

**DEKORRA TOWN HALL
DEKORRA, WISCONSIN**

TOWN HALL REMODELING
TOWN OF DEKORRA

DESIGN BUILD PROJECT SCOPE

Issued: December 5, 2022

Proposals Due: January 3, 2023, 3:00PM CT

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PROJECT INTRODUCTION

Project Title: DEKORRA TOWN HALL REMODELING

1.1 Scope

In accordance with the terms and conditions of the Contract, the Design-Build Contractor (DBC) shall perform the work of this Request for Proposal (RFP) for the Town of Dekorra as described below.

All Architect-Engineer (A-E) Services required in this RFP shall be performed by licensed Architects and Engineers registered in the State of Wisconsin.

1.2 Location

This project is located at W8225 County Road JV, Poynette, WI. 53955

1.3 Background

The Town of Dekorra recently purchased an existing manufacturing facility to be used as a town hall.

1.4 Description

The goal of this project is to remodel the project to meet the towns needs and bring the building up to the current code. Design to include fire rated vault, offices, and two meeting rooms.

1.5 Schedule

The work in this RFP shall be completed in accordance with the following schedule:

100% Draft DB Construction Documents:

Draft DB Construction Documents submitted no later than 21 calendar days after award.

TOWN OF DEKORRA Review completed no later than 30 calendar days after submission of DB Design Development Documents.

100% Complete DB Construction Documents:

100% Complete DB Construction Documents and written responses to the TOWN OF DEKORRA 100% Draft DB Construction Documents Review Comments submitted no later than 21 calendar days after submission of 100% Draft DB Construction Documents.

TOWN OF DEKORRA Review completed no later than 30 calendar days after receipt of 100% Complete DB Construction Documents.

Complete Stamped and Signed DB Construction Documents:

Complete Stamped and Signed DB Construction Documents and written responses to the TOWN OF DEKORRA 100% Complete DB Construction Document review comments submitted no later than 21 calendar days after receipt of TOWN OF DEKORRA 100% Complete DB Construction Document review comments.

Construction:

Construction completed no later than 220 calendar days after award of the contract.

1.6 Information

TOWN OF DEKORRA Points of Contact:

Contractual:

Contracting Officer (CO): Rodger Palmer, (608) 658-0104, palmerrrp@ymail.com

Town of Dekorra - Clerk: Holly J. Priske, (608) 635-2014, townclerk@dekorra-wi.gov

Technical:

Project Manager (PM): Jeff Uhrig, (608) 514-1776, Town_Hall@UhrigFamily.net

Address:

Town of Dekorra
W8225 County Road JV
Poynette, WI 53955

1.7 Data and Materials to be provided by the TOWN OF DEKORRA

The following data and materials will be provided to the DBC and are included in Section 4 of this RFP:

- Proposed 'Demo Floor Plan'
- Proposed 'Floor Plan'
- Room Finish Schedule.

PROJECT REQUIREMENTS

2.1 General Requirements

2.1.1 Scope of Work and Project Summary/Requirements

The project will consist of the design and remodeling of the Dekorra Town Hall
The project will include, but not be limited to, the following:

- Review the Schematic Design provided in the RFP package.
- Review existing building conditions. (Contact Town Clerk for access)
- Upon award, determine and provide design schedule of work.
- Submit list of required permits.
- Submit DB Design Development and DB Construction Documents for review and approval.
- Provide schedule of construction work.
- Secure work area and provide for continued access to the facility.
- Construct project
- Create and provide operations and maintenance manual.
- Provide as-constructed drawings.

2.1.2 Progress Payments

Design Phase - Progress payments during the design phase of the work will be based on submission, review, and acceptance of design deliverables.

Construction Phase - Progress payments during construction will be based on the percentage of work completed on items listed on the approved schedule of values. Actual construction completed and in place will form the basis for payment. Verification of the % complete shall be initiated by the Contractor under the direction of a representative of the Contracting Officer, unless the Contracting Officer waives this requirement in a specific instance. The Contractor shall make the computations for payment based on the governments verification of work completed and in place for any periods for which progress payments are requested.

