirements.

(c) Equipment and materials shall not have any pitting, rust, decay, or other deleterious effects of storage when installed in the Work.

(d) Store products to allow for inspection, measurement, and/or counting of units.

(e) Store materials in a manner that will not endanger adjacent Work.

(f) Store products that are subject to damage by the elements, under cover in a weather-tight enclosure above ground, with ventilation adequate to prevent condensation.

(g) Store cementitious products and materials on elevated platforms.

(h) Comply with product manufacturer's written instructions for temperature, humidity, ventilation, and weather-protection requirements for storage.
ARTICLE 14

TERMINATION OR SUSPENSION OF THE CONTRACT

14.1 TERMINATION BY THE CONTRACTOR FOR CAUSE

14.1.1 Grounds for Termination.

The Contractor may terminate the Contract if the Work is stopped for a period of thirty (30) consecutive days through no act or fault of the Contractor, a Subcontractor, a Sub-subcontractor, their agents or employees, or any other persons performing portions of the Work for whom the Contractor is contractually responsible, for only the following reasons:

(a) Issuance of an order of a court or other public authority having jurisdiction; or
(b) An act of government, such as a declaration of national emergency.

14.1.2 Notice of Termination.

If one of the above reasons exists, the Contractor may, upon written notice of seven (7) additional days to the District, terminate the Contract and recover from the District payment for Work executed and for reasonable costs verified by the Architect with respect to materials, equipment, tools, construction equipment, and machinery, including reasonable overhead, profit, and damages.

14.2 TERMINATION BY THE DISTRICT FOR CAUSE

14.2.1 Grounds for Termination.

The District may terminate the Contractor and/or this Contract for the following reasons:

(a) Persistently or repeatedly refuses or fails to supply enough properly skilled workers or proper materials;
(b) Persistently or repeatedly is absent, without excuse, from the job site;
(c) Fails to make payment to Subcontractors, suppliers, materialmen, etc.;
(d) Persistently disregards laws, ordinances, rules, regulations, or orders of a public authority having jurisdiction; or
(e) Becomes bankrupt or insolvent, including the filing of a general assignment for the benefit of creditors; or
(e) Otherwise is in substantial breach of a provision of the Contract Documents.

14.2.2 Notification of Termination.

When any of the above reasons exist, the District may, without prejudice to any other rights or remedies of the District and after giving the Contractor and the Contractor’s surety, if any, written notice of seven (7) days, except in the event of an emergency or critical path delay to the schedule in
which case the District may give written notice of forty-eight (48) hours, terminate the Contract and
may, subject to any prior rights of the surety:

(a) Take possession of the Project and of all material, equipment, tools, and construction
equipment and machinery thereon owned by the Contractor;

(b) Accept assignment of Subcontracts. Contractor acknowledges and agrees that if the
District (in its sole and absolute discretion) decides to takeover completion of the
Project, the Contractor agrees to immediately assign all subcontracts to the District
which the District has chosen to accept; and

(c) Complete the Work by any reasonable method the District may deem expedient,
including contracting with a replacement contractor or contractors.

14.2.3 Payments Withheld.

If the District terminates the Contract for one of the reasons stated in Paragraph 14.2.1, the
Contractor shall not be entitled to receive further payment until the Work is complete. All costs
associated with the termination and completion of the Project shall be the responsibility of the
Contractor and/or its surety.

14.2.4 Payments Upon Completion.

If the unpaid balance of the Contract Sum exceeds costs of completing the Work, including
compensation for professional services and expenses made necessary thereby, such excess shall be paid
to the Contractor. If such costs exceed the unpaid balance, the Contractor shall pay the difference
to the District. The amount to be paid to the Contractor, or District, as the case may be, shall be certified
by the Architect upon application. This payment obligation shall survive completion of the Contract.

14.3 TERMINATION OF CONTRACT BY DISTRICT (CONTRACTOR NOT AT FAULT)

14.3.1 Termination for Convenience.

District may terminate the Contract upon fifteen (15) calendar days of written notice to the
Contractor and use any reasonable method the District deems expedient to complete the project,
including contracting with replacement contractor or contractors, if it is found that reasons beyond the
control of either the District or Contractor make it impossible or against the District’s interest to
complete the work. In such a case, the Contractor shall have no claims against the District except: (1)
the actual cost for labor, materials, and services performed which may be documented through
timesheets, invoices, receipts, or otherwise, and (2) ten percent (10%) profit and overhead, and (3) five
percent (5%) termination cost of the total of items (1) and (2). Contractor acknowledges and agrees that
if the District (in its sole and absolute discretion) decides to takeover completion of the Project, the
Contractor agrees to immediately assign all subcontracts to the District which the District has chosen to
accept.
14.3.2 Non-Appropriation of Funds/ Insufficient Funds.

In the event that sufficient funds are not appropriated to complete the Project or the DISTRICT determines that sufficient funds are not available to complete the Project, DISTRICT may terminate or suspend the completion of the Project at any time by giving written notice to the Contractor. In the event that the DISTRICT exercises this option, the DISTRICT shall pay for any and all work and materials completed or delivered onto the site for which value is received, and the value of any and all work then in progress and orders actually placed which cannot be canceled up to the date of notice of termination. The value of work and materials paid for shall include a factor of fifteen percent (15%) for the Contractor’s overhead and profit and there shall be no other costs or expenses paid to Contractor. All work, materials and orders paid for pursuant to this provision shall become the property of the DISTRICT. DISTRICT may, without cause, order Contractor in writing to suspend, delay or interrupt the Project in whole or in part for such period of time as DISTRICT may determine. Adjustment shall be made for increases in the cost of performance of the Agreement caused by suspend, delay or interruption.

14.4 REMEDIES OTHER THAN TERMINATION

If a default occurs, the District may, without prejudice to any other right or remedy, including, without limitation, its right to terminate the Contract pursuant to Article 14.2, do any of the following:

(a) Permit the Contractor to continue under this Contract, but make good such deficiencies or complete the Contract by whatever method the District may deem expedient, and the cost and expense thereof shall be deducted from the Contract Price or paid by the Contractor to the District on demand;

(b) If the workmanship performed by the Contractor is faulty or defective materials are provided, erected or installed, then the District may order the Contractor to remove the faulty workmanship or defective materials and to replace the same with work or materials that conform to the Contract Documents, in which event the Contractor, at its sole costs and expense, shall proceed in accordance with the District’s order and complete the same within the time period given by the District in its notice to the Contractor; or

(c) Initiate procedures to declare the Contractor a non-responsible bidder for a period of two to five years thereafter.

All amounts expended by the District in connection with the exercise of its rights hereunder shall accrue interest from the date expended until paid to the District at the maximum legal rate. The District may retain or withhold any such amounts from the Contract Price. If the Contractor is ordered to replace any faulty workmanship or defective materials pursuant to Paragraph (b) above, the Contractor shall replace the same with new work or materials approved by the Architect and the District, and, at its own cost, shall repair or replace, in a manner and to the extent the Architect and the District shall direct, all work or material that is damaged, injured or destroyed by the removal of said faulty workmanship or defective material, or by the replacement of the same with acceptable work or materials. In no event shall anything in this Paragraph be deemed to constitute a waiver by the District of any other rights or remedies that it may have at law or in equity, it being acknowledged and agreed.
by the Contractor that the remedies set forth in this Paragraph are in addition to, and not in lieu of, any other rights or remedies that the District may have at law or in equity.

END OF SECTION 00700
SECTION 01010
SUMMARY OF WORK

PART 1 - GENERAL

1.1 RELATED DOCUMENTS
A. All Contract Documents shall be reviewed for applicable provisions related to the provisions in this document, and provisions in the General Conditions and other Division 1 Specification Sections shall apply to this Section without limitation.

1.2 RELATED REQUIREMENTS SPECIFIED IN OTHER SECTIONS
A. Section 01140 – “Work Restrictions”
B. Section 01310 – “Construction Scheduling”
C. Section 01330 – “Submittal Procedures”
D. Section 01400 – “Quality Control Requirements”
E. Section 01500 – “Temporary Facilities and Control”
F. Section 01540 – “Site Security and Safety”
G. Section 01625 – “Product Options and Substitutions”
H. Section 01740 – “Warrantees and Guaranties”
I. Section 01770 – “Contract Closeout Procedures”
J. Section 01780 – “Project Record Documents”
K. Section 01820 – “Demonstration and Training”
L. Divisions 2 through 32 Sections for Summary of Work requirements for the work in those Sections.

1.3 WORK DESCRIPTIONS WITHOUT FORCE
A. All general descriptions and/or general summaries of the work noted in this section, or elsewhere within the Contract Documents, are without force and effect on the Contract Work described and indicated in detail the Construction Documents. These general descriptions and summaries are for general reference and descriptive purposes only and in no way offer the complete and concise description of all the Work required by the Contract Documents.

1.4 WORK COVERED BY CONTRACT DOCUMENTS
A. In general, the Work consists of demolition, removal and proper disposal of various existing building components and providing materials, labor and equipment to perform various new improvements, including but not limited to: paint bleachers, acoustical panels, A/V system, scoreboards, clocks, and backboards in an existing 17,650 square foot gymnasium located at Los Medanos College, 2700 East Leland Drive, Pittsburg, CA as shown in drawings and specifications prepared by LPAS Architecture. Contractor will be required to install and maintain throughout the duration of Work wood flooring protection so as to avoid crushing, breaking and other damages
of wooden planks. All work must be completed by Sunday August 21, 2016, and ready for campus use prior to start of the fall semester. Note that this project has two DSA numbers which requires the bidder to separate out costs for each project, but will be awarded on the basis of the lowest combined and responsive bid.

1.5 **CONTRACTS**
   A. Perform the work under a single, fixed-price Contract.

1.6 **WORK SEQUENCE**
   A. During construction operations, various adjoining areas will be occupied and their functions maintained. Temporary construction separations such as walls for sound and dust control, as well as pathway barricades, signage and clearly marked temporary pedestrian path of travel detours will be required and provided by the contractor.

   B. Scheduling of Contractor’s use of the areas and times involved shall be determined in cooperation with the District. Notify the District a minimum of 10-days prior to commencement of work.

   C. Construction activities shall be performed between the hours of 7AM and 5PM, Monday through Friday, unless otherwise required. No Work shall be performed outside the above hours without prior written authorization from the Construction Manager/Project Manager.

1.7 **ADDITIONAL WORK SCHEDULE REQUIREMENTS - N/A**

1.8 **CAMPUS HOLIDAYS**
   A. 2016 - May 30, July 4

1.9 **USE OF PREMISES**
   A. Contractor shall only use the premises for work, storage, staging areas, and vehicular parking as designated in the Contract Documents.

1.10 **EXISTING AREA CONDITION SURVEY**
   A. Prior to commencement of work, jointly survey the existing area to be remodeled with the District and Architect, noting and recording existing damage such as cracks, sags, and other damage (on Site Plan/Floor Plans).

   B. This record shall serve as a basis for determination of subsequent damage to these items due to settlement, movement, demolition, or Contractor’s operations.

   C. Existing damage observed shall be marked and the official record of existing damage shall be signed by the parties making the survey.

   D. Cracks, sags, and damage to the area and other items not noted in the original survey but subsequently observed shall be reported immediately to the Architect.

1.11 **PROTECTION OF EXISTING STRUCTURES AND UTILITIES**
   A. The Drawings may not show all existing water, gas, electrical, and hot water lines, and other items known or suspected to exist in the area of the work.
B. Contractor shall locate these installations before proceeding with demolition or other operations which may cause damage, maintain them in service where appropriate, and repair damage caused by the performance of the Work, at no increase in the Contract Sum.

C. In addition to notification, if a structure or utility is damaged, take appropriate action as specified in the General Conditions.

1.12 USE AND OCCUPANCY OF WORK PRIOR TO ACCEPTANCE BY DISTRICT
A. The District may use and occupy the building before formal acceptance under the following conditions:
   1. A Certificate of Substantial Completion shall be prepared and executed as provided in the Contract Documents. See Section 01770 Contract Closeout Procedures. The Certificate of Substantial Completion shall be accompanied by a written endorsement of the Contractor’s insurance carrier and surety permitting occupancy by the District during the remaining period of the work.
   2. Occupancy by the District shall not be construed as being an acceptance of that part of the Work occupied.
   3. The Contractor will not be held responsible for damage to the occupied part of the Work resulting from the District’s occupancy.
   4. Occupancy by the District shall not be deemed to constitute a waiver of existing claims the District or Contractor may have against each other.
   6. The District will pay for utility costs associated with occupancy during construction.

1.13 NOISE CONTROL
A. See Section 01416, Special Procedures, for Noise Control requirements.

1.14 PROTECTION OF EXISTING IMPROVEMENTS
A. Provide barricades, coverings, or other types of protection necessary to prevent damage to existing improvements indicated to remain in place.
B. Protect improvements on adjoining properties as well as those on the District’s property.
C. Protect existing trees and other vegetation indicated to remain in place, against unnecessary cutting, breaking or skinning of roots, skinning and bruising of bark, smothering of trees by stockpiling construction materials or excavated materials within drip line, excess foot or vehicular traffic, or parking of vehicles within drip line.
D. Restore any improvements damaged by this work to their original condition as acceptable to the District or other parties or authorities having jurisdiction.

1.15 HAZARDOUS MATERIALS
A. Asbestos or Hazardous Waste – See section 01412 Hazardous Materials.
1.16 MISCELLANEOUS PROVISIONS

A. Items shown or scheduled to be salvaged will remain the property of the District. Store as directed by the Project Manager.

PART 2 - PRODUCTS

Not Used.

PART 3 - EXECUTION

Not Used.

END OF SECTION 01010
SECTION 01305
DELAY AND EXTENSIONS TO THE WORK

PART 1 – GENERAL

1.1 RELATED DOCUMENTS
A. All Contract Documents shall be reviewed for applicable provisions related to the provisions in this document, and provisions in the General Conditions and other Division 1 Specification Sections shall apply to this Section without limitation.

1.2 RELATED REQUIREMENTS SPECIFIED IN OTHER SECTIONS
A. Section 01010 – “Summary of Work”
B. Section 01310 – “Construction Scheduling”
C. Section 01311 – “Project Management and Coordination”
D. Divisions 2 through 32 Sections for Delay and Extensions to the Work requirements for the work in those Sections.

1.3 SUMMARY
A. This Section includes administrative and procedural requirements for evaluation of excusable delays including delays due to abnormal or adverse weather conditions.

1.4 DELAYS AND EXTENSIONS TO THE WORK
A. Contractor must complete all Work within the time specified in these Contract Documents. The Contractor will be granted an extension of time and will not be assessed liquidated damages or the cost of engineering and inspection for any delay in substantially completing the Work (or parts thereof) beyond the time set elsewhere in the Contract Documents, provided that such delay was caused by unforeseeable causes beyond the control and without the fault or negligence of the Contractor. Examples of such causes include fire, floods, abnormal weather (as described below), and earthquakes, embargoes, changes made pursuant to the provisions of “Changes in work” elsewhere in the Contract Documents or acts or neglect of the District not contemplated by the Contract Documents. In all cases, any extension of time is conditioned on the following:
   1. That the cause is not due to the fault or negligence of the Contractor, and the Contractor has taken reasonable precautions to prevent the delays and minimize the effects thereof; and
   2. That the Contractor notifies the District, Architect, Project Manager, and project Inspector in writing within five (5) days from the beginning of such delay, specifying the nature of the delay and the measures that have been or will be taken to prevent or minimize the delay. Failure to submit written notice within this time period shall constitute an absolute waiver of any claim for a time extension.
B. No extension of time will be granted for a delay caused by a shortage of materials, unless the Contractor furnishes to the District documentary proof that he has diligently made every effort to obtain such materials from all known sources within reasonable distance of the work and further proof, in the form of schedule data as required in Section 01310 that the inability to obtain such materials as originally planned did in fact cause a delay in final completion of the Work which could not be compensated for by revising the sequence of the Contractor’s operations. Only the physical shortage of material will be considered as a cause for extension of time, and no consideration will be given to any claim that material could not be obtained at a reasonable, practical or economical cost or price, unless it is shown to satisfaction of the District that such material could have been obtained only at exorbitant prices, taking into account the quantities involved and the usual practices in obtaining such quantities.

C. The term “shortage of materials,” as used in this section, shall apply only to materials, articles, parts or equipment which are standard items and shall not apply to materials, parts, articles or equipment which are processed, made, constructed, fabricated or manufactured to meet the specific requirements of the Contract Documents.

D. No extensions of time will be granted for delay that have no measurable impact on the completion of the Work (or parts thereof) under the Contract Documents. When extensions of time are granted, they will be limited to the period equivalent to the actual number of days lost on the critical path or controlling operations of the current approved Construction Schedule, taking into account the extent to which that delay could be decreased by reasonable mitigation measures by the Contractor. All requests for extensions of time must be supported with a critical path analysis showing the critical path and impacts to it. Contractor’s failure to submit this analysis will be sufficient cause for denial of any request for a time extension.

E. Within a reasonable period of time after the Contractor submits the notice of delay along with any other information required by this section, the District will determine whether an extension of time is justified and, if so, the number of days for the extension.

1.5 **ABNORMAL OR ADVERSE WEATHER CONDITIONS**

A. Time extensions caused by abnormal weather will be allowed only if there is rain in excess of 0.5 inch in a 24 hours period, as measured at the Concord, CA, Airport weather station maintained by the National Weather Service, for a number of days that exceeds the number of average rain days.

B. In addition, before a time extension may be granted for abnormal weather, Contractor must establish to District satisfaction that the rain either significantly impacted at least 75% of the planned work of the critical path operations for a particular day or prohibited at least five (5) hours of work on the critical path operations planned for that day.

C. In the event that the project experiences favorable weather for a particular month (e.g. a number of actual rain days less than that allocated for allowable rain days per month), the cumulative float resulting from such favorable weather shall accrue to the project.

D. Rain delay shall be only for the actual period of time established pursuant to full compliance with the above requirements.

E. Contractor shall take reasonable steps to mitigate potential weather delays, such as dewatering the Site, providing access roads that are stable under abnormal or adverse weather conditions, and covering work and material that could be affected adversely by weather. Failure to do so
shall be cause for the District to not grant a time extension due to abnormal or adverse weather, where Contractor could have avoided or mitigated the potential delay by exercising reasonable care.

F. Abnormal weather may be a valid basis for a time extension under the Contract. The term “abnormal weather” is defined as the occurrence rain conditions that exceed the criteria set forth that cause impact to Contractor’s operations.

G. Contractor shall employ reasonable methods to mitigate the impact of abnormal weather (i.e. dewatering, protection of site, etc.) The occurrence of rain during non-work hours or having minimal impact to work on the controlling operation shall not constitute a day of abnormal weather.

1.6 ENTITLEMENT TO CLAIM FOR DELAY AND EXTENSIONS TO THE WORK

A. Any Contractor claim for damages or additional compensation based on delay shall be limited to only those circumstances where the Contractor has fulfilled at least one of the following three (3) requirements:

1. Contractor has established its entitlement to a time extension pursuant to the provisions described above regarding delay and extensions to the Work.

2. The delay was caused solely by the District by District’s issuance of changes made pursuant to the provisions of “Changes in Work” elsewhere in these General Conditions or by or acts of neglect of the district.

3. The delay was unreasonable under the circumstances and not within the contemplation of the parties and/or the Contract Documents.

B. It is expressly understood and agreed that delays caused by the District will be non-compensable when there are concurrent delays caused by the Contractor. Also, Contractor shall have no entitlement to additional compensation for any delay where there have been concurrent delays caused by non-compensable delays, including, but not limited to, fire, floods, tidal waves, earthquakes, epidemics, quarantine restrictions, strikes, labor disputes and freight embargoes weather days.

C. In the event that the Contractor submits a claim for additional costs associated with overhead, the Contractor shall, within 60 calendar days of the District’s written request, submit to the District an audit examination and report performed by an independent Certified Public Accountant certifying the Contractor’s actual unanticipated overhead costs. The independent Certified Public Accountant’s audit examination shall be performed in conformance with the requirements of the American Institute of Certified Public Accountants Attestation Standards. The audit examination and report shall depict the Contractor’s project and company-wide financial records and shall specify the actual overall average daily rates for both field and home office overhead for the entire duration of the project, and whether the costs have been properly allocated. The rates of field and home office overhead shall exclude all unallowable costs as determined in the Federal Acquisition Regulations, 48 CFR, Chapter 1, Part 31. The audit examination shall determine if the rates of field and home office overhead;
1. Are allowable in conformance with the requirements of the Federal Acquisition Regulations, 48 CFR, Chapter 1, Part 31;
2. Are adequately supported by reliable documentation; and
3. Related solely to the project under examination.

D. Upon the District’s written request, the Contractor shall make its financial records available for audit by the District for the purpose of verifying the actual rate of overhead specified in the audit submitted by the Contractor. The overhead specified in the audit, submitted by the Contractor, will be subject to review and approval by the District.

PART 2 – PRODUCT
Not Used.

PART 3 – EXCUTION
Not Used.

END OF SECTION 01305
SECTION 01310

CONSTRUCTION SCHEDULING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS
A. All Contract Documents shall be reviewed for applicable provisions related to the provisions in this document, and provisions in the General Conditions and other Division 1 Specification Sections shall apply to this Section without limitation.

1.2 RELATED REQUIREMENTS SPECIFIED IN OTHER SECTIONS
A. Section 01010 – “Summary of Work”
B. Section 01330 – “Submittal Procedures”
C. Section 01610 – “Basic Product Requirements”
D. Section 01770 – “Contract Closeout Procedures”
E. Divisions 2 through 32 Sections for Construction Scheduling requirements for the work in those Sections.

1.3 SUMMARY
A. This Section describes the requirements for Project construction schedules and reports.

1.4 FAILURE TO MEET SCHEDULING REQUIREMENTS
A. Failure of the Contractor to provide proper schedules as required by this Section is a material breach of the contract and grounds for termination pursuant to the General Conditions. The District, at its sole discretion, may choose, instead, to withhold, in whole or in part, any progress payments or retention amounts otherwise payable to the Contractor.

1.5 CONSTRUCTION SCHEDULES, GENERAL
A. Upon Notice to Proceed, Contractor shall immediately commence development of schedule.
B. All construction schedules shall be based on and incorporate all milestones and completion dates specified in the Contract Documents. See also Sections 01010, Summary of Work. Show in the schedule the sequence in which the Contractor proposes to perform the Work and dates on which the Contractor contemplates starting and completing all schedule activities. The scheduling of the entire project is required.
C. Use the approved Project Schedule to measure the progress of the Work and to aid in evaluating time extensions.
D. The schedule will provide the basis for all progress payments. If the Contractor fails to submit any schedule within the time prescribed, the District may withhold approval of progress payments until the Contractor submits the required schedule.

E. Provide a Schedule Status Report on at least a monthly basis. If, in the opinion of the District, the Contractor falls behind the approved schedule, the Contractor shall take all steps necessary to improve its progress including those that may be required by the Architect or Project Manager, without additional cost to the District. In this circumstance, the District may require the Contractor to increase the number of shifts, overtime operations, days of work, and/or the amount of construction plant, and to submit for approval any supplementary schedule or schedules as the District deems necessary to demonstrate how the approved rate of progress will be regained.

F. Failure of the Contractor to comply with the requirements of the District shall be grounds for a determination that the Contractor is not prosecuting the Work with sufficient diligence to ensure completion within the time specified in the Contract Documents. Upon making this determination, the District may terminate the Contractor’s right to proceed with the Work, or any separable part of it, in accordance with the default terms of the Contract.

G. Use the schedule as the basis for determining Contract earnings during each update period and therefore the amount of each progress payment. Lack of an approved schedule update, or qualified scheduling personnel, will result in the inability of the Architect to evaluate contract earned value for the purposes of payment. Failure of the Contractor to provide all required information will result in the disapproval of the Initial, Master and subsequent schedule Updates. In the event schedule revisions are directed by the District and those revisions have not been included in subsequent revisions or Updates, the District may hold retainage up to the maximum allowed by Contract, each payment period, until such revisions to the Master Schedule have been made.

H. No construction schedule shall exceed time limits set forth in the Contract Documents. Failure to submit a schedule, or submittal of a schedule which shows completion of the Work beyond the specified completion date shall be deemed a material breach by the Contractor.

I. Overall time of completion and time of completion for Work shown on any construction schedule shall adhere to completion times as stated in the Agreement, unless an earlier (advanced) time of completion is requested by Contractor and agreed to by District. Any such agreement shall be formalized by a Change Order.

1. District is not required to accept an advanced schedule, i.e., one that shows early completion dates for the Work or any Phase of the Work.

2. In the event agreement is reached between Contractor and District on an advanced schedule, Contractor shall not be entitled to extra compensation if Contractor completes its Work, for whatever reason (excepting approved changes with added time components) beyond completion date(s) shown in any approved advanced schedule but within the originally specified completion dates.

3. Contractor shall not submit a schedule showing early completion without indicating float time through the date set for Project completion by District.
4. Contractor’s schedule shall account for all days past early completion as float which belongs to the Project. Usage of float shall not entitle Contractor to any delay claim or damages due to delay.

J. Float Ownership: Neither the District nor the Contractor owns float. The Project owns the float. As such, liability for delay of the Substantial Completion Date(s) rests with the party whose actions, last in time, actually cause delay to the Substantial Completion Date(s).

1. For example, if Party A uses some, but not all of the float and Party B later uses remainder of the float as well as additional time beyond the float, Party B shall be liable for the time that represents a delay to the Substantial Completion Date.

2. Party A would not be responsible for the time since it did not consume the entire float and additional float remained; therefore, the Substantial Completion Date was unaffected.

K. The architect may disapprove of any construction schedule or require modification to it if, in the opinion of the Architect or District, adherence to the construction schedule will not cause the Work to be completed in accordance with the Agreement.

L. Use MS Office Project 2007, compatible with Windows operating system for creation and updates of all required construction schedules. Contractor shall provide digital schedule files to District on CD at times requested by District.

M. Transmit construction schedule files under form approved by District.

1.6 SCHEDULE FORMAT AND LEVEL OF DETAIL

A. All Work activity durations shall be in Workdays.

B. The Schedule shall be the basis for evaluating job progress, payment requests, and time extension requests associated with the changes.

C. Responsibility for developing all Schedules and monitoring actual progress rests with Contractor. Schedules shall comply with following requirements:

1. All Contractor, Subcontractor and assigned Contractor work shall be shown in a logical work sequence that demonstrates a coordinated plan of work for all contractors. The intent is to provide a common basis of acceptance, understanding and communication, as well as interface with other contractors.

2. Activities related to the delivery of Contractor and District-furnished equipment to be Contractor installed per Contract shall be shown.
   a. District-furnished District Installed materials and equipment, if any, shall be identified as separate activities.

3. Show District and other agency activities that could impact progress. These activities include, but are not limited to: approvals, submittal reviews, environmental permit approvals by State regulators, inspections, utility tie-in, Owner Furnished Equipment (OFE) and Notice to Proceed (NTP) for Phasing requirements.

4. Show the critical path in red.
5. Reasonable activity durations are those that allow the progress of ongoing activities to be accurately determined between update periods. Less than 2 percent of all non-procurement activities shall have durations greater than 20 work days or 30 calendar days unless otherwise approved by District and Architect. Procurement activities are defined herein.
   a. Procurement Activities
      i) The schedule must include activities associated with the submittal, approval, procurement, fabrication and delivery of long lead materials, equipment, fabricated assemblies and supplies. Long lead procurement activities are those with an anticipated procurement sequence of over 90 calendar days. A typical procurement sequence includes the string of activities: submit, approve, procure, fabricate, and deliver. Procurement of all contract required material and equipment shall be identified as a separate activity.
   b. Include time for fabrication and delivery of manufactured products for the Work.
   c. Show dependencies between procurement and related construction activity.

6. Activity durations shall be total number of actual work days required to perform that activity.

7. Mandatory Tasks. The following tasks must be included and properly scheduled:
   a. Submission of mechanical/electrical/information systems layout drawings.
   b. Submission and approval of O & M manuals.
   c. Submission and approval of as-built drawings.
   d. Submission and approval of installed equipment lists.
   e. Submission and approval of testing and air balance (TAB) if applicable.
   f. Submission of TAB specialist design review report if applicable.
   g. Submission and approval of fire protection specialist if applicable.
   h. Submission and approval of testing and balancing of HVAC plus commissioning plans and data if applicable.
   i. Air and water balancing if applicable.
   j. HVAC commissioning if applicable.
   k. Controls testing plan submission if applicable.
   l. Controls testing if applicable.
   m. Performance Verification testing if applicable.
   n. Other systems testing, if required.
   o. Contractor's pre-final inspection.
   p. Correction of punch list from Contractor's pre-final inspection.
   q. District’s pre-final inspection.
   r. Correction of punch list from District’s pre-final inspection.
s. Final inspection.

8. Dependencies (or relationships) between activities shall be shown.

9. Complete all activity descriptions, including what Work is to be accomplished, where, and when.

10. Include anticipated non-Work days, such as weekends, holidays, and/or other observances in the Schedule.

D. Seasonal weather conditions (which do not constitute a delay as defined herein) shall be considered in the planning and scheduling of all work influenced by high or low ambient temperatures or presence of high moisture for the completion of the Work within the allotted Contract Time. See Section 01305 (Delay and Extensions to the Work.)

E. Failure by Contractor to include any element of Work required for performance of the Work on any Project schedule shall not excuse Contractor from completing all Work required within the Contract Time.

F. Contractor shall schedule all deferred approval items and shop drawings in its schedules if appropriate. If Contractor fails to include deferred approval items and shop drawings in its schedule which results in a critical path delay, then Contractor shall be subject to the assessment of liquidated damages.

### 1.7 SCHEDULE MONTHLY UPDATES

A. Following acceptance of Contractor’s Schedule, Contractor shall monitor the progress of Work and adjust the Schedule each month to reflect actual progress and to illustrate any anticipated changes to planned activities.

1. Each Schedule Update submitted by Contractor shall be complete, including all information requested for the original Schedule submittal.

2. Each Update submitted by Contractor shall continue to show all work activities including those already completed. Any completed activities shall accurately reflect "as built" information by indicating when Work activities were actually started and completed. Contractor shall warrant the accuracy of as-built information shown on each schedule Update.

B. Conduct periodic schedule update meetings for the purposes of reviewing the Contractor’s proposed out of sequence corrections, determining causes for delay, correcting logic, maintaining schedule accuracy and determining earned value.

C. Neither updating, changing or revising of any report, schedule or narrative submitted by Contractor under this Contract, nor District's review or acceptance of any such report, curve, schedule or narrative, shall have the effect of amending or modifying in any way the Contract Final Completion date or any Phase completion dates, or of modifying or limiting in any way Contractor’s obligations under this Contract.

D. Updating the Schedule to reflect actual progress shall not be considered revisions to the Schedule.
E. If the Contractor's revision is not accepted by District, and the Contractor disagrees with District's position, the Contractor has three (3) work days from receipt of District's letter rejecting the revision to provide a written narrative providing full justification and explanation for the revision. The Contractor's failure to respond in writing within three (3) work days of District's written rejection of a schedule revision shall be contractually interpreted as acceptance of District's position, and the Contractor waives its rights to subsequently dispute or file a claim regarding District's position.

1.8 WEEKLY LOOK AHEAD SCHEDULE

A. At each Weekly Progress Meeting, the Contractor shall provide and present a time scaled three (3) week schedule: one (1) week behind and two (2) week look ahead schedule that is based on and correlated by activity number in the current Master CPM Schedule Update. Provide a two week look ahead schedule in bar chart format, showing daily activities for that period.

1.9 RECOVERY SCHEDULE

A. If any Schedule Update shows a substantial completion date five (5) calendar days beyond the contract substantial completion date the Contractor shall submit to District proposed schedule revisions to recover the lost time within seven (7) calendar days.

B. If requested by the Architect or District, Contractor shall provide revised schedules within five (5) days if, at any time, the Architect or District consider the completion date to be in jeopardy because of activities that are behind schedule. The additional schedule shall include a new arrow or precedence diagram and schedule reports conforming to the requirements herein, designed to show how the Contractor intends to accomplish the Work to meet the completion date.

C. The Contractor shall modify any portions of the schedule that become infeasible because of “activities behind schedule” or for any other valid reason. An activity that cannot be completed by its original latest completion date shall be deemed to be behind schedule.

1.10 TIME EXTENSIONS

A. The Contractor is responsible for requesting time extensions for time impacts that, in the opinion of the Contractor, impact the critical path of the current Schedule.

B. Contractor shall not be granted an extension of time for failure to obtain necessary approvals for deferral approvals due to failure to comply with laws, building codes, and other regulations (including Title 24 of the California Code of Regulations).

C. No time extensions will be granted under this Contract for the cumulative effect of changes in the Work.

D. District will not be obligated to consider any time extension request unless requirements of Contract Documents have been met.

E. Failure of the Contractor to perform in accordance with the current Schedule Update shall not be excused because of submittal of a time extension request.
PART 2 - PRODUCTS
Not applicable to this section.

PART 3 - EXECUTION
Not applicable to this section.

END OF SECTION 01310
SECTION 01311

PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS
   A. All Contract Documents shall be reviewed for applicable provisions related to the provisions in this document, and provisions in the General Conditions and other Division 1 Specification Sections shall apply to this Section without limitation.

1.2 RELATED REQUIREMENTS SPECIFIED IN OTHER SECTIONS [edit as necessary]
   A. Section 01010 - “Summary of Work”
   B. Section 01330 - “Submittal Procedures”
   C. Section 01411 - “Testing Laboratory Services”
   D. Section 01416 – “Special Procedures”
   E. Section 01505 – “Construction Waste Management”
   F. Section 01540 – “Site Security and Safety”
   G. Section 01770 – “Contract Closeout Procedures”
   H. Section 01820 – “Demonstration & Training”
   I. Divisions 2 through 32 Sections for Project Management and Coordination requirements for the work in those Sections.

1.3 SUMMARY
   A. This Section specifies the administrative requirements and includes descriptions of required Project Coordination for the work and all Phases of Project including, but not limited to, the following:
      1. Coordination
      2. Pre-construction Conference
      3. Project Meetings
      4. Coordination of Contract Closeout

1.4 COORDINATION
   A. Coordinate scheduling, submittals, and Work of the various Sections of Specifications to assure efficient and orderly sequence of Work, with provisions for accommodating items to be installed later and for accommodating items to be installed by other District Contractors.
   B. Resolve differences or disputes concerning coordination, interference, or extent of Work of the various Sections of the Specifications. Contractor’s decisions if consistent with requirements of the Contract Documents shall be final.
   C. Coordinate completion and cleanup of Work of separate Sections in preparation for substantial Completion.
D. Coordinate requests for substitutions to assure compatibility of space, of operating elements, and effect on work of other sections.

E. Cooperate with District and District suppliers and/or contractors during move-in and occupancy of the completed Work at each Phase.

F. Contractor shall coordinate construction operations and means and method of construction included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations, included in different Sections that depend on each other for proper installation, connection, and operation.

1. Coordinate structural, mechanical, and electrical elements prior to installation. All penetrations of structural elements must first receive approval of Architect and District. Rerouting of ductwork, piping, or conduit and resulting changes to other work caused by failure to coordinate beforehand is the responsibility of the Contractor and shall not be considered justification for either additional cost or time.

2. Schedule construction operations in sequence required to obtain the best constructed results where installation of one part of the Work depends on installation of other components, before or after its own installation.

3. Coordinate installation of different components with other contractors or other trades to ensure maximum and appropriate accessibility for required maintenance, service, and repair. Where availability of space is limited, coordinate installation of different components to ensure maximum and appropriate performance and accessibility for required maintenance, service, operations, and repair of all components, and building systems.

4. Make adequate provisions to accommodate items scheduled for later installation.

5. The manner in which the Specifications are divided into Divisions and Sections is not intended to indicate division of work between trades nor indicate trade union or jurisdictional agreements.

   a. Assign and subcontract construction activities, and employ workers in a manner that will not risk jurisdictional disputes that could result in conflicts, delays, claims, or losses.

1.5 PRECONSTRUCTION CONFERENCE

   A. The District Project Manager will schedule a conference after Notice to Proceed and prior to the start of Work.

   B. Attendance Required: District representatives, Architect and consultants, DSA Project Inspector, District Project Manager, Contractor, certain Subcontractors as requested by the District and others as appropriate.

1.6 ADMINISTRATIVE COORDINATION

   A. Coordinate scheduling and timing of required administrative procedures with other construction activities and activities of other contractors to avoid conflicts and to ensure orderly progress of the Work.
1.7 COORDINATION OF THE WORK

A. Coordinate use of project space and sequence of installation of mechanical, electrical, structural, and other Work which is indicated diagrammatically on Drawings. Follow routings shown for pipes, ducts, and conduits as closely as practicable, with due allowance for available physical space; make runs parallel with lines of building. Utilize space efficiently for maximum and appropriate accessibility for other installations, for maintenance, service, operations, and for repairs.

B. Contractor shall use large scale drawings, if their preparation is required as part of Work of these specifications, together with shop drawings if applicable and layout drawings of other affected sections of these specifications to check, to coordinate, and to integrate the Work of various sections to prevent interferences.

C. Perform and complete checking and coordination before commencing construction in the affected areas.

D. In finished areas, except as otherwise shown, conceal pipes, ducts, and wiring in the construction. Coordinate locations of plumbing, fixtures, electrical fixtures, and fixtures and outlets with finish elements.

1.8 CONSERVATION

A. Contractor shall coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials.

1. Salvage materials and equipment involved in performance of, but not actually incorporated into, the Work. Refer to other Sections for disposition of salvaged materials that are designated as District’s property.

1.9 MEANS AND METHODS

A. Contractor is solely responsible for construction means, methods, techniques, sequences, and procedures for performing all Work.

1.10 ADMINISTRATIVE AND SUPERVISORY PERSONNEL

A. Contractor shall provide other administrative and supervisory personnel as required for proper performance of the Work.

1. Include specific or dedicated personnel required for coordination of operations with other contractors.

1.11 COORDINATION WITH WORK BY DISTRICT

A. Coordinate service connections for District furnished and District installed equipment. Verify that service connections are correct sizes and in required locations.

B. Coordinate support and anchorage for equipment furnished and installed by the District. Provide blocking and backing as shown or directed to facilitate installation of equipment by others.
1.12 PERIODIC VERIFIED REPORTS [delete if not a DSA job]

A. The Contractor shall complete and submit the Final Verified Report required by DSA when applicable. In addition to other conditions precedent to Final Payment, the Contractor's completion and submission of the Final Verified Report is an express condition precedent to the District's obligation to make the Final Payment. In addition to completion and submission of the Final Verified Report, as a material obligation under the Contract Documents, the Contractor shall comply all DSA requests for reports or other data relating to the Work, the status thereof or conformity of the Work to the Contract Documents.

PART 2 - PRODUCTS
Not Used.

PART 3 - EXECUTION
Not Used.

END OF SECTION 01311
SECTION 01330
SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS
   A. All Contract Documents shall be reviewed for applicable provisions related to the provisions in this document, and provisions in the General Conditions and other Division 1 Specification Sections shall apply to this Section without limitation.

1.2 RELATED DOCUMENTS SPECIFIED IN OTHER SECTIONS
   A. Section 01010 – “Summary of Work”
   B. Section 01310 – “Construction Scheduling”
   C. Section 01400 – “Quality Control Requirements”
   D. Section 01770 – “Project Closeout Procedures”
   E. Section 01780 – “Project Record Documents”
   F. Section 01820 – “Demonstration and Training”
   G. Divisions 2 through 32 sections for Submittal Procedures requirements for the work in these sections

1.3 SUMMARY
   A. This Section includes administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other Submittals.

1.4 DEFINITIONS
   A. Action Submittals, as used herein are written and/or graphic information that requires Architect and/or District responsive action. Submittals may be rejected for not complying with requirements. Prepare and submit Action Submittals as required by individual Specification Sections.
   B. Informational Submittals, as used herein are written and/or graphic information that does not require Architect responsive action. Submittals may be rejected for not complying with requirements. Prepare and submit Informational Submittals as required by individual Specification Sections.
   C. Manufactured, as used herein applies to standard units usually mass-produced, and “fabricated” means items specifically assembled or made out of selected materials to meet individual design requirements.
   D. Submittal Descriptions: Submittals requirements are specified in the technical sections. Submittals are identified by description as follows:
      1. Preconstruction Submittals, as used herein are submittals which are required following a Notice to Proceed and prior to commencing Work or any Phase of the Work on site. Examples include, but are not limited to:
a. Certificates of insurance
b. Surety bonds
c. List of proposed products
d. Construction Schedule
e. Submittal Log
f. Schedule of prices
g. Safety plan
h. Waste Management Plan
i. Quality Control Plan
j. Others as required by the Contract Documents

2. Shop Drawings, as used herein are drawings, diagrams, schedules, and other data, which are prepared by Contractor, Subcontractors, manufacturers, fabricators, suppliers, or distributors illustrating some portion of the Work, and include: illustrations; fabrication, erection, layout and setting drawings; manufacturer’s standard drawings; schedules; descriptive literature, instructions, catalogs, and brochures; performance and test data including charts; wiring and control diagrams; and all other drawings and descriptive data pertaining to materials, equipment, piping, duct and conduit systems, and methods of construction as may be required to show that the materials, equipment, or systems and their position conform to the requirements of the Contract Documents.

a. Shop drawings shall establish the actual detail of all manufactured or fabricated items, indicate proper relation to adjoining work, amplify design details of mechanical and electrical systems and equipment in proper relation to physical spaces in the structure, and incorporate minor changes of design or construction to suit actual conditions.

3. Product data, as used herein are catalog cuts, illustrations, standard schedules, performance charts, instructions, brochures, diagrams, and other information furnished by the Contractor to illustrate a material, product, or system for some portion of the Work. This includes samples of warranty language when the contract requires extended product warranties.

4. Samples, as used herein are physical examples furnished by Contractor to illustrate materials, equipment, or quality and includes natural materials, fabricated items, equipment, devices, appliances, or parts thereof as called for in the Specifications, and any other samples as may be required by the Architect to determine whether the kind, quality, construction, finish, color, and other characteristics of the materials, etc., proposed by the Contractor conform to the required characteristics of the various parts of the Work. All Work shall be in accordance with the approved samples.

5. Design Data, as used herein are design calculations, mix designs, analyses or other data pertaining to a part of Work.

6. Test Reports, as used herein, include:
   a. Reports signed by authorized official of testing laboratory that a material, product or system identical to the material, product or system to be provided has been
tested in accord with specified requirements. (Testing must have been within three years of date of contract award for the project.)

b. Reports which include findings of a test required to be performed by the Contractor on an actual portion of the work or prototype prepared for the project before shipment to job site.

c. Reports which include findings of a test made at the job site or on sample taken from the job site, on portion of work during or after installation.

d. Investigation reports.

e. Daily performance logs.

f. Manufacturer or Installer checklists.

g. Manufacturer's Factory or Field Reports, including documentation of the testing and verification actions taken by manufacturer at the factory or manufacturer's representative at the job site, in the vicinity of the job site, or on a sample taken from the job site, on a portion of the work, during or after installation, to confirm compliance with manufacturer's standards or instructions. The documentation must be signed by an authorized official of a testing laboratory or agency and must state the test results; and indicate whether the material, product, or system has passed or failed the test.

h. Final acceptance test and operational test procedure.

