

DIVISION 1 – GENERAL REQUIREMENTS

SECTION 01001

BASIC REQUIREMENTS

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Summary of Work: Contract, work by Owner, Contractor use of premises. The following work is an outline of the work:

Base Bid Work:

1. Selective demolition of the existing site:
 - a. Removal of all existing remaining debris from the site including the removal of all existing remaining tree roots, stumps, limbs, brick and concrete rubble, and other unwanted objects that may be in the project construction area limits.
 2. The Construction of a 3,500 square foot New Library Facility.
 3. The Construction of concrete, parking, and sidewalks.
 4. 2 x 4 Suspended Acoustical Ceiling where shown on Plan.
 5. 1 x 6 tongue and groove #2 SYP boards on Ceiling of Lobby only as shown on plans.
 6. 5/8" Type X gypsum board on ceiling between Trusses in the Multi-Purpose Room and the General Library space where shown on Plans.
- B. Contract Considerations: Schedule of values, applications for payment, change procedures, alternates.
- C. Coordination and Meetings: Coordination, field engineering, cutting and patching, meetings, progress meetings, equipment electrical characteristics and components, examination, preparation, cutting and patching.
- D. Submittals: Submittal procedures, construction progress schedules, proposed products list, shop drawings, product data, samples, manufacturers' installation instructions, manufacturers' certificates.
- E. Quality Control: Quality assurance - control of installation, Tolerances, References, Mock-ups, Inspection and testing laboratory services, Manufacturers' field services and reports.
- F. Construction Facilities and Temporary Controls: Temporary electricity, temporary lighting for construction purposes, temporary heat, temporary ventilation, telephone service, temporary water service, temporary sanitary facilities, barriers and fencing, water control, exterior enclosures, interior enclosures, protection of installed work, security, access roads, parking, progress cleaning and waste removal, project identification, field offices and sheds, removal of utilities, facilities, and controls.
- G. Material and Equipment: Products, transportation, handling, storage, and protection, products options, and substitutions.
- H. Starting of Systems: Starting systems, demonstration and instructions, testing, adjusting and balancing.
- I. Contract Closeout: Contract closeout procedures, final cleaning, adjusting, project record documents, operation and maintenance data, spare parts and maintenance materials, warranties.

1.2 CONTRACT

- A. Contract Description: Stipulated price as required by the Owner.

1.3 CONTRACTOR USE OF PREMISES

- A. Unlimited use of premises.

1.4 SCHEDULE OF VALUES

- A. Submit schedule of values on form supplied in these specifications for initial bidding. For application for payment, submit schedule of values on AIA Document G703.

- B. Submit Schedule of Values in duplicate within 15 days after date of Owner-Contractor Agreement.

1.5 APPLICATIONS FOR PAYMENT

- A. Submit three copies of each application on AIA Form G702 and G703.
- B. Content and Format: Utilize Schedule of Values for listing items in Application for Payment.
- C. Payment Period: Monthly.

1.6 CHANGE PROCEDURES

- A. Stipulated Sum/Price Change Order: Based on Proposal Request, Notice of Change and Contractor's fixed price quotation or Contractor's request for a Change Order as approved by Architect/Engineer.
- B. Change Order Forms: Use form provided in these specifications.
- C. Unit Price Change Order: For pre-determined unit prices and quantities, the Change Order will be executed on a fixed unit price basis. For unit costs or quantities of units of work that are not pre-determined, execute Work under a Construction Change Directive. Changes in Contract Sum/Price or Contract Time will be computed as specified for Time and Material Change Order.

1.7 ALTERNATIVES

- A. Alternatives quoted on Bid Forms will be reviewed and accepted or rejected at the Owner's option.
- B. Coordinate related Work and modifies surrounding Work as required.
- C. Schedule of Alternatives:
 - 1. **Alternate #1:** To Provide 5 ft. wide Concrete Walkways at the rear of the building as indicated on the sheet A1.1 Proposed Site Plan and to provide concrete paving for the entire Outdoor Activity Area including benches and electrical pole lighting as shown on sheet A1.1 Proposed Site Plan.
 - 2. **Alternate #2:** For Ceilings between Pre Engineered Built-Up Trusses in the Multi-Purpose Room and the General Library Space, substitute with 1 x 6 Tongue and Groove #2 SYP boards to be stained.
 - 3. **Alternate #3:** For Ceilings between Pre Engineered Built-Up Trusses in the Multi-Purpose Room and the General Library Space, substitute with 2 x 4 suspended acoustical grid and tile system. Suspend system 2 inches from bottom of 2 x 8 wood roof joists.