The Contractor shall furnish the originals of all field notes and all other records relating to the basis for payment, to the Contracting Officer, who shall use them as necessary to determine the final amount of progress payments. The Contractor shall retain copies of all such material furnished to the Contracting Officer.

2.1.3 Project Meetings

Design Meeting

After the award of the contract and acceptance of the Performance and Payment bonds, the CO will arrange a design meeting with the DBC. The meeting agenda shall include the following as a minimum:

- Review and emphasize the town needs and design objectives.
- Schedule of Values
- Design schedule (provide minimum of two-color hard copies).
- Modifications during design
- Submittals during design
- Areas available for use by the DBC
- Access requirements of the building
- Payments to the DBC

Preconstruction Meeting

Project Requirement deliverables shall be submitted a minimum of one week prior to the Preconstruction Meeting.

- Letter designating your Project Superintendent.
- Project Schedule with construction portion fully developed.
- Accident Prevention Program
- A list of subcontractors for this project (must be same as in your proposal).
- Written statements from subcontractors certifying compliance with applicable labor standard clauses.
- Evidence of liability insurance coverage and workmen's compensation for the contractor and all subcontractors.

After 100% Complete DB Construction Documents are approved and prior to the start of construction, the CO will arrange an on-site Preconstruction meeting with the DBC. The meeting agenda will include the following as a minimum:

- Correspondence procedures
- Jobsite safety
- Roles and responsibilities
- Lines of Authority
- Progress Payments
- Submittal process
- Resolution to comments provided by TOWN OF DEKORRA on the Project Requirements
- Construction schedule (Provide a minimum of two-color hard copies and electronic copy in PDF form.)
- Labor standards
- Payroll reports
- Modifications
- Accident reporting
- Medical emergency processes, availability, emergency numbers, and contacts.
- Visitation and public relations.
- Saturdays, Sundays, holidays, and night work.

Progress Meetings

The DBC shall participate in weekly (or as scheduled) telephone conference calls with the Contracting Officer, and other project team members to update them on the following meeting agenda items:

- Approval of minutes of previous meetings
- Submittal status
- Review of off-site fabrication and delivery
- Requests for Information (RFI's) and issues
- Modifications
- Work in progress and projected
- Schedule update (provide updated CPM schedule)
- Status of Project Record Drawings and O&M Manuals
- Other business relating to work

2.1.4 Project Schedule

General: The schedule shall include a detailed design phase with design deliverable submission dates, review periods as well as a summary construction schedule with important milestones included for both phases.

The project schedule shall be updated on a monthly basis throughout the entire contract period and until project substantial completion. The status date of each schedule update shall be 10 days before the progress payment request date.

Construction work cannot begin until town board approval of the entire set of 100% Complete DB Construction documents.

Purpose: The purpose of the project schedule is to ensure adequate planning, coordination, scheduling, and reporting during execution of design and construction activities of the DBC. The project schedule will assist the DBC and the Contracting Officer in monitoring the progress of the work, evaluating proposed changes, and processing the DBC's monthly progress payment requests.

Schedule Development: The project schedule shall cover the entire contract period. The late finish date of the project schedule shall be the same date as the established completion date of the contract.

The DBC shall use the Critical Path Method (CPM) with limited use of lead or lag durations between schedule activities. The DBC's project schedule shall consist of procurement activities (including mobilization, submittal, and the fabrication and delivery of key and long-lead procurement items) and construction activities.

The DBC's project schedule shall consist of, but not be limited to, the concise description of the work represented by the activity. The work related to each activity shall be limited to one work trade.

In developing the project schedule, the DBC shall be responsible for ensuring that subcontractor work at all tiers, as well as its own work, is included in the project schedule.

The project schedule, as developed, shall show the sequence and interdependence of activities required for complete performance of the work. The DBC shall be responsible for ensuring all work sequences are logical and the project schedule shows a coordinated work plan. Proposed durations assigned to each activity shall be the DBC's best estimate of time required to complete the activity considering the scope and resources planned for the activity. Include permit requirements and constraints. Seasonal weather conditions shall be considered and included in the planning and scheduling of all work influenced by high or low ambient temperatures, wind and/or precipitation to ensure completion of all work within the contract time.

