

PROJECT MANUAL

VOLUME I

PROJECT: Westfield Washington New Natatorium –
Bid Package No. 1
Westfield, IN 46074

TSC PROJECT NO.: 218710

A/E PROJECT NO.: 18028

OWNER: Westfield Washington Schools

ARCHITECT/ENGINEER: CSO Architects

DATED: June 28, 2018

PRE-BID MEETING: **July 16, 2019 @ 1:00 PM**
Sodexo Support Services, Conference Room
18160 Market Ct.
Westfield, IN 46074

BIDS RECEIVED: **August 1, 2019 @ 2:00PM**
Sodexo Support Services, Conference Room
18160 Market Ct.
Westfield, IN 46074

BIDDERS' CONTACTS:

ARCHITECT/ENGINEER:
CSO ARCHITECTS
8831 Keystone Crossing
Indianapolis, IN 46240
Architect's Contact: Brad Nobbe
Phone: 317- 848-7800

CONSTRUCTION MANAGER:
THE SKILLMAN CORPORATION
3834 S. Emerson Avenue, Bldg. A
Indianapolis, IN 46203
Senior Project Manager: Ryan Panik
Phone: 317-788-5136

SECTION 01 12 00 - MULTIPLE CONTRACT SUMMARY

PART 1 GENERAL

1.01 RELATED DOCUMENTS

- A. Drawings and General Provisions of the Sub Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to Work of this Section.

1.02 SUMMARY

- A. The intent of this Section is to indicate the Work required by the Subcontractors and to provide information regarding the duties, responsibilities, and cooperation required by the Contractors, with similar requirements for the subcontractors and suppliers.
- B. Owners right to maintain current operations
- C. Occupancy requirements
- D. Work by Owner
- E. Permits, fees, and notices
- F. Labor and materials
- G. Verifications of existing dimensions
- H. Project security
- I. Coordination of work
- J. Time of commencement and completion
- K. Schedule of contract responsibilities

1.03 WORK UNDER SEPARATE CONTRACTS

- A. Sub Contracts are defined to include the following contracts described in the Schedule of Contract Responsibilities included hereinafter; and each is recognized to be a major part of the project, with Work to be performed concurrently and in close coordination with Work of other Sub Contracts.
- B. The "Contract Documents," as defined in the General Conditions, include "the Drawings." Although Drawings are grouped and identified by classification of the Work, Contractors shall be responsible for their Work as specified herein and as indicated on the Drawings. Although the majority of the Drawings are "to scale," Contractors are directed to use indicated dimensions for determining material quantities and for other reasons. No

additional monies will be allowed due to Contractors using "scaling instruments" to determine material quantities or for other reasons.

- C. Separate sub contracts will be awarded as per the "**Schedule of Contract Responsibilities**" (see Part 3 – Execution). Contractors shall include Work required by the Specifications and Drawings for each contract area defined in the Schedule.
- D. Work for the complete construction of the Project will be under multiple sub contracts with The Skillman Corporation. The Construction Manager will manage the construction of the Project.
- E. Each Contractor shall be responsible for demolition and disposal of existing items relative to his Contract.

1.04 ADMINISTRATIVE RESPONSIBILITIES OF SUB CONTRACTORS AND CM

- A. The Construction Manager shall be responsible for the maintenance of the Construction Schedule and management of every phase of the Work.
 - 1. Each Subcontractor shall read the Specifications and Drawings for other separate Contracts for fixed equipment and the like to be incorporated or attached or built in to the Work; and familiarize himself with the requirements and responsibilities of other Contracts to enable the required coordination and supervision.
 - 2. Each Subcontractor shall also familiarize himself with other items to be incorporated into the Work including equipment and Work by the Owner.
 - 3. Each Subcontractor shall cooperate with the Construction Manager in notifying him when the Work is at a stage to require the services of other Subcontractors and shall notify the Construction Manager in the event that such other Contractors do not carry out their responsibilities in connection with such notification.
- B. Subcontractors shall cooperate with and assist the Construction Manager in the preparation of construction progress and procedures, schedule of product deliveries, and their effect on the overall project progress and completion. Other Subcontractors shall cooperate in getting their Work and the Work of their subcontractors completed according to the schedule as prepared and maintained by the Construction Manager. Each Subcontractor shall immediately notify the Construction Manager of a delay in delivery of products or the scheduled date of completion that may affect the total progress of construction.
- C. The Owner will furnish the topographical survey, either as a part of these Drawings or separately, giving the general topographical lines existing at the site and the property lines.
- D. Subcontractors required to make connections to existing utilities, especially sewerage where gravity flow occurs, shall verify grades and locations at points of such connections and shall notify the Construction Manager of circumstances which would adversely affect the proper flow or connection to such facilities.