1.8 COORDINATION

- A. Coordinate scheduling, submittals, and Work of the various sections of specifications to ensure efficient and orderly sequence of installation of interdependent construction elements.
- B. Verify utility requirement characteristics of operating equipment are compatible with building utilities.
- C. Coordinate space requirements and installation of mechanical and electrical work that are indicated diagrammatically on Drawings. Follow routing shown for pipes, ducts, and conduit, as closely as practicable.
- D. In finished areas, conceal pipes, ducts, and wiring within the construction.

1.9 PRECONSTRUCTION MEETINGS

- A. Architect will schedule a preconstruction meeting after Notice of Award for all affected parties.
- B. When required in individual specification section, convene a preinstallation meeting at Project site prior to commencing work of the section.

1.10 PROGRESS MEETINGS

Joe Webb Memorial Branch Library
Haynesville, Louisiana
Coco & Company
Project # 0524
8.8.25

- A. Schedule and administer meetings throughout progress of the Work at maximum monthly intervals.
- B. Preside at meetings, record minutes, and distribute copies within two days to those affected by decisions made.

1.11 EQUIPMENT ELECTRICAL CHARACTERISTICS AND COMPONENTS

- A. Motors: NEMA MG1 Type; specific motor type is specified in individual specification sections.
- B. Wiring Terminations: Terminal lugs to match branch circuit conductor; size terminal lugs to NFPA 70.
- C. Cord and Plug: Minimum 6 foot cord and plug including grounding connector; cord of longer length is specified in individual sections.

1.12 CUTTING AND PATCHING

- A. Employ a skilled and experienced installer to perform cutting and patching new Work; restore Work with new Products.
- B. Submit written request in advance of cutting or altering structural or building enclosure elements.
- C. Execute cutting, fitting, and patching to complete Work, and to:
 - 1. Fit the several parts together, to integrate with other Work.
 - 2. Uncover Work to install or correct ill-timed Work.
 - 3. Remove and replace defective and non-conforming Work.
 - 4. Remove samples of installed Work for testing.
 - 5. Provide openings in elements of Work for penetrations of mechanical and electrical Work.
- D. Cut masonry and concrete materials using masonry saw or core drill. Restore Work with new Products in accordance with requirements of Contract Documents.
- E. Fit Work tight to adjacent elements. Maintain integrity of wall, ceiling, or floor construction; completely seal voids.
- F. Fit Work tight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
- G. Refinish surfaces to match adjacent finishes.

1.13 SUBMITTAL PROCEDURES

- A. Submittal form to identify Project, Contractor, Subcontractor or supplier; and pertinent Contract Document references.
- B. Apply Contractor's stamp, signed or initialed, certifying that review, verification of Products required, field dimensions, adjacent construction Work, and coordination of information is in accordance with the requirements of the Work and Contract Documents.
- C. Identify variations from Contract Documents and Product or system limitations that may be detrimental to successful performance of the completed Work.
- D. Revise and resubmit submittals as required; identify all changes made since previous submittal.

1.14 CONSTRUCTION PROGRESS SCHEDULES

- A. Submit initial progress schedule in duplicate within 15 days after date of Owner-Contractor Agreement for Architect/Engineer review.
- B. Submit revised schedules with each Application for Payment, identifying changes since previous version. Indicate estimated percentage of completion for each item of Work at each submission.
- C. Submit a horizontal bar chart with separate line for each major section of Work or operation, identifying first workday of each week.

1.15 PROPOSED PRODUCTS LIST

Joe Webb Memorial Branch Library
 Haynesville, Louisiana
 Coco & Company
 Project # 0524
 8.8.25

- A. Within 15 days after date of Owner-Contractor Agreement, submit list of major Products proposed for use, with name of manufacturer, trade name, and model number of each product.

1.16 PRODUCT DATA

- A. Product Data For Review:
 - 1. Submitted to Architect/Engineer for review for the limited purpose of checking for conformance with information given and the design concept expressed in the contract documents.
 - 2. After review, provide copies and distribute in accordance with SUBMITTAL PROCEDURES article above and for record documents purposes.
- B. Product Data For Information:
 - 1. Submitted for the Architect/Engineer's benefit as contract administrator or for the Owner.
- C. Product Data For Project Closeout:
 - 1. Submitted for the Owner's benefit during and after project completion.
- D. Submit the number of copies that the Contractor requires, plus two copies that will be retained by the Architect/Engineer.
- E. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturers' standard data to provide information unique to this project.