7. Manufacturer's Instructions. Preprinted material describing installation of a product, system or material, including special notices, checklists, and Material Safety Data sheets concerning impedances, hazards and safety precautions.

8. Operation and Maintenance Data. Data that is furnished by the manufacturer or the system provider to the equipment operating and maintenance personnel, including manufacturer's help and product line documentation necessary to maintain and install equipment. This data is needed by District operating and maintenance personnel for the safe and efficient operation, maintenance and repair of the item. This data is intended to be incorporated in the Operations and Maintenance manual submittals.

9. Closeout Submittals. Documentation to record compliance with technical or administrative requirements in order to meet all requirements necessary to properly close out the Construction Contract. Also, submittal requirements necessary to properly close out a major phase of construction on a multi-phase contract. These include, but are not limited to:

a. Record Drawings

b. As-built drawings

c. Others as required by the Contract Documents. See Section 01770 Contract Closeout Procedures.

1.5 PREPARATION AND FORMAT

A. Transmit each submittal, except sample installations and sample panels to the District Project Manager.

B. Transmit submittals with transmittal form prescribed by District and standard for the Project.
1. On the transmittal form identify Contractor, indicate date of submittal, and include information prescribed by transmittal form and required in paragraph entitled "Identifying Submittals." Process transmittal forms to record actions regarding sample[s].

C. Identifying Submittals: When submittals are provided by a Subcontractor, the Contractor shall prepare, review and stamp with Contractor’s approval stamp all specified submittals prior to submitting for District approval. Identify submittals, except sample installations and sample panels, with the following information permanently adhered to or noted on each separate component of each submittal and noted on transmittal form. Mark each copy of each submittal identically, with the following:
   1. District Project Number and title.
   2. Construction contract number.
   3. Date of the drawings and revisions.
   4. Product identification and location in project.
   5. Name, address, and telephone number of subcontractor, supplier, manufacturer and any other second tier Contractor associated with submittal.
   6. Section number of the specification section which requires the submittal.
   7. When a resubmission, add numeric revision suffix on submittal description, for example, submittal 18 would become 18R1, to indicate resubmission.

D. Format for Shop Drawings
   1. Shop drawings are not to be less than 8 1/2 by 11 inches nor more than 30 by 42 inches, except for full size patterns or templates. Prepare drawings to accurate size, with scale indicated, unless other form is required.
   2. Drawings are to be suitable for reproduction and be of a quality to produce clear, distinct lines and letters with dark lines on a white background.
   3. Present 8 1/2 by 11 inches sized shop drawings as part of the bound volume for submittals required by section. Present larger drawings in sets.
   4. Include on each drawing the drawing title, number, date, and revision numbers and dates, in addition to information required in paragraph entitled "Identifying Submittals."
   5. Number drawings in a logical sequence. Each drawing is to bear the number of the submittal in a uniform location adjacent to the title block. Place the District Project number and number in the margin, immediately below the title block, for each drawing.
   6. Reserve a blank space on the right hand side of each sheet for the Architect’s disposition stamp.
   7. Dimension drawings, except diagrams and schematic drawings and prepare drawings demonstrating interface with other trades to scale. Use the same unit of measure for shop drawings as indicated on the contract drawings. Identify materials and products for work shown.
   8. Include the nameplate data, size and capacity on drawings. Also include applicable federal, military, industry and technical society publication references.

E. Format of Product Data and Manufacturer’s Instructions
1. Present product data submittals for each section as a complete, bound volume. Include table of contents, listing page and catalog item numbers for product data.

2. Indicate by prominent notation each product which is being submitted; indicate specification section number and paragraph number to which it pertains.

3. Supplement product data with material prepared for Project to satisfy submittal requirements for which product data does not exist. Identify this material as developed specifically for project, with information and format as required for submission of Certificates.

4. Include the manufacturer's name, trade name, place of manufacture, and catalog model or number on all product data. Also include applicable industry and technical society publication references. Should manufacturer's data require supplemental information for clarification, include such information in the submittal.

5. Where equipment or materials are specified to conform to industry and technical society reference standards of the organizations such as American National Standards Institute (ANSI), ASTM International (ASTM), National Electrical Manufacturer's Association (NEMA), Underwriters Laboratories (UL), and Association of Edison Illuminating Companies (AEIC), submit proof of such compliance. The label or listing by the specified organization will be acceptable evidence of compliance.
   a. In lieu of the label or listing, submit a certificate from an independent testing organization, competent to perform testing, and approved by the District Project Manager. State on the certificate that the item has been tested in accordance with the specified organization's test methods and that the item complies with the specified organization's reference standard.

6. Collect required data submittals for each specific material, product, unit of work, or system into a single submittal and marked for choices, options, and portions applicable to the submittal. Mark each copy of the product data identically. Partial submittals will not be accepted for expedition of construction effort.

7. Submit manufacturer's instructions prior to installation.

F. Format of Samples

1. Furnish samples in sizes below, unless otherwise specified or unless the manufacturer has prepackaged samples of approximately same size as specified:
   a. Sample of Equipment or Device: Full size.
   b. Sample of Materials Less Than 2 by 3 inches: Built up to 8 1/2 by 11 inches.
   c. Sample of Materials Exceeding 8 1/2 by 11 inches: Cut down to 8 1/2 by 11 inches and adequate to indicate color, texture, and material variations.
   d. Sample of Linear Devices or Materials: 10 inch length or length to be supplied, if less than 10 inches. Examples of linear devices or materials are conduit and handrails.
   e. Sample of Non-Solid Materials: Pint. Examples of non-solid materials are sand and paint.
   f. Color Selection Samples: 2 by 4 inches. Where samples are specified for selection of color, finish, pattern, or texture, submit the full set of available choices for the
material or product specified. Sizes and quantities of samples are to represent their respective standard unit.

g. Sample Panel: 4 by 4 feet.
h. Sample Installation: 100 square feet.

2. Samples Showing Range of Variation: Where variations in color, finish, pattern, or texture are unavoidable due to nature of the materials, submit sets of samples of not less than three units showing extremes and middle of range. Mark each unit to describe its relation to the range of the variation.

3. Reusable Samples: Incorporate returned samples into work only if so specified, indicated, or approved by Architect and District. Incorporated samples are to be in undamaged condition at time of use.

4. Recording of Sample Installation: Note and preserve the notation of area constituting sample installation but remove notation at final cleanup of project.

G. Format of Design Data and Certificates. Provide design data and certificates on 8 1/2 by 11 inches paper. Provide a bound volume for submittals containing numerous pages.

H. Format of Test Reports and Manufacturer's Field Reports
   1. Provide reports on 8 1/2 by 11 inches paper in a complete bound volume.
   2. Indicate by prominent notation, each report in the submittal. Indicate specification number and paragraph number to which it pertains.

I. Format of Operation and Maintenance Data shall comply with the requirements specified in Section 01785 Operation and Maintenance data for O&M Data format.

J. Format of Preconstruction Submittals and Closeout Submittals.
   1. When submittal includes a document which is to be used in Project or become part of Project Record, other than as a submittal, do not apply Contractor's approval stamp to document, but to a separate sheet accompanying document.
   2. Provide all dimensions in English units only.

1.6 QUANTITY OF SUBMITTALS

A. Number of Copies of Shop Drawings. Submit six (6) requiring review and approval by Architect or District.

B. Number of Copies of Product Data and Manufacturer's Instructions. Submit in compliance with quantity requirements specified for shop drawings.

C. Number of Samples.
   1. Submit two (2) samples, or three (3) sets of samples showing range of variation, of each required item. One approved sample or set of samples will be retained by District and one will be returned to Contractor.
   2. Submit one sample panel or provide one sample installation where directed. Include components listed in technical section or as directed.
   3. When required by Contract Documents, provide one sample installation where directed by Architect or District.
4. Submit one sample of non-solid materials.

D. Number of Copies Design Data and Certificates. Submit in compliance with quantity requirements specified for shop drawings.

E. Number of Copies Test Reports and Manufacturer’s Field Reports. Submit in compliance with quantity and quality requirements specified for shop drawings.

F. Number of Copies of Operation and Maintenance Data. Submit three (3) copies of O&M Data to the District Project Manager for review and approval.

G. Number of Copies of Preconstruction Submittals and Closeout Submittals. Unless otherwise specified, submit three (3) sets of administrative submittals.

1.7 SUBMITTALS, GENERAL

A. Contractor shall obtain and shall submit all required shop drawings, samples, technical data, and other submittals as required by the Contract Documents with such promptness as to cause no delay in its own Work or in that of any other contractor or subcontractor.

1. As required by the Contract Documents, the Contractor shall obtain and submit with shop drawings all seismic and other calculations, and all product data from equipment manufacturers.

B. Prepare a complete Submittal Log and maintain it as the Work progresses. Submit the initial Submittal Log for approval by District at the same time as the Schedule (See Section 01310 Construction Scheduling). Include the Contractor’s anticipated submission dates and the approval needed dates (if approval is required).

1. Re-submit submittal log and annotate monthly by the Contractor with actual submission and approval dates. When all items on the log have been fully approved, no further re-submittal is required.

2. Carefully control procurement operations to ensure that each individual submittal is made on or before the Contractor scheduled submittal date shown on the approved "Submittal Log."

3. Except as specified otherwise, allow review period of at least fifteen (15) working days for submittals requiring Architect or District approval. Period of review for submittals requiring approval begins when District receives submittal from Contractor.

4. For submittals requiring review by fire protection engineer and/or DSA, allow review period, beginning when District receives submittal thirty (30) calendar days for return of submittal to the Contractor.

5. Period of review for each resubmittal is the same as for initial submittal.

C. The District may request submittals in addition to those specified when deemed necessary to adequately describe the work covered in the respective sections.

D. Units of weights and measures used on all submittals are to be the same as those used in the contract drawings.

E. Each submittal is to be complete and in sufficient detail to allow ready determination of compliance with contract requirements.
F. No extensions of time will be granted to Contractor or any Subcontractor because of its failure to have shop drawings, samples, product data and/or other required submittals submitted in accordance with the approved Submittal Log and Master Construction Schedule.

G. Each Subcontractor shall submit all shop drawings, samples, product data and other required submittals for the review by the District and the Architect through the Contractor.

H. By submitting shop drawings, samples, product data and other required submittals, the Contractor represents that it has determined and verified all materials, field measurements, catalog numbers, related field construction criteria, and other relevant data in connection with each such submission, and that it has checked, verified, and coordinated the information contained within such submittals with the requirements of the Work and of the Contract Documents, including the construction schedule.

I. Partial submittals are not acceptable, will be considered non-responsive, and will be returned without review by either District or Architect.

J. Mark each copy of each submittal to show which products and options are applicable.

K. The submission of the shop drawings, samples, product data and other required submittals, shall not deviate from the requirements of the Contract Documents including detailing and design intent which is specifically outlined in Contract Documents except as specifically authorized by the Architect or through an accepted substitution, per the requirements of the Contract Documents.

L. Deviations from the Contract Documents
   1. Any deviations from the Contract Documents shall be fully described in a transmittal accompanying the shop drawings, samples, product data and other required submittals. However, such submittals shall not be used as a means of requesting a substitution, the procedure for which is defined elsewhere in the Contract Documents.
   2. Architect and District approval is required for any proposed deviation from the accepted design which still complies with the Contract Documents before the Contractor is authorized to proceed with material acquisition or installation. If necessary to facilitate the project schedule, the Contractor and the Architect may discuss a submittal proposing a deviation with the District Project Manager prior to officially submitting it to the District. However, the District reserves the right to review the submittal before providing an opinion, if deemed necessary. In any case, the District will not formally agree to or provide a preliminary opinion on any deviation without either the Architect’s approval or recommended approval.
   3. The District reserves the right to reject any deviation which may impact furniture, furnishings, equipment selections, and/or operations decisions that were made previously and based on the District reviewed and approved Project design.
   4. Contractor is responsible for the dimensions and design of connection details and construction of work. Failure to point out deviations may result in the District requiring rejection and removal of such work at the Contractor’s expense.
   5. After submittals have been accepted by the Architect, no resubmittal for the purpose of substituting materials or equipment will be considered unless accompanied by an explanation of why a substitution is necessary.
M. Review by District and Architect shall not relieve the Contractor or any Subcontractor from its responsibility in preparing and submitting proper submittals in accordance with the Contract Documents.

N. Any submission, which in Architect’s opinion is incomplete, contains errors, or been superficially checked will be returned by the Architect without review for resubmission by the Contractor.

O. Electronic copies of the stamped and signed Contract Documents will not be provided by District or Architect for Contractor’s use unless:
   1. Contractor shall first request and obtain written approval from Architect prior to use of any Architect’s CAD files, drawings, or other documents for submittal purposes.
   2. Contractor shall be responsible for all reproduction, printing, and delivery cost associated with the use of any requested drawings and/or CAD files.
   3. Contractor provides disclaimer letters to the Architect and District (15) working days in advance of any proposed use of Architect’s documents and/or digital files. Such disclaimer letter shall be in a form acceptable to Architect and District.
   4. Contractor shall not reuse any Architect’s documents and/or electronic files for submittal purposes without prior written approval.

P. Coordinate preparation and processing of submittals with performance of construction activities.
   1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
   2. Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination.
      a. Architect and Project Manager reserve the right to withhold action on a submittal requiring coordination with other submittals until all such related submittals are received. No extension of the Contract Time will be authorized.
      b. Architect and Project Manager will return incomplete submittals to the Contractor without review. No extension of Contract Time will be authorized due to incomplete Contractor submittals.

Q. Submittals Schedule: Comply with requirements in Section 01310 (Construction Scheduling) in planning for required submittals and relating them to scheduled construction activities.
   1. Initial Review: Allow seven (7) working days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Architect will, through the Project Manager, advise Contractor when a submittal review must be delayed for coordination reasons.
   2. Intermediate Review: If intermediate submittal review is necessary, process it in the same manner as an initial submittal.
   3. Re-submittal Review: Allow five (5) working days for review of each re-submittal.
4. Sequential Review: Where sequential review of submittals by Architect’s consultants, District, or other parties is indicated, allow ten (10) working days for initial review of each submittal.

R. Re-submittals: Make re-submittals in same form and number of copies as initial submittal.
   1. Note date and content of previous submittal.
   2. Note date and content of revision in label or title block and clearly indicate extent of revision(s).
   3. Resubmit submittals until they are marked “No Exceptions Taken” or “Make Corrections Noted” by the Architect.

S. After submittals have been accepted by the Architect, no resubmittal for the purpose of substituting materials or equipment will be considered unless accompanied by an explanation of why a substitution is necessary.

1.8 ARCHITECT’S REVIEW

A. Architect’s review is for general conformance with design concept only, and does not relieve Contractor in any way from compliance with Contract Documents, nor does it in any way constitute grounds for a Change Order. Contractor remains solely responsible for details and accuracy of all quantities and dimensions, and selection of fabrication and/or installation processes.

B. The Architect’s review shall neither be construed as a complete check which relieves the Contractor, Subcontractor, manufacturer, fabricator, or supplier from responsibility for any deficiency that may exist or from any departures or deviations from the requirements of the Contract Documents unless the Contractor has, in writing, called the Architect’s attention to the deviations at the time of submission.

C. The Architect’s review shall not relieve the Contractor or Subcontractors from responsibility for errors of any sort in any required submittals, for proper fitting of the Work, coordination of the differing subcontractor trades, and Work which is not indicated on any submittal at the time of submission.

D. In reviewing shop drawings, samples, product data and other required submittals, the Architect will not verify dimensions and field conditions.

E. The Architect will review and approve shop drawings, samples, product data and other required submittals for aesthetics and for conformance with the design concept of the Work and the Contract Documents.

F. Architect will review each submittal, make marks to indicate corrections or modifications required, and return it.

G. Contractor and Subcontractors shall be solely responsible for any quantities which may be shown on either the submittals or the Contract Documents.

H. Architect will not review submittals that do not bear Contractor’s approval stamp and will return them to the Contractor without review.

I. Architect will stamp each submittal appropriately to indicate action to be taken, as follows:
1. No Exceptions Taken: Work covered by submittal may proceed provided it complies with the requirements of the Contract Documents. Compliance with Contract Documents is a condition of acceptance of the Work.

2. Make Corrections Noted: Work covered by the submittal may proceed provided it complies with Architect and/or Engineer notations and/or corrections. Contractor shall make all noted corrections. Compliance with Contract Documents is a condition of acceptance of the Work.

3. Revise and Resubmit: Do not proceed with any Work covered by the submittal, including purchasing, fabrication, delivery, or other activity. Revise the submittal in accordance with Architect and/or Engineer notations and resubmit without delay. Repeat if necessary.

4. Rejected. See Remarks: Do not proceed with Work covered by the submittal, including purchasing, fabrication, delivery, or other activity. Prepare a new submittal in accordance with Architect/Engineer’s notations and resubmit without delay.

J. Use of Submittals for Construction: Use only final submittals with Architect’s mark indicating “No Exceptions Taken” or “Make Corrections Noted.”

K. Informational Submittals: Architect will review each submittal but will not return it, or will return it if it does not comply with requirements. Architect will forward each submittal to appropriate party.

1.9 REJECTED SUBMITTALS

A. Contractor shall make corrections required by the Architect and resubmit.

B. If the Contractor considers any correction or notation on the returned submittals to constitute a change to the contract drawings or specifications, he shall provide notice to the Architect and District.

C. If changes are necessary to submittals, the Contractor shall make such revisions and submission of the submittals in accordance with the procedures above. No item of work requiring a submittal change is to be accomplished until the changed submittals are approved.

1.10 NO EXCEPTIONS TAKEN OR MAKE CORRECTIONS NOTED SUBMITTALS

A. Acceptance will not relieve the Contractor of the responsibility for any error which may exist, as the Contractor is responsible for the satisfactory construction of all work.

1.11 NO EXCEPTIONS TAKEN OR MAKE CORRECTIONS NOTED SAMPLES

A. Acceptance of a sample is only for the characteristics or use named in such acceptance and is not be construed to change or modify any contract requirements. Before submitting samples, the Contractor to assure that the materials or equipment will be available in quantities required in the project. No change or substitution will be permitted after a sample has been accepted.

B. Match the accepted samples for Materials and equipment incorporated in the work. If requested, accepted samples, including those which may be damaged in testing, will be returned to the Contractor, at his expense, upon completion of the contract. Samples not accepted will also be returned to the Contractor at its expense, if so requested. Failure of any
materials to pass the specified tests will be sufficient cause for refusal to consider, under this contract, any further samples of the same brand or make of that material. District reserves the right to disapprove any material or equipment which previously has proved unsatisfactory in service.

C. Samples of various materials or equipment delivered on the site or in place may be taken by the District Project Manager for testing. Samples failing to meet contract requirements will automatically void previous acceptance, and Contractor shall replace such materials or equipment at Contractor expense to meet contract requirements.

D. Acceptance of the Contractor's samples by the AOR or District does not relieve the Contractor of his responsibilities under the contract.

1.12 WITHHOLDING OF PAYMENT

A. Payment for materials incorporated in the work will not be made if required approvals have not been obtained.

B. No payment for materials incorporated in the work will be made if all required Designer of Record or required District approvals have not been obtained.

C. No payment will be made for any materials incorporated into the work for any conformance review submittals or information only submittals found to contain errors or deviations from the Solicitation or Accepted Proposal.

1.13 SUBMITTAL REQUIREMENTS

A. Shop Drawings

1. Transmittal Letter and Other Requirements. All shop drawings must be properly identified with the name of the Project and dated, and each lot submitted must be accompanied by a letter of transmittal referring to the name of the Project and to the Specification section number for identification of each item clearly stating in narrative form, as well as “clouding” on the submissions, all qualifications, departures, or deviations from the Contract Documents. Shop drawings, for each section of the Work shall be numbered consecutively and the numbering system shall be retained throughout all revisions. All Subcontractor submissions shall be made through the Contractor. Each drawing shall have a clear space for the stamps of Architect and Contractor.

2. Copies Required. Each submittal shall include one (1) original drawing, and five (5) legible prints of each drawing or schedule, table, cut sheet, etc., including fabrication, erection, layout and setting drawings, and such other drawings as required under the various sections of the Specifications, until final acceptance thereof is obtained. Subcontractor shall submit copies, in an amount as requested by the Contractor, of: (1) manufacturers’ descriptive data for materials, equipment, and fixtures, including catalog sheets showing dimensions, performance, characteristics, and capacities; (2) wiring diagrams and controls; (3) schedules; (4) all seismic calculations and other calculations; and (5) other pertinent information as required by the District or Architect.

3. Corrections. The Contractor shall make all corrections required by Architect and shall resubmit, as required by Architect, corrected copies and digital files of shop drawings or new samples until approved. Contractor shall direct specific attention in writing or on
resubmitted shop drawings to revisions other than the corrections required by the Architect on previous submissions. Professional services required for more than one (1) re-review of required submittals of shop drawings, product data, or samples are subject to charge to the Contractor by the District.

4. Approval Prior to Commencement of Work. No portion of the Work requiring a shop drawing or sample submission or other submittal shall be commenced until the submission has been reviewed by Contractor and Architect and approved by Architect unless specifically directed in writing by the Architect. All such portions of the Work shall be in accordance with approved shop drawings and samples.

5. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed detail.

6. Fully illustrate requirements of the Contract Documents. Include the following information, as applicable:
   a. Dimensions
   b. Weights and measures
   c. Identification of products
   d. Fabrication and installation drawings
   e. Roughing-in and setting diagrams
   f. Wiring diagrams showing field-installed wiring, including power, signal, and control wiring
   g. Electrical power requirements
   h. Shop work manufacturing instructions
   i. Templates and patterns
   j. Schedules
   k. Design calculations
   l. Compliance with specified standards
   m. Notation of coordination requirements
   n. Notation of dimensions established by field measurement
   o. Relationship to adjoining construction clearly indicated
   p. Seal and signature of California professional engineer or other engineer if specified
   q. Wiring Diagrams: Differentiate between manufacturer-installed and field-installed wiring
   r. Other information as necessary or required by the Contract Documents

B. Samples

1. Samples Required. In case a considerable range of color, graining, texture, or other characteristics are anticipated in finished products, a sufficient number of samples of the specified materials shall be furnished by the Contractor to indicate the full range of characteristics which will be present in the finished products; and products delivered or
erected without submittal and approval of a full range of samples shall be subject to rejection by the District.

a. Except for range samples, and unless otherwise called for in the various sections of the Specifications, samples shall be submitted in duplicate.

b. All samples shall be marked, tagged, or otherwise properly identified with the name of the submitting party, the name of the Project, the purpose for which the samples are submitted and the date, and shall be accompanied by a letter of transmittal containing similar information, together with the Specification section number. Each tag or sticker shall have clear space for the review stamps of Contractor and Architect.

2. Labels and Instructions. All samples of materials shall be supplied with the manufacturer’s descriptive labels and application instructions.

3. Architect’s Review. The Architect will review and, if appropriate, approve submissions and will return them to the Contractor with the Architect’s stamp and signature applied thereto, indicating the timing for review and appropriate action in compliance with the Contract Documents.

4. Identification: Attach label on unexposed side of Samples that includes the following information:

a. Generic description of Sample
b. Product name and name of manufacturer
c. Sample source
d. Number and title of appropriate Specification Section
e. District Project name and number
f. Contractor’s name
g. Date of submittal

5. Disposition: Maintain sets of all approved Samples at Project site, available for quality-control comparisons throughout the course of the Project. Sample sets may be used to determine final acceptance of construction associated with each sample or sample set.

a. Samples that may be incorporated into the Work are indicated in individual Specification Sections. Such Samples must be in an undamaged condition at time of use.

b. Samples not incorporated into the Work, if any, or otherwise designated as District’s property, are the property of Contractor.

6. Samples for Initial Selection: Submit manufacturer’s color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available.

a. Number of Samples: Submit 6 full sets of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer’s product line.

7. Samples for Verification: Where required by the Contract Documents, submit full-size units of Samples, prepared from the same material to be used for the Work, cured and finished in manner specified, and physically identical with material or product proposed
for use, and that show full range of color and texture variations expected. Samples include, but are not limited to, the following: partial sections of manufactured or fabricated components; small cuts or containers of materials; complete units of repetitively used materials; swatches showing color, texture, and pattern; color range sets; and components used for independent testing and inspection.

a. Number of Samples: Unless indicated otherwise, submit six sets of Samples. Architect will retain two Sample sets; remaining four sets will be returned.

i) Submit a single Sample where assembly details, workmanship, fabrication techniques, connections, operation, and other similar characteristics are to be demonstrated.

ii) If variation in color, pattern, texture, or other characteristic is inherent in material or product represented by Sample, submit at least four sets of paired units that show approximate limits of variations.

8. District’s Property. All shop drawings, computer disks, annotated specifications, samples, and other submittals shall become the District’s property upon receipt by the District or Architect.

C. Other Submittals

1. General: Prepare and submit Submittals required by other Specification Sections.

a. Test and Inspection Reports: Comply with requirements specified in Section 01400 Quality Control Requirements.

b. Coordination Drawings: Comply with requirements specified in Section 01311 Project Management and Coordination.

i) Coordination Drawings are required where limited space availability necessitates maximum utilization of space for efficient installation of different components or if coordination is required for installation of products and materials fabricated by separate entities.

2. Product Data: Submit manufacturer’s printed literature in original form as required in the Contract Documents. Submittal shall include specifications, physical dimensions, and ratings of all equipment. Furnish performance curves for all fans and pumps. Where printed literature describes items in addition to that item being submitted, submitted item shall be clearly marked on submittal and superfluous information shall be crossed out in the same manner on all copies. Equipment submittals shall be complete And include space requirements, weight, electrical and mechanical requirements, performance data, and any supplemental information that may be available or requested.

3. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, names and addresses of architects and owners, and other information specified.

5. Installer Certificates: Prepare written statements on manufacturer’s letterhead certifying that Installer complies with requirements in the Contract Documents and, where required, is authorized by manufacturer for this specific Project.

6. Manufacturer Certificates: Prepare written statements on manufacturer’s letterhead certifying that product complies with requirements in the Contract Documents.

7. Material Certificates: Prepare written statements on manufacturer’s letterhead certifying that material complies with requirements in the Contract Documents.

8. Material Test Reports: Prepare reports written by a qualified testing agency, on testing agency’s standard form, indicating and interpreting test results of material for compliance with requirements in the Contract Documents.

9. Product Test Reports: Prepare written reports indicating current product produced by manufacturer complies with requirements in the Contract Documents. Base reports on evaluation of tests performed by manufacturer and witnessed by a qualified testing agency, or on comprehensive tests performed by a qualified testing agency.

10. Research/Evaluation Reports: Prepare written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for Project. Include the following information:
   a. Name of evaluation organization
   b. Date of evaluation
   c. Time period when report is in effect
   d. Product and manufacturer’s names
   e. Description of product
   f. Test procedures and results
   g. Limitations of use

11. Schedule of Tests and Inspections: Comply with requirements specified in Section 01400 Quality Control Requirements.

12. Preconstruction Test Reports: Prepare test reports written by a qualified testing agency, on testing agency’s standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements in the Contract Documents.

13. Compatibility Test Reports: Prepare test reports written by a qualified testing agency, on testing agency’s standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for primers and substrate preparation needed for adhesion.

14. Field Test Reports: Prepare reports written by a qualified testing agency, on testing agency’s standard form, indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements in the Contract Documents.

15. Maintenance Data: Prepare written and graphic instructions and procedures for operation and normal maintenance of products and equipment. Comply with requirements specified in Section 01785 (Operation and Maintenance Data.)
16. Manufacturer’s Installation and Operations Instructions: Prepare written or published information that documents manufacturer’s recommendations, guidelines, and procedures for installing or operating a product or equipment. Manufacturer’s Instructions shall be available for review on site at all times. Include name of product and name, address, and telephone number of manufacturer. Include the following, as applicable:
   a. Preparation of substrates
   b. Required substrate tolerances
   c. Sequence of installation or erection
   d. Required installation tolerances
   e. Required adjustments
   f. Recommendations for cleaning and protection

17. Manufacturer’s Field Reports: Prepare written information documenting factory-authorized service representative’s tests and inspections. Include the following, as applicable:
   a. Name, address, and telephone number of factory-authorized service representative making report.
   b. Statement on condition of substrates and their acceptability for installation of product.
   c. Statement that products at Project site comply with requirements.
   d. Summary of installation procedures being followed, whether they comply with requirements and, if not, what corrective action was taken.
   e. Results of operational and other tests and a statement of whether observed performance complies with requirements.
   f. Statement whether conditions, products, and installation will affect warranty.
   g. Other required items indicated in individual Specification Sections.

PART 2 - PRODUCTS:
Not Used.

PART 3 - EXECUTION:
Not Used.

END OF SECTION 01330
SECTION 01340
ADMINISTRATIVE FORMS & LOGS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. All Contract Documents shall be reviewed for applicable provisions related to the provisions in this document, and provisions in the General Conditions and other Division 1 Specification Sections shall apply to this Section without limitation.

1.2 RELATED REQUIREMENTS SPECIFIED IN OTHER SECTIONS

A. Section 01310 – “Construction Scheduling”
B. Section 01311 – “Project Management and Coordination”
C. Section 01330 – “Submittal Procedures”
D. Section 01625 - “Product Options and Substitutions”
E. Section 01780 – “Project Record Documents”
F. Divisions 2 through 32 Sections for Administrative Forms & Logs requirements for the Work in those Sections.

1.3 SUMMARY

A. This section specifies the information and format requirements for administrative forms and logs.

1.4 ADMINISTRATIVE FORMS & LOGS

A. Administrative forms and logs include, but are not limited to, the following:
   1. Transmittal Form
   2. Submittal Transmittal Form
   3. Request for Information Form.
   4. Substitution Request Form.
   5. 3-Week Projected Construction Schedule Form
   6. 3-Week Testing & Inspection Schedule Form
   7. Proposed Change Order Form.
   8. Change Order Form.
   9. Request for Information Log Form.
   10. Submittal Log Form
   11. Proposed Change Order Log Form.
12. Change Order Log Form.
13. Project Re-inspection Record Form
14. Contractor’s Proposal for Contract Modification Form
15. Construction Directive Form

1.5 FORMS INCORPORATED BY REFERENCE

A. Forms available from the California Department of General Services, Division of the State Architect, [http://www.dgs.ca.gov/dsa/Forms.aspx](http://www.dgs.ca.gov/dsa/Forms.aspx), related to administration, construction, testing, and inspection of public work school facilities are hereby incorporated by reference into these Contract Documents.

1.6 CONTRACTOR RESPONSIBILITIES

A. Nothing in this Section 01340 including, but not limited to the above forms and log forms shall be construed to limit, relieve, or release Contractor from liability to District for any damages sustained as a result of inaccurate or incorrect information supplied by the Contractor.

**PART 2 - PRODUCTS**

Not Used.

**PART 3 - EXECUTION**

Not Used.
# Request for Information (RFI)

<table>
<thead>
<tr>
<th>Contractor Name:</th>
<th></th>
<th>Date:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract #:</td>
<td></td>
<td>DSA File #:</td>
<td>7-C1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DSA Application #:</td>
<td></td>
</tr>
<tr>
<td>Campus:</td>
<td></td>
<td>Project No., Name:</td>
<td></td>
</tr>
</tbody>
</table>

## Reference:

<table>
<thead>
<tr>
<th>Drawing Number/Detail Number</th>
<th>Specification Section</th>
<th>Page</th>
</tr>
</thead>
</table>

## Item Request:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Request:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Suggestion:

|      |          |
|      |          |

Request Issued By:

<table>
<thead>
<tr>
<th>Contractor’s Signature</th>
<th>Name (Printed)</th>
<th>Date</th>
</tr>
</thead>
</table>

## Item Response:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Response:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Response Issued By:

<table>
<thead>
<tr>
<th>Architect/Engineer Signature</th>
<th>Name (Printed)</th>
<th>Date</th>
</tr>
</thead>
</table>

Response Reviewed By:

<table>
<thead>
<tr>
<th>Owner Authorized Representative (Project Manager)</th>
<th>Name (Printed)</th>
<th>Date</th>
</tr>
</thead>
</table>

Note to Contractor:

This Form Cannot Modify Contract Amount or Milestones and/or Contract Time.
# DSA Appl. # 01-114882
# 01-114959

## CONTRA COSTA COMMUNITY COLLEGE DISTRICT

**500 Court Street, Martinez, CA 94553**

### SUBSTITUTION REQUEST FORM

**RFS #**
**Date:**
**DSA Application #:**
**Campus:**
**Project No., Name:**

Contractor pursuant to General Conditions submit the proposed items. If the District accepts such items as described, the undersigned may furnish such item with all necessary labor, materials, equipment and incidentals to perform and complete the Work.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>SPECIFIED/ITEM OR DRAWING</th>
<th>SPECIFICATION SECTION</th>
<th>PROPOSED SUBSTITUTION (and name of Subcontractor if different)</th>
</tr>
</thead>
</table>

**CERTIFICATION**

Under penalty of perjury under the laws of California, I certify that the proposed substitution will be readily available, perform adequately the functions and achieve the results called for by the design concept, be similar in substance to the specified, and be subject to the same use as that specified in Contract Documents.

**Contractor:**

(please print name of company)
**Name and Title (priortype):**
**Contractor Authorized/Representative Date**

A. Does the substitution affect dimensions shown on Drawings?

B. Will the undersigned pay for changes to the building design, including engineering and detailing costs caused by the requested substitution?

C. What effect does the substitution have on other trades?

D. Will substitution cause change to Project Schedule, or to critical delivery dates? Add ? Shorten ?

E. Differences between proposed substitution and specified item?

F. What is the Cost Differential including all mark-ups?

G. Are Manufacturer’s guarantees for the proposed item the same as for item specified? Explain differences.

H. The undersigned accepts full responsibility for delays caused by redesign of other items of the Work necessitated by substitution.

I. The undersigned states that the function, appearance and quality are equivalent or superior to the specified item.

**A/E Response:**

- Accepted
- Not Accepted
- Accepted As Noted
- Received Too Late

<table>
<thead>
<tr>
<th>District Representative Response:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accepted</td>
</tr>
<tr>
<td>Not Accepted</td>
</tr>
<tr>
<td>Accepted As Noted</td>
</tr>
<tr>
<td>Received Too Late</td>
</tr>
</tbody>
</table>

**By:**
**Date:**

[Signature]

**K:\Project Filing System\CCDC\6-17-College Center Design\03.Design Dev\01.40 Corent Docs Phase0.6\Specs & Prods\CCC-CCD-001.DRAFT\01 and 1 working templates\Forms & Logs Template\Substitution Request Form - SWF.xls]

Page 1 of 1
<table>
<thead>
<tr>
<th>Project Phase No.</th>
<th>Scope of Work</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1 M</td>
<td>T</td>
<td>W</td>
</tr>
<tr>
<td>Week 2 M</td>
<td>T</td>
<td>W</td>
</tr>
<tr>
<td>Week 3 M</td>
<td>T</td>
<td>W</td>
</tr>
</tbody>
</table>

### Project Details
- **CAMPUS:** Contra Costa Community College District
- **PROJECT #:** 01-114882
- **Contractor Name:**
- **Project Name:** L-638 Gymnasium Modernization
- **Start Date:**
- **Finish Date:**

---

**Administrative Forms & Logs**

Contra Costa Community College District
Los Medanos College
L-638 Gymnasium Modernization

Section 01340 - Page 5 of 23
Administrative Forms & Logs
## 3 - Week Projected Testing and Inspection Schedule

<table>
<thead>
<tr>
<th>Item</th>
<th>Task</th>
<th>Required IOR Inspection YES or NO</th>
<th>Req'd Testing Lab. Ins. Y/N</th>
<th>Week 1</th>
<th>Week 2</th>
<th>Week 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>M T W Th F S S</td>
<td>M T W Th F S S</td>
<td>M T W Th F S S</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Project Phase #

Submitted by: __________________________

Print Name: __________________________

Sign & Date: __________________________
CONTRA COSTA COMMUNITY COLLEGE DISTRICT
500 Court Street, Martinez, CA 94553

PROPOSED CHANGE ORDER

PCO No.: ____________

Contractor Name:
Contract #:
Contract Date:
NTP Date:

Date: ____________________________

DSA File #: 7-C1
DSA Application #: ____________________________
Campus: ____________________________
Project No., Name: ____________________________

PRELIMINARY CHANGE AS FOLLOWS:

Written 7 days prior and submit to the Project Manager in a complete and detailed proposal including but not limited to the following items: cost breakdown of Labor, Material, Equipment, Markup, Construction Schedule, etc. Provide either ADD or DEDUCT to the original Contract Amount.

Scope of Work: ____________________________
Ref. (Drawings, Specifications, Others): ____________________________

Final Cost of this PCO

The Contractor requests that time will be Increased; Decreased; By Working Days

NOTE: The Contractor waives any claim for further adjustments of the Contract Sum and Contract Time related to the changes in Work as described above.

<table>
<thead>
<tr>
<th>1 - REVIEWED &amp; RECOMMENDED (Architect/Engineer of Record)</th>
<th>5 - CONTRACTOR ACCEPTANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name:</td>
<td>Address:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Stamp / when applicable</td>
<td>Authorized Representative, Name &amp; Title (PRINT)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>2 - CONSTRUCTION MANAGER (CM) - (when applicable)</td>
<td>Signature / Date</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>3 - PROJECT INSPECTOR (PI) - (when applicable)</td>
<td>Signature / Date</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>4 - PROJECT MANAGER (PM) - (when applicable)</td>
<td>Signature / Date</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>6 - DISTRICT REPRESENTATIVE</td>
<td></td>
</tr>
</tbody>
</table>

DSA APPROVAL (when applicable)
CONTRA COSTA COMMUNITY COLLEGE DISTRICT

500 Court Street, Martinez, CA 94553

CHANGE ORDER No.: _________

Contractor Name: ____________________________
Contract #: ____________________________
Contract Date: ____________________________
NTP Date: ____________________________
GL #: ____________________________

Date: ____________________________
DSA File #: 7-C1
DSA Application #: ____________________________
Campus: ____________________________
Project No., Name: ____________________________

THE CONTRACT IS CHANGED AS FOLLOWS: (Attach Contractor Change Order Request or Proposal - if applicable)

<table>
<thead>
<tr>
<th>Original Contract Amount</th>
<th>$0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior Contract Adjustments</td>
<td>$0.00</td>
</tr>
<tr>
<td>Contract Sum Prior to this Change Order</td>
<td>$0.00</td>
</tr>
<tr>
<td>Adjustment Per This Change Order</td>
<td>$0.00</td>
</tr>
<tr>
<td>Revised Contract Amount</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Original Contract Period: Start Date: __________ End Date: __________
The Contract Time will be Increased: Decreased: By __________ Calendar Days
Revised Contract Completion Date: ____________________________

NOTE: The Contractor waives any claim for further adjustments of the Contract Sum and Contract Time related to the above changes in Work.

