

SECTION 01 10 00 - SUMMARY

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. Section Includes:

1. Project information.
2. Work covered by Contract Documents.
3. Construction schedule and phasing.
4. Work by Owner.
5. Work under separate contracts.
6. Owner-furnished products.
7. Access to site.
8. Coordination with occupants.
9. Work restrictions.
10. Specification and drawing conventions.
11. Miscellaneous provisions.

B. Related Requirements:

1. Division 01 Section "Multiple Prime Contracts Summary" for multiple prime contract responsibilities.
2. Division 01 Section "Temporary Facilities and Controls" for limitations and procedures governing temporary use of Owner's facilities.

1.3 PROJECT INFORMATION

A. Project Identification: Reamstown Elementary School.

1. Project Location: 44 South Reamstown Road, P.O. Box 248, Reamstown, PA 17567.

B. Owner: Cocalico School District, 800 South 4th Street, P.O. Box 800, Denver, PA 17517.

C. Architect: AEM Architects, Inc., 3700 Perkiomen Avenue, Reading, PA 19606.

1. Architect's Consultants: The Architect has retained the following design professionals who have prepared designated portions of the Contract Documents:
  - a. MEP Engineer: Consolidated Engineers, 1022 James Drive, Leesport, PA 19533.
  - b. Structural Engineer: WZG Structural Consulting Engineers, Inc., 1137 North Gravel Pike, Zieglerville, PA 19492.

- D. Commissioning Agent Consultant: [Name of entity will be provided] has been appointed by the Owner to serve as the Commissioning Consultant for the project.

#### 1.4 WORK COVERED BY CONTRACT DOCUMENTS

- A. The Work of Project is defined by the Contract Documents and consists of the following:

1. The original building was constructed in 1966 and was renovated/expanded in 1996 and 2005. It presently functions as a K-5 elementary school and will be occupied during the renovations. This Project is a major HVAC renovation/upgrade along with renovating and reconfiguring current spaces for new uses as the office suite and library. The project also includes a building-wide lighting upgrade and fire protection system (it is currently not sprinklered). Restroom facilities will also be modernized throughout the building.

- B. Type of Contract:

1. Project will be constructed under coordinated, concurrent multiple prime contracts. See Division 01 Section "Multiple Contract Summary" for a description of work included under each of the Prime Contracts to be performed concurrently with, and in close coordination to, work performed on the Project between the Owner and Prime Contractors. The Prime Contractors' bid includes all materials, labor, management, transportation, tools, equipment, and services for the Project as required for a complete and satisfactory job. Each Contractor shall coordinate its work with the other Contractors for the work to be performed in proper construction sequences, in accordance with the Project schedule to achieve project milestones and Substantial Completion dates.

- a. Contract No. 1: General Construction
- b. Contract No. 2: Plumbing Construction
- c. Contract No. 3: HVAC Construction
- d. Contract No. 4: Electrical Construction

- C. Summary by Reference: The work can be summarized by reference to the requirements of the various Contract Documents, which in turn make reference to the requirements of other applicable provisions which control or influence the work; and these references can be summarized but are not necessarily limited to the following:

1. The General Conditions, which are bound herewith.
2. The Drawings, which are listed in a "Schedule of Drawings" as of the date of these Contract Documents, and bound herewith.
3. The Specification Sections, which are bound herewith and are listed in the "Table of Contents" bound herewith.
4. The Addenda and Modifications to the Contract Documents, which will be distributed electronically.
5. The documentation of separate contracts, which include Project work that is not work of this Contract, and are provided for reference to all bidders. Each Contractor shall become familiar with other Sections of the Specifications insofar as they apply hereto and affect their work and shall also cooperate to the fullest extent with other Contractors to permit orderly and expeditious procedure in executing the work.
6. Other work, by the Owner or by other separate contracts, which is in connection with the project and is related with the work of the prime contracts of this project.
7. Governing regulations, which have a bearing on the performance of the Work; copies can be obtained from or reviewed at the Local, State or Federal Agency responsible for the regulation in each case.
8. Submittals, copies of which shall be retained by the Contractor at the site.