1.17 SHOP DRAWINGS

- A. Shop Drawings For Review:
 - 1. Submitted to Architect/Engineer for review for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.
 - 2. After review, produce copies and distribute in accordance with the SUBMITTAL PROCEDURES article above and for record documents purposes.
 - 3. Review and approval of shop drawings by the Architect does not relieve the Contractor, Subcontractors, Suppliers, or Vendors of responsibility for correctness of dimensions, quantities of material, accuracy of submittals or compliance with contract documents.
- B. Shop Drawings For Information:
 - 1. Submitted for the Architect/Engineer's benefit as contract administrator or for Owner.
- C. Shop Drawings For Project Closeout:
 - 1. Submitted for the Owner's benefit during and after project completion.
- D. Submit the number of opaque reproductions that Contractor requires, plus two copies that will be retained by Architect/Engineer.

1.18 SAMPLES

- A. Samples For Review:
 - 1. Submitted to Architect/Engineer for review for the limited purpose of checking for conformance with information given and the design concept expressed in the contract documents.
 - 2. After review, produce duplicates and distribute in accordance with SUBMITTAL PROCEDURES article above and for record documents purposes.
- B. Samples For Information:
 - 1. Submitted for the Architect/Engineer's benefit as contract administrator or for the Owner.
- C. Samples For Selection:
 - 1. Submitted to Architect/Engineer for aesthetic, color, or finish selection.
 - 2. Submit samples of finishes from the full range of manufacturers' standard colors, textures, and patterns for Architect/Engineer selection.
 - 3. After review, produce duplicates and distribute in accordance with SUBMITTAL PROCEDURES article above and for record documents purposes.

- D. Submit samples to illustrate functional and aesthetic characteristics of the Product.
- E. Submit samples of finishes from the full range of manufacturers' standard colors, textures, and patterns for Architect/Engineer's selection.

1.19 MANUFACTURER INSTALLATION INSTRUCTIONS

- A. When specified in individual specification sections, submit manufacturer printed instructions for delivery, storage, assembly, installation, start-up, adjusting, and finishing, in quantities specified for Product Data.

1.20 MANUFACTURER CERTIFICATES

- A. When specified in individual specification sections, submit certifications by manufacturer to Architect/Engineer, in quantities specified for Product Data.
- B. Indicate material or Product conforms to or exceeds specified requirements. Submit supporting reference data, affidavits, and certifications as appropriate.

1.21 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 with manufacturers' instructions.
- C. Comply with specified standards as minimum quality for the Work except when more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.

1.22 EXAMINATION

- A. Verify that existing site conditions and substrate surfaces are acceptable for subsequent Work. Beginning new Work means acceptance of existing conditions.
- B. Verify that utility services are available, of the correct characteristics, and in the correct location.

1.23 PREPARATION

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

1.24 TOLERANCES

- A. Monitor fabrication and installation tolerance control of installed Products over suppliers, manufacturers, Products, site conditions, and workmanship, to produce acceptable Work. Do not permit tolerances to accumulate.
- B. Comply fully with manufacturers' tolerances.

1.25 REFERENCES

- A. Conform to reference standards by date of issue current as of date of Contract Documents.
- B. Should specified reference standard conflict with Contract Documents, request clarification from Architect/Engineer before proceeding.

1.26 MOCK-UPS

- A. Tests will be performed under provisions identified in this section and identified in the respective product specification sections.

- B. Accepted mock-ups are representative of the quality required for the Work.
- C. Where mock-up has been accepted by Architect/Engineer and is specified in product specification sections to be removed; remove mock-up and clear area when directed to do so.

1.27 INSPECTION AND TESTING LABORATORY SERVICES

- A. The Contractor will employ, and pay for specified services of an independent firm to perform inspection and testing.
- B. The independent firm will perform inspections, tests, and other services as required.
- C. Cooperate with independent firm; furnish samples as requested.
- D. Re-testing required because of non-conformance to specified requirements will be charged to the Contractor.

1.28 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 and to initiate instructions when necessary.
- B. Report observations and site decisions or instructions that are supplemental or contrary to manufacturers' written instructions.

1.29 TEMPORARY ELECTRICITY

- A. Cost: Contractor to provide and pay for power service required from source unless otherwise agreed to between Owner and Contractor.
- B. Provide power outlets for construction operations, branch wiring, distribution boxes, and flexible power cords as required.

1.30 TEMPORARY LIGHTING FOR CONSTRUCTION PURPOSES

- A. Provide and maintain temporary lighting for construction operations.
- B. Provide branch wiring from power source to distribution boxes with lighting conductors, pigtails, and lamps as required.
- C. Permanent building lighting may be utilized during construction. Repair, clean, and replace lamps at end of construction.