Project Schedule Updates

Monthly updates: The monthly updating of the project schedule shall be an integral part and basic element of the estimate upon which progress payments shall be made under this contract. If, in the judgment of the Contracting Officer, the DBC fails or refuses to provide a schedule of values and a complete schedule update or revision as specified hereinafter, the DBC shall be deemed to have not provided the required information upon which the progress payment may be made and shall be subject to retainage of a portion of the payment.

Narrative: The report shall include a brief description of the actual progress made during the update period; actual and potential delaying activities; any impediments to progress; issues related to inclement weather; progress toward established milestones and project float. The report shall include a brief description of the work anticipated to be performed in the next month. Any minor revisions to the schedule should be identified so they can be evaluated and accepted or rejected.

As the Work progresses, indicate Actual Completion percentage for each activity. If the schedule update shows a late finish date after the contract completion date, at a minimum, include the following in the narrative with your submission:

- Any known delays.
- Actions that will be taken to get back on schedule.
- Pending modifications.
- Impediments or constraints affecting progress.

Progress Payments: The monthly updating of the currently accepted Construction Schedule shall be an integral part of the process upon which progress payments will be made under this contract. If the Contractor fails to provide schedule updates or revisions, then a portion of the monthly payment may be retained until such corrections have been made.

Time Impact Analysis for Contract Modifications, Changes, Delays, and Contractor Requests Requirements: When contract modifications or changes are initiated, delays are experienced, or the DBC desires to revise the project schedule, the DBC shall submit to the Contracting Officer a written time impact analysis illustrating the influence of each modification, change, delay, or DBC request on the contract time.

Time Extensions: Activity delays shall not automatically mean that an extension of the contract time is warranted or due the DBC. It is possible that a modification, change, or delay will not affect existing critical activities or cause non-critical activities to become critical. A modification, change, or delay may result in only absorbing a part of the available total float that may exist within an activity chain of the project schedule, thereby not causing any effect on the contract time. Time extensions will be granted in accordance with the terms of the contract.

Float: Float is not for the exclusive use or benefit of either the Town of Dekorra or the DBC. Extension of the contract time will be granted only to the extent the equitable time adjustments to the activity or activities affected by the modification, change, or delay exceeds the total (positive or zero) float available on a particular activity.

2.2 Design Requirements

2.2.1 DB Design Development and Construction Documents

This element of work shall consist of the preparation of the DB Design Development Documents and DB Construction Documents.

Deliverables

The following deliverables are required (refer to Section 1.5 for schedule):

DB Construction Documents

100% Draft DB Construction Documents

Documents for TOWN OF DEKORRA Review:

Submit 2 full size sets and 11 reduced @ 11x17 hard copies and 1 electronic copy of the following 100% Draft DB Construction Documents for review:

- DB Construction Drawings
- Divisions 2 through 49 Construction Specifications
- Product File
- Statement of Structural Tests and Special Inspections
- Design Calculations

100% Complete DB Construction Documents

Documents for TOWN OF DEKORRA Review:

Submit 2 full size sets and 11 reduced @ 11x17 hard copies and 1 electronic copy of the following 100% Complete DB Construction Documents for review and final approval:

- DB Construction Drawings
- Divisions 2 through 49 Construction Specifications
- Product File
- Statement of Structural Tests and Special Inspections
- Design Calculations
- Complete Stamped and Signed DB Construction Documents

Upon final approval of the 100% Complete DB Construction Documents, submit per the following table, the Complete Stamped and Signed DB Construction Documents for construction, TOWN OF DEKORRA archiving and general use:

COMPLETE STAMPED AND SIGNED DB CONSTRUCTION DOCUMENTS	ELECTRONIC FORMATS	HARD COPY FORMATS
DB-Construction Drawings	AutoCAD and PDF	Full-Size Paper (ANSI D)
Divisions 2 through 49 Construction Specifications	PDF & MS-Word	N/A
Product File	PDF	N/A
Statement of Structural Tests and Special Inspections	PDF & MS-Word	N/A
Supplemental Design Reports <i>(if applicable)</i>	PDF	N/A
Design Calculations	PDF	N/A
Written responses to the 100% Complete DB Construction Documents review comments	PDF & MS-Excel	N/A

2.3 Construction Requirements

2.3.1 Minimize Construction Impacts

The following mitigation measures shall be implemented to minimize the impacts of construction activities:

Town Hall Operation: Minimize impact to daily town operation and provide time in schedule for town clerk to relocate as remodeling progresses.