1.05 SUB CONTRACTORS USE OF PREMISES

- A. General: During the construction period, the Sub Contractors jointly shall have full use of the premises for construction operations, including use of the site. Each Sub Contractor's use of the premises is limited only by the Owner's right to perform work or to retain other Subcontractors on portions of the Project.

1.06 OWNERS RIGHT TO MAINTAIN OPERATIONS

- A. Subcontractors must expend their best effort toward protection of the health, safety, and welfare of occupants on the Owner's property during the course of Work on this Project.
- B. Subcontractors shall be subject to such rules and regulations for the conduct of the Work as the Owner may establish. Employees shall be properly and completely clothed while working. Bare torsos, legs and feet will not be allowed. Possession or consumption of alcoholic beverages or drugs, tobacco, and other noxious behavior on the site is strictly prohibited. Violators shall be promptly removed from the site. Smoking is not permitted on the project site.

1.07 OCCUPANCY REQUIREMENTS

- A. Partial Owner Occupancy: The Owner reserves the right to occupy and to place and install equipment in completed areas of the building prior to Substantial Completion, provided such occupancy does not interfere with completion of the Work. Such placing of equipment and partial occupancy shall not constitute acceptance of the total Work.
 - 1. The Construction Manager will prepare a Certificate of Substantial Completion for each specific portion of the Work to be occupied prior to Owner occupancy.
 - 2. The Construction Manager will obtain a Certificate of Occupancy from local building officials prior to Owner occupancy.
 - 3. Prior to partial Owner occupancy, mechanical and electrical systems shall be fully operational. Required inspections and tests shall have been successfully completed. Upon occupancy, the Owner will operate and maintain mechanical and electrical systems serving occupied portions of the building.
 - 4. Upon occupancy, the Owner will assume responsibility for maintenance and custodial service for occupied portions of the building.

1.08 WORK BY OWNER

- A. The Owner intends to complete the following items of Work outside the provisions of these Contract Documents. Subcontractors shall not restrict or interfere with the Owner's right to the Project to accomplish this Work.
 - 1. Equipment and furniture except as scheduled and specified under Divisions 6, 11 and 12 and shown on the Drawings.
 - 2. Items which may be deleted from Contracts for Work as required by the Contract Documents.
 - 3. The purchase and supplying of certain materials as noted in the Project Manual.

1.09 PERMITS, FEES, AND NOTICES

- A. The Construction Manager will secure the general building permit for the Owner. Each Subcontractor shall secure and pay for other permits, governmental fees, and licenses necessary for the proper execution and completion of his Work, which are applicable at the time the bids are also received. Fees to relocate utilities on Owner's property shall be included in the bid of the Subcontractor doing the relocation.
 - 1. State filing fees for plan approval are the responsibility of the Owner and will be paid by the Owner.
- B. Utility Tie-Ins: Shall be arranged with local utility company and other involved parties for minimum interruption of service.
- C. Shutdowns of existing systems shall be limited to minimum time required and scheduled with other involved parties. Provide 2 days written notice of shutdown to Construction Manager and Owner.
- D. Inspections of installed work shall be performed by the governing authority as arranged for by the Subcontractor. Work shall not be covered until approved.
- E. Each Subcontractor shall give notices and comply with laws, ordinances, rules, regulations, and orders of public authorities bearing on the performance of his Work. If a Subcontractor observes that the Contract Documents are at variance therewith, he shall promptly notify the Construction Manager in writing, and necessary changes shall be adjusted by appropriate notification. If a Subcontractor performs Work knowing it to be contrary to such laws, ordinances, rules, and regulations, and without such notice to the Construction Manager, he shall assume full responsibility therefore and shall bear the costs attributable thereto.

1.10 LABOR AND MATERIALS

- A. Unless otherwise specifically noted, the Subcontractor shall provide and pay for labor, materials, equipment, tools, construction equipment and machinery, water, heat, utilities, transportation, and other facilities and services necessary for the proper execution and completion of his Work, whether temporary or permanent and whether or not incorporated or to be incorporated in the Work.
- B. Each Subcontractor shall enforce strict discipline and good order among his employees or other persons carrying out Work of his Contract and shall not permit employment of unfit person or persons or anyone not skilled in the task assigned to them.

1.11 CUTTING AND PATCHING

- A. Refer to Section 01 73 10 - Cutting and Patching, for provisions on this subject.

1.12 VERIFICATIONS OF EXISTING DIMENSIONS

- A. When verification of existing dimensions is required, the Subcontractor requiring said verification for the construction or fabrication of his material shall be the Subcontractor responsible for the procurement of the field information.

1.13 PROJECT SECURITY

- A. Each Subcontractor shall take all reasonable precautions to prevent injury, damage or loss to people and property in, on and adjacent to the project. This shall include not only their own work or property but that of other contractors and the Owner.
- B. If deemed necessary by The Construction Manager a project wide security program may be developed for the purpose of preventing damage or loss at the project site or property adjacent thereto. Once accepted by the Owner, contractors shall comply.