1.31 TEMPORARY HEAT

- A. Provide heating devices and heat as needed to maintain specified conditions for construction operations.
- B. Pay cost of energy used. Provide separate metering or reimburse Owner for cost of energy used.
- C. Provide and pay for operation, maintenance, and regular replacement of filters and worn or consumed parts.
- D. Maintain minimum ambient temperature of 50 degrees F in areas where construction is in progress, unless indicated otherwise in specifications.

1.32 TEMPORARY VENTILATION

- A. Ventilate enclosed areas to assist cure of materials, to dissipate humidity, and to prevent accumulation of dust, fumes, vapors, or gases.
- B. Utilize existing ventilation equipment. Extend and supplement equipment with temporary fan units as required to maintain clean air for construction operations.

1.33 TELEPHONE SERVICE

- A. Provide, maintain and pay for telephone and telephone facsimile service to field office at time of project mobilization. Allow Architect/Engineer incidental use.
- 1.34 TEMPORARY WATER SERVICE
 - A. Provide, maintain and pay for suitable quality water service required. Connect to existing water source for construction operations.
- 1.35 TEMPORARY SANITARY FACILITIES
 - A. Provide and maintain required facilities and enclosures. New facilities may not be used.
 - B. Maintain in clean and sanitary conditions.
- 1.36 BARRIERS AND FENCING
 - A. Provide barriers to prevent unauthorized entry to construction areas and to protect existing facilities and adjacent properties from damage. Maintain use of library unaffected by scheduled work by zoning off areas of library to prevent access by the general public and to protect completed work.
 - B. Construction: Contractor's option.
- 1.37 WATER CONTROL
 - A. Maintain excavations free of water. Provide, operate, and maintain pumping equipment.
 - B. Provide erosion control.
- 1.38 EXTERIOR ENCLOSURES
 - A. Provide temporary insulated weather tight closures to exterior openings to permit acceptable working conditions and protection of the Work.
- 1.39 INTERIOR ENCLOSURES
 - A. Provide temporary partitions and ceilings to separate work areas from Owner occupied areas, to prevent penetration of dust and moisture into Owner occupied areas, and to prevent damage to existing materials and equipment.
 - B. If applicable paint surfaces exposed to view from Owner occupied areas.
- 1.40 PROTECTION OF INSTALLED WORK
 - A. Protect installed Work and provide special protection where specified in individual specification sections.
 - B. Prohibit traffic or storage upon waterproofed or roofed surfaces.
- 1.41 SECURITY
 - A. Provide security and facilities to protect Work and existing facilities, and Owner's operations from unauthorized entry, vandalism, or theft.
- 1.42 ACCESS ROADS (Not Applicable)
 - A. Construct and maintain temporary roads accessing public thoroughfares to serve construction area.
 - B. Designated existing on-site roads may be used for construction traffic.
- 1.43 PARKING

- A. Arrange for temporary parking areas to accommodate construction personnel.

1.44 PROGRESS CLEANING AND WASTE REMOVAL

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

1.45 PROJECT IDENTIFICATION

- A. Provide an 8-foot wide x 5-foot high project sign of exterior signboard and wood frame construction, painted, to Architect/Engineer's design and colors. Refer to end of section for drawing.
- B. Erect on site at location established by Architect/Engineer.

1.46 FIELD OFFICES AND SHEDS

- A. Office: Weather tight, with lighting, electrical outlets, heating, cooling and ventilating equipment, and equipped with sturdy furniture and drawing display table.
- B. Provide space for Project meetings, with table and chairs to accommodate 6 persons.

1.47 REMOVAL OF UTILITIES, FACILITIES, AND CONTROLS

- A. Remove temporary utilities, equipment, facilities, and materials, prior to Substantial Completion review.
- B. Remove underground installations to a minimum depth of 2 feet.
- C. Clean and repair damage caused by installation or use of temporary work.
- D. Restore existing facilities used during construction to original condition. Restore permanent facilities used during construction to specified condition.

1.48 PRODUCTS

- A. Products: Means new material, machinery, components, equipment, fixtures, and systems forming the Work, but does not include machinery and equipment used for preparation, fabrication, conveying and erection of the Work. Products may also include existing materials or components specifically identified for reuse.
- B. Do not use materials and equipment removed from existing premises, except as specifically identified or allowed by the Contract Documents.
- C. Provide interchangeable components of the same manufacture for components being replaced.

1.49 TRANSPORTATION, HANDLING, STORAGE AND PROTECTION

- A. Transport, handle, store, and protect Products in accordance with manufacturer's instructions.