---

1 - REVIEWED & RECOMMENDED (Architect/Engineer of Record)

Company Name:
Address:

Stamp (when applicable) Signature/Date

2 - CONSTRUCTION MANAGER (CM) - (when applicable)

Authorized Representative, Name & Title (PRINT)
Signature / Date

3 - PROJECT INSPECTOR (PI) - (when applicable)

Signature / Date

4 - PROJECT MANAGER (PM)

Signature / Date

5 - CONTRACTOR ACCEPTANCE

Company Name:
Address:

Signature / Date

6 - DISTRICT AUTHORIZED REPRESENTATIVE

C.O. NOT VALID WITHOUT Signature / Date

7 - DSA APPROVAL (when applicable)

Signature / Date
<table>
<thead>
<tr>
<th>RFI No.:</th>
<th>Requested By:</th>
<th>Description</th>
<th>Date Submitted to A&amp;E for Review</th>
<th>Date Returned to Contractor</th>
<th>RFI returned with AG or PCO (when applicable)</th>
<th>RFI Reviewed and Responded by:</th>
<th>Date Substituted to DBA</th>
<th>Date of Return from DSA</th>
<th>GC</th>
<th>ACR</th>
<th>PI</th>
<th>PM</th>
<th>CM</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Proposed Change Order Log - PCO Log

**CONTRA COSTA COMMUNITY COLLEGE DISTRICT**

500 Court Street, Martinez, CA 94553

<table>
<thead>
<tr>
<th>PCO No.</th>
<th>PCO Date</th>
<th>Description</th>
<th>Reference ID (Contact)</th>
<th>Status</th>
<th>Approved</th>
<th>PCO Value (PCO)</th>
<th>PCO Caused By</th>
<th>Date Submitted to DSA</th>
<th>Date Returned from DSA</th>
<th>Distribution List</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PCO Break Down Analysis (District Approved PCOs only)**

<table>
<thead>
<tr>
<th>PCO Caused By</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - PCO required by owner</td>
<td></td>
</tr>
<tr>
<td>B - PCO caused by unforeseen condition</td>
<td></td>
</tr>
<tr>
<td>C - PCO caused by Agency's direction</td>
<td></td>
</tr>
<tr>
<td>D - PCO caused by Documents</td>
<td></td>
</tr>
<tr>
<td>E - PCO requested by District</td>
<td></td>
</tr>
</tbody>
</table>

**Status Codes**

- R - In review
- T - T&M in progress
- E - Executed
- N - In negotiations
- P - Pending quote
- PC - Potential claim
- W - Withdraw
- D - Denied / No cost
- L - In litigation
## CHANGE ORDER Log

**DSA File #:**

**DSA Application #:**

**Campus:**

**Project No. and Name:**

<table>
<thead>
<tr>
<th>CO #</th>
<th>Date</th>
<th>Description</th>
<th>Date Submitted to DSA</th>
<th>Date Returned from DSA</th>
<th>DSA Comments</th>
<th>GC</th>
<th>AOR</th>
<th>IOR</th>
<th>PM</th>
<th>CM</th>
<th>Date of Issue</th>
<th>Amount Approved</th>
<th>Time Extension (Calendar Days)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Approved Change:** $0.00

### ADJUSTMENT TO CONTRACT AMOUNT/TIME

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Contract Amount</td>
<td>$0.00</td>
</tr>
<tr>
<td>Contract Adjustments</td>
<td>$0.00</td>
</tr>
<tr>
<td>Revised Contract Amount</td>
<td>$0.00</td>
</tr>
<tr>
<td>Original Contract Completion Date</td>
<td></td>
</tr>
<tr>
<td>Number of Calendar Days Adjusted</td>
<td></td>
</tr>
<tr>
<td>Revised Contract Completion Date</td>
<td></td>
</tr>
</tbody>
</table>
## Project Re-inspection Record

**By:** Project Inspector

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**List of Re-inspection by IOR (if applicable)**

<table>
<thead>
<tr>
<th>Date / Hours</th>
<th>Description of Re-inspection</th>
</tr>
</thead>
</table>

**Signature**

Print name: Project Manager

Date

**Signature**

Print name: Inspector of Record

Date
**CONTRACTOR'S PROPOSAL FOR CONTRACT MODIFICATION**

**[05/11]**

**Project No. and Name:**

**Prime Contractor:**

**SHORT DESCRIPTION OF CHANGE:**

Description attached

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Direct Materials</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>2. Sales Tax on Materials</td>
<td>0.25%</td>
<td>$0.00</td>
</tr>
<tr>
<td>3. Direct Labor</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>4. Insurance, Taxes, and Fringe Benefits</td>
<td>19.19%</td>
<td>$0.00</td>
</tr>
<tr>
<td>5. SUBTOTAL Materials and Labor (Add lines 1-4)</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>6. Rental Equipment</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>7. Sales Tax on Rental Equipment</td>
<td>9.23%</td>
<td>$0.00</td>
</tr>
<tr>
<td>8. Equipment Ownership and Operating Expenses</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>9. SUBTOTAL Equipment (Add Lines 6-8)</td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**SUMMARY**

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>10. Prime Contractor's Work (Add Lines 5 and 8)</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>11. Overhead and Profit on Prime Material and Labor</td>
<td>15.00%</td>
<td>$0.00</td>
</tr>
<tr>
<td>12. Overhead and Profit on Prime Equipment</td>
<td>10.00%</td>
<td>$0.00</td>
</tr>
<tr>
<td>13. Total of Subcontractor's Work (See Backup)</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>14. Prime's Overhead on all Subcontractor's Work</td>
<td>0.00%</td>
<td>$0.00</td>
</tr>
<tr>
<td>15. SUBTOTAL (Add Lines 10-14)</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>16. Prime Contractor's Bond Premium</td>
<td>1%</td>
<td>$0.00</td>
</tr>
<tr>
<td>17. TOTAL COST (Add Lines 15-16)</td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Estimated time extension and justification (attach schedule analysis):

Work Days:

**Prime Contractor's Comments:**

**Signature and Title of Preparer:**

Date:

---

1. Material (attach itemized quantity and unit cost plus sales tax)
2. Labor (attach itemized hours and rates)
3. Liability and Property Damage Insurance, Worker's Compensation Insurance, Social Security, and Unemployment Taxes, not to exceed as follows:
   - 8.0% with a wage ceiling of $20,000, Medicare 1.42% with a wage ceiling of $65,000, FUTA @ .8% with a wage ceiling of $7,000, CCI @ 2% with a wage ceiling of $22,000, Workers' Compensation @ 5.94%, Liability and Property Damage @ 2.5%. Total net to exceed 15.15%. (Note: Modifications to these percentages will be evaluated and possibly modified only on a case-by-case basis and only after proper proof of alternate percentages are documented and approved in advance. In addition, as wage ceilings are met, those corresponding percentages must drop from the "burden" calculations.)
4. If Subcontractor performed Work, use Subcontractor's sheets to calculate costs.
5. Prime Contractor's Overhead and Profit on Subcontractor's Work. No more than five percent (5%) of Item 13. Subcontractor overhead and profit (not included) are to exceed thirteen percent (13%) of the lowest of the subcontractor's costs.
6. Bond not to exceed two percent (2%) of Item 16. Use actual percentage from Performance/Payment bond submitted at contract award.
CONTRACTOR'S PROPOSAL FOR CONTRACT MODIFICATION

<table>
<thead>
<tr>
<th>Project No. and Name:</th>
<th>CONTRACT NO.:</th>
</tr>
</thead>
</table>

| Tier 1 Subcontractor: | |

| SHORT DESCRIPTION OF CHANGE: | Description attached |

<table>
<thead>
<tr>
<th>TIER 1 SUBCONTRACTOR'S WORK</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Direct Materials</td>
<td></td>
</tr>
<tr>
<td>2. Sales Tax on Materials</td>
<td>9.25% of Line 1 9.25% 30.00</td>
</tr>
<tr>
<td>3. Direct Labor</td>
<td></td>
</tr>
<tr>
<td>4. Insurance, Taxes, and Fringe Benefits</td>
<td>19.19% of Line 3 19.19% 30.00</td>
</tr>
<tr>
<td>5. SUBTOTAL Materials and Labor (Add lines 1-4)</td>
<td>$</td>
</tr>
<tr>
<td>6. Rental Equipment</td>
<td></td>
</tr>
<tr>
<td>7. Sales Tax on Rental Equipment</td>
<td>9.25% of Line 5 9.25% 30.00</td>
</tr>
<tr>
<td>8. Equipment Ownership and Operating Expenses</td>
<td></td>
</tr>
<tr>
<td>9. SUBTOTAL Equipment (Add Lines 6-8)</td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUMMARY</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>10. TIER 1 Contractor's Work (Add Lines 5 and 8)</td>
<td>$</td>
</tr>
<tr>
<td>11. Overhead and Profit On TIER 1 Material and Labor</td>
<td>15.00% of Line 9 15.00% 50.00</td>
</tr>
<tr>
<td>12. Overhead and Profit On TIER 1 Equipment</td>
<td>10.00% of Line 9 10.00% 50.00</td>
</tr>
<tr>
<td>13. Total of all Subcontractor's Work (See backup)</td>
<td>$</td>
</tr>
<tr>
<td>14. Tier 1 overhead on subcontractor's work</td>
<td>0.00% of Line 10 0.00% 50.00</td>
</tr>
<tr>
<td>15. SUBTOTAL (Add Lines 10-14)</td>
<td>$</td>
</tr>
<tr>
<td>16. TIER 1 Contractor's Bond Premium</td>
<td>1% of Line 16 1.00% 50.00</td>
</tr>
<tr>
<td>17. TOTAL COST (Add Lines 15-16)</td>
<td>$</td>
</tr>
</tbody>
</table>

Estimated time extension and justification: Work Days

Subcontractor's Comments:

Prime Contractor's Name:

Signature and Title of Preparer: Date:

[1] Material (attach itemized quantity and unit cost plus sales tax)
[2] Labor (attach itemized hours and rates)
[3] Subcontractor's Work (attach itemized of hours and rates)
[4] Indirect and Property Damage insurance, workers' compensation insurance, social security, and unemployment taxes, not to exceed no more than 1.2% with a wage ceiling of $28,000. Medicare @ 1.45% no wage ceiling; FUTA @ .8% with a wage ceiling of $7,000; EIT and SU @ 1.25% with a wage ceiling of $7,000; Workers' Compensation @ 3.94%; Liability and Property Damage @ 2.3%. Total not-to-exceed 11.91%. (Note: Modifications to these percentages will be evaluated and possibly modified only on a case-by-case basis and only after proper proof of alternate percentages are documented and approved in advance. In addition, wage ceilings are met, corresponding percentages must drop from the "budget" calculations.)
[6] Subcontractor's Work (attach itemized)
[13] If lower tier Subcontractor performed Work, use Subcontractor's sheets to calculate costs.
| 14 Subcontractor's Overhead and Profit on lower tier Subcontractor's Work. No more than five percent (5%) of item (13). Subcontractor overhead and profit (all items cumulative) not to exceed fifteen percent (15%) of the lowest tier Subcontractor Total Cost.
| Bond not to exceed two percent (2%) of item (16). Use actual percentage from Performance/Payment bonds submitted at contract award.
INSTRUCTIONS FOR PREPARING CONTRACTOR PROPOSALS FOR CONTRACT MODIFICATION

All contract modification proposals shall be addressed to the District and be received only from the Prime Contractor. Proposals must clearly state the conditions and scope of the modification and shall be accompanied by a breakdown of costs, as indicated. Lump sum costs will not be accepted in either the prime or sub-contractor's breakdown of direct cost. The total cost for labor, material, and equipment for each item shall be transferred to the corresponding item on the front of this form.

L-638 Gymnasium Modernization

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description</th>
<th>Material</th>
<th>Labor</th>
<th>Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>City</td>
<td>Unit</td>
<td>Unit Cost</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>33</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>34</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: $0.00  Total: $0.00  Total: $0.00
## Contractor's Proposal for Contract Modification

### 05/11

<table>
<thead>
<tr>
<th>Project No. and Name:</th>
<th>CONTRACT NO.:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Tier 2 Subcontractor:

<table>
<thead>
<tr>
<th>SHORT DESCRIPTION OF CHANGE:</th>
<th>Description attached</th>
</tr>
</thead>
</table>

### Tier 2 Subcontractor's Work

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Materials</td>
<td>$ -</td>
</tr>
<tr>
<td>Sales Tax on Materials</td>
<td>9.25% of Line 1 9.25% 30.00</td>
</tr>
<tr>
<td>Direct Labor</td>
<td>$ -</td>
</tr>
<tr>
<td>Insurance, Taxes, and Fringe Benefits</td>
<td>19.19% of Line 3 19.19% 30.00</td>
</tr>
<tr>
<td>Subtotal Materials and Labor</td>
<td>($add lines 1-4) 50.00</td>
</tr>
<tr>
<td>Rental Equipment</td>
<td>$ -</td>
</tr>
<tr>
<td>Sales Tax on Rental Equipment</td>
<td>9.25% of Line 5 9.25% 30.00</td>
</tr>
<tr>
<td>Equipment Ownership and Operating Expenses</td>
<td>$ -</td>
</tr>
<tr>
<td>Subtotal Equipment</td>
<td>($add lines 6-8) 50.00</td>
</tr>
</tbody>
</table>

### Summary

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier 2 Contractor's Work</td>
<td>($add lines 5 and 8) 50.00</td>
</tr>
<tr>
<td>Overhead and Profit on Tier 2 Material and Labor</td>
<td>15.00% of Line 9 15.00% 50.00</td>
</tr>
<tr>
<td>Overhead and Profit on Tier 2 Equipment</td>
<td>10.00% of Line 9 10.00% 50.00</td>
</tr>
<tr>
<td>Total of all Subcontractor's Work</td>
<td>($see backup) 50.00</td>
</tr>
<tr>
<td>Tier 2 overhead on subcontractor's work</td>
<td>0.00% of Line 10 0.00% 50.00</td>
</tr>
<tr>
<td>Subtotal (add lines 10-14)</td>
<td>50.00</td>
</tr>
<tr>
<td>Tier 2 Contractor's Bond Premium</td>
<td>1% of Line 16 1.00% 50.00</td>
</tr>
<tr>
<td>TOTAL COST (add lines 15-16)</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

**Estimated time extension and justification:** Work Days

### Tier 2 Subcontractor’s Comments:

**Signature and Title of Preparer:**

Date:

1. Material (attach itemized quantity and unit cost plus sales tax)
2. Labor (attach itemized hours and rates)
3. Liability and Property damage insurance, worker's compensation insurance, social security, and unemployment taxes, not to exceed the following:
   - PICA @ 4.2% with a wage ceiling of $84,800
   - Medicare @ 1.45% - no wage ceiling
   - FUTA @ .8% with a wage ceiling of $7,000
   - EIT and SUT @ 1.2% - with a wage ceiling of $7,000
   - Workers’ Compensation @ 3.94%
   - Liability and Property Damage @ 2.3%
   - 30% (rate not to exceed 18.18%)
   - Modifications to these percentages will be evaluated and possibly modified only on a case-by-case basis and only after proper proof of alternate percentages are documented and approved in advance. In addition, as wage ceilings are met, those corresponding percentages must drop from the “burden” calculations.
4. Equipment (attach invoices)
5. If lower tier Subcontractor performed work, use Subcontractor's sheets to calculate costs.
6. Subcontractor’s Overhead and Profit on lower tier Subcontractor work. No more than five percent (5%) of Item 15. Subcontractor overhead and profit (afterwards cumulative) not to exceed fifteen percent (15%) of the lowest tier Subcontractor Total Cost.
7. Bond not to exceed two percent (2%) of Item 16. Use actual percentage from Performance/Bonding bonds submitted at contract award.
### INSTRUCTIONS FOR PREPARING CONTRACTOR PROPOSALS FOR CONTRACT MODIFICATION

All contract modification proposals shall be addressed to the District and be received only from the Prime Contractor. Proposals must clearly state the conditions and scope of the modification and shall be accompanied by a breakdown of costs, as indicated. Lump sum costs will not be accepted in either the prime or sub-contractor's breakdown of direct cost. The total cost for labor, material, and equipment for each item shall be transferred to the corresponding items on the front of this form.

#### 20 SUBCONTRACTOR

**PCO #:**

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description</th>
<th>Material</th>
<th>Unit</th>
<th>Unit Cost</th>
<th>Total Cost</th>
<th>Labor</th>
<th>Total Cost</th>
<th>R &amp; O</th>
<th>Days</th>
<th>Rate</th>
<th>Rental Cost</th>
<th>Owner Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>33</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>34</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>35</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Continuation Page:** [Yes] [No]   **Continuation Totals:**

- Total 1
- Total 2
- Total 3

**Rental Cost:**

- Owner Cost

---

Los Medanos College
Contra Costa Community College District
Administrative Forms & Logs

L638 Gymnasium Modernization

DSA Appl. #01-114882
#01-114959
CONTRACTOR'S PROPOSAL FOR CONTRACT MODIFICATION

(05/11)

Date: __________________________

Project No. and Name: __________________________

Tier 3 Subcontractor: __________________________

SHORT DESCRIPTION OF CHANGE: __________________________

Description attached

<table>
<thead>
<tr>
<th>TIER 3 SUBCONTRACTOR'S WORK</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Direct Materials</td>
<td>$ -</td>
</tr>
<tr>
<td>2. Sales Tax on Materials</td>
<td>9.25% of Line 1 9.25%</td>
</tr>
<tr>
<td>3. Direct Labor</td>
<td>$ -</td>
</tr>
<tr>
<td>4. Insurance, Taxes, and Fringe Benefits</td>
<td>19.19% of Line 3 19.19%</td>
</tr>
<tr>
<td>5. SUBTOTAL Materials and Labor (add lines 1-4)</td>
<td>$0.00</td>
</tr>
<tr>
<td>6. Rental Equipment</td>
<td>$ -</td>
</tr>
<tr>
<td>7. Sales Tax on Rental Equipment</td>
<td>9.25% of Line 5 9.25%</td>
</tr>
<tr>
<td>8. Equipment Ownership and Operating Expenses</td>
<td>$ -</td>
</tr>
<tr>
<td>9. SUBTOTAL Equipment (add Lines 6-8)</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUMMARY</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>10. TIER 3 Contractor's Work (Add Lines 5 and 8)</td>
<td>$0.00</td>
</tr>
<tr>
<td>11. Overhead and Profit On TIER 3 Material and Labor</td>
<td>15.00% of Line 9 15.00%</td>
</tr>
<tr>
<td>12. Overhead and Profit On TIER 3 Equipment</td>
<td>$0.00</td>
</tr>
<tr>
<td>13. Total of all Subcontractor's Work (See Backup)</td>
<td></td>
</tr>
<tr>
<td>14. Tier 3 Overhead on Subcontractor's Work</td>
<td>0.00% of Line 10 0.00%</td>
</tr>
<tr>
<td>15. SUBTOTAL (Add Lines 10-14)</td>
<td>$0.00</td>
</tr>
<tr>
<td>16. TIER 3 Contractor's Bond Premium</td>
<td>1% of Line 16 1.00%</td>
</tr>
<tr>
<td>17. TOTAL COST (Add Lines 15-16)</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Estimated time extension and justification: Work Days

Tier 3 Subcontractor's Comments:

Tier 2 Subcontractor's Name:

Signature and Title of Preparer: __________________________

Date: __________________________

[1] Material (attach itemized quantity and unit cost plus sales tax)
[2] Labor (attach itemized hours and rates)
[3] Liability and Property Damage Insurance, Worker's Compensation Insurance, Social Security, and Unemployment Taxes, not to exceed as follows:
   FICA @ 6.2% with a wage ceiling of $90,000
   Medicare @ 1.45% with a wage ceiling of $90,000
   FUTA @ 3% with a wage ceiling of $7,000
   EDD @ 1.6% with a wage ceiling of $7,000
   Workers' Compensation @ 3.94%
   Liabilities and Property Damage @ 2.5%
   Total not-to-exceed @ 18.15%

[4] Modifications to these percentages will be evaluated and possibly modified only on a case-by-case basis and only after proper proof of alternate percentages are documented and approved in advance. In addition, as wage ceilings are met, those corresponding percentages must drop from the "burden" calculations.

[5] Equipment (attach invoices)

[6] If lower tier Subcontractor performed work, use Subcontractor's sheets to calculate costs.

[14] Subcontractor's Overhead and Profit on lower tier Subcontractor work. No more than five percent (5%) of Item [13]. Subcontractor overhead and profit (at tier cumulative) not to exceed fifteen percent (15%) of the lowest tier Subcontractor Total Cost.

[15] Bond not to exceed two percent (2%) of Item [14]. Use actual percentage from Performace/Payment bonds submitted at contract award.
## Construction Directive

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Edit] College</td>
<td>Date: ____________</td>
</tr>
<tr>
<td>[Insert project number and name]</td>
<td></td>
</tr>
</tbody>
</table>

### A. Proposed Adjustments:

1. The proposed basis of adjustment to the Contract Sum:
   - [ ] Amount, if any, to be determined (if not checked here, complete one alternative below)
   - [X] None or disputed, perform Work and refer to Contract clauses for disputes
   - Lump Sum Increase or (Decrease) of: $________
   - Unit Price of $________ Per
   - Time & Material, Force Account (Not to Exceed): $________

2. Contract Time, if any, to be determined: [ ] Remain Unchanged

### B. You are hereby directed to proceed with the Work described below. Proceed with this Work promptly.

**Description:**

 Attachments (insert complete list of attached documents):

### A/E of Record:

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>District PM:</td>
<td>Signature: ____________________________ Date: ____________</td>
</tr>
<tr>
<td>District CM:</td>
<td>Signature: ____________________________ Date: ____________</td>
</tr>
</tbody>
</table>

An adjustment to the Contract Sum (if any) shall be promptly negotiated prior to or upon completion of the Work. The adjustment shall be by Change Order. Payment for the Work shall not be requested or processed until a Change Order is negotiated and approved. When signed by the District, this Change Directive becomes effective IMMEDIATELY, and the Contractor shall proceed with the Work described above. Disputed Work shall be addressed under Contract Disputes clauses.

## File Reference

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ CCCCD</td>
<td>Architect: ____________________________ Date: ____________</td>
</tr>
<tr>
<td>Contractor</td>
<td>CM</td>
</tr>
<tr>
<td>4CD form OPV: 2013.12.16</td>
<td>IOR/PM</td>
</tr>
<tr>
<td>Other</td>
<td>District Authorization</td>
</tr>
<tr>
<td>□ Ray Pyle</td>
<td>Chief Facilities Planner</td>
</tr>
<tr>
<td>□ PM</td>
<td>Signature: ____________________________ Date: ____________</td>
</tr>
</tbody>
</table>

END OF SECTION 01340
SECTION 01400
QUALITY CONTROL REQUIREMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS
   A. All Contract Documents shall be reviewed for applicable provisions related to the provisions in this document, and provisions in the General Conditions and other Division 1 Specification Sections shall apply to this Section without limitation.

1.2 RELATED REQUIREMENTS SPECIFIED IN OTHER SECTIONS
   A. Section 01010 – “Summary of Work”
   B. Section 01311 – “Project Management and Coordination”
   C. Section 01330 – “Submittal Procedures”
   D. Section 01410 – “Regulatory Requirements”
   E. Section 01411 – “Testing Laboratory Services”
   F. Section 01412 – “Hazardous Material”
   G. Divisions 2 through 32 Sections for Quality Control Requirements for the work in those sections.

1.3 SUMMARY
   A. This Section includes Administrative and Procedural Requirements for Quality Control and Quality Assurance Services includes, but not limited to, the followings:
      1. Quality assurance and control of installation.
      2. References.
      3. Inspection and testing laboratory services
      4. Manufacturers’ field services and reports
      5. Field sample
      6. DSA Project Inspector if applicable
      7. Inspection by the Division of the State Architect if applicable
      8. Conflicts

1.4 QUALITY ASSURANCE/CONTROL OF INSTALLATION
   A. Monitor quality control over suppliers, manufacturers, Products, services, site conditions and workmanship, to produce Work of specified quality.
   B. Comply fully with manufacturers' written instructions, including each step in sequence.
   C. When manufacturers' instructions conflict with Contract Documents, request clarification from District’s Representative before proceeding.
D. Comply with specified standards as a minimum quality for the Work except when more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.

E. All Work shall be performed by persons qualified to produce workmanship of specified quality.

F. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion or disfigurement.

G. Contractor’s Line of Authority: Contractor shall provide one person who shall be both knowledgeable and responsible for all work to be performed on the Project at all times during normal work hours. In Contractor’s absence, Contractor’s appointed representative shall be responsible for all directions given him and said directions shall be binding as if given to the Contractor. Contractor’s representative shall be responsible to coordinate all Work to be performed on the Project.

H. Shop and field work shall be performed only by mechanics skilled and experienced in the fabrication and installation of the work involved. All work on this Project shall be done in accordance with the best practices of the various trades involved and in accordance with the Contract Documents, approved shop drawings and these specifications.

I. All work shall be erected and installed plumb, level, square and true and in proper alignment and relationship to the work of other trades. All finished work shall be free from defects. The District’s Representatives reserve the right to reject any materials and workmanship that are not considered to be of the highest standards of the trades involved. Any such inferior material or workmanship shall be removed and replaced at no additional cost or time impact to the District.

J. The specifications and recommendations of the manufacturer whose materials are used shall be strictly adhered to during the application or installation of materials. Manufacturer’s specifications, installation instructions, and testing and startup directions shall be available for inspection on Site.

K. Any additional work beyond that specified or illustrated in the Contract Documents, or any modification thereto, that is necessary to obtain the guarantees specified in the Contract Documents shall be provided by the Contractor without any additional cost or time impact to the District.

1.5 REFERENCES

A. Conform to reference standards in force on the most recent date of issue of the approved Contract Documents.

B. When specified reference standards conflict with Contract Documents, request clarification from District’s Representative before proceeding.

C. The contractual relationship of the parties to the Contract shall not be altered from the Contract Documents by mention or inference otherwise in any reference document.

D. The Contractor shall be responsible for being current and knowledgeable for all building codes involved for all trades under his direction.

E. Provide all work and materials in full in accordance with the latest applicable Rules and Regulations of the California Code of Regulations Title 24 Building Code Standards, the State
Fire Marshal, Safety Orders of the Division of Industrial Safety, and any other applicable laws or regulations. Nothing in these plans or specifications is to be construed to permit Work not conforming to these Codes.

F. American Society for Testing and Materials (ASTM):

   1. 29 CFR 1910, Subpart A, Section 1910.7: Definitions and Requirements for a National Recognized Testing Laboratory.

H. NIST: National Institute of Standards and Technology.

I. Furnish all material and labor required to comply with these Rules and Regulations without any additional cost to District.

1.6 MANUFACTURERS' FIELD SERVICES AND REPORTS

A. When specified in individual Specification Sections, require material or product suppliers or manufacturers to provide qualified staff personnel to observe site conditions, conditions of surfaces and installation, quality of workmanship, start-up of equipment, testing, adjusting, and balancing of equipment as applicable, and to provide instructions when necessary.

B. Provide five (5) sets of Manufacturer’s Field Representative report to District and Architect for review within 5 days of field observation.

C. Manufacturer’s Field Service: Where indicated, engage a factory-authorized service representative to inspect field-assembled components and equipment installation, including service connections. Report results in writing as specified in Section 01330 (Submittal Procedures.)

1.7 FIELD SAMPLES

A. Install field samples at the site for District and Architect review as required by individual Specifications Sections.

B. Samples accepted by the Architect in writing represent the quality level required for the Work.

C. Where a field sample is specified in individual sections to be removed, clear area after field sample has been accepted by Architect.

1.8 PROJECT INSPECTOR [edit this out for non-DSA jobs]

A. District will employ a Project Inspector in accordance with the regulations of the DSA and subject to the provision of Part 1, Title 24, CCR.

B. Project Inspector’s authority, rights and duties shall be as set forth in Section 4-342, Part 1, Title, 24, CCR.

C. The Project Inspector shall make semi-monthly reports in writing to the Architect with copies forwarded to District, Project Manager, and the DSA in accordance with Section 4-337, Part 1, Title 24, CCR.

D. The Project Inspector shall notify the Division of the State Architect:
   1. When work is started on project.
2. Minimum (2) working days in advance of time when foundation trenches will be complete and ready for footing forms.

3. Minimum (2) working days in advance for first placing of concrete.

4. When work is suspended for period of more than two weeks.

E. The Project Inspector shall keep records of certain phases of construction that shall be maintained on the project site until completion. Upon completion, these records shall be copied, with the original delivered to the District for the permanent school records and the copy forwarded to the Architect. The record shall include, but is not limited, to the following:

1. The time and placing of concrete and the time and date of removal of forms in each portion of the structure.

2. Weighmasters tickets delivered with each load of concrete delivered to site.

3. Identification marks of welders, lists of defective welds, and manner of correction of defects.

4. Certification of grounding of electrical system.

F. The Project Inspector shall monitor the work of Special Inspectors and testing laboratories to ensure testing program is satisfactorily completed.

G. The Project Inspector shall notify the Contractor in writing of deviations from Contract Documents. Copies of such notice shall be forwarded immediately to the Architect, Project Manager, District and the Division of the State Architect (DSA).

H. The Project Inspector shall make and submit Verified Reports in accordance with Section 4-336, Part 1, Title 24, CCR. Verified Reports shall be submitted directly to the Division of the State Architect with a copy forwarded to the Architect.

I. The Project Inspector shall prepare detailed statements of fact regarding materials, operations and other related issues when requested by the Construction Manager. Such statements shall be submitted directly to the Construction Manager with a copy forwarded to the Architect.

J. The District may employ roofing and waterproofing specialists, in addition to the Project Inspector to inspect and monitor application of roofing, waterproofing, and related flashings.

K. Contractor shall cooperate with all Project inspectors. Provide access to the work at all times whether it is in preparation or progress. Provide proper facilities for access and inspection.

L. Perform work with the knowledge of the Inspectors. Cover no work prior to inspection.

M. Notify Inspectors in writing at least (2) working days prior to expected time for operations requiring inspection.

N. If work is performed on Saturdays, Sundays, Holidays or beyond normal working hours, the Inspectors will be paid at overtime rates by the District. The cost of the Inspectors’ premium time will be deducted by the District from the Contract Sum by Change Order.

O. The Contractor shall pay the cost of the Inspector’s salary for the time the Inspector is required on the project beyond the allotted Contract Time. The cost of the Inspector’s salary shall be in addition to liquidated damages outlined in Supplementary Conditions and will be deducted by the District from the Contract Sum by Change Order.
1.9 **INSPECTION BY THE DIVISION OF THE STATE ARCHITECT [edit this out for non-DSA jobs]**

A. Work will be monitored and observed through periodic site visits by the Division of the State Architect Field Inspector according to Section 4-334, Part 1, Title 24, CCR.

1.10 **CONFLICTS**

A. Contractor shall comply with rules of documents interpretation as indicated in Contract General Conditions including, but not limited to the following items:

1. Contract Documents take precedence over statutory requirements or standard when requiring materials of higher quality or performance, or larger sizes or capacity, or greater protection, safety or quantity than required by said codes or standards.

2. This shall not operate to allow deviations from code requirements, prior approvals and other provisions as specified.

3. Modifications to published statutory requirements currently adopted or enforced by regulating agencies having jurisdiction shall take precedence over said published requirements.

B. Conflicts within Contract Documents and/or between Project Manual (including specifications) Drawings, Addenda: The more stringent requirement shall govern.

C. Subcontractor, supplier, and installer work may be called for in any section of the Contract Documents; Project Manual Specifications, Drawings and Addenda. Work by any one discipline is not limited to any specification section of the Project Manual, Drawings, Addenda, and Contract Documents shall be bid in total and not in parts.

D. If compliance with two or more standards is specified and the standards establish different or conflicting requirements for minimum quantities or quality levels, comply with the most stringent requirement. Refer uncertainties and requirements that are different, but apparently equal, to Architect for a decision before proceeding. Contractor shall, within (15) working days, notify the Architect in writing for the context of requirements.

E. Minimum Quantity or Quality Levels: The quantity or quality level shown or specified shall be the minimum provided or performed. The actual installation may comply exactly with the minimum quantity or quality specified, or it may exceed the minimum within reasonable limits. To comply with these requirements, indicated numeric values are minimum or maximum, as appropriate, for the context of requirements. Contractor shall, within (15) working days, notify any uncertainties to the Architect and District for a decision before proceeding.

1.11 **QUALITY CONTROL, GENERAL**

A. District will provide inspections, tests, and similar quality control services specified to be performed by independent agencies, except where indicated as Contractor’s responsibility. Costs for District-provided inspections and tests are not included in Contract Sum.

1. District will furnish Contractor with names, addresses, and telephone numbers of testing agencies engaged and description of types of testing and inspecting they are engaged to perform.
2. Costs for retesting and re-inspecting construction that replaces or is necessitated by work that failed to comply with the Contract Documents will be charged to Contractor, and the Contract Sum will be adjusted by Change Order.

B. Where tests and inspections are indicated as Contractor’s cost and/or responsibility, provide quality-control services specified and those required by authorities having jurisdiction

1. Where services are indicated as Contractor’s responsibility, engage a qualified testing agency to perform these quality-control services.
   a. Contractor shall not employ same entity engaged by District, unless agreed to in writing by District.

2. Testing of equipment, systems, components, assemblies, and other non-structural elements of the Work that require testing shall be performed in accordance with the Contract Documents and Manufacturer’s recommended testing protocols. The Contractor shall submit Manufacturer’s Installation Instructions and Manufacturer’s recommended tests in accordance with Section 01330, Submittal Procedures, prior to installation and testing of equipment, systems, components, assemblies, and other non-structural elements of the Work. Test results shall be recorded and submitted original Manufacturer’s documents.

3. Notify Project Inspector and testing agencies, at least (5) working days or as indicated otherwise in advance of time when Work that requires testing or inspecting will be performed.

4. Where quality-control services are indicated as Contractor’s responsibility, submit a certified written report, in duplicate, of each quality-control service.

5. Testing and inspecting requested by Contractor and not required by the Contract Documents are Contractor’s responsibility.

6. Submit additional copies of each written report directly to authorities having jurisdiction, when they so direct.

C. Retesting/Re-inspecting:

1. Where quality-control services are Contractor’s responsibility, provide quality-control services, including retesting and re-inspecting, for construction that replaces or is necessitated by Work that failed to comply with the Contract Documents.

2. Where quality-control services are District’s responsibility, costs for retesting and re-inspecting construction that replaces or is necessitated by Work that failed to comply with the Contract Documents will be charged to Contractor, by way of a deductive Change Order.

D. Associated Services: Cooperate with agencies performing required tests, inspections, and similar quality-control services, and provide reasonable auxiliary services as requested. Notify agency sufficiently in advance of operations to permit assignment of personnel. Provide the following:

1. Access to the Work
2. Incidental labor and facilities necessary to facilitate tests and inspections
3. Adequate quantities of representative samples of materials that require testing and inspecting. Assist agency in obtaining samples.
4. Facilities for storage and field curing of test samples.
5. Preliminary design mix proposed for use for material mixes that require control by testing agency.
6. Security and protection for samples and for testing and inspecting equipment at Project site.

E. Coordination: Coordinate sequence of activities to accommodate required quality-assurance and control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspecting.
   1. Schedule times for tests, inspections, obtaining samples, and similar activities. Provide timely notice of the Work's readiness for all required tests and inspections.

F. Testing and Inspection Log: The Contractor shall provide a detailed list of all Tests and Inspections required by the Contract Documents for each of the Project Phases. Submit the Test and Inspection Log with the submittal of the Master CPM Schedule.
   1. Distribution: Distribute schedule to District, Architect, Project Manager, testing agencies, and each party involved in performance of portions of the Work where tests and inspections are required.

1.12 QUALITY CONTROL: LABORATORY, TESTS, AND REPORTING REQUIREMENTS
A. Construction materials testing laboratories must be accredited by a laboratory accreditation authority and will be required to submit a copy of the Certificate of Accreditation and Scope of Accreditation.
   1. The laboratory's scope of accreditation must include the appropriate ASTM standards (E 329, C 1077, D 3666, D 3740, A 880, E 543) listed in the technical sections of the specifications.

B. Laboratories engaged in Hazardous Materials Testing shall meet the requirements of OSHA and EPA. The policy applies to the specific laboratory performing the actual testing, not just the Corporate Office.

C. Laboratory Accreditation Authorities: Laboratory Accreditation Authorities include the National Voluntary Laboratory Accreditation Program (NVLAP) administered by the National Institute of Standards and Technology at: http://ts.nist.gov/ts/htdocs/210/214/214.htm the American Association of State Highway and Transportation Officials (AASHTO) program at http://www.transportation.org/aashto/home.nsf/frontpage , International Accreditation Services, Inc. (IAS) at http://www.iasonline.org, the American Association for Laboratory Accreditation (A2LA) program at http://www.a2la.org/.

D. Capability Check: The District retains the right to check laboratory equipment in the proposed laboratory and the laboratory technician's testing procedures, techniques, and other items pertinent to testing, for compliance with the standards set forth in this Contract.

E. Test Results: Cite applicable Contract requirements, tests or analytical procedures used. Provide actual results and include a statement that the item test or analyzed conforms or fails to conform to specified requirements.
   1. If the item fails to conform, notify the District immediately. Conspicuously stamp the cover sheet for each report in large red letters "CONFORMS" or "DOES NOT CONFORM" to the specification requirements, whichever is applicable.
2. Test results must be signed by a testing laboratory representative authorized to sign certified test reports.

3. Furnish the signed reports, certifications, and other documentation to the District via the QC Manager.

4. Furnish the signed reports, certifications, and a summary report of field tests at the end of each month to the District. Attach a copy of the summary report to the last daily Contractor Quality Control Report of each month.

1.13 NOTIFICATION ON NON-COMPLIANCE

A. The District will notify the Contractor of any detected non-compliance with the Contract. Take immediate corrective action after receipt of such notice. Such notice, when delivered to the Contractor at the work site, shall be deemed sufficient for the purpose of notification. If the Contractor fails or refuses to comply promptly, the District may issue an order stopping all or part of the work until satisfactory corrective action has been taken. No part of the time lost due to such stop orders will be made the subject of claim for extension of time for excess costs or damages by the Contractor.

PART 2 - PRODUCTS

Not Used.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Verify existing site conditions and substrate surfaces are acceptable for subsequent Work. Beginning new Work constitutes acceptance of existing conditions by the Contractor.

B. Verify 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. Verify utility services are available, of correct characteristics, and in correct locations.

3.2 TEST AND INSPECTION LOG

A. Prepare a record of tests and inspections. Include the following:
   1. Date test or inspection was conducted.
   2. Description of the Work tested or inspected.
   3. Date test or inspection results were transmitted to Architect.
   4. Identification of testing agency or special Inspector conducting test or inspection.

B. Maintain test and inspection log at project site. Post changes and modifications as they occur. Provide access to test and inspection log for Architect and Project Manager’s reference during normal working hours.

3.3 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 new material or substance in contact or bond.

3.4 PREPARATION AND PROTECTION

A. General: On completion of testing, inspecting, sample taking, and similar services, repair damaged construction and restore substrates and finishes. See also Section 01730, Cutting and Patching.

B. Protect construction exposed by or for quality-control service activities.

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

END OF SECTION 01400
SECTION 01410

REGULATORY REQUIREMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS
   A. All Contract Documents shall be reviewed for applicable provisions related to the provisions in this document, and provisions in the General Conditions and other Division 1 Specification Sections shall apply to this Section without limitation.

1.2 RELATED REQUIREMENTS SPECIFIED IN OTHER SECTIONS
   A. Section 01010 – “Summary of Work”
   B. Section 01311 – “Project Management and Coordination”
   D. Section 01420 – “References”
   E. Section 01572 – “Storm Water Pollution Prevention Plan” (SWPPP)
   F. Divisions 2 through 32 Sections for Regulatory requirements for the work in those sections.

1.3 SUMMARY
   A. This Section includes: regulatory requirements applicable to the Contract Documents and the Project and Work.
   B. Specific reference in the Specifications to codes and regulations or requirements of regulatory agencies shall mean the latest printed edition of each adopted by the regulatory agency in effect at the time of the opening of Proposals, except as may be otherwise specifically stated in the Contract Documents.
   C. No change order shall be considered for any change in any applicable federal, state or local code or regulation if similar language existed in an alternate applicable regulation in force at the time of opening of Bids.
   D. Contractor shall not allow design or construction of any conditions wherein the finished Work will not comply with current applicable codes. No change order shall be considered by District for the Work correction of any Work not complying with code.
   E. This section shall cover the general requirements for regulatory requirements pertaining to the Work and is supplementary to all other regulatory requirements mentioned or referenced elsewhere in the Contract Documents.

1.4 REFERENCES TO REGULATORY REQUIREMENTS
   A. Code, laws, ordinances, rules and regulations referred to shall have full force and effect as though printed in full in these Specifications. Code, laws, ordinances, rules and regulations are not furnished to Contractor because Contractor is assumed to be and shall be familiar with these requirements, including readily available access to these requirements. The listing of applicable codes, laws, and regulations for hazardous waste abatement Work in the Contract Documents is supplied to Contractor as a courtesy and shall not limit Contractor’s responsibility for complying
with all applicable laws, regulations or ordinances having application to the Work. Where conflict among the requirements or with these Specifications occurs, the most stringent requirements shall be used with no change in Contract Sum or Contract Time.

B. Contractor shall conform to all applicable federal, state, and local codes, laws, ordinances, rules and regulations, whether or not referenced in the Contract Documents.

C. Precedence:
   1. Where specified requirements differ from the requirements of applicable codes, ordinances and standards, the more stringent requirements shall take precedence.
   2. Where Contract Documents require or describe products or execution of better quality, higher standard or greater size than required by applicable codes, ordinances and standards, Contract Documents shall take precedence so long as such increase is legal.
   3. Where no requirements are identified on Contract Documents, comply with all requirements of applicable codes, ordinances and standards of governing authorities have jurisdiction.

1.5 REGULATORY REQUIREMENTS

A. All statutes, ordinances, laws, rules, codes, regulations, standards, and lawful orders of all public authorities have jurisdiction of the Work, are hereby incorporated into these Contract Documents as if repeated in full herein and are intended to be included in any reference to Code or Building Code, unless otherwise specified, including, without limitation, the references in the list below. Contractor shall make available at the Site, copies of all the listed documents applicable to the Work as the District and/or Architect may request, including, without limitation, applicable portions of the California Code of Regulations (“CCR”).

B. This Project shall be governed by applicable regulations, including, without limitation, the State of California’s Code Section Group 1, Chapter 4, Part 1, Title 24, CCR, and the most current version on the date the bids are opened and as it pertains to school construction including, without limitation:
   1. Test and testing laboratory per Section 4-335 (District shall pay for the testing laboratory.)
   2. All special inspections per Section 4-333(c).
   3. Contractor shall submit verified reports per Section 4-365 & 4-343(c).
   4. Administration
      a. Duties of the Architect & Engineers shall be per Section 4-333(a) & 4-341.
      b. Duties of the Contractor shall be per Section 4-343.
      c. Verified Reports per Section 4-336.
   5. Contractor shall keep and make available a copy of Part I and II of the most current version of Title 24 at the Site during construction.
   6. Contractor shall notify the Division of State Architect (“DSA”) upon the start of construction per Section 4-334 if applicable.
   7. Addenda and Change Orders per Section 4-338.
1.6 CODES

A. Codes that apply to Contract Documents include, but are not limited to, the following:

5. California Elevator Safety Construction Code, Part 7, Title 24 C.C.R.
7. Public Safety, Title 19, California Code of Regulations, State Fire Marshal Regulations
13. California Code of Regulations (CCR):
   a. Title 8, Industrial Relations (Cal/OSHA Standards).
   b. Title 24, State Access Compliance.
14. California Air Resources Board (CARB), and in particular Rule 1113.
16. State Water Resources Control Board Waste Discharge Requirements
17. County ordinances and regulations.
18. Other codes as specified.

1.7 LAWS, ORDINANCES, RULES, AND REGULATIONS

A. During prosecution of Work to be done under Contract Documents, comply with applicable laws, ordinances, rules and regulations, including, but not limited to, the following:

1. Federal:
   b. 29 CFR, Section 1910.1001, Asbestos
   c. 40 CFR, Subpart M, National Emission Standards for Asbestos
   d. Executive Order 11246
   e. Federal endangered Species Act
f. Clean Water Act

2. State of California:
   a. California Code of Regulations, Titles 5, 8, 19, 21, 22, 24 and 25
   b. California Public Contract Code
   c. California Health and Safety Code
   d. California Government Code
   e. California Labor Code
   f. California Civil code
   g. California Code of Civil Procedure
   h. CPUC General Order 95, Rules for Overhead Electric Line Construction
   i. CPUC General Order 128, Rules for Construction of Underground electric Supply and Communications systems
   j. Cal/OSHA
   k. OSHA: Hazard Communications Standards
   l. California Endangered Species Act
   m. Water Code

3. State of California Agencies:
   a. State and Consumer Services Agency
   b. Office of the State Fire Marshall
   c. Not used
   d. Bay Area Air Quality Management District
   e. San Francisco Bay Regional Water Quality Control Board
   f. Division of the State Architect

4. Local Agencies:
   a. City of [edit], California
   b. Contra Costa County Fire Department

5. Other Requirements:
   b. References on Drawings on in specifications to “code” or “building code” not otherwise identified shall mean the codes specified in this Section 1410 together with all additions, amendments, changes, and interpretations adopted by code authorities of the jurisdiction.

B. Contractor shall have immediate access to all of the foregoing.

C. Other Applicable Laws, Ordinances and Regulations:
   1. Work shall be accomplished in conformance with all applicable laws, ordinances, rules and regulations of federal, state, and local governmental agencies and jurisdictions having authority over the Project.
2. Work shall be accomplished in conformance with all rules and regulations of public utilities and utility districts.

3. Where such laws, ordinances, rules and regulations require more care or greater time to accomplish Work, or require better quality, higher standards or greater size of products, Work shall be accomplished in conformance to such requirements with no change to the Contract Time and Contract Sum, except where changes in laws, ordinances, rules and regulations occur subsequent to the time of opening of the Proposals.

D. Under California Government Code Section 930.2 et. Seq. and Public Contract Code Section 7105(d)(2), neither the Contract Claims Procedure nor the Change Order Procedure may be modified, waived, or otherwise not complied with, absent a written change order that explicitly and expressly makes such modifications.

1.8 CONFLICTS

A. Between reference regulatory requirements: Comply with the one establishing the more stringent requirement.

B. Between referenced regulatory requirements and Contract Documents: Comply with the one establishing the more stringent requirement.

1.9 COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT

A. Contractor acknowledges that, pursuant to the Americans with Disabilities Act (ADA), programs, services and other activities provided by a public entity to the public, whether directly or through a contractor, must be accessible to people with disabilities. Contractor shall provide the services specified in the Contract Documents in a manner that complies with the ADA and any and all other applicable federal, state and local disability rights legislation. Contractor agrees not to discriminate against people with disabilities in the provision of services, benefits, or activities provided and further agrees that any violation of this prohibition on the part of Contractor, its employees, agents or assigns shall constitute a material breach of the Contract Documents.