2.3.2 Schedule of Values

After contract award and before the Design Meeting, submit a schedule of dollar values based on the Contract Price Schedule. Breakdown each lump-sum item into component parts of design deliverables or construction work for which progress payments may be requested. The total costs for the component parts of work shall equal the contract line-item amount for that lump-sum item. The Contracting Officer may request data to verify accuracy of dollar values. Include mobilization, general condition costs, overhead and profit in the total dollar value of unit price items and in the component parts of work for each lump-sum item, as described below. Do not include mobilization, general condition costs, overhead or profit as a separate item.

Do not break down unit price items. Use only the contract line-item amount for unit price items. The total cost of all items shall equal the contract sum. The Schedule of Values will form the basis for progress payments.

An acceptable Schedule of Values shall be agreed upon by the Contractor and Contracting Officer before the first progress payment is processed.

2.3.3 Construction Support

Staging Areas

Construction sites will be limited to the smallest feasible area. Ground disturbance and site management will be carefully controlled to prevent undue damage to vegetation, soils, and archeological resources and to minimize air, water, soil, and noise pollution.

Staging is limited in or near the construction area for a construction office or trailer.

Construction equipment and material storage shall be located in previously disturbed areas near the construction site. All staging areas shall be returned to pre-construction conditions once construction is complete. Standards for this, and methods for determining when the standards are met, shall be developed in consultation with the CO.

Structures: Trailers, Storage, Field Offices, Staging Area and Sheds: Location to be approved by the Contracting Officer.

DBC's Field Office: Field office shall be structurally sound construction, and weather tight. The location will be determined by TOWN OF DEKORRA prior to issuing a Start Work Notice.

Storage Sheds: If used, provide weather tight sheds or other covered facilities for storage of materials subject to weather damage.

If used, all temporary water, sewer, sanitary facilities and electric utilities, shall be completely removed upon project completion.

The location of the Staging Area for construction equipment will require CO approval.

Parking of Construction Vehicles

Parking of vehicles shall be limited to existing roads, in legally designated areas, and within approved staging area(s).

2.3.4 Submittals During Construction

Construction Submittal Types

Action Submittals: Written, graphic information, and physical samples that require Town's responsive action.

Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.

Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data.

Samples: Submit Samples for review of kind, color, pattern, and texture for a check of these characteristics with other elements and for a comparison of these characteristics between submittal and actual component as delivered and installed.

Construction Materials: The Contractor is encouraged to submit for approval products made out of recycled or environmentally responsible material. Every effort will be made by the Town of Dekorra to approve these materials

Informational Submittals: Written information that does not require Town's responsive action. Submittals may be rejected for not complying with requirements.

General: Prepare and submit Informational Submittals required by individual Specification Sections.

Informational submittals include but are not limited to Coordination Drawings, Product Data, Certificates, Test reports, Manufacturer's instructions, Division 01 Management Plans, etc.

Contractors Review: Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions.

General Submittal Procedures: Prepare and submit submittals to Contracting Officer.

Contracting Officer reserves the right to require submittals in addition to those called for in individual sections.

Coordination: Coordinate preparation and processing of submittals with performance of construction activities. Review them for legibility, accuracy, completeness, and compliance with Contract Documents.

Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.

Partial submittals are not acceptable, will be considered non-responsive, and will be returned without review.

Processing Time: Allow enough time for submittal review, including time for re-submittals. Time for review shall commence when an e-mail notification is received by the Contracting Officer (or designee) indicating the submittal has been sent to the TOWN OF DEKORRA and is ready for review. When the Contracting Officer has completed their review, an e-mail notification will be sent to the Contractor indicating the submittal has been processed. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including re-submittals.

Action Submittals: Allow 30 days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required.

Informational submittals: Allow 10 days for review of each submittal.