1.14 SCHEDULE OF CONTRACT RESPONSIBILITIES - SCOPE

- A. Subcontractors shall submit their proposals based on the work included under each contract area as listed herein. Include Work necessary for a complete project, as shown on the Drawings and called for in the Specifications.
- B. Questions concerning the phasing or "Schedule of Contract Responsibilities" should be directed to the Construction Manager, who will be the interpreter and be responsible for this Schedule of Contract Responsibilities and Contract Breakdown, prior to submitting proposals and during construction.
- C. The requirements of Division 1 are a part of the Work of each and every contract area. The Contractor for any one contract area shall be familiar with the Work and requirements of all other contract areas.
- D. Certain Specification Sections describe Work to be performed under several contract areas. (Example: 06100 - Rough Carpentry.) Provide Work of this nature as required for each contract area whether or not enumerated in the Schedule of Contract Responsibilities.
- E. The Drawings and Specifications as furnished for each of the Contracts is for the convenience of the Contractor in preparing a proposal for this Project. However, each Contractor is responsible to review the complete set of Drawings and Specifications to assure that Work required to be installed to complete his phase of the Work is included in his proposal. This "Schedule of Contract Responsibilities" is a definition of the work as it is to be bid in separate contracts. Where a specific item of Work is not defined, but is normally inherent to a trade, or is included in the scope of the applicable technical revision, it will be the responsibility of that Contractor to include the Work in his proposal.
- F. This "Schedule of Contract Responsibilities" is to aid each Subcontractor in defining the Scope of Work to be included in his proposal. However, omissions from this "Schedule of Responsibilities" do not relieve the Subcontractor from including in his proposal that Work which will be required to complete his Contract. Each Subcontractor should read the "Schedule of Contract Responsibilities" completely to familiarize himself with the Work of other Subcontractors that may have Work in adjacent areas and to coordinate the interfacing problems that may occur as the work is assembled and constructed.
- G. Where specific Work is to be completed under a particular phase of the Project and the Work is wholly or partially completed by other trades because of the type of work involved or jurisdictional trade agreements, the Subcontractor will be responsible to subcontract the Work as necessary to complete the Work included in his Contract. No

delay in the Work will be allowed due to the failure of the Subcontractor to subcontract related work required by jurisdictional trade agreements.

1.15 COORDINATION OF WORK

- A. Each Subcontractor is responsible to coordinate his Work with the Work of other trades and other Contractors and requirements of the Owner. The Contractor must make space allowances for Work of other Subcontractors; provide necessary openings where indicated or implied by the Drawings and Specifications. Each Subcontractor is responsible to protect his own Work.

1.16 TIME OF COMMENCEMENT AND COMPLETION

- A. The Contractor shall commence work within ten (10) days after being notified in writing to proceed and shall complete the Work within the time limitations established in the Form of Agreement.
1. It is anticipated that construction will start within 30 calendar days after receipt of bids.
 2. Construction shall be complete per schedule.

PART 2 PRODUCTS (Not Used)

PART 3 EXECUTION

3.01 SCHEDULE OF CONTRACT RESPONSIBILITIES

3.02 GENERAL REQUIREMENTS

- A. PROVIDED BY THE CONSTRUCTION MANAGER
- | | | |
|---------|----------|-----------------------------|
| Section | 01 32 00 | Schedules and Reports |
| Section | 01 45 10 | Testing Laboratory Services |
| Section | 01 57 60 | Project Signs |
- B. PROVIDED BY ALL SUBCONTRACTORS AS APPLICABLE
- | | | |
|---------|------------|--|
| Section | 01 12 00 | Multiple Contract Summary |
| Section | 01 23 00 | Alternates |
| Section | 01 25 00 | Contract Modification Procedures |
| Section | 01 25 00.1 | Substitution Procedures |
| Section | 01 28 00 | Schedule of Values |
| Section | 01 29 00 | Applications for Payment |
| Section | 01 31 00 | Project Meetings |
| Section | 01 32 00 | Schedules and Reports |
| Section | 01 33 00 | Submittal Procedures |
| Section | 01 40 00 | Quality Requirements |
| Section | 01 45 10 | Testing Laboratory Services (Paragraph 1.05) |
| Section | 01 50 50 | Temporary Facilities and Controls |
| Section | 01 51 80 | Temporary Fire Protection |
| Section | 01 53 20 | Tree and Plant Protection |
| Section | 01 54 60 | Environment Protection |
| Section | 01 54 80 | Utility Protection |
| Section | 01 55 00 | Access Roads and Parking Areas |

Section	01 56 20	Dust Control
Section	01 56 30	Water Control
Section	01 56 90	Housekeeping and Safety
Section	01 59 20	Offices and Sheds
Section	01 60 00	Product Requirements
Section	01 72 00	Field Engineering
Section	01 72 50	Work Layout
Section	01 73 10	Cutting and Patching
Section	01 77 00	Contract Closeout

All Subcontractors shall provide their Superintendents with radios capable of handling multiple channels and compatible with radios used by the Construction Manager.