PART 2 - PRODUCTS
Not Used.

PART 3 - EXECUTION
Not Used.

END OF SECTION 01410
PART 1 – GENERAL

1.1 RELATED DOCUMENTS
   A. All Contract Documents shall be reviewed for applicable provisions related to the provisions in this document, and provisions in the General Conditions and other Division 1 Specification Sections shall apply to this Section without limitation.

1.2 RELATED REQUIREMENTS SPECIFIED IN OTHER SECTIONS
   A. Section 01010 – “Summary of Work”
   B. Section 01400 – “Quality Control Requirements”
   C. Not used
   D. Section 01410 – “Regulatory Requirements”
   E. Section 01412 – “Hazardous Material”
   F. Section 01770 – “Contract Closeout Procedures”
   G. Division 2 through 32 Sections for Special Inspections, tests required and standard for testing.

1.3 SUMMARY
   A. This section describes the requirements and procedures for work involving the testing laboratory.

1.4 REFERENCES
   A. CBC - California Building Code.
   B. CCR - California Code of Regulations.
   D. ANSI/ASTM E329 – Standard Recommended Practice for Inspection and Testing Agencies for Concrete, Steel and Bituminous Materials as Used in Construction.

1.5 REGULATORY REQUIREMENTS
   A. Testing, sampling and preparing samples will be in accordance with the standards referenced in individual specification sections and in the applicable sections of CBC State Chapters.
   B. Testing and submitting test reports will conform to provisions of Section 4-335, Part 1, Title 24, CCR.
   D. Laboratory shall maintain a full-time registered Engineer on staff to review services.
   E. Laboratory authorized to operate in State in which Project is located.
   F. Testing Equipment shall be calibrated at reasonable intervals with devices of accuracy traceable to either NSB Standards or accepted values of natural physical constants.
1.6 SELECTION AND PAYMENT

A. The District will employ and pay for the services of testing laboratory and/or testing agencies acceptable to the Division of the State Architect to conduct required tests and inspections for the Project.

1. Soils: The testing laboratory will observe excavating, grading, and filling operations and to provide testing of soil materials as required by the Division of the State Architect and as specified in the Contract Documents.

2. Other Construction: The testing laboratory will conduct tests, inspections, and special inspections as required by the Division of the State Architect and as specified in the Contract Documents.

B. Retesting: When initial tests indicate non-compliance with the Contract Documents, subsequent retesting caused by the non-compliance shall be performed by the same testing agency and the costs thereof will be deducted by the District from the Contractor's Contract Sum by Change Order.

C. Retesting Covered Work: Re-examination of previously tested and inspected work may be ordered by the District, Architect, or by the Project Inspector. The Contractor shall uncover such work if retesting is ordered. If work is found in accordance with Contract Documents, the District will pay costs of uncovering, removing, retesting and replacing. If work is found not in accordance with Contract Documents, the District will deduct the cost of retesting from the Contract Sum by Change Order and the Contractor will bear the costs of uncovering, removing and replacing work.

D. Testing and inspecting performed for Contractor's convenience, such as testing and inspection to establish equivalence of substitutions, equivalence of repairs to damaged materials, and testing and inspecting to expedite the operations, shall be the Contractor's responsibility.

1. The Contractor shall employ a licensed professional engineer of the discipline required to develop a testing program which will establish equivalency.

2. The Contractor shall submit the testing program to the Architect District and Project Manager for review.

3. The Contractor shall arrange testing in accordance with the accepted testing program to be performed by the District's testing laboratory.

4. The costs of testing done by the District's testing laboratory for the Contractor will be deducted from the Contract Sum by Change Order.

5. The Contractor may not arrange for testing upon portions of the work already completed except with the written consent of the District and Architect.

E. Employment of testing laboratory shall in no way relieve Contractor of obligation to perform work in accordance with requirements of Contract Documents.

F. The District, Architect and Project Inspector shall have the right to make tests at any time on materials or work done whether those materials are specified or substituted items.

1.7 Not used.
1.8 LABORATORY REPORTS

A. Test/Inspection Reports:
1. Reports will comply with Section 4-335(d), Part 1, Title 24, CCR.
2. Include every test and inspection made regardless of whether such tests and inspections indicate that the material and procedures are satisfactory or unsatisfactory.
3. Include records of special sampling operations as required.
4. Indicate that materials were sampled and tested in accordance with requirements of CCR regulations and Construction Documents.
5. Indicate specified design strength of materials such as masonry, concrete and steel.
6. State whether or not materials and procedures comply with requirements of the Construction Documents.
7. Submit copies of reports to Division of the State Architect, Project Manager, District, Architect, Project Inspector, Structural Engineer, Civil Engineer, Soils Engineer and Contractor within 14 days of tests. Submit copies of reports of non-complying materials and procedures immediately.

1.9 Not used

1.10 CONTRACTOR RESPONSIBILITIES

A. Package and deliver to laboratory at designated location adequate samples of materials proposed to be used which require testing. Samples shall be selected by laboratory personnel. Allow proper time for selecting samples, and making tests or considerations.

B. Cooperate with laboratory personnel, and provide access to work and to manufacturer's facilities.

C. Provide incidental labor and facilities to provide access to work to be tested, to obtain and handle samples as selected by laboratory personnel at the site or at source of products to be tested, to facilitate tests and inspections, and for storage and curing of test samples.

D. Schedule all tests and inspections with the testing and inspections firm and to notify Project Manager and Project Inspector a minimum of 3 working days prior to expected time for operations requiring inspection and testing services. Do not allow work to be covered prior to inspection and testing.

E. Cooperate fully with the testing laboratory's personnel and with special inspectors in inspection any part of the construction and in taking any samples of materials required to be tested. Provide access to the work. The Contractor's personnel shall furnish and cut or prepare all samples in the presence of either the testing laboratory personnel or the special inspectors and secure the witness's initial on each sample prepared.

F. Notify the testing laboratory to send a bonded messenger to pick up the initialed samples the same day the samples were prepared. Alert the testing laboratory 3 working days in advance as to the times and location of the required sampling, tests and inspections so as to not delay the work of the project, and make sure that the required sampling, tests inspections are promptly completed.

1.11 Not used
PART 2 - PRODUCTS
Not Used

PART 3 - EXECUTION
Not Used

END OF SECTION 01411
SECTION 01412
HAZARDOUS MATERIALS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS
   A. All Contract documents shall be reviewed for applicable provisions related to the provisions in this document, and provision in the General Conditions and other Division 1 Specification Sections shall apply to this Section without limitation.

1.2 RELATED REQUIREMENTS SPECIFIED IN OTHER SECTIONS
   A. Section 01010 – “Summary of Work”
   B. Section 01311 – “Project Management and Coordination”
   C. Section 01420 – “References”
   D. Divisions 2 through 32 Sections for Hazardous Materials requirements for the work in those Sections.

1.3 SUMMARY
   A. This Section describes Project requirements applicable to Work the unexpected discovery of hazardous materials, hazardous waste, asbestos and asbestos-containing materials, lead-based paint, polychlorinated biphenyls, petroleum-contaminated soils and materials, construction and demolition debris and any other hazardous substance or hazardous waste. This Section supplements the requirements elsewhere in the Contract Documents.

1.4 DISCOVERY OF HAZARDOUS MATERIALS
   A. In the event the Contractor encounters or suspects the presence on the job site of material reasonably believed to be asbestos, polychlorinated biphenyl (PCB), or any other material defined as being hazardous by § 25249.5 of the California Health and Safety Code, which has not been rendered harmless, the Contractor shall immediately stop Work in the area affected and report the condition to the District and the Architect in writing, whether or not such material was generated by the Contractor or the District. The Work in the affected area shall not thereafter be resumed, except by written agreement of the District and the Contractor, if in fact the material is asbestos, polychlorinated biphenyl (PCB), or other hazardous material, and has not been rendered harmless. The Work in the affected area shall be resumed only in the absence of asbestos, polychlorinated biphenyl (PCB), or other hazardous material, or when it has been rendered harmless by written agreement of the District and the Contractor.
   B. If hazardous materials are encountered, they shall be handled in accordance with applicable local, state and federal regulation which may include: (1) CCR Title 8, Division 4, Chapter 4, Sections 5163 through 5167 and 5192 (Hazardous Waste Operations and Emergency Response); (2) CCR Title 22, Division 4.5, Chapters 10 through 13 and 18 (Environmental
Health Standards for Management of Hazardous Waste); and (3) CCR Title 23, Division 3, Chapter 15 (Discharges of Hazardous Waste to Land).

C. Should the discovery of contaminants cause delay to Contractor’s operation, extension of Contract Time will be granted by District in accordance with Section 00700 (General Conditions) and Section 01310 (Construction Scheduling.) Contractor may not be entitled to damages or additional payment due to such delays. District may, if it believes appropriate in its sole discretion, grant an extension of Contract Time.

D. The Contractor shall take all measures to avoid and/or mitigate delays due to Hazardous Materials/Waste finds such as; avoiding the area of the find and proceeding with other work on the project; developing “work around” plans; and documenting his best efforts to avoid and/or mitigate delays. See Section 01310 (Construction Scheduling) regarding requirement to demonstrate Time Impacts.

1.5 SUBSURFACE HAZARDOUS MATERIALS
A. If Contractor encounters surface contamination, the following provisions and precautionary measures shall be implemented during construction.
   1. Contractor’s personnel shall be alert for and cease work in the area and immediately report to District’s Representative any detectable chemical odors, unusual debris, or discolored soil.

1.6 HAZARDOUS MATERIAL WORK LIMITATIONS
A. In the event that the presence of hazardous materials is suspected or discovered on the Site (except in cases where asbestos and other hazardous material work is the Contractor’s responsibility), the District shall retain an independent testing laboratory to determine the nature of the material encountered and whether corrective measures or remedial action is required. The Contractor shall not be required to perform without consent any Work in the affected area of the Site relating to asbestos, polychlorinated biphenyl (PCB), or other hazardous material, until any known or suspected hazardous material has been removed, or rendered harmless, or determined to be harmless by District, as certified by an independent testing laboratory and approved by the appropriate government agency.

1.7 INDEMNIFICATION BY CONTRACTOR FOR HAZARDOUS MATERIAL CAUSED BY CONTRACTOR
A. In the event the hazardous materials on the Project Site is caused by the Contractor, the Contractor shall pay for all costs of testing and remediation, if any, and shall compensate the District for any additional costs incurred as a result of Contractor’s generation of hazardous material on the Project Site. In addition, the Contractor shall defend, indemnify and hold harmless District and its agents, officers, and employees from and against any and all claims, damages, losses, costs and expenses incurred in connection with, arising out of, or relating to, the presence of hazardous material on the Project Site.

1.8 TERMS OF HAZARDOUS MATERIAL PROVISION
A. The terms of this Hazardous Material provision shall survive the completion of the Work and/or any termination of this Contract.
1.9 NON-UTILIZATION OF ASBESTOS MATERIAL

A. NO ASBESTOS OR ASBESTOS-CONTAINING PRODUCTS SHALL BE USED IN THIS CONSTRUCTION OR IN ANY TOOLS, DEVICES, CLOTHING, OR EQUIPMENT USED TO EFFECT THIS CONSTRUCTION.

B. Asbestos and/or asbestos-containing products shall be defined as all items containing, but not limited to, chrysotile, amosite, anthophyllite, tremolite, and antigiolite.

C. Any or all material containing greater than one-tenth of one percent (>.1%) asbestos shall be defined as asbestos-containing material.

1.10 REMOVAL OF CONTRACTOR INSTALLED ASBESTOS MATERIALS

A. All Work or materials found to contain asbestos or Work or material installed with asbestos-containing equipment will be immediately rejected and this Work will be removed at no additional cost to the District.

1. Decontamination and removal of Work found to contain asbestos or Work installed with asbestos-containing equipment shall be done only under supervision of a qualified consultant, knowledgeable in the field of asbestos abatement and accredited by the Environmental Protection Agency.

2. The asbestos removal contractor shall be appropriately licensed and registered, qualified in the removal of asbestos and shall be approved by the asbestos consultant, who shall have sole discretion and final determination in this matter.

3. The asbestos consultant shall be approved by the District, who shall have sole discretion and final determination in this matter.

1.11 NATURALLY OCCURRING ASBESTOS

A. To protect construction workers and members of the public from exposure to known areas of naturally-occurring asbestos (NOA), all ground disturbing activities will be undertaken in accordance with all applicable Cal-OSHA standards, contained in Title 8 of the California Code of Regulations (CCR). In addition, any ground-disturbing activity in an area that meets one or more of the applicability criteria for the Asbestos Airborne Toxic Control Measure (ATCM) for Construction, Grading, Quarrying and Surface Mining Operations, as adopted by the California Air Resources Board (CARB), is subject to the requirements therein, Per Section 93105 (b) of the ATCM, these criteria are as follows:

1. The area to be disturbed is located in a geographic ultramafic rock unit; or

2. The area to be disturbed has naturally-occurring asbestos, serpentine, or ultramafic rock as determined by the owner/operator, or the Air Pollution Control Officer (APCO); or

3. Naturally-occurring asbestos, serpentine, or ultramafic rock is discovered by the District, a registered geologist, or the APCO in the area to be disturbed after the start of any construction, grading, quarrying, or surface mining operation.
PART 2 - PRODUCTS
Not Used.

PART 3 - EXECUTION
Not Used.

END OF SECTION 01412
SECTION 01415
MITIGATION MONITORING REGULATORY REQUIREMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. All Contract Documents shall be reviewed for applicable provisions related to the provisions in this document, and provisions in the General Conditions and other Specification Sections shall apply to this Section without limitation.

1.2 SUMMARY

A. This Mitigation Monitoring and Reporting Program (MMRP) was formulated based on the findings of the Initial Study/Mitigated Negative Declaration (IS/MND) prepared for the Los Medanos College Improvement Implementation Project. This MMRP is in compliance with Section 1509 of the CEQA Guidelines, which requires that the Lead Agency “adopt a program for monitoring or reporting of the revisions which it has required in the project and the measures it has imposed to mitigate or avoid significant environmental effects.” The MMRP lists mitigation measures recommended in the IS/MND and identifies mitigation monitoring requirements.

B. The District has attempted to insert these MMRP requirements into the various other Specification Sections that are related to the nature of each mitigation measure. This Section is included to provide a consolidated location for all of the CEQA requirements. Where measures are found in any of the Contract Documents that conflict with these measures, the more stringent measure shall apply.

1. Table 1 presents the mitigation measures identified for the Project. Each mitigation measure is numbered according to the topical section to which it pertains in the IS/MND. As an example, Mitigation measure AIR-1 is the first mitigation measure identified in the IS/MND for the Project.

   a. Elements of the MMRP which have been stricken out do not apply to this project.
   b. The first column of Table 1 identifies the mitigation measure from the IS/MND.
   c. The second column, entitled “Action and Implementation Timing,” describes each mitigation measure.
   d. The third column, “Party Responsible for Monitoring,” names the party ultimately responsible for ensuring that the mitigation measures are implemented.
   e. The fourth column “Action by Monitor,” outlines the steps for monitoring the action identified in the mitigation measure.
   f. The fifth column entitled “Monitoring Timing,” states the time the monitor must ensure that the mitigation measure has been implemented.
   g. The last column will be used by the District to ensure that individual mitigation measures have been monitored.
### Table 1: LMC Mitigation Monitoring and Reporting Program

<table>
<thead>
<tr>
<th>Recommended Mitigation Measures</th>
<th>Action and Implementation Timing</th>
<th>Party Responsible for Implementing Mitigation</th>
<th>Party Responsible for Monitoring</th>
<th>Action by Monitor</th>
<th>Monitoring Timing</th>
<th>Verification of Compliance Name/Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>III. AIR QUALITY</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| AIR-1. Consistent with guidance from the BAAQMD, the District shall require contractors to include emissions control measures in construction specifications for the project. The District shall review the final construction specifications to verify that the requirements have been included prior to beginning grading and excavating activities for the project. The District shall verify via field inspection at least twice during construction that the measures are being implemented. The following actions are required: Idling time of diesel powered construction equipment shall be limited to 2 minutes; Alternative powered construction equipment (i.e., CNG, biodiesel, electric) shall be utilized when feasible; Add-on control devices shall be used such as diesel oxidation catalysts or particulate filters; Project construction shall be phased; and Operating hours of heavy duty equipment shall be minimized. | Implement all the emission control measures listed in Mitigation Measure AIR-1 during construction | Contra Costa Community College District and construction contractor | Contra Costa Community College District | 1. Review final construction specifications to ensure all requirements listed in Mitigation Measure AIR-1 are included | 1. Before grading begins Name:  
Date: |
<p>|                                 |                                  |                                             |                                 |                  |                  | 2. During project construction |
|                                 |                                  |                                             |                                 |                  |                  |                                     |</p>
<table>
<thead>
<tr>
<th>Recommended Mitigation Measures</th>
<th>Action and Implementation Timing</th>
<th>Party Responsible for Implementing Mitigation</th>
<th>Party Responsible for Monitoring</th>
<th>Action by Monitor</th>
<th>Monitoring Timing</th>
<th>Verification of Compliance Name/Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIR-2: Consistent with the guidance from the BAAQMD, the District shall include dust control measures in construction contracts and specifications for the project. The District shall verify via field inspection at least twice during construction of each project that the measures are being implemented. The following measures shall be required: The following controls shall be implemented at all construction sites: Water all active construction areas at least twice daily and more often during windy periods; active areas adjacent to existing land uses shall be kept damp at all times, or shall be treated with non-toxic stabilizers to control dust; Cover all trucks hauling soil, land, and other loose materials or require all trucks to maintain at least two feet of freeboard; Pave, apply water three times daily, or apply (non-toxic) soil stabilizers on all unpaved access roads, parking areas, inactive construction areas, and staging areas at construction sites; Sweep daily (with water sweepers) all paved access roads, parking areas and staging areas at construction sites; water sweepers shall vacuum up excess water to avoid runoff-related impacts to water quality; Sweep streets daily (with water sweepers) if visible soil material is carried onto adjacent public streets;</td>
<td>Implement the dust control measures listed in Mitigation Measure AIR-2 during construction</td>
<td>Contra Costa Community College District and construction contractor</td>
<td>Contra Costa Community College District</td>
<td>1. Review final construction specifications to ensure all requirements listed in Mitigation Measure AIR-2 are included 2. Visit project site at least twice to verify that dust control measures are being implemented</td>
<td>1. Before grading begins 2. During project construction</td>
<td>Name: Date:</td>
</tr>
<tr>
<td>Recommended Mitigation Measures</td>
<td>Action and Implementation Timing</td>
<td>Party Responsible for Implementing Mitigation</td>
<td>Party Responsible for Monitoring</td>
<td>Action by Monitor</td>
<td>Monitoring Timing</td>
<td>Verification of Compliance Name/Date</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>---------------------------------</td>
<td>---------------------------------------------</td>
<td>---------------------------------</td>
<td>------------------</td>
<td>------------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>AIR-2 Continued</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enclose, cover, water twice daily, or apply non-toxic soil binders to exposed stockpiles (dirt, sand, etc.); Install base rock at entryways for all existing trucks, and wash off the tires or tracks of all trucks and equipment in designated areas before leaving the site; Limit traffic speeds on unpaved roads to 15 mph; Install sandbags or other erosion control measures to prevent silt runoff to public roadways; Replant vegetation in disturbed areas as quickly as possible; and Suspend excavation and grading activity when sustained wind speeds exceed 25 mph. Sustained wind speed shall be determined by averaging observed values over a two-minute period. Wind monitoring by the construction manager shall be required at all times during excavation and grading activities.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AIR-3a: Implement Mitigation Measure AIR-1.</td>
<td>See Mitigation Measure AIR-1</td>
<td>See Mitigation Measure AIR-1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AIR-3b: Implement Mitigation Measure AIR-2.</td>
<td>See Mitigation Measure AIR-2</td>
<td>See Mitigation Measure AIR-2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Recommended Mitigation Measures

<table>
<thead>
<tr>
<th>Mitigation Measure</th>
<th>Action and Implementation Timing</th>
<th>Party Responsible for Implementing Mitigation</th>
<th>Party Responsible for Monitoring</th>
<th>Action by Monitor</th>
<th>Monitoring Timing</th>
<th>Verification of Compliance Name/Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>CULT-1: The District shall inform its contractor(s) of the possibility of encountering archaeological resources during subsurface excavations by including the following directive in contract documents: “If prehistoric or historical archaeological deposits are discovered during project activities, all work within 25 feet of the discovery shall be redirected and a qualified archaeologist contacted to assess the situation, consult with agencies as appropriate, and make recommendations regarding the treatment of the discovery. Project personnel shall not collect or move any archaeological materials or human remains and associated materials. Adverse effects to archaeological deposits shall be avoided by project activities. If such deposits cannot be avoided, they shall be evaluated for their California Register of Historical Resources eligibility.”</td>
<td>1. Include the directive described in Mitigation Measure CULT-1 in contract documents 2. Evaluate any archaeological resources discovered during project construction as described in CULT-1 and submit report of findings to the District and the NWIC</td>
<td>1. Contra Costa Community College District 2. Construction contractor</td>
<td>1. Contra Costa Community College District 2. Contra Costa Community College District</td>
<td>1. Verify that the appropriate language has been incorporated in contract documents 2. Visit project site and verify that measures are being implemented and that any reports are submitted to the NWIC</td>
<td>1. Before grading begins 2. During project construction</td>
<td>Name: ____________________________ Date: ____________________________</td>
</tr>
</tbody>
</table>
CULT-1  Continued

The Contra Costa Community College District shall verify that the language has been included in the contract documents. If the deposit is not eligible, a determination shall be made as to whether it qualifies as a “unique archaeological resource” under CEQA. If the deposit is neither a historical nor unique archaeological resource, avoidance is not necessary.

If the deposit is eligible for the California Register, or is a unique archaeological resource, adverse effects shall be avoided or such effects must be mitigated. Mitigation may consist of, but is not necessarily limited to, systematic recovery and analysis of archaeological deposits; creation of a record for the resource; preparation of a report of findings; and an offer of the recovered archaeological materials to an appropriate curation facility. Public educational outreach may also be appropriate. Upon a completion of the assessment, the archaeologist shall prepare a report documenting the assessment methods and results, and provide recommendations for the treatment of the archaeological materials discovered. The report shall be submitted to the Contra Costa Community College District and the Northwest Information Center.

<table>
<thead>
<tr>
<th>Recommended Mitigation Measures</th>
<th>Action and Implementation Timing</th>
<th>Party Responsible for Implementing Mitigation</th>
<th>Party Responsible for Monitoring</th>
<th>Action by Monitor</th>
<th>Monitoring Timing</th>
<th>Verification of Compliance Name/Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>CULT-1 Continued</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Recommended Mitigation Measures

**CULT-2:** The District shall inform its contractor(s) of the sensitivity of the project area for paleontological resources by including the following directive in contract documents: “The subsurface at the construction site may be sensitive for paleontological resources. If paleontological resources are encountered during project construction, all ground-disturbing activities within 25 feet shall be redirected and a qualified paleontologist contacted to assess the situation, consult with agencies as appropriate, and make recommendations for the treatment of the discovery. Project personnel shall not collect or move any paleontological materials. Paleontological resources include fossil plants and animals, and such trace fossil evidence of past life as tracks. Ancient marine sediments may contain invertebrate fossils such as snails, clam and oyster shells, sponges, and protozoa; and vertebrate fossils such as fish, whale, and sea lion bones. Vertebrate land mammals may include bones of mammoth, camel, saber tooth cat, horse, and bison. Paleontological resources also include plant imprints, petrified wood, and animal tracks.”

<table>
<thead>
<tr>
<th>Action and Implementation Timing</th>
<th>Mitigation Measure</th>
<th>Party Responsible for Implementing Mitigation</th>
<th>Party Responsible for Monitoring Mitigation</th>
<th>Action by Monitor</th>
<th>Monitoring Timing</th>
<th>Verification of Compliance Name/Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Include the directive described in Mitigation Measure CULT-2 in contract documents</td>
<td>1. Contra Costa Community College District</td>
<td>1. Contra Costa Community College District</td>
<td>1. Verify that the appropriate language has been incorporated in contract documents</td>
<td>1. Before grading begins</td>
<td></td>
<td>Name: Date:</td>
</tr>
<tr>
<td>2. Evaluate any paleontological resources discovered during project construction as described in CULT-2 and submit report of findings to the District and a paleontological repository</td>
<td>2. Construction contractor</td>
<td>2. Contra Costa Community College District</td>
<td>2. Visit project site and verify that measures are being implemented and that any reports are submitted to a paleontological repository</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Recommended Mitigation Measures

**CULT-2 Continued**

The Contra Costa Community College District shall verify that the language has been included in the contract documents. Adverse effects to such deposits shall be avoided by project activities. If avoidance is not feasible, the paleontological resources shall be evaluated for their significance. Paleontological resources are considered significant if they possess the possibility of providing new information regarding past life forms, paleoecology, stratigraphy, and geological formation processes. If the resources are not significant, avoidance is not necessary. If the resources are significant, project activities shall avoid disturbing the deposits, or the adverse effects of disturbance shall be mitigated. Mitigation may include monitoring, recording the fossil locality, data recovery and analysis, a final report, and accessioning the fossil material and technical report to a paleontological repository. Public educational outreach may also be appropriate. Upon completion of the assessment, a report documenting the assessment methods, findings, and recommendations shall be prepared and submitted to the Contra Costa Community College District, and, if paleontological materials are recovered, a paleontological repository, such as the University of California Museum of Paleontology.

<table>
<thead>
<tr>
<th>Recommended Mitigation Measures</th>
<th>Action and Implementation Timing</th>
<th>Party Responsible for Implementing Mitigation</th>
<th>Party Responsible for Monitoring</th>
<th>Action by Monitor</th>
<th>Monitoring Timing</th>
<th>Verification of Compliance Name/Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CULT-2 Continued</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Contra Costa Community College District shall verify that the language has been included in the contract documents. Adverse effects to such deposits shall be avoided by project activities. If avoidance is not feasible, the paleontological resources shall be evaluated for their significance. Paleontological resources are considered significant if they possess the possibility of providing new information regarding past life forms, paleoecology, stratigraphy, and geological formation processes. If the resources are not significant, avoidance is not necessary. If the resources are significant, project activities shall avoid disturbing the deposits, or the adverse effects of disturbance shall be mitigated. Mitigation may include monitoring, recording the fossil locality, data recovery and analysis, a final report, and accessioning the fossil material and technical report to a paleontological repository. Public educational outreach may also be appropriate. Upon completion of the assessment, a report documenting the assessment methods, findings, and recommendations shall be prepared and submitted to the Contra Costa Community College District, and, if paleontological materials are recovered, a paleontological repository, such as the University of California Museum of Paleontology.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recommended Mitigation Measures</td>
<td>Action and Implementation Timing</td>
<td>Party Responsible for Implementing Mitigation</td>
<td>Party Responsible for Monitoring</td>
<td>Action by Monitor</td>
<td>Monitoring Timing</td>
<td>Verification of Compliance Name/Date</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>---------------------------------</td>
<td>-----------------------------------------------</td>
<td>--------------------------------</td>
<td>------------------</td>
<td>------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td><strong>CULT-3</strong></td>
<td></td>
<td>1. Contra Costa Community College District</td>
<td>1. Contra Costa Community College District</td>
<td>1. Verify that the appropriate language has been incorporated in contract documents</td>
<td>1. Before grading begins</td>
<td>Name: Date:</td>
</tr>
<tr>
<td>Continued</td>
<td></td>
<td>2. Construction contractor</td>
<td>2. Contra Costa Community College District</td>
<td>2. Visit project site and verify that measures are being implemented and that any reports are submitted to NWIC</td>
<td>2. During project construction</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CULT-3 Continued**

The Contra Costa Community College District shall verify that the language has been included in the contract documents. Upon completion of the assessment, the archaeologist shall prepare a report documenting the assessment methods and results, and provide recommendations for the treatment of the human remains and any associated cultural materials, as appropriate and in coordination with the recommendations of the MLD. The report shall be submitted to the Contra Costa Community College District and the Northwest Information Center.
<table>
<thead>
<tr>
<th>Recommended Mitigation Measures</th>
<th>Action and Implementation Timing</th>
<th>Party Responsible for Implementing Mitigation</th>
<th>Party Responsible for Monitoring</th>
<th>Action by Monitor</th>
<th>Monitoring Timing</th>
<th>Verification of Compliance Name/Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>VI. GEOLOGY AND SOILS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GEO-1: Implement Mitigation Measure HYD-1</td>
<td>See Mitigation Measure HYD-1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GEO-2: The District shall incorporate all recommendations of a final site-specific design-level geotechnical investigation, prepared by a licensed professional, into all engineering and construction plans submitted for the project, including recommendations for grading, placement of fill materials, pretreatment of soils, and avoidance of settlement and/or differential settlement of infrastructure and buildings caused by expansive soils and protection of iron, steel, metal and concrete from deterioration caused by contact with corrosive soils.</td>
<td>Incorporate recommendations from geotechnical investigations into development plans</td>
<td>Contra Costa Community College District</td>
<td>Contra Costa Community College District</td>
<td>Verify that recommendations from geotechnical investigations are incorporated into all development plans</td>
<td>Prior to construction</td>
<td>Name: Date:</td>
</tr>
<tr>
<td><strong>VII. HAZARDS AND HAZARDOUS MATERIALS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HAZ-1a: Prior to demolition of structures on the site, a comprehensive lead-based paint survey shall be conducted. If any lead-based paint is identified, it shall be removed from the site in accordance with all applicable regulations, including Occupational Safety and Health Administration (OSHA) guidelines. The District shall verify that the survey has been conducted before beginning demolition of buildings.</td>
<td>Complete a lead-based paint survey as described in Mitigation Measure HAZ-1a</td>
<td>Contra Costa Community College District</td>
<td>Contra Costa Community College District</td>
<td>Verify that the survey has been conducted</td>
<td>Before demolition begins</td>
<td>Name: Date:</td>
</tr>
<tr>
<td>HAZ-1b: Prior to demolition of structures on the site, a complete Asbestos Hazard Emergency Response Act-Level Pre-Demolition Asbestos Survey shall be conducted. If asbestos is identified, a licensed asbestos abatement contractor shall be retained to abate identified asbestos-containing material in accordance with all applicable regulations. The District shall verify that the survey has been conducted before beginning demolition of buildings.</td>
<td>Complete an asbestos survey as described in Mitigation Measure HAZ-1b</td>
<td>Contra Costa Community College District</td>
<td>Contra Costa Community College District</td>
<td>Verify that the survey has been conducted</td>
<td>Before demolition begins</td>
<td>Name: Date:</td>
</tr>
<tr>
<td><strong>VIII. HYDROLOGY AND WATER QUALITY</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recommended Mitigation Measures</td>
<td>Action and Implementation Timing</td>
<td>Party Responsible for Implementing Mitigation</td>
<td>Party Responsible for Monitoring</td>
<td>Action by Monitor</td>
<td>Monitoring Timing</td>
<td>Verification of Compliance Name/Date</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>----------------------------------</td>
<td>---------------------------------------------</td>
<td>---------------------------------</td>
<td>------------------</td>
<td>-----------------</td>
<td>-------------------------------------</td>
</tr>
</tbody>
</table>
| HYD-1: The District shall prepare a Storm Water Pollution Prevention Plan (SWPPP) designed to reduce potential impacts to surface water quality through the construction and operational periods of the project including all on- and off-site improvements. The SWPPP shall be prepared by the Facilities Division of the CCCCDD and submitted to the Division of the State Architect prior to issuance of project approvals. The SWPPP must be maintained on-site and made available to Water Board staff upon request. The SWPPP shall include specific and detailed BMPs designed to mitigate construction-related and operational period pollutants. | Facilities Division of the District shall prepare and the Division of the State Architect shall approve a SWPPP that includes requirements listed in HYD-1 | Contra Costa Community College District | Contra Costa Community College District | Verify that the SWPPP has been prepared | Before construction begins | Name:

Date: |
<table>
<thead>
<tr>
<th>Recommended Mitigation Measures</th>
<th>Action and Implementation Timing</th>
<th>Party Responsible for Implementing Mitigation</th>
<th>Party Responsible for Monitoring</th>
<th>Action by Monitor</th>
<th>Monitoring Timing</th>
<th>Verification of Compliance Name/Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>HYD-1 Continued Construction Period: At a minimum, BMPs shall include practices to minimize the contact of construction materials, equipment, and maintenance supplies (e.g., fuels, lubricants, paints, solvents, adhesives) with stormwater. The SWPPP shall specify properly designed centralized storage areas that keep these materials out of the rain. An important component of the stormwater quality protection effort is the knowledge of the site supervisors and workers. To educate on-site personnel and maintain awareness of the importance of stormwater quality protection, site supervisors shall conduct regular tailgate meetings to discuss pollution prevention. The frequency of the meetings and required personnel attendance list shall be specified in the SWPPP. The SWPPP shall specify a monitoring program to be implemented by the construction site supervisor, which must include both dry and wet weather inspections. In addition, in accordance with State Board Resolution No. 2001-046, monitoring would be required during the construction period for pollutants that may be present in the runoff that are “not visually detectable in runoff.” Water Board personnel, who may make unannounced site inspections, are empowered to levy considerable fines if it is determined that the SWPPP has not been properly implemented.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recommended Mitigation Measures</td>
<td>Action and Implementation Timing</td>
<td>Party Responsible for Implementing Mitigation</td>
<td>Party Responsible for Monitoring</td>
<td>Action by Monitor</td>
<td>Monitoring Timing</td>
<td>Verification of Compliance Name/Date</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>----------------------------------</td>
<td>---------------------------------------------</td>
<td>---------------------------------</td>
<td>------------------</td>
<td>------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>HYD-1 Continued</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| BMPs designed to reduce erosion of exposed soil may include, but are not limited to: soil stabilization controls, watering for dust control, perimeter silt fences, placement of fiber rolls, and sediment basins. The potential for erosion is generally increased if grading is performed during the rainy season as disturbed soil can be exposed to rainfall and storm runoff. If grading must be conducted during the rainy season, the primary BMPs selected shall focus on erosion control; that is, keeping sediment on the site. End-of-pipe sediment control measures (e.g., basins and traps) shall be used only as secondary measures. Entry and egress from the construction site shall be carefully controlled to minimize off-site tracking of sediment. Vehicle and equipment wash-down facilities shall be designed to be accessible and functional during both dry and wet conditions.  

Operational Period: (Post-Construction Storm Water Management) The SWPPP shall include descriptions of the IMPs or BMPs to reduce pollutants in storm water discharges after all construction phases have been completed at the site (Post-Construction BMPs). Post-Construction BMPs include the minimization of land disturbance, the minimization of impervious
Continued
surfaces, treatment of storm water runoff using infiltration, detention/retention, bio-filter BMPs, use of efficient irrigation systems, ensuring that interior building drains are not connected to a storm sewer system, and appropriately designed and constructed energy dissipation devices. These must be consistent with all applicable post-construction storm water management requirements, policies, and guidelines. The discharger must consider site-specific and seasonal conditions when designing the control practices. Operation and maintenance of control practices after construction is completed shall be addressed, including short- and long-term funding sources and the responsible party. The SWPPP shall include a discussion of the program to inspect and maintain all BMPs as identified in the site plan or other narrative documents throughout the entire life of the project. A qualified person shall be assigned the responsibility to conduct inspections. Inspections shall be performed before and after storm events and once each 24-hour period during extended storm events to identify BMP effectiveness and implement repairs or design changes as soon as feasible depending upon field conditions. Equipment, materials, and workers must be available for rapid response to failures and emergencies. All corrective maintenance to BMPs shall be performed as soon as possible after the conclusion of each storm depending upon worker safety.

<table>
<thead>
<tr>
<th>Recommended Mitigation Measures</th>
<th>Action and Implementation Timing</th>
<th>Party Responsible for Implementing Mitigation</th>
<th>Party Responsible for Monitoring</th>
<th>Action by Monitor</th>
<th>Monitoring Timing</th>
<th>Verification of Compliance Name/Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>HYD-1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Recommended Mitigation Measures

<table>
<thead>
<tr>
<th>Recommended Mitigation Measures</th>
<th>Action and Implementation Timing</th>
<th>Party Responsible for Implementing Mitigation</th>
<th>Party Responsible for Monitoring</th>
<th>Action by Monitor</th>
<th>Monitoring Timing</th>
<th>Verification of Compliance Name/Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HYD-1 Continued</strong>&lt;br&gt;The SWPPP shall include operational-period BMPs that would result in treatment of an appropriate percentage of the runoff from the project including all on- and off-site improvements. The SWPPP shall include as many LID BMPs as feasible. The Facilities Division of the CCCCD shall prepare and the Division of the State Architect shall approve the SWPPP, including operational period BMPs, prior to approval of the project plans.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>HYD-2</strong>: Implement Mitigation Measure HYD-1.</td>
<td>See Mitigation Measure HYD-1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>HYD-3</strong>: Implement Mitigation Measure HYD-1.</td>
<td>See Mitigation Measure HYD-1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>HYD-4</strong>: Implement Mitigation Measure HYD-1.</td>
<td>See Mitigation Measure HYD-1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>XI. NOISE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>NOISE-1</strong>: The project shall implement the following noise reduction measures:&lt;br&gt;The District shall coordinate with the LMC campus administration and the construction contractor to schedule loud construction activities to less sensitive time periods.&lt;br&gt;All heavy construction equipment used on the project site shall be maintained in good operating condition, with all internal combustion, engine-driven equipment fitted with intake and exhaust mufflers that are in good condition.</td>
<td>Implement the noise-reducing measures described in Mitigation Measure NOISE-1</td>
<td>Construction contractor</td>
<td>Contra Costa Community College District</td>
<td>Visit project site and verify that noise control measures are being implemented</td>
<td>During project construction</td>
<td>Name: &lt;br&gt;Date:</td>
</tr>
</tbody>
</table>

---

**HYD-2**: Implement Mitigation Measure HYD-1.

**HYD-3**: Implement Mitigation Measure HYD-1.

**HYD-4**: Implement Mitigation Measure HYD-1.

**XI. NOISE**

**NOISE-1**: The project shall implement the following noise reduction measures:

The District shall coordinate with the LMC campus administration and the construction contractor to schedule loud construction activities to less sensitive time periods.

All heavy construction equipment used on the project site shall be maintained in good operating condition, with all internal combustion, engine-driven equipment fitted with intake and exhaust mufflers that are in good condition.
PART 2 – PRODUCTS - Not Used.

PART 3 – EXECUTION - Not Used.

END OF SECTION 01415
PART 1 - GENERAL

1.1 RELATED DOCUMENTS
   A. All Contract Documents shall be reviewed for applicable provisions related to the provisions in this document, and provisions in the General Conditions and other Division 1 Specification Sections shall apply to this Section without limitation.

1.2 RELATED REQUIREMENTS SPECIFIED IN OTHER SECTIONS
   A. Section 01010 – “Summary of Work”
   B. Not Used
   C. Section 01330 – “Submittal Procedures”
   D. Section 01740 – “Warranties and Guaranties”
   E. Section 01780 – “Project Record Documents”
   F. Section 01820 – “Demonstration and Training”
   G. Divisions 2 through 32 Sections for Contract Closeout Procedure requirements for the work in those Sections.

1.3 SUMMARY
   A. In Compliance with CEQA requirements, the District conducted an Initial Study to ascertain if the project may have an effect on the environment. The Initial Study identified potential impacts on the environment. However, all potential impacts of the proposed Project can be avoided or reduced to a less-than-significant level by implementation of the following mitigation measures. Contractor shall conform with the following mitigation measures, including but not limited to, the following:
      1. Noise Control
      2. Dust Control
      3. Traffic Control
      4. Spill Prevention, Control and Countermeasures
      5. Tree Protection
      6. Migratory Bird Protection
      7. Cultural Resources Protection
   B. In no case shall the restrictions identified in this Section limit the Contractor’s responsibility for compliance with all Federal, state, and local safety ordinances and regulations.

1.4 NOISE CONTROL
   A. The intent of this Section is to minimize construction noise within construction areas, lay-down areas, and communities adjacent to the construction site. To this end, the Contractor and all
subcontractors, suppliers, and vendors, are required to comply with all applicable noise regulations, specification requirements, and the noise level limits specified herein.

B. The Contractor shall use equipment with efficient noise-suppression devices and employ other noise abatement measures such as enclosures and barriers necessary for the protection of the public, as necessary.

C. The Contractor shall schedule and conduct operations in a manner that will minimize, to the greatest extent feasible, the disturbance to the public in areas adjacent to the Work and to occupants of buildings in the vicinity of the Work.

D. Noise Control Measures. Contractor shall implement the following noise-control measures to reduce and control noise generated from construction, demolition, and construction related activities:

1. Restrict noise-producing construction activities to between 7:00 a.m. and 7:00 p.m. on weekdays. If construction is scheduled for Saturdays or Sundays to avoid disrupting college operations, restrict noise-producing construction activities to between 9:00 a.m. and 5:00 p.m. Construction on Sundays shall be avoided, if possible, and there will be no construction on public holidays without prior written request submitted to and written approval returned by the District, at its sole discretion. A decision by the District to deny Sunday or holiday work shall not be deemed to cause a delay in the Contract Time. When activities must occur outside the hours specified above, conform with notification requirements of this Section and utilize local barriers around equipment and other noise attenuating devices if necessary to limit noise to acceptable levels.

2. Comply with all City of Pittsburg, CA requirements regarding both allowable hours of Work and noise level limitations.

3. All construction equipment shall have appropriate mufflers, intake silencers, and other required noise-control features, shall be properly maintained and in compliance with State standards.

4. Vehicles and other gas or diesel powered equipment shall be prohibited from unnecessary warming up, idling, and engine revving.

5. Impact tools shall utilize “quiet technology” to minimize noise.

E. Secure written permission from Project Manager at least three (3) working days prior to using noisy and vibratory equipment, such as jackhammers, concrete saws, impact tools, and high frequency electrical equipment. Cooperate with District if the use of noisy equipment becomes objectionable to college employees and/or students.

F. The work must be conducted so that nearby residents and college operations in surrounding facilities and classrooms will not be disturbed at any time during any Phase of the Work including, but not limited to, the following requirements:

1. Do not use loud vocal or mechanical signals. Use of outside speakers, loud radios and similar devices are prohibited.

2. Work shall be performed in a manner to prevent nuisance conditions such as noise which exhibits a specific audible frequency or tone (e.g., backup alarms, poorly maintained equipment, brake squeal, etc.) or impact noise (e.g., jackhammers, hoe rams). The District will make any final interpretation concerning whether or not nuisance noise conditions exist. Only the District representatives and specifically designated College
representatives have the authority to stop the Work until nuisance noise conditions are resolved, without additional Contract Time or compensation for the Contractor.

1.5 **DUST CONTROL**

A. Contractor shall implement dust control measures to protect air quality during construction to control dust emissions generated during construction, implement the following Bay Area Air Quality Management District (BAAQMD) measures for construction emissions of particulate matter over 10 microns in size (PM10).

1.6 **TRAFFIC CONTROL**

A. Contractor shall implement traffic control to minimize the effects of construction traffic on the campus and surrounding residential areas, as appropriate.