9. Miscellaneous elements of information having a bearing on the performance of the work, such as weather forecasts and reports of general trade union negotiations; copies must be obtained by the Contractor through normal channels of information.
10. Measurements: When new work is to connect to existing work, verify dimensions and elevations of existing work. Any discrepancy between Drawings and/or Specifications and existing conditions shall be referred to Architect in writing for adjustment before work affected thereby has been performed. In event of Contractor's failure to give such notice, Contractor will be held responsible for results of any discrepancies and cost of rectifying same.

#### 1.5 ADMINISTRATIVE SUBMITTALS SCHEDULE

- A. After issuance of the Notice to Proceed, the following administrative submittals shall be submitted in accordance with the following schedule:
  1. Submission of Submittals Schedule: 14 days from issuance of the Notice to Proceed in accordance with Division 01 Section "Submittal Procedures".
  2. Submission of Schedule of Values: 14 days from issuance of the Notice to Proceed in accordance with Division 01 Section "Payment Procedures".
  3. Submission of Key Personnel: 14 days from issuance of the Notice to Proceed in accordance with Division 1 Section "Project Management and Coordination".
  4. Submission of Subcontractors and Suppliers: Initial list is due 14 days from issuance of the Notice to Proceed with the final list due 30 days from issuance of the Notice to Proceed in accordance with Division 01 Section "Project Management and Coordination".
  5. Contractor's Quality Control Plan: 30 days from issuance of the Notice to Proceed in accordance with Division 01 Section "Quality Requirements".
  6. Letter certifying review of procurement schedule: 30 days from issuance of the Notice to Proceed in accordance with Division 01 Section "Project Management and Coordination".
- B. Contractors Applications for Payment will not be reviewed by the Architect until the administrative submittals listed in 1.5.A are complete and accepted by the Architect.

#### 1.6 CONSTRUCTION SCHEDULE AND PHASING

- A. The Work shall be conducted in multiple phases, in accordance with the following schedule:
  1. Start submittal submission and project planning:
    - a. Ten days from Notice to Proceed.
  2. Start Date: Begin construction activities:
    - a. Refer to Phasing Plan and dates for various phases to commence work on site.
  3. Completion of Coordination Drawings Milestone: The Coordination Drawings shall be complete, signed off by all Prime Contractors and approved by the Architect by this date:
    - a. February 23, 2024
    - b. Liquidated Damages: \$250 per contract per day.
  4. Completion of Submittals Milestones: All submittals shall be complete and approved by the Architect as follows:
    - a. Submittals Milestones:

- 1) Color Selection/Samples Submittals: 90 days from Notice to Proceed.
  - 2) HVAC Equipment Submittals: 30 days from Notice to Proceed.
  - 3) Emergency Generator: 30 days from Notice to Proceed.
  - 4) Switch Gear: 30 days from Notice to Proceed.
  - 5) Balance of Submittals not listed above: 120 days from Notice to Proceed.
- b. Submittals for work scheduled to be in place prior to this milestone shall be complete a minimum of one week prior to scheduled installation.
  - c. It is the Contractor's responsibility to ensure the submittal is complete and accurate prior to submission.
  - d. Architect reserves the right to backcharge the Contractor for all time expended for submittal review after dates listed above.
5. Phase 1: Corridors and Circulation Areas requires 2nd shift work by all Contractors during the school years 2023-2024 and 2024-2025 and with day and 2nd shift work during the summer of 2024.
  - a. Start Date: November 6, 2023.
  - b. Removal of all ceilings and temporary support of remaining systems completed: December 15, 2023.
  - c. Date of Substantial Completion: April 25, 2025.
  - d. Liquidated Damages: \$500 per contract per day.
6. Phase 1A: Corridors and Circulation Areas – Area B Ground and First Floors (all work to be completed on 2nd shift outside of school hours).
  - a. Commence installation of new ceilings: November 4, 2024.
  - b. Date of Substantial Completion: November 15, 2024.
  - c. Liquidated Damages: \$100 per contract per day.
7. Phase 1B: Corridors and Circulation Areas - Area A Ground and First Floors (all work to be completed on 2nd shift outside of school hours).
  - a. Commence installation of new ceilings: December 30, 2024.
  - b. Date of Substantial Completion: January 10, 2025.
  - c. Liquidated Damages: \$100 per contract per day.
8. Phase 1C: Corridors and Circulation Areas - Area C (all work to be completed on 2nd shift outside of school hours).
  - a. Commence installation of new ceilings: March 31, 2025.
  - b. Date of Substantial Completion: April 11, 2025.
  - c. Liquidated Damages: \$100 per contract per day.
9. Phase 2: New Office Renovations.
  - a. Start Date: February 5, 2024.
  - b. Date of Substantial Completion: June 28, 2024.
  - c. Refer to Phase 13B for time requirements for completion and connection of new sanitary.
  - d. Liquidated Damages: \$500 per Contract per day.
10. Phase 2A: Storage 290 – Alternate Series 100 – all work shall be performed on 2nd shift during the school year (until June 10, 2024).
  - a. Start Date: February 5, 2024.

- b. Date of Substantial Completion: August 9, 2024.
  - c. Liquidated Damages: \$250 per Contract per day.
- 11. Phase 3A: Multi-Purpose Room.
  - a. Start Date: June 10, 2024.
  - b. Date of Substantial Completion: August 23, 2024.
  - c. Liquidated Damages: \$500 per Contract per day.
- 12. Phase 3B: Stage/Storage.
  - a. Start Date: June 10, 2024.
  - b. Date of Substantial Completion: September 27, 2024.
  - c. Liquidated Damages: \$500 per Contract per day.
- 13. Phase 4: Summer 2024 Miscellaneous Work – Lower-Level Classrooms, Elevator Renovations, Cafeteria and Kitchen Renovations, all Toilet Rooms and Bathrooms, IDFs, Exterior Door Replacement, etc.

Note: All electric panel work in Phase 4 and 6, 7, 8, and 9 corridors shall be completed in this phase. Install air handlers AHU-1, 2, 3, & 4, all associated piping and ductwork in first floor corridor, stubs into first floor classroom and drops to ground floor classrooms.

  - a. Start Date: June 10, 2024.
  - b. Power Shutdown Commences: July 5, 2024 (refer to Phase 13C).
  - c. Power Shutdown Complete: July 14, 2024 (refer to Phase 13C).
  - d. Date of Substantial Completion: August 9, 2024.
  - e. Liquidated Damages: \$500 per Contract per day.
- 14. Phase 5: New Library Renovations
  - a. Start Date: July 8, 2024.
  - b. Date of Substantial Completion: December 13, 2024.
  - c. Liquidated Damages: \$500 per Contract per day.
- 15. Phase 6: Classroom Renovations (all work shall occur on 2nd shift).
  - a. Start Date: September 3, 2024.
  - b. Date of Substantial Completion: October 4, 2024.
  - c. Liquidated Damages: \$500 per Contract per day.
- 16. Phase 7: Classroom Renovations (all work shall occur on 2nd shift).
  - a. Start Date: October 7, 2024.
  - b. Date of Substantial Completion: November 1, 2024.
  - c. Liquidated Damages: \$500 per Contract per day.
- 17. Phase 8: Classroom Renovations (all work shall occur on 2nd shift)
  - a. Start Date: November 4, 2024.
  - b. Date of Substantial Completion: November 29, 2024.
  - c. Liquidated Damages: \$500 per Contract per day.