1.50 PRODUCT OPTIONS

- A. Products Specified by Reference Standards or by Description Only: Any Product meeting those standards or description.
- B. Products Specified by Naming One or More Manufacturers: Products of manufacturers named and meeting specifications, no options or substitutions allowed.
- C. Products Specified by Naming One or More Manufacturers with a Provision for Substitutions: Submit a request for substitution for any manufacturer not named.

1.51 SUBSTITUTIONS

- A. Substitutions will only be considered when a Product becomes unavailable through no fault of the Contractor.

- B. Document each request with complete data substantiating compliance of proposed Substitution with Contract Documents.
- C. Submit three copies of request for Substitution for consideration. Limit each request to one proposed Substitution.

1.52 STARTING SYSTEMS

- A. Provide seven days notification prior to start-up of each item.
- B. Ensure that each piece of equipment or system is ready for operation.
- C. Execute start-up under supervision of responsible persons in accordance with manufacturers' instructions.
- D. Submit a written report that equipment or system has been properly installed and is functioning correctly.

1.53 DEMONSTRATION AND INSTRUCTIONS

- A. Demonstrate operation and maintenance of Products to Owner's personnel two weeks prior to date of Substantial Completion.
- B. For equipment or systems requiring seasonal operation, perform demonstration for other season within six months.
- C. Demonstrate start-up, operation, control, adjustment, trouble-shooting, servicing, maintenance, and shutdown of each item of equipment at agreed-upon times, at equipment location.

1.54 TESTING, ADJUSTING, AND BALANCING

- A. Contractor will employ, and pay for services of an independent firm to perform testing, adjusting, and balancing.
- B. Reports will be submitted by the independent firm to the Architect/Engineer indicating observations and results of tests and indicating compliance or non-compliance with specified requirements and with the requirements of the Contract Documents.
- C. Cooperate with independent firm; furnish assistance as requested.
- D. Re-testing required because of non-conformance to specified requirements will be charged to the Contractor.

1.55 CONTRACT CLOSEOUT PROCEDURES

- A. Submit written certification that Contract Documents have been reviewed, Work has been inspected, and that Work is complete in accordance with Contract Documents and ready for Architect/Engineer's inspection.
- B. Submit final Application for Payment identifying total adjusted Contract Sum/Price, previous payments, and amount remaining due.

1.56 FINAL CLEANING

- A. Execute final cleaning prior to final inspection.
- B. Clean interior and exterior surfaces exposed to view. Vacuum carpeted and soft surfaces.
- C. Clean debris from site, roofs, gutters, downspouts, and drainage systems.
- D. Clean or Replace filters of operating equipment.
- E. Remove waste and surplus materials, rubbish, and construction facilities from the site.

1.57 ADJUSTING

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

1.58 PROJECT RECORD DOCUMENTS

- A. Maintain on site one set of Contract Documents to be utilized for record documents.
- B. Record actual revisions to Work. Record information concurrent with construction progress.
- C. Specifications: Legibly mark and record at each Product section a description of actual Products installed.
- D. Record Documents and Shop Drawings: Legibly mark each item to record actual construction.
- E. Submit documents to Architect/Engineer with claim for final Application for Payment.

1.59 OPERATION AND MAINTENANCE DATA

- A. Submit two sets prior to final inspection, bound in 8-1/2 x 11 inch text pages, three D side ring binders with durable plastic covers.
- B. Prepare binder cover with printed title "OPERATION AND MAINTENANCE INSTRUCTIONS" and title of project.
- C. Internally subdivide the binder contents with permanent page dividers, logically organized, with tab titles clearly printed under reinforced laminated plastic tabs.
- D. Contents:
 - 1. Part 1: Directory, listing names, addresses, and telephone numbers of Architect/Engineer, Contractor, Subcontractors, and major equipment suppliers.
 - 2. Part 2: Operation and maintenance instructions, arranged by system.
 - 3. Part 3: Project documents and certificates.

1.60 SPARE PARTS AND MAINTENANCE MATERIALS

- A. Provide Products, spare parts, maintenance and extra materials in quantities specified in individual specification sections.
- B. Deliver to and place in location as directed; obtain receipt prior to final payment.

1.61 WARRANTIES

- A. Provide duplicate notarized copies.
- B. Execute and assemble transferable warranty documents from Subcontractors, suppliers, and manufacturers.
- C. Submit prior to final Application for Payment.

1.62 PROJECT SIGN

- A. Provide a project sign to the size, design and configuration attached to the end of this section.
- B. Construct of durable "sign board" for exterior use to last for a minimum of 15 months.

PART 2 PRODUCTS

Not Used.

PART 3 EXECUTION

Not Used.

END OF SECTION – 01001