B. Contractor shall notify the District, Architect, Project Manager, Project Inspector, Campus Police Department, city and county agencies, as applicable, a minimum of five (5) working days in advance of performing work which necessitates closing or interfering with traffic on public thoroughfares, parking areas, driveways and walks. Obtain written permission prior to effecting such closures and interruptions.

1.7 **SPILL PREVENTION, CONTROL AND COUNTERMEASURES**

A. Contractor shall implement Spill Prevention, Control and Countermeasures to minimize the potential for and effects from spills of hazardous, toxic or petroleum substances during construction and demolition activities.

B. The federal reportable spill quantity for petroleum products, as defined in 40 CFR 110, is any oil spill that includes any of the following:
   1. Violates applicable water quality standards.
   2. Causes a film or sheen on or discoloration of the water surface or adjoining shoreline.
   3. Causes a sludge or emulsion to be deposited beneath the surface of the water or adjoining shorelines.

C. If a spill is reportable, notify the District’s Representative and take action to contact appropriate safety and clean-up crews.
   1. A written description of reportable releases must be submitted to the District’s Representative and to the San Francisco Bay Regional Water Quality Control Board (RWQCB). This submittal must contain a description of the spill, including the type of material and an estimate of the amount spilled, the date of the release, an explanation of why the spill occurred and a description of the steps taken to prevent and control future releases. Document the releases on a spill report form.
   2. If a reportable spill has occurred and results determine that project activities have adversely affected surface water or groundwater quality, the District will engage a registered environmental assessor at Contractor’s expense for a detailed analysis to identify the likely cause of contamination. This analysis will conform to American Society for Testing and Materials (ASTM) standards and will include recommendations for reducing or eliminating the source or mechanisms of contamination.
3. Based on this analysis, the Contractor shall select and implement measures to control contamination, with a performance standard that groundwater quality must be returned to baseline conditions. These measures will be subject to approval by the District.

1.8 TREE PROTECTION

A. Definitions:
   1. Dripline: If applicable, the area on the ground from the trunk of any tree to the point directly below the outermost tips of the foliage of that tree.
   2. Root Protection Zone (“RPZ”): If applicable, the areas enclosed with tree protection fencing as designated on the drawing(s).
   3. Tree damage: If applicable, tree damage shall include, but not limited to, the following: Significant injury to the root system or other parts of a tree including burning, application of toxic substances, damaging through contact with equipment or machinery, changing the natural grade within the Dripline or RPZ, compacting the soil within the Dripline or RPZ, interfering with the normal water requirements of the tree, unauthorized trenching or excavating within the Dripline or RPZ, or unauthorized removal of more than 1/3 of the live wood, foliage or roots.

B. Root Protection: No storage of materials or equipment will be allowed within the Dripline. Whenever possible, excavation shall be on a radial line, diverging from the tree trunk. For items of Work delayed materially beyond Date of Substantial Completion, provide update submittal within 14 Days after acceptance, listing date of acceptance as start of warranty period.

C. Exposure to harmful substances: No storage or dumping of any substances that may be harmful to trees shall occur at any location on the Site.

D. Where construction is to be performed in the vicinity of trees and shrubbery, the Work shall be carried on in a manner that will cause minimum damage. District will designate trees that are to be removed. Under no circumstances are additional trees to be removed without written permission from District. Trees and shrubbery that are not to be removed shall be protected from injury or damage resulting from Contractor’s operations.

E. Any tree that is removed without District’s permission or is irreparably damaged, in the opinion of District, shall cost Contractor in damages [$100.00] per square inch of cross section, measured at 4 ½ feet above ground, but not less than [$250.00], such cost to be deducted from monies due or to become due under the Contract. If tree protection is not performed or is not performed adequately and District determines that a tree has been irreparably damaged, Contractor shall pay the same amount of damages as for unauthorized removal of a tree. Contractor shall immediately report all tree damage to District, so that District may determine applicable damages.

1.9 MIGRATORY BIRD PROTECTION

A. If applicable, conduct tree removal and building demolition outside of the migratory bird nesting season. The typical nesting season for migratory birds in this part of California is April 15 through July 31.

B. If tree removal or building demolition must take place during the nesting season, these activities shall be preceded by a survey for nesting migratory birds. If bird nests are discovered in the trees or on the buildings, they shall not be removed while the nest(s) are active.
1.10 CULTURAL RESOURCES PROTECTION

A. If buried cultural resources, such as chipped or ground stone, historic debris, building foundations or human bones or paleontological resources are discovered inadvertently during ground-disturbing activities, Contractor shall avoid any further disturbance of the materials and immediately discontinue earthwork within 100 feet of the find. Contractor shall notify District’s Representative immediately upon encountering cultural resources. Contractor shall be prepared to move on to another location or phase of work, allowing sufficient time for District’s Representative to evaluate the nature and significance of the find and implement appropriate management procedures.

B. In the event that prehistoric human remains are encountered, further excavation or disturbance of the site shall cease immediately, pursuant to Health and Safety Code 7050.5. Contractor shall notify District’s Representative immediately upon encountering human remains. Contractor shall move on to another location or phase of Work to allow proper assessment of the situation.

C. If human remains of Native American origin are discovered during project construction, it will be necessary to comply with State laws relating to the disposition of Native American burials, which fall under the jurisdiction of the NAHC (Public Resources Code (PRC) Section 5097. Consequently, if any human remains are discovered or recognized in any location other than a dedicated cemetery, there will be no further excavation or disturbance of the site or any nearby areas reasonably suspected to overlie adjacent human remains:

1. Until the Contra Costa County Coroner has been informed and has determined that no investigation of the cause of death is required;

2. If the remains are of Native American origin;
   a. The descendants’ of the deceased Native American(s) have made a recommendation to the landowner or the person responsible for the excavation work regarding means of treating or disposing of, with appropriate dignity, the human remains and any associated grave goods as provided in PRC Section 5097.98 or
   b. The NAHC has been unable to identify a descendent or the descendent failed to make a recommendation within 24 hours after being notified by the NAHC.

PART 2 - PRODUCTS
Not Used.

PART 3 - EXECUTION
Not Used.

END OF SECTION 01416
SECTION 01420
REFERENCES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS
A. All Contract Documents shall be reviewed for applicable provisions related to the provisions in this document, and provisions in the General Conditions and other Division 1 Specification Sections shall apply to this Section without limitation.

1.2 RELATED REQUIREMENTS SPECIFIED IN OTHER SECTIONS
A. Section 01010 – “Summary of Work”
D. Section 01410 – “Regulatory Requirements”
F. Section 01770 – “Contract Closeout Procedures”
G. Division 2 through 32 for References requirements for the work in those Sections.

1.3 INDUSTRY STANDARDS
A. Applicability of Standards: Unless the Contract Documents specify more stringent requirements, applicable construction industry standards have the same force and effect as if bound or copied directly into the Contract Documents to the extent referenced. Such standards are made a part of the Contract Documents by reference.

B. Publication Dates: Comply with standards in effect as of date of the Contract Documents, unless otherwise indicated.

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

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

D. Copies of Standards: Each entity engaged in construction on Project must be familiar with industry standards applicable to its construction activity. Copies of applicable standards are not contained within the Contract Documents.

1. Where copies of standards are needed to perform a required construction activity, obtain copies directly from publication source and make them available on request.
E. Abbreviations and Acronyms for Industry Organizations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities indicated in Gale Research's "Encyclopedia of Associations" or in Columbia Books' "National Trade & Professional Associations of the U.S."

PART 2 - PRODUCTS
Not Used.

PART 3 - EXECUTION
Not Used.

END OF SECTION 01420
PART 1 - GENERAL

1.1 RELATED DOCUMENTS
A. All Contract Documents shall be reviewed for applicable provisions related to the provisions in this document, and provisions in the General Conditions and other Division 1 Specification Sections shall apply to this section without limitation.

1.2 RELATED REQUIREMENTS SPECIFIED IN OTHER SECTIONS
A. Section 01010 – “Summary of Work”
B. Section 01311 – “Project Management and Coordination”
C. Section 01505 – “Construction Waste Management”
D. Section 01710 – “Cleaning Requirements”
E. Section 01770 – “Contract Closeout Procedures”
F. Divisions 2 through 32 Sections for specific requirements for Temporary Facilities and Controls for the Work in those Sections.

1.3 REQUIRED TEMPORARY FACILITIES AND CONTROLS
A. Contractor shall provide and maintain all temporary facilities, utilities, and controls as required to perform the Work and as required herein. Materials, installation, and maintenance of temporary utilities and facilities shall be in compliance with all applicable local and State regulatory requirements. Remove temporary utilities and facilities, including associated materials and equipment, when no longer required. Restore and recondition existing facilities used during construction and areas of the Site, roads, driveways, parking lots, landscaping, and any other existing improvements either damaged or disturbed by the installation of temporary facilities or utilities to their original condition. Remove and properly dispose of debris resulting from removal and reconditioning operations.

B. Contractor shall furnish and install requirements for temporary utilities, facilities, security, and protection which include but are not limited to the following:

1. Temporary Electric Power and Lighting
   a. The District will pay for electric power required to complete the Work. The installation and removal of all temporary distributions of power throughout the Site shall be the sole responsibility of the Contractor without adjustment to the Contract Price or the Contract Time. The Contract Price shall not be adjusted on account of any disruption, reduction or elimination of electrical power service to the Site, unless the same is caused by the District’s non-payment of undisputed utility charges for such electrical power service. Contractor shall provide power outlets for construction operations, with branch wiring and distribution boxes located as required to complete the Work.
b. Contractor shall provide and maintain electrical power at the Site for construction purposes, for temporary facilities and trailers, and for any other site offices or trailers required by the Contract Documents. Contractor shall provide all necessary wiring and appurtenances for connection to District’s system. Connect to District power at location(s) as directed by District.

c. Contractor shall provide and maintain distribution of temporary electrical power and lighting to the Work and for use by the Project Inspector and District Project Manager.

d. Contractor shall provide temporary power main service disconnect and over current protection at convenient locations and as required by governing codes.

e. The Contractor shall be responsible for providing temporary facilities as required to deliver power service from the point of connection to the point(s) of intended use.

f. Contractor shall verify characteristics of District power available for temporary service use, and provide all transformers and/or other equipment necessary to modify District power for temporary use by the Contractor. Contractor shall pay all costs associated with any necessary modifications to District power for temporary use on the Work.

g. The Contractor shall provide, install, and maintain temporary electrical lighting wherever necessary to provide illumination for the proper performance and/or observation of the Work. Where required, a minimum of 20 foot-candles for rough work and 50 foot-candles for finish work shall be provided.

2. Temporary Communications/Telephone

a. Contractor shall provide, maintain, and pay for all required communications and data services (including without limitation telephone, facsimile, e-mail and internet) to all Project field offices to include a multi-function printer, copier, scanner, fax unit commencing at the time of Project mobilization, including all installation, connection, and monthly charges. The installation and removal of all temporary telephone and data distribution shall be the sole responsibility of the Contractor without adjustment of the Contract Price or the Contract Time. Routing of the new lines shall be acceptable to the District.

b. Contractor shall provide, maintain and pay for telephone, data/internet and facsimile (FAX) machine service to field offices at time of project mobilization and for the duration of the project. Contractor to pay costs for telephone installation, telephones, internet access, maintenance services and removal.

c. The Contractor may use the District’s telephone lines at the time needed if any lines are available and in working order. If there are no lines available or they become unusable during the project, the District shall not be held liable to furnish new lines to the Contractor for his use. In this case, the Contractor must provide the new lines for their use at no added cost or time to the Contract Price or the Contract Time.

d. Coin operated phones are not acceptable.

e. Contractor to provide a list of important telephone numbers at each telephone on the site offices including, but not limited to the following:

i) Police and Fire Departments
ii) Campus Police
iii) Ambulance Service
iv) Contractor’s home office
v) All Principal Subcontractors’ field and home offices
vi) Architect’s office
vii) Engineer’s office
viii) District office
ix) Project Manager
x) Project Inspector
xi) DVC Building & Grounds Department
xii) Testing Laboratory

f. Provide superintendent with cellular telephone for use when away from field office.

3. Temporary Water

a. The District will furnish and pay for water during the course of the work to the extent water is available on the Site. The Contractor shall be responsible for providing all temporary facilities required to deliver District water from the point of connection to point of intended use on the Project.

b. Contractor shall be allowed to utilize water from the District for domestic use only. Water shall not be provided nor used for dust control, street cleaning, cleaning tools, or vehicle washing. Water used for such purposes shall be provided by the Contractor at his expense.

c. Contractor shall provide and maintain necessary temporary water supply connections, pipes, hoses, nozzles, and fittings required. Before final acceptance, all temporary water supply components installed by Contractor shall be removed in a manner approved by District’s Representative.

d. Unnecessary waste of water will not be permitted. Special hydrant wrenches shall be used for opening and closing fire hydrants, in no case shall pipe wrenches be used for this purpose. Obtain approval of governing agency prior to opening any fire hydrant.

e. Contractor shall provide and use backflow preventers on water lines at point of connection to any District water supply. Backflow preventers shall comply with requirements of California Uniform Plumbing Code. The installation and removal of all temporary backflow preventers on the Site shall be the sole responsibility of the Contractor without any adjustment to either the Contract Price or the Contract Time. Before final acceptance, all temporary connections and piping installed by Contractor shall be removed in a manner approved by District’s Representative.

f. Contractor shall provide and make potable water available for human consumption. Contractor shall provide and maintain suitable quality water service required for construction operations.
4. Temporary Fences
   a. Temporary Fencing: Contractor shall provide temporary fencing around specified construction areas for safety and protection. Provide chain link fencing not less than eight (8) feet in height, complete with metal posts and required bracing, anchorage, visual screening, and with truck and pedestrian gates. All vehicle and Pedestrian gates and openings shall have gates secured after hours of operation.
   b. Contractor shall provide padlocks used for securing all gates. Padlocks shall be designed to prohibit cutting of shackle. Contractor shall coordinate keying strategy with District.
   c. Contractor shall be responsible for locking gates and shall be secured with minimum 3/8 inch thick, 30 grade coil chain and minimum 5/16 inch cable. Gates shall be kept closed and locked at all times when not in use.
   d. All existing fences affected by the Work shall be maintained by Contractor until Final Completion of Project. Fences which interfere with construction operations shall not be relocated or dismantled until District gives written permission to do so, and the timing of fence relocation or dismantling has been agreed upon. Where fences must be maintained across the construction easement, adequate gates shall be installed. Site Enclosure Fence: Contractor shall furnish and install site enclosure fence in a manner that will prevent people and animals from easily entering site except by entrance gate.
   e. Contractor will be responsible for maintaining security by limiting number of keys and restricting distribution to authorized personnel.
   f. Security Enclosure and Lockup: Install substantial temporary enclosure around partially completed areas of construction. Provide lockable entrances to prevent unauthorized entrance, vandalism, theft and similar violation of security.
   g. Contractor shall provide secure lockup for stored materials and equipment which are of value or attractive for theft.
   h. Contractor shall be responsible for project security for materials, tools, equipment, supplies and completed and partially completed Work.
   i. On completion of the Work across any tract of land, Contractor shall restore all fences to their original or to a better condition, and to their original locations.

5. Temporary Protection of Public and Private Property
   a. Contractor shall protect, shore, brace, support and maintain all existing underground utilities including but not limited to the following: all pipes, conduits, drains and other underground construction uncovered or otherwise affected by construction operations.
   b. All pavement, surfacing, driveways, curbs, walks, buildings, utility poles, guy wires, fences and other surfaces structures affected by construction operations, together with all sod and shrubs in yards, planting areas, and medians, shall be restored to their original condition, wherever affected by construction operations. All replacements shall be made with new materials.
c. Contractor shall be responsible for all damage to streets, roads, highways, shoulders, ditches, embankments, culverts, bridges and other public or private property, regardless of location or character, which may be caused by transporting equipment, materials, or workers to or from the Work, Site or any part thereof, whether by Contractor or Subcontractors. Contractor shall be solely responsible without adjustment of the Contract Price or the Contract Time to make satisfactory and acceptable arrangements with the District, or the agency or authority having jurisdiction over the damaged property, concerning its repair or replacement or payment of costs incurred in connection with the damage.

d. All fire hydrants and water control valves shall be kept free from obstruction and available for use at all times.

6. **Temporary Sanitary Facilities**

a. Contractor shall provide and maintain temporary sanitary toilets for use of all workers throughout the course of the Work. At a minimum, sanitary facilities shall be located at the trailer site, Contractor staging area(s) and adjacent to Work areas.

b. Sanitary facilities shall be of reasonable capacity, properly maintained throughout the Project, and obscured from public view to the greatest practical extent. If toilets of the chemically treated type are used, at least (1) toilet will be furnished for each (15) persons. Contractor shall enforce the use of such sanitary facilities by all personnel at the Site.

c. Contractor shall comply with all minimum requirements of the Contra Costa Health Department or other public agency having jurisdiction.

d. Maintain temporary facilities in a sanitary condition at all times during the Project.

e. Contractor will keep sanitary facilities free from graffiti.

f. Use of toilet facilities in the Work under construction shall not be permitted.

g. Contractor is not permitted to use existing campus toilet facilities.

h. All Portable toilets shall be located within fenced areas of the Project Site.

i. Contractor shall be responsible for providing access to the temporary toilet facilities.

7. **Temporary Barriers and Enclosures**

a. Contractor shall provide barriers to prevent unauthorized entry to construction areas to allow for District’s use of the Site, and to protect existing facilities and adjacent improvements from damage during construction operations.

b. Contractor shall provide barricades as required by the Contract Documents, governing agencies, and/or field conditions in order to protect public access pathways to existing buildings scheduled to remain open during any Phase of the Work.

c. Contractor shall protect vehicular traffic, stored materials, Site, and existing structures from damage.

d. Contractor shall provide and maintain temporary enclosures to prevent public entry to any construction area, and to protect all persons using other existing buildings and portions of the Site and/or Premises Contractor shall maintain safe access to all existing facilities to remain in operation during any Phase of the Work.
8. **Temporary Pollution Control**
   a. Contractor shall prevent the pollution of drains and watercourses by sanitary wastes, sediment, debris and other substances resulting from construction activities. No sanitary wastes shall be permitted to enter any drain or watercourses other than sanitary sewers. No sediment, debris or other substance shall be permitted to enter sanitary sewers without authorization of the receiving sanitary sewer service and all possible Best Management Practices (BMPs) shall be taken to prevent such materials from entering any drain to watercourse. Rate of discharge for storm water may be not increased by the Project during or following construction.
   b. In the event that dewatering of excavations is required, Contractor shall obtain the necessary approval and permits for discharge of the dewatering effluent from the local jurisdiction. Contractor shall be responsible for assuring that water quality of such discharge meets the appropriate permit requirements prior to any discharge.
   c. Contractor shall comply with the District Storm Water Pollution Prevention Plan for this Project.

9. **Construction Aids**
   a. Contractor shall furnish, install, maintain and operate all construction aids as required for the performance of the Work. Such construction aids include, but are not limited to, elevators and hoists, cranes, temporary enclosures, swing staging, scaffolding, and temporary stairs.

10. **Erosion Control**
    a. Contractor shall comply with the District Storm Water Pollution Prevention Plan for this Project if applicable.
    b. Contractor shall prevent soil erosion on the Site and adjacent property resulting from its construction activities to the maximum extent practical, including implementation of Best Management practices. Effective measures shall be initiated prior to the commencement of clearing, grading, excavation or other operations that will disturb the natural protection.
    c. Work shall be scheduled to expose areas subject to erosion for the shortest possible time and natural vegetation shall be preserved to the greatest extent practicable. Temporary storage, temporary construction buildings and temporary Field office buildings shall be located and construction traffic routed to minimize erosion. Contractor shall provide temporary fast-growing vegetation or other suitable ground cover shall be provided as necessary to control runoff.

11. **Vehicular and Pedestrian Traffic Controls**
    a. The college campus is an active site, with vehicular and pedestrian traffic occurring at all times of the day and all days of the week. Contractors shall coordinate with District’s Representative concerning vehicular traffic associated with the construction in order to minimize disruption to college operations. Delivery trucks and large equipment shall enter the Contractors access gate and shall use the route mutually agreed upon between District and Contractor at the beginning of each Phase of work. Contractor shall provide signage directing construction and delivery traffic to this gate. Contractor shall provide information regarding sign types, size, material, text
and locations to be reviewed and approved by the District Representative prior to installation.

b. Contractor shall keep all required fire department and emergency vehicle access paths free from obstruction at all times during the Project.

12. **Temporary Signage**
   a. Sign must be reviewed and approved by the District prior to installation.
   b. Contractor shall provide temporary directional signs for construction personnel and visitors.
   c. Contractor shall maintain and touch-up signs so they are legible at all times.

13. **Temporary Heat and Ventilation**
   a. Provide temporary heat as required to maintain adequate environmental conditions to facilitate progress of the work, to meet specified minimum environmental conditions for the Work and to protect materials and finishes from damage due to improper temperature and humidity conditions.
   b. Portable heaters shall be standard units complete with controls, appropriate safety features, and bear testing lab approval markings.
   c. Provide adequate forced ventilation of enclosed areas as required for proper installation and curing of materials, to disperse humidity, and to prevent hazardous accumulations of dust, fumes, vapors and gases.
   d. HVAC Equipment: Unless District authorizes use of permanent HVAC system, provide vented, self-contained, liquid-propane-gas or fuel-oil heaters with individual space thermostatic control.
      i) Use of gasoline-burning space heater, open-flame heater or salamander-type heating units is prohibited.
      ii) Heating Units: Listed and labeled for type of fuel being consumed, by a testing agency acceptable to authorities having jurisdiction and marked for intended use.

**PART 2 – PRODUCTS**

2.1 **MATERIALS**

Not used

**PART 3 - EXECUTION**

3.1 **INSTALLATION, GENERAL**

A. Locate contractor facilities where they will serve Project adequately and result in minimum interference with performance of Work. Relocate and modify facilities as required by progress of the Work during entire project including all phases of project.

B. Provide each facility ready for use when needed to avoid delay. Do not remove until facilities are no longer needed or are replaced by authorized use of completed permanent facilities.
C. Contractor shall verify and coordinate all relocation of facilities with the District, Project Manager.

3.2 OPERATION, TERMINATION AND REMOVAL

A. Supervision: Enforce strict discipline in use of temporary facilities. To minimize waste and abuse, limit availability of temporary facilities to essential and intended uses.

B. Maintenance: Maintain facilities in good operating condition until removal.
   1. Where appropriate, maintain operation of temporary enclosures, heating, cooling, humidity control, ventilation and similar facilities on a 24-hour basis where required to achieve indicated results and to avoid possibility of damage.

C. Temporary Facility Changeover: Do not change over from using temporary security and protection facilities to permanent facilities until Substantial Completion and acceptance by the District.

D. Termination and Removal: Remove each temporary facility when need for its service has ended, when it has been replaced by authorized use a permanent facility or no later than Final completion. Complete or, if necessary, restore permanent construction that may have been delayed because of interference with temporary facility. Repair damaged Work, clean exposed surfaces and replace construction that cannot be satisfactorily repaired.

14. Materials and facilities that constitute temporary facilities are property of Contractor. District reserves the right to take possession of Project Identification signs at no cost to the District.

15. Remove temporary paving not intended for or acceptable for integration into permanent paving. Where area is intended for landscape development, remove soil and aggregate fill that do not comply with requirements for fill or subsoil. Remove materials contaminated with road oil, asphalt and other petrochemical compounds, and other substances that might impair growth of plant materials or lawns. Repair or replace street paving, curbs and sidewalks at temporary entrances, as required by authorities having jurisdiction.

16. Clean and renovate permanent facilities used during construction period prior to Final Completion. Comply with final cleaning requirements specified in Section 01770, Contract Closeout Procedures.

END OF SECTION 01500
SECTION 01505

CONSTRUCTION AND DEMOLITION WASTE MANAGEMENT

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. All Contract Documents shall be reviewed for applicable provisions related to the provisions in this document, and provisions in the General Conditions and other Division 1 Specification Sections shall apply to this Section without limitation.

1.2 RELATED REQUIREMENTS SPECIFIED IN OTHER SECTIONS

A. Section 01010 – “Summary of Work”

B. Divisions 2 through 32 Sections for Construction and Demolition Waste Management requirements for the work in those Sections.

1.3 SUMMARY

A. The District has established that this Project shall generate the least amount of waste possible and that processes that ensure the generation of as little waste as possible due to error, poor planning, breakage, mishandling, contamination, or other factors shall be employed.

B. Of the inevitable waste that is generated, as many of the waste materials as economically feasible shall be reused, salvaged, or recycled. Waste disposal in landfills shall be minimized.

1.4 WASTE MANAGEMENT GOALS FOR THE PROJECT

A. The District has established that this Project shall minimize the creation of construction and demolition waste, and shall divert a minimum of 75% of Project generated waste from landfills. Factors that contribute to waste such as over packaging, improper storage, ordering error, poor planning, breakage, mishandling, and contamination, shall be minimized. Of the inevitable waste that is generated, as many of the waste materials as economically feasible shall be reused, salvaged, or recycled. Waste disposal in landfills shall be minimized. Both recycled and waste need to be logged and documented by volume and weight.

B. Diversion Goals: A minimum 50% of total Project waste shall be diverted from landfill. The following waste categories, at a minimum, shall be diverted from landfill. These materials include, but not limited to:

1. Landscape and land clearing debris (green wood materials)
2. Asphalt pavement
3. Gravel and aggregate products
4. Concrete
5. Masonry scrap and rubble (brick, concrete, masonry, stone)
6. Metals (ferrous and nonferrous)
7. Clean wood (dimensional lumber, sheet goods, millwork, scrap, pallets)
8. Plastics (films, containers, PVC products, polyethylene products)
9. Asphalt/Bituminous roofing
10. Insulation Materials
11. Glass (un-tempered)
12. Door and window assemblies
13. Carpet and carpet pad
14. Fibrous acoustic materials
15. Ceiling Tiles
16. Plumbing fixtures and equipment
17. Mechanical equipment
18. Lighting fixtures and electrical components
19. Cardboard packing and packaging
20. Furniture
21. Sheet Rock
22. Electronic Waste
23. Universal Waste
24. Paper

1.5 REFERENCES AND RESOURCES

A. This information is provided for Contractor’s convenience only, and the District does not warrant its accuracy. County specific information is available on the Contra Costa County Waste Reduction and Recycling web page at [http://www.co.contra-costa.ca.us/depart/cd/recycle/index.html](http://www.co.contra-costa.ca.us/depart/cd/recycle/index.html). Additional information may also be found at the county conservation web page at [http://www.cccounty.us/index.aspx?NID=285](http://www.cccounty.us/index.aspx?NID=285). Refer to the Contra Costa County Builder’s Guide to Reuse & Recycling and the Contra Costa County Recycling Guide. Both are available from Contra Costa County. Contact Lorna Thomson at 925-674-8823 (lorna.thomson@dcd.cccounty.us) for assistance in the management of construction & demolition debris.

B. The recyclers listed below provided for the convenience of Contractor. No preference is given to the recyclers listed below. Contractor shall contact any additional resources as required to complete the work. Some of the names and numbers may be out of date, and Contractor shall not rely on the information presented in this Section in preparing its Bid or its Waste Management Plan.

1. Cardboard:
   
   Contact: National Recycling Corporation (510) 268-1022; California Waste Solutions (510) 836-6200; Community Conservation (510) 524-0113. May find the public will remove if made available.
2. Clean, untreated, dimensional wood and pallet wood:
   Contact: California Waste Solutions (510) 836-6200, Waste Management, Inc. (916) 374-2711.

3. Usable Palettes
   Contact: Return to product vendors or recycle: Industrial Pallet (510) 489-4050.

4. Beverage containers:
   Contact: California Waste Solutions (510) 836-6200.

5. Metals from banding, ductwork, piping, rebar, roofing, steel studs, other trim, steel, iron, galvanized sheet steel, stainless steel, aluminum, copper, zinc, lead, brass, and bronze:
   Contact: Alliance Metals (510) 547-2408; Aaron Metals (510) 569-6767; DC Metals (510) 836-2655; Lakeside Non-Ferrous Metals, (510) 444-5466; Waste Management, Inc., (916) 374-2711.

6. Carpet and pad:
   Contact: Return to manufacturer; donate large remnants to Habitat for Humanity (510) 251-6304 or other non-profit.

7. Paint:
   Contact, paint recycles: E-Coat, Kelly Moore (916) 921-0165.
   Contact, hazardous waste management: Alameda County Household Waste Management Program (800) 606-6606; Safety Clean (510) 832-7942.

8. Insulation:
   Check with manufacturer or installer for take-back programs.

9. Brick:
   Contact, (whole bricks): A Bygone Era; Ohmega Salvage (510) 843-7368.

10. Gypsum Board:
    Contact: Zanker Resource Management (408) 263-2383.

C. The following sources provided for references:
   1. BuildingGreen.com
   2. California Integrated Waste Management Board
   3. EPA Office of Solid Waste and Energy Response

1.6 QUALITY ASSURANCE:

A. Regulatory Requirements. Comply with applicable requirements of the State of California, local ordinances and regulations concerning management of construction, clearing, and inert materials.

B. Disposal Site, Recyclers and Waste Materials Processors. Use only facilities properly permitted by the State of California, and/or by local authorities where applicable.
1.7 WASTE DIVERSION DOCUMENTATION

A. Provide the District with delivery receipts for the recovered materials and waste materials sent to the permitted recycling facilities, processing facilities, or landfill with the following information on a form to be approved by the District:
   1. Name of firm accepting the recovered materials or waste materials
   2. Specify type of facility (e.g. retail facility, recycler, processor, Class III landfill, MRF)
   3. Location of the facility
   4. Type of materials
   5. Net weights (or volume) of each type of material
   6. Date of delivery

B. Application for Progress Payments: Contractor shall submit with each Application for Progress Payment a Summary of the project waste generated. Failure to submit this information shall render the Application for Payment incomplete and shall delay Progress Payment. The District and its representatives shall not be responsible for delaying Progress Payments. With each Application for Payment, submit required Progress Documentation, including:
   1. manifest,
   2. weight tickets,
   3. receipts,
   4. and invoices specifically identifying the project and waste material.

PART 2 - PRODUCTS
Not Used

PART 3 - EXECUTION

3.1 STORAGE AND HANDLING

A. Site Storage
   1. Remove materials for recycling and recovery from the work locations to approved containers or storage area as required. Failure to remove waste or recovered materials will be considered cause for withholding payment and termination of Contract.
   2. Position containers for recyclable and recoverable waste materials at a designated location on the Project Site. If materials are sorted on site, also provide a sorting area and necessary storage containers.
   3. Change-out loaded containers for empty containers, as demand requires.
   4. If recovered materials are stored on-site for project duration provide adequate security from pilferage.

B. Handling
   1. Deposit indicated recyclable, and recoverable materials in storage areas or containers in a clean (no mud, adhesive, solvents, petroleum contamination), debris-free condition.
Do not deposit contaminated materials into the containers until such time as such materials have been cleaned.

2. Insure all recovered materials are made safe for handling and storage.

3. If the contamination chemically combines with the material so that it cannot be cleaned, do not deposit into the recycle containers. In such case, request resolution by the C&D Quality Manager for disposal of the contaminated material. Directions from the C&D Quality Manager do not relieve the Contractor of responsibility for compliance with all legal and regulatory requirements for disposal, nor shall such directions cause a request for modification of the Contract.

3.2 PROJECT CONDITIONS

A. Site Condition:

1. Signs and instructions should be clear, and easy to understand. All recycling containers should be clearly labeled and lists of acceptable and unacceptable materials will be posted throughout the site. Whenever possible, they should be in multiple-languages, especially in Spanish, and in graphic symbols.

2. The Contractor shall ensure the safety of all personnel involved in the waste management process.

3. A site management plan shall be created including: work areas, materials processing areas, materials storage and disposal areas, worker hand-washing and changing stations, first aid and medical information.

END OF SECTION 01505
PART 1 – GENERAL

1.1 RELATED DOCUMENTS

A. All Contract Documents shall be reviewed for applicable provisions related to the provisions in this document, and provisions in the General Conditions and other Division 1 Specification Sections shall apply to this Section without limitation.

1.2 RELATED REQUIREMENTS SPECIFIED IN OTHER SECTIONS

A. Section 01010 – “Summary of Work”
B. Section 01311 – “Project Management and Coordination”
C. Section 01410 – “Regulatory Requirements”
D. Section 01412 – “Hazardous Materials”
E. Section 01416 – “Special Procedures”
F. Section 01500 – “Temporary Facilities and Controls”
G. Section 01770 – “Contract Closeout Procedures”
H. Section 01780 – “Project Record Documents”
I. Divisions 2 through 32 Sections for Site Security and Safety requirements for the work in those Sections.

1.3 SUMMARY

A. This Section specifies the requirements for Site safety and security.

1.4 CONTRACTOR RESPONSIBILITIES

A. The Contractor is constructive owner of Project site.

B. The Contractor shall be responsible for all damages to persons or property that occur as a result of its fault or negligence in connection with the prosecution of this Contract and shall take all necessary measures and be responsible for the proper care and protection of all materials delivered and work performed until completion and final acceptance by the District.

C. All work shall be solely at the Contractor’s risk, with the exception of damage to the work caused by “acts of God” as defined in Public Contract Code Section 7105(b)(2).

D. The Contractor shall be solely responsible for initiating, maintaining and supervising all safety programs required by applicable law, ordinance, regulation or governmental orders in connection with the performance of the Contract, or otherwise required by the type or nature of the Work.
E. Without limiting or relieving the Contractor of its obligations hereunder, the Contractor shall require that its Subcontractors similarly initiate and maintain all appropriate or required safety programs.

F. Contractor shall take, and require all subcontractors to take, all necessary precautions for safety of workers on the Work and shall comply with all applicable federal, state, local and other safety laws, standards, orders, rules, regulations, and building codes to prevent accidents or injury to persons on, about, or adjacent to premises where Work is being performed and to provide a safe and healthful place of employment.

G. In addition to meeting all requirements of OSHA, Cal-OSHA, state, and local codes, Contractor shall furnish, erect and properly maintain at all times, as directed by District or Architect or required by conditions and progress of work, all necessary safety devices, safeguards, construction canopies, signs, audible devices for protection of the blind, safety rails, belts and nets, barriers, lights, and watchmen for protection of workers and the public, and shall post danger signs warning against hazards created by such features in the course of construction.

H. The Contractor and Subcontractors shall continuously protect the Work, the District’s property, and the property of others, from damage, injury, or loss arising in connection with operations under the Contract Documents. The Contractor and Subcontractors, at their own expense, shall make good any such damage, injury, or loss, except such as may be solely due to, or caused by, agents or employees of the District.

I. Contractor shall maintain protection as necessary to protect the Work, as a whole and in part, and adjacent property and improvements from accidents, injuries or damage.

J. Contractor shall protect the Work, material, and/or equipment to be incorporated therein, whether in storage on or off the Site, and under the care, custody, or control of the Contractor or the Contractor’s Subcontractors.

K. Contractor shall correct any violations of safety laws, rules, orders, standards, or regulations. Upon the issuance of a citation or notice of violation by the Division of Occupational Safety and Health, such violation shall be corrected promptly.

L. Contractor shall require that Subcontractors participate in, and enforce, the safety and loss prevention programs established by the Contractor for the Project, which will cover all Work performed by the Contractor and its Subcontractors.

1.5 SAFETY PROGRAM

A. Prior to commencing Work at the Site, Contractor shall submit a Safety Program Plan specifically tailored for this Project and this Site that has been reviewed and approved by an Industrial Hygienist certified by the American Board of Industrial Hygiene or a Certified Safety Professional. The Safety Program Plan shall include the name, certification number, and certification seal of the Industrial Hygienist or Certified Safety Professional. Comply with the Safety Program and all applicable federal, state, and local regulation codes, rules, law and ordinances during the course of the Work.

B. The Contractor’s Safety Program Plan shall include all actions and programs necessary for compliance with California or federally statutorily mandated workplace safety programs, including without limitation, compliance with the California Drug Free Workplace Act of 1990 (California Government Code SS 8350 et seq).
C. Plan shall comply with the requirements of the Occupational Safety and Health Act, and other applicable federal, state and local standards.

D. Contractor shall keep copies of all health and safety-related plans on the Project Site at all times.

E. Receipt and/or review of the Safety Program Plan by District or Architect shall not relieve Contractor of any responsibility for complying with all applicable safety regulations.

F. It is essential that Contractor and each Subcontractor implement an effective and vigorous site specific Safety Program for the Work.

G. The Contractor shall have sole responsibility for Project safety, and shall be solely responsible for providing a safe workplace

H. Safety Program Plan Components:
   1. Injury and Illness Prevention Program (IIPP): Conforming to the General Industrial Safety Orders (CCR Title 8, Division 1, Chapter 4, Subchapter 7, Section 3203), and the California Labor Code (Section 6401.7).
   2. Site-Specific Safety and Health Plan (SSHP): This Plan shall describe the health and safety procedures that shall be implemented during the Work in order to ensure safety of the public and those performing the Work. Follow the guidelines for a SSHP listed in CCR Title 8, Division 1, Chapter 4, Subchapter 7, Section 5192, Item (b)(4)f.
   3. Permit-Required Confined Space Program: (CCR Title 8, Division 1, Chapter 4, Subchapter 7, Section 5157). Permit-required space entry is allowed only through compliance with a permit-required confined space program meeting the requirements of Section 5157 of the General Industrial Safety Orders. During entry operations, or at the conclusion of entry operations, verbally notify Engineer of the permit space program followed, and of any hazards confronted or created in permit-required spaces during entry operations.
   4. A written and certified workplace hazard assessment as required by OSHA and Cal OSHA, updated on a regular basis, and maintained on site. The certified hazard assessment shall be made available immediately upon request by the District, the Architect, or the Inspector of Record.

I. Supply sufficient hard hats to properly equip all employees, workers, and visitors. Hard hats shall be mandatory as per CAL OSHA Construction Safety orders.

J. Whenever an exposure exists, appropriate personal protective equipment (PPE) shall be used by all affected personnel. Contractor shall provide PPE to all personnel under Contractor’s direction and responsibilities.

K. After review by District and Architect, the implementation and enforcement of all Safety-related plans shall become the responsibility of the Contractor and Site Safety Officer. The Contractor shall notify the District in writing of any changes to Safety-related plans.

1.6 SAFETY PRECAUTIONS

A. The Contractor shall be solely responsible for initiating and maintaining reasonable precautions for safety of, and shall provide reasonable protection to prevent damage injury or loss to:
   1. Employees on the Work and other persons who may be affected thereby
2. The Work and materials and equipment to be incorporated therein, whether in storage on or off the site, under care, custody or control of the Contractor or the Contractor’s Subcontractors or Sub-subcontractors.

3. Other property or items at the site of the Work, or adjacent thereto, such as trees, shrubs, lawns, walks, pavements, roadways, structures and utilities not designated for removal, relocation or replacement in the course of construction. The Contractor shall take adequate precautions and measures to protect existing roads, sidewalks, curbs, pavement, utilities, adjoining property and improvements thereon (including without limitation, protection from settlement or loss of lateral support) and to avoid damage thereto. Without adjustment of the Contract Price or the Contract Time, the Contractor shall repair, replace or restore any damage or destruction of the foregoing items as a result of performance or installation of the Work.

4. The Contractor shall at all times maintain good housekeeping practices to reduce the risk of fire damage.

5. Good housekeeping practices shall be maintained continually on all areas of the Project Site and the Work. District may request that the Contractor hire additional staff or help until housekeeping in a work or storage area is improved. All scrap materials, rubbish and trash shall be removed daily from in and about the building and shall not be permitted to be scattered on adjacent property.

B. Suitable storage space shall be provided outside immediate building areas for storing flammable materials and paints. Excess flammable liquids being used inside the building shall be kept in closed metal containers and be removed from the building during unused periods.

C. A fire extinguisher shall be available at each location where cutting or welding is being performed. Where electric or gas welding or cutting work is done, interposed shields of incombustible material shall be used to protect against fire damage due to sparks and hot metal. When temporary heating devices are used, a watchman shall be present to cover periods when other workmen are not on the premises.

D. The Contractor shall provide fire extinguishers in accordance with all OSHA and Cal OSHA requirements, and the recommendations NFPA Bulletins Nos. 10 and 241.

1.7 REQUIREMENTS FOR EXISTING SITES

A. Provide substantial barricades around any shrubs or trees indicated to be preserved.

B. Deliver materials to building area over route(s) designated by Architect.

C. Take preventive measures to eliminate objectionable dust, noise, or other disturbances.

D. Confine apparatus, the storage of materials, and the operations of workers to limits indicated by law, ordinances, permits or directions of Architect; and not interfere with the Work or unreasonably encumber premises or overload any structure with materials; and enforce all instructions of District and Architect regarding signs, advertising, fires, and smoking and require that all workers comply with all regulations while on the Project site.

E. Take care to prevent disturbing or covering any survey markers, monuments, or other devices marking property boundaries or corners. If such markers are disturbed by accident, they shall be replaced by a licensed land surveyor or civil engineer, and all lawfully required
maps and records shall be filed with county and local authorities at no cost to the District. All related filing and plan check fees shall be paid by Contractor.

F. Contractor shall take adequate precautions to protect existing roads, sidewalks, curbs, pavements, utilities, adjoining property and structures (including, without limitation, protection from settlement or loss of lateral support), and to avoid damage thereto, and repair any damage thereto caused by construction operations. All permits, licenses, or inspection fees required for such repair Work shall be obtained and paid for by Contractor.

G. The Contractor, at Contractor’s expense, will remove all mud, water, or other elements as may be required for the proper protection of existing improvements, and prosecution of the Work.

H. Protect all other property at the Site or adjacent thereto as required, such as trees, shrubs, lawns, walks, pavement, roadways, structures, and utilities not designated for removal, relocation, or replacement in the course of construction.

1.8 SAFETY AND EMERGENCY CONDITIONS

A. Emergency Action: In an emergency affecting the safety of persons or property, the Contractor shall take any action necessary, at the Contractor’s discretion, to prevent threatened damage, injury, or loss. Additional compensation or extension of time claimed by the Contractor on account of an emergency shall be determined as provided herein. Emergency conditions shall be any condition at the Site which has the actual or potential for significant adverse effects to persons or property, whether or not resulting from the Contractor’s operations.

B. Accident Reports: The Contractor shall promptly report in writing to the District all accidents arising out of or in connection with the Work, which caused death, personal injury, or property damage, giving full details and statements of any witnesses. In addition, if death, serious personal injuries, or serious property damages are caused, the accident shall be reported immediately by telephone or messenger to the District and Campus Police Department.

C. The District’s Representatives and Project Inspector, as appropriate, shall be notified of the existence of such a condition, but shall not be called upon to perform any emergency service. The fact that the District may not respond to the emergency condition shall not be used as an excuse by the Contractor to neglect immediate action; nor will the District or its Representatives be liable for any resulting condition. The fact that a representative of the Contractor may not be present when emergency conditions occur shall not relieve the Contractor from an immediate response to the situation which shall return the disruption to normalcy.