Electronic Submittals

Identify and incorporate information in each electronic submittal file as follows:

Transmittal Form: All submittals shall be transmitted with a Transmittal Form containing the project name, contractor name, and information being transmitted.

- Provide general information at the top of the form.
- Provide all required information based on the submittal type.
- Attach all related documents.

Physical samples: Deliver the physical sample to the CO (or designee) on site for processing.

Contracting Officer's Review

Action Submittals: Contracting Officer will review each submittal, generate comments on corrections or modifications required, and indicate the appropriate action. The submittal will be marked in one of three ways as defined below:

Approved: Acceptable with no corrections.

Approved with Notations: Minor corrections or clarifications required. All comments are clear, and no further review is required. The Contractor shall address all review comments when proceeding with the work.

Disapproved – Resubmit: Rejected as not in accordance with the contract or as requiring major corrections or clarifications. The Contracting Officer will identify the reasons for disapproval. The Contractor shall revise and resubmit with changes clearly identified.

Informational Submittals: Contracting Officer will review each submittal and will either accept or reject them.

Use for Construction

Use only final submittals with mark indicating “Approved” or “Approved with notations”. Ensure all notations have been incorporated and, at a minimum, keep one copy of the final approved submittal on site for use during construction

2.3.5 Construction Coordination

Notification: The Contracting Officer (CO) will provide all necessary written notification and/or direction to the contractor.

2.3.6 Quality Control

General

The quality of all work shall be the responsibility of the Contractor. Testing shall be the responsibility of an independent testing laboratory. Inspect and test all work as needed to ensure that the quality of materials, workmanship, construction, finish, and functional performance is in compliance with applicable specifications and drawings.

Test reports shall be completed by person performing the test.

Quality Control Testing

Testing Laboratory and Equipment:

Employ certified independent laboratories to perform sampling and testing. The testing laboratory organization shall be certified for the type of testing work to be done.

Submittals

Quality Control Plan: Prior to the Preconstruction meeting, submit for approval a written Contractor Quality Control (CQC) plan.

If the plan requires any revisions or corrections, the Contractor shall resubmit the plan within 10 days.

No change in the approved plan may be made without written concurrence by the Contracting Officer.

The plan shall include:

Names, qualifications, and descriptions of laboratories to perform sampling and testing, and samples of proposed report forms.

Methods of performing, documenting, and enforcing quality control of all work.

Test Reports: Submit Test Information Sheets.

Submit three copies of complete test results not later than 7 calendar days after the test was performed.

If the CQC plan and Quality Control Daily Reports are not submitted as specified, the Contracting Officer may retain all payments until such time a plan is accepted and implemented or may retain payments for work completed on days there are no Quality Control daily reports.

Off-Site-Control: Items that are fabricated or assembled off-site shall be inspected for quality control at the place of fabrication.

On-Site Control: Notify the Contracting Officer at least 48 hours in advance of the preparatory phase meeting.

Notify the Contracting Officer at least 24 hours in advance of the initial and follow-up phases.

Documentation

Maintain Quality Control Daily Reports, Daily Test Report Information Sheets, and Accessibility Inspection Reports (attached) of quality control activities and tests.

Quality Control Daily Reports may not be substituted for other written reports required under clauses of the contract, such as Disputes, Differing Site Conditions, or Changes.

Enforcement

The Contractor shall stop work on any item or feature pending satisfactory correction of any deficiency noted by the quality control staff or the Contracting Officer.

2.3.7 Working Hour Restrictions

All work and deliveries shall be limited to the weekday hours of 7:00 am to 5:00 pm unless otherwise approved by the Contracting Officer. No work shall occur on Town of Dekorra holidays, elections, or weekends without prior approval.

2.3.8 Temporary Services

Temporary materials may be new or used but must be adequate in capacity for the required usage, must not create unsafe conditions, and must not violate requirements of applicable codes and standards.

Fire Protection Equipment: Observe and enforce standards of fire prevention. No open fires shall be allowed.

Vehicles and Equipment: Provide one fire extinguisher on each vehicle or piece of equipment. Extinguishers shall have a minimum UL rating of 2-A:10-B:C. A capable and qualified person shall be placed in charge of fire protection. The responsibilities shall include locating and maintaining fire protective equipment and establishing and maintaining safe torch cutting and welding procedures.