18. Phase 9: Classroom Renovations (all work shall occur on 2nd shift).
  - a. Start Date: December 2, 2024.
  - b. Date of Substantial Completion: December 27, 2024.
  - c. Liquidated Damages: \$500 per Contract per day.
19. Phase 10: Classroom Renovations (all work shall occur on 2nd shift).
  - a. Start Date: January 6, 2025.
  - b. Date of Substantial Completion: January 31, 2025.
  - c. Liquidated Damages: \$500 per Contract per day.
20. Phase 11: Classroom Renovations (all work shall occur on 2nd shift).
  - a. Start Date: February 3, 2025.
  - b. Date of Substantial Completion: February 28, 2025.
  - c. Liquidated Damages: \$500 per Contract per day.
21. Phase 12: Classroom Renovations and Miscellaneous (all work shall occur on 2nd shift).
  - a. Start Date: March 3, 2025.
  - b. Date of Substantial Completion: March 28, 2025.
  - c. Liquidated Damages: \$250 per Contract per day.
22. Phase 13A: Mechanical/Electrical Spaces – Storage 201.
  - a. Start Date: June 10, 2024.
  - b. Date of Substantial Completion: August 16, 2024.
  - c. Liquidated Damages: \$250 per Contract per day.
23. Phase 13B: Mechanical/Electrical Spaces – Area C Crawlspace.
  - a. Start Date: February 5, 2024.
  - b. Commence Phase 2 sanitary extension below slab, through, and to Girls D-133A, Boys D-133B, wall chases, and Custodial D-133C: June 10, 2024.
  - c. Complete Phase 2 sanitary extension below slab, through, and to Girls D-133A, Boys D-133B, wall chases, and Custodial D-133C: June 28, 2024.
  - d. Date of Substantial Completion: August 16, 2024.
  - e. Note: No work performed in the Phase shall disconnect or terminate and building services in occupied areas before June 10, 2024.
  - f. Liquidated Damages: \$250 per Contract per day.
24. Phase 13C: Mechanical/Electrical Spaces – Summer 2024 power shutdown related interior and exterior work.
  - a. Start Date: June 10, 2024.
  - b. Power shutdown commences: July 5, 2024.
  - c. Power shutdown complete: July 14, 2024 (even though the dates only total 10 calendar days, all Contractors shall plan for a total of 14 calendar days and include all associated costs in their respective Contract sums).
  - d. Date of Substantial Completion: August 16, 2024.
  - e. Liquidated Damages: \$1,000 per Contract per day (General and Electrical Contractors only).

- f. All Contractors are contractually obligated to continue their respective work during this time. Following is a list of requirements for all Contractors to plan for and accommodate within their respective Contract sums for this power shutdown:
- 1) The Electrical Contractor shall provide temporary lighting throughout all construction areas (normal requirements under Temporary Facilities and Controls). The Electrical Contractor shall also provide temporary lighting throughout the rest of the building. During the power outage, temporary lighting shall be provided from a power source separate from the building lighting and shall NOT use the existing lighting circuits.
  - 2) The General Contractor shall provide a temporary ventilation system to maintain air movement throughout the entire building, and in construction areas. A minimum of ten (10) 120V, 1/3Hp, 36-inch industrial fans shall be located throughout the corridor system to push air through the building. Corridor fans shall be placed to circulate the air in a uniform pattern. Additional fans shall be provided in the areas of construction aside from the corridors and circulation areas to provide ventilation in the areas of construction. Throughout the time of the power outage, all interior doors shall be propped open to provide for proper and thorough air movement.
  - 3) For the entire duration of the power shutdown, the General Contractor shall provide full-time security to patrol the building and site to ensure the security of all construction areas, the building, site, Owner's equipment, Contractors' equipment and materials and to protect them against vandalism and theft. In addition to building and site security, security staff shall be responsible to monitor ventilation and HVAC equipment to ensure its continued operation.
  - 4) The Electrical Contractor shall provide a minimum 20kW generator. The generator shall be provided to power the temporary lighting and ventilation equipment. The Electrical Contractor shall provide sufficient fuel to power the generator for the entire duration of the outage. The cost of fuel shall be included in the Electrical Contractor's Contract Sum. The Electrical Contractor shall provide 120V plugs at each fan and shall provide power to all temporary lighting.
  - 5) Power for any/all construction tools and equipment needed for construction tasks during the power shutdown shall be provided by each individual Contractor. The cost of any/all fuel, batteries/charging for tools and equipment shall be borne by each Contractor and the costs included in the Contract Sum. Power shall not be taken from the generator supplied by the Electrical Contractor for temporary lighting and ventilation.
  - 6) Once building power is restored following the power shutdown, the fans shall be connected to the building power, and remain operational throughout the remainder of the summer until permanent systems are restored in occupied areas or areas that will be occupied for the start of the next school year. The General Contractor shall be responsible for the ongoing cost and operation of this temporary ventilation system. Once the chilled water system is made operational, the HVAC Contractor shall program the building controls to slowly cool these occupied, and to be occupied, areas of the building (spaces where construction is not ongoing) back to normal operational temperatures over a 72-hour time frame, taking special care to eliminate the chance of condensation on building surfaces and eliminating any potential for mold growth.
25. Substantial Completion: All work is complete in accordance with the requirements for Substantial Completion.
- a. Midnight, April 25, 2025.
  - b. Liquidated Damages \$1,000 per contract per day.