D. If the emergency circumstances are not the result of any fault or neglect of the Contractor, the Contract time shall be adjusted to reflect the actual direct effect of such actions to the then critical path of the Construction Progress Schedule. The foregoing notwithstanding, adjustments of the Contract Price or the Contract Time for actions taken by the Contractor in response to emergency circumstances shall be subject to the Contractor’s strict compliance with all other applicable provisions of the Contract Documents relating to notices and time for delivery of notices.
1.9 SAFETY SIGNS AND BARRICADES

A. The Contractor shall erect and maintain, as required by existing conditions and conditions resulting from performance of the Contract, reasonable safeguards for safety and protection of property and persons, including, without limitation, posting danger signs and other warnings against hazards, promulgating safety regulations and notifying Districts and users of adjacent sites and utilities.

B. Contractor shall properly protect the Work:
   1. With lights, guard rails, fencing, temporary covers and barricades.
   2. Enclose excavations with proper barricades.
   3. Brace and secure all parts of the Work against to protect against inclement weather and to prevent accidents.

C. Provide such additional forms of protection that may be necessary under during the course of the Work.

D. Contractor shall provide and maintain in good condition all protective measures required to adequately protect the public from hazards resulting from the Work. When regulated by Building Code, Cal OSHA, or other authority, such legal requirements for protection shall be considered as minimum requirements. Contractor shall be responsible for the protection in excess of such minimum requirements as required.

E. Contractor shall prevent unauthorized persons from the entering the Work Site(s).

1.10 CONTROL OF SITE

A. Contractor shall ensure that no alcohol, firearms, weapons, or controlled substances are present on the Project Site. Contractor shall immediately remove from the Site and terminate from this Project the employment of any employee found in violation of this provision.

1.11 SITE SECURITY

A. Contractor shall take and be fully responsible for all reasonably required measures to protect and maintain the security of persons, existing facilities, and property at the Site, including prevention of theft, loss, and/or vandalism by persons lawfully present on the Site, including non-working times. Contractor’s measures shall include, at a minimum, maintaining a log of all persons entering and leaving the Site, who they represent, what they are delivering, and to whom.

B. No claim shall be made against District by reason of any act of an employee or trespasser, and Contractor shall repair all damage to District’s property resulting from Contractor’s failure to provide adequate security measures.

C. Contractor shall maintain a lock on all Construction access gate at all times. Contractor shall appoint one person to monitor access through the gate and maintain the sign-in/out list. Alternatively, Contractor may provide a full-time security guard at the gate to control access and maintain the sign-in/out list. The sign in/out list shall be available to District at anytime upon request. If District determines that the gate has been left unlocked, Contractor shall, if requested by District, provide a full time guard at no additional expense to the District.
D. The Contractor and the Subcontractors shall use only those ingress and egress routes
designated by the District, observe the boundaries of the Site designated by the District, park
only in those areas designated by the District, which areas may be on or off the Site, and
comply with any parking control program established by the District, such as furnishing
license plate information and placing identifying stickers on vehicles.

E. Contractor shall supply all security fencing, barricades, lighting, and other security measures
as required to protect and control the Site.

F. The Contractor shall be responsible for providing security services for the Site as needed for
the protection of the Site and as determined in the District’s sole discretion.

1.12 OPERATORS OF MOBILE EQUIPMENT SAFETY
A. Under Federal and State Safety requirements, Contractor must certify that all operators of
mobile equipment including but not limited to forklifts, cranes, man-lifts, scissor and boom
lifts, and similar equipment are required to have been trained and/or certified on the proper
operation of such equipment. Copies of equipment training and certification records shall be
forwarded, upon request, to District, Project Manager and Architect.

1.13 SAFETY REQUIREMENTS
A. Contractor shall meet and comply with requirements of current local, State and Federal
regulations.

B. Contractor shall meet and comply with the following rules:
   1. The Contractor will provide and maintain at the Site first-aid supplies that comply with
      the current Occupational Safety and Health Regulations.
   2. Hard hats shall be worn at all times. (This includes welders when using welding hoods)
   3. Sleeved shirts shall be worn at all times. (No tank tops)
   4. If required, Fire Retardant Clothing (FRC) shall be supplied by Contractor for all their
      employees.
   5. One Hundred Percent (100%) Fall Protection Policy: All subcontract employees shall
      comply with Fall Protection Policy. The Policy simply states “Anytime employees are
      working from an unprotected elevation of six (6) feet or more, fall protection must be
      used.” Working, as stated above, means while traveling, stationary, or anytime exposed
      to a fall from a surface not protected by approved handrails, cable or some other
      approved fall elimination device. Adherence to this policy is a requirement of your
      Subcontract.

C. Hazards Control:
   1. When use or storage of any hazardous materials or equipment, or unusual method is
      necessary for execution of the Work, the Contractor shall exercise utmost care and carry
      on such activities under supervision of properly qualified personnel. The Contractor
      shall notify the District any time that explosives or hazardous materials are expected to
      be stored on Site. Location of storage shall be coordinated with the District and local
      fire authorities.
   2. Store volatile wastes in covered metal containers and remove from premises daily.
   3. Prevent accumulation of wastes that create hazardous conditions.
4. Provide adequate ventilation during use of volatile or noxious substances.

D. Conduct cleaning and disposal operations to comply with local ordinances and anti-pollution laws.
   1. Do not burn or bury rubbish or waste material on the Site.
   2. Do not dispose of volatile wastes such as mineral spirits, oil, or paint thinner in storm or sanitary drains.
   3. Do not dispose of wastes into streams or waterways.

E. Provide accident information on the forms provided by Contractor. This information shall be provided on the same day as the occurrence of said incident, and shall be submitted to District within a reasonable time.

1.14 ADDITIONAL SAFETY CONTROLS

A. According to industry practices, it is the responsibility of the Contractor and subcontractors of every tier to exercise reasonable care to prevent work-related injuries and property and equipment damage at the Project site, as well as minimize risk to the public and third-party property. The Contractor, all sub-contractors, suppliers, and installers shall undertake loss control prevention practices according to the requirements set forth by federal, state and city laws, statutes, and the specific procedures developed for this Project.

B. Contractors and subcontractors participating in the project will be expected to comply with the following safety and loss control requirements:
   1. All sub-contractors, suppliers, and installers shall identify their contact person(s) to the Contractor.
   2. Follow District procedures regarding dealing with the media, including, but not limited to, TV, Radio, and Newspaper.
   3. All construction employees will be required to be attired in workpants, shirt and appropriate boots or closed toe shoes.
   4. Smoking is prohibited on the Project site.
   5. Controlling access to the construction site is a very high priority, and Contractors will be required to take whatever preventative measure, such as barriers, fencing, etc., as outlined in the contract specifications.
   6. Construction personnel cannot enter District property other than the construction site unless accompanied by District personnel, and they are allowed only ‘incidental’ contact with students. Violations of these requirements by any construction employee will result in a mandatory background check of that employee – including fingerprinting – as required by state law.
   7. Fall protection is mandatory on all projects in accordance with CAL OSHA, OSHA and any other Local, State, and Federal appropriate code and requirements.
   8. Personal radios, headsets, walkmans and CD players are not allowed on the job-site.
   9. All Contractors must attend the pre-construction safety meeting.
   10. No sexual reference or preference shall be permitted on any piece of clothing or the hardhat. Any employee observed disregarding this policy shall be removed from the job site until further notice from the District.
11. Contractor personnel and subcontractor personnel at all levels will refrain from interacting with campus staff or students unless required to prevent an unsafe situation. Personnel found speaking to staff or students for any reason unrelated to the Work or Safety shall be removed from the site and not be allowed to return.

12. All contractors’ employees shall park in their designated parking area. Any sticker attached to the employees’ vehicle that displays any form of sexual preference or reference shall be removed prior to parking at the site. Each employee will provide their license plate number to the Contractor. Any employee disregarding this policy shall be removed from the site until further notice from the District.

13. The Contractor shall control the break time activities of the employees to assure the cleanup of all soda cans, food wrappers, plastic bottles, or food containers from the break area. Such areas shall be cleaned immediately after the break and all waste placed in trash receptacles.

14. Theft or willful damage to any property of the District, student, or other campus or District personnel will be prosecuted fully by the District.

15. No guns, switchblades, or knives with blades greater than two inches shall be allowed on the job site. Any employee disregarding this policy shall be removed from the site until further notice from the district.

C. The Contractors and all sub-contractors, suppliers and installers participating in the Project will further be expected to comply with the following safety and loss control requirements:

1. The Emergency Response Plans (with particular emphasis on access and egress routes).

2. Any Contractors’ employee observed providing or selling cigarettes or other smoking materials to students shall be removed from the job site until further notice from the District.

3. All Contractors will agree to conduct and fund post-injury drug screening of their employees. Those employees failing the test will be removed permanently from the job site.

4. The District has the right to instruct the Contractor to correct an unsafe act or condition. If the Contractor fails to correct the unsafe act or condition within the requested time frame, the District or its representative may have the condition corrected and bill the non-compliant contractor for the costs associated with the correction.

5. The District may require a follow-up meeting or contact if there is a death, serious and willful claim, serious disabling injury, adverse loss experience, major fire, or serious third party claim.

6. Any contractor displaying, in the opinion of the Contractor or District, a repeated disregard for safety can be removed from the job-site.

D. All Contractors will advise those non-English speaking employees in their native language either in a written format or via an interpreter of these policies.

1.15 HAZARD COMMUNICATION PROGRAM SAFETY

A. Contractor shall have a copy of the Contractor’s Hazard Communication Program which shall be forwarded to the District, Project Manager and Architect, and a copy is required to be in the possession of the Contractor on the Site. Documentation of employee Hazard Communication Training must be established by the Contractor prior to commencement of work.
B. Any potential hazardous material or chemical brought onto the project is required to be accompanied by a Material Safety Data Sheet (MSDS). Copies of the MSDS shall be forwarded to the District, Architect, Project Manager and Project Inspector before the product is brought onto the project.

C. Contractor is required to have material safety data sheets available in a readily accessible place at the job site for any material requiring a material safety data sheet per the Federal “hazard communication” standard, or employees’ “right-to-know law.” The Contractor is also required to properly label any substance brought into the job site, and require that any person working with the material, or within the general area of the material, is informed of the hazards of the substance and follows proper handling and protection procedures.

D. Contractor is required to comply with the provisions of California Health and Safety Code section 25249, et seq., which requires the posting and giving of notice to persons who may be exposed to any chemical known to the State of California to cause cancer. The Contractor agrees to familiarize itself with the provisions of this section, and to comply fully with its requirements.

E. Contractor shall notify the District, Architect, Project Manager and Project Inspector before any chemical/material creating noxious or toxic fumes is used.

1.16 SHORING AND STRUCTURAL LOADING

A. The Contractor shall not impose structural loading upon any part of the Work under construction or upon existing construction on or adjacent to the Site in excess of safe limits, or loading such as to result in damage to the structural, architectural, mechanical, electrical, or other components of the Work.

B. The design of all temporary construction equipment and appliances used in construction of the Work and not a permanent part thereof, including, without limitation, hoisting equipment, cribbing, shoring, and temporary bracing of structural steel, is the sole responsibility of the Contractor. All such items shall conform with the requirements of governing codes and all laws, ordinances, rules, regulations, and orders of all authorities having jurisdiction.

C. The Contractor shall take special precautions, such as shoring of masonry walls and temporary tie bracing of structural steel work, to prevent possible wind damage during construction of the Work. The installation of such bracing or shoring shall not damage the Work in place or the Work installed by others. Any damage which does occur shall be promptly repaired by the Contractor at no cost to the District.

1.17 SAFETY AND ELECTRICAL STANDARDS

A. The Contractor shall comply with all safety and electrical standards to ensure that all its employees are protected by Ground Fault Circuit interrupters as required, throughout the course of the Contractor’s work.

B. The Contractor is responsible for installation of any and all temporary power service for the project and shall provide it with Ground Fault Interrupter Protection with no additional cost to the District.
1.18 HAZARDOUS SUBSTANCES

A. No asbestos or asbestos-containing products shall be used in this construction or in any tools, devices, clothing, or equipment used to effect this construction. See Section 01412, Hazardous Materials.

B. The Contractor shall not receive, use or store at the Site any hazardous substance unless contained in a container labeled with the original label applied by the Manufacturer of such substance. The Contractor shall maintain at the Site and forward to the District, Architect, Project Manager and Project Inspector copies of the most current material safety data sheets with respect to each hazardous substance received, used or stored at the Site by the Contractor.

C. The Contractor shall immediately forward to the District, Architect, Project Manager and Project Inspector any updated material safety data sheets.

D. The Contractor shall properly label and inform the District, Architect, Project Manager and Project Inspector of, any pipes or piping systems containing hazardous substances used or maintained at the Site by the Contractor. Prior to the receipt of such materials at the Site, the contractor shall submit a list of all materials which the Contractor intends to receive, use or store at the Site that are classified as hazardous substances pursuant to applicable federal, state or local Employee or Community Right to Know statutes, regulations or requirements.

1.19 SAFETY SURVEYS

A. Inspector of Record may conduct periodic safety surveys of the project. Any safety discrepancy observed will be reported to the appropriate Contractor Site Safety Representative for immediate correction.

B. District, Architect, and/or Inspector of Record safety surveys do not, without any limitation, relieve the Contractor of their primary responsibility to self-inspect the Work and equipment, and to conduct the Work in a safe manner.

C. Contractor shall provide the District, Architect, and Project Inspector with Monthly Contractor Accident Statistics Reports.

PART 2 - PRODUCTS
Not Used

PART 3 - EXECUTION
Not Used

END OF SECTION 01540
PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. All Contract Documents shall be reviewed for applicable provisions related to the provisions in this document, and provisions in the General Conditions and other Division 1 Specification Sections shall apply to this Section without limitation.

1.2 RELATED DOCUMENTS SPECIFIED IN OTHER SECTIONS

A. Section 01010 – “Summary of Work”
B. Not Used
C. Not Used
D. Section 01400 – “Quality Control Requirements”
E. Section 01625 – “Product Options and Substitutions”
F. Section 01770 – “Contract Closeout Procedures”
G. Divisions 2 through 32 Sections for Basic Product Requirements for the Work in those Sections.

1.3 SUMMARY

A. This Section describes the basic requirements for the selection, handling, and storage of products to be used in the Project.

1.4 PRODUCTS

A. All products are to be new and not previously incorporated into or used in any other project or facility. Products salvaged or recycled from other projects are not considered new products and are not permitted.

B. The term product, as used in the Contract Documents, includes materials, equipment, systems, and like terms of similar intent.

C. Products include materials, machinery, components, equipment, fixtures and systems forming the Work and purchased for incorporation into the Work.

D. Do not reuse materials and/or equipment removed from existing premises except as specifically permitted by the Contract Documents.

E. Provide interchangeable components of the same manufacturer, for similar components.

F. Named products are items identified in the Contract Documents by manufacturer’s product name, including make or model number or other designation shown or listed in manufacturer’s published product literature that is current as of date of the Contract Documents.
1.5 TRANSPORTATION AND HANDLING

A. Transport and handle products in accordance with manufacturer’s instructions.

B. Promptly inspect shipments to assure that products comply with requirements, quantities are correct, and products are undamaged.

1.6 SHIPPING REQUIREMENTS

A. Preparation for Shipment: All equipment shall be suitably packaged to facilitate handling and to protect against damage during transit and storage. All equipment shall be protected from exposure to the elements and shall be kept dry at all times.

B. Painted and coated surfaces shall be protected against impact, abrasion, discoloration, and other damage. Painted and coated surfaces which are damaged prior to acceptance of equipment shall be repainted to the satisfaction of District at the expense of Contractor.

1.7 PRODUCT DELIVERY, STORAGE, AND HANDLING

A. Store products only in staging area per provisions of the Contract Documents.

B. Handle, store, and protect products in accordance with manufacturer’s instructions, with seals and labels intact and legible. Store sensitive products in weather-tight, climate-controlled enclosures.

C. For exterior storage of fabricated products, place on appropriate supports, above ground.

D. Cover products subject to deterioration with impervious sheet covering. Provide ventilation to avoid condensation.

E. Deliver, store and handle products using means and methods that will prevent damage, deterioration, and loss, including theft. Comply with manufacturer’s written instructions.

F. Contractor shall comply with the following without limitation:

1. Contractor shall bear the responsibility for delivery of equipment, spare parts, special tools, and materials to the Site and shall comply with the requirements specified herein and provide required information concerning the shipment and delivery of the materials specified in the Contract Documents.

2. Electrical equipment and all equipment with antifriction or sleeve bearings shall be stored in weather-tight structures maintained at a temperature above 60 degree Fahrenheit. Electrical equipment controls and insulation shall be protected against moisture and water damage. All space heaters furnished in or with equipment shall be connected and operated continuously or according to manufacturer’s requirements.

3. Equipment and materials shall not have any pitting, rust, decay, or other deleterious effects of storage when installed in the Work.

4. Store products to allow for inspection, measurement, and/or counting of units.

5. Store materials in a manner that will not endanger adjacent Work.

6. Store products that are subject to damage by the elements, under cover in a weather-tight enclosure above ground, with ventilation adequate to prevent condensation.

7. Store cementitious products and materials on elevated platforms.
8. Comply with product manufacturer’s written instructions for temperature, humidity, ventilation, and weather-protection requirements for storage.

PART 2 - PRODUCTS
Not Used

PART 3 - EXECUTION
Not Used

END OF SECTION 01610
PART 1 - GENERAL

1.1 RELATED DOCUMENTS
   A. All Contract Documents shall be reviewed for applicable provisions related to the provisions in this document, and provisions in the General Conditions and other Division 1 specification Sections shall apply to this Section without limitation.

1.2 RELATED REQUIREMENTS SPECIFIED IN OTHER SECTIONS
   A. Section 01010 – “Summary of Work”
   B. Section 01311 – “Project Management and Coordination”
   C. Section 01400 – “Quality Control Requirements”
   D. Section 01610 – “Basic Product Requirements”
   E. Section 01722 – “Execution Requirements”
   F. Section 01780 – “Project Record Documents”
   G. Division 2 through 32 Sections for specific requirements for Materials and Equipment (Product Options and Substitutions) for the work in those Sections.

1.3 SUMMARY
   A. This Section includes administrative and procedural requirements concerning product options and substitutions.

1.4 GENERAL
   A. The term product, as used in the Contract Documents, includes materials, equipment, systems, and like terms of similar intent.
   B. All products are to be new, and not previously incorporated into or used in any other project or facility. Products salvaged or recycled from other projects are not considered new products and are not permitted.
   C. Named products are identified in the Contract Documents by manufacturer’s product name, make or model number, and/or other specific designation.

1.5 PRODUCT SELECTION AND SUBSTITUTION REQUIREMENTS
   A. Substitutions are defined as any changes in products, materials, equipment, and/or methods of construction from those required by the Contract Documents, and that are proposed by the Contractor.
   B. When only one product is specified, and unless the Specifications state that no substitution is permitted, whenever the Contract Documents indicate any specific article, device, equipment, product, material, fixture, patented process, form, method, or type of construction or any specific name, make, trade name, or catalog number, with or without the words “or equal,”
such specification shall be deemed to be used for the purpose of facilitating description of the material, process, or article desired and shall be deemed to be followed by the words “or equal” unless the Contract Documents specify “no substitution allowed”, “no equal”, “no equivalent”, “to match campus standard”, “single source,” or other language with similar meaning, in which case no substitutions will be allowed.

1. Pursuant to Paragraph 3.11.4, the Contractor may, unless otherwise stated below, at time of bid offer any material, process, article, etc., which shall be materially equal or better in every respect to that so indicated or specified (“Specified Item”) and will completely accomplish the purpose of the Contract Documents.

C. For products specified by naming only one manufacturer and including the words “no substitutions allowed”, “no equal”, “to match campus standard”, “single source” and/or other phrase with similar meaning:
   1. There is no product option due to necessity to match existing products or systems, to meet other design criteria or dependencies, or to comply with established standards. No substitution will be allowed.
   2. If product becomes unavailable due to no fault of Contractor, submit Request for Substitution, including all information required herein.

D. When more than one product is specified, and in the absence of language stating “no substitutions allowed”, “no equal”, “to match campus standard”, “single source,” or other phrase with similar meaning:
   1. Select products of any named manufacturer meeting all specified requirements, or submit a request for substitution at time of bid.
   2. If product becomes unavailable due to no fault of Contractor, submit Request for Substitution (RFS), including all information required herein.

E. For products specified by naming one or more products followed by the words “or approved equal”:
   1. Select products of any named manufacturer meeting all specified requirements, or submit a request for substitution at time of bid.

F. For products specified only by reference standard, select any product meeting or exceeding all requirements of the specified standard.

G. Compatibility of product options: If Contractor is given an option of selecting between two or more products for use on the Project; product selected shall be compatible with products previously selected, even if previously selected products were also options.
   1. Contractor shall be responsible for providing products and construction means and methods that are compatible with the products and construction means and methods of other contractors.

H. Products Specified which are Commercially Unavailable. If the Contractor fails to make a request for substitutions for products, prior to the submission of its bid, and such products subsequently become commercially unavailable, the Contractor may request a substitution for such commercially unavailable item.
1. The decision to grant this request is solely at the District’s discretion. The written approval of the District, consistent with the procedure for Change Orders, shall be required for the use of a proposed substitute material.

2. The District may condition its approval of the substitution upon the delivery to District of an extended warranty or other assurances of adequate performance of the substitution as well as an equitable deduction in the contract price should the substituted item cost less than the Specified Item.

3. All risks of delay due to the approval of a requested substitution by the DSA, or any other governmental agency having jurisdiction, shall be on the requesting party. All additional costs, all procurement and construction delays, and all costs for review by the Architect or its consultants shall be the responsibility of the Contractor and will be deducted from Contractor’s pay request.

I. Substitution Request Form. All requests for substitutions of products, materials, or processes in place of a Specified Item must be submitted in writing on the District’s Substitution Request Form (“Request Form”) at the time of submitting bids to the District, except as provided for in Paragraph 3.11.4 of the General Conditions. The Request Form must be accompanied by evidence as to whether the proposed substitution meets the requirements of the Contract Documents as specified herein.

1. In completing the Request Form, the bidder must state, with respect to each requested substitution, that the bidder will agree to provide the Specified Item in the event that the District denies the bidder’s request for such requested substitution.

J. After bids are opened, the apparent lowest bidder shall provide, within five (5) days of opening such bids, any and all Drawing, Specifications, samples, performance data, calculations, and other information, as required herein to assist the Architect and the District in determining whether the proposed substitution is acceptable. The burden of establishing these facts shall be upon the bidder.

K. After the District’s receipt of such evidence by the bidder, the District will make its final decision as to whether the bidder’s request for substitution for any Specified Items will be granted. The decision as to whether a proposed request for substitution is equal to a Specified Item shall be at the sole discretion of the District.

1. Any request for substitution that is granted by the District shall be documented and processed through a Change Order.

2. The District may condition its approval of any substitution upon delivery to the District of an extended warranty or other assurances of adequate performance of the substitution.

3. Any and all risks of delay due to approval by the DSA or any other governmental agency having jurisdiction shall be on the bidder.

4. In the event that the bidder has agreed in the Request Form to provide the Specified Item and the District denies the bidder’s requested substitution for a Specified Item, the bidder shall provide the Specified Item without any additional cost or charge to the District.

L. If the Architect and District accept a proposed substitution, the Contractor agrees to pay for all engineering and design services, including, without limitation, compensation to the Architect and affected engineers for their required time to process such substitution through the Division.
of the State Architect, if required, and to make all changes and adjustments in materials or the work of all trades directly or indirectly affected by the substituted item or items at no cost to the District.

M. Substitutions will not be considered for acceptance (or, at the District’s sole discretion, District may make Contractor solely responsible for all resulting costs, expenses and other consequences of a substitution) when a substitution:

1. Results in delay meeting established construction milestones and/or Phase completion dates.
2. Is indicated or implied on submittals without formal Substitution Request from Contractor.
3. Is requested directly by a Subcontractor or supplier.
4. Acceptance will require substantial revision to the Contract Documents.
5. Disrupts the Contractor’s Work progress or ability to perform efficiently.

N. Substitute products shall not be ordered without written acceptance of Architect and District.

O. Architect and/or District shall determine acceptability of proposed substitutions and reserve right to reject proposals due to insufficient information.

P. Accepted substitutions will be evidenced by a Change Order. All Contract Document requirements apply to all Work involving substitutions.

Q. Coordinate all substitute products with Contractor’s Construction and Submittal Schedules.

1.6 PRODUCTS WITH NO SUBSTITUTION ALLOWED

A. No substitutions shall be allowed for District standard products. District standard products include:

1. Corbin-Russwin door locksets and latchsets
2. Andover Building Management Control Systems
3. Siemens Fire Alarm System
5. Access Control: Software House
6. Intrusion Alarm Monitoring: DSC
7. Uninterruptable power supplies: Liebert GXT3
8. Wireless Access Points: HP MSM422

1.7 PRODUCT SUBSTITUTION REQUESTS: REQUIRED INFORMATION

A. Requests for substitutions of products, materials, or processes in place of a specified item must in writing on the District’s Substitution Request Form at the time of submitting bids to the District.

B. Except as provided in the Contract Documents with respect to “or equal” items, District will consider a Contractor’s substitution request only when the specified product or products become unavailable due to no fault of Contractor.
C. Requests for review of proposed substitute items will not be accepted from anyone other than Contractor.

D. A Request for Substitution shall state the extent, if any, to which the evaluation and acceptance of the proposed substitute will prejudice Contractor’s achievement of Substantial Completion of the Work or any Phase of the Work on time pursuant to the completion dates specified in the Contract Documents, and whether or not acceptance of the substitute for use in the Work will require a change in any of the Contract Documents (or in the provisions of any other direct contract with the District for Work on the Project.)

E. Substitution Product List: Submit a list, in tabular form, showing specified product(s) and requested substitute product(s). Include generic names of products required, and manufacturer’s proprietary name for each product. Provide all product data for each requested substitute product, variations from specified product, and other pertinent data as specified herein.

F. Submit separate submittals (four copies) for each product substitution requested, to include the following:

1. A statement either explaining why the specified product cannot be provided or why the Contractor is proposing a substitution.
2. Product identification, including specification section number, and title.
3. Manufacturer’s literature, including product data and specifications.
4. Physical samples, as applicable
5. Color chart, as applicable.
6. Name and address of similar projects on which product has been used, and dates of installation.
7. Name, address, and telephone number of supplier, installer, and manufacturer’s representative.
8. Construction methods: Include detailed description with drawings or other illustrations as required for clarity.
9. Provide product availability information with projected delivery date.
10. A completed Substitution Request Form (see Section 01340 “Administrative Forms and Logs”) for each product substitution requested. Submittals with an incomplete Substitution Request Form will be returned to the Contractor without review.
11. A detailed comparison of the proposed substitution with specified product, listing all variations including all dimensional, weight, service requirements, and functional differences, if any. If variation(s) from the specified product is not identified in the submittal, it may be rejected.
12. Indicate available maintenance, repair, and replacement services for substitute products.
13. Contractor shall state whether the substitute will require a change in any of the Contract Documents (or provisions of any other direct contract with District for work on the Project) to adapt the design for the proposed substitute, and whether or not incorporation or use of the substitute in connection with Work is subject to payment of any license fee or royalty.
14. Contractor shall provide an accurate cost comparison of the proposed substitution with the specified product and identify the net change in Contract Sum related to use of the proposed substitution.
   a. The cost comparison shall include, but not be limited to, an itemized estimate of all costs or credits that will result directly or indirectly from acceptance of such substitute, and include costs for redesign and/or claims of other contractors affected by the resulting change.
   b. Architect or District may require Contractor to furnish additional cost data concerning the proposed substitute.

15. Coordination information, including a list of changes or modifications needed to other parts of the Work and to construction performed by District and separate contractors that will be necessary to accommodate proposed substitution.

16. Material test reports from a qualified testing agency indicating and interpreting test results for compliance with requirements indicated.

17. Research/evaluation reports evidencing compliance with building code in effect for Project, from a model code organization acceptable to authorities have jurisdiction.

18. Submit complete information identifying any changes to the Contractor’s Construction Schedule required as a result of the proposed substitution.
   a. If specified product or method of construction cannot be provided within Contract Time, include letter from manufacturer, on manufacturer’s letterhead, stating lack of availability or other reason for delays in delivery.
   i) Contractor’s certification that proposed substitution complies with requirements in the Contract Documents.

19. Contractor’s waiver of rights to additional payment or time that may subsequently become necessary because of failure of proposed substitution to produce indicated results.

1.8 CONTRACTOR’S REPRESENTATION AND WARRANTY

A. Contractor’s Substitution Request constitutes a representation and warranty that Contractor complies with all of the following requirements:

1. Contractor has investigated proposed product and determined that it meets or exceeds, in all respects, the requirements for the specified product.

2. Contractor shall provide the same warranty for substitution as for specified product.

3. Contractor shall coordinate installation and make all other changes that may be required for Work to be integrated and complete in all respects.

4. Contractor waives claims for any additional costs which may subsequently become apparent.

5. Contractor shall compensate District for any Construction Document revisions and/or agency approval costs associated with any product substitution. Any such compensation shall be deducted from the Contract Sum by the District via Change Order.

6. Contractor shall be responsible for maintaining the Construction Schedule and for recovering any time lost due to a product substitution.
7. Contractor shall be responsible for any Construction Schedule delay caused by late ordering of available specified products caused by Substitution Requests that are subsequently rejected by the District.

8. Contractor shall compensate District for all costs, including extra costs for performing Work under Contract Documents, extra cost to other contractors, and any claims brought against District, caused by late Product Substitution Requests.

1.9 DISTRICT ACTION

A. District shall respond in writing to Contractor within five (5) working days of receipt of a Substitution Request. Architect’s response shall include a list of unacceptable product selections and a brief explanation of reasons for this action. Architect’s response, or lack of response, does not constitute a waiver of requirement to comply with the Contract Documents.

B. District shall notify Contractor in writing of decision to accept or reject Contractor’s requested substitution.

C. If necessary, District may request additional information or documentation for evaluation of Substitution Request. District shall notify Contractor of acceptance or rejection of proposed substitution within (5) working days of receipt of additional information or documentation.

PART 2 – PRODUCTS

Not Used

PART 3 – EXECUTION

Not Used

END OF SECTION 01625
SECTION 01710
CLEANING REQUIREMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS
A. All Contract Documents shall be reviewed for applicable provisions related to the provisions in this document, and provisions of General Conditions and other Division 1 Specification Sections shall apply to this Section without limitation.

1.2 RELATED REQUIREMENTS SPECIFIED IN OTHER SECTIONS
A. Section 01400 – “Quality Control Requirements”
B. Section 01500 – “Temporary Facilities and Controls”
C. Section 01722 – “Execution Requirements”
D. Section 01770 – “Contract Closeout Procedures”
E. Divisions 2 through 32 Sections for specified Cleaning Requirements for the work in those Sections.

1.3 DISPOSAL OF MATERIALS
A. As part of the scope of Work included within the contract Sum, Contractor shall be fully responsible for disposing of all construction debris, dirt and spoils resulting from the Work.
B. All waste materials, debris, dirt and rubbish shall be disposed of at sites to be chosen by Contractor in accordance with applicable local, state and federal regulations and requirements of the Contract Documents. See also Sections 01505 and 01412.
C. Contractor is cautioned that both the County of Contra Costa and cities within the County have regulations governing the disposal of rubble, broken pavement, and similar materials.
D. Contractor shall become familiar with the requirements of the agency having jurisdiction over any contemplated disposal site and shall comply with requirements.
E. Under no circumstances shall rubbish, debris, waste, dust, dirt or surplus materials be allowed to accumulate in the building or on the Project site, and all such shall be removed continually as the Work progresses and by the end of each day’s Work.
   1. Materials: In occupied building areas, only sufficient materials and flammable or toxic substances necessary for the Work being performed that day or shift shall be brought into the building and work areas. In no case shall flammable or toxic substances be stored in the building, and these substances shall be immediately removed from the building when not needed and not later that the end of the day’s Work.
   2. Splattering or spilling of material shall be promptly cleaned up at time of occurrence.
F. Contractor shall provide street sweeping whenever silt from construction site is carried over to adjacent public thoroughfares.
G. Failure to maintain a clean and orderly project site may necessitate action by the District. In the event that the Contractor fails to clean up and maintain the project in a clean and orderly manner, the District may clean the job-site and charge the Contractor for such cleaning costs. Any cleaning costs incurred by District will be deducted from the Contract Sum by Change Order.

H. All trash, debris, waste, and excess soil resulting from performance of the Work shall be disposed of at sites to be chosen by Contractor in accordance with applicable local, state, and federal regulations. If Contractor elects to dispose of soil on any private property, a permission letter shall be obtained from the property owner and presented to District prior to disposal. Contractor is advised that the property owner is required to obtain a fill permit from the applicable government agency (ies). In addition, placement of fill in wetland areas is subject to permit procedures of the US Army Corps of Engineers. At the completion of Work, a letter from each affected property owner releasing Contractor, Contra Costa County, District, and District consultants from any future liability.

1.4 FINAL CLEANING

A. District’s Representative’s Inspection: Provide District at least twenty-four (24) hours advance notice of readiness for inspection.

B. Any deficient cleaning, as determined by District’s Representative, shall be immediately corrected as directed by District at Contractor’s expense.

C. Contractor shall execute final cleaning prior to final inspection, using only properly skilled workers.

D. Remove grease, dust, dirt, stains, labels, fingerprints, and other foreign materials from exposed interior and exterior finished surfaces.

E. Repair, patch, and touch up marred surfaces to match adjacent finishes.

F. Clean interior and exterior surfaces exposed to view; remove temporary labels, stains and foreign substances, clean and/or polish all transparent and glossy surfaces,

G. Vacuum carpeted and soft surfaces.

H. Remove waste and surplus materials, rubbish, and construction facilities from Site.

I. Wash and shine mirrors.

J. Ventilating systems:
   1. Clean permanent filters and replace disposable filters of units operated during construction; in addition, clean ducts, blowers, and coils when units have been operated without filters during construction.
   2. Clean ducts, blower, and coils of units operated during construction.

K. Clean surfaces of equipment; remove excess lubrication.

L. Clean plumbing fixtures to a sanitary condition

M. Vacuum and wipe inside of electrical panels and cabinetwork.

N. Clean light fixtures and lamps.

O. Broom clean interior spaces.

P. Clean, damp mop, wax and polish resilient and hard-surfaced floors as specified.
Q. Remove waste, debris and surplus materials from site. Clean grounds; remove stains, spill, and foreign substances from paved areas and sweep clean. Rake clean other exterior surfaces.

R. Use cleaning materials which will not create hazards to health or property or cause damage to the Work. Use cleaning materials and methods recommended by the manufacturers of the products to be cleaned.

S. Contractor shall not use nor permitted to use any kind of material/cleaning chemical that are not permitted for use in the State of California, or not permitted by the Health Department.

T. Schedule operations to prevent dust and other contaminants resulting from cleaning operations from adhering to wet or newly finished surfaces.

U. Clean roofs, gutters, downspouts and drainage systems.

V. Interior surfaces and areas where Work is performed shall be left in vacuum clean condition with all dust, dirt, stains, hand marks, paint spots, plaster droppings, and other blemishes and defects completely removed. To the extent of Contractor’s operations, use or materials, the following requirements apply to all areas where Work is performed:

1. Walls: Bare and painted surfaces shall be cleaned and free of dust, lint, streaks, or stains.
2. Hardware and metal surfaces shall be cleaned and polished using non-corrosive and non-abrasive materials.
3. Glass: New glass and soiled existing glass shall be washed and polished both sides and left free of dirt and spots. Labels shall be removed.
4. Ceilings shall be clean and free of stains, hand marks, and defacing.
5. Fixtures and Equipment: New mechanical and electrical fixtures and like items shall be cleaned and polished. Lighting fixtures shall be free of dust, dirt, stains, or waste material. Equipment and machinery shall be cleaned, serviced, and ready for use. Existing items shall be cleaned as required including ventilating supply and return equipment in walls and ceilings.
6. Surfaces not mentioned shall be cleaned according to the intent of this Section and as required for District’s Representative’s approval.

PART 2 – PRODUCTS
Not Used

PART 3 – EXECUTION
Not Used

END OF SECTION 01710
SECTION 01722
EXECUTION REQUIREMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS
   A. All Contract Documents shall be reviewed for applicable provisions related to the provisions in this document, and provisions in the General Conditions and other Division 1 Specification Sections shall apply to this section without limitation.

1.2 RELATED REQUIREMENTS SPECIFIED IN OTHER SECTIONS
   A. Section 01010 – “Summary of Work”
   B. Section 01311 – “Project Management and Coordination”
   C. Section 01710 – “Cleaning Requirements”
   D. Section 01770 – “Contract Closeout Procedures”
   E. Divisions 2 through 32 Sections for Execution Requirements for the work in those Sections.

1.3 SUMMARY
   A. This Section includes Administrative and General procedural requirements governing execution of the Work including, but not limited to, the following:
      1. Construction layout
      2. General installation of products
      3. Coordination of District-installed products
      4. Starting and adjusting
      5. Protection of installed construction
      6. Correction of the Work

PART 2 - PRODUCTS
Not Used

PART 3 - EXECUTION

3.1 EXAMINATION
   A. Acceptance of Conditions: Examine substrates, areas, and conditions, with Installer or Applicator present where indicated, for compliance with requirements for installation tolerances and other conditions affecting performance. Record all observations in writing.
      1. Written Report: Where a written report listing conditions detrimental to performance of the Work is required by other Sections, include the following:
         a. Description of the Work
b. List of detrimental conditions, including substrates  
c. List of unacceptable installation tolerances  
d. Recommended corrections  

2. Examine roughing-in for mechanical and electrical systems to verify actual locations of connections before equipment and fixture installation.  

3. Examine walls, floors, and roofs for suitable conditions where products and systems are to be installed.  

4. Proceed with installation only after unsatisfactory conditions have been corrected. Proceeding with the Work indicates acceptance of surfaces and conditions.  

B. Existing Site and/or Building Conditions: The existence and location of site improvements, utilities, and other construction indicated as existing are not guaranteed. Before beginning Work, investigate and verify the existence and location of mechanical and electrical systems and other construction affecting the Work.  

1. Before construction, verify the location and points of connection of all utility services for each Phase of the Work and the entire Project.  

C. Existing Utilities: The existence and location of underground and other utilities and construction indicated in the Contract Documents as existing are not guaranteed. Prior to beginning the Work investigate and verify the existence and location of all underground utilities and/or other improvements affecting the Work.  

1. Before construction, verify the location and invert all elevations at points of connection of sanitary sewer, storm sewer, and water-service piping; and all underground electrical services.  

2. Furnish location data for work related to Project that must be performed by public utilities serving Project site.  

3.2 PREPARATION  


B. Existing Utility Information: Furnish information to the District and Architect that is necessary to adjust, move, or relocate existing utility structures, utility poles, lines, services, or other utility appurtenances located in or affected by construction. Contractor shall coordinate with authorities having jurisdiction.  

C. Field Measurements: Take field measurements as required to fit the Work properly. Recheck measurements before installing each product. Where portions of the Work are indicated to fit to other construction, Contractor shall investigate and verify all dimensions of other construction by field measurements before fabrication. Contractor shall coordinate fabrication schedule with construction progress to avoid delaying the Work.  

D. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Contract Documents. Contractor shall be responsible for all coordination and measurements including means and methods of Construction.
3.3 CONSTRUCTION LAYOUT


3.4 INSTALLATION

A. General Contractor shall locate the Work and components of the Work accurately, in correct alignment and elevation, as indicated.
   1. Make vertical work plumb and make horizontal work level.
   2. Where space is limited, install components to maximize space available for maintenance and ease of removal for replacement.
   3. Conceal pipes, ducts, and wiring in furnished areas, unless otherwise indicated.
   4. Maintain minimum headroom clearance of eight feet in spaces without a suspended ceiling.

B. Contractor shall comply with manufacturer’s written instructions and recommendations for installing products in applications indicated.

C. Contractor shall install products at the time and under conditions that will ensure the best possible results. Maintain conditions required for performance until accepted by District.

D. Contractor shall conduct construction operations so no part of the Work is subjected to damage or loading in excess of that expected during normal conditions of occupancy.

E. Anchors and Fasteners: Provide anchors and fasteners as required to anchor each component securely in place, accurately located and aligned with other portions of the Work.

F. Mounting Heights: Where mounting heights are not indicated, mount components at heights directed by Architect.

G. Allow for building movement, including thermal expansion and contraction.

H. Coordinate installation of anchorages. Furnish setting drawings, templates, and directions for installing anchorages, including sleeves, concrete inserts, anchor bolts, and items with integral anchors, that are to be embedded in concrete or masonry. Deliver such items to Project site in time for installation.

I. Joints: Make joints of uniform width. Where joint locations in exposed work are not indicated, arrange joints for the best visual effect. Fit exposed connections together to form hairline joints.

J. Hazardous Materials: Use only products, cleaners, and installation materials that are not classified as or considered hazardous.

3.5 DISTRICT-INSTALLED PRODUCTS

A. Site Access: Provide access to Project site for District’s construction forces.

B. Coordination: Coordinate construction and operations of the Work with work performed by District construction forces.
1. Construction Schedule: Inform District of Contractor’s preferred construction schedule for District’s portion of the Work. Adjust construction schedule based on a mutually agreeable timetable. Notify District and Architect if changes to schedule are required due to differences in actual construction progress.

2. Pre-installation Conferences: Include District’s construction forces at pre-installation conferences covering portions of the Work that are to receive District’s work. Attend pre-installation conferences conducted by District’s construction forces if portions of the Work depend on District’s construction forces.

END OF SECTION 01722
PART 1 - GENERAL

1.1 RELATED DOCUMENTS
   A. All Contract Documents shall be reviewed for applicable provisions related to the provisions in this document, and provisions in the General Conditions and other Division 1 Specification Sections shall apply to this section without limitation.
   
   B. Individual Product Specification Sections:
      1. Cutting and patching incidental to work of the section.
      2. Advance notification to other sections of openings required in work of those sections.
      3. Limitations on cutting structural members.

1.2 RELATED REQUIREMENTS SPECIFIED IN OTHER SECTIONS
   A. Section 01311 – “Project Management and Coordination”
   B. Section 01710 – “Cleaning Requirements”
   C. Section 01722 – “Execution Requirements”
   D. Divisions 2 through 32 Sections for specific requirements and limitations applicable to cutting and patching individual parts of the Work.

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

1.4 RESPONSIBILITIES
   A. The Contractor shall be responsible for cutting, fitting, or patching to complete the Work and to make all parts fit together properly. Contractor shall be responsible for ensuring that all trades are coordinated and scheduled so as to ensure the timely and proper execution of the work. When modifying existing work or installing new Work adjacent to existing work, Contractor shall match, as closely as conditions of Site and materials will allow, the finishes, textures, and colors of the original work, refinishing existing work at no additional cost to District. All cost caused by defective or ill-timed work shall be borne by Contractor. Contractor shall be solely responsible for protecting existing work on adjacent properties and shall obtain all required permits for shoring and excavations near property lines.
   