All contractors shall subscribe to PlanGrid for use on this project. Number of users is up to the contractor, however, at a minimum your site personnel will be required to use this product to facilitate communication. PlanGrid will be used for the current construction documentation to include, current set, addenda, ASI, As Built Conditions, QA/QC, and Punch List. Visit the www.PlanGrid.com to determine subscription pricing. It is recommended that you have an office administrator to assist your field personnel. PlanGrid is a tool for the construction phase and will not be used for bidding. Visit www.skillmanplanroom.com for bid documents

C. **PROVIDED BY DESIGNATED SUBCONTRACTORS**

Section	01 51 50	Temporary Water
Section	01 51 60	Temporary Sanitary Facilities
Section	01 52 10	Construction Aids and Temporary Enclosures
Section	01 52 60	Rubbish Container
Section	01 53 10	Fencing (Temporary)
Section	01 53 20	Tree and Plant Protection
Section	01 53 30	Barricades
Section	01 55 00	Access Roads and Parking Areas
Section	01 56 80	Erosion Control

3.03 BID CATEGORIES

A. **BID CATEGORY NO. 1 – Earthwork and Site Utilities**

General Requirements in Paragraph 3.02.B above.

Reference civil drawing sheets for site earth moving and utility specifications.

Section	01 51 50	Temporary Water
Section	01 51 60	Temporary Sanitary Facilities
Section	01 52 60	Rubbish Container
Section	01 53 10	Fencing (Temporary)
Section	01 53 20	Tree and Plant Protection
Section	01 55 00	Access Roads and Parking Areas
Section	01 56 80	Erosion Control
Section	01 72 00	Field Engineering
Section	31 20 00	Earth Moving – Building

Project Specific Clarifications:

1. Provide all erosion control measures including construction entrance. Bid Category #2 to provide and maintain concrete washout.
2. Provide 60,000SF/8” thick of temporary access road stone. Include placement and removal. Location designated by the Construction Manager.
3. Provide field engineering and layout for your own work.
4. Provide traffic control measures when required for completion of your work.
5. Provide fire protection and domestic water main to first flange above finished floor.
6. Provide road cleaning/sweeping while performing work on site.
7. Provide temporary sanitary facilities from site mobilization thru November 1st, 2019.
8. Provide final As-Built survey for utility work.
9. Bid Category #2 to provide foundation backfill and drainage course under slab on grade.

B. BID CATEGORY NO. 2 – Building Concrete

General Requirements in Paragraph 3.02.B above.

Section	01 52 60	Rubbish Container
Section	03 30 00	Cast in Place Concrete
Section	03 35 00	Concrete Surface Treatment
Section	03 54 16	Hydraulic Cement Underlayment
Section	07 13 26	Self Adhering Sheet Waterproofing
Section	31 20 00	Earth Moving - Building

Project Specific Clarifications:

1. Provide and maintain concrete washout.
2. Provide hot water and winter blanket protection based on the construction schedule.
3. Provide grouting of all column bases.
4. Provide pump pit concrete. Swimming pool tank and surge tank concrete will be included in future Bid Package.
5. All spoils generated from excavation shall be taken to a designated area on site.
6. Provide all foundation/footing excavation and backfill, including drainage course under slab on grade.
7. Provide pool deck slab on grade. Swimming pool tank concrete to be included in future Bid Package.
8. Provide foundation underdrainage as shown on the structural plans.

- C. BID CATEGORY NO. 3 – Pre-Cast
General Requirements in Paragraph 3.02.B above.
Section 03 45 00 Structural Precast Concrete Wall Panels
Section 26 05 33 Conduit and Boxes

Project Specific Clarifications:

1. Provide an additional mobilization for completion of pre-cast panels that will be erected following completion of the swimming pool excavation.

- D. BID CATEGORY NO. 4 – Structural Steel
General Requirements in Paragraph 3.02.B above.
Section 01 52 10 Construction Aids and Temporary Enclosures
Section 01 53 30 Barricades
Section 05 12 00 Structural Steel Framing
Section 05 21 00 Steel Joists Framing
Section 05 31 00 Steel Deck
Section 05 50 00 Metal Fabrications
Section 05 52 13 Pipe and Tube Railings
Section 05 73 00 Decorative Metal Railings

Project Specific Clarifications:

1. Any cleaning or demucking of column pads prior to column installation will be the responsibility of this Bid Category.

END OF SECTION 01 12 00