26. Final Completion: All work is complete including punchlist and administrative closeout work:
- a. May 23, 2025.
  - b. Architect reserves the right to backcharge the Contractor for time expended beyond this date for review of punchlist work and other time expended due to incomplete work.
- B. Before commencing Work of each phase, submit an updated copy of Contractor's construction schedule showing the sequence, commencement and completion dates for all phases of the Work.
- C. Existing Conditions Review: Ten days prior to the start of any work, each Prime Contractor shall thoroughly review the existing conditions of the upcoming phase as follows:
1. Review existing conditions.
  2. Remove ceiling tiles where required or perform destructive testing to confirm adequate space exists for scheduled work to be installed and to fully understand the existing conditions.
  3. Perform work around the Owner's schedule.
  4. Premium time required for a thorough review to be performed shall be included in each Contractors bid.
  5. Any conflict or issue realized during this review shall be brought to the Architect's attention immediately.
  6. No extension of time will be granted for issues realized and not identified prior to the work of the phase starting.
- D. Contractors' bids shall contain all premium time required to complete the work in accordance with the phasing schedule. The work of this project will require premium time and shift work to be utilized to complete the work in accordance with requirements of the phasing plan and to accommodate the Owner's programs.

#### 1.7 WORK BY OWNER

- A. General: Cooperate fully with Owner so work may be carried out smoothly, without interfering with or delaying work under this Contract or work by Owner. Coordinate the Work of this Contract with work performed by Owner.
- B. Concurrent Work: Owner will perform the following construction operations at Project site. Those operations will be conducted simultaneously with work under this Contract.
1. The Owner will purchase food service equipment that will be installed in conjunction with work scheduled for the kitchen and associated spaces.
  2. The Owner may be working at various times during the Project on other systems or to set up areas affected by the proposed renovations. Contractors shall cooperate and accommodate these activities.

#### 1.8 WORK UNDER SEPARATE CONTRACTS

- A. General: Cooperate fully with separate contractors so work on those contracts may be carried out smoothly, without interfering with or delaying work under this Contract or other contracts. Coordinate the Work of this Contract with work performed under separate contracts.

- B. Concurrent Work: Owner will award separate contract(s) for the construction operations at Project site. Those operations will be conducted simultaneously with work under this Contract. The extent of each prime contract is indicated in the Contract Documents. Except where no other more specific description is contained in the Contract Documents, general names and terminology on the Drawings and in Specification Sections determine which prime contract includes a specific element of work.

#### 1.9 OWNER-FURNISHED PRODUCTS

- A. Owner will furnish products indicated on the Drawings. The Work includes receiving, unloading, handling, storing, protecting, and installing Owner-furnished products and making building services connections.