   B. Contractor shall be responsible for all cutting, fitting, and patching, including associated excavation and backfill, required to complete the Work. This includes, but is not limited to:
      1. Making parts fit together properly
2. Removal and replacement of defective Work
3. Removal and replacement of Work not conforming to requirements of Contract Documents
4. Provide routine penetrations of non-structural surfaces for installation of piping and electrical conduit
5. Attaching new materials to existing improvements
6. Painting (or other finishes) to match adjacent or existing conditions

C. Contractor shall not cut or alter any part of the Work in such a way that endangers or compromises the integrity of the Work, the work of others, or the Project.

D. New or existing structural members and elements, including reinforcing bars and seismic bracing, shall not be cut, bored, or drilled except by written authority of the Architect. Work done contrary to such authority is at the Contractor’s risk and subject to replacement at its own expense without reimbursement under the Contract. Schedule delays resulting from Agency approvals for unauthorized work shall be the Contractor’s responsibility.

E. Permission to patch any areas or items of the Work shall not constitute a waiver of the District’s or the Architect’s right to require complete removal and replacement of the areas of items of the Work if, in the opinion of the Architect or the District, the patching does not satisfactorily restore quality and appearance of the Work or does not otherwise conform to the Contract Documents.

1.5 QUALITY ASSURANCE

A. Requirements for Cutting and Patching relating to structural elements: Do not cut and/or patch structural elements in a manner that would alter their structural design characteristics.
   1. Obtain written approval of the cutting and patching proposal from the Structural Engineer of Record prior to cutting and/or patching any structural elements.
   2. Where cutting and patching Work involves adding reinforcement to structural elements, submit details and engineering calculations showing integration of reinforcement with original structure. Contractor shall be responsible for any costs associated with required Structural Engineer and/or DSA reviews and approvals.

B. Operational Limitations: Do not cut and patch operating elements or related components in a manner that would result in reducing their capacity to perform as intended. Do not cut and patch operating elements or related components in a manner that would result in increased maintenance or decreased operational life or safety.

C. Visual Requirements: Do not cut and patch exposed Work in a manner that would, in the Architect or District’s opinion, reduce the building’s aesthetic qualities. Do not cut and patch construction in a manner that would result in visual evidence of cutting and patching. Remove and replace construction cut and patched in a visually unsatisfactory manner as directed by District.

D. Contractor shall ensure that all cutting, fitting, and patching shall achieve the security, strength, weather protection, and appearance for aesthetic match, efficiency, operational life, maintainability, safety of operational elements, and the continuity of existing fire ratings as required by the Contract Documents.
E. Contractor shall ensure that cutting, fitting, and patching shall successfully duplicate undisturbed adjacent profiles, materials, textures, finishes, colors, and that materials shall match existing construction. Where there is dispute as to whether duplication is successful or has been achieved to a reasonable degree, the District’s decision shall be final.

F. Operational Elements: Do not cut and patch operating elements and/or related components in a manner that results in reducing their capacity to perform as intended, results in increased maintenance requirements, that decreases operational life, or that affects system or component safety. Operating elements include, but are not limited to the following:

1. Fire-suppression systems.
2. HVAC systems.
3. Control systems.
4. Mechanical systems piping and ducts.
5. Air smoke barriers
6. Telephone and communication systems.
7. Electrical wiring systems.
8. Primary operational systems and equipment.

G. Miscellaneous Elements: Do not cut and patch miscellaneous elements or related components in a manner that could change their load-carrying capacity, that results in reducing their capacity to perform as intended, or those results in increased maintenance or decreased operational life or safety.

PART 2 - PRODUCTS
Not Used

PART 3 - EXECUTION
Not Used

END OF SECTION 01730
PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. All Contract Documents shall be reviewed for applicable provisions related to the provisions in this document, and provisions in the General Conditions and other Division 1 Specification Sections shall apply to this Section without limitation.

1.2 RELATED DOCUMENTS SPECIFIED IN OTHER SECTIONS

A. Section 01010 – “Summary of Work”
B. Section 01770 – “Contract Closeout Procedures”
C. Section 01780 – “Project Record Documents”
D. Divisions 2 through 32 Sections for Warranties/Guaranties requirements for the Work in those Sections.

1.3 SUMMARY OF WORK

A. The Contractor warrants to the District and Architect that material and equipment furnished under the Contract will be of the highest quality and new unless otherwise required or permitted by the Contract Documents, that the Work will be free from defects not inherent in the quality required or permitted, and that the Work will conform with the requirements of the Contract Documents. Work not conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective.

B. Contractor hereby warrants and guaranties to District all Work performed on this Project, including all material and equipment incorporated therein, as set forth below:

C. Pursuant to the requirements of this Section and other section of the Contract Documents, Contractor agrees to unconditionally warranty and guaranty the quality and adequacy of all of Work provided under this Contract including, without limitation, all labor, materials and equipment provided by the Contractor and Subcontractors of all tiers in connection with the Work.

D. Contractor’s Warranty and/or Guaranty shall become effective on the first day following District’s issuance of a written Notice of Substantial Completion of a specifically defined Phase of the Project, or on such other date as may be specified elsewhere in the Contract Documents, and once effective, the Warranties and/or Guaranties shall remain operative and shall bind Contractor as further described herein for a period of one (1) year, and/or more as specified in the Contract Documents.

E. This Section does not in any way limit the Guarantee on any items for which a longer Warranty or Guaranty is specified or on any items for which a manufacturer gives a Guarantee for a longer period. Contractor shall furnish District all appropriate Guaranty or Warranty Certificates upon completion of the project.
F. District and Contractor shall in light of the anticipated duration of this Project, create a mechanism to trigger the start-date of Contractor’s Warranty and/or Guaranty so that the Warranty and/or Guaranty may become effective in Phases as the Project proceeds. All Contractor Warranties and/or Guaranties must be reviewed and accepted by District.

G. Neither final payment nor use or occupancy of the Work performed by the Contractor shall constitute an acceptance of Work not done in accordance with Contract Documents, nor relieve Contractor of liability in respect to any express warranties and/or guaranties or responsibilities for faulty materials or workmanship.

H. Contractor shall remedy any defects in the Work and repair any associated damage resulting therefrom, and pay all costs for any such Work which shall become evident within any Project Warranty and/or Guaranty period. If any Work is found to be defective within any Project Warranty and/or Guaranty period, Contractor shall, without cost to District, promptly correct such defective Work.

I. Contractor shall remove any defective Work rejected by District and replace it with Work that complies in all respects to the requirements of the Contract Documents. Remove and replace any damage to other Work or the Work of others resulting therefrom.

J. If Contractor fails to promptly comply with the terms of such instructions, District may have the defective Work corrected or the rejected Work removed and replaced. Contractor shall pay for all costs, losses and damages caused by or resulting from such removal and replacement within the Warranty and/or Guaranty period.

K. If, in the opinion of the District, defective Work creates a dangerous condition or requires immediate correction or attention to prevent further loss to the District, the District will attempt to give the notice required by this Section. If the Contractor cannot be contacted or does not comply with the District’s requirements for correction within a reasonable time as determined by the District, the District may, notwithstanding the provisions of this Section, proceed to make such correction or attention which shall be charged against Contractor. Such action by the District will not relieve the Contractor of the Guarantee provided in this Section or elsewhere in this Contract.

L. Where Contractor fails to correct defective Work, or defects are discovered outside the Warranty and/or Guaranty period, District shall have all rights and remedies granted by law.

M. Inspection of the Work shall not relieve Contractor of any of its obligations under the Contract Documents. Even though equipment, materials, or Work required to be provided under the Contract Documents have been inspected, accepted, and paid for, Contractor shall, at its own expense, replace or repair any such equipment, material, or Work found to be defective or otherwise not to comply with the requirements of the Contract Documents up to the end of the guaranty period.

N. These Warranties and/or Guaranties are in addition to any other warranty or guaranty requirements contained in the Contract Documents, and not in lieu of any other liability imposed on Contractor under the Contract Documents and governing laws with respect to Contractor’s duties, obligations, and performance under the Contract Documents.
1.4  FORMAT

A.  All Warranties/Guarantees and shall include:
   1.  Contractor, subcontractor, and equipment supplier shall provide Warranties and Guarantees on their original company letterhead with original signature.
   2.  Contractor shall provide original Warranties and Guarantees. Photo copies, fax and e-mail copies are not acceptable.

1.5  PREPARATION

A.  Contractor shall obtain warranties and guaranties, executed in duplicate by each applicable and/or responsible subcontractor(s), supplier(s), and manufacturer(s), within fifteen (15) days after Notice of Substantial Completion of the applicable Work or Phase of Work. Except for items put into use with District’s permission, Contractor shall leave date of beginning of time of warranty or guaranty blank until the date of completion is determined by District.

B.  Contractor’s Response to Construction Warranty and Guaranty Service Requirements
   1.  Following oral or written notification by the District, respond to construction warranty and guaranty service requirements.

C.  Warranty and/or Guaranty Tags
   1.  At the time of installation, tag each warranted or guaranteed item with a durable, oil and water resistant tag approved by the Contracting Officer. Attached each tag with a copper wire and spray with a silicone waterproof coating. The date of Substantial Completion and the Contractor Authorized signature must remain blank until the date the District makes a determination of Substantial Completion. Show the following information on the tag:

   **WARRANTY/GUARANTY INFORMATION - D-611 STUDENT SERVICES, CULINARY ARTS, FOOD SERVICES AND COMMONS PROJECT**

   a.  Type of product/material__________________________________________________________.
   b.  Model number______________________________________________________________.
   c.  Serial number______________________________________________________________.
   d.  Contract number______________________________________________________________.
   e.  Warranty/Guaranty period_____(months) from_________to______________________.
   f.  Inspector’s signature__________________________________________________________.
   g.  Construction Contractor________________________________________________________.
   Address______________________________________________________________.
   Telephone number______________________________________________________________.
   h.  Warranty or Guaranty contact___________________________________________________.
   Address______________________________________________________________.
   Telephone number______________________________________________________________.
   i.  Warranty or Guaranty response time priority code______________________________.
   j.  WARNING - PROJECT PERSONNEL TO PERFORM ONLY OPERATIONAL MAINTENANCE DURING THE WARRANTY PERIOD.
PART 2 - PRODUCTS
Not Used.

PART 3 - EXECUTION
Not Used.

END OF SECTION 01740
SECTION 01770
CONTRACT CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS
A. All Contract Documents shall be reviewed for applicable provisions related to the provisions in this document, and provisions in the General Conditions and other Division 1 Specification Sections shall apply to this Section without limitation.

1.2 RELATED REQUIREMENTS SPECIFIED IN OTHER SECTIONS
A. Section 01010 – “Summary of Work”
B. Section 01710 – “Cleaning Requirements”
C. Section 01740 – “Warranties and Guaranties”
D. Section 01780 – “Project Record Documents”
E. Divisions 2 through 32 Sections for Contract Closeout Procedure requirements for the work in those Sections.

1.3 SUMMARY
A. This section specifies administrative and procedural requirements for Contract closeout.

1.4 CONTRACT CLOSEOUT SUBMITTALS
A. Color prints of full size contractor Marked-up Contract Drawings
B. Color prints of full size contractor marked-up Shop Drawings
C. Professionally Drafted As-Built Record Drawings
D. Dated marked-up copies of Conformed Specifications
E. Marked-up Project Data submittals
F. Record Samples
G. Field records for variable and concealed conditions
H. Project record documents. See Section 01780.
I. Operating and maintenance manuals and data
J. Warranties and bonds
K. Warranty Tags
L. Spare Parts Data
M. Service and maintenance contracts

1.5 REMOVAL OF TEMPORARY CONSTRUCTION FACILITIES
A. When appropriate, remove temporary materials, equipment, services, and construction prior to Initial Inspection.

1.6 INITIAL PUNCH LIST AND INSPECTION
A. When Contractor considers Work to be Substantially Complete, submit written notice to District’s Representative requesting an Initial Inspection and listing items remaining to be completed or corrected listed by room number and item number (hereinafter “Initial Punch List”). The Contractor and/or its Subcontractors shall proceed promptly to complete and correct items on the list without waiting for District review of the Initial Punch List and inspection of the Work. Failure to include an item on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

B. The Contractor shall not submit a notice requesting an Initial Inspection unless the Work is Substantially Complete.

C. Should District’s Representatives determine that Work is not Substantially Complete, the Architect or Project Manager will promptly notify Contractor in writing, listing Work that must be completed prior to Substantial Completion. Any inspection list that is submitted to the District that does not result in a District determination of Substantial Completion will not be considered an accepted Initial Punch List. If the Work or Phase of Work is determined to not be Substantially Complete, Contractor shall complete all Work as directed prior to requesting an additional Initial Inspection by the District to determine Substantial Completion per this Specification Section.

D. Upon receipt of the Contractor’s Initial Punch List, and not before, the Architect, Project Manager, and Inspector will make an Initial Inspection to determine whether the Work, or Phase of Work, is Substantially Complete.
   1. All fire and life safety items, manufactured units, equipment and systems that require startup must have been started, run, tested, and operational for periods prescribed by the Contract Documents before a request for Initial Inspection is accepted by the District.
   2. If additional Initial Inspections are required to review Initial Punch List items due to incompleteness of the Work by Contractor, Contractor will reimburse District for all costs associated with these inspections if additional services fees by District consultants are required. The costs of such District additional service fees will be deducted from the Contract Sum by Change Order.

1.7 SUBSTANTIAL COMPLETION
A. When District determines that the Work is Substantially Complete, District will issue a Certificate of Substantial Completion, accompanied by Punch List of items to be completed or corrected as verified and/or appended by Architect and District.

B. When the Work is Substantially Complete, the District will file a Notice of Completion.
1. Warranties required by the Contract Documents shall commence on the date of Substantial Completion of the Work unless otherwise provided in the Notice of Completion.

2. The Notice of Completion shall be submitted to the Contractor for their written acceptance of responsibilities assigned to them in such Notice prior to District filing the Notice of Completion for purposes of initiating the release of Retention for the Work or Phase of Work.

3. The District shall withhold from Contractor payment the value of remaining Work, Work to be corrected, incomplete Work, and an amount identified for Punch List Work, and as otherwise identified in Public Contract Code.

C. The Contractor shall complete the items listed in the Punch List within ten (10) working days of the Certificate of Substantial Completion. The Contractor shall execute the Work such that the District can occupy the Work within seven (7) calendar days of the date of the Certificate of Substantial Completion.

1.8 FINAL INSPECTION

A. When Contractor considers the items listed in the Final Punch List to be complete the Contractor shall submit written notice to District’s Representative requesting a Final Inspection.

B. Upon receipt of the Contractor’s request for Final Inspection, and not before, the Contractor, Architect, and Project Manager, shall meet to go over the Contract Documents to identify the administrative requirements for contract close-out.

1. The Project Manager will prepare a list of requirements remaining for administrative close-out and shall provide the list to the Contractor.

2. The Contractor shall complete all items on the administrative close-out list within twenty-one (21) days

C. Subsequent to the meeting to identify administrative close-out requirements, Architect, Project Manager, Campus Representatives, and Inspector will inspect the Work to determine whether the Work identified on the Final Punch List is complete.

D. If additional Final Inspections are required to review the Final Punch List items due to incompleteness of the Work by Contractor, Contractor will reimburse District for all costs associated with these inspections if additional services fees by District consultants are required. The costs of such District additional service fees will be deducted from the Contract Sum by Change Order.

E. When the Architect determines that all final punch list items have been completed, a final Project Inspection Report will be issued. Any outstanding administrative close-out requirements will be identified and a value for withholding from Progress Payment or Final Payment will be assigned.

F. The Project Inspector (IOR), the Project Manager, and the Contractor shall, at all times, be together during all inspections. The Contractor shall give 24-hour notice to the District for such inspections.
1.9 **FINAL COMPLETION**

A. Final Completion occurs when all Work meets all requirements of the Contract Documents. When Contractor considers all Work complete and all close-out requirements have been performed, submitted, and accepted, submit written certification to District that:

1. Contractor has inspected Work for compliance with Contract Documents, and all requirements for Final Acceptance have been met.

2. Except for Contractor maintenance and Deferred or Seasonal Testing, after Final Acceptance, all Work has been completed in accordance with Contract Documents and deficiencies listed with any Certificate of Substantial Completion have been corrected. Equipment and systems have been tested in the presence of Architect, Project Inspector (IOR), Project Manager, Construction Manager, and District Representatives and are operative.

B. Should District determine that the Work is incomplete or defective or that administrative requirements have not been completed:

1. District’s Representative promptly will so notify Contractor, in writing, listing the incomplete or defective items.

2. Contractor shall promptly remedy all incomplete and/or defective Work and notify the District when it is ready for re-inspection. District’s Representatives will then re-inspect the Work. If deficiencies previously noted are found not to be corrected, Contractor shall pay all District costs for the re-inspection.

3. When District determines that all Work and requirements are complete under the Contract Documents, District or Project Manager will request Contractor to make a request for Final Payment.

1.10 **FINAL CLEANING**

Contractor shall comply with all applicable requirements in Section 01710 (Cleaning Requirements.)

1.11 **PROJECT RECORD DOCUMENTS**

Contractor shall comply with all applicable requirements in Section 01780 (Project Record Documents.)

1.12 **PROJECT WARRANTY**

A. Requirements for Contractor’s Warranty of completed Work are included in the General Conditions and Section 01740.

1.13 **WARRANTIES**

A. Execute Contractor’s submittals and assemble warranty documents as described in Section 01330 Submittal Procedures and Section 01740 Warranties-Guaranties.
1.14 RETURN OF DISTRICT KEYS, PARKING PERMITS AND IDENTIFICATION

Contract Documents will not be closed out and final payment will not be made until all personnel identification media, vehicle permits, and keys issued to Contractor during prosecution of Work are returned to the District Project Manager.

1.15 RELEASE OF CLAIMS

A. Contract Documents will not be closed out and final payment will not be made until Agreement and Release of Any and All Claims is completed and executed by Contractor and District.

1.16 FIRE INSPECTION COORDINATION

A. Coordinate required fire inspection(s) with governing agencies and provide sufficient notice to District Project Manager to permit convenient scheduling (if applicable.)

1.17 PROJECT RECORD DRAWINGS, SPECIFICATIONS AND PRODUCT DATA

A. Comply with requirements of Section 01780 Project Record Documents.

1.18 OPERATION TESTS

A. Conduct operational tests as required to demonstrate that all systems have been completed and are in compliance with all requirements.

B. Furnish a written record of test results using recording type instruments where applicable and as directed.

1.19 OPERATION AND MAINTENANCE MANUALS

A. Comply with requirements of Section 01780 Project Record Documents.

1.20 MATERIALS, EQUIPMENT AND FINISHES MANUAL

A. Comply with requirements of Section 01780 Project Record Documents.

1.21 SERVICE AND MAINTENANCE CONTRACTS

A. If applicable, compile, review, and submit specified service and maintenance contracts as specified for warranties and bonds.

1.22 MISCELLANEOUS PROJECT RECORD SUBMITTALS

A. Refer to other Specification Sections for miscellaneous record keeping requirements and submittals. Immediately prior to Final Completion complete miscellaneous records and place them in good order, properly identified and bound or filed, ready for District use and reference. Submit to the Architect for review and approval.

1.23 EXTRA MATERIALS

A. Where specified, provide extra materials in the quantities and manner specified.

B. Delivery and certification of extra materials shall be prerequisite to Substantial Completion.
PART 2 - PRODUCTS
Not Used.

PART 3 - EXECUTION
Not Used.

END OF SECTION 01770
SECTION 01780
PROJECT RECORD DOCUMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS
   A. All Contract Documents shall be reviewed for applicable provisions related to the provisions in this document, and provisions in the General Conditions and other Division 1 Specification Sections shall apply to this Section without limitation.

1.2 RELATED REQUIREMENTS SPECIFIED IN OTHER SECTIONS
   A. Section 01010 – “Summary of Work”
   B. Section 01250 – “Contract Modification Procedures”
   C. Section 01740 – “Warranties and Guaranties”
   D. Section 01770 – “Contract Closeout Procedures”
   E. Section 01785 – “Operation and Maintenance Data”
   F. Divisions 2 through 32 Sections for Project Record Documents requirements for the work in those Sections.

1.3 SUMMARY
   A. This section includes administrative and procedural requirements for Project Record Documents, including but not limited to the following where applicable:
      1. Record Drawings
      2. Record Specifications
      3. Record Product Data
      4. Record MEP & Structural coordination documents
   B. Project Record Documents requirements that revise the Contract Documents include, but are not limited to, the following:
      1. Marked-up copies of Drawings
      2. Marked-up copies of Shop Drawings
      3. Newly prepared Drawings
      4. Marked-up Product Data submittals
      5. Field records, such as photographs, for variable and concealed conditions
      6. Record information for Work that is only schematically shown
         Maintenance forms for equipment
   C. Other Project closeout requirements are included in Section 01770, Contract Closeout Procedures.
D. Contractor shall dedicate one complete full size set of the Contract Drawings and one complete Project Manual for use in recording as-built conditions.

1.4 PROJECT RECORD DRAWINGS

A. Mark-up Procedure: During the construction period, maintain a complete, current set of full size blackline prints of Contract Drawings and Shop Drawings for Project Record Documents purposes. Label each document (on first sheet or format page) “Project Record” in 2-inch high printed letters. Keep all record documents current.

B. A reference by number to a Change Order, CCD, RFI, RFQ, RFP, Field Order or other such document is not acceptable as sufficient record information on any record document. Do not conceal any Work until required record information has been recorded.

1. Contractor shall mark Record Drawings to indicate the actual installation where the installation varies appreciably from the installation shown originally. Give particular attention to information on concealed elements that would be difficult to identify or measure and record later. Items required to be marked include, but are not limited to:
   a. Dimensional changes to the Contract Drawings (horizontal and/or vertical)
   b. Revisions or any modification to details shown on the Contract Drawings
   c. Depths of various elements of foundations in relation to main floor level or survey datum.
   d. Horizontal and vertical location of underground utilities and appurtenances referenced to permanent surface improvements.
   e. Location of internal utilities and appurtenances concealed in construction referenced to visible and accessible features of structure.
   f. Locations of underground work, points of connection with existing utilities, changes in direction, valves, manholes, catch basins, capped stub outs, invert elevations and similar items
   g. Final, actual numbering of each electrical circuit
   h. Revisions to routing of piping and conduits
   i. Revisions to electrical circuitry
   j. Actual equipment locations
   k. Duct size and routing
   l. Changes made by Change Order, CCD, ASI, or any other directive
   m. Details not on original Contract Drawings

2. Contractor shall mark completely and accurately Project Record Drawing prints of Contract Drawings or Shop Drawings, whichever is the most capable of showing actual physical conditions. Where Shop Drawings are marked, show cross-reference on Contract Drawings location.

3. Contractor shall mark Project Record Drawing sets with red, erasable colored pencil; use other colors to distinguish between changes for different categories of the Work at the same location.

4. Contractor shall be responsible for Mark-up: Where feasible, the individual or entity who obtained Project Record Drawing data, whether the individual or entity is the installer,
Subcontractor or similar entity, is required to prepare the mark-up on Project Record Drawings.

C. Contractor shall prepare Record Drawings: Immediately prior to inspection for Certification of Substantial Completion of the Work, review completed marked-up Project Record Drawings with District, Project Inspector, Construction Manager, and Architect to ensure accuracy of information. Once accuracy of information is confirmed, prepare and submit a full set of as-built Contract Drawings and Shop Drawings.

1. Incorporate changes and additional information previously marked on print sets. Delete, redraw, and/or add details and notations where applicable. Identify and date each Drawing; include the printed designation “PROJECT RECORD DRAWING” and the date prepared in a prominent location on each Drawing.

2. Distribution: Whether or not changes and additional information were recorded, organize and bind original marked-up set of prints that were maintained during the construction period into manageable sets. Bind the set with durable paper cover sheets, with appropriate identification, including titles, dates and other information on cover sheets and submit to District.

1.5 PROJECT RECORD SPECIFICATION

A. Contractor shall, during the construction period, maintain one copy of the Project Specifications, including all addenda and all other modifications issued for Project Record Documents purposes.

B. Contractor shall mark the Project Record specifications to indicate the actual installation where the installation varies substantially from that indicated in Specifications and/or modifications issued. Note related Project Record Drawing information, where applicable. Give particular attention to substitutions, selection of product options, Change Order and Construction Change Directive Work, and information on concealed installation that would be difficult to identify, measure, and record later.

1.6 PROJECT RECORD PRODUCT DATA

A. Contractor shall, during the construction period, maintain one copy of each Project Record Product Data submittal for “Project Record Document” purposes.

B. Contractor shall arrange Project Record Product Data by Specification Section number, and provide names, addresses, fax numbers, emails addresses, and telephone number of Subcontractors and suppliers. Information to be provided includes:

1. Trade Names
2. Model or type numbers
3. Assembly diagrams
4. Operating instructions
5. Cleaning instructions
6. Maintenance instructions
7. Recommended spare parts
8. Product data
1.7 MISCELLANEOUS PROJECT RECORD SUBMITTALS

A. Refer to other Specification Sections for miscellaneous record keeping requirements and submittals. Immediately prior to Substantial Completion of the Work complete miscellaneous records and place in good order, properly identified, ready for use and reference. Submit to the District for District’s records, in Adobe PDF format.

1.8 INSTALLATION, OPERATION, AND MAINTENANCE MANUALS

A. Submit Installation, Operation, and Maintenance Manuals in accordance with this Section, Section 01330, Submittal Procedures and Section 01785, Operation and Maintenance Data.

1.9 ELECTRONIC MEDIA FORMAT

A. Electronic Media Format: Electronic media format shall be Adobe PDF, with chapter markers and/or bookmarks inserted in place of the equivalent hard copy section tabs. Electronic copy shall include all tables, charts, drawings, codes and all other matters reflected in hard copies. Electronic media files shall be delivered on a unique CD-ROM.

PART 2 - PRODUCTS

Not Used.

PART 3 - EXECUTION

Not Used

END OF SECTION 01780
SECTION 01785
OPERATION AND MAINTENANCE DATA

PART 1 - GENERAL

1.1 RELATED DOCUMENTS
A. All Contract Documents shall be reviewed for applicable provisions related to the provisions in this document, and provisions in the General Conditions and other Division 1 Specification Sections shall apply to this Section without limitation.

1.2 RELATED REQUIREMENTS SPECIFIED IN OTHER SECTIONS
A. Section 01010 – “Summary of Work”
B. Section 01740 – “Warranties and Guaranties”
C. Section 01770 – “Contract Closeout Procedures”
D. Section 01780 – “Project Record Documents”
E. Divisions 2 through 32 Sections for Operation and Maintenance Data requirements for the work in those Sections.

1.3 SUMMARY
A. This section includes administrative and procedural requirements for Operation and Maintenance (O&M) data and documents.

1.4 FORMAT
A. Contractor shall compile O&M manuals for all building equipment including mechanical, plumbing and electrical equipment, commissioned or not.
B. Submit O&M Data specifically applicable to this contract and a complete and concise depiction of the provided equipment, product, or system, stressing and enhancing the importance of system interactions, troubleshooting, and long-term preventative maintenance and operation. Organize and present information in sufficient detail to clearly explain O&M requirements at the system, equipment, component, and subassembly level. Include an index preceding each submittal. Submit in accordance with this section and Section 01330 SUBMITTAL PROCEDURES.
1. Package Quality. Documents must be fully legible. Poor quality copies and material with hole punches obliterating the text or drawings will not be accepted.
2. Package Content. Data package content shall be as shown in the paragraph titled "Schedule of Operation and Maintenance Data Packages." Comply with the data package requirements specified in the individual technical sections, including the content of the packages and addressing each product, component, and system designated for data package submission.
3. Changes to Submittals. Manufacturer-originated changes or revisions to submitted data shall be furnished by the Contractor if a component of an item is so affected subsequent to acceptance of the O&M Data. Changes, additions, or revisions required by the Architect or District Project Manager for final acceptance of submitted data, shall be submitted by the Contractor within 30 calendar days of the notification of this change requirement.
1.5 **SYSTEMS COVERED**

A. The Contractor shall supply the required information for all systems identified in the technical specification sections and in this section. A separate manual or chapter shall be provided for each applicable system as follows:

1. Fire Alarm System
2. Lighting Systems and Controls (interior, exterior and airfield)
3. Switchgear, Transformers, Panel boards, Motor Control Centers and Motor Starters
4. Lighting Protection and Surge Suppression Systems
5. Public Address, Closed Circuit TV, Communication and Telephone Systems
6. Doors and Hardware

1.6 **COMPUTER PROGRAMS**

A. When any equipment requires operation by computer programs, submit copy of original program on CD, with a hard-copy and an electronic copy (Adobe PDF format) of all user manuals and guides for operating the programs. Program shall be Windows XP compatible. Provide required licenses to District at no additional cost.

1.7 **SUPPLEMENTAL DATA**

A. Contractor shall prepare written text and/or special drawings to provide necessary information when manufacturer’s standard printed data is not available and/or additional information is necessary for a proper understanding and operation and maintenance of equipment or systems, or when it is necessary to supplement data included in the manual or Project documents.

1.8 **SCHEDULE OF INFORMATION FOR OPERATION AND MAINTENANCE DATA PACKAGES**

A. Supply all of the following, when and where applicable, for each O&M data package:

1. Safety precautions
2. Operator prestart
3. Startup, shutdown, and post-shutdown procedures
4. Normal operations
5. Emergency operations
6. Operator service requirements
7. Environmental conditions
8. Lubrication data
9. Preventive maintenance plan and schedule
10. Cleaning recommendations
11. Troubleshooting guides and diagnostic techniques
12. Wiring diagrams and control diagrams
13. Maintenance and repair procedures
14. Removal and replacement instructions
15. Spare parts and supply list
16. Special tools required to service or maintain the equipment
17. Corrective maintenance man-hours
18. Product submittal data
19. O&M submittal data
20. Parts identification
21. Warranty information
22. Personnel training requirements
23. Testing equipment and special tool information
24. Testing and performance data
25. Installing Subcontractor information

PART 2 – PRODUCTS
Not Used.

PART 3 – EXECUTION
Not Used.

END OF SECTION 01785
SECTION 01820

DEMONSTRATION AND TRAINING PROCEDURES

PART 1 - GENERAL

1.1  RELATED DOCUMENTS
   A. All Contract Documents shall be reviewed for applicable provisions related to the provisions in this document, and provisions in the General Conditions and other Division 1 Specification Sections shall apply to this Section without limitation.

1.2  RELATED REQUIREMENTS SPECIFIED IN OTHER SECTIONS
   A. Section 01010 – “Summary of Work”
   B. Section 01770 – “Contract Closeout Procedure”
   C. Division 2 through 32 Sections for Demonstration and Training requirements for the work in those Sections

1.3  SUMMARY
   A. This Section includes administrative and procedural requirements for instructing District’s personnel, including the following:
      1. Demonstration of operation of systems, subsystems, and equipment
      2. Training in operation and maintenance of systems, subsystems, and equipment
      3. Demonstration and training videos

1.4  SUBMITTALS
   A. At completion of training, provide two complete training manuals for the District’s use.
   B. Attendance Record: For each training module, provide list of participants and length of instruction time.

1.5  QUALITY ASSURANCE
   A. Instructor Qualifications: A factory-authorized service representative or District approved equivalent, complying with requirements in Section 01400 (Quality Control Requirements,) and experienced in operation and maintenance procedures and training for Project specific systems and equipment.
   B. Contractor shall coordinate instruction schedule and verify availability of educational materials, instructor’s personnel, audiovisual equipment, and facilities needed to avoid delays.
   C. For instruction that must occur outdoors, review weather forecast and provide alternatives if conditions are unfavorable.

1.6  COORDINATION
   A. Contractor shall coordinate instruction schedule with District Project Manager.
B. Provide written notice (15) working days in advance to Project Manager, District and Architect prior to any scheduling instruction sessions. District Project Manager shall furnish Contractor with names and positions of intended participants.

PART 2 - PRODUCT

2.1 INSTRUCTION PROGRAM

A. Program Structure: Contractor shall develop and provide instruction program that includes group training modules for each system and equipment not part of a system, as required by individual Specification Sections, and as follows:

1. Motorized doors including, but not limited to, the following:
   a. Overhead coiling doors
   b. Overhead coiling grilles
   c. Automatic entrance doors

2. Equipment including, but not limited to, the following:
   a. Projection screens
   b. Loading dock equipment
   c. Waste compactors
   d. All Food-service equipment and appliances, including coolers and refrigerators
   e. Exhaust hoods and controls

3. Fire-protection systems including, but not limited to, the following:
   a. Fire alarm
   b. Fire pumps
   c. Fire-extinguishing systems
   d. Fire sprinkler system

4. Intrusion detection systems

5. Conveying systems including, but not limited to, the following:
   a. Elevators
   b. Wheelchair lifts

6. Heat generation including, but not limited to, the following:
   a. Boilers
   b. Pumps
   c. Steam distribution piping
   d. Water distribution piping

7. Refrigeration systems including, but not limited to, the following:
   a. Chillers
   b. Cooling towers
   c. Condensers
   d. Pumps
e. Distribution piping

8. HVAC systems including, but not limited to, the following:
   a. Air-handling equipment
   b. Air distribution systems
   c. Terminal equipment and devices
      i) Chilled beams
      ii) Radiant floor systems

9. HVAC instrumentation and controls, including BAS. See Section 15950.

10. Electrical service and distribution including, but not limited to, the following:
    a. Transformers
    b. Switchboards
    c. Panelboards
    d. Uninterruptible power supplies
    e. Motor controls

11. Lighting Fixture equipment and controls

12. Communication systems including, but not limited to the following:
    a. Intercommunication
    b. Surveillance
    c. Voice and data equipment
    d. Other as required elsewhere in the Contract Documents

B. Training Modules: Contractor shall develop a learning objective and teaching outline for each module. Include a description of specific skills and knowledge that participant is expected to master. For each module, include instruction for the following:

1. Review basis of system design

2. Operational requirements and criteria, including:
   a. System, subsystem, and equipment descriptions
   b. Operating standards
   c. Regulatory requirements
   d. Operating characteristics
   e. Limiting conditions
   f. Performance curves

3. Detailed review of documentation, including:
   a. Emergency manuals and procedures
   b. Operations manuals and procedures
   c. Maintenance manuals and procedures
   d. Identification systems
   e. Warranties and Guarantees
f. Maintenance service agreements and similar continuing commitments

g. Normal shutdown instructions

h. Required sequences for electric or electronic systems

i. Special operating instructions and procedures

j. Troubleshooting and diagnostics

k. Test and inspection procedures

PART 3 - EXECUTION

3.1 PREPARATION

A. Assemble educational materials necessary for instruction, including documentation and training module. Assemble training modules into a combined training manual.

B. Set up as required at instructional location.

END OF SECTION 01820
Pre-Renovation
Asbestos and Lead Survey Report

Gymnasium Upgrade
Los Medanos College
2700 East Leland Road
Pittsburg, CA

RGA Project No: R1157676

July 7, 2015

Prepared for:
Contra Costa Community College District
500 Court St., Martinez, CA 94553
Represented by:
Kelly S. Johnson, Sr. Construction Manager
Critical Solutions, Inc.
kellyj@csipm.com

Prepared by:
RGA Environmental, Inc.
1466 66th Street
Emeryville, CA 94608

Survey Conducted by: Michael Harrington
Certified Asbestos and Lead Professional

Report Prepared by: Marlin Bryant
Project Manager, CAC 92-0596
**Table of Contents**

1. Executive Summary ........................................................................................................... 1
2. Scope of Work .................................................................................................................... 2
3. Methods and Sampling Strategy ........................................................................................ 2
4. Asbestos Results ................................................................................................................. 4
5. Lead Results ....................................................................................................................... 4
6. Regulatory Requirements .................................................................................................. 5
7. Conclusions and Recommendations ............................................................................... 6
8. Limitations ......................................................................................................................... 7

**Appendices**

A. Site Photographs
B. Sample Location Diagrams
C. Laboratory Results and Chain of Custody Forms – Asbestos
D. Laboratory Results and Chain of Custody Forms – Lead
E. RGA Personnel Credentials
Pre – Renovation
Asbestos and Lead Survey
Report

Gymnasium Upgrade
Los Medanos College
2700 East Leland Road
Pittsburg, California

1. Executive Summary

The following is a pre-renovation asbestos and lead survey report of the interior building materials and predominant paints and coatings of the interior only of the gymnasium of Los Medanos College located 2700 East Leland Road in Pittsburg, California. The survey was conducted on July 6, 2015 by Michael Harrington, California Certified Asbestos and Lead Professional with RGA Environmental, Inc. (RGA), a Terracon company. The work was contracted by the Contra Costa Community College District as requested by Kelly Johnson, Senior Construction Manager, Critical Solutions, Inc. of Walnut Creek, California. Site access was provided by Rob Mohr, 510-704-3220.

During the asbestos portion of the survey, RGA collected 20 samples of six (6) homogeneous materials suspected to asbestos contain asbestos (ACM) observed including black insulation behind metal wall and ceiling acoustic panels, yellow insulation (fiberglass) and painted cloth of insulated piping, textured paint on drywall, and blue cloth from a divider curtain. The analytical laboratory reported no asbestos detected in any of the 20 samples submitted for analysis.

During the lead portion of the survey, ten (10) predominant paints and coatings were observed in intact condition and sampled for lead analysis. The analytical laboratory reported detectable lead in seven (7) of the ten (10) paints analyzed with one of the seven paints (brown/orange on structural steel beam at 23%) exceeding the US EPA Housing and Urban Development (HUD) threshold of 0.5% (5,000 ppm) for categorization paint as “lead-based paint.” The other six paints were reported as containing detectable lead levels of 4200, 520, 1,900, 230, 1,000, and 840 mg/kg (ppm) respectively. Disturbance of paints and coatings with detectable lead content is regulated by California Department of Occupational Safety and Health (Cal-OSHA). Paint chip residue (waste) containing greater than 1000 ppm lead resulting from sanding,
scraping or abrading, is considered by the California Toxic Substance Division to be regulated lead containing hazard waste.

The asbestos sampling results are summarized in Table I and the lead sampling results are summarized in Table II.

2. Scope of Work

The scope of the survey was as follows:

- Conduct a pre-renovation asbestos and lead survey of the subject site’s interior building materials and predominant paints and coatings.
- Collect samples of accessible suspect ACMs. Sampling design was intended to meet the National Emissions Standard for Hazardous Air Pollutants (NESHAPs) protocol for a pre-renovation survey. Analyze asbestos bulk samples using polarized light microscopy (PLM) in accordance with EPA’s July 1993 method for the determination of asbestos in bulk building materials - EPA 600/R-93/116.
- Collect samples of predominant paints and/or coatings suspected to contain lead for the purpose of compliance with the California Department of Occupational Safety and Health (DOSH) Lead in Construction Standard. Lead analysis to be by an accredited laboratory using Flame Atomic Absorption (AA) Method for Total Lead reported in parts milligrams per kilogram (mg/kg) or per million (ppm).
- Submit written report summarizing analytical results, regulatory references, conclusions and recommendations.

3. Methods and Sampling Strategy

Visual Inspection

Accessible building materials within the survey area were visually inspected using the methods presented in the federal Asbestos Hazard Emergency Response Act (AHERA) regulations (40 CFR, Part 763) as a guideline. AHERA was originally only applicable to schools, however state and federal Occupational Safety and Health Administration (OSHA) and Asbestos School Hazard Abatement and Reauthorization Act (ASHARA) have adopted the AHERA sampling methodology for all buildings subject to renovation or demolition.

Bulk Sampling of Asbestos

Bulk samples of suspect ACM homogeneous materials were collected. A homogeneous material is defined as a surfacing material, thermal system insulation, or miscellaneous material that is uniform in color, texture and age of construction. Examples of homogeneous materials include:
Pipe-insulation produced by the same manufacturer and installed during the same time period;

- Resilient flooring of identical color and pattern;
- Troweled on surfacing materials located in contiguous areas.

The survey areas were visually inspected for the presence of suspect materials. As materials were identified, bulk samples were obtained with the aid of a coring device or other hand tool and placed into individual sampling bags. Each sample was given a discrete identification number and recorded on field notes as well as chain-of-custody forms. Refer to accompanying tables and appendices for details on material sample locations and results. Bulk samples were packaged and sent to RGA Laboratory in Seattle, Washington for analysis.

**Bulk Sample Analysis - Asbestos**

RGA Laboratory is accredited under the National Institute of Standards and Technology's National Voluntary Laboratory Accreditation Program (NVLAP) for determination of asbestos fibers in bulk materials. All samples were analyzed using polarized light microscopy (PLM) techniques in accordance with methodology approved by the U.S. Environmental Protection Agency (EPA). As set forth in the Code of Federal Regulations, 40 CFR Part 763, Appendix A to Subpart F, Section 1.2 and 1.7.2.4, the lower limit of reliability detection for asbestos using the PLM method is approximately one percent (1%) by volume. Cal-OSHA defines asbestos containing construction materials (ACCM) as those materials having asbestos content of greater than one tenth of one percent (>0.1%).

When None Detected (ND) appears in this report, it should be interpreted as meaning no asbestos was observed in the sample material above the reliable limit of detection for the PLM method.

Note: Under EPA assessment criteria, if a single sample of a homogeneous material tests positive for asbestos, all areas of that homogeneous material within the survey area are considered to be asbestos containing.

**Bulk Sampling of Suspect Lead Containing Materials**

Paint samples were collected with a hand chisel and placed into individual plastic sampling containers. Each sample was provided a discreet sample number, which was recorded on a chain-of-custody form. The samples were delivered to RGA in Seattle, Washington.

**Bulk Sample Analysis – Lead**
Pre-Renovation Asbestos and Lead Survey  
Gymnasium Upgrade  
Los Medanos College, Pittsburg, CA

All paint samples were analyzed for lead content using the Flame Atomic Absorption spectroscopy in accordance to EPA Method SW846-3050B/7420. When “<” appears in the lead sample report, it should be interpreted as meaning below analytical detection limit and no lead was detected in the paint sample.

4. Asbestos Results

During the RGA survey, twenty (20) bulk samples of six (6) homogeneous suspect ACMs were observed and sampled. The analytical laboratory reported no asbestos detected in any of the samples analyzed. The homogeneous suspect ACMs tested are summarized below in Table I.