Hazard Control: Take all necessary precautions to prevent fire during construction. Do not store flammable or combustible liquids in existing structures. Provide adequate ventilation during use of volatile or noxious substances.

Spark Arresters: Equip all gasoline or diesel-powered equipment used in potential forest or grass fire locations with spark arresters approved by the U. S. Forest Service. Written determinations of areas and periods of potential fire hazard will be issued by Contracting Officer. Locate internal combustion equipment so that exhausts discharge well away from combustible materials. Locate service areas a minimum of 50 feet from buildings. Shut down equipment before refueling.

Smoking: Smoking within buildings or temporary storage sheds is prohibited.

Welding: Cutting by torch or welding shall be performed only when adequate fire protection is provided.

Telephone: The DBC shall provide job-site telephone service.

Water: Available from Town Hall.

Heating and Cooling: Furnish temporary heating and cooling. Use of permanent heating and cooling system shall not be allowed without written authorization from Contracting Officer. When the permanent heating and cooling system is approved for use as temporary heating and cooling, pay all costs until final acceptance. Install new filters before final acceptance. Equipment warranties shall start on date of Final Acceptance.

Sanitary Facilities: Town of Dekorra toilet facilities may be used. Contractor to maintain and keep clean during construction

2.3.9 Existing Utilities

Disruptions of services shall be kept to a minimum. The contractor shall coordinate with the local utility companies. All disruptions shall be arranged at least 48 hours in advance with Town of Dekorra and must be approved by Contracting Officer.

Construction procedures will prevent accidental disruptions to facilities outside the project limits by investigation of existing utilities and protection during construction: accidental disruptions shall be remedied at no cost to the Town of Dekorra.

2.3.10 Hauling Restrictions

Comply with all legal and local load restrictions in the hauling of materials.

2.3.11 Accident Prevention

Accident Prevention Program: Prior to the Preconstruction Meeting submit an accident prevention program. The program must be accepted by the TOWN OF DEKORRA before any on site work can begin. The program shall comply with OSHA and project requirements. Include the following:

Name of responsible supervisor to carry out the program; monthly safety meetings; first aid procedures; outline of each phase of work, hazards associated with each phase and methods proposed to ensure property protection, and safety of the public, Town of Dekorra staff and DBC employees; training; planning for possible emergency situations; housekeeping and fire protection.

Accident Reporting: Reportable accidents, defined as death, occupational disease, traumatic injury to contractor's personnel, TOWN OF DEKORRA employees or the public, property damage of any accident in excess of \$100 and fires, must be reported within seven days. Complete an Accident/Property Damage Report (attached Form CM-22) and forward to the Contracting Officer.

Quality Assurance: Ensure that all employees are physically qualified to perform their assigned duties in a safe manner. Do not allow employees to work if their abilities are impaired. Operators of all equipment shall be able to understand signs, signals and operating instructions, and be capable of operating such equipment.

Accident Prevention Products, Provide the following:

- First aid facilities.
- Personnel protective equipment: Meet requirements of NIOSH and MSHA.
- Emergency instructions, including telephone numbers and reporting instruction for ambulance, physician, hospital, fire department and park police. Place in conspicuous locations at the worksite.
- Adequate egress at all times in accordance with the Standard for Safeguarding Construction, Alteration, and Demolition Operations (NFPA 241).
- Hard hats for all employees and for up to 3 visitors.
- Designate and post signs in all hardhat areas.

Training: Provide training for first aid and hazardous material handling and storage.

2.3.12 Temporary Controls

Housekeeping: Keep project neat, orderly, and in a safe condition at all times.

Weather Protection: When inclement weather is expected, provide temporary protection, for areas where roofing, siding, windows, doors or other enclosing elements have been removed or have not been installed. Inspect protective coverings frequently to ensure that they are functioning properly.

2.3.14 Project Close-out

Project Record Drawings: Maintain one complete full-size set of contract drawings. Clearly mark changes, deletions, and additions to show actual constructed conditions. Keep record drawings current. Certification of accuracy and completeness will be required for monthly payment requisitions. On completion of the total project, submit complete record drawings.