#### 1.10 ACCESS TO SITE

- A. General: Contractor shall have limited use of Project site for construction operations as indicated on Drawings by the Contract limits and as indicated by requirements of this Section.
- B. Use of Site: Limit use of Project site to work in areas indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.
  - 1. Limits: Confine construction operations to areas of Phases where work is ongoing.
  - 2. Driveways, Walkways and Entrances: Keep driveways and loading areas, and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials.
    - a. Schedule deliveries to minimize use of driveways and entrances by construction operations.
    - b. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
- C. Condition of Existing Building: Maintain portions of existing building affected by construction operations in a weathertight condition throughout construction period. Repair damage caused by construction operations.

#### 1.11 COORDINATION WITH OCCUPANTS

- A. Full Owner Occupancy: Owner will occupy site and existing building(s) during entire construction period. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's day-to-day operations. Maintain existing exits unless otherwise indicated.
  - 1. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Owner and approval of authorities having jurisdiction.
  - 2. Notify Owner not less than 72 hours in advance of activities that will affect Owner's operations.
- B. Owner Limited Occupancy of Completed Areas of Construction: Owner reserves the right to occupy and to place and install equipment in completed portions of the Work, prior to Substantial Completion of the Work, provided such occupancy does not interfere with completion of the Work. Such placement of equipment and limited occupancy shall not constitute acceptance of the total Work.
  - 1. Architect will prepare a Certificate of Substantial Completion for each specific portion of the Work to be occupied prior to Owner acceptance of the completed Work.

2. Obtain a Certificate of Occupancy from authorities having jurisdiction before limited Owner occupancy.
3. Before limited Owner occupancy, mechanical and electrical systems shall be fully operational, and required tests and inspections shall be successfully completed. On occupancy, Owner will operate and maintain mechanical and electrical systems serving occupied portions of Work.
4. On occupancy, Owner will assume responsibility for maintenance and custodial service for occupied portions of Work.

#### 1.12 WORK RESTRICTIONS

- A. Work Restrictions, General: Comply with restrictions on construction operations.
  1. Comply with limitations on use of public streets and with other requirements of authorities having jurisdiction.
- B. On-Site Work Hours: Limit work in the existing building to normal business working hours of 7:00 a.m. to 12:00 a.m., Monday through Friday, unless otherwise indicated.
  1. Weekend Hours: As required by the Project schedule and in accordance with local ordinances and regulations.
  2. Early Morning Hours: As required by the Project schedule and in accordance with local ordinances and regulations.
- C. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after providing temporary utility services according to requirements indicated:
  1. Notify Architect and Owner's Representative not less than two days in advance of proposed utility interruptions.
- D. Noise, Vibration, and Odors: Coordinate operations that may result in high levels of noise and vibration, odors, or other disruption to Owner occupancy with Owner.
  1. Notify Architect and Owner's Representative not less than two days in advance of proposed disruptive operations.
- E. Controlled Substances: Use of tobacco products and other controlled substances on Project site is not permitted.
- F. Employee Identification: Owner will provide identification tags for Contractor personnel working on Project site. Require personnel to use identification tags at all times.
- G. Employee Screening: Comply with requirements for background screening of Contractor personnel working on Project site.
  1. Maintain list of approved screened personnel with Owner's representative.

#### 1.13 SPECIFICATION AND DRAWING CONVENTIONS

- A. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:

1. Imperative mood and streamlined language are generally used in the Specifications. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.
  2. Specification requirements are to be performed by Contractor unless specifically stated otherwise.
- B. Division 01 General Requirements: Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.
- C. Drawing Coordination: Requirements for materials and products identified on Drawings are described in detail in the Specifications. One or more of the following are used on Drawings to identify materials and products:
1. Terminology: Materials and products are identified by the typical generic terms used in the individual Specifications Sections.
  2. Abbreviations: Materials and products are identified by abbreviations scheduled on Drawings.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 10 00