<table>
<thead>
<tr>
<th>Sample Number</th>
<th>Material Description</th>
<th>Sample Location(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 A, B, C</td>
<td>Insulation – Black</td>
<td>Behind Metal Acoustic Panels</td>
</tr>
<tr>
<td>2 A, B, C</td>
<td>Insulation – Yellow Fibrous Under Painted Cloth</td>
<td>Pipe – Elbows</td>
</tr>
<tr>
<td>3 A, B, C</td>
<td>Insulation – Yellow Fibrous Under Painted Cloth</td>
<td>Pipe – Straight Laterals and Risers</td>
</tr>
<tr>
<td>4 A, B, C, D, E</td>
<td>Drywall Coated with Textured Red Paint</td>
<td>Lower Perimeter Walls</td>
</tr>
<tr>
<td>5 A, B, C, D, E</td>
<td>Drywall Coated with Textured White Paint</td>
<td>Upper Perimeter Walls</td>
</tr>
<tr>
<td>6</td>
<td>Blue Cloth</td>
<td>Divider Curtain</td>
</tr>
</tbody>
</table>

5. Lead Results

During the lead portion of the survey, ten (10) predominant paints and coatings were observed in intact condition and sampled for lead analysis. The analytical laboratory reported detectable lead in seven (7) of the ten (10) paints analyzed with one of the seven paints (brown/orange on structural steel beam at 23%) exceeding the US EPA Housing and Urban Development (HUD) threshold of 0.5% (5,000 ppm) for categorization paint as “lead-based paint.”. Table II below summarizes the sampling locations and lead content of each paint tested.
TABLE III
LEAD SAMPLE RESULTS

<table>
<thead>
<tr>
<th>Sample Number</th>
<th>Paint Description</th>
<th>Sample Location</th>
<th>Condition</th>
<th>Results mg/kg (ppm)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pb-1</td>
<td>Yellow on Metal</td>
<td>Wood Trim – West Wall</td>
<td>Intact</td>
<td>4,200</td>
</tr>
<tr>
<td>Pb-2</td>
<td>White on Drywall</td>
<td>Upper Wall - West</td>
<td>Intact</td>
<td>&lt;46</td>
</tr>
<tr>
<td>Pb-3</td>
<td>Dark Red on Concrete</td>
<td>Lower Wall - East</td>
<td>Intact</td>
<td>&lt;72</td>
</tr>
<tr>
<td>Pb-4</td>
<td>Dark Brown on Metal</td>
<td>Acoustic Panel - North</td>
<td>Intact</td>
<td>520</td>
</tr>
<tr>
<td>Pb-5</td>
<td>Dark Brown on Metal</td>
<td>Structural Beam – North</td>
<td>Intact</td>
<td>230,000</td>
</tr>
<tr>
<td>Pb-6</td>
<td>Orange on Metal</td>
<td>HVAC Ducting At Ceiling</td>
<td>Intact</td>
<td>1,900</td>
</tr>
<tr>
<td>Pb-7</td>
<td>Purple on Foil Wrap</td>
<td>Pipe Riser - North</td>
<td>Intact</td>
<td>230</td>
</tr>
<tr>
<td>Pb-8</td>
<td>Red on Foil Wrap</td>
<td>Pipe Riser - North</td>
<td>Intact</td>
<td>1000</td>
</tr>
<tr>
<td>Pb-9</td>
<td>Blue on Metal</td>
<td>Pipe Riser - North</td>
<td>Intact</td>
<td>840</td>
</tr>
<tr>
<td>Pb-10</td>
<td>Brown on Metal</td>
<td>Door Frame - Northwest</td>
<td>Intact</td>
<td>&lt;110</td>
</tr>
</tbody>
</table>

Mg/kg = milligrams per kilogram  ppm = parts per million

6. Regulatory Requirements

Asbestos
Asbestos-containing materials in concentrations greater than one tenth of one percent (0.1%) are present in the residence building. Impacting materials containing greater than 0.1% asbestos either through repair, maintenance, or demolition activities triggers numerous regulations enforced by such agencies as OSHA (worker protection) and EPA (environmental exposure, transportation and disposal).

Listed below are the regulations that apply if the materials are removed:

- Any individual who contracts to provide health and safety services relating to ACMs must be certified by Cal-OSHA as either a Certified Asbestos Consultant or a Site Surveillance Technician. The activities they are certified to provide include: conducting asbestos surveys; writing work plans or specifications for abatement; monitoring the work of abatement contractors; collecting air samples; and determining if the work area is safe for re-occupancy by non-asbestos workers. Regulation: Cal-OSHA 8 CCR 1529 (q) (1).

- If more than 100 square feet of materials that contain greater than 0.1% asbestos will be abated, they must be abated by a Cal-OSHA registered asbestos abatement contractor. Regulation: Cal-OSHA 8 CCR 1529 (R).
Friable ACMs greater than 1% asbestos must be manifested, transported, and disposed of as hazardous waste in accordance with the Department of Toxic and Substances Control (DTSC), a division of Cal-EPA. DTSC regulates disposal of asbestos waste. DTSC issues U.S. EPA hazardous waste generator identification numbers.

If more than 100 square feet or 100 linear feet of friable ACM will likely be removed, the abatement contractor must notify the Bay Area Air Quality Management District ten (10) days prior to removing the material. Regulation: BAAQMD Regulation 11, Rule 2.

Lead

Impacting lead or lead-containing materials either through repair, maintenance, renovation or demolition activities triggers numerous regulations enforced by such agencies as OSHA (worker protection), EPA (environmental exposure, transportation and disposal), and Department of Public Health (DPH).

Listed below are the lead regulations that apply:

- Disposal of all lead-containing materials is regulated at concentrations at or exceeding 1,000 ppm as stated in 40 Code of Federal Regulations (CFR) Part 263 - Land Disposal Regulations and Title 22, Division 4 Environmental Health of the California Administrative Code. Lead containing materials that exceed 50 ppm must be additionally analyzed to determine possible waste disposal restrictions with respect to lead. However, lead related work at any lead concentration is regulated under the OSHA statutes.

- Federal OSHA as well as California OSHA regulates all worker exposure during construction activities that impact lead-containing materials. California OSHA enforces the Lead in Construction Standard in Title 8 CCR 1532.1. The scope covers construction work where employees may be exposed to lead during such activities as demolition, removal, surface preparation for re-painting, renovation, clean-up and routine maintenance. The OSHA specified method of compliance includes respiratory protection, protective clothing and equipment, housekeeping, hygiene facilities, medical surveillance, and training, among other requirements.

7. Conclusions and Recommendations

Based upon the scope of the work and a review of the analytical data, RGA concludes that:

- No asbestos containing materials will be disturbed during planned renovation of the gymnasium interior building materials;

- A lead-based (230,000 ppm) brown over orange paint is present on all structural steel beams within the gymnasium;
Pre-Renovation Asbestos and Lead Survey
Gymnasium Upgrade
Los Medanos College, Pittsburg, CA

- Lead-containing paint (>110 ppm) whose disturbance is regulated by Cal-OSHA pertaining to worker safety is present on interior building components as summarized in Table II of this report.

RGA Recommends:

- A copy of this report should be made available to Contractors completing the planned Gymnasium Upgrade to enable them to fully comply with applicable Cal-OSHA regulations related to lead in construction activities.

- The District is advised to retain the services of a California licensed lead abatement contractor to conduct all lead-related work that may significantly disturb the lead-based and lead-containing paint on the building’s interior building components. Said contractor should employ the services of only qualified lead-trained workers utilizing appropriate lead removal methods that comply with all regulations applicable to lead-related work.

- Workers engaged in lead-related construction work should participate in exposure and environmental monitoring and implement proper engineering controls for dust control and waste disposal during all lead-related work.

8. Limitations

RGA Environmental Inc. (RGA) warrants that the findings contained herein have been prepared in general accordance with accepted professional practices as applied by similar professionals in the community at the time of its preparation. Changes in the state of the art or in applicable regulations cannot be anticipated and have not been addressed in this report. This report is not an abatement specification and does not qualify as a waste characterization for this site.
Appendix A

Site Photos

PHOTO 2. East Wall with Painted Drywall – White and Red Paint Not Lead Containing Yellow Trim Paint Contains Lead

PHOTO 3. North Wall Metal Panels of Black Fibrous Sound Proofing to be Removed – No Asbestos and No Lead-Based Paint

PHOTO 4. North Wall Metal Panels of Black Fibrous Sound Proofing to be Removed – No Asbestos and No Lead-Based Paint

SITE PHOTOGRAPHS:
July 6, 2015
Gymnasium Remodel
Los Medanos College
2700 East Leland Road
Pittsburg, California

PROJECT NO. R1157676

PHOTOS BY: M. Harrington DATE: 07/6/2015

REVIEWED BY: M. Bryant DATE: 07/07/2015

PLATE 1
PHOTO 5. Pipe Insulation Not Asbestos Containing and Paint Not Lead Containing

PHOTO 6. Orange Paint on Ducting Contains Detectable Lead and Ceiling Acoustical Panels Not Asbestos Containing

PHOTO 7. Southeast Corner Depicting Brown Acoustical Panels Above Red Painted Drywall

PHOTO 8. Blue Curtain To Be Removed Is Not Asbestos Containing

SITE PHOTOGRAPHS:
July 6, 2015
Gymnasium Remodel
Los Medanos College
2700 East Leland Road
Pittsburg, California
PROJECT NO. R1157676
Appendix B

Sample Locations Diagrams
Appendix C

Laboratory Results and Chain of Custody Forms - Asbestos
<table>
<thead>
<tr>
<th>SAMPLE IDENTIFICATION</th>
<th>ASBESTOS INFORMATION</th>
<th>DOMINANT OTHER MATERIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Client #:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-A</td>
<td>NONE DETECTED</td>
<td>80% FIBROUS GLASS</td>
</tr>
<tr>
<td>Micro #: 207999-01</td>
<td>Analyst: BK</td>
<td></td>
</tr>
<tr>
<td>HM # 1 INSULATION - BLACK WALL PANEL GYM - NORTH</td>
<td></td>
<td>NFM: MISCELLANEOUS PARTICLES</td>
</tr>
<tr>
<td>1-B</td>
<td>NONE DETECTED</td>
<td>95% FIBROUS GLASS</td>
</tr>
<tr>
<td>Micro #: 207999-02</td>
<td>Analyst: BK</td>
<td></td>
</tr>
<tr>
<td>HM # 1 INSULATION - BLACK WALL PANEL GYM - NORTHWEST</td>
<td></td>
<td>NFM: MISCELLANEOUS PARTICLES</td>
</tr>
<tr>
<td>1-C</td>
<td>NONE DETECTED</td>
<td>95% FIBROUS GLASS</td>
</tr>
<tr>
<td>Micro #: 207999-03</td>
<td>Analyst: BK</td>
<td></td>
</tr>
<tr>
<td>HM # 1 INSULATION - BLACK WALL PANEL GYM - SOUTH EAST</td>
<td></td>
<td>NFM: MISCELLANEOUS PARTICLES</td>
</tr>
<tr>
<td>2A</td>
<td>NONE DETECTED</td>
<td>95% FIBROUS GLASS</td>
</tr>
<tr>
<td>Micro #: 207999-04</td>
<td>Analyst: BK</td>
<td></td>
</tr>
<tr>
<td>HM # 2 INSULATION - YELLOW ELBOW GYM - PURPLE ELBOW - CENTER</td>
<td></td>
<td>NFM: MISCELLANEOUS PARTICLES</td>
</tr>
<tr>
<td>2B</td>
<td>NONE DETECTED</td>
<td>95% FIBROUS GLASS</td>
</tr>
<tr>
<td>Micro #: 207999-05</td>
<td>Analyst: BK</td>
<td></td>
</tr>
<tr>
<td>HM # 2 INSULATION - YELLOW ELBOW GYM - RED ELBOW - CENTER</td>
<td></td>
<td>NFM: MISCELLANEOUS PARTICLES</td>
</tr>
</tbody>
</table>

Technical Supervisor: Gamini Ranatunga, Ph.D. 7/6/2015

NVLAP Lab Code 101872-0, CA ELAP Certification #1037. Analyses use Polarized Light Microscopy (PLM). Micro Analytical SOP PLM-101. Basic techniques follow the EPA Interim Method for Bulk Insulation Samples (1982), and EPA 600/R3-116 (1993). The 1993 method covers all types of bulk materials and is based on the 1982 Method, with improved analytical techniques for layered samples as required for NESHAP compliance. Asbestos is quantified by calibrated visual estimation. Detection limit is material dependent. Detection of asbestos traces (much less than 1%) may not be reliable or reproducible by PLM. Weight % cannot be determined by PLM. Asbestos with diameter between 1 μm may not be detected by PLM. Absence of asbestos in dust, debris, and some compact materials, including floor tiles, cannot be conclusively established by PLM, and should be confirmed by Transmission Electron Microscopy (TEM). Interferences may prevent detection of small asbestos fibers, and hinder determination of some optical properties. Tremolite-asbestos or actinolite-asbestos may be indistinguishable by PLM from some similar, non-regulated amphiboles (e.g., the "Libby Amphiboles" richtheite and winchite), and should be confirmed by TEM. The lower quantitation limit (reporting limit) of PLM estimation is 1%. The CSHL definition of asbestos-containing construction material is 0.1% asbestos; however, reliable determination of asbestos percent at this level cannot be done by PLM estimation. PLM Point Counting or TEM weight percent analysis are recommended. Only dominant non-asbestos materials (fibrous and non-fibrous) are listed. This analysis shall not be construed as conclusive for any reported materials other than asbestos. Sample heterogeneity is indicated by listing more than one distinct layer or material on the report. If more than one distinct sample is received in the same container, samples shall be marked with letters and analyzed separately. Layers within a sample are analyzed separately when feasible. If asbestos is detected, percentages are reported for individual layers. Intercrystal contamination is possible among any layers in a sample. The notation NO (or "NONE DETECTED") indicates a result of "NO ASBESTOS DETECTED" in a homogenous sample; or in all layers of a heterogeneous sample. Composite asbestos percentages from multiple layers are applicable only to wallboard / joint compound systems; compounding is based on customers' descriptions of material as "joint compound." Customers are solely responsible for identification and description of bulk materials listed on field form. Laboratory descriptions may differ from those given by customers. Quality Control (QC): all results have been determined to be within acceptance limits prior to reporting. Samples that were reanalyzed are denoted by two sets of analyst initials. Unless otherwise stated herein, all samples were received in acceptable condition for analysis. This report must not be used to claim product endorsement by NIST or any U.S. Government agency. This report shall not be reproduced except in full, without the approval of Micro Analytical Laboratories, Inc., and pertains only to the samples analyzed. NFM = Non-fibrous materials.
## MICRO ANALYTICAL LABORATORIES, INC.  
**BULK ASBESTOS ANALYSIS - POLARIZED LIGHT MICROSCOPY (PLM)**

1023  
Marlin Bryant  
Terracon Consultants, Inc.  
1466 66th Street  
Emeryville, CA 94608

---

**PROJECT:**  
**JOB NO.** R1157676  
**CCCD - L - 638 GYM REMODEL**  
**LOS MEDANOS COLLEGE**

---

<table>
<thead>
<tr>
<th>Client #:</th>
<th>Sample Identification</th>
<th>Asbestos Information</th>
<th>Dominant Other Materials</th>
</tr>
</thead>
</table>
| 2C        | Micro #: 207999-06  
HM # 2 INSULATION - YELLOW ELBOW GYM - NORTH CENTER | NONE DETECTED | 95% FIBROUS GLASS  
NFM: MISCELLANEOUS PARTICLES |
| 3A        | Micro #: 207999-07  
HM # 3 INSULATION - YELLOW RUNS GYM - STRAIGHT RUN - RED PIPE CENTER UPPER | NONE DETECTED | 95% FIBROUS GLASS  
NFM: MISCELLANEOUS PARTICLES |
| 3B        | Micro #: 207999-08  
HM # 3 INSULATION - YELLOW RUNS GYM - STRAIGHT RUN - PURPLE PIPE CENTER UPPER | NONE DETECTED | 95% FIBROUS GLASS  
NFM: MISCELLANEOUS PARTICLES |
| 3C        | Micro #: 207999-09  
HM # 3 INSULATION - YELLOW RUNS GYM - NORTH CENTER | NONE DETECTED | 95% FIBROUS GLASS  
NFM: MISCELLANEOUS PARTICLES |
| 4A        | Micro #: 207999-10  
HM # 4 DRYWALL RED LOWER WALL GYM - NORTHWEST | DRYWALL: NONE DETECTED  
COMPOND: NONE DETECTED  
PAINT: NONE DETECTED | 10% CELULLOSE  
2% FIBROUS GLASS  
NFM: GYPSUM (CALCIUM SULFATE), CARBONATE |

---

Technical Supervisor: Gamini Ranatunga, Ph.D.  
Date Reported: 7/6/2015

NVLAP Lab Code 101872-0, CA ELAP Certification #1037. Analyses use Polarized Light Microscopy (PLM), Micro Analytical SOP PLM-101. Basic techniques follow the EPA Interim Method for Bulk Insulation Samples (1982), and EPA-600/R93-116 (1993). The 1983 method covers all types of bulk materials and is based on the 1982 Method, with improved analytical techniques for layered samples as required for NESHAP compliance. Asbestos is quantified by calibrated visual estimation. Detection limit is material dependent. Detection of asbestos traces (much less than 1%) may not be reliable or reproducible by PLM. Weight % cannot be determined by PLM. Asbestos with diameter below = 1 μm may not be detected by PLM. Absence of asbestos in dust, debris, and some compact materials, including floor tiles, cannot be conclusively established by PLM, and should be confirmed by Transmission Electron Microscopy (TEM) interferometry may prevent detection of small asbestos fibers, and hinder determination of some optical properties. Tremolite-asbestos or actinite-asbestos may be indistinguishable by PLM from some similar, non-regulated amphiboles (e.g. the "Lubin Amphiboles" richterite and winchite), and should be confirmed by TEM. The lower quantification limit (reporting limit) of PLM estimation is 1%. The Cal-OHSA definition of asbestos-containing construction material is 0.1% asbestos; however, reliable determination of asbestos percent at this level cannot be done by PLM estimation: PLM Point Counting or TEM weight percent analysis are recommended. Only dominant non-asbestos materials (fibrous and non-fibrous) are listed. This analysis shall not be construed as conclusive for any reported materials other than asbestos. Sample heterogeneity is indicated by listing more than one distinct layer or material on the report. If more than one distinct sample is received in the same container, samples shall be marked with letters and analyzed separately. Layers within a sample are analyzed separately when feasible; if asbestos is detected, percentages are reported for individual layers. Interlayer contamination is possible among any layers in a sample. The notation ND (or "NONE DETECTED") indicates a result of "NO ASBESTOS DETECTED" in a homogeneous sample, or in all layers of a heterogeneous sample. Composite asbestos percentages from multiple layers are applicable only to wallboard / joint compound systems;.compositing is based on customer's descriptions of material as "joint compound." Customers are solely responsible for identification and description of bulk materials listed on field forms. Laboratory descriptions may differ from those given by customers. Quality Control (QC): all results have been determined to be within acceptance limits prior to reporting. Samples that were reanalyzed are denoted by two sets of analyst initials. Unless otherwise stated herein, all samples were received in acceptable condition for analysis. This report must not be used to claim product endorsement by NIST or any U.S. Government agency. This report shall not be reproduced except in full, without the approval of Micro Analytical Laboratories, Inc., and pertains only to the samples analyzed. NFM = Non-fibrous materials.

5000 HOLLIS STREET, SUITE M - EMERYVILLE, CA 94608 - (510) 653-0824
### MICRO ANALYTICAL LABORATORIES, INC.

**BULK ASBESTOS ANALYSIS - POLARIZED LIGHT MICROSCOPY (PLM)**

1023  
Marlin Bryant  
Terracon Consultants, Inc.  
1466 66th Street  
Emeryville, CA 94608

**PROJECT:**  
**JOB NO.:** R1157676  
**CCCD - L - 638 GYM REMODEL**  
**LOS MEDIADOS COLLEGE**

---

**SAMPLE IDENTIFICATION**

<table>
<thead>
<tr>
<th>Client #:</th>
<th>4B</th>
</tr>
</thead>
</table>
| **Micro #:** | 207999-11  
**HM #:** 4 DRYWALL RED LOWER WALL  
**GYM - NORTH EAST**  
**Analyst:** BK |
| **Asbestos Information:** | DRYWALL: NONE DETECTED  
**COMPOUND:** NONE DETECTED  
**PAINT:** NONE DETECTED |

<table>
<thead>
<tr>
<th>Client #:</th>
<th>4C</th>
</tr>
</thead>
</table>
| **Micro #:** | 207999-12  
**HM #:** 4 DRYWALL RED LOWER WALL  
**GYM - SOUTHEAST**  
**Analyst:** BK |
| **Asbestos Information:** | DRYWALL: NONE DETECTED  
**COMPOUND:** NONE DETECTED  
**PAINT:** NONE DETECTED |

<table>
<thead>
<tr>
<th>Client #:</th>
<th>4D</th>
</tr>
</thead>
</table>
| **Micro #:** | 207999-13  
**HM #:** 4 DRYWALL LOWER WALL PAINT RED  
**DRYWALL TEXTURE RED NORTH EAST**  
**Analyst:** BK |
| **Asbestos Information:** | TEXTURE: NONE DETECTED  
**PAINT:** NONE DETECTED |

<table>
<thead>
<tr>
<th>Client #:</th>
<th>4E</th>
</tr>
</thead>
</table>
| **Micro #:** | 207999-14  
**HM #:** 4 DRYWALL LOWER WALL PAINT RED  
**DRYWALL TEXTURE RED SOUTH EAST**  
**Analyst:** BK |
| **Asbestos Information:** | TEXTURE: NONE DETECTED  
**PAINT:** NONE DETECTED |

<table>
<thead>
<tr>
<th>Client #:</th>
<th>5A</th>
</tr>
</thead>
</table>
| **Micro #:** | 207999-15  
**HM #:** 5 DRYWALL TEXCOAT - WHITE UPPER WALL  
**GYM - SOUTH WEST BOARD**  
**Analyst:** BK |
| **Asbestos Information:** | TEXCOAT DEBRIS: NONE DETECTED  
**PAINT:** NONE DETECTED |

---

**DOMINANT OTHER MATERIALS**

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10% CELLULOSE</td>
</tr>
<tr>
<td>2% FIBROUS GLASS</td>
</tr>
<tr>
<td>NFM: DYSPUM (CALCIUM SULFATE), CARBONATE</td>
</tr>
<tr>
<td>10% CELLULOSE</td>
</tr>
<tr>
<td>NFM: DYSPUM (CALCIUM SULFATE), CARBONATE</td>
</tr>
<tr>
<td>NFM: CARBONATE, OPAQUES</td>
</tr>
<tr>
<td>NFM: CARBONATE, OPAQUES</td>
</tr>
<tr>
<td>NFM: 30% CELLULOSE</td>
</tr>
<tr>
<td>NFM: DYSPUM (CALCIUM SULFATE), CARBONATE</td>
</tr>
</tbody>
</table>

---

**Technical Supervisor:** Gaminari Ranatunga, Ph.D.  
**Date Reported:** 7/6/2015

---

NVLAP Lab Code 101872-0, CA ELAP Certification #1037. Analyses use Polarized Light Microscopy (PLM), Micro Analytical SOP PLM-101. Basic techniques follow the EPA Interim Method for bulk insulation samples. (1992), and EPA 600/493-116 (1993). The 1993 method covers all types of bulk materials and is based on the 1982 Method, with improved analytical techniques for layered samples as required for NESHAP compliance. Asbestos is quantified by calibrated visual estimation. Detection limit is material dependent. Detection of asbestos ratios (much less than 1%) may not be reliable or reproducible by PLM. Weight % cannot be determined by PLM. Absence of asbestos in dust, debris, and some compact materials, including floor tiles, cannot be conclusively established by PLM, and should be confirmed by Transmission Electron Microscopy (TEM). Interferences may prevent detection of small asbestos fibers, and hinder determination of some optical properties. Tremolite-asbestos or actinolite asbestos may be indistinguishable by PLM from some similar, non-regulated amphiboles (e.g., the "Libby Amphiboles" richterite and winchite), and should be confirmed by TEM. The lower quantification limit (Reporting limit) of PLM estimation is 1%. The Cal/OSHA definition of asbestos-containing construction material is 0.1% asbestos; however, reliable estimation and asbestos percent at this level cannot be done by PLM estimation. PLM Point Counting or TEM weight percent analysis are recommended. Only dominant non-asbestos materials (fibrous and non-fibrous) are listed. This analysis shall not be construed as conclusive for any reported materials other than asbestos. Sample heterogeneity is indicated by listing more than one distinct layer or material on the report. If more than one distinct sample is received in the same container, samples shall be marked with letters and analyzed separately. Layers within a sample are analyzed separately when feasible. If asbestos is detected, percentages are reported for individual layers. Interlayer contamination is possible among any layers in a sample. The notation ND or "NONE DETECTED" indicates a result of "NO ASBESTOS DETECTED" in a homogenous sample, or in all layers of a heterogeneous sample. Composite asbestos percentages from multiple layers are applicable only to wallboard / joint compound systems; composite is based on customers' descriptions of material as "joint compound." Customers are solely responsible for identification and description of bulk materials listed on field forms. Laboratory descriptions may differ from those given by customers. Quality Control (QC): all results have been determined to be within acceptance limits prior to reporting. Samples that were reanalyzed are denoted by two sets of analyst initials. Unless otherwise stated herein, all samples were received in acceptable condition for analysis. This report must not be used to claim product endorsement by NIST or any U.S. Government agency. This report shall not be reproduced except in full, without the approval of Micro Analytical Laboratories, Inc., and pertains only to the samples analyzed. NFM = Non-fibrous materials.
## MICRO ANALYTICAL LABORATORIES, INC.

**BULK ASBESTOS ANALYSIS - POLARIZED LIGHT MICROSCOPY (PLM)**

1023
Marlin Bryant
Terracon Consultants, Inc.
1466 66th Street
Emeryville, CA 94608

**PROJECT:**

**JOB NO. R1157676**

CCC - L - 538 GYM REMODEL
LOS MEDANOS COLLEGE

<table>
<thead>
<tr>
<th>Micro Log In</th>
<th>207999</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Samples</td>
<td>20</td>
</tr>
<tr>
<td>Date Sampled</td>
<td>07/06/2015</td>
</tr>
<tr>
<td>Date Received</td>
<td>07/06/2015</td>
</tr>
<tr>
<td>Date Analyzed</td>
<td>07/06/2015</td>
</tr>
</tbody>
</table>

### SAMPLE IDENTIFICATION

| Client # | 5B | HM # 5 DRYWALL, TEXCOAT - WHITE UPPER WALL GYM - WEST SOUND BOARD
| Client # | 5C | HM # 5 DRYWALL, TEXCOAT - WHITE UPPER WALL GYM - NORTHWEST CORE TUBE
| Client # | 5D | HM # 5 DRYWALL TEXTURE COAT - WHITE WALL GYM - SOUTHWEST - TEXTURE ONLY
| Client # | 5E | HM # 5 DRYWALL TEXTURE COAT - WHITE WALL GYM - DRYWALL 1/2 INCH SOUTHWEST, CORE TUBE
| Client # | 6A | HM # 6 CURTAIN - BLUE CLOTH GYM - EAST - UPPER

### ASBESTOS INFORMATION

<table>
<thead>
<tr>
<th>TEXCOAT DEBRIS</th>
<th>NONE DETECTED</th>
<th>TEXTURE</th>
<th>NONE DETECTED</th>
<th>PAINT</th>
<th>NONE DETECTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEXTURE</td>
<td>NONE DETECTED</td>
<td>PAINT</td>
<td>NONE DETECTED</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DRYWALL</td>
<td>NONE DETECTED</td>
<td>TEXTURE</td>
<td>NONE DETECTED</td>
<td>PAINT</td>
<td>NONE DETECTED</td>
</tr>
<tr>
<td>DRYWALL</td>
<td>NONE DETECTED</td>
<td>TEXTURE</td>
<td>NONE DETECTED</td>
<td>PAINT</td>
<td>NONE DETECTED</td>
</tr>
</tbody>
</table>

### DOMINANT OTHER MATERIALS

| 30% CELLULOSE | NFM: GYPSUM (CALCIUM SULFATE), CARBONATE |
| 10% CELLULOSE | 2% FIBROUS GLASS | NFM: |
| NFM: CARBONATE, OPACITIES |
| 10% CELLULOSE | 1% FIBROUS GLASS | NFM: GYPSUM (CALCIUM SULFATE), CARBONATE |

### Technical Supervisor:

[Signature]

Gamin Ranatunga, Ph.D.

7/6/2015

Date Reported

NVLAP Lab Code 101872-0, CA ELAP Certification #1037. Analyses use Polarized Light Microscopy (PLM). Micro Analytical SOP PLM-101. Basic techniques follow the EPA Interim Method for bulk Insulation Samples (1982), and EPA-600/R-85-116 (1983). The 1983 method covers all types of bulk materials and is based on the 1982 Method, with improved analytical techniques for layered samples as required for NESHAP compliance. Asbestos is quantified by calibrated visual examination. Detection limit is material dependent. Detection of asbestos fibers (much less than 1%) may not be reliable or reproducible by PLM. Weight % cannot be determined by PLM. Asbestos with diameter below 1 μm may not be detected by PLM. Absence of asbestos in dust, debris, and some compact materials, including floor tiles, cannot be conclusively established by PLM, and should be confirmed by Transmission Electron Microscopy (TEM). Interferences may prevent detection of small asbestos fibers, and hinder determination of some optical properties. Tremolite-asbestos or amphibole asbestos may be indistinguishable by PLM from similar, non-asbestos fibers (e.g. the "Libby Amphiboles" richterite and woolrite), and should be confirmed by TEM. The lower quantitation limit (Reporting limit) of PLM estimation is 1%. The Cal-OSHA definition of asbestos-containing construction material is 0.1% asbestos. However, reliable determination of asbestos percent at this level cannot be done by PLM estimation, PLM Point Counting or TEM weight percent analysis are recommended. Only dominant non-asbestos materials (fibrous and non-fibrous) are listed. This analysis shall not be construed as conclusive for any reported materials other than asbestos. Sample heterogeneity is possible among any layers in a sample. The notation NO (or "NONE DETECTED") indicates a result of "NO ASBESTOS DETECTED" in a homogeneous sample, or in all layers of a heterogeneous sample. Composite asbestos percentages from multiple layers are applicable only to wallboard / joint compound systems. Compositing is based on customer's descriptions of material as "joint compound". Customers are solely responsible for identification and description of bulk materials listed on field forms. Laboratory descriptions may differ from those given by customers. Quality Control (QC): all results have been determined to be within acceptance limits prior to reporting. Samples that were reanalyzed are denoted by two sets of analyst initials. Unless otherwise stated herein, all samples were received in acceptable condition for analysis. This report must not be used to claim product endorsement by NIST or any U.S. Government agency. This report shall not be reproduced except in full, without the approval of Micro Analytical Laboratories, Inc., and pertains only to the samples analyzed. NFM = Non-fibrous materials.

5900 HOLLIS STREET, SUITE M - EMERYVILLE, CA 94608 - (510) 653-0824
Project Name/ Address/ Building No: CCC D - L-638 Gym Remodel Los Medanos College
Project #: R1157676   Sampled By: Mike Harrington   Sampling Date: 7-6-15
Sample(s) sent to: ☐ RGA   ☐ EMSL   ☐ Other   ☒ MAL   ☐ TAT   ☐ Rush   ☒ 24HRS   ☐ 3-5 days

***FAX OR E-MAIL REPORT TO: SEE ABOVE PROJECT MANAGER (PM)***
***ADDITIONAL REPORT RECIPIENT(S):***

<table>
<thead>
<tr>
<th>HM#</th>
<th>Material Description</th>
<th>Sample Location &amp; Material Location</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-A</td>
<td>Gym - North</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-B</td>
<td>Gym - North West</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-C</td>
<td>Gym - South East</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Material Description: Insulation - Yellow Elbow</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-A</td>
<td>Gym - Purple Elbow - Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-B</td>
<td>Gym - Red Elbow - Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-C</td>
<td>Gym - North Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Material Description: Insulation - Yellow Runs -</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3-A</td>
<td>Gym - Straight Run - Red Pipe - Center Upper</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3-B</td>
<td>Gym - Straight Run - Purple Pipe - Center Upper</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3-C</td>
<td>Gym - North Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Material Description: Drywall Red Lower Wall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4-A</td>
<td>Gym - North West</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4-B</td>
<td>Gym - North East</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4-C</td>
<td>Gym - South East</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Relinquished By: Mike Harrington   Signature: MHT   Date/Time: 7-6-15
Received By:   Signature:   Date/Time: 7-6-15
<table>
<thead>
<tr>
<th>Sample ID</th>
<th>Material Description</th>
<th>Location</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>4D</td>
<td>Drywall Texture Red</td>
<td>North East</td>
<td></td>
</tr>
<tr>
<td>4E</td>
<td></td>
<td>South East</td>
<td></td>
</tr>
<tr>
<td>5A</td>
<td>Gym - South west</td>
<td>Sound board</td>
<td></td>
</tr>
<tr>
<td>5B</td>
<td></td>
<td>West</td>
<td>Sound board</td>
</tr>
<tr>
<td>5C</td>
<td></td>
<td>North west</td>
<td>Core Tube</td>
</tr>
<tr>
<td>5D</td>
<td>Gym - South West</td>
<td>Texture Only</td>
<td></td>
</tr>
<tr>
<td>5E</td>
<td>Gym - Drywall Yinich</td>
<td>South West</td>
<td>Core Tube</td>
</tr>
<tr>
<td>6A</td>
<td>Curtain - Blue Cloth</td>
<td>Gym - East - Upper</td>
<td></td>
</tr>
</tbody>
</table>
Appendix D

Laboratory Results and Chain of Custody Forms - Lead
## Lead in Paint - Flame AAS (SW846)

**PROJECT:**

- **JOB NO. R1157676**
- **CCCD - L638**
- **GYM REMODEL**
- **LOS MEDANOS COLLEGE**

### Lead Concentration

<table>
<thead>
<tr>
<th>Sample ID</th>
<th>Weight Percent</th>
<th>mg/kg (ppm)</th>
<th>RDL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client: PB-1, Lab: 207998-01, YELLOW METAL - COL GYM WEST WALL</td>
<td>0.42 %</td>
<td>4200</td>
<td>0.0391 % 391 mg/kg</td>
</tr>
<tr>
<td>Client: PB-2, Lab: 207998-02, WHITE DRYWALL GYM UPPER WALL WEST</td>
<td>&lt; 0.0046 %</td>
<td>&lt; 46</td>
<td>0.00457 % 46 mg/kg</td>
</tr>
<tr>
<td>Client: PB-3, Lab: 207998-03, DARK RED CONCRETE GYM CONCRETE WALL</td>
<td>&lt; 0.0072 %</td>
<td>&lt; 72</td>
<td>0.00719 % 72 mg/kg</td>
</tr>
<tr>
<td>Client: PB-4, Lab: 207998-04, DARK BROWN METAL GYM METAL WALL PANEL</td>
<td>0.052 %</td>
<td>520</td>
<td>0.00962 % 96 mg/kg</td>
</tr>
<tr>
<td>Client: PB-5, Lab: 207998-05, DARK BROWN METAL GYM STEEL BEAM</td>
<td>23 %</td>
<td>230000</td>
<td>1.58 % 15,823 mg/kg</td>
</tr>
</tbody>
</table>

**Technical Supervisor:** [Signature] 7/6/2015  
**Analyst:** TLN  

A2LA Accredited Laboratory. ID #101768. SOP M4. Samples are analyzed by Flame Atomic Absorption Spectrometry (AAS). U.S. EPA SW-846 Method 7000B is used for the instrumental analysis. Nitric acid and hydrogen peroxide digestion procedures are based on ASTM E-1645. Unless otherwise indicated on this report, all required Quality Control samples have been determined to be in control prior to releasing these analytical results. Unless otherwise stated in this report, all samples were received in acceptable condition for analysis. Note: due to software limitations, the number of reported significant figures does not necessarily reflect the uncertainty of the analysis. This report must not be reproduced except in full, without the approval of Micro Analytical Laboratories, Inc., and pertains only to the samples analyzed. Unit explanations: mg = milligrams, kg = kilograms, ppm = parts per million. N/A = Not Applicable. RDL = Report Detection Limit.
# Micro Analytical Laboratories, Inc.

## Lead in Paint - Flame AAS (SW846)

**Project:**

- **JOB NO:** R1157676
- **CCCD:** L638
- **GYM REMODEL**
- **LOS MEDANOS COLLEGE**

**Micro Log In:** 207998

**Total Samples:** 10

**Date Sampled:** 07/06/2015

**Date Received:** 07/06/2015

**Date Analyzed:** 07/06/2015

## Lead Concentration

<table>
<thead>
<tr>
<th>Sample ID</th>
<th>Weight Percent</th>
<th>mg/kg (ppm)</th>
<th>RDL</th>
</tr>
</thead>
<tbody>
<tr>
<td>PB-6</td>
<td>0.19%</td>
<td>1900</td>
<td>0.0106% 106 mg/kg</td>
</tr>
<tr>
<td></td>
<td>ORANGE METAL GYM METAL DUCT BY CEILING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PB-7</td>
<td>0.023%</td>
<td>230</td>
<td>0.0116% 116 mg/kg</td>
</tr>
<tr>
<td></td>
<td>PURPLE FOIL WRAP PIPE WRAP GYM NORTH CENTER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PB-8</td>
<td>0.10%</td>
<td>1000</td>
<td>0.00562% 56 mg/kg</td>
</tr>
<tr>
<td></td>
<td>RED GYM FOIL ON PIPE INSULATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PB-9</td>
<td>0.084%</td>
<td>840</td>
<td>0.00578% 58 mg/kg</td>
</tr>
<tr>
<td></td>
<td>BLUE NORTH GYM ELECTRIC PIPE NORTH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PB-10</td>
<td>&lt; 0.011%</td>
<td>&lt; 110</td>
<td>0.0108% 108 mg/kg</td>
</tr>
<tr>
<td></td>
<td>BROWN METAL WEST GYM DOOR FRAME</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Amount of sample is less than advisable for this method; accuracy of results may be adversely affected.**

**Technical Supervisor:** Tess Tagorda, Chemistry Supervisor

**Date Reported:** 7/6/2015

**Analyst:** TLN

---

AIHA ELLAP Accredited Laboratory, ID #101768. SOP M4. Samples are analyzed by Flame Atomic Absorption Spectrometry (AAS). U.S. EPA SW-846 Method 7000B is used for the instrumental analysis. Nitric acid and hydrogen peroxide digestion procedures are based on ASTM E-1845. Unless otherwise indicated on this report, all required Quality Control samples have been determined to be in control prior to releasing these analytical results. Unless otherwise stated in this report, all samples were received in acceptable condition for analysis. Note: due to software limitations, the number of reported significant figures does not necessarily reflect the uncertainty of the analysis. This report must not be reproduced except in full, without the approval of Micro Analytical Laboratories, Inc., and pertains only to the samples analyzed. Unit explanations: mg = milligrams, kg = kilograms, ppm = parts per million. N/A = Not Applicable. RDL = Report Detection Limit.

5900 HOLLIS STREET, SUITE M, EMERYVILLE, CALIFORNIA 94608 • (510) 653-0824
## Lead Paint Sample Data Sheet

**Project Name/Address/Building No.:** Los Medanos College - CCCC D - LC38 - Gym Remodel

**Project #:** R1157676  
**Sampled By:** M. Harrington  
**Sampling Date:** 7-6-15

**Sample(s) sent to:**  
- RGA  
- EMSL  
- MAL  
- TAT  
- 24HRS  
- 3-5 days

### Sample ID  |  Paint Description and Sample Location  |  Condition (I/F/P)
--- | --- | ---
**Pb-1** | Color: Yellow  
Substrate: Metal-Coat  
Sample Location: Bldg #  
Unit #  
Room: Gym  
Wall: West  
**F**

**Pb-2** | Color: White  
Substrate: Drywall  
Sample Location: Bldg #  
Unit #  
Room: Gym  
Wall: Upper West  
**F**

**Pb-3** | Color: Dark Red  
Substrate: Concrete  
Sample Location: Bldg #  
Unit #  
Room: Gym  
Wall: Concrete  
**F**

**Pb-4** | Color: Dark Brown  
Substrate: Metal  
Sample Location: Bldg #  
Unit #  
Room: Gym  
Wall: Metal Wall Panel  
**F**

**Pb-5** | Color: Dark Brown  
Substrate: Metal  
Sample Location: Bldg #  
Unit #  
Room: Gym  
Wall: Steel Beam  
**F**

**Relinquished By:** M. Harrington  
**Signature:**  
**Date/Time:** 7-6-15

**Received By:**  
**Signature:**  
**Date/Time:** 7-6-15

**Received By:**  
**Signature:**  
**Date/Time:** 7-6-15
**LEAD PAINT SAMPLE DATA SHEET**

*Lead Analysis
Flame AA (EPA 7420)
TLC*

**PAGE 1 OF**

**Project Name/Address/Building No.:** CCCD. L638 Gym Remodel - Los Medanos College

**Project #:** R1157676  
**Sampled By:** M. Harrington  
**Sampling Date:** 7-6-15

**Sample(s) sent to:**  
□ RGA  
□ EMSL  
□ Other  
MAL  
□ TAT  
□ Rush  
X 24HRS  
□ 3-5 days

***FAX OR E-MAIL REPORT TO: SEE ABOVE PROJECT MANAGER (PM)***

***ADDITIONAL REPORT RECIPIENT(S):***

<table>
<thead>
<tr>
<th>Sample ID</th>
<th>Paint Description and Sample Location</th>
<th>Condition (I/F/P)</th>
</tr>
</thead>
</table>
| Pb-6      | Orange                  
Paint Color: Orange  
Substrate: Metal  
Component: Metal Duct by Ceiling  
Sample Location: Bldg # 
Unit # 
Room: Gym  
| F          |
| Pb-7      | Purple                  
Paint Color: Purple  
Substrate: Foil Wrap  
Component: Pipe Wrap  
Sample Location: Bldg # 
Unit # 
Room: Gym  
| F          |
| Pb-8      | Red                     
Paint Color: Red  
Substrate: 
Component: Foil on Pipe Insulation  
Sample Location: Bldg # 
Unit # 
Room: Gym  
| F          |
| Pb-9      | Blue                    
Paint Color: Blue  
Substrate: North  
Component: Electric Pipe  
Sample Location: Bldg # 
Unit # 
Room: Gym  
| F          |
| Pb-10     | Brown                   
Paint Color: Brown  
Substrate: Metal  
Component: Door Frame  
Sample Location: Bldg # 
Unit # 
Room: Gym  
| F          |

Relinquished By: M. Harrington  
Signature: M.H.  
Date/Time: 7-6-15

Received By:  
Signature:  
Date/Time: 7-6-15

Received By:  
Signature:  
Date/Time: 7-6-15

1466 66th Street Emeryville CA 94608 Tel: (510) 547-7771 Fax: (510) 547-1983
Appendix E

RGA Personnel Credentials
State of California
Division of Occupational Safety and Health
Certified Asbestos Consultant

Marlin Virgil Bryant

Name

Certification No. 92-0596

Expires on 08/31/15

This certification was issued by the Division of Occupational Safety and Health as authorized by Sections 7180 et seq. of the Business and Professions Code.

State of California Department of Public Health
Lead-Related Construction Certificate

Certificate Type
Inspector/Assessor
Project Designer
Project Monitor

Expiration Date
01/08/2016
01/08/2016
01/08/2016

Marlin V. Bryant
ID # 41
hereby certifies that

Marlin V. Bryant

has met all the specific standards and qualifications of the re-certification process, including continued professional development, and is hereby re-certified as a

CIEC

Council-certified Indoor Environmental Consultant

This certificate expires on December 31, 2016.

Charles F. Wiles, Executive Director

0612064

Certificate Number

This certificate remains the property of the American Council for Accredited Certification.