As-Constructed Drawings: Provide as-constructed drawings by updating the Approved DB Construction Drawing AutoCAD files with information provided on the record drawings, contract modifications; and other applicable shop drawings, sketches, and data.

Provide as-constructed drawings in the following formats:

- 1 CD-ROM, each with drawing files in both PDF and AutoCAD formats
- 1 full-size paper copy

Operating Instructions: Furnish operating instructions. Include wiring diagrams, control diagrams, control sequence, start-up adjustment, operation, lubrication, shutdown, safety precautions, procedures in case of equipment failure and other items of instruction recommended by manufacturer.

Cleaning: Before scheduling the final inspection, remove all tools, equipment, surplus materials, and rubbish. Restore or refinish surfaces that are damaged due to work of this contract to original condition. Remove grease, dirt, stains, foreign materials, and labels from finished surfaces. Thoroughly clean building interiors. Pick up and remove all construction debris from the site. At time of final inspection, project shall be thoroughly clean and ready for use.

Before submitting a request for final inspection, submit the following:

- Project Record Drawings and As-Constructed Drawings: As specified above.
- Guarantees and Bonds: As specified in Performance Requirements and Specifications.
- Spare Parts and Materials: As specified in Performance Requirements and Specifications
- Operation and Maintenance Data: As specified below and in Performance Requirements and Specifications.
- Keys and Keying Schedule: Submit all keys including duplicates. Wire all keys for each lock securely together. Tag and plainly mark with lock number, equipment identification, or panel or switch number, and indicate location, such as building and room name or number.
- Operating Tools: As specified in the individual sections.
- Special Tools: One set of special tools required to operate, adjust, dismantle, or repair equipment. Special tools are those not normally found in possession of mechanics or maintenance personnel.
- Mechanical and Electrical Systems: Verify the following in writing:
 - All systems are complete.
 - All systems have been properly started and are operational.
 - All controls are complete and operational, and sequences have been checked and are functioning properly.

Operation and Maintenance Data: Provide one of 3-ring binder with operation and maintenance data, to the Contacting Officer for review, prior to the final inspection. Data shall include manufacturer's standard literature, equipment data sheets, vendor-furnished as-built

drawings; custom written data not included in manufacturer's standard literature; schedules, warranties, parts lists, test results, and subcontractor list.

After TOWN OF DEKORRA review is completed, incorporate comments, and submit final set of operation and maintenance data to the Contracting Officer.

System Demonstration and Training: Train designated personnel in adjustment, operation, including seasonal and emergency operations, if applicable; maintenance; and safety requirements of equipment and systems. Instructors shall be thoroughly trained in operating theory as well as practical operation and maintenance work for each type of equipment or system. The sequence of the training shall follow the approved outline of the training guide, i.e. Operating and Maintenance Data. Individual sections specify the duration of training required. If no duration is listed, provide training of sufficient duration to adequately cover the subjects.

2.3.15 Substantial Completion and Final Inspection

Submit written certification to the CO that the project, or designated portion of project, is substantially complete, and request a final inspection. Upon receipt of written request that project is substantially complete, the Contracting Officer will proceed with inspection within 10 days of receipt of request or will advise the Contractor of items that prevent the project from being designated as substantially complete.

When work is determined to be substantially complete, the Contracting Officer will prepare a list of deficiencies ("Punch List") to be corrected before final acceptance. The Contracting Officer will issue a Letter of Substantial Completion. If work is not determined to be substantially complete, the Contracting Officer will notify the DBC in writing. After completing work, the DBC shall resubmit certification and request a new final inspection.

If, following final inspection, the work is determined to be substantially complete, Contracting Officer will prepare a list of deficiencies to be corrected before final acceptance and issue a Letter of Substantial Completion. Contractor shall complete the work described on the list of deficiencies within 30 calendar days, as weather permits. If the Contractor fails to complete the work within this time frame, the Contracting Officer may either replace or correct the work with an appropriate reduction in the contract price or charge for re-inspection costs in accordance with the Inspection of Construction clause of the contract.

Acceptance of the work: After all deficiencies have been corrected, the Contracting Officer will issue a Letter of Final Acceptance.

2.4 Forms:

FORMS

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DSC - CONTRACTOR ACCIDENT/PROPERTY DAMAGE REPORT		Record: _____	
		Date: _____	
Name: _____	Trade: _____		
_____	Birth date: _____		
Date of Accident: _____	Time of Accident: _____		
Contractor: _____			
Project: _____		Location: _____	
Description of Accident: (BE SPECIFIC. DESCRIBE WHAT HAPPENED, WHERE.):			
What was employee doing when injured?			
Specific body parts injured?			
Type of injury (i.e., Puncture, sprain, fracture, illness, etc.)			
First Aid?	Yes No _____	Medical Clinic?	Yes No Hospitalized _____ ? Yes No _____
Is time loss expected? Yes No How _ _ long? _____			
Environmental Factors:			
Property Damage Involved?		Yes No _____	Describe: _____
Estimated dollar amount of Damages:			
Corrective Action Taken:			
Contractor Reporting:		Date: _____	
Project Inspector Reporting:		Date: _____	

ATTACH COPIES OF ANY ADDITIONAL INFORMATION (& photos)
COMMENTS

Form No. CM-22

TEST REPORT INFORMATION SHEET

CONTRACT NO. _____ REPORT NO. _____
SHEET _____ OF _____

1. Individual Making Inspection or Test:	
2. Testing Laboratory; Name:	Phone #:
Address:	
3. Description of Work and Test Method: __	
4. Location of Samples and Tests or Inspections: ____	
5. Specification Section:	
6. Inspection or Test Data: _____	
7. Test Results and Interpretations of Test Results: __	
8. Comments or Professional Opinion About Compliance of Inspected Work or Tested Work with contract Document Requirements:	
9. Recommendations: ____	
10. Corrective Actions Taken: ____	

CERTIFICATION:

I certify that the above testing report is complete and correct and that all testing performed this day for this contract is in strict compliance with the plans and specifications except as noted above.

Signature of Inspector

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SUBMITTAL LIST

Dekorra Town Hall

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PERFORMANCE REQUIREMENTS

3.1 Design Imperatives

Utilize the following at all stages of the design and construction processes:

- Appropriate Design Solutions for Use and Maintenance Capabilities
- Compliance Consistency Reviews
- Constructability Strategies
- Quality Control
- Risk Analysis
- Scope and Budget Consistency Reviews
- Universal Design Principles
- Value-Based Decision-Making Methodology

3.2 Facility Performance

All work performed shall comply with applicable laws, regulations, and TOWN OF DEKORRA policies and guidelines.

3.3 Elements and Products

In addition to requirements specified in other chapters, provide products and elements that comply with the following:

In the Proposal:

- The DBC shall identify one or more product types for each system, assembly, or element.
- For each product type, the DBC shall identify brief descriptive or performance specifications.
- For major manufactured products that are commonly purchased by brand name, and any other products so indicated, we will identify at least one manufacturer that will be used.

During DB Construction Documents Submissions:

- Where more than one product type is identified for a particular system, assembly, or element, the DBC shall identify exactly which type will be used.
- For each product type, the DBC shall identify descriptive or performance specifications; early submittals shall be brief specifications, but complete specifications shall be provided prior to completion of construction documents.
- For each product type, the DBC shall identify at least one manufacturer that will be used.
- For major manufactured products that are commonly purchased by brand name, and any other products so indicated, the DBC shall provide manufacturer's

product literature on at least one actual brand name product that meets the specifications, including performance data and sample warranty.

During Construction:

- The DBC shall identify actual brand name products used for every product, except commodity products specified by performance or description.
- Where a product is specified by performance requirements with test methods, and if so specified, the DBC shall provide test reports showing compliance.
- The DBC shall provide manufacturer's product literature for each brand name product.
- The DBC shall provide the manufacturer's certification that the product used on the project complies with the contract documents.

Before End of Closeout:

- The DBC shall provide copies of all manufacturer warranties that extend for more than one year after completion.

ATTACHMENTS

Attach the documents identified in Section 1.7.

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